

## **Program Instructions**

The following instructions must be used by Local Program Administrators (LPAs) administering New York State Manufactured Mobile Home Replacement (MMHR) Program grants received from the Housing Trust Fund Corporation (HTFC). Program recipients must follow these instructions to report on project activity and to receive disbursements of funds. LPAs should also refer to the program Grant Agreement and direct all questions to the Office of Community Renewal staff at (518) 474-2057 or [OCRStatePrograms@nyshcr.org](mailto:OCRStatePrograms@nyshcr.org).

### **Electronic Transfer of Funds**

Funds will be transferred directly into the LPA's designated account through an Automated Clearing House procedure. The following two forms must be submitted with the completed Grant Agreement, and resubmitted if there are changes to the Authorized Signatory or bank account during the grant term:

- Authorized Signatory Form – <https://hcr.ny.gov/authorized-signature-form-multi-program>.
- Designation of Depository Form – <https://hcr.ny.gov/designation-depository-direct-deposit-funds-form>.

### **Project Set Up**

A Project Set Up Form must be submitted for each project before the LPA commences work on the unit and before any request for disbursement is submitted to the Housing Trust Fund Corporation (HTFC). The Project Set Up Forms must only be submitted after the LPA has received a written executed agreement with the property owner to do the specific work identified. Project Set Up Documents are as follows:

- Project Set Up Form – <https://hcr.ny.gov/project-setup-and-completion>.
  - This form provides the street address and other information required for registering the home in HCR's database. It also provides project information, client information, and the estimated project budget.
- Environmental Documentation – The following are required:
  1. Site-Specific Environmental Compliance Checklist - <https://hcr.ny.gov/site-specific-certification-appendix>.
    - This checklist is intended to identify the type of work to be done and any possible environmental impact.
    - The MMHR Environmental Compliance Handbook, instructions for completing the checklist are available online, here: <https://hcr.ny.gov/mmhr-environmental-compliance-handbook-0>.
  2. Environmental Review Program Description Form - <https://hcr.ny.gov/mmhr-environmental-review-program-description-form>.
    - This form provides project site information and outlines the scope of work to be completed at the project site.
- Written Scope of Work – Specific details of the work planned and cost estimates.
- Photos – Before photos of all work to be done, including front elevation view of unit.
  - Acceptable photo formats: .JPEG, .JPG, .PDF.

### **Disbursement Requests and Project Detail Sheets**

LPAs may request funds by submitting a complete Disbursement Request to the program mailbox: [OCRStatePrograms@nyshcr.org](mailto:OCRStatePrograms@nyshcr.org).

All disbursement requests must include the following information/documentation:

- Disbursement Request Form – <https://hcr.ny.gov/disbursement-request-0>.
  - This form serves as a cover sheet to identify the total amount requested. Authorized signatories, designated on the submitted Authorized Signature form, must sign to confirm accuracy of the request.
- Project Detail Sheet(s) – <https://hcr.ny.gov/project-detail-sheet>.
  - This form is intended to itemize invoices. One building per sheet, one invoice per row. Enter the invoice amount and the amount Requested.

- Photos – After photos as work is completed, with front elevation view included.
  - Accepted formats: .PDF, .JPEG, .JPG.
- Supporting Documentation – Receipts/invoices for renovation activities and soft costs related to the project.
  - Detailed invoices must be provided for *all* project costs, including site work, Project Delivery, and Administrative costs. *Funds may only be requested for costs that have been incurred.*
    - **Administrative Costs:**
      - May not be drawn in advance of expending funds;
      - Must be invoiced - staff costs must include staff name and title, date of service, hourly rate, and total. Cost must be reasonable, allocable, and supported by local payroll;
      - General activities related to the grant and not client specific: such activities include outreach, processing intakes that do not proceed to project, reporting, training, etc.;
      - OTPS is only available for allocable items under a reasonable cost allocation plan.
    - **Project Delivery Costs:**
      - Intake, eligibility and explanation of the grant cycle and agreement to the client;
      - Initial pre-construction inspection (if the project progresses) including photos;
      - Development of Work Scope and cost estimate;
      - Bid process and award of contract;
      - Progress and final inspections, including photos;
      - Lien filing fees;
      - Mileage (if not included in cost of activity) for the performance of oversight;
      - Attorney fees;
      - Health and safety testing costs
      - Must be reasonable and allocable;
      - Each project is unique - Project Delivery should not be static across all projects;
      - Professional Project Delivery costs must be supported by invoices that break down cost by activity. Selection process of professionals and service agreements must be on file;
      - In-House Project Delivery must be supported by invoices that break down costs for each activity costs and should also be supported by local payroll.

### **Project Completion**

A Project Completion form must be submitted at the completion of each project. To indicate that the project is complete, check “Final” on the Disbursement Request Form. Project Completion Forms can be found on the HCR website here: <https://hcr.ny.gov/project-setup-and-completion>.

- Note and Mortgage – <https://hcr.ny.gov/mmhr-note-and-mortgage-template>.
  - A copy of the Note & Mortgage should be submitted at the completion of each project.

Organization Letterhead  
Organization Street Address  
Organization Phone number

**INVOICE**

Date:

**Invoice #: (if applicable)**

*Project Delivery Costs*

*Project:* Project Street address

Activity Date	Activity	Staff member	Time	Rate	Cost
2/15/2019	Site visit to assess repairs	Mr. Smith – rehab specialist	1.5	\$30.00	\$45.00
4/30/2019	Preparation of work scope and site-specific environmental review checklist.	Ms. Smith – rehab specialist	3.0	\$30.00	\$90.00
6/5/2019	Final inspection	Mr. Smith – rehab specialist	1.5	\$30.00	\$45.00
Total Project Delivery Cost					\$180.00

Organization name requests \$XX.00 as reimbursement for Project Delivery costs associated with the above-named address. These costs can be attributed directly to the delivery of the renovation activities at this address and were necessary for the completion of the repair/rehab project. These Project Delivery costs do not duplicate administrative expenses and are within the program activity budget provided in the grant agreement. Organization Name's program files include documentation to support the activities and payroll rates included in the summary table above.

Signature

Printed Name

Date