

2016-17 Neighborhood and Rural Preservation Programs Highlights & Guidance

The 2016-17 program year (PY) requires companies to submit a new application and certification. The contract is for three years meaning a new application/certification will not be required for the 2017-18 or 2018-19 PY.¹ This document contains two parts. Part I outlines the major changes to the Neighborhood and Rural Preservation Programs (NRPP). Part II provides guidance on the application/certification.

Part I – NRPP Changes and the Updated Program Manual

The Neighborhood and Rural Preservation Program Manual is updated for the 2016-17 program year (PY). The program manual explains program requirements and the administration processes for participants in the NPP and RPP.

Below are some of the major program changes and updates. More information is available in the 2016-17 Program Manual available at <http://www.nyshcr.org/Publications/NRPPManual/>.

Other Homes & Community Renewal Offices

The OCR is one of several offices in HCR. The OCR manages 18 housing, community and economic development programs including the Affordable Housing Corporation, NYS Community Development Block Grant Program, NY Main Street program, the Neighborhood and Rural Preservation Programs, and RESTORE. Sixteen other offices are briefly described in Section 3.02 of the manual.

Preservation Program Requirements

A new section, Presence in the Service Area, has been included to clarify the statutory requirement that Preservation Companies are required by to possess or gain access to office facilities within the approved service area. Specific criteria are listed in the manual Section 4.02.03.

Mergers

Additional language was added to *Section 8 Mergers* to include 'working arrangements' with other Preservation Companies or not-for-profit organizations, along with Affiliation Requirements.

NRPP Contracts

The Preservation Program for 2016-17 is once again funded through the Housing Trust Fund Corporation (HTFC). This year Preservation Companies will see changes in the contract processing to better mirror other HTFC Contracts (i.e. RESTORE, Access to Home). Companies will be required to submit the following documents:

- Program Agreement
- Exhibit A – Program Summary and Description of Service Area
- Exhibit B – Program Budget
- Exhibit C – Payment and Reporting Schedule
- Exhibit D – Work Plan
- Exhibit E – Vendor Questionnaire
- Exhibit F – Board Resolution (from company authorizing the contract)
- Exhibit G – MWBE Requirements
- HTFC Disbursement Form
- Proof of Workers Compensation and Disability Insurance*

¹ Note: Year two and year three of the contract is contingent on funding provided in the 2017-18 fiscal year budget.
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Per Empire State Development (ESD), any contracts in the amount of \$25,000 or more should have an M/WBE goal of 30 percent. For these contracts, if there are funds to be spent on budget items such as auditing, snow removal, supplies, etc. M/WBE's should be utilized where available to work towards the goal.

The OCR does not anticipate a January 1, 2017, payment that requires the submission of substantial documentation. Similar to the January 2016 payments, the OCR anticipates the companies will only submit an HTFC Disbursement Request Forms to receive funds in January 2017. Disability and Workers Compensation insurance documents will only be required if the certificates have expired.

Each company must be in compliance with Charities Registration and prequalified in Grants Gateway.

*Workers Compensation and Disability Certificate Holder field must state the following:

Housing Trust Fund Corporation
38-40 State Street
Albany, NY 12207

NRPP Payments

There will be three (3) payments for the 2016-17 PY and they will be provided according to the following schedule:

Payment One: This payment will be made after July 1, 2016, and upon 1) certification of the company based on information provided in the application/certification and 2) submission of complete and **accurate** contract documents to the OCR. NPCs will receive \$30,000.00 and RPCs will receive \$30,000.00.

Payment Two: This payment will be made after July 1, 2016, and upon company's submission of 1) the APR for the 2015-16 PY and 2) a completed HTFC Disbursement Request Form. While the APR is due July 31, 2016, companies may wish to submit the APR early to receive the second payment. NPCs will receive \$30,000.00 and RPCs will receive \$30,000.00. Note: Because July 31 falls on a Sunday, APRs submitted on August 1 will be considered submitted ON TIME.

Payment Three: This payment will be made after December 31, 2016, and upon submission of 1) a completed HTFC Disbursement Form. Note that Workers Compensation and Disability insurance certificates will be required only if the original certificates are expired. NPCs will receive \$31,526 and RPCs will receive \$31,686.

Part II – 2016-17 NRPP Application/Certification Guidance

The application and certification are combined for the 2016-17 Program Year (PY). There are four program sections A – D: Needs Assessments & Strategic Planning; Governance & Board Requirements; Fiscal & Internal Controls; and Performance in Previous Contract Years & Other HCR Contracts. Each section must be completed. Additional documents may be required as stated in each section.

The program sections represent areas deemed important by HCR for the operation of an effective Preservation Program. In order to remain in compliance, a company must meet 80 percent or more of the standards in Sections A through C.

While section D is not scored companies, must still complete this section and provide corresponding documents as may be required. Further, any company that is in default of any other HCR funded programs may not be eligible for participation in the Preservation Program for the 2016-17 program year.

The guidance below does not address each specific question. Rather, it addresses the questions and/or issues that may require additional explanation. Please contact OCR program staff if questions remain after reviewing this guidance and the 2016-17 program manual.

Section A – Needs Assessments & Strategic Planning

In Section A there are a total of 10 responses that may count towards meeting the 80 percent threshold. This includes questions 1-4, questions 5a-5c, and questions 6-8.

Mission Statement

Companies that respond “No” to question 1 or respond “Yes” with an appropriate description of changes to the mission may count this response towards meeting the 80 percent threshold.

If the company’s mission statement has changed significantly since 2013, the changes must be described in the box provided in question one. “Significant changes” are those that fundamentally change the direction of the company resulting in new activities. Minor changes and technical corrections to a mission statement need not be described in question one.

Needs Assessment & Strategic Plan

While not required to submit the most recently completed needs assessment and strategic plan, Preservation Companies must have them on file for review if requested. The company must also respond to questions two through seven regarding the needs assessment and strategic plan.

Note: As part of work plan activities preservation companies are required to regularly update both needs assessments and strategic plans.

Qualified Staff

The company must document that qualified staff for positions funded by the preservation programs. Qualified staff are those with relevant skills and/or work experience consistent with the activities that will be carried out under the work plan provided by the company. Qualified staff must also have relevant skills and/or work experience for their position overall. For example, a portion of the Housing Director’s salary may be paid using Preservation Program funds. The Housing Director must have skills required for the full activities of the position – including activities that will not be reported on as Preservation activities.

Resumes or biographies of pertinent staff are to be included. Please do not provide resumes or biographies for staff positions that are not impacted by the Preservation Programs.

Section B – Governance & Board Requirements

In Section B there are a total of 19 responses that may count towards meeting the 80 percent threshold. This includes questions 1 a-e, and questions 2-16.

Board Composition

A minimum of five (5) board members is required for any preservation company participating in the program. For NPCs, one third (at least 33 percent) of board members must reside within the service area. For RPCs, the majority of board members (51 percent or more) must reside within the service area.

Each company will respond to either question 1b or 1c regarding board composition. The response to the appropriate question may count towards meeting the 80 percent threshold. NPCs will respond to question 1b and do not respond to 1c. RPCs respond to question 1c and do not respond to 1b. Companies will not be penalized for not responding to the question that does not concern their program. For example, RPCs that respond to 1c will not be penalized for not responding to 1b. Each company is required to complete and submit the Board Roster form.

Executive Committee Vacancies

From time to time vacancies occur on any board of directors including in positions of Chair (President), Vice-Chair (Vice President), Treasurer, and Secretary. Because these positions typically make up the Executive Committee of a board the OCR is requesting a brief explanation for the vacancy including how and when the vacancy will be filled.

Board Skills

Board members should have skills and abilities that add value to the organization or its mission. These skills can come from a variety of backgrounds and may not directly impact program activities. For example, a board member may be a certified public accountant who can help ensure proper fiscal policies and procedures are in place and updated on a regular basis.

Conflicts of Interest

The preservation programs have a conflict of interest requirement. Violating the conflict of interest requirements may result in the company being placed in program default.

Section C – Fiscal & Internal Controls

In Section C there are a total of 25 responses that may count towards meeting the 80 percent threshold. This includes questions 1-18; question 19a-19f; and question 20.

Insurance

The Housing Trust Fund Corporation requires companies to carry specified insurance coverage. For contracting purposes, each company will be required to show coverage for Disability and Workers Compensation.

Match Requirement

The match requirement for the 2016-17 PY is one-half (½) the awarded amount.

Companies that are not able to meet the new match requirement for the 2016-17 program year must contact OCR program staff immediately for additional assistance.

Audit

Companies are required to have an audit completed for the prior fiscal year. It is not necessary to submit the full audit to the OCR though some companies may choose to do so. The NRPP does require that a copy of the most recent Opinion Letter and/or Management be submitted to the OCR.

Responses in Section C

Companies that respond “No” to questions in section C are to provide a brief explanation at the end of the section. The OCR program staff, at its discretion, may consider any explanation sufficient to count the response towards meeting the 80 percent threshold.

Section D – Performance in Previous Contract Years & Other HCR Contracts

Section D is not scored against the 80 percent threshold but **companies must still complete this section** and provide corresponding documents as may be required. Any company that is in default of any other HCR funded programs may not be eligible for participation in the 2016-17 Preservation Program. Any company that is not in compliance with applicable state and federal laws or regulations regarding non-for-profit and charities registration may not be eligible for participation in the Preservation Program.

The 2016-17 Program Manual is available on the NRPP Web page at <http://www.nyshcr.org/Publications/NRPPManual/>

2016-17 NRPP Forms, including application and contract documents, are available at <http://www.nyshcr.org/Forms/NPPRPP/>

After reviewing this guidance and the 2016-17 Program Manual, companies with questions should contact Jerome M. Nagy, at 716.847.7954 or jerome.nagy@nyshcr.org or Tracey Jordan, at 518.474.2057 or tracey.jordan@nyshcr.org.