

APPENDIX C

Payment and Reporting Schedule

1. Payment Requests

- Three payments will be made to the Neighborhood & Rural Preservation Program Companies.
- Complete an HTFC DISBURSEMENT form and submit with the contract for the first payment.
- Complete an HTFC DISBURSEMENT form and submit with the Annual Performance Report (APR) on or before July 31, 2016.
- Complete and submit an HTFC DISBURSEMENT form on or before December 31, 2016.

2. Reporting Requirements

- Annual Performance Report - is due July 31st to: NPP_RPPAnnualReport@nyshcr.org.
- Audit – submit the Auditor’s Opinion Letter and/or Management Letter, within 120 days from end of the fiscal year.

3. Other Required Documents

- Work Plan Modification – must be submitted no later than March 31st to the following email address: NPP_RPPWorkPlan@nyshcr.org. Please copy Program Staff.
- Notice of Board Changes must be submitted, in writing, within 5 business days after occurrence.
- Staffing Changes must be submitted, in writing within 15 business days of such change.