

**Schedule B**  
**Administrative Plan**  
*LPA Name*

**SHARS ID: 20183082**

The term Local Program Administrator or LPA shall refer to *LPA Name*, the recipient of the Housing Trust Fund Corporation (HTFC) funds. The Access to Home Program Local Program Administrator Manual provides information to supplement the procedures outlined in the Administrative Plan.

## **1. Outreach & Coordination**

### **1. a. Marketing & Outreach**

The Local Program Administrator (LPA) will conduct outreach in the awarded target area to make service agencies and potential participants aware of the availability of financial assistance.

- The LPA will develop and distribute informational materials to market program availability and explain program requirements. These will be distributed to:
  - Service agencies working with the target population;
  - Community groups in the target area; and
  - Local governments and libraries.
- Application forms and instructions on how to apply for assistance will be available at the offices of the LPA and participating service agencies.
- Public informational meetings will be held at one or more locations within the community to present information and answer questions.

### **1. b. Service Linkages & Referrals for Service**

The LPA shall establish a standard practice procedure to ensure that service providers working with the target population provide referrals of eligible participants and provide services on referral from the program:

- The LPA will develop a referral process to be used in coordinating the delivery of the Access to Home grant with other programs and service providers working with the target population.
- The LPA will maintain files and records of the Service Provider Agreements in place with service providers.

## **2. Project Selection**

### **2. a. Participant Intake, Eligibility and Selection**

In qualifying projects, the LPA will determine the eligibility of the occupant based on income, disability, and if applicable - Veteran and Medicaid status.

- The LPA will develop a written project selection process and criteria to ensure application intake occurs in a manner that is fair and equitable. This process must be used consistently throughout the contract term.
- The LPA will collect income information on the applicant to determine that the total household income that does not exceed 80 percent of area median income (AMI) (or a disabled veteran who has a total household income that does not exceed 120 percent of median income). The LPA will calculate income following the HUD Part 5 method using the HUD CPD Income Calculator available at: <https://www.hudexchange.info/resource/2079/cpd-income-eligibility-calculator/>.
- The LPA will collect information or referrals from the appropriate partner service agencies for determining disability status of the occupant.

The LPA will maintain file documentation on each application processed, including application, income determination and eligibility documentation, and retain clear documentation of each project selection decision in the program files. Documentation must include an eligibility determination for each application reviewed

and a justification for each project selection decision.

The LPA must advise applicants of the status of an application within 30 days.

## 2. b. Property Qualification

The LPA will follow standard procedures for determining property eligibility, work scope and budget.

- Occupancy  
The LPA will verify that the housing unit is the primary residence of a person with a physical disability and meeting the income eligibility requirements, and that the unit meets the unit eligibility requirements.
- Previous Assistance  
The LPA will confirm with OCR if the unit is currently under a regulatory period.
- Inspection & work write-up  
The LPA will inspect the property and identify eligible repairs and accessibility renovations necessary to enable the person with a disability to continue to safely and comfortably live in his/her residence and avoid institutional care, or return to his or her primary residence from an institutional setting. Work scope will comply with program requirements.
- Project budget  
The LPA will estimate the cost of repairs, prioritize modification to limit the improvements to no more than the Program limit of \$25,000. The budget must be consistent with the requirements of the manual.

## 3. **Project Development**

### 3. a. Contractor Procurement

Upon the determination of eligibility for program assistance and environmental compliance is achieved, the LPA will proceed with contractor bidding and selection.

The LPA is required to establish a standard procedure for contractor selection. The procurement process must be free of collusion or intimidation, and the LPA must exercise appropriate oversight over the entire process to ensure that it is fair, efficient and free of actual and perceived conflicts of interest.

- For each project, the LPA will issue a request for contractor bids that details the work that will be required to correct accessibility issues. A clear, written, scope of work for the project must be the basis for the bids or proposals. The bids or proposals for all activities must be submitted directly to the LPA by the contractor.
- The LPA may choose to maintain a pre-approved pool of qualified contractors through a Request for Qualifications (RFQ) process that requires references and proof of proper insurance. Additional contractors can be added to the list at any time, subject to LPA approval.
- If pre-1978 property, the work must be conducted by an EPA RRP Certified Renovator.
- Proposals must be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. At a minimum, two bids must be received for each project to establish the reasonableness of costs.
- An award may be made to the responsible bidder whose proposal will be most advantageous with price and other factors considered.

### 3. b. Equal Opportunity Requirements and Procedures

The Housing Trust Fund Corporation (HTFC) is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”), and New York State Executive Article 17-B and 9 NYCRR Section 252 (“SDVOB Regulations”) for all State contracts as defined therein, with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.

The Recipient must follow the procedures noted below to comply.

- Prepare and submit a Contractor Bid Solicitation Plan. This Plan will outline the goals (percentages are included in the existing grant agreement Schedule C) and how the Recipient intends to conduct marketing and outreach and make good faith efforts to include MWBE and SDVOBs in contracting opportunities. Costs for activities that cannot be bid out (internal admin) should be removed before preparing the calculations in this document.
- As activities proceed, the Recipient will prepare a Bid Solicitation Log to document all of the contractors or vendors included in each outreach and bidding process. The Recipient must also document its bid review and selection decisions as the low bid must be selected.
- If an MWBE firm is contracted for a project, utilization information (FID and payment amount) and affirmation of payment to contractor will be reported when the Recipient provides completion reports to HTFC. The Project Detail Sheet includes a drop-down box to note MWBE/SDVOB firms.
- If the Recipient is unable to reach the goals, a request for waiver must be submitted. The written request should be accompanied by a Certification of Good Faith Efforts form and supporting documentation to demonstrate its efforts. The documentation should demonstrate that the awarded organization followed the plan presented in the Bid Solicitation Plan and include documentation of each of the steps outlined above.

### 3. c. Contracting Procedures

The LPA will enter into a contract with the participating property owner to provide the program financial assistance. The contract will outline the roles and responsibilities for both the LPA and the participating property owner.

At a minimum, the contract must specify:

- Agreed upon scope of work;
- Cost;
- Completion deadline;
- Payments will be made only after work is complete, and on a reimbursement basis;
- LPA has the right to inspect work at any time; and
- LPA may terminate the award and cancel the contract should the work be inconsistent with the program rules outlined, agreed upon scope of work or project design, stated timeline or if insurance is not maintained by the contractor.
- Property owner will cooperate with the LPA requirement to monitor the ongoing maintenance of the property to the three year term.

Exceptions to these procedures, including work done by LPA staff, require prior approval of OCR

## 4. Construction Monitoring & Quality Control

### 4. a. Construction Monitoring

The LPA retains the right to inspect work in progress at any time. The LPA must perform periodic inspections of repair and modification activities to monitor adherence with program rules, environmental hazard compliance, and general project progress. These visits shall be documented in LPA project files.

### 4. b. Final Inspection

A final inspection is required before submitting a final payment request. The LPA, property owner and other relevant professionals must verify that the work was completed properly and is consistent with the contracted scope of work. A final inspection report shall be documented in LPA project files, and submitted with the request for reimbursement.

## 5. Ongoing Maintenance

### 5. a. Obligations

Property owners, for a period of three (3) years from the date of Program completion and final inspection

("Regulatory Period"), shall take all necessary steps to ensure the Premises or the assisted unit at the Premises shall at all times be maintained in good operating order and condition, and all necessary repairs, renewals, replacements, additions and improvements shall, from time to time, be promptly made.

Furthermore, during the Regulatory Period, the Recipient shall require the Owner to obtain consent from the Recipient should the Premises or the assisted unit at the Premises be sold, moved, demolished, materially altered or leased. The Recipient must also confirm that if the Premises or the assisted unit therein become vacant during the Regulatory Period, the Premises or the assisted unit therein shall be marketed and made affordable to disabled persons and their families with incomes that do not exceed eighty percent (80%) of the area median income or veterans with a service connected disability with an income that does not exceed one hundred twenty percent (120%) of the area median income for the metropolitan statistical area in which the Assisted Property is located. The Recipient shall require every owner of the Premises to execute a Property Maintenance Declaration, in the form provided by the Corporation, which shall be filed in the County Clerk's Office for the county in which the Premises is located.

#### Property Maintenance Declaration

The LPA and the property owner must both sign a Property Maintenance Declaration that is to be filed with the local county clerk's office. The Property Maintenance Declaration may be no lower than third in priority order of repayment.

The LPA will monitor projects assisted under ATH during the three-year regulatory term.

In the event of non-compliance or resale, the amount of grant funds will be subject to repayment in accordance with a simple annual declining balance, based on the three-year regulatory term.