

N/RPP Renewal Webinar Q&A

General Questions

Q: July 1 is a Sunday, but that's when the due date is listed. Is this correct?

A: The N/RPP renewal documents will be due COB Monday, July 2.

Q: The Executive Director was hired on 10/2/2018. Do we need to update the Board Resolution to give him authority?

A: Ideally, board resolutions should give the Executive Director authority without naming the Executive Director. If the board resolution submitted with your 2016-17 contract packet grants authority to a specific person, then it will need to be updated. The best practice would be to update the board resolution to give authority to the title instead of a specific person.

Note on board resolutions: The N/RPP contract term is 2016-19, so if nothing has changed on your end, then it is not necessary to have a new board resolution for the renewal year(s).

Q: What are the residency requirements for board members?

A: For NPP, 33% of an board members must reside in the service area; for RPP, the requirement is 51%. Reside means that their physical primary home address is in the service area.

Q: Can the Executive Director also be a board member?

A: Yes, at this time they can be a member and they should be listed on the board roster. Please note that preservation company staff (excluding the Executive Director) MAY NOT serve on the Board of Directors unless a waiver has been obtained from HCR. See section 4.01.01 of the program manual. <http://www.nyshcr.org/Publications/NRPPManual/>

Q: Will there be an updated "Conflict of Interest form" from HCR?

A: HCR will follow up on this.

Q: Once everything is submitted and approved, when can a company expect to receive payment?

A: It is difficult to pinpoint an exact timeframe. If your company has a need for payment, you should contact Tracey Jordan, Preservation Program Manager, at tracey.jordan@nyshcr.org

Q: When is the APR due?

A: N/RPCs will be notified about the 2017-18 APR at a later date.

Property Management Section Questions

Q: Is the Property Management Questionnaire completed EVEN if Property Management IS NOT an RPP activity?

A: Yes. If you own and/or manage properties, you must complete the Questionnaire.

Q: Can you clarify which column is missing from the property management section?

A: The column missing was 'Does HCR regulate or have oversight over this property?' This has been corrected and the corrected form will be available on the HCR website and the NPCNYS website.

Q: Can you explain how much of preservation funds will be used to offset costs?

A: A maximum of 10% of your Preservation Program award amount may be used to offset Property Management expenses. The 2018-19 awards are \$88,671.33 for NPP, and \$88,305.08 for RPP.

Budget & Match Questions

Q: Does match have to be in proportion to how funds used. For example, if you use 10% of funds for prop mgt, can all of match still come from prop mgt or only 10% of match?

A: No more than 10% of your preservation program funds can be used for property management. The source of match is not restricted, so more than 10% of your match (and the full 1/3) could come from funds received through property management.

Insurance Questions

Q: Can they confirm the insurance forms required so that, specifically the form codes, please.

A: N/RPP requires forms C-105.2 (Workers Comp) and DB-120.1 (Disability). The Acord form is not accepted as proof of workers' comp and/or disability insurance. The certificate is needed.

Q: Our workers compensation policy began in October of 2017 and ends in October of 2018, we cannot change this. So what do we do?

A: You do not need to change it. Email Tracey your updated insurance certificates as soon as your policy renews.

HCR Oversight Questions

Q: What is the definition of HCR oversight and regulation of property?

A: If the property is funded by HCR and is within the compliance period of HCR, then it is under oversight and/or regulation.

Q: If regulatory period is over, and DHCR no longer actively monitors the project, do we list property as not regulated by DHCR?

A: Correct. If the regulatory period is over, the project is no longer regulated by HCR.