**Mobile & Manufactured Home Replacement (MMHR) Program  
Monitoring Questionnaire**

**SHARS ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Local Program Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
Please provide responses to the questions below. Submit the monitoring questionnaire and supporting documentation to Kate Merriman at [kate.merriman@nyshcr.org](mailto:kate.merriman@nyshcr.org) to initiate the project monitoring and closeout process.

1. Was a consultant involved in program administration?

* If so, describe the procurement process that was used for consultant selection.
* Provide documentation to demonstrate the two-bid requirement has been met.

1. Was a written agreement with the consultant developed? Provide a brief summary of the scope of the consultant’s grant administration duties.
2. Describe the marketing and outreach efforts conducted to notify homeowners owners of the availability of financial assistance through the MMHR program.
3. Describe the application intake process that was used for participation in the MMHR program and attach a copy of the template application.
4. Outline the participate selection process including any prioritization included in this process.
5. Explain how participants were notified that they had been selected to participate. Provide template notification letter and other information materials provided to homeowners.
6. Were there property owners that applied for funding but were not selected for assistance? Describe how these decisions are documented in the project files.
7. Describe the process for developing the formal scope of work for the projects.
8. Describe the process followed for soliciting, receiving, and selecting bids.
9. Were at least two bids received for each scope of work? Provide documentation to demonstrate the two-bid requirement has been met.
10. Describe the general environmental compliance procedures that were followed for each individual project. Specifically explain the disposal process for the original home.
11. Please provide a copy of the template grant agreement used with participating property owners.
12. Describe the progress-inspection and final-inspection process for each individual project, including how often visits were conducted, who was present, and how the inspection was documented.
13. Describe the recipient organization’s policies for internal controls, and how they were used during the MMHR grant administration process.
14. Provide a copy of each executed Note & Mortgage and County filing receipt.
15. The program Grant Agreement and Administrative Plan include a directive for Post-Completion monitoring. Please explain how the recipient organization intends to meet the requirements for monitoring to ensure the participating homeowners are compliant during the 10-year regulatory period. Please address staff assignment of this responsibility and continuity of operations.

17. Please provide before and after .jpg photos for the following projects:

18. At the time of application, applicants propose program accomplishments, including the number of units to be assisted with the grant funds.

a) Explain how the proposed unit goals were developed at the time of application;

b) Explain how the project selection criteria and review process were structured to best meet the proposed accomplishment;

c) State how many homes were completed with MMHR funds;

d) Explain any impediments to reaching the proposed accomplishments;

e) Explain how the process will be adjusted for future MMHR applications.

19. Provide a summary of the program outcome and impacts on the community.

**Certification**

I am authorized to execute contract materials for the program award to the Local Program Administrator (LPA) named above. I have read this Questionnaire and by signing this document agree with the statements made herein and agree that, to the best of my knowledge, the provided information is true, accurate, and complete.

Name/Title (Signature) Date

Prepared by

Title

Phone

Email

O**CR – Program Manager Review Stamp**

**OCR – Program Director Approval Stamp**