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

## **Manufactured Housing Replacement**

**Instructions:** Applicants must respond to the questions below. Applicants are strongly encouraged to read the FY18 NYS HOME Local Admin Plan Manufactured Housing Replacement prior to responding.

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.
4. Please respond in the order of the questions, as applicable:
5. HOME eligible activity to be performed
6. Total number of units to be assisted
7. Location of proposed project sites(s)
8. Describe proposed sites if have not yet been selected
9. What specific assistance will you provide the low-income beneficiary of the HOME assistance?
10. Who are your partners?
11. What other funding sources are included?
12. Will your program or project serve a special needs population?
13. What is already in place to begin the program or project?
14. Will the program or project include substantial or moderate housing rehabilitation?
15. Will the program or project include new construction or conversion?
16. Will there be ground disturbance/tree cutting/site work included in the scope of work?
17. Will your program or project include energy efficiency or green building practices?
18. What is the expected timeline for rehabilitation or construction?
19. Will the project include acquisition?
20. Will there be an increase in density?
21. Are the proposed HOME assisted units currently occupied or vacant?
22. Are there any unique features in your program or project design?
23. Please provide a description of the local market conditions that justifies the need for manufactured housing replacement in the area to be served.
24. Describe the priority household type(s), including special needs or other target populations.
25. Describe the total amount of HOME funds to be invested per unit.
26. Describe the expected per unit cost to meet the permanent foundation requirement.
27. Complete the following 8 quarter plan for unit production:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period | Estimated # of applicants qualified for assistance | Estimated # 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 |       |       |       |       |

1. Describe the terms of the note and mortgage and how the homeowner will understand the terms and conditions.
2. Explain the schedule and process for the LPA to execute and publicly record the note and mortgage.
3. Does the LPA have a current waiting list in which all applicants have been pre-qualified within the past 6 months?
4. Describe the legal documents the LPA will require of the homeowner to verify ownership.
5. Describe the LPAs definition of a sub-standard manufactured or mobile housing unit.
6. Describe the method that will be used to determine the after-rehab value.
7. Describe temporary relocation and other fees related to relocation (storage) that are expected per unit.
8. Describe how the scope of work and in-house cost estimate will be prepared.
9. Describe how the new manufactured housing units will be procured.
10. Describe coordination with the manufactured home dealer, installer of the new unit and required inspections during the replacement process.