

Home Accessibility and Repair Program (HARP) Guidance and Procedures

Dated January 1, 2020

Highlights

A. HARP Guide

MaineHousing has combined the HARP Guidance and the HARP Procedures Manual into one *Home Accessibility and Repair Program Guidance and Procedures* (HARP Guide) which replaces all previous HARP guides and manuals. The HARP Guide, dated January 1, 2020, provides CAAs with information about rules, regulations, policies, and guidance for administering HARP. The HARP Guide has three sections:

1. Chapter A: Program Guidance, provides information about rules, policies and other guidance for the Program;
2. Chapter B: Program Procedures, provides procedural guidance on how to administer HARP projects, including accessing and completing Program forms, checklists and other documents referenced in the HARP Guide
3. Chapter C: Program Contractors, provides guidance on securing MaineHousing approved Contractors.

B. HARP Dates

1. 2020 HARP program changes become effective January 1, 2020.
2. All Phase 1 electronic file submissions including invoices, are due to MaineHousing no later than October 15, 2020.
3. All Phase 2 and/or other close out document submissions, including invoices, are due to MaineHousing no later than December 15, 2021. Any submissions received after will not receive final payment of administration fees.

C. HARP Fund Categories

1. Home Repair Projects. CAA are required to track HARP funding allocations among the following Home Repair categories:
 - a. Home Repair
 - b. Elderly Home Repair
 - c. Emergency Home Repair
 - d. Emergency Manufactured Home Repair (for mobile homes 20 years or older)
2. Accessibility Projects. Accessibility funds continue to be available as part of HARP.
3. Weatherization Supplemental Projects. Weatherization Supplemental continue to be available as part of HARP.

D. HARP Fund Allocations

1. Home Repair Projects. MaineHousing will assign a single allocation to the Home Repair category; a percentage of HARP funds will not be pre-assigned to separate Home Repair categories. CAAs are required to assign projects to the applicable Home Repair categories and invoice accordingly.
2. Accessibility Projects. MaineHousing will assign a separate funding allocation to Accessibility.
3. Weatherization Supplemental Projects. MaineHousing will assign a separate funding allocation to Weatherization Supplemental.

E. Project Pre-Approval

1. Projects that cost less than \$15,000 (excluding administration costs). MaineHousing's pre-approval is not required. CAAs are, however, required to submit a Project Cover Sheet, Client Application, and Invoice to MaineHousing prior to the commence of any work on a project so that MaineHousing can track unit counts and cost for HARP. **Note:** CAA must retain all original required documents in the Applicant's project file.
2. Projects that cost \$15,000 or more. MaineHousing's pre-approval is required. CAAs must submit a complete Phase 1 packet as defined in the HARP Guide for MaineHousing's pre-approval prior to commencing work on a project.

F. Change Orders

1. Projects that cost less than \$15,000 (excluding administration costs).
 - a. Pre-approval from MaineHousing is not required for Change Orders. CAAs are required to submit a copy of all Change Orders to MaineHousing for tracking purposes.
 - b. If the Change Order results in the project costs exceeding \$15,000, then pre-approval from MaineHousing is required.
2. Projects that cost \$15,000 or more. Pre-approval from MaineHousing is required for Change Orders whether or not the Change Order impacts project costs. CAAs must submit the Change Order and backup documentation as defined in the HARP Guide for MaineHousing's pre-approval prior to commencing additional work on the project.

Note: All Change Orders must be in writing and retained in the Applicant's project file with supporting documentation.

G. Applicant Intake: Ineligible Applicants

1. If an applicant has been determined ineligible for HARP services during the pre-screening process, the CAA is no longer required to send an Application package or place the applicant on the Waitlist.
2. However, if once the applicant has been fully informed of the eligibility criteria for the program and insists on completing an Application, the CAA is required to send the Application package. Once the CAA receives the completed Application package the CAA will review the application, confirm the ineligibility and mail the client a denial letter.

H. State Monitoring

1. Desk Reviews
 - a. Projects that cost less than \$15,000 (excluding administration costs). Projects do not require prior approval by MaineHousing. MaineHousing will no longer conduct desk file reviews for projects submitted for payment. MaineHousing will continue to track client demographics and all invoice submissions prior to payment.
 - b. Projects that cost \$15,000 or more. Project will require pre-approval by MaineHousing. MaineHousing will continue to conduct desk review/approval for all projects submitted for payment.
2. On-Site Monitoring

MaineHousing will conduct annual on-site monitoring visits to each CAA. MaineHousing's Program Officer will schedule an on-site visit that will include:

- a. Meeting with CAA management and staff to review current processes and answer questions.
- b. Review a minimum of 25% of project files with project cost of \$15,000 or less.
- c. Review the CAA's waitlist.
- d. Review the CAA's HARP project tracking process.

I. ShareFile Access

MaineHousing implemented a new protocol for allowing access to various data sources for partners. In order to gain access to MaineHousing's ShareFile folders, users will be required to complete an annual on-line security training. *See* HARP Guide, Section B11, Electronic Document Management.