



**Homes and
Community Renewal**

NYS HOME Local Program

**Manufactured Housing Replacement
Technical Assistance Webinar**

November 17, 2016

Welcome and Introductions

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Welcome and Introductions

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**Homes and
Community Renewal**

Agenda

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

Manufactured Housing Replacement



Manufactured Housing Replacement

- **Manufactured Housing Replacement** as an owner-occupied housing rehabilitation activity, is considered reconstruction for the purposes of the NYS HOME Local program.
- It is the installation, on the same lot, of a new manufactured housing unit that replaces an existing, sub-standard manufactured or mobile home standing on the **site/land owned by the homeowner at the time of project commitment** or was demolished within the last 12 months prior to the date of commitment.
- The new unit must be installed on the same site as the unit that is being replaced and must be less than 122% larger than the old unit.
- The number of housing units on the lot may not be decreased or increased as part of a reconstruction project, but the number of rooms per unit may be increased or decreased.



Manufactured Housing Replacement

- New manufactured units must meet NYS and/or Local Code upon completion and be installed according to the Manufactured Home Construction and Safety Standards at 24 CFR Part 3280.
- The 2013 HOME Final Rule requires all HOME assisted new manufactured units to be installed in compliance with Permanent Foundation Requirements at 92.251(e) and must be installed according to HTFC's manufactured home design standards upon completion.
- All new manufactured units must meet Energy Star standards.

Maximum Award up to \$600,000 – Maximum Per-unit up to \$100,000



General Program Administrative Requirements

Budget

Q6

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

Q7

Describe the cost to be paid to the manufactured home installer to install the unit.

Answer limited to 200 characters

- 1. Is the budget reasonable?*
- 2. HTFC compares applicant costs by budget line item and service area*
- 3. Spend more on hard costs to purchase a higher quality unit*
- 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 ordered from the manufacturer	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				

Does the application demonstrate capacity to meet the schedule?



Documenting Staff Hours Tied to Specific Units

Q11

Describe the expected per unit cost for administrative and LPA staff costs of project delivery.

Answer limited to 200 characters

Q12

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

Q15

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 17

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 (aka after replacement) value.

Answer limited to 800 characters

- 1. Please use one of the three methods described in the admin plan and describe process*

Property Standards

- The sub-standard must be disposed of in a disposal/recycling facility that is certified by the NYS Department of Conservation (DEC) to receive, process and recycle and/or dispose of mobile/manufactured home components.
- In regard to Asbestos Containing Materials (ACM's), if the unit is not being demolished and can be disposed of whole, the LPA is not required to remove asbestos prior to disposal, but must ensure disposal of the unit in an NYS Department of Conservation (DEC) accredited asbestos disposal facility.
- The credentialed facility will perform the required techniques for identifying and handling ACM's as a part of the disposal in their facility. In addition, the LPA must certify on the Tier 2 site specific review checklist template, that all ACM's will be disposed of at a DEC licensed facility.
- If the unit has to be demolished, DOL Code Rule 56 applies requiring asbestos testing and removal prior to disposal.
 1. *Get good up front estimates, LPA needs to account for these expenses in the budget, as can get very expensive.*

Property Standards

Q34

Describe the process and schedule to replace the typical substandard unit with a new manufactured home.

Answer limited to 800 characters

Q35

List the name of the DEC accredited disposal facility that the LPA or contractor intends to use to dispose of the substandard unit.

- 1. See section 2.4 before answering this question*
- 2. Get good estimates on timing for typical replacement from a manufacturer*
- 3. Review the permanent foundation requirements at 24 CFR 203.43f(c) (i) and consider timing for install.*

Procurement and Contracting

Q39

Describe how the LPA will outreach to and procure contractors.

Answer limited to 800 characters

Q40

Describe how the LPA will ensure contractors are not debarred from working on HUD-funded projects?

Answer limited to 400 characters

- The LPA is considered the “procurer” (i.e., it effectively controls the decision of who gets the contract) then the procurement requirements of 2 CFR Part 200.318 - .326 apply. (The combined Omni Circular replaces the former Parts 85 and 84 circulars).
1. *See section 2.9 before answering this question*
 2. *See section 2.10 before answering this question and 2 CFR Part 200 noted above for non-profits on required bidding process and Appendix II of the same document for required construction contract provisions*

Financial Management Requirements

Cost Review and Disbursement

Q48

Describe the cost review and disbursement procedures in place to ensure that costs are reasonable and in compliance with the budget. Answer limited to 800 characters

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



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 replace their sub-standard manufactured home with HOME Local funds!