

Neighborhood and Rural Preservation Programs

2018-19 Program Year – APR Instructions

*This report covers the activities performed from **July 1, 2018 to June 30, 2019**

Organization Information

- Select the appropriate program for the organization.
- Fill in appropriate organization information. Be sure to fill in the contact person for this program if it is someone other than the Executive Director.
- Activities – check the boxes for the NPP-RPP contract activities for the organization.

Service Area Profile

- Include an updated profile for the organization if there have been changes since the last update.

Work Plan – General Instructions

- The columns have been rearranged to group ‘Approved’ values and ‘Actual’ values.
- The data in the columns labeled “from Latest Approved Work Plan” should come directly from the approved 2018-19 Renewal form.
- The data in the columns labeled “Actual” should be the **actual** number of units / individuals / projects that are still in progress or were completed / served during the 2018-19 program year.
- The column on the far right is for activities performed by the organization but that did not fall under the NPP-RPP contract. This information is voluntary.

Exhibit A – Property Rehab and Construction

- ‘Units in Progress’ refers to those units that were started, but **not** completed at the end of the program year (June 30, 2019).
- ‘Units Completed’ refers to those units that have been completed by the end of the program year.
- Complete the Special Population section at the bottom of the page.

Exhibit A – Narrative

- Use this section to describe the activities listed in Exhibit A. Please include the locations (for larger projects), work done, funding sources, and the impact on the community, if applicable.

Exhibit B – Client Assistance

- ‘AMI’ refers to Area Median Income
- Workshops Offered - List the number of workshops offered as well as the number of individuals that attended.
- Tenant Associations - List the number of associations and the number of members in those associations.
- Property Management – Any property managed that lies within the company’s service area can be counted. List the total number of properties and total units.
- Complete the Special Population section at the bottom of the page.

Exhibit B – Narrative

- Use this section to describe the activities listed in Exhibit B. Please include any extra activities that do not fall under a category but would still be Preservation Program activities.

Exhibit C – Community Renewal

- ‘Projects in Progress’ refers to those projects that were started, but not completed at the end of the program year (June 30, 2019).
- ‘Projects Completed’ refers to projects that have been completed within the program year.

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- Programs - List the number of programs offered in each category, as well as the number of individuals served by these programs.
- Organizational Activities - List the number of events in each category, as well as the number of individuals that attended.

Exhibit C – Narrative

- Use this section to describe the activities listed in Exhibit C. Describe the activities, list grants, municipalities, etc. Be sure to elaborate on any activities that had a significant impact on the community.

Program Highlights (page 9)

- Use this section to highlight any activities / projects that achieved success and may be replicated by other organizations. These activities may be used in the NPP-RPP Annual Report to the Legislature and highlight the need for the Preservation Program funding. This is not required.

Work Outside Service Area

- Use this section to describe any work completed outside of the service area. This is not required.

Budget

- Total Salaries - List program funds spent on salaries for the program year. The program funds total will carry to the following page.
 - List the total number of staff persons for the company and total number of staff involved with Preservation Program activities (this number may or may not be the same).
- Budget to Actual – Funds listed in the ‘from Approved Budget’ column should be taken directly from the budget in the approved 2018-19 Renewal. The funds listed in the ‘Actual’ column refer to the actual expenditure of the program funds. (Column B – how the organization indicated it would spend the funds. Column C- how the funds were spent. This may or may not be the same.)
 - **These two columns should total to the same number**
 - NPP - \$88,671.33
 - RPP - \$88,305.08
 - Include the company’s Total Annual Admin Budget at the bottom of the page.

Funding Sources

There is a page for each ‘type’ of funding source (state, federal, local, private, in-kind). The Funding Source Totals table (bottom of page 15) will automatically populate. Be sure that the Total Match (Administrative and Non-Administrative) adds up to **at least** one third of the awarded amount.

- NPP - \$29,557.00
- RPP - \$29,435.00

Board Roster Instructions:

- A Board Roster is not required for this APR. There is an acknowledgement on the signature page stating that the organization was in compliance with the Board requirements for the program (NPP or RPP) during this program year.

Signature Page

- Digital signatures
 - See separate document with instructions

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Save File

- **Be sure to save the report.**
- Option 1 - Click the 'Save File' button. (This will open a window to select where to save the document.) Be sure to name the document appropriately and save it in a location that can be easily located.
- Option 2 – File – Save As (this will open a window to select where to save the document). Be sure to name the document appropriately and save it in a location that can be easily located.

Submit Form

- **Only electronic copies of the fillable format report will be accepted. DO NOT MAIL the REPORT.**
- Option 1 – Click the 'Submit File to OCR' button. This will open a window to email the document. Feel free to change the subject and / or message of the email.
- Option 2 – Start an email and attach the form (which was saved in the previous step). Address the email to: NRPP@nyshcr.org

Due Date: July 31, 2019

Questions?

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