

Set Up & Disbursement Instructions

The following instructions must be used by Local Program Administrators (LPAs) administering New York State Access to Home, Access to Home for Medicaid Recipients, Access to Home for Heroes, RESTORE and MMHR Program grants received from the Housing Trust Fund Corporation (HTFC). Program recipients must follow these instructions to report on project activity and to receive disbursements of funds. LPAs should also refer to the program Grant Agreement and direct all questions to the Office of Community Renewal program staff at (518) 474-2057.

Electronic Transfer of Funds

Funds will be transferred directly into the LPA's designated account through an Automated Clearing House procedure. The following two forms must be submitted with the completed Grant Agreement, and resubmitted if there are changes to the Authorized Signatory or bank account during the grant term:

- Authorized Signatory Form – <https://hcr.ny.gov/authorized-signature-form-multi-program>
- Designation of Depository Form – <https://hcr.ny.gov/designation-depository-direct-deposit-funds-form>

Project Set Up Requests

A Project Set Up Form must be submitted for each project before the LPA commences work on the unit and before any request for disbursement is submitted to the Housing Trust Fund Corporation (HTFC). The Project Set Up Forms must only be submitted after the LPA has received a written executed agreement with the property owner to do the specific work identified. LPAs may request a project to be set up by sending a complete Project Set Up request to OCRStatePrograms@hcr.ny.gov and to the assigned project manager. Project Set Up Documents are as follows:

- Project Set Up Form – <https://hcr.ny.gov/project-setup-form>
 - This form provides the street address and other information required for registering the home in HCR's database. It also provides project information, client information, and the estimated project budget.
- Environmental Site-Specific Certification – <https://hcr.ny.gov/site-specific-certification-appendix>
 - This form is intended to identify the type of work being done and any possible environmental effects of the requested projects.
- Written Scope of Work – Details of all work planned and cost estimates.
- Photos – Before photos of all work to be done, including front elevation view of unit.
 - Acceptable photo formats: .JPEG, .JPG, .PDF.

Disbursement Requests and Project Detail Sheets

LPAs may request funds by submitting a complete Disbursement Request to the program mailbox: Disbursements@hcr.ny.gov.

All disbursement requests must include the following information/documentation:

- Disbursement Request Form – <https://hcr.ny.gov/disbursement-request-0>
 - This form serves as a cover sheet to identify the total amount requested. Authorized signatories, designated on the submitted Authorized Signature form, must sign to confirm accuracy of the request.
- Project Detail Sheet(s) – <https://hcr.ny.gov/project-detail-sheet>
 - This form is intended to itemize invoices. One building per sheet, one invoice per row. Enter the invoice amount and the amount Requested.
- Photos – After photos as work is completed, with front elevation view included.
 - Accepted formats: .PDF, .JPEG, .JPG.
- Supporting Documentation – Receipts/invoices for renovation activities and soft costs related to the project.
 - Detailed invoicing must be provided for **ALL** project costs, including site work, Project Delivery, and Administrative costs.
 - **Funds may only be requested for costs that have been incurred.**
- Proof of Payment – Cancelled checks must be provided to document payment for each of the invoices **within 45 days** of project completion.

Project Completion

A Project Completion form must be submitted at the completion of each project. To indicate that the project is complete, check "Final" on the Disbursement Request Form. Project Completion Forms can be found on the HCR website here: <https://hcr.ny.gov/project-setup-form>.