



DAVID A. PATERSON
GOVERNOR

BRIAN E. LAWLOR
COMMISSIONER/CEO

NEW YORK STATE
DIVISION OF HOUSING
& COMMUNITY
RENEWAL

HOUSING
TRUST FUND
CORPORATION

STATE OF
NEW YORK MORTGAGE
AGENCY

NEW YORK STATE
HOUSING FINANCE
AGENCY

NEW YORK STATE
AFFORDABLE HOUSING
CORPORATION

STATE OF
NEW YORK MUNICIPAL
BOND BANK AGENCY

TOBACCO SETTLEMENT
FINANCING
CORPORATION

SUBPRIME FORECLOSURE PREVENTION PROGRAM INFORMATION BULLETIN

December 20, 2010

This Information Bulletin provides additional guidance on supporting documentation required for Disbursement Requests.

If you have already established a procedure for providing supporting documentation and your vouchers have been processed without an issue, you may continue to submit them as you have been. This is just meant to provide additional guidance on what the supporting documentation should include since I have received several inquiries.

The amount requested on the Funds Detail Sheet should **NOT** be rounded. Actual costs should be billed for all expenses.

All of the information submitted should be clearly marked and organized. A reviewer not associated with this program should be able to look over your request and supporting documentation and understand it. It would be helpful if each page of supporting documentation had the information below on it (one of the groups has a stamp with this information on it).

Program _____

Date Paid _____

Amount _____

For _____ *(indicate what the expense is for and what line item it pertains to, example – **For** disability insurance/Fringe for Direct Service)*

I have provided guidelines below related to specific categories (line items).

Direct Service Staff Salaries, Stipends

A list of employees (by title) being paid with FPP funds should be included. Their title, salary, number of hours worked, and the amount you are requesting for the invoice should be included. For groups funding positions with multiple partners, be sure to indicate what agency is associated with each employee.

If you include payroll rosters be sure to indicate which positions are funded with the FPP program.

The same procedure should be followed with Administration Salaries

Fringe for Direct Service

A list of employees (by title) being paid with FPP funds should be included. Their title, as well as a breakdown of Fringe expenses should be included. Again, for groups funding positions with multiple partners, be sure to indicate what agency is associated with each employee.

The same procedure should be followed with Fringe for Administration

Non Personal Service line items

Receipts or invoices should be included for each line item you are requesting reimbursement for. On each receipt, indicate what amount was paid with FPP funds (if not the full amount) as well as what line item that receipt is detailing (see example above).

Supporting documentation should be clear and submitted in the order they are listed on the funds detail sheet. Insufficient, incomplete, or disorderly information delays processing of your payment request. Please be sure to inform your partners/collaborators on how they should maintain their records/receipts.

Please contact Caillin Furnari at 518-486-1867 or cfurnari@nyshcr.org if you have any questions regarding the additional information provided in this bulletin.