

# APPENDIX A4

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Governor



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Commissioner/CEO

## New York State Housing Trust Fund Corporation

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### NEW YORK STATE RURAL RENTAL ASSISTANCE PROGRAM (RRAP) TENANT PRIVACY RELEASE NOTICE (For tenants receiving New York State Rental Assistance)

RD Project Identification Number: \_\_\_\_\_

New York State Contract Number: \_\_\_\_\_

Apartment Complex or Project Name: \_\_\_\_\_

Project Management Telephone Number: \_\_\_\_\_

Tenants Name: \_\_\_\_\_

Address (include unit. #): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

The Privacy Act of 1974 prohibits the Federal Government from revealing any information from personal files of individuals without the express permission of the person involved. I, the undersigned, hereby authorize the U.S. Department of Agriculture acting through Rural Development, Rural Housing Services to release to the New York State Housing Trust Fund Corporation (NYS HTFC), including permission to receive any of the information contained in, my tenant certification, Form RD 3560-8. This information is needed to determine the amount of rental subsidy to be provided by New York State HTFC. This information can be released on a monthly basis until I cease occupying the Rural Development-funded property (referenced above) or provide Rural Development with written notice to cease providing the information. All communications regarding this Release form will be through the property owner and/or management agent. I also understand that this consent may be revoked at anytime, however revocation may affect my eligibility for this program.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This Notice will be retained in the tenant's file at the apartment complex/Project site. Management is to provide a copy of this form via a PDF email attachment to the Project's Rural Development Loan Specialist. The emailed copy will be retained in the Rural Development Electronic Customer File (ECF). (Please do not send a copy to NYS HCR/HTFC). Revised 11/2021

Web Site: <https://hcr.ny.gov>

## **APPENDIX B**

### **PAYMENT AND REPORTING SCHEDULE**

OWNER will submit data for RRAP tenants to the Management Interactive Network Connection (MINC) following USDA RD procedures, using Subsidy Code 4 on the tenant certification Form RD-3560-8 for tenants who will receive RRAP subsidy. It is the responsibility of the OWNER to make sure that the information entered into the MINC system is correct.

An RRAP Tenant Privacy Release Notice must be completed for each tenant.

The language in the RRAP Tenant Privacy Release Notice authorizes “the U.S. Department of Agriculture acting through Rural Development, Rural Housing Services to release to the New York State Housing Trust Fund Corporation (NYS HTFC), including permission to receive any of the information contained in, my tenant certification, Form RD 3560-8. This information is needed to determine the amount of rental subsidy to be provided by New York State HTFC”.

The RRAP Tenant Privacy Release Notice is only filled out once, at the time the tenant starts receiving RRAP subsidy.

Note: This Notice will be retained in the tenant’s file at the apartment complex/project site. A copy of this RRAP Privacy Release Notice will be retained in the Rural Development Electronic Customer File (ECF) paperless record file and the Notice will so indicate. (Please do not send a copy to NYS HCR/HTFC). However, the tenant’s consent is revocable. Once informed that the tenant no longer consents, information can no longer be collected and this may affect the tenant’s eligibility.

Payments will be made to the OWNER by the New York State Housing Trust Fund Corporation via ACH Release.

For each contract, the OWNER must supply an ACH/Direct Deposit Authorization form and W-9 to NYS HTFC which will be kept on file. It is the responsibility of the OWNER to contact NYS HTFC if this information changes.

It is OWNER’s responsibility to ensure accuracy of ACH information throughout the life of the contract. The OWNER is responsible for any costs incurred by NYS HTFC as a result of incorrect information.