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

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

**Instructions:** Applicants must respond to the questions below. Applicants are strongly encouraged to read the NYS HOME Local Admin Plan Tenant Based Rental Assistance (<https://hcr.ny.gov/nys-home-program>) prior to answering these questions.

* Please provide clear, concise, detailed responses. All responses must be typed in 12-point Arial font with normal page margins.
* Question number one (Q1) is the same for all activities and is designed to create one- page summary of the program. This description will also assist in the preparation of the Tier 1 Environmental Review should the application be awarded. Applicants may provide up to a 1-page response for Q1.
* For all other questions, each response may be no longer than ½ page.

Q1. Please respond in the order of the questions, as applicable:

1. HOME eligible activity to be performed. (TBRA Tenant Based Rental Assistance)
2. Total number of units to be assisted.
3. Location of proposed project sites(s).
4. Describe proposed sites, if have not yet been selected.
5. What specific assistance will be provided to the low-income beneficiary of the HOME assistance?
6. Who are your partners?
7. What other funding sources are included?
8. Will the program or project serve a special needs population?
9. What is already in place to begin the program or project?
10. Will the program or project include substantial or moderate housing rehabilitation?
11. Will the program or project include new construction or conversion?
12. Will there be ground disturbance/tree cutting/site work included in the scope of work?
13. Will the program or project include energy efficiency or green building practices?
14. What is the expected timeline for rehabilitation or construction?
15. Will the project include acquisition?
16. Will there be an increase in density?
17. Are the proposed HOME assisted units currently occupied or vacant?
18. Are there any unique features in your program or project design?

Q2. Please provide a description of the local market conditions and typical rent cost burden that justifies the need for a TBRA project in the area using recent local data sources.

Q3. Describe the priority housing unit type(s), including special population served, and the target area. Describe how program will comply with fair housing requirements if there is a special target population.

Q4. Describe the typical amount of monthly HOME TBRA subsidy to be invested per unit and how this number was determined. Include if the program will assist with security or utility deposits.

Q5. 8 Quarter Production Schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| Period | Estimated # of applicants qualified for assistance | Estimate # of households completed in IDIS (See Administrative Plan for Completions requirements) | Estimate total HOME funds expended |
| Quarter 1 |       |       |       |
| Quarter 2 |       |       |       |
| Quarter 3 |       |       |       |
| Quarter 4 |       |       |       |
| Quarter 5 |       |       |       |
| Quarter 6 |       |       |       |
| Quarter 7 |       |       |       |
| Quarter 8 |       |       |       |
| TOTALS |       |       |       |

Q6. Describe who will complete the Tier 2 Review information to HTFC and the estimated per unit cost.

Q7. Will the applicant charge HOME funds for Administrative costs and/or Project Delivery? If no, how will these expenses be covered? If yes, how were these costs determined?

Q8. What method of income determination will be used and why? How will income determinations be conducted? Will the CDP calculator be used?

Q9. Does the applicant have a current waiting list in which all applicants have been pre-qualified within the past 6 months? If yes, describe the list and how the applicants were deemed eligible.

Q10. Describe when the required written agreement between the tenant and applicant will be signed. Will the applicant use the HTFC written agreement template or their own?

Q11. Describe what professionals will be procured for proposed program-wide activities or if they will be done by in house staff. (For example, will a LBP Visual Inspector, HQS Inspector be procured outside of applicant staff? See Administrative Plan.) If outside contractors or consultants will be/have been procured, explain the process/how.

Q12. Describe the procedure for initial annual income and rent payment determinations as well as yearly recertification.

Q13. Describe the procedure for accepting applications.

Q14. Describe the plan for ensuring that no assisted families will be displaced due to the expiration of the TBRA subsidy.

Q15. Describe how annual and initial inspections will be conducted to ensure compliance with HQS and LBP requirements.

Q16. Describe how the rent, utility allowance and if applicable, the security or utility deposit will be determined for an assisted unit. (rent standard and minimum tenant contribution)

Q17. Explain how LBP inspections will be performed, what type, by whom, and how they are certified.

Q18. Describe when leases will be reviewed and for what.

Q19. Has the applicant received a HOME award(s) within the past 3 years? If yes, please list the SHARS ID(s).

Q20. Was more than 25% of any award listed above deobligated? If yes, please explain why funds were not expended within the 2-year contract term, how much was deobligated, and what actions were taken to address the issue. Please explain why this is no longer a concern and how the applicant can successfully administer a new HOME contract if awarded.

Q21. Were any of the awards listed above granted an extension? If yes, please explain the circumstances surrounding the request.