

## **N/RPP Contract Webinar Questions**

### **General Questions:**

#### **Q: Can we do a new board resolution for this year?**

A: If you want to but it's not required, so long as the person authorized has not changed (i.e change of EDs, unless the board authorization was vague enough to say Executive Director instead of that person's name).

#### **Q: If board resolution authorized ED to sign last year, does that resolution still work?**

A: Yes.

#### **Q: Last year the form required my Chairman to submit a digital signature even though I was authorized to sign. So this year that is not required?**

A: The Annual Performance Report (APR) requires a digital signature of the report by your board president. That will be required again this year. However, for renewal documents, the Executive Director's digital signature is the only digital signature required.

#### **Q: Is there an option to renew with no changes?**

A: No, as the work plan is yearly, the agency requires an updated work plan for the 7/1/17-6/30/18 program year.

#### **Q: May I email myself directly without using submit button on renewal form?**

A: Yes. You don't necessarily need to use the submit button, but if you do, it will attach to an email, where you would just need to add the other documents and send it off to HCR. Be sure to save the forms in an easily accessible folder on your PC.

#### **Q: Do you have any idea on when the APR will be released?**

A: Ideally by month end, stay tuned!

#### **Q: Once all is done, when can we expect to receive our first payment?**

A: Once your completed application paperwork is submitted to and approved by OCR, your first contract payment will be processed within 4 weeks.

### **Budget:**

#### **Q: Is there a set amount of the total cost that a N/RPC can be used in the budget for a certain item? Ex: If the total cost for the audit is \$12,000, can you include the entire amount, or is there a set percentage it can't exceed?**

A: No, if the HCR staff notices the numbers are abnormally high, they will ask for clarification.

#### **Q: Should the total funding column in the budget be for only N/RPC eligible expenses and not the overall agencies' expenses?**

A: The agency would prefer to see the entire organization's budget. If it is a very large agency, the N/RPP funds are fine.

#### **Q: Is it possible to use some of the funds to assist with actual construction of a project such as paying for a building permit?**

A:

#### **Q: Clarification on 10% of preservation funds.**

A: No more than 10% of preservation funds can be used for **property management**.

**Q: Do I need to submit a budget modification if I incur differences during the year?**

A: Not typically, unless there are significant changes.

**Work Plan:**

**Q: What is considered a "Frail Senior"?**

A: Persons age 55 or older who require assistance with one or more activities of daily living or instrumental activities of daily living. Also persons age 55 or older who have limitations in mental capacity or emotional strength and motivation that affect their capacity to viably live independently; that is without assistance or intervention.

**Q: Do partnership need to be formal partnerships?...i.e MOU's in place, or can it be informal?**

A: Informal is okay, so long as you can explain if you were to demonstrate the relationship.

**Q: Can we include this webinar in HCR activities under Exhibit C: Community Renewal?**

A: Yes.

**Q: Narratives. You said to tell a story. Do you want examples?**

A: Yes! Please be compelling and thorough about the work you are doing

**Property Management:**

**Q: Do we include properties managed outside of our service area?**

A: You can, but it's not required.

**Q: What does funded by HCR mean? Do we include rental subsidies or just capital funding?**

A: Both.

**Q: What about properties managed by third party management?**

A: If the buildings are inside the service area, you should report them.

**Q: If you do not include property management in your work plan do you still have to complete the questionnaire?**

A: Yes, for properties inside the service area.

**Q: We have a property management affiliate. Should we include those staff or just the nonprofit staff?**

A: Just report on the Preservation Program funded staff.

**Q: Do we have to complete Property Management section if we have other work going on such as development? We manage over 1000 units and they are all over the state.**

A: Just report on the units inside the service area.

**Depository Form:**

**Q: Mail or email bank form?**

A: If you do not feel comfortable emailing the bank deposit form, you may mail it to Tracey Jordan. This is the only mailed form the agency will accept.

**Q: Can the depository form be emailed by the bank to me?**

A: The bank does not need to sign this form. This should be filled out by a person with the information at the agency.

**Audits:**

**Q: Our audit will be ready first week of July, do you recommend filing an extension in advance?**

A: It never hurts to be overly cautious.

**Q: Where can we find audit extension forms?**

A: This is something your CPA/Auditor would submit to the IRS on your behalf. A letter should come from the IRS with a new due date. Scan that letter and you can upload it into the 990 and audit reviews/findings on Grants Gateway to get prequalified. The AG automatically grants 6 month extensions on the CHAR 500 without having to file an extension.

**Insurance:**

**Q: Do we have to add The State of New York on the insurance forms?**

A: It's not required, but the insurance certificates must name the "Housing Trust Fund Corporation, 38-40 State Street, Albany, NY 12207."

**Q: Our workers comp and disability coverage dates are 11/20/16 to 11/20/17. You state that coverage must begin July 1, 2017. Coverage for workers comp and disability start dates are dictated by insurance company.**

A: That's fine because the coverage covers the start date of 7/1/17. After 11/20, you'll have to submit new documents to the agency.

**Q: Our Workers Comp and NYS Disability insurances currently run from January - December, and renew automatically. So we have already paid for a full year of insurance. And HTFC is listed as the additional insured, so they automatically get copies upon renewal. Are we now supposed to cancel those policies and pay for new ones that start on July 1, list HTFC as additional insured and renew automatically each year?**

A: No, a 1/1-12/31 calendar year is fine. All you will need to do is send new updated forms in the New Year to show coverage for 1/1-6/30 next year.