



Affordable Housing Corporation (AHC) Grantees: Important Compliance Information

Grantees must submit a preliminary **Utilization Plan** for approval by the Office of Economic Opportunity & Partnership Development (**OEOPD**) before funds are awarded by the Affordable Housing Corporation (**AHC**).

Grantees that participate in **Home Improvement** projects, must identify a pool of contractors inclusive of MWBEs and SDVOBs for home owners to choose from. This pool of contractors listed on the Utilization Plan should be on the bid log provided by OEOPD.

How are the required utilization goals applied to your funds?

Deduct Applicable costs such as **closing cost, administrative costs** up to **10%**, and **acquisition costs** up to **49%**

- Apply MWBE goal to remaining awarded funds used for construction related hard and/or soft costs
- Apply SDVOB **6%** goal to remaining awarded funds used for construction related hard and/or soft costs

Quarterly Reporting: to maintain records and to document dollar amount of contract/subcontracts awarded to MBEs, WBEs and SDVOBs. Grantees are responsible for submitting the **Cumulative Payment Statement, the Affirmation of Income Payments, and the Workforce Utilization Report** forms.

- Report quarterly to HCR’s OEOPD unit, on the 5th day of the month following the end of each quarter:

Quarter	Reporting Period (Payments Made)	Due Date
1 st	April 1-June 30	July 5 th
2 nd	July 1-September 30	October 5 th
3 rd	October 1-December 31	January 5 th
4 th	January 1-March 31	April 5 th

Utilization Rules and Waivers - MWBE waivers occur at or after the time of award of a contract. A waiver shall not be granted unless the contractor has provided documented **Good Faith Efforts (“GFE”)**. All grantees must demonstrate via appropriate documentation to certify they have performed their due diligence to solicit MWBE participation in support of their state contract MWBE goals. Waivers must be sought even if the overall MWBE goal is met but either the “M” or the “W” component of the MWBE goal is not met in part or in full.

Good Faith Efforts - Each Grantees effort will be rated by applying the references in the guide provided by your Compliance Specialist and taking into account the following:

- Size of the contract
- Location of the project
- Capability and availability of M/WBE and SDVOB

Please document dates and detailed descriptions of the actions taken, for each good faith effort listed. Please add documentation, narrative or attached pages as needed to supplement your responses.

For more information please contact your Compliance Specialists- Lisa Rambaran at Lisa.Rambaran@nyshcr.org, Deisha Marchan at Deisha.Marchan@nyshcr.org or email us at Econ.Opportunity@nyshcr.org with the subject line of “AHC Grant Projects.”