Targeted Home Improvement Program (T-HIP)

Local Program Administrator (LPA) Manual

NEW YORK STATE OF OPPORTUNITY. Homes and Community Renewal

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I. INTRODUCTION

A. Overview

This Administrative Manual describes the policies and procedures that must be followed by an LPA in the implementation of its NYS Targeted Home Improvement Program. Policies and procedures contained in this Manual must be followed and are enforceable along with all aspects of the Program Agreement.

Program documents referred to in this manual are available on the HCR website at: https://hcr.ny.gov/T-HIP

Any questions regarding the contents of this Manual may be directed to OCR staff at TargetedPrograms@hcr.ny.gov.

B. Definitions & Acronyms

Declaration of Interest in Property: An agreement that is signed by both the LPA and a participant who also owns the eligible property receiving T-HIP funds, and all owners of such property, that is subsequently filed with the county clerk's office. The Declaration of Interest is a lien on the subject property and ensures that the LPA will be notified regarding the sale or transfer of title on the subject property.

Eligible Property: A 1- to 4-unit residential property that is the primary residence of an owner-occupant with a total household income that does not exceed 80 percent of the area median income (AMI).

Housing Trust Fund Corporation (HTFC): Established by Chapter 67, Section 45-a of the Private Housing Finance Law of 1985, HTFC is a subsidiary public benefit corporation of the NYS Housing Finance Agency. HTFC contracts with the Division of Homes and Community Renewal (DHCR) to administer the Corporation's activities. HTFC's mission is to create decent affordable housing for persons of low-income.

Life Estate: Whereby two (2) or more people each have an ownership interest in a property. The person holding the life estate ("life tenant") possesses the property during their life.

Local Program Administrator (LPA): An organization awarded funds to administer OCR programs, including the Targeted Home Improvement Program. An LPA may be a not-for-profit community-based organization or unit of local government.

New York State Homes and Community Renewal (HCR): Consists of all the State's major housing and community renewal agencies, including the Affordable Housing Corporation, Division of Housing and Community Renewal, Housing Finance Agency, State of New York Mortgage Agency, Housing Trust Fund Corporation, and other entities.

Office of Community Renewal (OCR): The office within HCR responsible for administering a variety of housing and community development programs, including the Targeted Home Improvement Program.

Participant: An eligible homeowner who meets the Targeted-Home Improvement Program requirements.

Program Agreement: The contract between OCR and the LPA to authorize the implementation of the program and documents the target area, budget, goals, and schedule for the program activities.

Program Tracker: The Program Tracker is a MS Excel Workbook provided by OCR to the LPA for the purposes of tracking program and project activity.

Recapture: HTFC may recapture funds from the LPA if funds are not spent within the approved Program Agreement period, if the funds are not spent in accordance with program rules, or for other reasons. Further, the LPA, for a variety of reasons, may be required to have the participant o owner return T-HIP funds to HTFC. The LPA is responsible for the recapture and returning the funds to HTFC.

Recipient: A not-for-profit community-based organization or unit of local government awarded funds by HTFC for the administration of a Targeted Home Improvement Program that has not yet signed an executed Program Agreement.

SHARS: Acronym for the Statewide Housing Activity Reporting System, HCR's internal database used to track LPA activity for a grant award. The system stores data related to housing units assisted in New York State. All organizations and municipalities that apply for funding receive a project-specific eight-digit SHARS identification number.

C. Program Environmental Clearance

Targeted Home Improvement Program awards are subject to the requirements of the State Environmental Quality Review Act (SEQRA) at 6 NYCRR Part 617. Documentation of compliance will occur at two stages: programmatic review and site-specific review once project sites are selected by the LPA:

1. **Programmatic Environmental Review:**

   This is completed to review the general activities and service area and identify potential hazards and compliance requirements. HTFC's Environmental Unit (EU) will review the Programmatic Environmental Review and generally issue a SEQR Type II Determination Letter. LPAs may not begin individual project work until the Type II letter is issued.

2. **Site-Specific Review**

   After the execution of the program agreement and receipt of the SEQR Type II letter, project selection activities may begin. An "Environmental Compliance Certification and Appendix A" must be completed to initiative site-specific clearance and commitment of grant funds. See Section IV. (C) of this manual for detailed instructions.

D. Execution of Program Agreement

HTFC expects to enter into a Program Agreement within 30 days of Agreement transmission to LPA. Program activities must not commence until a Program Agreement is executed with the HTFC.

The LPA may subcontract with a municipality, not-for-profit or private firm to provide additional services or support for the administration of a Targeted Home Improvement Program. The LPA, however, must execute the Targeted Home Improvement Program agreement and remain responsible for the overall program compliance.

1. Insurance Requirements

Award recipients are required to obtain and maintain proper insurance. At a minimum, copies of the following must be provided:

- A Certificate of General Liability Insurance ($1,000,000 minimum)
- Automobile coverage
- Workers' Compensation and Disability Insurance; and
- Fidelity Insurance Coverage in the mount of the largest anticipated disbursement
- Insurance documents must name New York State and the Housing Trust Fund Corporation as additional insured and loss payee in accordance with the Program Agreement requirements. Disbursements that exceed the amount of the fidelity insurance coverage will be rejected.

2. Program Agreement Documents

- **Targeted Home Improvement Program Agreement:** Contains the overall requirements and contents of the agreement between the LPA and the HTFC.
- **Schedule A – Awarded Budget & Projected Accomplishments:** Schedule A summarizes the awarded budget, approved service area and projected accomplishments. Schedule A is prepared using information from the original application. Changes must be approved by OCR and may require an amendment to the Program Agreement.
- **Schedule B – Administrative Plan:** The Program Agreement includes a template Administrative Plan that outlines the basic procedures an LPA must follow to administer the Targeted Home Improvement Program. LPAs are expected to supplement these basic procedures with local policies and procedures that best meet the needs of the service area. Components of the administrative plan include, but are not limited to:
    - Outreach & Coordination
    - Project Selection
    - Project Development
    - Construction Monitoring & Quality Control
    - Ongoing Maintenance
- **Schedule C – Participation by Minority Group Members, Women and Service Disabled Veterans with Respect to State Contracts: Requirements and Procedures:** 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. Schedule C outlines the requirements and procedures for meeting NYS M/WBE requirements.

No work on the program may begin until the Program Agreement is executed.

E. Program Tracker Workbook

The Program Tracker Workbook ("Program Tracker") is a MS Excel workbook that OCR provides to each LPA and is the primary method that LPA must be used to track program activity and provide status information to OCR.

The Program Tracker is in a SharePoint folder that both LPA and OCR staff will have access to and that will allow OCR to monitor status and generate reports in real-time. As such, The Tracker provides streamlined reporting by LPA to OCR and reduces the number of forms that would otherwise be submitted to OCR. Therefore, the LPA is required to keep the Program Tracker up to date at all times and should utilize the Tracker as an activity log as program and project activities occur.

The LPA must designate an "owner" of the Program Tracker that will serve as the primary individual responsible for the maintenance of the Tracker and contact person for LPA staff. The LPA may still delegate entry responsibilities to staff as it sees fit. The LPA Owner should be indicated on the first tab of the Tracker ('Overview') along with contact information and the date that Tracker was most recently updated.

The Program Tracker includes a "Log Worksheet" in which LPA will enter information for each individual application and project. The data entry fields are organized into the following sections:

A. **Administrative:** Including project ID number, current status, and other basic administrative information.

B. **Applicant/Owner Information:** Contact information and demographic information about each applicant/household.

C. **Property Information:** Location and key characteristics of each property.

D. **Environmental Review:** Fields to track and indicate Environmental Review status of each project and any SHPO conditions.

E. **Overview of Work:** The type(s) of work that will be completed for each project.

F. **Key Milestones:** Dates of key project activities including executed agreements, construction start date, date of final inspection, and others.

G. **Financial Information:** Information on project budget, payments, and other key financial indicators for each project.

H. **Monitoring & Data Quality Control:** Indicators of potential project or data entry issues to be investigated by LPA.

Detailed instructions for completing each data field in the Tracker is provided in Attachment B of this manual and is included within the Workbook itself for reference.

Note that disbursement forms are also embedded into the Program Tracker for convenience as these forms will automatically pull data from the Log Worksheet where project information is entered. Additional information on these forms is provided in Attachment A of this manual.

II. Outreach & Coordination

A. Marketing and Outreach

The LPA shall conduct and document marketing and outreach in the eligible service area to make potential participants aware of the availability of program funds. This includes the dissemination of program and application information through traditional (print, advertisements, etc.) and online outlets (email, social media, etc.). Outreach efforts should consider the socioeconomic character of the service area and provide equal opportunity to apply for program resources.

Marketing and outreach approaches should reflect the purpose of the program, which is to support critical repairs for low- and moderate-income homeowners in areas of persistent and structural discrimination and housing which has resulted in wide racial wealth gaps, unequal access to homeownership, concentrated poverty for individuals of color and otherwise segregated living patterns in disinvested communities. It is expected that the LPA will undertake specific and targeted outreach that aligns with this purpose of the program. The LPA shall be considerate of language access issues and conduct multi-lingual outreach and marketing as needed and appropriate and document such efforts.

The LPA must maintain all documents demonstrating outreach activities and be prepared to provide to OCR for monitoring.

B. Service Linkages & Referrals

LPAs are likely to receive applications for which the work, property, or applicant is not eligible for T-HIP. In these instances, the LPA is encouraged to make referrals to potential program participants to local service provider(s) for needs that cannot be met through T-HIP. The LPA should document the number and type of any referrals made to potential program participants and report to OCR when requested.

III. Project Selection

A. Applicant Intake

The LPA must establish a formal procedure for application intake that documents eligibility confirmation and participant selection. Preparation and documentation of clear and consistent eligibility criteria and procedures are essential to ensuring fairness and avoiding conflicts of interest. The LPA must advise applicants in writing of the status of an application within 30 days of a completed application and determination of eligibility. Note that LPAs shall not require Participants to provide matching funds to receive T-HIP assistance.

The LPA must retain documentation of the following, which is subject to periodic OCR Monitoring Review (see also Section VIII(B)):

- Completed “Project File Checklist”
- Participant Application
- Verification of Ownership in eligible area
- Verification of Primary Residence
- Income Eligibility Verification
- Asset Review
- Verification of Current Homeowners Insurance (policy effective at time of set up)
- Verification Current on all Property Taxes
- Award Letter from LPA to Participant

An applicant can only served by a single LPA in instances where multiple LPAs serve a common geography. Once assisted by an LPA, an applicant may not apply to another LPA for additional assistance.

B. Applicant Prioritization

As part of the formal procedure for application intake, The LPA shall identify prioritization criteria for making awards. The criteria must be in alignment with the stated objectives and purpose of T-HIP; however, the LPA is encouraged to adopt prioritization criteria that reflect local demographic, housing conditions and demand. The LPA must have formally documented application selection criteria that are used consistently throughout the application and participant selection process.

The Applicant’s assets must be used as part of the prioritization and selection process. The LPA shall create clear guidelines for measuring participant assets that are consistently applied for the grant period to all applicants. The asset review guidelines should consider the reasonable range of asset types and values to gauge a participant’s need for funding assistance. An Applicant’s assets should have a meaningful impact on the priority level/funding order assigned by the LPA.

C. Eligible Repairs

Funding will be used to support critical repairs. These repairs may include health and safety improvements, correction of code violations, accessibility modifications, environmental remediation and other repairs determined by the LPA as necessary to extend the useful life of the home and allow the homeowner to remain safely in their residence.

The LPA is responsible for determining if an activity meets the "critical repair" threshold. The LPA shall have a policy for determination of critical repair that is consistently applied to applications. The policy must be consistently applied to applications.

The LPA should contact OCR prior to establishing the scope of work if the eligibility of an activity is uncertain. Activities undertaken that are not eligible will result in OCR recapturing or de-obligating T-HIP Program funds for that project from the LPA. Additionally, OCR may recapture and/or de-obligate the balance of T-HIP Program funds and terminate the Program Agreement.

Repairs completed prior to selection and award by a local program administrator are not eligible for reimbursement.

D. Eligible Costs

1. Project Costs

Eligible costs include repair work up to $40,000 per unit. Any exceptions require prior approval from OCR. Program delivery funds are not part of the $40,000 limit per unit. Note that LPAs shall not require Participants to provide matching funds to receive T-HIP assistance.

All hard costs (construction labor and materials) for the repairs and improvements are eligible project costs.

Soft costs for projects are also eligible if they are necessary and appropriate to the work being done. Examples of soft costs that are generally eligible include:

- Permits and fees
- Architectural, engineering, and design services
- Fees for filing the Declaration of Interest
- Project-specific attorney fees
- Health and safety testing costs, such as lead testing and clearances

The LPA may use T-HIP Program funding as part of a larger, more comprehensive project. However, the repairs under the T-HIP program must:

- Fully align with T-HIP program eligibility parameters; and
- Be clearly defined on bid documents and invoices

T-HIP funds will be disbursed only for project work completed after the date of the execution of the Program Agreement, and only for projects for which the site-specific environmental review has been completed. Project work completed prior to execution of the Program Agreement or prior to completion of site-specific environmental review will not be eligible for program funds.

2. Program Delivery Costs

T-HIP permits LPAs to be awarded and incur Program Delivery expenses to offset costs of implementing T-HIP. Eligible uses of Program Delivery funds include, but are not limited to:

- Overall marketing of THIP Program being administered by the LPA;
- Insurance costs directly associated with implementing the program; and
- Salary of staff/fringe costs associated with implementing and/or monitoring the

program.

Salary/fringe costs of staff not associated with the T-HIP program is NOT permitted as a Program Delivery cost.

Program Delivery funds may be used for project soft costs if preferred by LPA instead of billing as project cost.

E. Eligible Geographies

An analysis of the geographic regions of the state was conducted to identify targeted areas for the investment of the T-HIP funding. The analysis identified communities that have the highest concentration of homeowners of color and indications of housing distress using data on demographics, income and home values adjusted regionally.

Select targeted zip codes within the identified communities were identified as eligible areas for the NYS Targeted Home Improvement Program. See Attachment C for a full list of zip codes. The LPA is required to prioritize funding within the Service Area Municipality boundary.

Potential participants (homeowners) owning property not in targeted areas may be eligible in cases where it is necessary and warranted; however, most funding shall be awarded to participants with properties located **both** in a targeted zip code and within the municipal boundaries. Any exceptions require prior approval of OCR.

The LPA is responsible for confirming eligibility of property location and maintaining evidence of location eligibility within the Project File.

F. Eligible Participants

An eligible participant must meet the following criteria:

1. Ownership and Residency:

Participant must be legal owner of a 1 to 4-unit residential property located in one of the target zip codes. The home must be the owner's primary and permanent residence.

If the home is a multi-unit building, repairs may be made in all units; however, the owner's unit must be one of the units with work being completed. The $40,000 cap applies to each unit (e.g., a 2-unit property could receive an award up to $80,000). Only the owner must meet the income requirement; each tenant does not have to be income qualified.

The LPA must obtain documentation of ownership. The following forms of ownership are permissible:

- Ownership in fee simple title.
- Ownership of unit, or mobile/manufactured housing with long-term land leasehold interest.
- Condo or co-op unit ownership – with condo/co-op board approval.
- Life estate or beneficiary deed ownership whereby two (2) or more people each have an ownership interest in a property. The person holding the life estate ("life tenant") possesses the property during their life. The other owner(s) or future interests ("remainderman") automatically take possession of the property upon the death of

the life tenant. The life tenant may qualify for program assistance on the following conditions:

- Life tenant does not pay rent
- Application discloses the existence of the life tenancy
- Deed names the life tenant and each remainderman
- Life tenant and remainderman (all owners listed on the deed, or beneficial parties) must sign, witnessed by a Notary Public, the Participant Agreement, and the Declaration of Interest agreeing to repayment obligations placed on the property.

- Inherited property – occupant shares ownership with other non-resident heirs, but pays all costs of ownership; all who share ownership must sign the Declaration of Interest

Right to possession under a contract for deed, installment contract, or land contract (pursuant to which the deed is not given until the final payment is made) is not ownership.

The ownership interest may be subject only to mortgages or other liens or instruments securing debt on the property or any other restrictions or encumbrances that do not impair the good and marketable nature of title to the ownership interest. All owners or beneficial parties must sign the Declaration of Interest.

A property may receive T-HIP Program assistance more than once, as long the $40,000 per unit limit is not exceeded in total.

2. Taxes and Insurance:

Eligible participants are required to be current on real estate taxes and have a current comprehensive homeowners' insurance policy at the time of Participant Agreement execution. The LPA must maintain supporting documentation of the most recent paid tax receipt along with evidence of current homeowner's insurance. A copy of the homeowners' insurance declaration page is required, and must include the insured's name, the physical address of the insured property, insurance provider, policy number, and coverage. A participant that is unable or unwilling to provide such evidence is ineligible.

3. Income Eligibility:

Eligible participants must have a household income that does not exceed eighty percent (80%) of the area median income (AMI) per U.S. Department of Housing Urban Development guidelines. Based on HUD guidelines, the AMI determination for participants must be based on household size. For additional information see:

https://www.huduser.gov/portal/datasets/il/il2024/select_Geography.odn

The LPA must establish an intake process to document that every participant meets income eligibility criteria. This includes maintaining supporting documentation to confirm eligibility and participant selection. OCR recommends that LPAs recertify income eligibility if a significant amount of time elapses between initial eligibility determination and execution of participant agreement.

The LPA may accept proxies to document income eligibility for T-HIP. Many of the households that qualify and benefit from T-HIP also receive support under one or more public benefit programs like SNAP, WIC, etc. Most of the public benefit programs use a Federal Poverty Standard to define and determine income eligibility. In most cases, the Federal standards for income qualification are lower thresholds than the income limits

established by T-HIP.

LPAs are not obligated to adjust and adopt a procedure to accept proxies. If LPA would like to adopt a new procedure to accept proxies, it may submit a request to the OCR Program Manager for approval. The request must include:

1. List of proxies the LPA plans to accept;
2. Data example, based on grant service area, to document that the proxy(ies) will meet the program income eligibility standard. Data must be summarized in table format as shown below:

Program	Income Eligibility Max	Annual Income Limit (2pp/HH)
Access to Home	80% AMI (Franklin/MontgomeryCo)	$52,000
Access to Home for Heroes/Veterans	120% AMI (Franklin/MontgomeryCo)	$78,000
RESTORE	100% AMI (Franklin/MontgomeryCo)	$56,900
SNAP	200% FPL	$39,444
HEAP	2023-24 Gross Income	$47,640
Section 8, HCV	80% AMI	$32,500
WIC	2023-24 Gross Income	$36,482
TANF	200% FPL	$39,444
Medicaid	223% FPL	$43,976
RPTL §467: Property tax exemption for person age 65+ whose income doesn't exceed the max established by local option	Combined income of owners with max range from $3K-50K	$50,000
RPTL §459-c: Property tax exemption for persons with disabilities and limited incomes	SSDI, SSI, CBVH, USPS Dis Pension, or DVA	$56,340

3. Complete text of revised income eligibility policy with adjustment to the local administrator's income determination procedures. This must include:
    - Participants signing an attestation to self-certify to their household income if eligibility is determined via proxy;
    - Identification of the type of documentation that will be accepted as proxy;
    - Acknowledgement that existing income determination procedures must remain intact for applicants that cannot be qualified via proxy.

Upon approval from OCR, the LPA may immediately implement its proxy income determination procedure.

G. Conflict of Interest Policy

Grantees of state and federal funds have a responsibility to ensure that public resources are used in the best interest of the public and within the confines of the funding source.

Conflicts of interest are strictly prohibited as addressed in the Conflict-of-Interest clause included in NYS Housing Trust Fund Corporation's Office of Community Renewal ("OCR") executed contracts including all T-HIP contracts.

A conflict of interest is a situation in which an individual's financial, familial, or personal interests come into actual or perceived conflict with their duties and responsibilities with respect to T-HIP activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

1. Applicability

The procurement of supplies, equipment, construction, and services by the State, units of local general governments, and LPAs, and such cases include the repair of real property and the provision of assistance with T-HIP Program funds by the local program administrator, to individuals, businesses and other private entities.

2. Conflicts Prohibited

Except for eligible program delivery or personnel costs, the general rule is that, unless prior written approval is obtained from OCR, no covered person who exercises or has exercised any functions or responsibilities with respect to T-HIP Program activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

LPAs will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or sub-grantee shall participate in selection, or in the award or administration of a contract supported by state funds if a conflict of interest, real or apparent, may be involved. Such a conflict would arise when:

(i) The employee, officer or agent;

(ii) Any member of his/her immediate family defined as a spouse, son, daughter, stepson, stepdaughter, father, mother, stepfather, stepmother, brother, sister, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law or daughter-in- law;

(iii) His or her partner; or

(iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The LPA's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. LPAs may set minimum rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the LPA's officers, employees, or

agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

3. Disclosing a Conflict of Interest

LPAs must submit a Conflict-of-Interest Disclosure Form as soon as they believe a conflict may exist. The disclosure should include the Covered Person and the family member and/or business associate. For the purposes of the T-HIP Conflict of Interest policy:

- A family member includes (whether by blood, marriage, or adoption) the spouse, parent (including a stepparent), child (including stepchild), sibling (including a stepsibling), grandparent, grandchild, and in-laws of a Covered Person.

- A business associate includes an officer, director, employee, consultant, partner, or individual that directly or indirectly owns or controls any stock in a firm, partnership, association, limited liability corporation, or not-for-profit corporation.

Upon review of the disclosure, OCR will issue guidance, and if applicable, instructions and requirements on submitting a conflict-of-interest waiver request. OCR will review conflicts of interest on a case-by-case basis in accordance with program-specific policies and regulations.

If the conflict of interest has occurred prior to receiving OCR issued guidance and necessary steps were not completed, project costs may be disallowed, and funds may be recaptured.

Submit any Conflict-of-Interest Disclosure Forms to the T-HIP Project Manager.

4. Identifying Conflicts of Interest

LPAs should develop policies and processes for identifying potential conflicts of interest. This may include conflict of interest screening questions on the T-HIP application as well as requiring a conflict of interest certification from contractors bidding on projects (see template bidder certification available on T-HIP website).

IV. Project Development

A. 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 that complies with T-HIP Program requirements. A professional evaluation must be conducted to establish and document the scope of repairs. LPA must formally document necessity of repairs and rationale for scope items, including photographs of current conditions. The LPA will prepare an in-house cost estimate for the eligible scope of work. All or a portion of the maximum grant amount of $40,000 per unit may be awarded, dependent upon the eligible scope of work.

B. Participant Agreement

The LPA must execute a Participant Agreement with the homeowner specifying the award amount and outlining roles and responsibilities for the respective parties. At a minimum, the contract must specify:

- Agreed Upon Scope of Work
- Estimated Grant Amount
- Contractor Bidding & Selection Process
- Completion Deadline
- Securing Permits (work may not begin until all required permits have been issued, or formally confirmed as not required)
- Site Inspections (LPA reserves right to inspect at any time to confirm eligibility of work, monitor progress, and inspect quality of work)
- Right to Terminate or Withhold Payment (LPA reserves right to terminate contract or withhold payment if work is not completed as agreed, change orders are implemented without approval, ineligible scope of work items are included on invoice, for failing to satisfy THIP Administrative Plan March 2024 Page 5 of 10 contract terms, or for violating program rules)
- Compliance Monitoring (LPA reserves right to share information about participant and project consistent with OCR monitoring)
- Dispute Resolution Policy
- Declaration of Interest (participant must sign agreeing to use and sale restrictions and ongoing monitoring for ten (10) years after the date of the most recent repair completion)

Any exceptions require prior approval of OCR. A template Participant Agreement is provided on the T-HIP Website (https://hcr.ny.gov/T-HIP)

C. Environmental Review

OCR will provide LPAs with a copy of the Programmatic Environmental Clearance Letter with the executed grant agreements. LPAs will be responsible for completing the site-specific Environmental Review for individual properties.

1. Overview.

As properties are chosen, an "Environmental Compliance Certification" must be completed to initiate site-specific clearance.

This checklist will identify and document any issues that must be resolved and address any environmental issues that might impact individual sites in your program. A PDF fillable Environmental Compliance Checklist, along with instructions on how to complete the checklist, is available for viewing and printing at https://hcr.ny.gov/T-HIP.

The Site-Specific Certification must be completed and included in each Project File prior to the start of any work on each site. Required documentation must be maintained in the Project File as required. The LPA must indicate the date that it completed the Environmental Review checklist in the Program Tracker. This will serve as the indication to OCR that the Project is ready for work to commence.

The Environmental Unit (EU) will need to review and approve work in circumstances such as:

- Work on a building determined by SHPO to have historic and cultural significance.
- Substantial improvement in a flood zone; or
- Work requiring a zone change or constituting a SEQR Unlisted Action by the municipality.

In any of these instances, the LPA should submit documentation first to the T-HIP Program Manager at TargetedPrograms@hcr.ny.gov. The Program Manager will review for accuracy and provide any required guidance.

Upon notification from the Program Manager, the LPA shall submit documentation to the Environmental Unit at environmental.comments@hcr.ny.gov. When contacting EU, please include the following in the subject line: "T-HIP *[Project ID] [LPA Name] [site address]*."

2. Checklist Instructions.

Instructions for completing each section of the checklist are provided below:

- **Historic/Cultural Resources.**

  The Environmental Site Certification Checklist Includes the following options for selection that the LPA must choose from:

Historic/Cultural Resources[1]: Section 14.09 of the Parks, Recreation and Historic Preservation Law.	☐ The entire project (from all funding sources) consists solely of activities that meet the exemptions as listed in the Historic Preservation Certification for State-Funded Projects. All project site work, regardless of exemption status, must comply with Appendix A (Human Remains Discovery Protocol) and Appendix B (Unanticipated Discoveries. **Complete and sign the certification worksheet and keep in project file**; OR ☐ The entire project (from all funding sources) consists of activities beyond the exemptions indicated in the Historic Preservation Certification for State Projects. **Consult with SHPO. Attach SHPO's determination letter. If the SHPO letter states anything other than no historic properties are affected, contact the THIP Project Manager for further guidance and submission to EU.**

State Historic Preservation Office (SHPO) Review Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law of 1980 requires a publicly-funded project to be reviewed for its potential effect on historic properties.

Effective 7/15/2024, there are specific exemptions from SHPO review for certain properties and work activities. A "Historic Preservation Worksheet for State-Funded Projects" is attached to the Checklist and must be utilized to determine whether projects are exempt from review, in accordance with the instructions provided on the checklist (as shown above). As of 6/11/2026, a new exemption certification checklist is in effect.

If the LPA determines that a project is exempt from SHPO review, it must indicate in the Program Tracker that it was found to be exempt and SHPO was therefore not contacted.

In the event that the project requires SHPO review and If SHPO responds with compliance conditions, the LPA should submit documentation first to the T-HIP Program Manager, as described above, and will then need to submit documentation to the Environmental Unit.

The SHIP Cultural Resource Information System (CRIS) can be accessed here: https://cris.parks.ny.gov.

The HTFC SHPO Electronic Project Submission Guide can be found here: https://hcr.ny.gov/shpo-electronic-project-submission-guide

- **Flood Plains.**
  The Environmental Site Certification Checklist Includes the following options for selection that the LPA must choose from:

Flood Plains: 6 NYCRR Part 502, Floodplain Management Criteria for State Projects.	☐ Structure is not in a 100-year floodplain or 500-year floodplain (**attach map**); OR ☐ Structure is within a 100-year floodplain and/or 500-year floodplain and scope of work does not constitute substantial improvement (greater than 50% of the value); OR ☐ Other **(contact T-HIP Project Manager for further guidance).**

The Local Program Administrator must consider 6 NYCRR Part 502, Floodplain Management Criteria for State Projects if any projects are in a Special Flood Hazard Area (SFHA). Each site in the Program must be reviewed for its location with regard to floodplains.

Source documentation for these determinations must be provided and can include a copy of a FIRM map, with the Panel Number and Effective Date, or communication from the local Floodplain Manager responsible for a community's participation in the National Flood Insurance Program. If a FIRM map is not clear, a determination should be made by the unit of local government and documented in a letter.

- Select **"Structure is not in a 100-year floodplain or 500-year floodplain"** if it is determined the property is not in a 100- or 500-year floodplain. Documentation should be kept in the Project File, but does not need to be submitted. Documentation must clearly identify the project location on the FIRM map. Additional documentation may be required if proximity to floodplain is unclear. This could include a formal determination by the local municipal floodplain manager and documented in a letter.

- If it is determined that the project site is within an SFHA, it must be evaluated and documented whether the proposed scope of work can be classified as "substantial improvement." Substantial Improvement is defined as, "any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds 50 percent of the replacement value of the structure," per 6 NYCRR Part 502.2(bb)(1), Floodplain Management Criteria for State Projects. Documentation must include a determination and explanation from the LPA or municipality as to why the project does not meet the definition of substantial improvement. Select **"Structure is within a 100-year floodplain and/or 500-year floodplain and scope of work does not constitute substantial improvement (greater than 50% of the value)"** if determined by LPA to not constitute a substantial improvement.

- If the project site is within the SFHA and will involve substantial improvement or new construction of structures, contact the T-HIP Program Manager first. When instructed, contact the Environmental Unit for further guidance.

Instructions for creating a FIRM Map

1. Go to: https://msc.fema.gov/
2. Enter the project site address in the search tool and hit enter or select search
3. Click on the Dynamic Map icon to produce a map

6 NYCRR Part 502, *Floodplain Management Criteria for State Projects* is available online here: https://www.fema.gov/pdf/floodplain/nfip_sg_unit_8.pdf

- **Zoning changes**
  The Environmental Site Certification Checklist Includes the following options for selection that the LPA must choose from:

Zoning change/special use permit:	☐ Project conforms to the local land use plans and has received all necessary zoning and site plan approvals and permits; OR ☐ Project requires site plan approval, zoning change or is a change in actual use (contact EU for further guidance).

Each site to be assisted by Office of Community Renewal state funded programs must be reviewed with regard to its zoning classification and proposed use. Project sites must conform to the relevant local land use plans and must receive all necessary zoning and site plan approvals and permits. The project may be classified as an Unlisted action under the State Environmental Quality Review Act (SEQR) and require further review if a zoning change is required or the renovation project will result in a change in building use.

If selecting the first option, documentation for this determination is not required if the project conforms to the local land use plans and has received all necessary zoning and site plan approvals and permits.

If the project requires a variance or special use permit for issuance of a building permit, the LPA should first contact T-HIP Program Manager, and when instructed, contact the Environmental Unit for further guidance.

- **Lead Based Paint and Site Contamination Statements**

Site Contamination: ***Lead Based Paint***	☐ Project will comply with the 'EPA Renovation, Repair and Painting Rule' (RRP rule).
Site Contamination: ***Asbestos Containing Materials***	☐ Asbestos Containing Materials (ACM) that will be disturbed as part of program activities will be handled and disposed of according to NYS Department of Labor requirements at 12 NYCRR Part 56 and local regulations.

These statements are required as part of the site-specific environmental clearance. Both statements should be checked in the Checklist that is kept in the Project File. By entering the date of checklist completion in the Program Tracker, the LPA is certifying that it has completed the checklist, including agreeing to the two statements.

Note that the Certification must be completed and maintained in the Project File even if there are no circumstances that warrant further review.

- **Endangered Species**
  The Environmental Site Certification Checklist Includes the following option for selection that the LPA must choose from:

Endangered Species: 6 NYCRR Part 182, Endangered and Threatened Species	☐ The project will comply with all State and Federal endangered species regulations.

The Local Program Administrator must agree that the project will comply with all regulations. No further documentation is required.

The following information is provided as an information resource only for projects that involve new construction, ground disturbance, and/or tree cutting:

1. the NYS Department of Environmental Conservation (NYSDEC) Environmental Assessment Form (EAF) Mapper: https://gisservices.dec.ny.gov/eafmapper/ ; and

2. US Fish and Wildlife Service's (FWS) Information for Planning and Consultation Tool (IPaC): http://ecos.fws.gov/ipac/

Instructions for using the Environmental Assessment Form Mapper

1. Go to the Environmental Assessment Form Mapper webpage https://gisservices.dec.ny.gov/eafmapper/
2. Step 1: Enter the address and click "Locate"
3. Step 2: Zoom in until you see the tax parcel boundaries. Select "Select Tax Parcel" and click on the parcel of the project site.
4. Step 3: Select "**Full Form, Part 1**". A pop-up window with the PDF will be generated.
5. Step 4: Refer to the EAF Mapper Summary Report (Questions E.2.n, o, and p) to identify if any threatened, endangered or rare species exist on the site.

Instructions for using the Information for Planning and Consultation Tool (IPaC)

1. Go to the US Fish and Wildlife Service's (FWS) website and use the Information for Planning and Consultation Tool (IPaC): http://ecos.fws.gov/ipac/;
2. Select Get Started if an account has not already been set-up;
3. Enter project location and select address;
4. Define the project area;
5. Click continue;
6. Click Define Project;
7. Enter log in information for an established account or create an account;
8. Once logged in, provide a project name and description;
9. Click on Request Species List;
10. Click Yes, Request a Species List;
11. Provide contact information and Submit Official Species List Request;
12. Once processing is complete select Species List: New York Ecological Services Field Office, this is the required Official Species List that should be submitted with the Environmental Checklist

- **Wetlands**
  Provided for informational purposes only; consult regulating agencies or qualified consultant for further information: Funded projects that involve new construction or ground disturbance (including streetscape and site work) may be subject to NYS Department of Environmental Conservation (DEC) and/or U.S. Army Corps of Engineering (ACOE) wetland regulations and may be subject to permitting requirements.

  For projects with ground-disturbing work, even on previously disturbed land, US Fish and Wildlife Maps of jurisdictional wetlands should be consulted to determine the location of Federal wetlands. More information found here: https://www.fws.gov/program/national-wetlands-inventory/wetlands-mapper

  State regulated wetland locations can be found by submitting a project to NYSDEC for a Parcel Jurisdictional Determination (JD) here: https://survey123.arcgis.com/share/be5c071ff72d4876986b18488721e55f

  Should a Parcel JD indicate the presence of onsite or nearby State regulated wetlands, a wetland delineation may be necessary and an NYSDEC negative Project JD may be applied for to confirm that ground disturbing work will not affect onsite or nearby state wetlands. A negative Project JD may be obtained by contacting the Regional NYSDEC Office. If a State wetland permit is necessary, the Regional NYSDEC Office may be contacted to apply.

  Find more information here: https://dec.ny.gov/nature/waterbodies/wetlands/freshwater-wetlands-program/freshwater-wetland-jurisdictional-determination

  Within the boundaries of the Adirondack Park, state wetland regulations are administered by the Adirondack Park Agency (APA). More information found here: https://apa.ny.gov/contact.html

  The THIP Site-specific checklist requires that the LPA select one of the following:

Wetlands: 6 NYCRR Part 664, Freshwater Wetlands Permit Requirements and, Section 404 of the Clean Water Act	☐ The project does not involve new construction or ground disturbance. ☐ Prior to the start of work involving ground disturbance, it will be assessed as to if a wetlands determination is necessary; if additional evaluation or permit is required it will be obtained from the DEC or ACOE.

  No additional documentation is required for the Project File.

D. Contractor Procurement

LPAs are responsible for the solicitation and selection of Contractors. The LPA, on behalf of the homeowner, shall facilitate:

- Compiling lists of eligible contractors, i.e. verifying insurance and relevant experience.
- Developing a detailed scope of work, technical specifications, and in-house cost estimate

- Soliciting, receiving, and comparing bids
- Resolving disputes between the contractor and homeowner
- Helping participants access contractor list (if applicable)
- Processing contractor invoices and making payments to contractors
- Any other administrative tasks that may arise during the term of assistance to that household.

The LPA must establish a clear and consistent process to procure contractors for the term of the Grant Agreement by (1) choosing to solicit bids by project, using an Approved Contractors List, (2) developing a rotating Contractor Bid List System, or (3) using some combination thereof. If using multiple procurement processes, the process must be applied consistently, the process and rationale for when each procurement process applied must be detailed in writing and applied consistently over the term of the grant.

- **Bids by Project:** LPA solicits bids on a project-by-project basis and selects the lowest reasonable bid received. With this approach, LPA should develop a list of Contractors that through a Request for Qualifications process (RFQ) with verified insurance and experience.
- **Rotating Contractor Bid List System:** LPA establishes an Approved Contractors List and pre-approves works scope items based on standard pricing. LPA assigns projects to approved Contractors on a rotating basis based on scope of work.

In all cases, the procurement process must be free of collusion or intimidation, and the LPA must exercise appropriate oversight to ensure that it is fair, efficient, and free of actual and perceived conflicts of Interest.

1. **General Requirements**

- The LPA must collect and maintain all documentation needed from the contractor to verify they are insured, and meet local requirements, codes, rules and/or regulations for contractors. Proof of insurance must include general liability coverage in a minimum amount of one million dollars and workers' compensation coverage. The LPA, State of New York and the Housing Trust Fund Corporation must be listed as additional insured.
- If pre-1978 property with a scope that includes paint disturbance, the work must be conducted by an EPA Renovation, Repair and Painting (RRP) Rule Certified Renovator. Determination of applicability should be documented. Certificates should be retained in program files.
- Proposals must be solicited from an adequate number of qualified contractors to permit reasonable competition consistent with the nature and requirements of the procurement. At a minimum, three bids must be received for each project to establish the reasonableness of costs.
- If three bids are not received, the LPA must document its efforts to secure a sufficient number of bids. If reasonable effort is made and documented, and three bids cannot be secured, the LPA may accept a received contractor bid as long as the bid is in reasonable alignment with the LPA’s internal cost estimate.
- The LPA may establish bid selection criteria that consider cost and other factors.

These criteria must be included in a written contractor selection procedure prior to initiating the bid solicitation process. Complete internal cost estimates for each work scope for reasonableness comparison. Compare all proposals to internal cost estimate.

- A written agreement or contract must be executed with the selected contractor to describe the cost, agreed upon scope of work, time frames for start and completion, payment terms, change order policy, and required insurance coverage.
- In no event may a homeowner, his/her business or business of a family member or business partner be selected to participate as their own contractor.

2. EPA Renovator

The EPA's RRP Rule requires contractors or firms performing renovation, repair, or point projects that disturb lead-based pain in homes built before 1978 to be licensed and use certified renovators trained by EPA-approved providers and follow lead-safe practices. LPAs should require all contractors to be EPA licenses renovation firms and require a renovator to be onsite and supervise when any painted surface is being disturbed. More information can be found here: https://www.epa.gov/lead/leadrenovation-repair-and-painting-program.

3. Obtaining Bids by Project

To obtain bids by project, the LPA must issue a request for contractor bids for each project detailing the work required. A clear, written, scope of work for the project must be the basis for the bids or proposals.

- Upon the determination of the project's eligibility for program assistance and that environmental compliance is achieved, the LPA should proceed with contractor bidding and selection.
- 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 minimum, three should be received for each project to establish the reasonableness of costs.
- Document solicitation process using the bid solicitation log.
- Complete internal cost estimates for each work scope for reasonableness comparison. Compare all proposals to internal cost estimate.
- An award may be made to the responsible bidder whose proposal will be most advantageous with price and other factors considered.
- The use of in-house crews is permitted in limited circumstances. "Limited circumstances" meaning where the LPA in-house crew has specific expertise and corresponding certifications to address a repair (such as lead- based paint or mold remediation); or where a repair bid solicitation receives no responses from local contractors. OCR preapproval is required.

4. Creating Contractor Rotating Bid List System

A Rotating Bid List system is recommended but not required. This system allows LPAs to streamline the procurement of contractors for a two-year period rather than procuring contractors separately for each job. LPAs should review their Contractor Bid Solicitation Plan for allowability prior to publishing a Request for Proposals (RFP). Further, LPAs must obtain OCR Program Manager approval of the system before setting up the first Contractor Rotating Bid List project. Additional contractors can be added to the list at any time, subject to LPA approval.

Steps to Creating the Rotating Contractor Bid List

- Identify typical work scopes by trade covering anticipated aspects of T-HIP repair and rehabilitation needs in the service area;
- Complete cost estimates for each work scope for reasonableness comparison;
- Issue a Request for Proposal (RFP) asking that sealed proposals be returned via mail. The RFP request should include all documentation necessary to qualify contractor including references, proof of insurance, lead certification, non-collusion forms, etc. Contractors can be identified by trade or as general contractors;
- Contractor Bid Solicitation Plan should be followed for MWBE goal compliance;
- Compare responses to internal cost estimate, complete the contractor vetting process, and create a list of contractors by trade;
- Qualified contractors are placed on a Contractor Bid List and notified of qualification. The contractors on this list will be awarded jobs on a rotating basis;
- Create a contractor agreement that includes term, requirements, expectations, and grounds for termination;
- Participants of the program may not be prohibited from requesting the LPA to qualify and use a contractor not on the list. In such a circumstance, the contractor should be vetted appropriately, and the rehabilitation should be bid out to the list contractors and the new firm; and
- The contractor list must remain open during the grant period.

OCR Review

- Email project manager a single PDF for review including previously approved Contractor Bid Solicitation Plan, RFP, and resulting bidder list.

Utilizing the List

- A participant is determined eligible for the program and an inspection is conducted;
- The inspector will create a work scope and send to the first applicable contractor on the list via email or USPS. The contractor will reply with pricing and availability;
- Compare the bid against the in-house estimate. If the contractor bid is too high, or the company cannot do the job, then the next contractor on the list will have an opportunity;
- Once a contractor accepts the job, normal monitoring of the job should commence;
- As activities proceed, prepare a Bid Solicitation Log to document contractors or vendors contracted for each project;

- If an MWBE firm is contracted for a project, utilization information and affirmation of payment to contractor will be reported for disbursement. The project detail sheet includes a drop-down box to note MWBE firms; and
- If the LPA is unable to reach 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 effort. This documentation should demonstrate that the LPA followed the plan presented in the Bid Solicitation Plan and include documentation of each of the steps outlined above. See section below for additional information.

5. Homeowner Input on Contractor Procurement

- A homeowner is allowed to participate in the contractor selection process. For example, they have a preference for a contractor that they have worked with before.
- A homeowner may not be prohibited from participating in the contractor selection process, if they so desire.
- If the LPA maintains a list of pre-qualified contractors, the participant may request that their preferred contractor be reviewed by the LPA for inclusion on the list (if not already on the list).
- A homeowner can request that their preferred contractor be among the contractors that are solicited for bids.
- The LPA is still required to accept the lowest responsible bidder, even if it is not the homeowner's preferred contractor.
- In the event that the LPA has implemented a rotating bid list system, the LPA shall solicit bids for the project rather than use the rotating bid list system.
- MWBE Requirements for contractor procurement will still apply (see following section).

E. EEO & MWBE 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 Veterans' Services Law Article 3 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 will promote and assist the participation of certified MWBEs and SDVOBs as outlined and in accordance with Participation by Minority Group members, Women and Service-Disabled Veterans with Respect to State Contracts: Requirements and Procedures attached to the grant agreement with Housing Trust Fund Corporation.

Please visit NYS Empire State Development's Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses: https://esd.ny.gov/doing-business-ny/mwbe.

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.
- As activities proceed, the awarded organization will prepare a **Bid Solicitation Log** to document all of the contractors or vendors included in each outreach and bidding process. The awarded organization must also document its bid review and selection decisions.
- 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.

All forms are available here: https://hcr.ny.gov/T-HIP.

V. Financial Management

A. Financial Policies

The LPA should have a written policy on internal controls and use this policy to determine the process for review and approval of requests for disbursement of T-HIP funds.

The LPA is responsible for establishing a separate account for the receipt and disbursement of the T-HIP funds. Funds will be transferred directly into the LPA's designated account through an Automated Clearing House (ACH) procedure.

Two financial forms must be submitted prior to the start of the program agreement:

- An Authorized Signatory Form; and
- A Direct Deposit Form

These are described further below:

1. Designation of Depository Form

Local Program Administrators must designate a bank account to receive program funds directly from HTFC. LPAs must complete and sign all required fields of the Designation of Depository for Direct Deposit of Funds form. This form will be submitted with the required forms to execute the Grant Agreement.

When projects are completed and appropriate paperwork is submitted, HTFC will use the bank account information to transfer funds to the LPA through an Automated Clearing House (ACH) procedure, i.e. direct deposit. The LPA must disburse funds to the property owner or vendor within five business days of deposit, except where such funds are to reimburse the LPA for payments already disbursed to the property owner or vendor.

Instructions for Direct Deposit Form:

This form must be typed—handwritten forms will not be accepted.

On the top of the form, include the program name and the contract's SHARS number.

- In Part 1, fill in payee contact information.
- Below Part 1, initial the box acknowledging no IAT transactions will be accepted. The form cannot be accepted unless it is initialed.
- For Part 2, provide the financial institution's information and the account and routing numbers.
- Part 3 gives HTFC authorization to deposit payments by electronic funds transfer.

2. Authorized Signature Form

An Authorized Signature Form must be completed to designate the representative(s) authorized to sign disbursement requests and must reflect the LPA's written policy on internal controls.

For nongovernmental LPAs, A board member should authorize the executive director or fiduciary staff member to sign disbursement requests. To maintain effective internal controls, OCR suggests that the person responsible for preparing paperwork for disbursement requests *not* also be authorized to sign disbursement requests. Please contact an OCR representative for additional guidance.

1. Instructions for Authorized Signature Form:

- **Program Name:** Enter the applicable state program name, i.e. THIP
- **Recipient Name:** Enter the Local Program Administrator (LPA) name. The LPA is the recipient not-for-profit organization or municipality.
- **SHARS ID:** This is the eight-digit identification number that is available on the grant agreement and award materials.
- **Mailing Address:** Enter the mailing address of the LPA.
- **Contact Person:** Provide a name and phone number for the person OCR should contact with questions related to the Authorized Signature Form.
- **Disbursement Requests require (check one):** Check the box that represents the number of signatures required to authorize a disbursement. It is recommended that two signatures be required for the authorization of requests for funds to maintain effective internal controls.
- **Persons Authorized to Sign Request for Funds:** Enter the name, title, date, and signature of the person(s) authorized to sign the Local Program Administrator Disbursement Request Form.
- **Certification:** Enter the name and title of the representative authorizing the signatures.
  - This representative may not also be an individual authorized to sign disbursement requests.
  - This certification must be signed and dated at least one day after the form has been completed and each authorized signatory has signed and dated the form.

B. Disbursement Procedures

Detailed disbursement policies and instructions are provided in Attachment A: Project Set up and Disbursement Instructions. A summary is provided below.

1. Program Delivery Disbursements:

The maximum initial program delivery disbursement request is limited to $30,000. There is no maximum or minimum amount for subsequent program delivery disbursement requests; however, continued program activity and progress should be demonstrated to be eligible for continued program delivery disbursements.

All that needs to be submitted for a program delivery request is the request form and subsequent disbursement request worksheet. No other documentation needs to be submitted.

2. Project Cost Disbursements:

It is the intent of the program to provide disbursements in a timely and flexible manner to support efficient LPA program delivery. As such, disbursements can be provided on an “advance” basis rather than on a reimbursable basis, although LPAs may still choose to use a reimbursement process.

Advance Disbursements may be requested based on the value of “Formally Committed Funds” which are funds that are committed by the LPA to a participant at the time of Participant Agreement based on an accepted contractor bid.

All Advance Funds should only be requested for imminent project expenses and should be expended relatively quickly once received. Future limitations on disbursements may be imposed if disbursed funds are not utilized in a timely manner.

Key policies and limitations for project cost disbursement requests include the following:

- For its initial disbursement request, The LPA may request the lesser of 50% of funds that have been formally committed to homeowners (via executed agreements) or $200,000.
- At least 50% of the initial disbursement must be spent before the first subsequent disbursement can be requested (this 50% rule applies only once after the initial disbursement request).
- At any give time during the grant agreement term, the LPA may not have in its account more than the lesser of (1) the balance of its formal commitments to participants that it has not yet paid to contractors or (2) $200,000.
- There is no minimum disbursement request amount.
- There is no maximum disbursement request for reimbursement requests.

3. Request Procedure:

The LPA must follow the detailed instructions provided in Attachment A. All disbursement requests and applicable forms and supporting documentation must be emailed to Disbursements@hcr.ny.gov. The Program Director should be copied on all requests at TargetedPrograms@hcr.ny.gov.

After submitting each disbursement request, the LPA should enter the request information into the table on the “2C. Disbursement Log” tab in the Program Tracker workbook. The OCR Program Manager will indicate the date that the disbursement request has been approved and submitting for processing in this table. The LPA will not receive a separate notification regarding approval of the request or the deposit of funds. The LPA should monitor the Disbursement Log and its account.

VI. Ongoing Monitoring and Maintenance

A. Construction Monitoring

The LPA must establish a standard practice for monitoring contractors (including documented periodic inspections) for progress, quality of workmanship, code compliance, adherence to approved scope of work, program rules, environmental compliance, and consistency with the approved construction timeline. Inspection reports must be consistently documented in the LPAs project files.

B. Final Inspection

A final inspection is required prior to the release of final payment to the contractor ensure the entire scope of work has been satisfactorily completed according to the Participant Agreement and Contractor Agreement.

The LPA must develop and consistently apply a process to obtain participant sign off on completed work. The LPA must retain documentation in the project files supporting the release of final payment.

C. Dispute Resolution

Primary responsibility for resolving homeowner/participant and contractor disputes rests with the LPA. The Dispute Resolution Plan must establish a standard practice to administratively resolve disputes related to the Participant Agreement, contract, or written agreement with the contractor. Examples of common issues which may be amenable to conflict resolution include project timeline, quality of work, scope of work, inability, or failure of parties to uphold obligations, final homeowner/participant completion sign off, or contractor payment.

In the event there is a dispute between a homeowner/participant and contractor, whenever feasible the LPA should require notice in writing. The LPA must exercise best efforts to resolve the dispute as soon as possible. This may include conducting an inspection to evaluate claims and meeting with the parties in attempt to reach a satisfactory result through negotiation. All efforts must be documented in project files, and whenever possible include photos.

If the Dispute Resolution Plan is applied and documented, but efforts fail, then the LPA shall notify OCR and provide a recommended course of action for consideration.

D. Declaration of Interest in the Property

Properties that receive T-HIP Program funds are subject to use restrictions of a Declaration of Interest in Property (Declaration) for a regulatory period, beginning on the date it is signed and notarized. LPAs are responsible for ensuring that the requirements of the Declaration are met. The LPA must clearly describe the obligations of the Declaration of Interest to the participating homeowner prior to beginning the project, including requirements in the Participant Agreement and then monitor compliance for each property for the duration of the Regulatory Period.

1. Declaration of Interest

The LPA shall require every owner of an assisted property, including life tenants, and their remainderman, to execute a Declaration, in the form provided by the Corporation, to be filed in the County Clerk's Office for the county in which the assisted property is located. If a Declaration cannot be filed with the County Clerk's office due to local policies, an OCR approved method must be used to secure the public funds and ensure compliance. OCR retains the right to require an updated Declaration if more than one hundred and twenty (120) days has elapsed between signing and the completion of the project.

The Declaration shall be based on the estimated program award amount. The LPA will reconcile to the actual project cost at the time of project completion if:

- The actual project cost is lower than the estimated program award amount, or
- The actual project cost is higher and would result in a longer Regulatory Period

If the actual project cost exceeds the estimated program award amount, but would not result in a longer Regulatory Period, then reconciliation is not required. Repayment would be based on the lesser amount and the Regulatory Period would remain the same as when the Declaration was originally signed and notarized.

The Declaration must be signed and notarized at the time of executing agreement with participant. However, the LPA will file the Declaration immediately upon completion of project activities and after final sign off by the participant, the contractor, and LPA stating that all work has been completed to satisfaction and documented to meet NYS and/or Local Code.

In the event of an irreconcilable dispute between the participant and contractor, the LPA must document that its Dispute Resolution Plan was followed, and evaluative measures were taken to substantiate the project was satisfactorily completed prior to filing the Declaration. The LPA then has discretion to file the Declaration at the time it determines repairs to be complete.

The Declaration of Interest in Property acknowledges that the property was improved using T-HIP Program funds provided to the LPA from HTFC and states that, during the Regulatory Period, the owner will:

- Maintain the unit in good operating order and condition
- Not sell, move, lease, demolish, or materially alter the property without the prior written consent of the LPA; and

If the home is sold or the participant no longer resides as the principal resident, a portion of the assistance must be repaid to HTFC in accordance with the set repayment schedule indicated in the Declaration.

The maintenance term, or regulatory period, must be calculated from the date the original Declaration is signed and notarized. The LPA must use this date to calculate the termination date specified on the Declaration form.

2. Regulatory Period and Repayment

The length of the Regulatory Period shall be established based on the Participant award amount in accordance with the following schedule:

- Participant award less than or equal to $5,000: Two (2) Year Regulatory Period
- Participant award $5,001 to $10,000: Five (5) Year Regulatory Period

- Participant award $10,001 or greater: Ten (10) Year Regulatory Period

Within the Regulatory Period, the home may not be sold, moved, leased, demolished, or materially altered, without the prior written consistent of the LPA. If there is more than one Owner each will be held separately liable, and will include their heirs, administrators, successors and permitted assignees. In the event of non-compliance, or if the property is transferred, or its title or deed assigned during the Regulatory Period, including in the event of the death of the Owner, or the Declaration is otherwise breached, T-HIP funds must be repaid in accordance with the following schedule:

Occupancy Period (Months)	2-Year Regulatory Period	5-Year Regulatory Period	10-Year Regulatory Period
0-12	100%	100%	100%
13-24	100%	80%	90%
25-36	N/A (0%)	60%	80%
37-48	N/A (0%)	40%	70%
49-60	N/A (0%)	20%	60%
61-72	N/A (0%)	N/A (0%)	50%
73-84	N/A (0%)	N/A (0%)	40%
85-96	N/A (0%)	N/A (0%)	30%
97-108	N/A (0%)	N/A (0%)	20%
109-120	N/A (0%)	N/A (0%)	10%
121 and beyond	N/A (0%)	N/A (0%)	N/A (0%)

Modifications to the repayment may be considered in certain circumstances if a reasonable need or hardship is documented, including, but not limited to, the event that sales proceeds from the property are not sufficient to cover participant's necessary expenses. Any modification must be approved by OCR.

3. Subordination of the Declaration

The Declaration of Interest is automatically subordinated for the purposes of primary mortgage financing per the following language included in the Declaration:

> *This Declaration is expressly subject and subordinate to any primary mortgage given by the Owner for the property, whether or not such mortgage is recorded prior to the date of this Declaration.*

A Participant who received T-HIP Program funds may request an agreement to subordinate the Declaration during the Regulatory Period for purposes other than a primary mortgage (e.g., home equity loan). The request must be submitted to and reviewed by the LPA. The LPA is solely responsible for documenting the review and approval or denial of subordination requests.

The LPA must consider the following guidelines when reviewing subordination requests:

- The subordination request should not pose an unreasonable risk to New York

State's investment in the property.

  - The LPA should consider the amount of equity that would remain in the property and whether that equity would be sufficient to protect the investment of T-HIP funds in the event that recapture is necessary.
  - The LPA should consider all other debt/loans secured by the property
  - The subordination should not put the property at risk of foreclosure.

- If the LPA determines there is a potential risk to the state's investment, the LPA may consider special circumstances in the approval of a subordination request where denial of such request would pose an undue hardship to the property owner. Such circumstances may include, but are not limited to, the following:
  - Immediate health/medical or safety needs of owner or family members
  - Additional property repair or renovation needs
  - Necessary education, job training, or employment access expenses
  - Death and burial of a family member
- The LPA should generally require documentation from the property owner unless such documentation would pose an unreasonable/invasive request.
- If appropriate, the LPA should consider referring the property owner to a local certified housing counseling agency for budgeting and other loan related education if the LPA does not have the capacity to provide education to the homeowner directly.

4. Waiver from Filing the Declaration

A participant whose property received T-HIP Program funds may request a waiver to filing the Declaration. Generally, waivers are issued where a lien is prohibited by state or federal rule, or where enforcement or repayment is not feasible.

The request must be in writing and must come through, and be approved initially by, the LPA. The LPA will then forward the request to OCR staff for review.

The request must contain the following information:

- LPA name, SHARS ID number
- Participant name and address where T-HIP Program funds were utilized
- Total amount of T-HIP Program funds utilized for the project
- Detailed explanation behind need for the waiver (LPA may be asked by OCR to determine how state's investment will be protected absent the Declaration of Interest).

Upon receipt of the written request, OCR staff will review and decide within approximately 30 calendar days. During the review period, OCR staff may request additional information from the LPA and/or the participant. OCR will issue a response of approve or deny.

IF APPROVED, the LPA and the participant will be required to sign the Declaration, but the signed document will not be filed with the County. The LPA must maintain the Declaration in its program files for the during of the regulatory period.

IF DENIED, the LPA must file the signed document with the County for the full term of the regulatory period. OCR will not consider appeals to determinations made on waiver requests.

E. LPA Monitoring of Homeowners

The LPA is required to take all necessary steps to ensure that owners of properties improved under the Program continue to reside in the properties as their primary residence and maintain the structures in good, habitable condition. At a minimum, LPAs should make a once-annual confirmation of homeowner compliance. The LPA must establish a written monitoring policy and document ongoing monitoring of homeowner participants during the Regulatory Period.

It is the responsibility of the LPA to inform participants of the ongoing monitoring policy and process. The LPA must also notify participants that failure to respond or cooperate with monitoring requests will be considered default and require repayment (note that this language is included in the provided LPA – Participant Written Agreement Template).

VII. Contract Monitoring, Compliance, & Completion

A. Technical Assistance

All award recipients are strongly encouraged to participate in the T-HIP Program Webinars. This is an opportunity for new recipients to become familiar with day-to-day management and program oversight responsibilities, and previous recipients to learn of administrative changes. LPAs may also request an individual technical assistance session with OCR staff at any time during the Program Agreement by emailing TargetedPrograms@hcr.ny.gov.

B. Program Records

Supporting documentation will be maintained by the LPA in the project files and will include the following:

- Completed “Project File Checklist” and all required documentation per the Checklist
- Participant application.
- Eligibility documentation (including ownership, income, age).
- Property documentation, including address and photos.
- Original inspection, work specifications & cost estimates.
- Bid documentation.
- Contracts between the participant and the LPA, contracts between the participant and the contractor.
- Documentation on historic preservation issues, lead-based paint, and environmental conditions and clearances, as applicable.
- Signed Declaration of Interest with property owner(s) (deferred loan terms and conditional repayment agreement).
- Inspection reports and period of work performance.
- Contractor invoices & documentation of payment.
- Pre- and post-photographs of the repairs
- Copy of recipient sign-off of completed work.
- Copy of any warranties on equipment installed; and
- ALL correspondence between the LPA and OCR.

The Project File Checklist is available at https://hcr.ny.gov/T-HIP.

OCR staff will conduct a “First File Review” with the LPA at the time the first project has been set up. OCR will review file documentation and provide guidance, if necessary, on record keeping for the program moving forward. Similarly, a review will be conducted at the time of the first project’s completion. The intent of the file review is to provide LPAs with an acceptable “template” or model for each Project File.

LPAs are responsible for keeping and maintaining complete and accurate books, records and other documents as shall be required under applicable State and Federal rules and regulations, and as may be requested by the Corporation to reflect and fully disclose all

transactions relating to the receipt and expenditure of the Award and administration of the Program. All such books, records and other documents shall be available for inspection, copying and audit during the Term and for seven (7) years following the final disbursement of the Award by any duly authorized representative of the State or Federal Government.

C. Monitoring

Program progress will be monitored by OCR staff by desk reviews and site visits. LPAs will be contacted and notified in writing in advance of all scheduled site visits, desk reviews, or other program reviews. OCR reserves the right to require files to be submitted for desk reviews, or to conduct onsite reviews. Project files may be subject to examination at any time by OCR whether as part of a scheduled site visit, desk audit, or any other T-HIP Program review. The review of files can include though is not limited to:

- Program Tracker Workbook
- Completed “Project File Checklist”
- Participant application (documentation of eligibility).
- Household Size & income eligibility verification (SSI, pay stubs).
- Verification of homeowner’s insurance.
- Verification of current taxes.
- Pre-construction Inspection.
- Work write-up/specifications.
- Lead-Based Paint (LBP), if pre-1978: -- disclosure, Renovator use, clearance.
- Cost estimate.
- Contractor bid package/proposals.
- Construction Documents (contract, insurance, permits, affidavit/waivers of lien).
- Contractor invoice(s)/vouchers.
- Evidence of contractor disbursement.
- T-HIP Program Detailed Payment Log Forms
- Pictures; and/or
- Declaration of Interest

D. Compliance Findings

An LPA may be in non-compliance for a variety of reasons including, but not limited to:

- Lack of performance, including failure to meet goals agreed to in the executed program agreement.
- Misuse of program funds.
- Broader financial/audit issues within the company.
- Failure to submit required program documents in a timely fashion.
- In default or poor standing with other OCR programs; or
- Failure to comply with rules and regulations as outlined in this manual, in statute, or

in the program agreement.

Any LPA that is in non-compliance will be placed in default. OCR will issue a default letter within 10 calendar days after the company is found to be in non- compliance. The LPA will normally have 15 calendar days to cure the default. OCR reserves the right to authorize other cure periods as deemed appropriate. If the LPA submits the information within the cure period, the default will not be released until the Program Director has reviewed the submission in consultation with OCR President and determined that the default has been resolved.

If the LPA fails to submit the information within the cure period or submits an incomplete or unsatisfactory reply to the default, OCR will terminate the program agreement. Termination of the program agreement may include recapture and/or de- obligation of program funds.

1. Recapture of Funds

OCR may recapture and/or de-obligate funds from the LPA for a violation of program rules, because of a program default, or in the event of a terminated program agreement. In the event of a violation of program rules by program participants, the LPA is required to recapture T-HIP Program funds and return the funds to HTFC. OCR staff may require the LPA to recapture funds for program violations including, but not limited to:

- Change in residency of elderly homeowners assisted with T-HIP Program funds.
- Providing repairs not eligible for T-HIP Program funding.
- Excess project costs and/or improper use of project cost funds.
- Failure to meet project timelines.
- Failure to submit reports or other required documents to OCR staff in a timely fashion.
- Improper or inadequate documentation of projects.
- Inadequate records retention for the full seven (7) years; and
- Failure to adequately monitor residency requirements for the regulatory period.

Funds recaptured from specific projects are for the full amount of T-HIP Program funds used for the building. OCR may withhold delivery of future funds for program violations until such time as they are corrected in accordance with T-HIP requirements and to the satisfaction of OCR.

Funds must be returned with the HTFC HCR Returned Funds Coversheet and a brief letter explaining the purpose including program name, SHARS Identification Number, and the participant's name and address. The HTFC HCR Returned Funds Coversheet is available on the HCR website here: https://hcr.ny.gov/T-HIP.

E. Contract Amendments

Amendments to the grant agreement require review and approval by HTFC. LPAs must submit a signed request on the organization's letterhead to make a formal amendment. LPAs are advised to provide concise background information and clear justification for the requested amendment. HTFC will review and respond with either a denial or approval with updated contract documents if approved. Additional information may be requested from the LPA to make a decision. HTFC's review will consider the LPA's original proposal, programmatic rules, requirements, and overall administrative performance. LPAs should contact their Project Manager for specific procedures and preliminary discussion prior to submitting a request.

F. Contract Completion

Within thirty (30) calendar days from a Program Agreement end date, the LPA must submit all required T-HIP Program documents, including final disbursement requests, to OCR staff. Upon completion of the contract, the LPA will receive a closeout letter from OCR staff. The closeout letter will identify each property assisted with T-HIP Program funds under this contract. The letter will also state the LPA did or did not expend all T-HIP Program funds. If all funds were not expended by the contract end date, the closeout letter will state the balance off T-HIP Program funds to be de-obligated by OCR. The LPA must review the closeout letter and, if the LPA concurs, sign the letter, and return it to OCR staff. If the LPA disagrees with the properties assisted or amount of funds de-obligated the LPA should immediately contact OCR staff to resolve the dispute.

Attachment A: Project Set up and Disbursement InstructionsF

Targeted Home Improvement Program (T-HIP)

Set up and Disbursement Procedures

The following instructions must be used by Local Program Administrators (LPAs) administering New York Targeted Home Improvement 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 program staff.

1. Electronic Transfer of Funds

Funds will be transferred directly into the LPA's designated account through an Automated Clearing Housing (ACH) 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

2. Project Set up Procedure.

Projects must be set up prior to LPA making disbursement requests. Completion of the project set up process requires a written executed agreement with the property owner.

The project set up process occurs in the Program Tracker Workbook (MS Excel file) located in the LPA's shared SharePoint Folder. Detailed instructions on entering data into the Program Tracker is provided in the T-HIP Manual.

Required entries to the Program Tracker to fully set up projects include the following:

1) Enter all administrative details including project status (Tab 2B. Project Log: Section A)
2) Enter all applicant information (Tab 2B. Project Log: Section B)
3) Enter all property information (Tab 2B. Project Log: Section C)
4) Complete Site Specific Environmental Review Checklist and enter date that checklist was completed, date of SHPO "No Adverse Impact" letter, describe any compliance conditions that were required (Tab 2B. Project Log: Section D) (See T-HIP Manual for details on completing Environmental Review process)
5) Enter information on the scope of work (Tab 2B. Project Log: Section E)
6) Enter key milestone dates for completed milestones (Tab 2B. Project Log: Section F)

7) Enter amount of accepted bid/committed funds to participant (Tab 2B. Project Log: Section G)

See T-HIP Manual for additional details on documentation that LPA is required to maintain.

3. Project Cost Disbursement Policy

It is the intent of the program to provide disbursements in a timely and flexible manner to support efficient LPA program delivery. As such, disbursements can be provided on an "advance" basis rather than on a reimbursable basis, although LPAs may still choose to use a reimbursement process.

Advance Disbursements may be requested based on the value of "Formally Committed Funds" which are funds that are committed by the LPA to a participant at the time of Participant Agreement based on an accepted contractor bid.

All Advance Funds should only be requested for **imminent project expenses** and should be expended relatively quickly once received. Future limitations on disbursements may be imposed if disbursed funds are not utilized in a timely manner.

The following procedures and limitations will apply to advance disbursements (note that disbursement procedures for Program Delivery Costs are provided separately in Section 4):

Initial Disbursement:

- An initial disbursement can be requested for **up to 50%** of funds that have been committed to homeowners.
- Only projects for which funds have been formally committed through an executed Participant Agreement based on an accepted contractor bid are (and indicated as such in the Program Tracker with a status of "Approved and Funding Committed to Property Owner") are eligible to be considered for this disbursement request.
- Note that while funds can be requested prior to the completion of the Environmental Review, no project work can commence until the Environmental Site Certification Checklist is completed.
- The initial disbursement cannot exceed an overall **$200,000** limit, regardless of the amount of funds that have been committed to homeowners.
- After the LPA receives the Initial Disbursement**, at least 50%** of the initial disbursement must be paid to contractors before a subsequent disbursement request may be made.

Subsequent Disbursements:

- After the initial disbursement, the LPA will be eligible to have program funds in its account that are equal to (or less than) what it has committed to participants and has not already paid to contractors. *For example, if LPA has committed $150,000 to homeowners and has paid contractors $50,000 to date, then the LPA is eligible to have $100,000 in its account, which is equal to the "outstanding" balance of its current commitments.*
- However, the LPA may not at any time have more than $200,000 in program funds in its account, regardless of the amount of funds that have been committed to

homeowners.

- The LPA may make a subsequent disbursement request whenever it is eligible to do so (i.e., is eligible to have additional funds in its account than it currently does). *For example, after making payments to contractors and/or making additional commitments, the LPA may be eligible to have more program funds than it currently has.*

Note that a disbursement calculator tool is provided in the Program Tracker, which is discussed further in Section 5 below.

Project Funds Disbursement Calculation Example:

Initial Disbursement

- *In an initial funding round, the LPA makes formal commitments to 11 participants of $40,000 each (and completes the Environmental Site Certification Checklist for each).*
- *The value of Committed Funds is $440,000.*
- *Since 50% of the Allocated Funds ($220,000) exceeds the overall cap of $200,000, the LPA may request and receive $200,000.*

Subsequent Disbursement

- *Contractors complete $110,000 in work and LPA pays contractors out of funds from the initial disbursement.*
- *Since the LPA has spent more than 50% of the initial disbursement, it is eligible to make a new disbursement request. (Note this 50% rule only applies for the first disbursement after the initial).*
- *The LPA can request a refill so that it will have funds equal to the commitments it still will owe contractors (now $330,000 since $110,000 in payments were made).*
- *However, this exceeds the $200,000 cap rule. Therefore, the LPA can request $110,000 to bring it back up to a maximum of $200,000 of program funds in its account.*

4. Reimbursement Request Policy

The LPA may choose to request disbursements on a reimbursement basis for project costs paid out of LPA funds. There is no minimum or maximum disbursement amount for reimbursement requests. Reimbursement requests must be accompanied by detailed documentation, as further described in section 6.

5. Program Delivery Disbursement Policy

The LPA may be awarded and budget up to twelve percent (12%) of the request amount for eligible program delivery costs. An initial advance of program delivery funds can be requested up to $30,000 through an initial disbursement request prior to the LPA incurring program delivery costs (i.e., may be requested upon execution of the Grant Agreement).

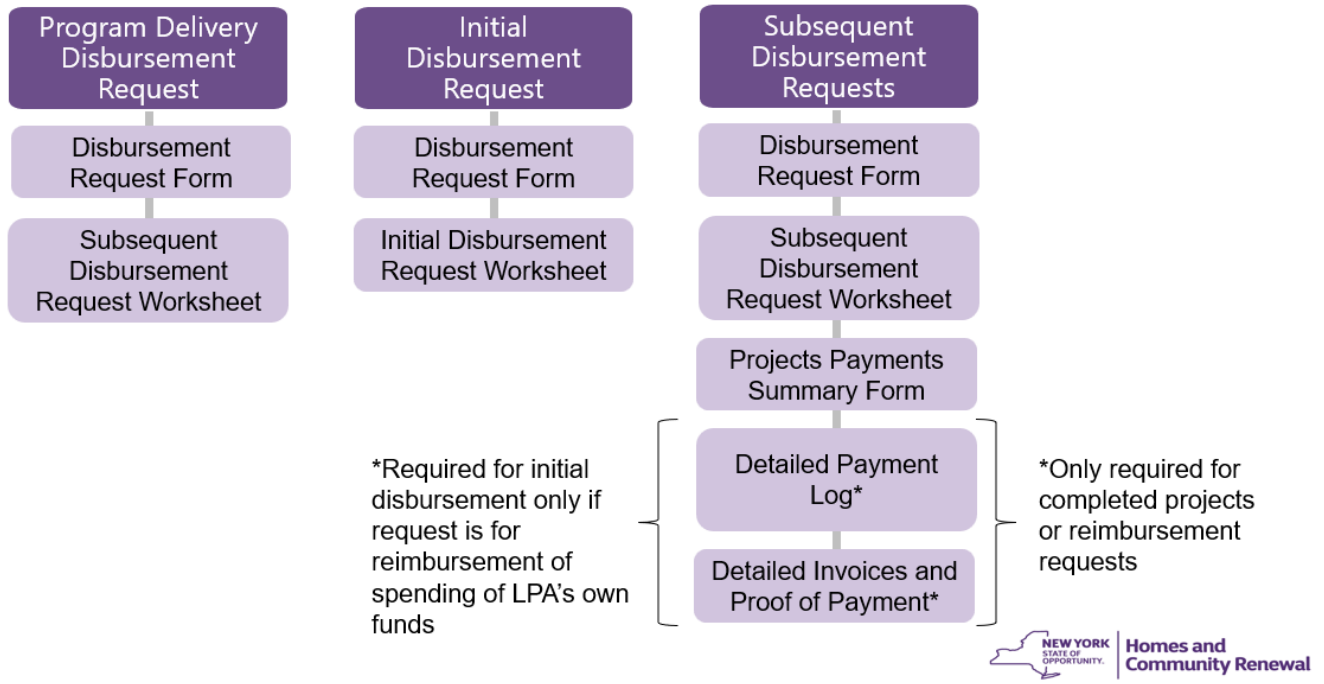
Program Delivery Disbursement Requests can be submitted independently and do not need to be submitted with a project cost disbursement request.

Subsequent disbursements for program delivery funds will be provided on an advance or reimbursable basis at the preference of the LPA.

6. Disbursement Request Procedure

LPAs may request disbursement of program funds by submitting the required forms and applicable supporting documentation to Disbursements@hcr.ny.gov. The Project Manager should be copied at TargetedPrograms@hcr.ny.gov. A disbursement request must be submitted in its entirety including all the documentation as indicated below:

Disbursement Form Requirements Overview



Detailed instructions for disbursement request forms are provided below:

1) Disbursement Request Form (Tab 3A):

   This form serves as the cover sheet for each disbursement request and identifies the total request amount (including both project funds and program delivery funds being requested). This form includes certifications that should be reviewed carefully. Authorized signatories, designated on the submitted Authorized Signature form, must sign to confirm accuracy of the request.

2) Initial Disbursement Request Worksheet *(initial disbursement request only) (Tab 3B)*:

   This worksheet should be provided for the LPA's initial request for Project Funds

only. The worksheet includes financial fields that are automatically linked to the Program Tracker and will auto-fill. The following fields are included on the worksheet:

- **Funds Committed in Homeowner Contracts:** The total value of committed funds for all Projects in the Program Tracker with a status of "Approved and Funding Committed to Property Owner." The amount of funds that LPA is eligible to request is based on this total.
- **Maximum Disbursement Request for Project Funds Allowed at this Time:** This value is 50% of the Funds Committed in Homeowner Contracts, which represent the most the LPA can currently request for project funds at the current time, based on the program's cap rules for initial disbursement. Note that this maximum limit will not apply if the initial request is a request for reimbursement of LPA's own funds that have already been spent.
- **Project Costs Requested:** The LPA should enter the project costs it is currently requesting, which must be equal to or less than the maximum allowed.
- **Program Delivery Costs Requested:** The LPA should enter the program delivery costs it is currently requesting. The program delivery cost is not subject to the same *project* cost disbursement rules. However, if this is the first program delivery disbursement request, the maximum request amount is limited to $30,000.
- **Total Disbursement Request:** The sum of the project cost and program delivery requests, which will automatically calculate.
- **Amount that will need to be paid to contractors before a subsequent disbursement can be requested:** This is the amount that the LPA will need to pay out to contractors after receiving the initial disbursement before it will be eligible to make a subsequent disbursement request. Based on the program rules, this is equal to 50% of the initial project cost disbursement.

3) Subsequent Disbursement Request Worksheet (*subsequent disbursement requests only*) (Tab 3C):

This worksheet must be included for all project funds disbursement requests after the initial disbursement request. The worksheet has a number of data fields that are linked to the Program Tracker and will automatically populate. The purpose of the worksheet is to help indicate and calculate the amount of funds that the LPA may request at the current time based on the program rules. Note that Section B "Advance Funds Eligibility" is not applicable for reimbursement requests as there is no maximum amount that can be requested for reimbursement disbursements.

The worksheet includes the following:

- **Request Type:** Select "Advance Funds" if requesting funds that will be used to pay contractors directly. Do not select Advance Funds if LPA is using own funds to pay contractors and is requesting reimbursement. If requesting reimbursement of payment of LPA's own funds to contractors, select "Reimbursement."

Section A: Financial Information

- **Funds Committed in Homeowner Contracts:** This is the combined total of committed funds based on all homeowner contracts to-date. The total is automatically calculated based on projects in the Program Tracker with a status of "Approved and Funding Committed to Property Owner", "Partial Payment Released", or "Project Complete."
- **Total Amount Disbursed to LPA to-Date:** In this section, the LPA should enter the total project funds and program delivery funds that have been disbursed to LPA to-date, excluding the current request. The amounts should be entered for their respective lines. The "total amount disbursed to LPA to date" will automatically calculate as the sum of the two values.
- **Total Funds Paid to Contractors To-Date:** This is the combined total amount of all contractor payments that the LPA has made over the life of the program. This is based on the payments indicated for each project in the Program Tracker and will automatically calculate.
- **Balance Owed to Contractors:** This is the amount of funds committed in homeowner contracts that has not yet been paid to contractors. Note that this is not what contractors have invoiced but represents commitments for which it is known that LPA will need to pay contractors for. This field will automatically calculate.
- **Balance of Funds Disbursed by HTFC Sitting with LPA:** This value indicates the funds that have previously been disbursed to the LPA but have not yet been paid to contractors (and is therefore currently "sitting" with LPA). This field automatically calculates by subtracting "Total Funds Paid to Contractors to Date" from "Total Amount Disbursed to LPA to Date."

Section B: Advance Funds Eligibility (Advance Requests Only)

- **Maximum Balance of Funds LPA is Eligible to Have:** This is the amount of program funds that the LPA is allowed to have at the present time based on the program rules (the lesser of "balance owed to contractors" and $200,000). The maximum balance will calculate automatically.
- **Maximum Disbursement Request for Project Funds Allowed at this Time:** This value is the most that the LPA can request for project cost funds at the present time (this does not limit what can be requested separately for program delivery funds). The maximum request represents the most that can be requested to reach the maximum the LPA is currently eligible to hold. It is automatically calculated as the "Maximum Balance of Funds LPA is Eligible to Have" minus the "Balance of Funds Disbursed by HTFC Sitting with LPA."

LPA Disbursement Request

- **LPA Disbursement Request:** In this section, the LPA should enter the Project Costs and Program Delivery Costs being requested in the respective fields. The total disbursement request will automatically add the two values.

4) Project Payments Summary Form (*for subsequent disbursement requests only)*

(Tab 3D):

This form is used only for *subsequent* disbursement requests and should not be submitted with LPA's *initial* disbursement request as it is not applicable. For subsequent disbursement requests, this form is used to report payments for project activities for any project that payments were made for. Note that payments for project soft costs should be reported on this form (but not program delivery costs).

Use Section A "Project Payments Made from Advance Funds Previously Disbursed to LPA" to report all payments for projects that were made directly from program funds previously disbursed to the LPA.

Use Section B "Payments Made Using LPA Funds (Reimbursement Being Requested)" only for project payments that were made using LPA's own funds. For any project payments being reported on the form under Section B, the LPA must also complete the Detailed Payment Log for that project and submit detailed invoice and proof of payment documentation.

Active projects for which no payments were made during the reporting period do not need to be included on the form. One project should be added per line. If multiple payments have been made to one or more contractors, the amount reported should be the combined total of all payments made during the reporting period.

Follow the instructions below for each of the fields:

- **Project ID:** Enter the unique project ID that was assigned to the project in the Program Tracker
- **Total Committed Funds:** Enter the total value of funds that LPA has committed (awarded) to the project (including both hard and soft costs).
- **Expenditures Since Last Request:** Enter the combined total of payments that were made for each project since the previous disbursement request. Include both hard and soft costs.
- **Total Expenditure to Date:** Enter the combined total of all payments made for each project over the entire life of the project (including both hard and soft costs).
- **Project Now Complete/Final Payment Made:** Check box if the final payment(s) was made for a project during the reporting period and the project is now fully complete. If this box is checked, LPA must provide additional detailed information for that project (see #6, #7, and #8 below).

5) Detailed Payment Log (*for completed projects or reimbursement requests only) (Tab 3E):*

This form is intended to itemize invoices that LPA has already paid. This form should be completed for:

- **Projects that are being reported as complete on the Project Payments Summary Form in Section A (advance funds)**
  - For Section A project payments (paid out of Advance Funds) this form should not be completed for which LPA is requesting final

disbursement to pay final invoices. The form should only be submitted for projects after final payments have been made.

- **All project payments being reported in Section B on the Project Payments Summary Form (reimbursement)**

This form should include both hard (construction) costs and soft costs. Project soft costs incurred by LPA (e.g., Declaration of Interest filing fees) must still be documented on this form and supporting documentation must be provided. Overall Program Delivery costs (i.e., costs not tied to specific projects) incurred by LPA should not be reported on this form.

The template includes spaces to enter up to three invoices per project with four total projects per page. Please add additional rows for additional invoices and attach additional sheets as necessary.

Instructions for each field are provided as follows:

- **Invoice Date or Number:** Provide the date or number for the first invoice or receipt included in the disbursement request. One row should be completed for each invoice, multiple check numbers may be entered on one row to support one invoice.
- **Proof of Payment/Check #:** Proof of payment must be included for all supporting documentation. Provide the check number(s) used to pay the invoice.
- **Certified M/WBE:** Select Yes or No to identify if the contractor or vendor is a NYS Certified M/WBE. If Yes, additional information will be requested.
- **Contractor/Vendor Name:** Use this field to identify the contractor or vendor that issued the receipt or invoice. The contractor or vendor name listed must match the supporting invoice(s) provided.
- **Trade or Work Performed:** Indicate the general type of construction activities provided by contractor, e.g., install windows, repoint brick façade. Brief responses only.
- **Invoice Amount:** Enter the amount charged by the contractor or vendor indicated. This amount should directly match the invoice(s) provided.
- **Soft Cost:** Check the box to indicate if the invoice is documentation for a Soft Cost, e.g., filing fees, environmental testing, architectural or engineering.

6) Supporting Documentation for Project Costs (Invoices/receipts): This form should be filled out for projects being reported as complete in Section A of the Project Payments Summary form (projects paid using advance funds) and all project payments for which reimbursement of LPA's spending of its own funds is being requested. Receipts/invoices for construction activities and soft costs related to the project. Detailed invoicing must be provided for ALL project costs.

7) Proof of Payment *(for all project invoices on Detailed Payment Log):* Cancelled

checks must be provided to document payment for each of the invoices.

Attachment B: Program Tracker Instructions

A. Overview

The Program Tracker is an Excel Workbook that the LPA must use to track the status of projects and disbursements. The Workbook will be provided by OCR in a shared online SharePoint folder. Access will be limited to authorized representatives of the LPA and OCR staff.

The Program Tracker includes the following sections and tabs (worksheets):

1. Overview: This tab contains basic information on the Tracker. The LPA name, SHARS #, and the LPA's "owner" of the Program Tracker will be entered. The LPA should confirm accuracy of this information, which will be used to autofill other fields in the Program Tracker. The LPA Owner must enter the date that the Workbook was last updated.

2. Program Tracking: This series of tabs (worksheets) includes data fields for which the LPA is required to enter and maintain current information.

2A. Instructions: This sheet provides detailed instructions for the completion of the data fields in the "Project Log. These instructions are provided in the following section for reference.

2B. Project Log: This is the worksheet where LPA should enter information for each unique property/award. All applications, including those denied or withdrawn, should be entered and kept in the Project Log.

2C. Disbursement Log: The Log must be used by the LPA to enter information for all program delivery and project cost disbursements. The information directly links to disbursement forms and therefore must be kept current. Note that disbursement requests should be logged only after being submitted.

3. Disbursement Request Forms: This series of tabs (worksheets) includes the fillable forms required for disbursement requests. Refer to Attachment A for detailed disbursement instructions.

3A. Request Form: This is the primary request form and should be used as the coversheet for all disbursement requests. Save as a PDF to use this form.

3B. Initial Disbursement Form: This form should be saved as a PDF and used for the LPA's initial disbursement request for project funds.

3C. Subsequent Disbursement Form: This form should be submitted as a PDF for all project cost disbursement requests after the initial disbursement request.

3D. Project Payments Form: This form should be submitted as a PDF with information on any project cost payments made since the previous disbursement request.

3E. Completed Projects Payment Log: This form should be submitted as a PDF with information on invoices and proof of payment for any projects being reported as complete as

part of the disbursement request. This form should also be used for all reimbursement requests.

B. Project Log Instructions

The following instructions provide detailed guidance on entering information into each field of the Project Log.

Field ID	Fields	Field Instruction
A. Administrative		
A1	**ID Number**	Assign a unique identifier to each application. Please use the first two letters of the LPA reporting name followed by a dash and a four digit number that is sequential based on date application received. For example, for an entity named "Awesome Housing Organization," ID Numbers will start at "AW-0001"
A2	**SHARS ID**	SHARS is HCR's database and each individual property will be assigned a unique SHARS ID. HCR Staff will enter this ID number directly on behalf of LPA.
A3	**LPA Reporting**	Indicate reporting organization that is LPA. Entity name should be consistent on all entries.
A4	**Overall Status**	Indicate current status of application/award. Select from the following: - Application Under Review: application has been received by LPA but an approval/denial decision has not been made. - Application Approved: the application has been approved BUT the participant has not yet signed the agreement and the site-specific Environmental Site Certification checklist has not been completed. A project in this status is not eligible to be considered as part of an advance funds disbursement request. - Approved and Funding Committed to Property Owner: the homeowner application is approved by the LPA AND the participant has executed an agreement with LPA. This project is now eligible to be considered as part of an advance funds disbursement request. - Application Denied: The LPA denied the homeowner's application. If denied, enter denial reason under A5. - Application Withdrawn: The homeowner withdrew their application after it was submitted. - Partial Payment Released: The Project is active and at least one payment has been made to contractor(s). - Project Complete: The Project is fully complete and closed out. Final payments have been made the Declaration has been filed.

A5	**Denial Reason (if applicable)**	For denied applications only, please indicate reason for denial (please note that denied applications should remain in the reporting worksheet). Select from the following: - N/A (select if application was not denied) - Incomplete application - Not in an eligible location - Did not meet income eligibility requirement - Ineligible work request - Other
B. Applicant/Owner Information		
B1	**Last Name**	Last name of homeowner applicant
B2	**First Name**	First name of homeowner applicant
B3	**Additional Owners (if applicable)**	Indicate any co-owners of the property. If none then enter "N/A"
B4	**Number of HH Members**	Insert number of household members. The U.S. Census Bureau definition of household will apply.
B5	**Number of Children Under 18**	Insert number of household members that are currently under 18
B6	**Household Income ($)**	Insert annual household income. The U.S. Census Bureau definition of household income will apply.
B7	**Household % Area Median Income (AMI)**	Select AMI range based on AMI % used to determine program eligibility (based on current year HUD guidelines)
B8	**Years Living at Current Residence**	Insert number of years living at current residence
B9	**Age of Homeowner (householder)**	Insert age of homeowner
B10	**Veteran Status**	Select Veteran Status as indicated by Participant
B11	**Disability**	Select Disability Status as indicated by Participant
B12	**Phone**	Applicant's primary phone number
B13	**Email**	Applicant's email address
C. Property Information		
C1	**Street Address**	Street address of property.
C2	**City/Town**	City/town name that property is located in.
C3	**Zip Code**	Zip code that property is located in.
C4	**County**	County property is located in.
C5	**Tax Parcel**	Provide in Section/Block/Lot Format
C6	**SWIS Code**	Statewide information system code established by NYS Office of Real Property Services: https://www.tax.ny.gov/pdf/publications/orpts/swis-codes.pdf
C7	**Year Built**	Insert date home was originally built
C8	**Property's Number of Units**	Enter the number of housing units in property owned by Participant (only properties 1-4 units are eligible). If a condo or co-op unit in a large multi-unit building, the number of units owned by the participant would be one.
C9	**Number of units receiving assistance**	Enter the number of units that work will be completed in using T-HIP funds.
D. Environmental Review		

D1	**Site/Project Specific Environmental Checklist Date**	The date that LPA completed the site specific environmental review based on the provided Environmental Review Checklist.
D2	**Date of SHPO "No Adverse Impact" Letter**	Enter the date of the letter that you received from SHPO
D3	**Briefly Describe Environmental Compliance Conditions (if applicable)**	If any Environmental Compliance requirements were required and imposed, please briefly describe those requirements in 1-2 sentences. If none, please enter "N/A"
E1. Overview of Work		
E1	**Project Classification**	Please indicate whether the project work is "Substantial" or "Minor." The determination should be made by the nature of the repair need and work to be completed, and not necessarily the dollar value of the work to be undertaken. Examples of a substantial repair may include complete roof replacement, foundation repair, and full bathroom rehabilitation. Minor repairs may include small roof repair, replacing a small number of windows, or adding accessibility modifications to a bathroom. It is reasonable to conclude that many individual minor repairs could together be classified as "substantial." LPA is encouraged to use its best judgement in classifying project work.
E2	**Brief narrative description of scope of work**	Provide a brief (1-2 sentence) narrative summary of work completed, as indicated in the executed contractor agreement. Do not complete until Contractor Agreement is executed.
E3-E8	**Project Activities**	Please select all types of activities that apply (based on executed work plan with contractor) - Accessibility modifications (e.g., handicap ramp; walk-in shower/tub) - Home utilities/systems (e.g., electric; heating; plumbing) - Environmental remediation (e.g., mold; asbestos; lead) - Structural (e.g., foundation; structural wall repair) - Weatherization (e.g., door/window replacement; roof repair; siding) - Other
F. Key Milestones		
F1	**Date Application Received**	Date that LPA received application from homeowner
F2	**Date of Application Decision (Approved/Denied)**	Date the LPA approved or denied application
F3	**Date Participant Agreement Executed (Formally Committed)**	Date that Participant Agreement was signed and executed. This date represents the date that funds were "formally committed" to participant for purposes of disbursement of funds.
F4	**Date of Contractor Agreement Execution**	Date that Participant - Contractor agreement was executed. If multiple agreements, please provide date of first executed agreement.
F5	**Construction Start Date**	Date construction commenced, which can be based on actual or as specified in contract.
F6	**Date of Final Inspection**	Date the LPA completed final inspection

F7	**Date Declaration of Interest Filed**	Date that LPA files the Declaration of Interest
F8	**Regulatory Period (Years)**	Indicate the regulatory period based on the Participant Agreement and Declaration of Interest (Less than or equal to $5,000 = 2 Years; $5,001 to $10,000 = 5 years; $10,000 to $40,000 = 10 years)
G. Financial		
G1	**Maximum Participant Award (based on # of units)**	The maximum T-HIP award that the participant is eligible to receive based on the number of units receiving assistance. Note that a maximum of $40,000 can be spent in any individual unit.
G2	**$ Amount of Accepted Bid (Committed Funds to Participant)**	Dollar Amount of Funds Formally Committed to Participant based on accepted contractor bid
G3	**Project Soft Costs (if applicable)**	The portion of project funds that are for soft costs (e.g., filing of declaration, architectural/engineering, etc.). This value should be a subset of the Total Amount of Accepted Bid (G2). Soft project costs should not include any program delivery costs.
G4	**$ Total Amount of Project Funds Paid to Date**	Total dollar amount of project funds that LPA has paid out, including hard costs, all contractor costs, and project soft costs. This should not include any Program Delivery Costs.
G5	**$ Committed Balance Remaining (Not Disbursed)**	Automatically calculated field as the balance of committed funds that have not yet been paid to contractors (or spent on other soft costs).
G6	**Contractor Name(s)**	To assist in record keeping and payment tracking, please indicate the name of the contractor(s) performing the work.
G7	**Other Grant Sources**	If LPA will be utilizing any other New York State funding sources for work at the property, the other grant sources must be indicated. Please provide name of grant program (do not need to enter amount)
H. Monitoring & Data Quality Control		
Note: this section does not have any data entry fields but is intended to flag potential issues. Any flagged potential issues should be investigated by LPA.		
H1	**H1. Application with No Decision After 45 Days**	If the LPA has not made a decision on an application it may signal that the application decision was not entered or that LPA may need to review the application to make a decision.
H2	**H2. No Contractor Payment 90 Days After Contract Signed** *(auto fill)*	If no payments have been made after 90 days it may indicate that work has not commenced in a timely manner. It may also signal that there may be an outstanding invoice needing to be paid.
H3	**H3. Project Not Completed Within 150 Days** *(auto fill)*	A project not completed after 150 days may indicate a stalled project that needs further investigation. It may also indicate that project information needs to be updated in the tracker.
H4	**H4. Soft Costs Exceed 25% of Total Commitment** *(auto fill)*	If soft costs are entered as an unreasonably high proportion of the project cost it may indicate a data entry error or an issue requiring further investigation.
H5	**H5. Completed Project: No Declaration Filed** *(auto fill)*	A Declaration must be filed for a project to be complete. If this field is flagged, it may indicate that the filing date was not entered or that LPA still needs to file the Declaration.

Attachment C: List of Eligible Zip Codes

Please note that homes in targeted zip codes that fall outside of the Service Area Municipality are not eligible. Prior approval is required by OCR for awards outside of the Service Area Municipality.

Region	Service Area Municipality	Targeted Zip Code
Capital Region	City of Albany	12202
	City of Albany	12203
	City of Albany	12204
	City of Albany	12205
	City of Albany	12206
	City of Albany	12209
	City of Albany	12210
	City of Albany	12303
Central NY	City of Syracuse	13057
	City of Syracuse	13088
	City of Syracuse	13202
	City of Syracuse	13204
	City of Syracuse	13205
	City of Syracuse	13206
	City of Syracuse	13207
	City of Syracuse	13208
	City of Syracuse	13209
	City of Syracuse	13219
Finger Lakes	City of Rochester	14605
	City of Rochester	14606
	City of Rochester	14608
	City of Rochester	14609
	City of Rochester	14611
	City of Rochester	14612
	City of Rochester	14613
	City of Rochester	14615
	City of Rochester	14616
	City of Rochester	14617
	City of Rochester	14619
	City of Rochester	14621
	City of Rochester	14622

Region	Service Area Municipality	Targeted Zip Code
	City of Rochester	14623
	City of Rochester	14626
Long Island	Village of Hempstead	11510
	Village of Hempstead	11550
	Village of Hempstead	11552
	Village of Hempstead	11553
Mid-Hudson	City of Newburgh	12550
Mohawk Valley	City of Utica	13501
	City of Utica	13502
New York City	Bronx	10451
	Bronx	10452
	Bronx	10455
	Bronx	10456
	Bronx	10457
	Bronx	10458
	Bronx	10462
	Bronx	10467
	Bronx	10468
	Bronx	10474
	Bronx	10475
North Country	City of Watertown	13601
Southern Tier	City of Binghamton	13790
	City of Binghamton	13904
	City of Binghamton	13905
	City of Binghamton	13903*
	City of Binghamton	13901*

*Effective 10/14/25 (select providers only)

Attachment D: T-HIP Manual Update Log

Version Update	Updated Policies and Procedures
Version 8 (June 2026)	▪ Updated Environmental Review Guidance
Version 7 (November 2025)	▪ Updated Declaration subordination guidance
Version 6 (September 2025)	▪ Minor clarifications
Version 5 (July 2025)	▪ Updated Environmental Review checklist instructions for the wetlands component ▪ Updated policy language to provide more flexibility to make requests to OCR to serve properties outside of the targeted service area. ▪ Updated language to clarify that awards above limit require prior approval from OCR ▪ Clarification that an applicant can only be served by one LPA
Version 4 (July 2024)	▪ Additional guidance added for homeowner participation in contractor procurement (see IV. Project Development – D. Contractor Procurement, subsection 5) ▪ Updated the Program Tracker instructions to be consistent with the version of instructions found within the Program Tracker ▪ New instructions for Environmental Review site certification checklist to reflect new SHPO review exemptions.
Version 3 (late June 2024)	▪ Updated Environmental Review site certification checklist instructions for endangered species and wetlands environmental review in instances of tree work and/or ground disturbance.
Version 2 (early June 2024)	▪ Participant Matching Funds: Updated to state that T-HIP does not allow LPAs to require matching funds of any kind to receive assistance from T-HIP ▪ Repayment Obligation: Updated repayment schedule for 5-Year and 10-Year Term to be simple annual declining balance.