



**Homes and
Community Renewal**

NYS HOME Local Program

**Homeowner Housing Rehabilitation
With or Without Rental Units
Technical Assistance Webinar**

November 17, 2016

Welcome and Introductions

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Welcome and Introductions

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NYS Homes and Community Renewal website:
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Agenda

- **Timeline & Technical Assistance**
- **Admin Plan Program Description**
- **General Program Administrative Requirements**
- **Project Requirements**
- **Financial Management Requirements**
- **Rental Units**
- **Q&A**

Timeline

Application Deadline: December 16, 2016 - 4:00 PM

Award Announcement : estimate February, 2017

Contract Execution: estimate June, 2017



Technical Assistance

**General Application Technical Assistance Webinar (& recording)
available on HCR website next week.**

**Activity Specific Application Technical Assistance Webinars
per the table below:**

HOME Local Eligible Activity	Activity Specific Webinar Date & Time
Homeowner Housing Rehabilitation With or Without Rental Units	Thursday, 11/17/16 - 9:30-10:00am
Homebuyer Purchase Assistance With or Without Housing Rehabilitation	Thursday, 11/17/16 - 10:30-11:00am
Manufactured Housing Replacement	Thursday, 11/17/16 - 11:30-12:00pm
Homebuyer Development Projects	Friday, 11/18/16 - 9:30-10:00am
Rental Rehabilitation Program	Friday, 11/18/16 - 10:30-11:00am
Tenant Based Rental Assistance (TBRA)	Friday, 11/18/16 - 11:30-12:00pm



Administrative Plan

Homeowner Housing Rehabilitation

With or Without Rental Units

Homeowner Housing Rehabilitation Without Rental Units:

- The repair or rehabilitation of an owner-occupied single (1-4 unit) dwelling to meet program property standards and NYS and/or Local Code upon completion of construction activities.
- The housing rehabilitation must be in compliance with HTFC Housing Rehabilitation Standards.
- LPAs may not undertake stand-alone forms of special purpose homeowner repair programs, such as weatherization, energy efficiency, emergency repair or handicapped accessibility programs, however, these types of activities may be undertaken with HOME funds as part of a comprehensive housing rehabilitation project, provided the unit will meet program property standards and NYS and/or Local Code upon completion.

Maximum Award up to \$450,000 – Maximum Per-unit up to \$50,000



Homeowner Housing Rehabilitation With Rental Units:

- Housing rehabilitation of the homeowner unit and additionally rehabilitating HOME eligible rental units in a single family (2-4 unit) property.
- HTFC prefers a “whole house” approach to housing rehabilitation when assisting a homeowner with rental units and prefers the entire property to be rehabilitated in one undertaking.
- If all units are HOME eligible, then all units and common areas must be rehabilitated to meet NYS and/or Local Code upon completion.
- The owner must agree to HOME rental requirements pertaining to occupancy, affordability and lease up requirements.

Maximum Award up to \$450,000 – Maximum Per-unit up to \$50,000



General Program Administrative Requirements

Budget

Q4

Describe the amount of funds to be dedicated per unit for the following line items: hard costs, soft costs, staff costs of project delivery and administrative costs.

Answer limited to 400 characters

Q5

Describe how much of the total HOME funds per-unit will be spent on hard costs of construction.

Answer limited to 200 characters

- 1. Is the budget reasonable?*
- 2. HTFC compares applicant costs by budget line item and service area*
- 3. More HOME funds spent on hard costs*
- 4. Get estimates before creating the budget*



Schedule

Complete the following 8 quarter plan for unit production:

Period	Estimate # of applicants qualified for assistance	Estimate # of units with housing rehabilitation in progress	Estimate # of units completed in IDIS	Estimate total HOME expenditures
Quarter 1				
Quarter 2				
Quarter 3				
Quarter 4				
Quarter 5				
Quarter 6				
Quarter 7				
Quarter 8				
TOTALS				

1. *Does the application demonstrate capacity to meet the schedule?*
1. *Please note: This schedule was incorrect in the first posted Admin Plan and has been updated, use the Admin Plan currently on the website*

Documenting Staff Hours Tied to Specific Units

Q9

Describe how staff time will be charged and how the LPA will document staff hours tied to specific units.

Answer limited to 500 characters

- 1. This is about getting paid for staff costs of project delivery: describe the timesheet system and how staff will allocate time to specific units*
- 1. Describe the documentation the LPA will submit when requesting payment for staff costs of project delivery*
- 2. Make sure the staff hourly rate is not excessive*



Affirmative Marketing and Minority Outreach

Q12

Please describe in detail, the LPAs Affirmative Marketing Plan for this program.

Answer limited to 6000 characters

Each LPA HOME-funded program must have and follow an affirmative marketing plan and must define the affirmative marketing procedures that will take place to provide information and otherwise attract eligible persons in the program service area to the available assistance without regard to race, color, national origin, sex, religion, familial status or disability.

- 1. Read section 1.4.1: Affirmative Marketing and Minority Outreach before answering this question*



Written Agreements & Legal Documents

Q 14

Describe how the LPA will incorporate the HTFC note and mortgage terms and conditions into the program materials.

Answer limited to 600 characters

Q15

Describe the process for ensuring the homeowner understands the note and mortgage terms and conditions.

Answer limited to 600 characters

- 1. Describe what is included in the Written Agreement from the LPA to the homeowner*
- 1. Describe your process to be sure the homeowner understands the terms of the HOME Local assistance*



Project Requirements

Application Intake and Waiting List

Q21

Describe the procedure for accepting applications.

Answer limited to 600 characters

Q22

Describe how applications will be processed and added to the wait list.

Answer limited to 600 characters

Q23

Describe how the wait list will be maintained and how applicants will move up on the list.

Answer limited to 600 characters

1. *The application process must be fair for all applicants, disclosed and include specific information to applicants on how they move up on the wait list and if they can be bumped for certain reasons.*

After Rehab Value

Q29

Describe the method that will be used to determine the after-rehab value.

Answer limited to 800 characters

- 1. Please use one of the three methods described in the admin plan and describe process*
2. An independent estimate of value by a “knowledgeable” professional has to be someone with relevant assessment skills

Property Standards

Q35

List name and contact person for the HCR WAP provider that will partner with LPA in the service area.

Answer limited to 100 characters

Q36

Describe how the LPA will coordinate with the local WAP provider to ensure weatherization measures are incorporated into the scope of work?

Answer limited to 1000 characters

Q39

Describe how the LPA will determine the order of priority for housing rehabilitation and incorporate recommendations from the energy audit into the scope of work.

Answer limited to 800 characters

- 1. See section 2.4.1 on weatherization requirements, read Memo posted to website on NYS WAP & HOME Local collaboration,*
- 2. See section 2.4 – G on order of priority before answering this question*



Financial Management Requirements

Cost Review and Disbursement

Q49

Describe the cost review and disbursement procedures in place to ensure that costs are reasonable and in compliance with the budget. Answer limited to 1000 characters

- 1. Explain how LPA will estimate and review costs to be paid with HOME funds and process to know if within the budgeted line items.*



Rental Units

Rental Unit Cost Allocation & Monitoring

Q52

If other non-HOME funds are to be provided and not all units in the property will be HOME-assisted, provide a description of how the cost allocation will be conducted.

Answer limited to 1000 characters

Q58, Q59, Q60

Describe during the POA: how ongoing rents will be approved, how re-certifications will be conducted and approved, how unit inspections will be conducted.

Answers limited to 1000 characters

- 1. Use the cost allocation worksheet in section 4.11.1 and then explain the process*
- 1. Explain how LPA will monitor the HOME assisted rental units, see section 4.10*

Helpful Hints

Please ask for Technical Assistance !!!

- We can answer all question you may have through the deadline of December 16th. After that, staff will be scoring applications and will no longer be able to address issues related to this RFP.
- The main documents you must be familiar with are the RFP, CDOL Application Instructions (the two go back and forth with each other), Administrative Plan, Budget Policy and Budget worksheet.



Helpful Hints

- See the table of contents in the administrative plan to get overall format.
- Read the entire administrative plan and inserted questions before responding.
- Meet with staff and program partners to discuss and determine **how the program will be administered.**
- The “**how**” must be decided in order to respond to the questions in the administrative plan.

Helpful Hints

- Don't over think the questions in the administrative plans, some require very short answers.
- Pay attention to language in the administrative plan that is directly above or below the questions.
- Demonstrating that there is a local market need (using recent, relevant local data) for the program being proposed is important



Question and Answer Session

Wrap Up

- Please submit all questions on the content of this presentation to: OCRinfo@nyshcr.org
- Please include **HOME Local Application** in the subject line of your e-mail.
- See Q&A spreadsheet with questions from this webinar answered by HOME Local staff, to be posted on the HCR website.
- Thank you! We welcome your applications to provide low-income homeowners the ability to rehabilitate their homes using HOME Local Program funds!

