



Homes and Community Renewal

Housing
Trust Fund
Corporation

ANDREW M. CUOMO
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

To: Members of the Corporation
From: Stacey C. Mickle, Treasurer
Date: June 27, 2017
Subject: Annual Report on Prompt Payment and Prompt Payment Policy

Pursuant to Section 2880 of the Public Authorities Law and Section 402 of the Corporation's Prompt Payment Policy, the Corporation must prepare an Annual Report on its Prompt Payment Policy. The report will be submitted to the Governor's Office, the Division of the Budget, the Office of the State Comptroller, the Senate Finance Committee and the Assembly Ways and Means Committee, and also uploaded to the PARIS reporting system maintained by the Authorities Budget Office.

No changes to the Prompt Payment Policy are proposed. A copy of the Annual Prompt Payment Report and Prompt Payment Policy are attached for your review.



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PROMPT PAYMENT REPORT

For the Fiscal Year Ending March 31, 2017



**Housing Trust Fund Corporation
Report on Prompt Payment Policy
for the Fiscal Year Ended March 31, 2017**

I. Types of Contracts Entered Into During 16-17 Fiscal Year:

- A. Programmatic - Contracts with not-for-profit companies, municipalities and other eligible applicants for capital construction projects.
- B. Technical Assistance Contracts - Contracts with consultants and vendors to provide direct and indirect services and materials to eligible applicants for capital construction projects.
- C. Merchandise Contracts - Orders to vendors for goods and services to provide for the administration of the Corporation.

II. Number and amount of interest payments for all contracts in I. above:

There were a total of 311 payments under the CDBG-DR program which were made late during the 2016-17 fiscal year, incurring an unfunded estimated interest liability of \$35,764.52. Unfunded interest from fiscal years 2014-15 and 2015-16 was \$1,252,553.30 plus current year unfunded interest liability increases total unfunded estimated interest liability to \$1,288,317.82. No prompt payment interest was paid for these late payments since it is not an eligible HUD expenditure. To date, no vendor has requested interest payment; however, under the law, interest should be paid automatically with any late payments.

There were no regular HTFC payments that were made outside the 30 day prompt payment requirement.

III. Number of interest chargeable days and total number of days taken to process late contract payments:

of interest chargeable days – 2,130 for all CDBG-DR late payments – Average of 28.44 days late.

of days to process payments – An average of 36.85 days to process each CDBG-DR payment

IV. Principal reasons for late payments:

HTFC Finance is unable to make payment on behalf of the CDBG-DR program without first drawing funds from HUD. The Governor's Office of Storm Recovery program staff is responsible for determining which payments will be made and when funds will be drawn from HUD. In the past year, the process has improved and fewer payments are being made late. It is expected that continued process improvements will reduce these late payments in the current fiscal year.

Vendor	Invoice #	Processing Time	Total Days Late	Date Invoice Received	Disbursement/Draw Date + 4 Business Days	7.5% Interest Applied	Invoiced Amount	Disbursement/Draw Number
Penda Aiken, Inc.	20686	287	257	10/5/2015	7/18/2016	\$183.01	\$3,418.15	543
MSA Investigations, Inc.	M-15-04745	129	99	12/7/2015	4/14/2016	\$97.97	\$4,750.00	430
Agate Software, Inc.	167280	85	55	1/20/2016	4/14/2016	\$261.85	\$22,852.00	430
KPMG LLP - New York, NY	8000941615	85	55	1/19/2016	4/13/2016	\$373.92	\$32,633.00	428
MPACT Strategic Consulting	HTFC-14-8009	83	53	1/22/2016	4/14/2016	\$293.86	\$26,614.00	432
Languages Translation Services	2363-1843	79	49	5/23/2016	8/10/2016	\$3.31	\$324.24	511-B
Languages Translation Services	2363-1942	79	49	5/23/2016	8/10/2016	\$0.59	\$2,845.08	511-B
Languages Translation Services	2363-1955	79	49	5/23/2016	8/10/2016	\$10.76	\$1,054.00	511-B
Languages Translation Services	2363-1956	79	49	5/23/2016	8/10/2016	\$0.12	\$560.28	511-B
Languages Translation Services	2363-1957	56	26	6/15/2016	8/10/2016	\$23.74	\$4,382.56	535-B
Languages Translation Services	2363-1980	56	26	6/15/2016	8/10/2016	\$28.42	\$5,246.39	511-B
Innovative Emergency Management, Inc.	60000-HACM-0019	55	25	2/10/2016	5/25/2016	\$4,049.87	\$777,575.00	477
Innovative Emergency Management, Inc.	60000-HACM-0020	55	25	3/8/2016	5/25/2016	\$3,183.28	\$611,190.00	477
Languages Translation Services	2363-2093	54	24	9/4/2016	10/28/2016	\$0.15	\$30.24	658
LiRo Engineers, Inc.	WO27-001	52	22	6/28/2016	8/19/2016	\$56.83	\$12,400.00	573
Jacobs Project Management Co - New York, NY	R7W78006-01	49	19	5/5/2016	6/23/2016	\$200.98	\$50,873.18	511
AKRF, Inc.	160958	48	18	6/10/2016	9/20/2016	\$402.57	\$107,353.25	612
Hunt, Guillot and Associates, LLC	24548	43	13	7/14/2016	8/26/2016	\$1,412.52	\$521,545.00	582
PricewaterhouseCoopers LLC	PS-00038884-TO16	43	13	10/3/2016	11/15/2016	\$308.29	\$113,830.90	693
AKRF, Inc.	153936, 154761 & 154359	42	12	3/2/2016	4/13/2016	\$1.45	\$580.00	428
Hunt, Guillot and Associates, LLC	24130	42	12	4/13/2016	5/25/2016	\$2.15	\$861.02	477
Hunt, Guillot and Associates, LLC	24131	42	12	4/13/2016	5/25/2016	\$2.91	\$1,171.61	477
Hunt, Guillot and Associates, LLC	24208	42	12	5/5/2016	6/16/2016	\$1,196.70	\$478,680.50	502
TELACU Construction Management	TEL-034-1-K	42	12	1/19/2017	3/2/2017	\$411.08	\$164,430.00	855
Dewberry Engineers, Inc.	15	41	11	5/27/2016	7/7/2016	\$430.03	\$187,650.00	532
NorthStar Contracting Group, Inc.	15-013	41	11	5/6/2016	6/16/2016	\$713.61	\$311,395.48	502
Penda Aiken, Inc.	ER044	41	11	5/27/2016	7/7/2016	\$0.07	\$29.46	530
Penda Aiken, Inc.	ER045	41	11	5/27/2016	7/7/2016	\$0.08	\$34.56	530
Hunt, Guillot and Associates, LLC	24121	40	10	4/13/2016	5/23/2016	\$1,397.71	\$670,900.00	473
Hunt, Guillot and Associates, LLC	24187	40	10	4/15/2016	5/25/2016	\$254.21	\$122,023.00	477
AECOM - Baton Rouge, LA	6301853	40	10	5/12/2016	3/28/2017	\$31.96	\$18,993.05	889
AECOM - Baton Rouge, LA	6301855	40	10	5/12/2016	3/28/2017	\$35.41	\$17,411.05	889
AECOM - Baton Rouge, LA	6301856	40	10	5/12/2016	3/28/2017	\$38.05	\$21,826.98	889
TELACU Construction Management	TEL-027 TO2	40	10	8/11/2016	9/20/2016	\$321.10	\$154,127.50	612
AKRF, Inc.	154760	39	9	3/3/2016	4/11/2016	\$0.12	\$64.25	426
AECOM - Baton Rouge, LA	6301854	39	9	5/12/2016	3/28/2017	\$34.32	\$19,118.94	889
Jaspan Schlesinger LLP	Juky16-1	39	9	8/15/2016	9/23/2016	\$18.07	\$9,636.04	618
Jaspan Schlesinger LLP	July16-2	39	9	8/15/2016	9/23/2016	\$10.64	\$5,675.20	618
Jaspan Schlesinger LLP	July16-7	39	9	8/15/2016	9/23/2016	\$3.58	\$1,909.00	618
PricewaterhouseCoopers LLC	PS-00038792-TO12	39	9	8/8/2016	9/16/2016	\$105.54	\$56,290.55	607
AECOM - Baton Rouge, LA	6269594	39	9	5/12/2016	6/20/2016	\$349.34	\$186,317.02	507
AECOM - Baton Rouge, LA	6269595	39	9	5/12/2016	6/20/2016	\$433.48	\$231,189.53	507
AECOM - Baton Rouge, LA	6269596	39	9	5/12/2016	6/20/2016	\$552.59	\$294,715.95	507
AECOM - Baton Rouge, LA	6269597	39	9	5/12/2016	6/20/2016	\$661.66	\$352,882.95	507
AECOM - Baton Rouge, LA	6269598	39	9	5/12/2016	6/20/2016	\$450.33	\$240,175.25	507
AECOM - Baton Rouge, LA	6269599	39	9	5/12/2016	6/20/2016	\$406.96	\$217,047.30	507
Armand Corporation	33556-A	38	8	4/15/2016	5/23/2016	\$60.17	\$36,099.14	474

Hunt, Guillot and Associates, LLC	24183	38	8	4/15/2016	5/23/2016	\$124.72	\$74,830.00	474
Tectonic Engineering & Surveying Consultants, P.C	316890	38	8	4/11/2016	5/19/2016	\$10.00	\$6,000.00	469
Jaspan Schlesinger LLP	July16-8	38	8	8/16/2016	9/23/2016	\$40.69	\$24,412.02	618
Jaspan Schlesinger LLP	July16-9	38	8	8/16/2016	9/23/2016	\$64.16	\$38,493.50	618
TRC Engineers	195442	38	8	7/19/2016	8/26/2016	\$170.11	\$102,068.51	582
AKRF, Inc.	160525	38	8	7/11/2016	8/18/2016	\$0.33	\$196.50	574
Tectonic D&B Environmental Services JV	318264	38	8	5/20/2016	6/27/2016	\$0.48	\$288.40	514
Tectonic Engineering & Surveying Consultants, P.C	318427	38	8	5/20/2016	6/27/2016	\$10.58	\$6,350.00	514
Armand Corporation	33717	37	7	4/12/2016	5/19/2016	\$21.39	\$14,667.51	469
Hunt, Guillot and Associates, LLC	24116	37	7	4/12/2016	5/19/2016	\$450.62	\$308,996.50	469
Tectonic Engineering & Surveying Consultants, P.C	316970	37	7	4/12/2016	5/19/2016	\$44.21	\$30,313.50	469
TELACU Construction Management	TEL-025 TO2	37	7	7/20/2016	8/26/2016	\$230.69	\$158,187.50	582
TELACU Construction Management	TEL-025 TO6	37	7	7/20/2016	8/26/2016	\$151.26	\$103,720.00	582
Languages Translation Services	2363-2032	37	7	7/19/2016	8/25/2016	\$0.13	\$90.00	583
McKissack & McKissack	140690018	37	7	7/12/2016	8/18/2016	\$90.27	\$61,900.76	574
McKissack & McKissack	1406902-NJones	37	7	8/2/2016	9/8/2016	\$30.94	\$21,378.44	599
McKissack & McKissack	140690206	37	7	7/12/2016	8/18/2016	\$65.51	\$44,924.10	574
PricewaterhouseCoopers LLC	PS-00038792-TO14	37	7	8/8/2016	9/14/2016	\$148.13	\$101,577.33	606
TELACU Construction Management	TEL-027 TO6	36	6	8/11/2016	9/16/2016	\$108.20	\$86,560.00	607
Hunt, Guillot and Associates, LLC	24120	36	6	4/12/2016	5/18/2016	\$14.99	\$11,992.50	468
LiRo Engineers, Inc.	WO12-006	36	6	4/13/2016	5/19/2016	\$154.24	\$123,392.00	469
Moss Cape LLC	1126	36	6	3/8/2016	4/13/2016	\$84.00	\$67,200.00	428
Moss Cape LLC	1127	36	6	3/8/2016	4/13/2016	\$650.16	\$520,128.00	428
SCAPE Landscape Architecture	Task Order 2 I-2	36	6	3/16/2016	4/21/2016	\$71.69	\$57,351.70	441
AKRF, Inc.	161350	36	6	6/14/2016	9/8/2016	\$89.71	\$71,768.65	599
Deloitte FAS LLP	12 - TO7	36	6	9/22/2016	10/28/2016	\$46.71	\$37,371.14	657
Jaspan Schlesinger LLP	Batch 1-6/16	36	6	7/14/2016	8/19/2016	\$11.88	\$9,507.10	573
Jaspan Schlesinger LLP	Batch 2-6/16	36	6	7/14/2016	8/19/2016	\$1.99	\$1,593.00	573
Jaspan Schlesinger LLP	Batch 3-6/16	36	6	7/14/2016	8/19/2016	\$0.39	\$313.50	573
Jaspan Schlesinger LLP	Batch 4-6/16	36	6	7/14/2016	8/19/2016	\$0.11	\$88.50	573
Jaspan Schlesinger LLP	Batch 5-6/16	36	6	7/14/2016	8/19/2016	\$0.37	\$298.50	573
Jaspan Schlesinger LLP	Batch 6-6/16	36	6	7/14/2016	8/19/2016	\$0.16	\$131.00	573
Jaspan Schlesinger LLP	Batch 7-6/16	36	6	7/14/2016	8/19/2016	\$55.88	\$44,705.50	573
Jaspan Schlesinger LLP	Batch 8-6/16	36	6	7/14/2016	8/19/2016	\$34.11	\$27,289.84	573
Tectonic CMI Corporation	1-TO#1	36	6	7/14/2016	8/19/2016	\$75.93	\$60,745.00	573
Tectonic CMI Corporation	2-TO#2	36	6	7/14/2016	8/19/2016	\$83.91	\$67,127.50	573
Tectonic CMI Corporation	3-TO#2	36	6	8/11/2016	9/16/2016	\$92.28	\$73,820.00	607
TELACU Construction Management	TEL-027 TO1	36	6	8/11/2016	9/16/2016	\$819.14	\$655,310.00	607
TELACU Construction Management	TEL-028 T01 EXP	36	6	8/11/2016	9/16/2016	\$7.19	\$5,750.00	607
AKRF, Inc.	161860,160161 & 154148	36	6	7/13/2016	8/18/2016	\$16.98	\$13,581.84	574
Hunt, Guillot and Associates, LLC	24797	36	6	10/3/2016	11/8/2016	\$329.66	\$263,725.50	676
McKissack & McKissack	140690210	36	6	11/16/2016	12/22/2016	\$21.86	\$17,487.86	748
PricewaterhouseCoopers LLC	PS-00038884-TO 15	36	6	10/3/2016	11/8/2016	\$34.78	\$27,820.31	676
Thacher Associates, LLC	16146	36	6	5/23/2016	6/28/2016	\$3.78	\$3,027.88	518
Thacher Associates, LLC	16148	36	6	5/23/2016	6/28/2016	\$11.95	\$9,558.55	518
Thacher Associates, LLC	16150	36	6	5/23/2016	6/28/2016	\$6.00	\$4,802.02	518
CohnReznick LLP	2198355	35	5	3/24/2016	4/28/2016	\$1,008.86	\$969,309.43	446
Tectonic D&B Environmental Services JV	316196	35	5	4/18/2016	5/23/2016	\$124.62	\$119,634.46	474

Louis Berger & Assoc, P.C.	1-TO2	35	5	6/2/2016	9/8/2016	\$4.12	\$3,950.80	599
Dewberry Engineers, Inc.	18	35	5	9/23/2016	10/28/2016	\$13.14	\$12,619.04	657
LiRo Engineers, Inc.	WO 10 Task 01 Inv 01	35	5	9/23/2016	10/28/2016	\$6.48	\$6,221.68	657
LiRo Engineers, Inc.	WO 10 Task 02 Inv 01- Patterson Creek	35	5	9/23/2016	10/28/2016	\$5.03	\$4,826.08	657
LiRo Engineers, Inc.	WO 18 Task 1	35	5	9/23/2016	10/28/2016	\$2.90	\$2,785.00	657
LiRo Engineers, Inc.	WO 18 Task 4	35	5	9/23/2016	10/28/2016	\$2.35	\$2,255.00	657
PricewaterhouseCoopers LLC	PS-00035060R-TO13	35	5	8/12/2016	9/16/2016	\$301.59	\$289,528.58	607
Tectonic D&B Environmental Services JV	321727	35	5	7/22/2016	8/26/2016	\$5.53	\$5,307.60	582
Agate Software, Inc.	167880	35	5	5/17/2016	6/21/2016	\$13.62	\$13,074.60	508
AKRF, Inc.	160157, 155455 & 160522	35	5	7/14/2016	8/18/2016	\$3.74	\$3,587.58	574
AKRF, Inc.	161861,160527 & 160868	35	5	7/12/2016	8/16/2016	\$0.74	\$710.00	571
Golenbock Eiseman Assor Bell & Pescoe LLP	Diane Bartolone 2	35	5	5/17/2016	6/21/2016	\$63.75	\$61,200.00	508
Horne LLP	2660	35	5	7/12/2016	8/16/2016	\$61.06	\$58,615.00	571
Hunt, Guillot and Associates, LLC	24186	35	5	5/10/2016	6/14/2016	\$90.59	\$86,962.00	501
Hunt, Guillot and Associates, LLC	24549	35	5	7/14/2016	8/18/2016	\$153.74	\$147,590.00	574
Hunt, Guillot and Associates, LLC	24681	35	5	8/16/2016	9/20/2016	\$40.78	\$39,147.50	612
Hunt, Guillot and Associates, LLC	24683	35	5	8/16/2016	9/20/2016	\$51.42	\$49,363.50	612
Hunt, Guillot and Associates, LLC	25052	35	5	11/28/2016	1/2/2017	\$189.51	\$181,928.00	767
Landair, Inc.	CM:541AB	35	5	9/13/2016	10/18/2016	\$30.81	\$29,843.56	649
Penda Aiken, Inc.	ER054	35	5	6/13/2016	7/18/2016	\$0.22	\$215.75	543
PricewaterhouseCoopers LLC	PS-00052744 - TO20	35	5	1/17/2017	2/21/2017	\$61.45	\$58,987.89	846
Tectonic D&B Environmental Services JV	317732	35	5	5/23/2016	6/27/2016	\$0.76	\$734.15	514
Tectonic D&B Environmental Services JV	318430	35	5	5/23/2016	6/27/2016	\$1.82	\$1,750.00	514
Thacher Associates, LLC	16147	35	5	5/23/2016	6/27/2016	\$2.18	\$2,096.47	514
Thacher Associates, LLC	16151	35	5	5/23/2016	6/27/2016	\$45.68	\$43,857.55	514
Thacher Associates, LLC	16511	35	5	11/22/2016	12/27/2016	\$0.15	\$144.00	758
The Louis Berger Group, Inc.	2004232.016 INV 4	35	5	5/26/2016	6/30/2016	\$4.64	\$4,452.18	525
Venable LLP	1786894	35	5	7/12/2016	8/16/2016	\$4.59	\$4,406.40	571
Venable LLP	1786899	35	5	7/12/2016	8/16/2016	\$59.81	\$57,416.45	571
AKRF, Inc.	152122	34	4	4/19/2016	5/23/2016	\$3.18	\$3,812.50	473
Armand Corporation	33691	34	4	3/11/2016	4/14/2016	\$33.75	\$40,500.00	430
CohnReznick LLP	2202836	34	4	4/7/2016	5/11/2016	\$570.42	\$684,504.14	457
Golenbock Eiseman Assor Bell & Pescoe LLP	AELS 3	34	4	5/3/2016	6/6/2016	\$19.23	\$23,070.00	491
Golenbock Eiseman Assor Bell & Pescoe LLP	Appraisers & Planners 3	34	4	5/3/2016	6/6/2016	\$5.17	\$6,200.00	491
Golenbock Eiseman Assor Bell & Pescoe LLP	Survey Solutions 2	34	4	5/3/2016	6/6/2016	\$7.11	\$8,535.00	491
Hill International, Inc. - New York, NY	27	34	4	4/21/2016	5/25/2016	\$48.63	\$58,356.00	477
TELACU Construction Management	TEL-019 TO5	34	4	4/12/2016	5/16/2016	\$9.00	\$10,800.00	465
Thacher Associates, LLC	16419	34	4	10/5/2016	4/3/2017	\$1.33	\$1,595.91	901
Thacher Associates, LLC	16420	34	4	10/5/2016	4/3/2017	\$1.09	\$1,308.53	901
Thacher Associates, LLC	16516R	34	4	12/21/2016	4/3/2017	\$5.07	\$6,079.72	901
Thacher Associates, LLC	16559	34	4	12/21/2016	4/3/2017	\$6.28	\$7,536.50	901
Thacher Associates, LLC	16556	34	4	1/5/2017	4/3/2017	\$0.96	\$1,152.00	901
Hunt, Guillot and Associates, LLC	24415	34	4	6/10/2016	8/31/2016	\$82.95	\$99,535.00	588

Thacher Associates, LLC	16596	34	4	1/11/2017	4/3/2017	\$2.46	\$2,949.00	901
PricewaterhouseCoopers LLC	PS-00045370-TO 15	34	4	10/18/2016	12/13/2016	\$18.39	\$22,062.88	740
PricewaterhouseCoopers LLC	PS-00045836-TO 15	34	4	10/18/2016	12/13/2016	\$22.19	\$26,629.48	740
AKRF, Inc.	154365	34	4	8/17/2016	9/20/2016	\$0.33	\$401.25	612
Armand Corporation	33826	34	4	11/15/2016	12/19/2016	\$51.01	\$61,216.68	744
Hunt, Guillot and Associates, LLC	24283	34	4	5/11/2016	6/14/2016	\$82.27	\$98,728.50	501
Hunt, Guillot and Associates, LLC	24284	34	4	5/11/2016	6/14/2016	\$101.23	\$121,475.50	501
Hunt, Guillot and Associates, LLC	24591	34	4	8/5/2016	9/8/2016	\$319.58	\$383,495.50	603
Hunt, Guillot and Associates, LLC	24592	34	4	8/5/2016	9/8/2016	\$15.08	\$18,100.00	599
Hunt, Guillot and Associates, LLC	25286	34	4	2/8/2017	3/14/2017	\$123.78	\$148,530.00	872
ICF, Incorporated, L.L.C.	2016-055588R	34	4	11/15/2016	12/19/2016	\$155.89	\$187,069.69	744
Landair, Inc.	CM:557AB	34	4	11/15/2016	12/19/2016	\$16.51	\$29,474.44	744
LiRo Engineers, Inc.	7-TO2	34	4	10/5/2016	11/8/2016	\$24.96	\$29,956.50	676
LiRo Engineers, Inc.	WO12-012	34	4	12/15/2016	1/18/2017	\$94.98	\$113,971.50	792
SCAPE Landscape Architecture	I-13	34	4	11/15/2016	12/19/2016	\$85.11	\$102,131.06	744
SCAPE Landscape Architecture	Task Order 2 I-10	34	4	11/15/2016	12/19/2016	\$67.00	\$80,403.03	744
Tectonic D&B Environmental Services JV	327632	34	4	12/1/2016	1/4/2017	\$0.44	\$531.48	775
TELACU Construction Management	TEL-023 T02	34	4	6/14/2016	7/18/2016	\$122.80	\$147,360.00	541
TELACU Construction Management	TEL-023 TO1	34	4	6/14/2016	7/18/2016	\$604.86	\$725,832.50	541
TELACU Construction Management	TEL-023 TO6	34	4	6/14/2016	7/18/2016	\$48.95	\$58,740.00	541
TELACU Construction Management	TEL-032-1	34	4	11/15/2016	12/19/2016	\$620.25	\$744,302.00	744
TELACU Construction Management	TEL-032-2	34	4	11/15/2016	12/19/2016	\$109.65	\$131,577.50	744
Thacher Associates, LLC	16418	34	4	10/5/2016	11/8/2016	\$3.33	\$4,000.00	676
The Louis Berger Group, Inc.	2004232.002.03.01.01 INV 12	34	4	11/23/2016	12/27/2016	\$3.58	\$4,291.33	758
The Louis Berger Group, Inc.	2004232.010.01.01 INV 10	34	4	7/27/2016	8/30/2016	\$1.08	\$1,294.30	587
The Louis Berger Group, Inc.	2004232.020 INV 1	34	4	5/27/2016	6/30/2016	\$2.57	\$3,080.83	525
Venable LLP	1793573	34	4	8/11/2016	9/14/2016	\$46.37	\$55,643.50	606
Venable LLP	1793596	34	4	8/11/2016	9/14/2016	\$11.41	\$13,687.77	606
Armand Corporation	33701	33	3	3/16/2016	4/18/2016	\$685.46	\$1,096,730.79	433
Armand Corporation	33720	33	3	4/15/2016	5/18/2016	\$42.89	\$68,625.00	468
CohnReznick LLP	2208613	33	3	4/8/2016	5/11/2016	\$363.60	\$581,767.46	457
Golenbock Eiseman Assor Bell & Peskoe LLP	AELS 2	33	3	3/18/2016	4/20/2016	\$23.27	\$37,225.00	436
Golenbock Eiseman Assor Bell & Peskoe LLP	Appraisers & Planners 2	33	3	3/18/2016	4/20/2016	\$5.63	\$9,000.00	436
Hunt, Guillot and Associates, LLC	24049	33	3	3/11/2016	4/13/2016	\$74.51	\$119,212.00	428
Hunt, Guillot and Associates, LLC	24050	33	3	3/11/2016	4/13/2016	\$18.96	\$30,341.50	428
Hunt, Guillot and Associates, LLC	24051	33	3	3/11/2016	4/13/2016	\$5.40	\$8,637.50	428
Hunt, Guillot and Associates, LLC	24052	33	3	3/11/2016	4/13/2016	\$57.67	\$92,264.00	428
Hunt, Guillot and Associates, LLC	24053	33	3	3/11/2016	4/13/2016	\$46.85	\$74,955.50	428
Hunt, Guillot and Associates, LLC	24054	33	3	3/11/2016	4/13/2016	\$38.10	\$60,958.50	428
Hunt, Guillot and Associates, LLC	24132	33	3	4/13/2016	5/16/2016	\$0.61	\$974.67	465
Hunt, Guillot and Associates, LLC	24133	33	3	4/13/2016	5/16/2016	\$1.85	\$2,964.58	465
Hunt, Guillot and Associates, LLC	24134	33	3	4/13/2016	5/16/2016	\$0.39	\$630.00	465
MPACT Strategic Consulting	HTFC-14-11006	33	3	4/8/2016	5/11/2016	\$5.96	\$9,530.00	457
Tectonic D&B Environmental Services JV	316895	33	3	4/22/2016	5/25/2016	\$0.75	\$1,197.81	477
Tectonic D&B Environmental Services JV	316896	33	3	4/22/2016	5/25/2016	\$12.94	\$20,696.62	477
Tectonic Engineering & Surveying Consultants, P.C	9	33	3	3/9/2016	4/11/2016	\$296.88	\$475,000.00	426

AKRF, Inc.	163110	33	3	10/14/2016	1/18/2017	\$0.45	\$717.50	792
Armand Corporation	33640-B	33	3	5/13/2016	8/16/2016	\$9.78	\$15,647.45	571
Armand Corporation	33586-B	33	3	5/14/2016	8/16/2016	\$2.47	\$3,945.74	571
Armand Corporation	33587-B	33	3	5/14/2016	8/16/2016	\$1.97	\$3,159.61	571
Horne LLP	2736	33	3	9/12/2016	11/15/2016	\$6.68	\$10,685.00	693
Armand Corporation	33750	33	3	6/15/2016	8/16/2016	\$100.98	\$161,562.24	571
AKRF, Inc.	163111	33	3	10/24/2016	12/19/2016	\$2.36	\$3,773.00	744
Tectonic D&B Environmental Services JV	320135	33	3	6/30/2016	8/22/2016	\$0.09	\$145.23	577
AKRF, Inc.	161353	33	3	8/12/2016	9/14/2016	\$3.93	\$6,290.50	605
AKRF, Inc.	161474	33	3	8/12/2016	9/14/2016	\$0.81	\$1,289.50	605
AKRF, Inc.	161865	33	3	8/12/2016	9/14/2016	\$0.34	\$539.50	605
AKRF, Inc.	161866	33	3	8/12/2016	9/14/2016	\$1.18	\$1,882.50	605
AKRF, Inc.	162170	33	3	7/28/2016	8/30/2016	\$2.68	\$4,290.00	587
Armand Corporation	33776	33	3	8/12/2016	9/14/2016	\$7.10	\$11,359.35	605
Armand Corporation	33796	33	3	9/15/2016	10/18/2016	\$552.40	\$888,928.86	649
Holland & Knight	3344832	33	3	5/25/2016	6/27/2016	\$10.25	\$16,406.38	514
Holland & Knight	3344834	33	3	5/25/2016	6/27/2016	\$7.20	\$11,515.48	514
Holland & Knight	3344839	33	3	5/25/2016	6/27/2016	\$16.04	\$25,671.09	514
Hunt, Guillot and Associates, LLC	24416	33	3	6/10/2016	7/13/2016	\$75.35	\$120,556.50	535
Hunt, Guillot and Associates, LLC	25250	33	3	1/18/2017	2/20/2017	\$27.57	\$44,110.00	844
Hunt, Guillot and Associates, LLC	25256	33	3	1/18/2017	2/20/2017	\$11.86	\$18,981.00	842
ICF, Incorporated, L.L.C.	2016-037970	33	3	8/12/2016	9/14/2016	\$114.93	\$183,882.90	605
IMG Rebel Advisory LLC	1007-003-9	33	3	5/6/2016	6/8/2016	\$4.76	\$7,613.00	493
Jacobs Project Management Co - New York, NY	R7W78008-02	33	3	12/16/2016	1/18/2017	\$3.25	\$5,196.75	792
LiRo Engineers, Inc.	1-TO # 4	33	3	9/8/2016	10/11/2016	\$13.67	\$21,867.99	642
LiRo Engineers, Inc.	2-TO4	33	3	10/5/2016	11/7/2016	\$18.34	\$29,342.05	673
LiRo Engineers, Inc.	7-TO3	33	3	10/5/2016	11/7/2016	\$268.46	\$429,542.25	673
LiRo Engineers, Inc.	WO12-010	33	3	9/23/2016	10/26/2016	\$173.18	\$277,085.50	661
MPACT Strategic Consulting	HTFC-14-11008	33	3	6/9/2016	7/12/2016	\$7.47	\$11,945.00	534
Nexus Staffing, Inc.	B-1574	33	3	9/2/2016	10/5/2016	\$1.56	\$2,502.50	634
Nexus Staffing, Inc.	B-1586A	33	3	9/2/2016	10/5/2016	\$0.14	\$216.00	634
Tectonic D&B Environmental Services JV	317719	33	3	5/19/2016	6/21/2016	\$1.88	\$3,005.56	508
Tectonic D&B Environmental Services JV	317735	33	3	5/19/2016	6/21/2016	\$2.32	\$3,710.41	508
Tectonic D&B Environmental Services JV	317736	33	3	5/19/2016	6/21/2016	\$35.34	\$56,547.53	508
Tectonic D&B Environmental Services JV	326390	33	3	11/30/2016	1/2/2017	\$3.07	\$4,914.66	768
Tectonic Engineering & Surveying Consultants, P.C	18	33	3	7/28/2016	8/30/2016	\$391.42	\$626,279.10	587
TELACU Construction Management	TEL-034-2	33	3	1/19/2017	2/21/2017	\$73.66	\$127,492.50	846
Tetra Tech, Inc.	51130973	33	3	12/22/2016	1/24/2017	\$6.38	\$10,206.30	801
CohnReznick LLP	2211480	32	2	4/29/2016	5/31/2016	\$88.94	\$213,459.10	484
Hill International, Inc. - New York, NY	28	32	2	5/5/2016	6/6/2016	\$3.63	\$8,719.13	491
LiRo Engineers, Inc.	WO21-001	32	2	3/10/2016	4/11/2016	\$1.54	\$3,695.00	426
Thacher Associates, LLC	16032	32	2	3/25/2016	4/26/2016	\$5.83	\$14,000.00	442
Thacher Associates, LLC	16033	32	2	3/25/2016	4/26/2016	\$1.27	\$3,049.93	442
Thacher Associates, LLC	16034	32	2	3/25/2016	4/26/2016	\$3.78	\$9,082.90	442
Thacher Associates, LLC	16035	32	2	3/25/2016	4/26/2016	\$9.42	\$22,600.30	442
Thacher Associates, LLC	16036	32	2	3/25/2016	4/26/2016	\$9.96	\$23,909.18	442

Venable LLP	1754462	32	2	3/17/2016	4/18/2016	\$114.28	\$274,261.32	433
Dewberry Engineers, Inc.	1305138	32	2	6/29/2016	8/26/2016	\$9.65	\$23,150.00	582
PricewaterhouseCoopers LLC	PS-00038799R	32	2	8/22/2016	10/11/2016	\$40.06	\$96,149.73	642
CohnReznick LLP	2277252	32	2	11/3/2016	12/19/2016	\$33.28	\$79,886.54	744
LiRo Engineers, Inc.	Task Order # 1 Invoice 2- TO1	32	2	5/9/2016	6/10/2016	\$418.08	\$1,003,380.05	498
Tectonic Engineering & Surveying Consultants, P.C	300045	32	2	7/25/2016	8/26/2016	\$10.11	\$24,267.50	582
Tectonic Engineering & Surveying Consultants, P.C	305070R	32	2	7/25/2016	8/26/2016	\$9.99	\$23,981.50	582
AKRF, Inc.	155460	32	2	8/25/2016	9/26/2016	\$0.10	\$247.00	619
AKRF, Inc.	160523	32	2	8/25/2016	9/26/2016	\$0.50	\$1,189.58	619
Armand Corporation	33763	32	2	7/15/2016	8/16/2016	\$68.02	\$163,248.11	571
Datrose Inc	98973	32	2	5/26/2016	6/27/2016	\$0.09	\$226.43	515
Horne LLP	2715	32	2	8/19/2016	9/20/2016	\$10.50	\$25,200.00	612
Hunt, Guillot and Associates, LLC	24550	32	2	9/1/2016	10/3/2016	\$62.64	\$150,342.50	625
Hunt, Guillot and Associates, LLC	24551	32	2	9/1/2016	10/3/2016	\$91.28	\$219,073.50	625
Hunt, Guillot and Associates, LLC	24552	32	2	9/1/2016	10/3/2016	\$94.24	\$226,173.00	625
Hunt, Guillot and Associates, LLC	24675	32	2	9/1/2016	10/3/2016	\$60.45	\$145,089.00	625
Hunt, Guillot and Associates, LLC	24676	32	2	9/1/2016	10/3/2016	\$67.08	\$160,982.50	625
Hunt, Guillot and Associates, LLC	24677	32	2	9/1/2016	10/3/2016	\$55.79	\$133,906.00	625
Hunt, Guillot and Associates, LLC	24814	32	2	9/15/2016	10/17/2016	\$29.37	\$70,495.50	648
Hunt, Guillot and Associates, LLC	25074	32	2	12/1/2016	1/2/2017	\$51.17	\$122,805.00	768
Landair, Inc.	CM:547	32	2	10/6/2016	11/7/2016	\$10.05	\$24,116.00	673
LiRo Engineers, Inc.	5-TO # 1	32	2	8/4/2016	9/5/2016	\$405.12	\$978,324.87	596
MPACT Strategic Consulting	HTFC-14-80013	32	2	5/7/2016	6/8/2016	\$9.80	\$23,525.00	493
Nexus Staffing, Inc.	1940A	32	2	5/26/2016	6/27/2016	\$0.09	\$216.00	515
Nexus Staffing, Inc.	1953A	32	2	5/26/2016	6/27/2016	\$0.11	\$256.35	515
Nexus Staffing, Inc.	1954A	32	2	5/26/2016	6/27/2016	\$0.29	\$698.55	515
NorthStar Contracting Group, Inc.	15-11-005	32	2	9/9/2016	10/11/2016	\$199.77	\$479,447.37	642
NorthStar Contracting Group, Inc.	15-12-003	32	2	9/30/2016	11/1/2016	\$28.91	\$69,377.00	668
Thacher Associates, LLC	16274	32	2	7/21/2016	8/22/2016	\$9.95	\$23,879.27	577
The Louis Berger Group, Inc.	2004232.008.01.04 INV 10	32	2	8/25/2016	9/26/2016	\$1.36	\$3,275.82	619
The Louis Berger Group, Inc.	2004232.008.01.05 INV 10	32	2	8/25/2016	9/26/2016	\$0.38	\$912.89	619
The Louis Berger Group, Inc.	2004232.008.01.05 INV 12	32	2	10/6/2016	11/7/2016	\$0.68	\$1,634.63	673
The Louis Berger Group, Inc.	2004232.016 INV 7	32	2	8/25/2016	9/26/2016	\$0.35	\$831.73	619
The Louis Berger Group, Inc.	2004232.018 INV 5	32	2	8/25/2016	9/26/2016	\$1.04	\$2,490.88	619
AKRF, Inc.	154147	31	1	3/11/2016	4/11/2016	\$0.47	\$2,252.75	426
AKRF, Inc.	Revised 155453 & 154759	31	1	3/11/2016	4/11/2016	\$1.26	\$6,071.50	426
Armand Corporation	33706	31	1	4/22/2016	5/23/2016	\$39.45	\$189,368.75	473
Holland & Knight	3329953	31	1	4/22/2016	5/23/2016	\$8.24	\$39,544.44	474
Holland & Knight	3329959	31	1	4/22/2016	5/23/2016	\$2.89	\$13,873.11	474
Holland & Knight	3329984	31	1	4/22/2016	5/23/2016	\$6.13	\$29,428.03	474
Hunt, Guillot and Associates, LLC	24040	31	1	3/11/2016	4/11/2016	\$23.80	\$114,259.50	426
Hunt, Guillot and Associates, LLC	24045	31	1	3/11/2016	4/11/2016	\$23.83	\$114,403.00	426
Hunt, Guillot and Associates, LLC	24046	31	1	3/11/2016	4/11/2016	\$16.86	\$80,914.00	426
Hunt, Guillot and Associates, LLC	24047	31	1	3/11/2016	4/11/2016	\$11.57	\$55,535.00	426
Hunt, Guillot and Associates, LLC	24048	31	1	3/11/2016	4/11/2016	\$2.34	\$11,249.00	426
Hunt, Guillot and Associates, LLC	24190	31	1	4/15/2016	5/16/2016	\$0.14	\$689.50	465
Hunt, Guillot and Associates, LLC	24193	31	1	4/15/2016	5/16/2016	\$31.18	\$149,642.50	465

Venable LLP	1730873	31	1	3/11/2016	4/11/2016	\$64.62	\$310,153.03	426
Jacobs Project Management Co - New York, NY	R7W78003-13	31	1	7/12/2016	9/23/2016	\$7.89	\$37,892.05	618
Jacobs Project Management Co - New York, NY	R7W78005-06	31	1	9/15/2016	11/7/2016	\$5.81	\$27,871.37	673
Hunt, Guillot and Associates, LLC	25195	31	1	1/10/2017	3/2/2017	\$42.31	\$203,085.00	855
AKRF, Inc.	154763	31	1	7/26/2016	8/26/2016	\$0.28	\$1,334.00	584
Home LLP	2777	31	1	10/11/2016	11/11/2016	\$18.22	\$87,460.00	686
Landair, Inc.	CM:550AB	31	1	10/11/2016	11/11/2016	\$19.65	\$94,340.79	686
Landair, Inc.	CM:552AB	31	1	10/25/2016	11/25/2016	\$5.82	\$34,356.52	716
LiRo Engineers, Inc.	WO12-009	31	1	7/26/2016	8/26/2016	\$55.57	\$266,714.50	584
Moss Cape LLC	1145	31	1	10/11/2016	11/11/2016	\$6.00	\$28,800.00	686
Moss Cape LLC	1146	31	1	10/11/2016	11/11/2016	\$18.56	\$89,072.00	686
Rapid Response Remediation	6-TO#1	31	1	5/10/2016	6/10/2016	\$3.93	\$18,844.43	498
Rapid Response Remediation	7-TO#3	31	1	5/10/2016	6/10/2016	\$0.47	\$2,253.89	498
The Louis Berger Group, Inc.	2004232.006 INV 10	31	1	7/19/2016	8/19/2016	\$1.67	\$8,018.08	573
Hunt, Guillot and Associates, LLC	24553	31	1	9/2/2016	10/3/2016	\$13.15	\$63,127.50	630
Hunt, Guillot and Associates, LLC	24593	31	1	8/5/2016	9/5/2016	\$40.02	\$192,075.00	596
ICF, Incorporated, L.L.C.	2016-024727	31	1	7/11/2016	8/11/2016	\$38.96	\$187,013.42	568
ICF, Incorporated, L.L.C.	2016-031684	31	1	7/11/2016	8/11/2016	\$35.69	\$171,313.05	568
Jacobs Project Management Co - New York, NY	R7W78003-19	31	1	1/23/2017	2/23/2017	\$8.14	\$39,094.57	850
Jacobs Project Management Co - New York, NY	R7W78004-06	31	1	5/23/2016	6/23/2016	\$1.34	\$6,408.37	511
Languages Translation Services	2363-2091	31	1	9/4/2016	10/5/2016	\$0.99	\$4,767.72	631
Languages Translation Services	2363-2094	31	1	9/4/2016	10/5/2016	\$0.59	\$2,814.97	631
LiRo Engineers, Inc.	7-TO1	31	1	10/7/2016	11/7/2016	\$215.65	\$1,035,117.73	673
LiRo Engineers, Inc.	Task Order 2 Invoice # 2 -TO2	31	1	5/9/2016	6/9/2016	\$6.22	\$29,875.50	496
PricewaterhouseCoopers LLC	PS-00038792-TO15	31	1	8/8/2016	9/8/2016	\$10.30	\$49,429.74	599
SCAPE Landscape Architecture	I-7	31	1	5/16/2016	6/16/2016	\$15.44	\$74,117.24	502
SCAPE Landscape Architecture	Task Order 2 I-4	31	1	5/16/2016	6/16/2016	\$26.51	\$127,243.65	502
Tectonic D&B Environmental Services JV	321728	31	1	7/22/2016	8/22/2016	\$0.64	\$3,089.80	577
Tectonic D&B Environmental Services JV	321900	31	1	8/8/2016	9/8/2016	\$2.81	\$13,500.00	599
Tectonic D&B Environmental Services JV	321901	31	1	8/8/2016	9/8/2016	\$9.54	\$45,815.00	603
Thacher Associates, LLC	16149	31	1	5/23/2016	6/23/2016	\$3.45	\$16,571.37	511
Thacher Associates, LLC	16456R	31	1	11/21/2016	12/22/2016	\$0.14	\$675.00	748
TRC Engineers	188582	31	1	5/23/2016	6/23/2016	\$25.97	\$124,646.88	511
TRC Engineers	191099	31	1	5/23/2016	6/23/2016	\$24.48	\$117,497.63	511
			2130			\$35,764.52	\$31,010,691.23	



**Homes and
Community Renewal**

**Housing
Trust Fund
Corporation**

ANDREW M. CUOMO
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

PROMPT PAYMENT POLICY

For the Fiscal Year Ending March 31, 2017

THE PROMPT PAYMENT POLICY STATEMENT OF THE
NEW YORK STATE HOUSING TRUST FUND CORPORATION

ARTICLE I

STATEMENT OF PURPOSE

101. This Policy Statement is adopted pursuant to Section 2880 of the Public Authorities Law.

ARTICLE II

DEFINITIONS OF TERMS

201. Definitions. For the purpose of this Policy Statement, the following terms shall have the following meanings unless the context shall clearly indicate otherwise:

"Contract" shall mean an enforceable agreement entered into by the Corporation and a contractor, including purchase orders.

"Contractor" shall mean any persons or organizations providing goods, property or services to the Corporation pursuant to a contract.

"Corporation" shall mean the Housing Trust Fund Corporation.

"Designated Payment Department" shall mean the department within the Corporation to which a proper invoice is to be submitted by a contractor.

"Prompt Payment" shall mean payment of a debt due and owing by the Corporation before interest accrues thereon pursuant to the specifications herein.

"Proper Invoice" shall mean a written request for contract payment setting forth the description, price, and quantity of goods, property or services provided by a contractor in such form, and supported by such other substantiating documentation, as the Corporation may reasonably require.

"Receipt of Invoice" shall mean either (a) the date on which a proper invoice is received by the designated payment department, or (b) the date on which the Corporation receives the purchased goods, property or services covered by the proper invoice, whichever is later.

"Set-off" shall mean the reduction by the Corporation of a payment due to a contractor by amount equal to the amount of any unpaid legally enforceable debt owed by the contractor to the Corporation.

ARTICLE III

RULES AND REGULATIONS

301. Payment Request Procedure. Contractors who are owed money by the Corporation shall send a proper invoice to the attention of the Finance Unit, the designated payment department of the Corporation. The Finance Unit will log the reception date of the invoice, and send the document to the unit within the Corporation that received the purchased goods, property or services from the contractor for review and verification.

302. Schedule for Prompt Payment. The Corporation will adhere to the following schedule for a prompt payment:

a. For receipt of invoices between April 29, 1988, and July 1, 1989, payment will be made within 45 calendar days after receipt of a proper invoice.

b. For receipt of invoice after July 1, 1989, payment will be made within 30 calendar days, excluding legal holidays, after receipt of a proper invoice.

This schedule will not apply in those instances where payment is being delayed for any of the exceptions listed in Section 305 or tolled for any of the reasons listed in Section 306 of this Policy Statement.

303. Interest Computation. If the Corporation fails to meet the prompt payment schedule set out above, the Corporation will pay interest to the affected contractors at the rate equal to that set by the State Tax Commission for corporate taxes.

304. Funds available to pay interest penalties. The Corporation will pay penalties with monies drawn from earnings on investments.

305. Situations which justify extension of payment time for property invoices. The following facts or conditions constitute exceptions to the prompt payment schedule set forth in Section 302:

- a. Statutory or contract provisions requiring an inspection or an audit prior to payment;
- b. A requirement for state appropriations to authorize payment;
- c. A requirement for federal government examination of a proper invoice prior to payment;
- d. Extraordinary delay between the provision of goods, property or service by a contractor and the receipt of a proper invoice by the contractor; and
- e. Failure by a contractor to submit documents required by agreement prior to payment.

In addition, the Corporation is not responsible for the processing time taken by the State Department of Taxation and Finance, the State Division of the Budget, the Office of the State Comptroller, or any other external entity that is required by statute or regulation to approve or process Corporation payments.

306. Reasons which justify the tolling of payment time for invoices. The following facts or conditions toll the prompt payment schedule set forth in Section 302:

- (1) The existence of defects in the goods, property or services delivered.
- (2) The existence of defects in the invoice; and
- (3) Suspected improprieties of any kind.

307. Tolling Regulations. In order to toll the prompt payment schedule without penalty, the Corporation has fifteen days after receipt of an invoice to send a contractor notification of defects or improprieties. Corporation notification shall be in the form of a standardized letter. In the event that the Corporation fails to act within fifteen days, once the defect or impropriety is corrected, the number of days allowed for payment is reduced by the number of days between the fifteenth day and the date of notification. In the event that the Corporation's contentions are proved unreasonable, the date by which contract payment shall be made is calculated from the date of receipt of invoice.

ARTICLE IV

REPORTS

401. Statement Filing. Within thirty days of the adoption of this statement, and of any amendments hereto, the Corporation shall file copies with the State Comptroller, the State Director of the Budget, the Chairman of the Senate Finance Committee, and the Chairman of the Assembly Ways and Means Committee.

402. Annual Report. Within ninety days after the end of each fiscal year following January 1, 1989, the Corporation shall prepare an annual report on the scope and implementation of this prompt payment policy. The report shall include, but not be limited to, the following:

- a. A listing of the types or categories of contracts which the Corporation entered into during the twelve month period of the report with an indication whether each such contract was subject to the prompt payment requirements, and if not, why not;
- b. The number and amount of interest payments made for contract, arranged according to each such type or category;
- c. The number of interest chargeable days, and the total number of days taken to process each late contract payment; and
- d. A summary of the principal reasons why such late payments had to be made.

Copies of this report shall be filed with State Comptroller, the State Director of the Budget, the Chairman of the Senate Finance Committee and the Chairman of the Assembly Ways and Means Committee.

ARTICLE V

MISCELLANEOUS PROVISIONS

501. Statement Amendment. The Corporation shall have the power to amend this Policy Statement by promulgating amended rules and regulations at any time.

502. Contract Incorporation. The Policy Statement in effect at the time of the creation of a contract is hereby incorporated into and made a part of that contract.

503. Public Access. The Corporation shall make copies of this Policy Statement, as well as the annual report, available to the public upon reasonable request at the Corporation's main office. In addition, the Corporation shall provide a copy of this Policy Statement to each contractor.

504. Inapplicability of Statute. The Statute authorizing this statement is not applicable to the Corporation contracts with other government agencies, to interest on judgments rendered by a court against the Corporation pursuant to any other statute, or in situations where the Corporation exercises a legally authorized set-off against all or part of a payment due a contractor.

505. Legal Processes. The Corporation is under no liability to pay interest pursuant to the statute after a contractor has filed a claim or given notice of an intention to file claim or commenced legal action for payment of interest.