**NYS HOME Local Program Administrative Plan Questions**

**Homebuyer Assistance with or without Housing Rehabilitation**

**Instructions:** All Applicants must respond to the questions in Section I for down payment/closing cost assistance only. Applicants proposing to include housing rehabilitation must also respond to the questions in Section II. Applicants are strongly encouraged to read the FY18 NYS HOME Local Admin Plan Homebuyer Assistance with or without Housing Rehabilitation.

1. Please provide short, detailed responses. All responses must be typed in 12-point Arial font with normal page margins.
2. Question number one (Q1) is the same for all applicants to the NYS HOME Local Program and is designed to create one page summary of your program or project. Applicants may provide up to a 1-page response for Q1.

3. For all other questions, each response may be no longer than ½ page.

**Section I**

**Homebuyer Assistance without Housing Rehabilitation**

1. Please respond in the order of the questions, as applicable:
2. HOME eligible activity to be performed
3. Total number of units to be assisted
4. Location of proposed project sites(s)
5. Describe proposed sites if have not yet been selected
6. What specific assistance will you provide the low-income beneficiary of the HOME assistance?
7. Who are your partners?
8. What other funding sources are included?
9. Will your program or project serve a special needs population?
10. What is already in place to begin the program or project?
11. Will the program or project include substantial or moderate housing rehabilitation?
12. Will the program or project include new construction or conversion?
13. Will there be ground disturbance/tree cutting/site work included in the scope of work?
14. Will your program or project include energy efficiency or green building practices?
15. What is the expected timeline for rehabilitation or construction?
16. Will the project include acquisition?
17. Will there be an increase in density?
18. Are the proposed HOME assisted units currently occupied or vacant?
19. Are there any unique features in your program or project design?
20. List which homebuyer activity will be performed, either Homebuyer Assistance or Homebuyer Assistance with Housing Rehabilitation.
21. Describe the priority household type(s) and the target area.
22. Please provide a detailed description and document, using current local data sources for the service area, the market need for the homebuyer assistance program being proposed.
23. Complete the following 8 quarter plan for unit production:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Period*** | ***Estimate # of units under purchase contract*** | ***Estimate # of sold/ transfer of title*** | ***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. Describe who will complete the Tier 2 Environmental Review.
2. Describe where the LPA will incorporate the HTFC note and mortgage terms and conditions into the program materials and ensure the homebuyer understands the terms and conditions.
3. Does the LPA have a current waiting list of prospective homebuyers that have been qualified as “ready to proceed” to purchase a home and if yes, how many?
4. Describe how the underwriting and subsidy layering assessment will be conducted and what documentation will be used to determine this assessment. How do you plan on “right sizing” the amount of assistance on an individual case-by-case basis?
5. Describe which HUD certified counseling agency will perform pre-purchase homebuyer counseling and how the costs will be paid.
6. Describe the method that will be used to determine the maximum sales price (purchase price or after rehab value).

**Section II**

**Homebuyer Assistance with Housing Rehabilitation**

1. Describe the typical amount of HOME funds to be invested per unit for housing rehabilitation.
2. Describe how the Applicant will determine the order of priority for housing rehabilitation and if energy efficiency and/or weatherization measures will be incorporated into the scope of work.
3. Describe how the scope of work and in-house cost estimate will be prepared.
4. Describe how LBP risk assessment and LBP clearance will be conducted.
5. Describe how the LPA will procure contractors.
6. Describe the process to ensure the home will be rehabilitated within 6 months of purchase and meet NYS and or Local Code requirements.