

Schedule B
Administrative Plan
Applicant/LPA Name

SHARS ID:

The term Local Program Administrator or LPA shall refer to *Applicant/LPA Name*, the LPA of the Housing Trust Fund Corporation (HTFC) funds. The RESTORE 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 service area to make service agencies and potential participants aware of the availability of financial assistance for emergency repairs.

- The LPA will develop and distribute informational materials to market program availability and explain program requirements.
- Application forms and instructions on how to apply for assistance will be available at the offices of the LPA and participating service agencies.
- The LPA's marketing activities shall be designed to encompass the socioeconomic character (population, housing and economic activity) of the area.
- The LPA shall maintain documents demonstrating outreach activities.

1.b. Service Linkages & Referrals for Service

- The LPA shall maintain files and records of the Service Provider Agreements and Referral Agreements in place that provide the following information: service provider or referral source name, a brief description of the type of service, and copies of written commitment letters.
- The LPA will develop a referral process to be used in coordinating the delivery of the RESTORE grant with other programs and service providers working with the target population.
- Clients that require assistance outside of the allowable RESTORE program scope of services shall be referred, by the LPA, to an appropriate service provider that may assist the individual.

2. Project Selection

2.a. Participant Intake and Selection

The LPA will develop a written project selection process and criteria to ensure application intake and review occurs in a manner that is fair and equitable. This process must be used consistently throughout the contract term.

Upon receipt of a request for assistance or upon the referral of a homeowner in need of emergency support, the LPA shall:

- Inspect the home within 5 business days of contact.
- The LPA must determine the eligibility of the applicant and the home. Collect all documentation from the homeowner to verify eligibility and complete a work write-up consisting of a description of the emergency(ies) and detailed specifications that describe the measures required to correct the emergency(ies).
- 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. Participant & Property Eligibility

- The home must be in the approved service area.
- The LPA will confirm if the home is currently under a regulatory period.
- The home must be the primary residence of an owner occupant aged 60 years or older.
- The household annual incomes shall not exceed one hundred percent (100%) of the area's median family income.
- The LPA shall make the determination of the existence of emergency condition(s) in a home if the condition(s) pose an imminent threat to the life, health or safety of the elderly homeowner(s).

3. **Project Development**

3.a. Work Write-up / Scope of Work

Once a project has been determined eligible and has been selected for assistance, the LPA must develop a written scope of work.

The LPA will inspect the property and develop a scope of work that addresses the emergency conditions and prioritizes repairs to limit the scope to no more than the program limit of \$10,000.

3.b. Participant Agreement

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;
- LPA has the right to inspect work at any time;
- LPA may terminate the award and cancel the contract should the work be inconsistent with the program rules outlined;
- 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.

3.c. Funding Commitment & Environmental Review

The LPA must submit a Project Set up form, written scope of work and Environmental Site Certification form with Appendix A to OCR prior to beginning renovation activities. OCR approval of the Project Set up and Environmental Site Certification will serve as both the preliminary commitment of funds for a project site, and approval to proceed with project activities.

3.d. Contractor Procurement

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 emergency issues within the contractual deadlines. A clear, written, scope of work for the project must be the basis for the bids or proposals.
- 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.
- Collect all documentation needed from the contractor to verify that they are licensed, insured, and that they meet local requirements, codes, rules and/or regulations for contractors.

- 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.
- Enter into a written agreement with the selected contractor that describes the agreed upon scope of work, required insurance coverage and program mandated time frames for beginning and completing repairs: 14 days from inspection to begin repairs and 60 days from the start of repairs to complete.
- The LPA must commence work on an eligible project within 14 business days of determination of eligibility.
- The work must be complete within 60 business days of commencement.

3.e. 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 LPA 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 LPA 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.
- 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 LPA provides completion reports to HTFC. The Project Detail Sheet includes a drop-down box to note MWBE/SDVOB firms.
- If the LPA 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.

4. Construction Monitoring & Quality Control

4a. Construction Monitoring

The LPA must perform periodic inspections to monitor the contractor’s progress and ensure quality of workmanship, code compliance, adherence to approved scope of work, program rules, environmental compliance and consistency with approved construction timeline. 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 LPA shall require the Owner to obtain consent from the LPA should the Premises or the assisted unit at the Premises be sold, moved, demolished, materially altered or leased. The LPA 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 one hundred percent (100%) 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 LPA must monitor projects assisted under RESTORE during the three-year regulatory term.

5.b. Property Maintenance Declaration

The LPA shall require every owner of the Premises to execute a Property Maintenance Declaration, in the form provided by the Corporation, to be filed in the County Clerk's Office for the county in which the Premises is located. The Property Maintenance Declaration may be no lower than third in priority order of repayment. If a PMD may not be filed with the county Clerk's office due to local rules, an acceptable and OCR approved method must be used to secure the public funds and ensure compliance.

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.