



**Homes and
Community Renewal**

NYS HOME Local Program

**Rental Rehabilitation Program
Technical Assistance Webinar**

November 18, 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**
- **Helpful Hints**
- **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) 11/16/16

6 Activity Specific Application Technical Assistance Webinars (& recordings)

Available on HCR Website next week:

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

Rental Rehabilitation Program

Rental Rehabilitation Program

- Housing rehabilitation of non-owner occupied HOME eligible rental units targeted to renters making 60% or less of Area Median Income (AMI).
- The units may be scattered site or a multiple unit, single site of 11 units or less. The project must be assisted with HOME funds as a single undertaking in which all of the HOME eligible rental units and common areas in the property are rehabilitated to meet NYS and/or Local Code upon completion. The property owner must agree to HOME rental rules pertaining to occupancy, affordability and lease up requirements.

Maximum Award up to \$715,000 – Maximum Per-unit up to \$65,000

Note: *Upcoming HOME Local Small Rental Project Special RFP, 1st Quarter of 2017 will be targeted for non-profit owned and managed rental housing.*



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 what typical hard cost items will be addressed when rehabilitating the rental units?

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 rental 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?*

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 1.3.3: Affirmative Marketing and Minority Outreach before answering this question*
- 2. Read Affirmative Marketing Policy available on the HCR website 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

Eligible Property Types

- The units may be scattered site or a multiple unit, single site. The project may assist 11 units or less. The project must be assisted with HOME funds as a single undertaking in which all of the HOME eligible rental units and common areas in the property are rehabilitated to meet NYS and/or Local Code upon completion.
- As referred to in Sections 2.3.1 and 2.3.2 of the administrative plan, if the rental unit is being assisted with HOME funds, then rental rules apply – including low-income tenant occupancy, lease requirements, rent limits, income recertification, and ongoing property standards during the period of affordability.



Application Intake and Waiting List

Q 50

Describe the procedure for accepting owner and tenant applications.

Answer limited to 800 characters

Q51

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

Answer limited to 600 characters

Q52

Describe how the wait lists will be maintained and how owners and tenants will move up on the list.

Answer limited to 600 characters

1. *See section 2.12.3, 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

Q21

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

Answer limited to 800 characters

- The after-rehab value must be determined up front, before work is started. The after rehab value must be considered when determining the scope of work for the unit. The cost to determine this value is a HOME eligible expense.
 1. *See section 2.2.2*
 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



Weatherization

Q30

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

Answer limited to 100 characters

Q31

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

1. *See section 2.5.1 on weatherization requirements, read Memo posted to website on NYS WAP & HOME Local collaboration, NYSEERDA also eligible.*



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

- 1. See section 2.8 before answering this question*
- 2. See section 2.8.1 before answering this question and 2 CFR Part 200.318 - .326 for non-profits on required bidding process and Appendix II of the same document for required construction contract provisions*



Rental Units

The affordability requirements of § 92.252 apply to assisted rental units for the Period of Affordability, including:

- Low income occupancy – at or below 60% of AMI
- Tenant income eligibility certification
- HOME rent limits & utility allowances
- HOME lease provisions in §92.253
- Maintenance of the rental units to §92.251 property standards.

These requirements are imposed for the POA and enforceable through the HTFC Note and Mortgage and regulatory agreement.



Occupancy and Income Limits

- All HOME-assisted units must be initially occupied by households with income less than 60% AMI, except that:
- Existing tenants with incomes up to 80% AMI may be determined eligible and remain in the unit after rehabilitation.
- If a project has five or more HOME-assisted units, at least 20% of the units must be occupied by households with incomes at or below 50% of AMI.
- HOME Program Income limits are by jurisdiction (metro area or county) and are published at: <https://www.hudexchange.info/manage-a-program/home-income-limits/>
- All assisted units must be initially occupied under these requirements within 18 months of completion of housing rehabilitation or all HOME funds must be repaid.



Rents

Q23

Describe how initial rents will be approved.

Answer limited to 1000 characters

- The LPA must determine the permitted rents for any assisted units at time of underwriting and incorporate them into the written agreement with the owner. The HOME rent limits are the maximum rents that can be charged to an income-eligible tenant residing in HOME-assisted unit. The rent limits vary by locality and bedroom size. They are published by HUD each year, and are available at: <https://www.hudexchange.info/manage-a-program/home-rent-limits/>

The HOME Program has two rent limits: High HOME and Low HOME limits

- Low HOME Rents apply to at least 20 percent of the units in properties with five or more HOME-assisted units that are occupied by very low-income tenants.
- The High HOME rent limit applies to all other HOME units.



Rental Unit Cost Allocation & Monitoring

Q37

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

Q18, Q19, Q20

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 3.6.1 and then explain the process*
- 2. Explain how LPA will monitor the HOME assisted rental units, see section 1.8.3*



Financial Management Requirements

Cost Review and Disbursement

Q57

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.*



Helpful Hints

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 tenants with rehabilitated, affordable rental units using HOME Local Program funds!

