



Entry Form 2017 Annual Awards for Program Excellence

Entry Deadline: Thursday, June 15, 2017, Midnight ET

Each entry must include a completed entry form. Please complete a form for each entry your HFA is submitting. The completed entry form will become the first page of your entry.

This form is a fillable PDF. Type your information into the entry form and save it as a PDF. Please do not write on or scan the entry form. **Questions: Call 202-624-7710 or email awards@ncsha.org.**

Entry Title: Enter your entry's title exactly as you wish it to be published on the NCSHA website and in the awards program.

Category:

Subcategory:

Entry Summary: A 15-word (max) summary of the program, project, or practice you are entering.

HFA:

HFA Staff Contact:

Phone:

Email:

Visual Aids:

Are you mailing to NCSHA 10 copies of any visual aids that cannot be included in your entry PDF? Yes No

Payment:

My HFA is mailing a check to NCSHA.
My HFA is emailing the credit card authorization form to awards@ncsha.org.

HFA Name: TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Entry Title: Amy Young Barrier Removal Program of the Texas Housing Trust Fund

Entry Category & Subcategory: Special Needs Housing – Housing for Persons with Special Needs

The Texas Department of Housing and Community Affairs (TDHCA) created a state-funded program in 2009, channeled through the Texas Housing Trust Fund, to address the fundamental need for thousands of Texans with Disabilities with a low-income to increase the accessibility and safety of their homes. Today, the Amy Young Barrier Removal (AYBR) Program celebrates its eighth year of continuous state support in the form of over \$15M of State General Revenue funding (since inception) and the completion of accessibility modifications and elimination of other hazardous housing conditions on the Program's 878th household with disabilities. The State of Texas' AYBR Program enhances the dignity, quality of life, and housing independence of one of Texas' most vulnerable populations: people with disabilities who do not have the financial resources to remove barriers and modify and repair their homes.

PROGRAM HISTORY. At the behest of advocates for Texans with disabilities, led most passionately and persuasively by the late disability policy analyst Amy Young, the Board of TDHCA approved the use of 2010 Texas Housing Trust Fund dollars towards a new program to eliminate architectural barriers in the homes of people with disabilities. Ms. Young passed away before the program that she helped envision launched with \$1.5M in State General Revenue funds through the Texas Housing Trust Fund. By following through on Ms. Young's recommendations to fund the program with state instead of federal dollars, TDHCA and the program participants have benefitted from greater flexibility and fewer regulatory restrictions that come with federal funding.

Since 2010, the impact and success of the AYBR Program has only become even more robust as the disability advocacy community, the nonprofits and local government entities that administer the program, and State legislators remain engaged in the welfare of both program participants and program funding.

PROGRAM OVERVIEW. The AYBR Program serves the special needs of Texans with disabilities with low-income who may either own or rent their homes; live in stick-built or Manufactured Housing Units; and live in urban or rural areas. All AYBR Program funding is provided as a grant to the household, and currently 28 non-profit organizations and local government entities serve as "Program Administrators" throughout the state. Grants of up to \$20,000 per household (plus up to an additional \$2,000, or 10%, for the Program Administrator's expenses) fund modifications such as adding handrails and ramps; widening doors; adjusting countertops and cabinets to appropriate heights; installing buzzing or flashing devices; installing accessible showers, toilets, sinks, and appliances; and customizing other projects based on households' and caregivers' unique needs. Eligible households must have a household member that qualifies as a Person with Disability, defined "as any person who has a physical or mental impairment that substantially limits one or more major life activities and has a record of such impairment; or is regarded as having such impairment". Eligible households must have gross annual incomes below 80% of the Area Median Family Income (or 80% of the State Median Family Income, whichever is greater) and liquid assets of less than \$20,000.

The achievements of the AYBR Program are attributed to the hard work and commitment of the Program Administrators who conduct outreach, verify eligibility, inspect and photograph homes, prepare and refine work write ups and cost-estimates, procure contractors, oversee construction, and interface with TDHCA to reserve funds and process various rounds of documentation. For the launch of the AYBR Program in 2010, TDHCA disbursed the Program funding via contracts on a competitive basis, with discrete funding amounts and production timelines for Program Administrators.

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However, at first, funding was not dispensed as urgently as the Department anticipated, so TDHCA adapted to a "ready-to-proceed" model in which Program Administrators could be swiftly vetted in order to reserve funds for households identified as eligible and ready for construction. TDHCA's "Reservation System" is a first-come, first-served system that maintains the competitiveness of the funding but significantly decreases the amount of time in which eligible households go from intake to start of construction. In the shift from the contract model to the reservation system model, the number of AYBR Program Administrators went from 7 to 28, enabling the program to serve many more communities across Texas.

Currently, two TDHCA staff members are dedicated to the AYBR Program and together have more than 40 years of experience in implementing housing rehabilitation programs at the local level. Understanding the challenges Administrators face daily of juggling households' concerns and medical needs, contractor deadlines, and managing multiple parties' expectations while being accountable to the stewardship requirements of a publically funded program requires empathy and transparency on the part of TDHCA staff. TDHCA staff provides multiple customized trainings in the widespread regions of the state to support and familiarize new and continuing Program Administrators in implementing the Program and sharing "best practices".

PROGRAM PROCESS. The first stage of AYBR Program implementation is for a local organization to apply to participate in the Reservation System. TDHCA evaluates them for their past performance, compliance history and ensures they are familiar with the Program rules. They are then offered a Reservation Agreement and given access to the system. Program Administrators then pursue fair, affirmative marketing and collection of applicant intake/eligibility documentation. This documentation is the first that Program Administrators submit to TDHCA's secure online Reservation System. After review and approval by TDHCA, funds are immediately reserved for that applicant household. The second stage of Program implementation is the Program Administrator's in-depth inspection of the household's home ("before" photos, measurements, sketches) and discussion with the person with disability and caregivers to prioritize accessibility modifications for the budget. In addition, critical health and safety deficiencies are identified in order to confirm the total project's feasibility for the Program.

At this stage, the Program Administrator prepares a scope of work and internal cost estimate for TDHCA review and approval. Some Program Administrators leverage additional private, local or federal funds to assist households needing modification and critical safety repairs that exceed the AYBR \$20,000 maximum assistance amount. Other funding partners include: the U.S. Department of Agriculture (Rural USDA); the Community Investment programs of the Federal Home Loan Bank; the State of Texas Veterans Commission; local general obligation bond funding, and private corporate foundations, such as the Home Depot Foundation. Because of the flexibility of the state AYBR Program funds and the lack of requirements such as environmental reviews and the Davis-Bacon Act that accompany federal funding sources, this Program is easily combined with other funds and countable as matching funds for some Administrators.

The third stage of Program implementation is contractor procurement, in which the Program Administrator invites pre-qualified contractors to competitively bid on the job, and then presents the bid with the most effective use of program resources to TDHCA for review and approval. The fourth and final stage of Program implementation is the Program Administrator's online submission of project completion (final inspections, "after" photos, permits, invoices) and payment documentation. If

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approved, TDHCA's reimbursement to the Program Administrator can be made within 10 working days of receipt. This quick turn-around of payment enables the Program Administrators to implement the AYBR Program without the requirement of using local working capital.

PROGRAM INNOVATIONS/UNIQUENESS. Several aspects of the AYBR Program make it different from other architectural barrier removal programs that serve persons with special needs. First, the AYBR Program welcomes eligible households that own their property or are tenants in a rental property (non-federally assisted rentals). Federal protections under the Fair Housing Act prohibit discrimination in the rental of housing to people with disabilities, but costs of reasonable accommodation may be placed on the household, not the property owner. To participate in the AYBR Program, rental units may not have any critically hazardous or unsafe conditions corrected with AYBR funds, and these repairs must be funded by the landlord before AYBR Program participation. TDHCA also encourages the Program Administrators to negotiate favorable lease agreements with the property owners, such as early renewal of longer lease terms and waiving the requirement that the tenant return the unit to its original condition upon moving. To date, less than 5% of AYBR Program beneficiaries have been renters, but the fact that they have been able to participate in the program has improved their lives and increased their independence.

Second, the AYBR Program maintains its primary focus of addressing the need for accessibility modifications while still acknowledging the reality that critically hazardous and unsafe conditions in the homes of people with disabilities will exist and will need correction. As a Program rule, at least 75% of the project's construction costs must be used strictly for accessibility modifications; no more than 25% of the project's construction costs may be used for correcting critical health and safety issues. Typical health and safety repairs include faulty electrical systems, inadequate or unsafe heating and air conditioning systems, the lack of emergency egress windows in bedrooms, and the absence of code-required interconnected smoke and carbon monoxide alarm systems. This dual focus ensures that upon completing the Program, the household's environment is truly safe *and* accessible.

Lastly, the AYBR Program is unique in that it includes Manufactured Housing Units (MHUs) as eligible for participation (for owners only). MHUs are an affordable housing product for many Texas households with low incomes, especially those with household members with a disability. Because of improvements made to the regulation of the construction standards for MHUs, the Program may consider any MHU manufactured after January 1, 1995 as eligible for assistance.

SUMMARY. The hallmarks of TDHCA's Amy Young Barrier Removal Program include the following:

- The Program was advocated by, promoted by, and continues to be guided by local and statewide organizations that exist to serve the needs of Persons with Disabilities;
- The Program maximizes public and private resources by enabling local management, competitive bidding, expedited funding commitment and payment processes, and the ability to leverage other public and private funding to achieve the maximum benefit;
- The Program is replicable in other states by virtue of an eight-year track record of transparency of program forms and tools, and the incorporation of "best practices" identified by local disability community experts;
- The Program recognizes the unique challenges of implementing an accessibility modification *and* home repair program to enable Persons with Disabilities to remain in their communities, keep existing social networks intact, and decrease dependence on institutional assistance.

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Visual Aids

- Photographic documentation before construction and after project completion;
- Putting Accessible Housing Within Reach, TALHFA Talk Article ;
- Marketing flyer recruiting Program Administrators
- Program participant outreach flyer
- Notice of Funding Availability
- Amy Young Barrier Removal Program website page.



Ramp and driveway extension installed. Person with a disability requires weekly hospital visits and without these improvements ambulance staff had difficulty with transport from the house to the ambulance.



Ramp and landing installed.

The original ramp was constructed with inappropriate materials and a taped card board box was used as landing.



Motorized chair lift installed, power switch on chair and at top of stairs.
Due to the size of the home and the property, a ramp was infeasible.



Motorized door closer installed.

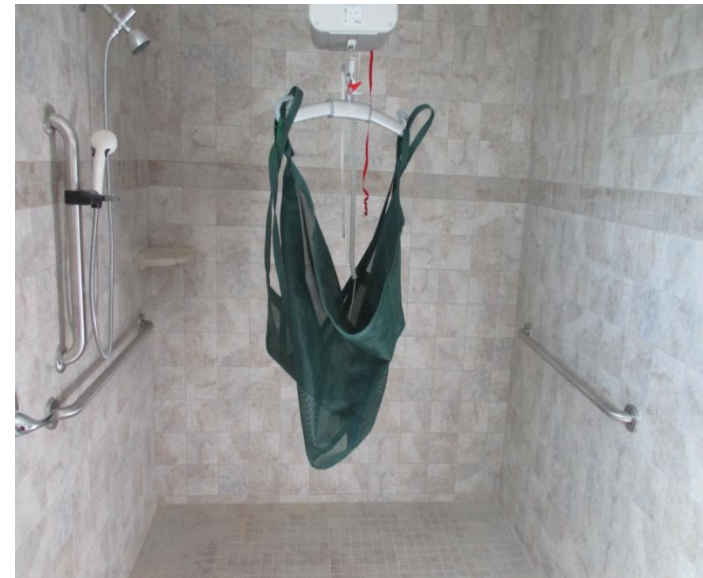


Before



After

A 12 ft by 6 ft shower addition was constructed to hold the Patient Lift System. Both systems have a 500 lb load bearing capacity.





Before



After

Non - functioning cabinets were replaced. An accessible stove, dishwasher and exhaust vent were installed.



Before



After



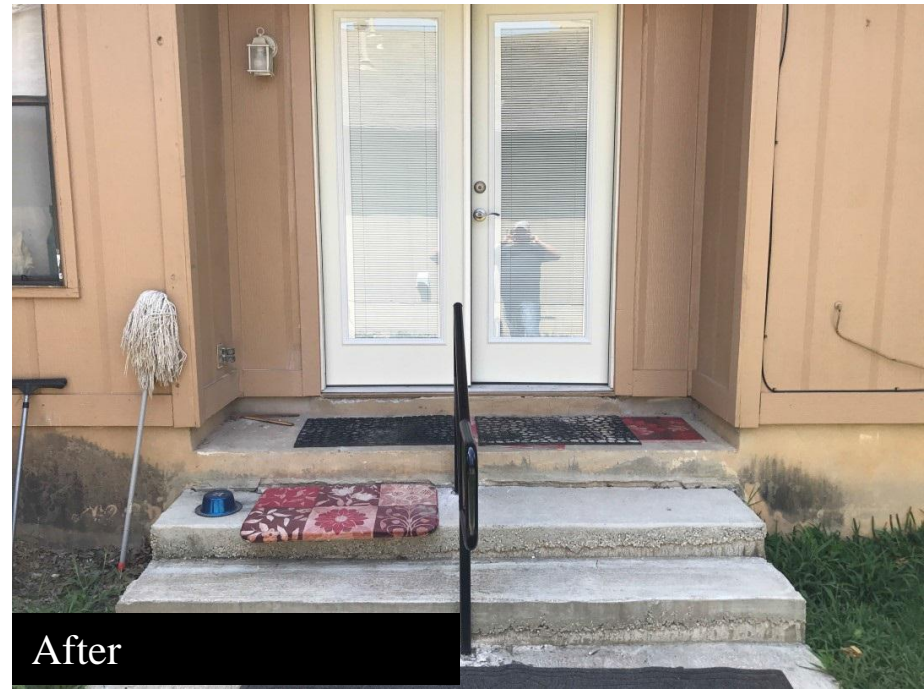
Before



After



Before



After

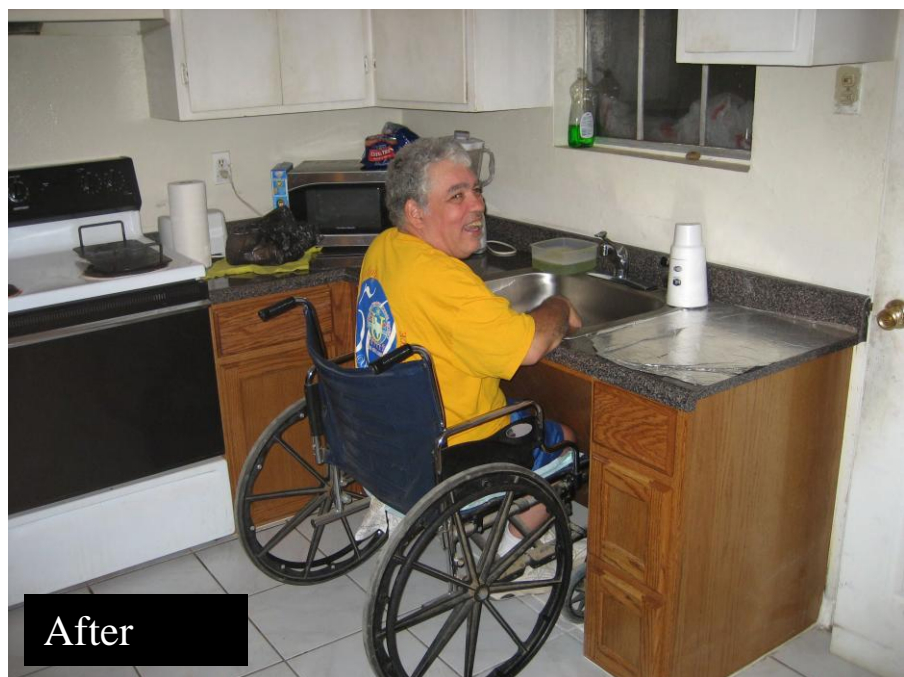
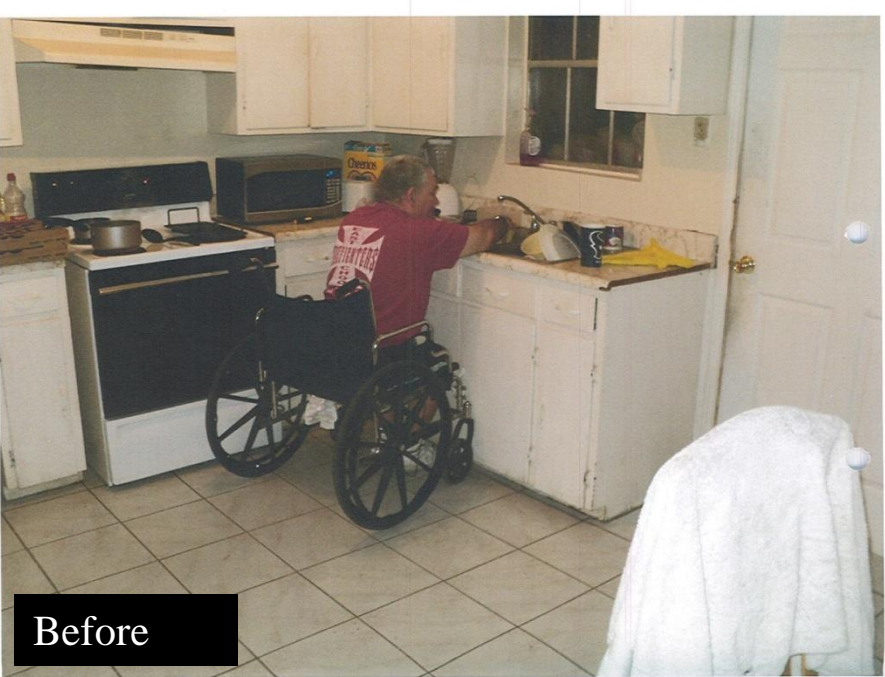


Before



After





Custom made pull-out drawers to access storage space in kitchen.

Putting Accessible Housing Within Reach

State program helps local nonprofits remove housing barriers for persons with disabilities

by Gordon Anderson, Public Information Officer, TDHCA



Bertha Hill had no problems getting about when she first moved into her Austin home nearly 40 years ago. But age eventually caught up with her, and she became increasingly frail and less able to move around the house.

Simple tasks like reaching up to her kitchen cabinets now required a dangerous balancing act on a step ladder. Bertha realized that her home's layout was the main source of her problems; however, rehabbing it was beyond what she could afford on her meager income.

Unfortunately, she isn't alone. There are thousands of low income Texans with disabilities whose independence is threatened less by their physical condition than by the design of their home.

The Texas Department of Housing and Community Affairs (TDHCA) recognized this unmet need and created the Amy Young Barrier Removal Program to help remove barriers to accessible housing for low income persons with disabilities.

Named in honor of a longtime advocate for persons with disabilities who died in 2009, the state-funded program provides grants to qualifying nonprofits to widen doors, adjust counter tops and cabinets, install walk-in showers and elevated toilets, and make other home alterations for persons with disabilities.

The program not only helped finance modifications to Bertha's home, bringing cabinets and countertops within reach, it also helped construct a new ramp for her home.

TDHCA is actively seeking interested local contract administrators, and the Department encourages nonprofit organizations like yours to apply. But hurry – the funds may go quickly.

Contact the Housing Trust Fund Division toll free at 800-462-4251 or by email at htf@tdhca.state.tx.us and learn how easy and rewarding it can be to administer funds through the \$4 million Amy Young Barrier Removal Program.

As Bertha can attest, it takes more than a step ladder to reach a higher quality of life.

Form of Assistance

One-time grant of up to \$20,000 per home for accessibility and the elimination of hazardous conditions

Eligible Applicants

- Units of local government, nonprofit organizations, and public housing authorities
- Applicants must demonstrate knowledge of accessibility guidelines and applicable construction standards
- Administration fees are 10% of the project cost paid upon completion of each project

- Applying is easier than ever!

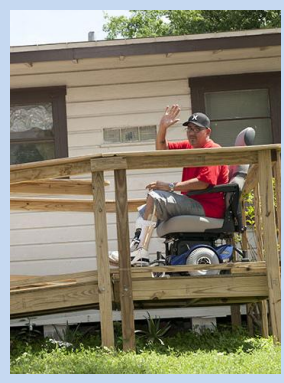
1. Review the Amy Young Barrier Removal Program Notice of Funding Availability (NOFA) at www.tdhca.state.tx.us/nofa.htm
2. Sign and return the short and simple application to access the new, easy-to-use funding reservation system.
3. Start reserving up to \$20,000 in grant funds on behalf of qualified low income households.

Eligible Beneficiaries

Persons with disabilities at or below 80% Area Median Family Income (AMFI) who are tenants, homeowners, or their household members with disabilities

Texas Housing Trust Fund

AMY YOUNG BARRIER REMOVAL PROGRAM



Amy Young

Photo: Texas Council for Developmental Disabilities

Amy Young

In May 2010, the Texas Department of Housing and Community Affairs launched its all-new Amy Young Barrier Removal Program, named in honor of one of the state's most passionate and persuasive advocates for Texans with disabilities, Amy Young.

Amy, a public policy analyst with the Texas Council for Developmental Disabilities, passed away in September 2008 after a sudden illness, one year before TDHCA announced the new statewide housing program created in part from recommendations she had pushed for as part of an advocacy policy workgroup.

Amy not only gave shape to the much-needed program, she also urged the Department to offer the program through its state funded Housing Trust Fund (HTF), which provided greater flexibility and fewer regulatory restrictions than federally funded programs, making it an ideal vehicle for this initiative.

Amy's passing left a true void in the disability community. Although she was not able to see her efforts come to fruition, the Department named its Barrier Removal Program in Amy's honor as the program significantly improves the quality of life for hundreds of Texans with disabilities.



FUNDING SOURCE

Appropriations from the State of Texas

TOTAL FUNDS AVAILABLE

\$4 million for eligible administrators

FORM OF ASSISTANCE

One-time grants of up to \$20,000 per home for accessibility and the elimination of hazardous conditions

ELIGIBLE ADMINISTRATORS

Units of local government, nonprofit organizations, public agencies and Public Housing Authorities

- Administrators must understand Texas Accessibility Standards and construction requirements
- Administration fees are 10% of the project cost paid upon completion of each project
- Three-step application process!
 1. Review the Amy Young Barrier Removal Program Notice of Funding Availability ("NOFA") at www.tdhca.state.tx.us/nofa.htm
 2. Sign and return the 2-page application with attachments to access the Department's new Reservation System.
 3. Start reserving up to \$20,000 in grant funds through the Department's Reservation System on behalf of qualified low income households with persons with disabilities.

ELIGIBLE HOUSEHOLD BENEFICIARIES

Persons with Disabilities at or below 80% Area Median Family Income ("AMFI") who may be tenants or homeowners, and their household members with disabilities.

ELIGIBLE ACTIVITIES

Barrier removal and health or safety hazard modification as outlined in the NOFA

- At least 75% of each home's total grant may be used for barrier removal, such as the installation of ramps, grab bars, handrails, accessible door and faucet handles, buzzing or flashing devices, roll-in showers, etc.
- No more than 25% of each home's total grant may be used for health or safety hazard removal, unless otherwise approved by the Department.

The Texas Housing Trust Fund's Amy Young Barrier Removal Program is brought to you by the State of Texas and the Texas Department of Housing and Community Affairs.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS Housing Trust Fund Program

Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711
Main Number: 512-475-3800 Toll Free: 1-800-462-4251 Email: htf@tdhca.state.tx.us Web: www.tdhca.state.tx.us



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Attention Renters and Homeowners!

Let us make your home accessible... at no cost to you!

If you or a member of your household has a disability, we can make your home accessible... **free of charge!**

We install:

- ✓ Ramps
- ✓ Grab bars
- ✓ Handrails
- ✓ Roll-in showers
- ✓ Accessible door and faucet handles
- ✓ Buzzing or flashing devices
- ✓ Accessible counters
- ✓ *and more!*

Call us today and ask about our Amy Young Barrier Removal Program!

Certain income requirements apply.

Hurry, funding is limited!

The Texas Housing Trust Fund's Amy Young Barrier Removal Program is brought to you by the Texas Department of Housing and Community Affairs and the State of Texas.



We make kitchens wheelchair accessible.



We install ramps for easy home accessibility.



We install grab bars for safety.



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Texas Department of Housing and Community Affairs
Housing Trust Fund
Fiscal Year 2017 Amy Young Barrier Removal Program
Notice of Funding Availability
May 2, 2016

Sections

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1. Program Overview

The Amy Young Barrier Removal Program (the “Program” or “AYBRP”) provides one-time grants of up to \$20,000 to Persons with Disabilities in a Household qualified as Low-Income. Grants are for home modifications that increase accessibility, eliminate life-threatening hazards and correct unsafe conditions. Construction standards and guidelines are further described in the Program Manual.

The Texas Department of Housing and Community Affairs (the “Department”) announces \$1,387,239 in Project funding from the Housing Trust Fund (“HTF”), available for Program Reservation Setups beginning Tuesday, June 7, 2016, at 10:00 a.m. Central Daylight Time (“CDT”) (the “Reservation start date”).

On the Reservation start date, funds will be made available to be reserved on the Department’s online Reservation System on a first-come, first-served basis. Reservations submitted prior to the Reservation start date per the Reservation System time stamp will not be considered. Only Administrators with an executed and valid AYBRP Reservation System Agreement will have access to the online Reservation System during all of the funding phases described below.

To promote the geographic dispersion of these competitive funds, the funds will be made available in three phases based upon each TDHCA State Service Region (the “Service Region”) and upon each Service Region’s rural and urban subregions.

Phase 1: On **Tuesday, June 7, 2016, at 10:00 a.m. CDT**, each Service Region will have funds made available consistent with their proportional allocation of the total funds. Each Service Region’s rural and urban subregion will receive an amount as shown below. Until Monday, August 8, 2016, at 5:00 p.m. CDT the allocated funds shall be reserved only for Households in these rural and urban subregions of the Service Region. For a map of State Service Regions and a list of rural and urban places, please visit the Program website: <http://www.tdhca.state.tx.us/hf/single-family/amy-young.htm>.

Phase 2: On **Tuesday, August 9, 2016, at 10:00 a.m. CDT**, all funds remaining in each Service Region’s rural and urban subregions will be combined into one balance of funds per Service Region. Until Monday, October 10, 2016, at 5:00 p.m. CDT, this remaining amount shall be reserved only for Households in that Service Region.

Phase 3: On **Tuesday, October 11, 2016, at 10:00 a.m. CDT**, any funds remaining in each Service Region will be combined into one state-wide pool. This remaining amount can be reserved for Households anywhere in the state until the funds are depleted.

**Phase 1 of AYBRP Reservation System
June 7, 2016 – August 8, 2016**

State Service Region	Urban Amount	Rural Amount	Region Total
1	\$61,517	\$42,127	\$103,644
2	\$60,766	\$41,828	\$102,594
3	\$76,521	\$40,920	\$117,441
4	\$61,358	\$42,087	\$103,445
5	\$61,040	\$41,413	\$102,453
6	\$75,247	\$40,790	\$116,037
7	\$64,880	\$40,679	\$105,560
8	\$62,071	\$41,288	\$103,359
9	\$65,579	\$40,919	\$106,497
10	\$61,583	\$41,369	\$102,952
11	\$65,946	\$41,754	\$107,700
12	\$61,153	\$42,584	\$103,737
13	\$62,791	\$49,028	\$111,820
Subtotal	\$840,452	\$546,786	\$1,387,239

The above table shows Project Costs only. The Administration Fees (10% of the Project’s combined Hard and Soft Costs) provided to Administrators upon project completion are not reflected in this table.

After the Reservation start date, additional Program funding may become available from cancellations of reservations. The Department will release any available funds from cancellations on Tuesdays at 10:00 a.m. Central Time. After regional set asides have been combined into one state-wide pool, additional Program funding may become available from HTF loan repayments, interest earnings, deobligations from prior years or other resources

The use of these funds is subject to, including, but not limited to: Chapter 2306 of the Texas Government Code and the Texas Administrative Code, Title 10, Part 1.

2. Eligible Administrators

- a) The Department is now accepting applications from eligible entities seeking to become Administrators for the Program.
- b) Administrators with an existing executed and valid AYBRP Reservation System Agreement (ending August 31, 2016) will have access to the online Reservation System on June 7, 2016. Current Administrators *do not need to reapply* to become an Administrator for the following year, but will be required to amend their existing AYBRP Reservation System Agreement in order to extend the agreement end date through August 31, 2017.
- c) The following entities are eligible to become an Administrator of the Program:
 - i. Units of Local Government;
 - ii. Councils of Government;
 - iii. Nonprofit Organizations;
 - iv. Local Mental Health Authorities; and
 - v. Public Housing Authorities.
- d) Participating Jurisdictions that receive a direct award of HOME funding from the U.S. Department of Housing and Urban Development (“HUD”) are *ineligible* to be an Administrator of the Program.
- e) Eligible entities must provide documentation in the form of descriptions of staff experience and current or previous contracts with the Department or other funders to show the following:
 - i. Experience of at least 2 years in providing housing rehabilitation services to Low-Income Households;
 - ii. Experience with accessibility standards, applicable building codes, and construction serving the needs of Persons with Disabilities.
 - iii. Qualifications of Administrator’s housing inspector(s), according to the Qualified Inspection Certification form on the Program website.
- f) Partnership with another entity that meets the above requirements is acceptable but must be documented with a contract or memorandum of understanding, subject to Department approval. Letters of support or intent will not be accepted.
- g) Entities seeking to become an Administrator of the Program must complete the Reservation System Access Application available on the Program website, in which a previous participation review will have to be completed. The Department will accept these applications on an ongoing basis.

3. Definitions

- a) Any capitalized terms that appear in this NOFA but are not defined in this section are defined in Chapter 2306 of the Texas Government Code or the Texas Administrative Code, Title 10, Part 1.
- b) This NOFA also uses the following definitions:
 - i. Administration Fee – Funds equal to 10% of the Project Costs (combined Hard and Soft Costs) paid to an Administrator upon completion of a project.

- ii. Hard Costs – Site-specific costs incurred during construction, including but not limited to: general requirements, building permits, jobsite toilet rental, dumpster fees, site preparation, demolition, construction materials, labor, installation equipment expenses, etc. Hard Costs are considered part of Project Costs.
- iii. Liquid Assets – Cash deposited in checking or savings accounts, money markets, certificates of deposit, mutual funds or brokerage accounts; the net value of stocks or bonds that may be easily converted to cash; the cash surrender value of life insurance policies; and the appraisal district's market value for any real property that is not a principal residence. Funds in tax-deferred accounts for retirement or education savings (*e.g.*, Individual Retirement Accounts, 401Ks, 529 plans) are excluded from the Liquid Assets calculation.
- iv. Low-Income – Household income does not exceed the greater of 80% of the Area Median Family Income or 80% of the Statewide Income Limits, adjusted for Household size, in accordance with the current HOME Investment Partnerships Program income limits as defined by HUD.
- v. Project Costs – Program funds (combined Hard and Soft Costs) that directly assist a Household.
- vi. Reservation Setup – The submission of all required documents to the online Reservation System in order to reserve Program funds for an eligible Household.
- vii. Soft Costs – Costs related to and identified with a specific Single Family Housing Unit other than construction costs, per Texas Administrative Code, Title 10, Part 1, Single Family Umbrella Rule §20.3.

4. Program Requirements

- a) Administrators must follow the processes and procedures as required by the Department through its governing statute (Chapter 2306 of the Government Code), Administrative Rules (Texas Administrative Code, Title 10, Part 1), Uniform Grant Management Standards (as applicable), reservation agreements, Program Manual, forms, and this NOFA.
- b) The assisted Household shall be qualified as Low-Income. The assisted Household's Liquid Assets shall not exceed \$20,000.
- c) The maximum amount of Program assistance per Household is \$20,000 in Project Costs (combined Hard and Soft Costs).
- d) The Department will pay the Administrator an Administration Fee equal to 10% of the Project Costs upon successful completion of the project. The Administration Fee is in addition to the \$20,000 maximum assistance permitted per Household. No additional documentation, other than submitting the Administration Fee draw request in the Housing Contract System, is required.
- e) Units of Local Government must maintain documentation of compliance with applicable procurement laws and regulations. Nonprofit Organizations must maintain documentation of compliance with their own board-adopted procurement policy that ensures, to the greatest extent feasible, fair and open competition.

5. Property and Construction Guidelines

- a) Owner-occupied homes and rental units are eligible for Program assistance.

- b) In owner-occupied homes, the owner of record must reside in the home as their permanent residence unless otherwise approved by the Department.
- c) In rental units, all Household occupants, including the Person with Disability, must be named on the lease.
- d) The following rental properties are *ineligible* for Program assistance:
 - i. Properties developed, owned or managed by an Administrator or an Affiliate;
 - ii. Rental units in properties that are financed with any federal funds. Housing Tax Credit properties built after 2001 and entities that receive federal assistance, such as HOME funding, are already required to provide and pay for reasonable accommodations to units and common areas if the modifications do not represent an undue financial and administrative burden. For more information, visit: <http://www.tdhca.state.tx.us/fair-housing/renters.htm>;
 - iii. Rental units that have life-threatening hazards or unsafe conditions identified in the initial inspection. Program funds may not be used to correct hazardous or unsafe conditions in rental units, but may be used for accessibility modifications only after the life-threatening hazards and unsafe conditions have been corrected by the property owner at the property owner's expense.
 - iv. Rental units owned by a property owner who is behind on property taxes associated with the property occupied by the Person(s) with Disability.
- e) Construction standards and guidelines:
 - i. Administrators must follow all applicable sections of their local building codes and ordinances;
 - ii. In the absence of local building code, Administrators must adhere to the construction standards and guidelines detailed in the Program Manual;
 - iii. Administrators must adhere to Chapter 21, "Minimum Energy Efficiency Requirements for Single Family Construction Activities", of the Texas Administrative Code, Title 10, Part 1. For more information, visit: <http://www.tdhca.state.tx.us/single-family/TDHCA-Energy-Efficiency-Rules.htm>.
- f) A minimum of **75%** of Project Hard Costs must be utilized for accessibility modifications unless otherwise approved in writing by the Department.
- g) In addition to accessibility modifications, Administrators may make repairs to eliminate life-threatening hazards and correct unsafe conditions in the housing unit (with the exception noted in Section 5(d)(iii), or as otherwise determined by the Department. No more than **25%** of the Project Hard Costs may be utilized to eliminate life-threatening hazards and correct unsafe conditions unless otherwise approved by the Department.

6. Reservation System Guidelines

- a) Program funds are available on a first-come, first-served basis in the Reservation System, subject to the phases of funding availability (described in section 1).
- b) An Administrator may not have more than 5 "active" status reservations from the 2017 NOFA at any one time until the statewide collapse in October 2016, at which time the maximum allowable "active" status reservations will be increased to 10, regardless of the region or location. Completed activities that are undergoing processing of their draw request ("pending accounting approval" status) do *not* count towards the limit of 10 active reservations.

- c) The Department reserves the right to suspend access to the Reservation System for Administrators out of compliance with Program requirements (e.g., past due Single Audits or Audit certification forms; late responses to Compliance monitoring or Audit Management letters, Administrator ineligibility, inadequate staffing or inadequate capacity, etc.). Administrator access may be restored upon the Department's acceptance of outstanding documentation.
- d) The Department may de-authorize access to the Reservation System by an Administrator and terminate their AYBRP Reservation System Agreement if the Administrator does not meet requirements in this NOFA or the AYBRP Reservation System Agreement.

7. Reservation Process, Stage 1: Household Eligibility Review

- a) Administrators shall market the Program, complete application intake, and qualify Households for participation. Details on determining income eligibility and preparing and submitting Reservation Setups are provided in the Program Manual and the Reservation System User Guide.
- b) After collecting and verifying the required Household income and property eligibility documentation, the Administrator shall enter the Reservation Setup information into the online Reservation System, upload and submit all required forms as described in the Program Manual and Reservation System User Guide, and reserve up to the maximum of \$20,000 in Project Costs.
- c) Reservation Setups will be processed in the order submitted on the Reservation System. Submission of a Reservation Setup on behalf of a Household does not guarantee funding.
- d) The Department will attempt to review the Reservation Setup documentation within 10 business days of submission by the Administrator.
- e) If the Reservation Setup is incomplete, as defined in the Program Manual, it will be set back to "pending" status and funds will be released and available for reservation. If the documentation needs correction or additional information, the Department will notify the Administrator of the deficiencies. **If any deficiencies remain uncured 10 business days after notification, the Department may cancel the reservation.** No extensions to Reservation Setups will be granted but the Administrator may resubmit the Reservation Setup if funds are available.
- f) Once the Department verifies a Household is eligible for assistance, the Department will reserve up to the maximum of \$20,000 in Project Costs and an Administration Fee equal to 10% of the Project Costs in the Reservation System on behalf of the Household. The Department will notify the Administrator to proceed to Stage 2 of the review process.

8. Reservation Process, Stage 2: Initial Inspection, Work Write-Up and Cost Estimate Review

- a) When the Department approves the Reservation Setup and sets it to "active" status in the Reservation System, Project Costs and Administration Fee will be reserved for the Household for a period of **60 calendar days**. During this time, the Administrator must complete the initial inspection, "before" photos, work write-up and cost estimation forms and upload and submit all required documentation as described in the Program Manual.

- b) The Department will attempt to review the Stage 2 documentation within 10 business days of submission by the Administrator.
- c) If documentation needs correction or additional information, the Department will notify the Administrator of the deficiencies. **If any deficiencies remain uncured 10 business days after notification, the Department may cancel the reservation.** No extensions will be granted but the Administrator may resubmit the Reservation Setup if funds are available.
- d) Once the Department verifies documentation is complete and approved, the Department will notify the Administrator to proceed to Stage 3 of the review process.

9. Reservation Process, Stage 3: Construction Contract Bid Review

- a) Within **60 calendar days** of the date of the Stage 2 Departmental approval notification (described in section 8d), the Administrator must upload and submit the line item bid selected for contract award and other required documentation as described in the Program Manual.
- b) The Department will attempt to review the Stage 3 documentation within 10 business days of submission by the Administrator.
- c) If documentation needs correction or additional information, the Department will notify the Administrator of the deficiencies. **If any deficiencies remain uncured 10 business days after notification, the Department may cancel the reservation.** No extensions will be granted but the Administrator may resubmit the Reservation Setup if funds are available.
- d) Once the Department verifies documentation is complete and approved, the Department will notify the Administrator to proceed with construction.

10. Reservation Process, Stage 4: Project Costs Draw and Administration Fee Draw Review

- a) When the Administrator has been notified that Stage 3 Review has been approved by the Department (described in section 9d), the Administrator has **90 calendar days** to complete all construction activities and upload and submit both the Project Costs and Administration Fee draw requests. Details on preparing documents required and uploading draw requests are provided in the Program Manual and the Reservation System User Guide. If the Administrator fails to meet this deadline, the Reservation may be canceled.
- b) The Department may grant a one-time 30 calendar day extension to the project completion deadline due to extenuating circumstances. To receive a one-time extension, Administrators must submit a written request for the extension prior to the original due date.

11. For More Information

Please contact Diana Velez at (512) 475-4828 or htf@tdhca.state.tx.us.

Amy Young Barrier Removal Program Website

<http://www.tdhca.state.tx.us/htf/single-family/amy-young.htm>



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Amy Young Barrier Removal Program

Program Details

The Amy Young Barrier Removal Program (AYBRP) provides one-time grants of up to \$20,000 for Persons with Disabilities who need modifications to increase accessibility and eliminate hazardous conditions in their home. Program beneficiaries must include a Person with Disability, must have a household income that does not exceed 80% of the Area Median Family Income, and may be tenants or homeowners.

Help for Texans

If you or someone you know is in need of assistance, please visit our [Help for Texans](#) page.

Similar TDHCA Program

[Homeowner Rehabilitation Assistance Program](#)

Programs

Amy Young Barrier Removal Program

CFDC Program Assistance Grants

The Department implements the AYBRP through multiple nonprofit organizations and local governments who process intake applications, verify eligibility, and oversee construction.

To become an Administrator with the Program, please read the latest Notice of Funding Availability posted below and submit an Application to Access the Reservation System.

If you are a Person with a Disability looking for accessibility modifications, please contact your nearest Administrator directly to learn how to apply. For a list of Administrators, see the [List of Program Administrators \(PDF\)](#)

[Read More » How the Amy Young Barrier Removal Program got its name.](#)

Resources

Program Forms

TDHCA Housing Contract System

Archive

Nonprofit Assistance

TDHCA Public Comment Center

Staff Contact List

2017 Amy Young Barrier Removal Program

- [2017 Notice of Funding Availability \(PDF\)](#)
- [2017 Application to Access the Reservation System \(DOC\)](#)
- [Qualified Inspector Certification \(PDF\)](#)
- [Map of State Service Regions \(PDF\)](#)
- [List of Urban and Rural Places \(XLSX\)](#)

Funding for the **2017 Amy Young Barrier Removal Program** has been fully committed. The Reservation System for this Program is currently closed.

Free file viewers
(To view and print PDF, DOC, XLS, PPT and PPS files)

Program Resources

- [HTF Income Limits](#)
- [2016 Program Forms and Program Manual](#)
- [List of Program Administrators \(PDF\)](#)

For questions and information on how to become an AYBR Program Administrator, please email the Housing Trust Fund Division at htf@tdhca.state.tx.us or call (512) 475-4828.

Amy Young Barrier Removal Program Website – Program Forms

<http://www.tdhca.state.tx.us/htf/forms/index.htm>



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Amy Young Barrier Removal Program Forms

Program Administration
Program Manual (PDF)
Reservation System User Guide (PDF)
Audit Certification Form
Audit Requirements Checklist
Contract and Reservation System Access Request Form (DOC)
Program flyer (PDF) Spanish version (PDF)
Program poster (PDF) Spanish version (PDF)
EPA Lead-Based Paint Pamphlets (epa.gov)

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Program Forms
Activity File Checklist (XLS)
Stage 1 - Intake Application (DOC)
Stage 1 - Certification of Disability (DOC)
Stage 1 - Applicant Identification Document Form (PDF)
Stage 1 - Income Certification (XLS)
Stage 2 - Initial Inspection Checklist
Stage 2 - Work Write-Up & Cost Estimate
Stage 3 - Bldg. Contractor Elig. Verif (XLS)
Stage 3 - Pre Construction Form (XLS)
Stage 3 - Bid Certification (Optional) (XLS)
Stage 3 - Bid Tabulation (Optional) (XLS)
Stage 3 - Pre-Bid Walkthru (Optional) (XLS)
Stage 4 - Final Inspection (XLS)
Stage 4 - Administrator Certification of Energy Efficiency Rule Compliance (PDF)
Stage 4 - Request for Payment (XLS)
Stage 4 - Soft Cost Invoice (XLS)
Stage 4 - Interim Inspection (Optional) (XLS)
Stage 4 - Change Order Form (optional) (XLS)

Optional Forms
Certification of Zero Income (PDF)
Verification of Recurring Cash Contributions (PDF)
Employment Verification (PDF)
Verification of Asset (PDF)
Verification of Income from Business (PDF)
Verification of Social Security Benefits (PDF)
Verification of Pension and Annuities (DOC)
Verification of Veterans Administration Benefits (DOC)
Verification of Public Assistance Income (DOC)
Verification of Child Support Payments (DOC)
Verification of Income from Military Service (PDF)
Record of Phone Verification (PDF)
Photo Release Form (PDF)
Sample Approval Letter Template (DOC)
Sample Denial Letter Template (DOC)