



New York State Division of Housing and Community Renewal

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Major Program Manual Changes

Listed below are the major changes made as we transition from the 2007 Preservation Program Manual to the 2009 Preservation Program Manual. The 2009 Preservation Program Manual will not go into effect until July 1, 2009 so all program issues prior to July 1, 2007 will be dealt with using the rules of the 2007 manual.

Definitions (pg 5-8): The following definitions were added: Leverage, Match, Needs Assessment, Significant Impact, Strategic Plan, and Substantial Completion.

Regional Office Functions (pg10): Added the review of companies' needs assessments and strategic plans which are now required as part of the certification process (see page 24).

Replacement Companies: DHCR has removed the section for "Replacement Companies". We have not used this method for funding companies in many years and have instead used targeted NOFAs.

M/WBE and Affirmative Action (page 21): A section for Minority/Women-Owned Business Utilization and Affirmative Action Plans was added to Section 4.

Certification Process (pg 24): A description of the new process to be completed by all companies prior to entering into a new contract with DHCR.

Site Visits (pg 25-26): Required site visits were changed from two to the discretion of the Regional Office. This allows the Regional Office to determine where to best place their resources.

Application Timeline (pg 30): DHCR will make the Application for Funding and Annual Renewal of Funds available prior to the release of the budget. The documents will be available sometime after January 1 each year. Companies will be able to review and begin work on the documents but will not be able to submit the documents until a New York State budget is in place and state funds are appropriated.

Substantial Completion (pg 32): The definition of substantial completion and its relationship to performance probation has been significantly changed. Currently, substantial completion has specific target percentages that a company must meet to remain in the preservation program. Previously substantial completion was defined as 100% completion of work plan with the allowance of mitigating circumstances.

Performance Probation (pg 33): This section was changed to reflect the new definition of substantial completion.

Non-Performance Probation (pg 34): This section was added to provide a method of allowing probation for companies that do not have a fiscal or a programmatic default but still are in default and require probation (i.e. board issues).

Agency-Wide Audit (pg 42): DHCR no longer requires a CFR but now requires that companies complete an agency-wide audit. Our requirements are laid out in this section.