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

## **Tenant-Based Rental Assistance (TBRA)**

**Instructions:** Applicants must respond to the questions below. Applicants are strongly encouraged to read the FY18 NYS HOME Local Admin Plan Tenant Based Rental Assistance 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 and typical cost burden that justifies the need for TBRA in the project area.
24. Describe the priority housing unit type(s) and the target area.
25. Describe the typical amount of monthly HOME TBRA subsidy to be invested per unit.
26. Describe if the program will assist with security or utility deposits.
27. Complete the following 8 quarter plan for unit production:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period | Estimate # of applicants qualified for assistance | Estimate # of TBRA assisted tenants that will move into a qualified unit | 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 be responsible for providing the Tier 2 Environmental Review information to HTFC and the estimated per unit cost.
2. Describe the procedures for annual income and rent payment determinations.
3. Describe the procedure for accepting applications.
4. Describe plan for ensuring that no assisted families will be displaced due to the expiration of the rental assistance subsidy.
5. Describe how annual inspections will be conducted to ensure compliance with HQS

and LBP requirements.

1. Describe how the rent, utility allowance and if applicable, the security or utility deposit

will be determined for an assisted unit.

1. Describe the procedures to initiate and complete annual income certification of assisted

 Households.