

**RESTORE Program
Reporting and Disbursement Requirements
Revised March 2013**

The following instructions must be used by all Local Program Administrators (LPAs) administering the New York State Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) Program under contract with the Housing Trust Fund Corporation (HTFC), through the NYS Office of Community Renewal. RESTORE program recipients must follow these instructions to report on project activity and to receive disbursements of funds. LPAs should also refer to their NYS RESTORE Program Agreement and direct all questions to OCR staff before undertaking activities where there are questions or concerns. Failure to follow these instructions in the administration of a RESTORE Program award may result in the repayment, recapture or deobligation of funds awarded for this purpose, and may adversely impact the future eligibility of an LPA to receive these or other program funds awarded by the HTFC.

NOTE: All forms required for the RESTORE Program can be found on the HCR Web site at <http://www.nyshcr.org/Forms/Restore/>

Electronic Transfer of Funds

Funds will be transferred directly into the LPA's designated account through an Automated Clearing House (ACH) procedure. The Designation of Depository must be submitted to the HTFC, with original signatures, as soon as you have signed your contract.

This form is available at: www.nyshcr.org/Forms/ocdhm_directdeposit.pdf

Disbursement Requests

The LPA can request prepayment of up to 50 percent of the award immediately after contract execution. LPAs may draw funds by submitting a RESTORE Disbursement Request Form directly to OCR. The Disbursement Request Form must be signed by an Authorized Signatory on file with OCR. An "Authorized Signatory Form for Request for Funds" must be completed prior to the start of all contracts, and at any time an employee is added or removed as a signatory.

This form is available at: <http://www.nyshcr.org/Forms/AuthorizedSignatureForm.pdf>

Recipients must send **original signed copies** of each disbursement request to the following addresses to avoid delaying receipt of funds:

**New York State RESTORE Program
Office of Community Renewal
Hampton Plaza, 9th Floor
38-40 State Street
Albany, NY 12207-2804
E-mail: restoreprogram@nyshcr.org**

The Disbursement Request Form may be scanned and/or E-mailed for review. However, the payment will **not** be processed until the Disbursement Request Form is submitted with an original signature to RESTORE Program staff. All disbursement requests must be accompanied by an Administrative Funds Detail Sheet documenting anticipated administrative costs for the first half of the Program year.

The Administrative Funds Detail Sheet is available at:

http://www.nyshcr.org/Forms/RESTORE/REST_Admin_Funds_Detail.dotx

A second request for the remainder of the award funds may be made when 75 percent of the first disbursement has been expended.

Project Detail Form

A Project Detail Form must be submitted for each completed RESTORE project. This form must specifically detail the work that has been completed. Supporting documentation of incurred expenses is required for all RESTORE projects. Please include copies of ALL receipts and/or invoices for activities related to each project when submitting the Project Detail Form. Project Detail Forms lacking proper documentation will be returned to the LPA for correction and resubmission. Improper documentation may delay payment of the balance of award funds.

The release of the second half of the awarded funds is contingent upon the receipt of these forms documenting expenditures.

This form is available at: www.nyshcr.org/Forms/Restore/REST_Project_Detail.dot.

Photographs

Photographs documenting all completed building modifications are required and must be submitted to OCR. Photographs of the following are required: a) front elevation of the building and b) before and after photographs of the repairs. The pictures must accompany all Project Detail Forms and must be sent electronically to the RESTORE Email at restoreprogram@nyshrc.org, along with the street address of the unit in the Subject line of the Email. Digital photographs in JPEG format are preferred. The Body of the Email should include the LPA's name and the RESTORE Contract SHARS ID.

Recordkeeping, Reporting, and Monitoring

All LPAs are responsible for maintaining complete project files that include the following:

- participant applications
- eligibility documentation
- work specifications
- bid documentation
- contracts
- contractor invoices
- inspection reports, and any applicable documentation on historic preservation issues, lead-based paint, and environmental conditions and clearances.

Project files will be examined by OCR staff on regularly scheduled site visits. LPAs will be contacted and notified in writing in advance of all scheduled site visits. Files are also subject to examination at any time by representatives of the HTFC or HCR.

Supporting documentation shall be maintained by the LPA in the project files and will include the following:

1. The building address at which the work is done.
2. The date(s) when the work was initiated and completed.
3. Original estimates of the work to be performed.
4. Invoices from contractors.
5. Date(s) of LPA and/or architect site inspections.
6. Signed agreement(s) with property owner(s) (deferred loan terms and conditional repayment agreement).
7. Pre- and post-photographs of the modifications, as specified above.
8. Copy of customer sign-off of completed work.
9. Copy of any warranties on equipment installed.

Contract Closeout

Within 45 days from the contract end date, the LPA must submit to OCR the RESTORE Program Contract Closeout Report.

This form is available at: www.nyshcr.org/Forms/Restore/REST_Closeout.dot

For more information please visit the RESTORE Web page at:
<http://www.nyshcr.org/Programs/RESTORE/>

Contact RESTORE Program staff at:

**New York State RESTORE Program
Office of Community Renewal
Hampton Plaza, 9th Floor
38-40 State Street
Albany, NY 12207-2804
Phone: 518.474.2057
E-mail: restoreprogram@nyshcr.org**