

2019-2020 Neighborhood and Rural Preservation Programs Webinar

General Questions:

Q: Can you please explain what section 903(3)(b) of Article XVI?

A: Section 903(3) (b) states the need for demographic data to prove the service area's eligibility to participate in the N/RPP. Please see the N/RPP Program Manual for the statutory language for each program.

Section A—Service Area Certification Questions:

Q: When you talk about "needs assessment" do you mean community need, or agency need?

A: Community need.

Q: In the service area certification data, what if demographics and displacement have changed, and figures currently available don't reflect that?

A: Provide a description of what is happening in the 'Service Area Certification – Needs Statement – narrative section. If additional space is needed, submit a MS Word document along with the application.

Section D –Fiscal and Internal Controls Questions:

Q: Regarding question # 7, we did not purchase any equipment and the only answer options are Yes/No. How should we answer?

A: Answer 'Yes'.

Section F—Work Plan Questions:

Q: When counting units, do we include commercial and residential?

A: If looking at the *Property Rehabilitation and Construction Activities* (page 9), there is the "Non-Residential Property and Rehabilitation and Construction" table where commercial property can be counted.

Q: We manage property with a different FEIN, but we are the managing general partner and we are the only ones involved. There is no separate owner or manager. Is that acceptable?

A: Report units that are owned and/or managed by the preservation company and/or tied to preservation company's EIN. Report the units owned by the company in the table on the top of page 13. Report the units you manage in that top table. List the specific properties owned and/or managed in the larger table on page 13, where asked to give

the address and other specific identifying information about the properties.

Note: If the company owns and/or manages a large number of properties, complete the PMQ in Excel. Access that here: <https://npcnys.org/wp-content/uploads/2019/06/PMQ.xlsx>

Q: We manage 9 units for an HDFC. The HDFC has its own FEIN. Do we list them in the Property Management Questionnaire (PMQ)?

A: Yes, if the preservation company manages them, list those units in the appropriate sections of the PMQ.

Q: Each project has its own EIN that is different from the parent company. We have a 3rd party manager. Should we include these projects as being under our management?

A: If the property does not share the same EIN as the company and it is not managed by the preservation company, do not list it.

Q: What about tax credit properties owned by a subsidiary of the company (EIN)?

A: Place it in Section F, "Assistance to Neighborhoods / Municipalities." Elaborate on this activity in the narrative.

Q: I assume that HCR overseen would include USDA 515 projects that receive NYS Rural Rental Assistance?

A: Yes.

Q: We have always included our newsletter in the NPP work plan. Which category should it go in? In the past, it was placed in planning assistance to neighborhoods.

A: Continue to list this activity under Planning Assistance to Neighborhoods—elaborate on this activity in the narrative.

Section G—Budget Questions:

Q: Is the 1/3 match requirement only for administrative funds? Can match be capital funds?

A: Yes, capital funds can be used as match.

Q: Since the "match" ultimately includes admin and non-admin funds, why must it be included in the admin budget on the application?

A: Match includes administrative match (match that helps keep the company's office up and running) and non-administrative match (match that helps run housing and community renewal activities). Both are considered match and count toward the 1/3 requirement of the N/RPP.

Q: For those documents that need signatures how do you submit it?

A: If they require a wet signature, they should be scanned and emailed—for example, the disbursement, the authorized signature page. If they require a digital signature, apply that through Acrobat, then save the file and email it to the agency.

Questions about N/RPP Forms:

Q: Where can we find the Vendor Responsibility Questionnaire?

A: On the HCR website at <https://hcr.ny.gov/neighborhood-and-rural-preservation-programs>. Navigate to 'Forms & Documents.'

Q: Is the certification page acceptable for the Vendor Responsibility Questionnaire?

A: No, you must submit the questionnaire to Grants Gateway.

Grants Gateway Questions:

Q: Had tried to update info in Grants Gateway, but it seems the program only allows updates annually on anniversary which, for us, is July.

A: First, be sure to access Grants Gateway using Internet Explorer. Second, navigate to the document vault for the company (be sure to sign in as the Grantee Delegated Administrator). Scroll halfway down the page until a link that says 'Click here to open your document vault' appears. Click that link. Once clicked, the vault is open, and documents can be upload to the vault. Don't forget to submit the vault once everything is uploaded.