**NYS HOME Local Program - Administrative Plan Questions**

**Homebuyer Development**

**Instructions:** All applicants must respond to the questions in Section I to provide homebuyer development projects. CHDO Applicants must also respond to the questions in Section II. Applicants proposing to include the development of rental units must also respond to the questions in Section III. Applicants are strongly encouraged to read FY18 NYS HOME Local Admin Plan Homebuyer Development Projects.

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**

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. Does the Applicant have a current waiting list of prospective homebuyers that have been qualified as “ready to proceed” to purchase a home, if yes, how many?
21. Please provide a detailed description and document, using current local data sources for the service area, the market need for the type of housing to be developed.
22. Describe the amount of HOME funds to be invested per unit as development subsidy and/or direct homebuyer assistance.
23. Describe the expected amount of HOME funds per unit to be spent on hard costs of housing rehabilitation or new construction.
24. Complete the following 8 quarter plan for unit production:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period | Estimate # of units acquired | 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 the process for ensuring the homebuyer understands the note and mortgage or restrictive covenant terms and conditions and explain the process of when to execute and publicly record the document.
2. Describe the status of site control for the units intended for this project.
3. Describe the method that will be used to determine the maximum sales price limit (maximum purchase price or after rehab value), as applicable.
4. Describe how the Applicant will determine the order of priority for housing rehabilitation.
5. Describe how the scope of work and in-house cost estimate will be prepared.
6. Describe how the Applicant will procure contractors.
7. Pre-sale of the homebuyer units is highly recommended. Describe the plan for selling the units and how the sale price will be determined.
8. Describe how the homebuyer’s underwriting assessment will be conducted and what documentation will be used to determine the homebuyer meets underwriting requirements?

Section II

1. Identify and describe the expected developer fee that the CHDO will charge to the HOME Program.
2. Describe how the CHDO meets the “developer” role definition in this project.
3. Describe how the CHDO will have site control and be in sole charge of the construction financing and construction progress for this project.
4. Describe how the CHDO may want to access net sales proceeds, both during project implementation and for any remaining net proceeds upon completion and sale of units proposed.

**Section III**

1. Describe how the Applicant will determine that the owner can sustain the ownership and operation of the property, including the rental unit(s).
2. 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.
3. Describe how the lease form will be reviewed for compliance with HOME requirements.
4. Describe how initial rents will be approved.
5. Describe how applicants will be screened and certified for income eligibility.
6. Describe how ongoing rents during the POA will be approved.
7. Describe how tenant income re-certifications during the POA will be conducted and approved.
8. Describe how unit inspections will be conducted during the POA.