

Neighborhood and Rural Preservation Program
2019-2020 Program Year – Application Instructions

Before starting the application, be sure the most recent version of Adobe Reader is installed. It's free and can be found here: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

General Information

- **Application and Board Resolution is due July 31, 2019**
- All materials should be **emailed** to NRPP@nyshcr.org. *Do not* send documents via postal service; they will not be accepted.

Application

General Info

- Organization – Select the appropriate organization from the drop-down list. This will pre-populate several fields (Program, County, Fed ID, Charities Reg).
- Addresses – Enter the company's mailing address. Check the box if the physical office address is the same location as the mailing address. If it is a different address, enter it.
- Executive Director/Contact Person – If the Executive Director is not the main contact for the program, complete the program contact section.

Section A –Service Area Certification and Program Description

Service Area Certification

- Check Box
- Needs Statement—use demographic data to support the need for preservation activities in the company's service area

Service Area Questions

- Using census data—American Community Survey 5-year estimates--answer the questions.

Program Description

- How will the company achieve its goals using Preservation Program funding? How will the program impact the company's service area?

Sections B—E

Mostly “Yes” or “No” questions—answer all.

Section F: Work Plan

Property Rehabilitation and Construction Activities:

A. General:

- Enter the number of units that will still be *In-Progress* at the end of the program year (6/30/2020).
- In the far-right column, enter the expected date of completion for units that will still be *In-Progress* at the end of the program year.
- Enter the number of units that will be *Completed* at the end of the program year
- Total Units will fill in automatically.

B. Special Population Section:

- Enter the number of individuals in each category that are expected to be served by the activities listed.

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Narrative Section – Summarize the Property Rehabilitation and Construction Activities proposed to be completed. Be sure to include locations, work to be done, as well as funding sources.

Client Assistance:

A. General:

- Enter the expected number of individuals whose income is at or Below 90% Area Median Income (AMI).
- Enter the expected number of individuals whose income is above 90% AMI

B. Workshops:

- Enter the expected number of workshops to be offered.
- Enter the total number of participants expected to attend the workshops.

C. Tenant Associations

- Enter the expected number of associations / meetings.
- Enter the expected number of members to attend the meetings / participate in the associations.

D. Property Management:

- Enter the expected number of Properties and Units managed by the organization.

E. Special Population Section:

- Enter the number of individuals in each category that are expected to be served by the activities listed.

Narrative Section – Summarize the proposed Client Assistance activities. Include services and workshops offered, program utilized, impact on community, etc.

Community Renewal:

A. Infrastructure - Assistance to Neighborhoods/Municipalities:

- Enter total number of projects to be In-Progress at the end of the program year.
- Enter total number of projects to be Completed at the end of the program year.

B. Planning - Assistance to Neighborhoods/Municipalities:

- Enter total number of projects to be In-Progress at the end of the program year.
- Enter total number of projects to be Completed at the end of the program year.

C. Grants - Assistance to Neighborhoods/Municipalities:

- Enter number of Grant Applications to be written.
- Enter the number of Grants to be Administered.

D. Business Assistance:

- Enter total number of Business Loan Products.
- Enter the number of Businesses Attracted.
- Enter the number of Businesses Retained.
- Enter the number of Local Merchant Associations formed or participated in.

E. Programs:

- For all programs, enter the number of programs and individuals served.

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F. Organizational Activities

- Enter the number of Staff/Board Development events and the number of individuals served.

G. Partnerships Created

- Enter number of partnerships with local agencies, private sector companies, and statewide or national non-profits.

Narrative Section – Summarize the proposed Community Renewal activities. Include *specific* assistance offered to neighborhoods / municipalities, grants to be written / administered, etc.

Property Management Questionnaire

- If the preservation company owns or manages any property, please complete the top of this form.
- Complete the bottom table for all property located within the company's service area that is owned and/or managed by the company.
- List amount of Program Funds used to offset admin costs associated with management (the total Program Funds allowed as offset are 10% of the award amount).
- If additional pages are needed, please contact Program staff.

Section G - Budget

Preservation Program Funds

- NPC - \$88,671.33
- RPC - \$88,305.88
- Requires match of one-third of program funds
 - NPC – program funds = \$88,671.33, match ≥ \$29,557
 - RPC – program funds = \$88,305.88, match ≥ \$29,435

Salaries Page

- List the name and title for each staff person who receives Preservation Program funds as part of their salary.
- List the number of hours per week spent on Preservation Program activities.
- List the amount of program funds used for the staff person's salary.
- List the portion of the staff person's salary that are funded by other sources (this counts toward matching funds).
- The Total Annual Salary will calculate automatically.
- Fill in the two staffing questions at the bottom of the first budget page.

Budget-Total N/RPP Funds Page

- The Salary information will carry over from the previous page.
- Be sure that the Preservation Program Funds-Total Budget box equals the amount of the award (see above for award amounts). If it does not, adjust expenses.
- The Non-Preservation Program Funds-Total Budget box should be *at least* 50% (or more) of the award amount. These are matching funds. (See above for appropriate amount.)
- Company's Total Annual Admin Budget – this amount must be equal to or greater than the Total Funds (bottom right corner box). Do not forget to fill this in.
- If funds are listed in one of the "Other" expense lines, include a description of the expense.

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Section H –Application Certification

Digitally sign (can be signed by Executive Director or Board Chair) and date the application.

Board Resolution

The form provided is a template. Companies are *not* required to use this specific form. The board resolution must include the following:

- Language authorizing the company to enter into a grant agreement with Housing Trust Fund Corporation
- Dated with 90 days of July 1, 2019.
- Signature of either the Executive Director, Board Chair, or Board Secretary

Grants Gateway

- Must be pre-qualified
- All the required documents and/or forms must be recent / updated in 2019
- Preservation Company must upload the following in Grants Gateway:
 - Board of Directors Profile (Board Roster--use the form provided by HCR)
 - NPCs—33% of the board MUST live in the company's service area
 - RPCs—51% of the board MUST live in the company's service area
 - Vendor Responsibility Questionnaire
 - Senior Leadership Resumes (i.e. Executive Director, Deputy Director, Finance Manager, Program Manager)

Questions?

Email Elisabeth Draper, Program Director- elisabeth.draper@nyshcr.org or 518-474-2057

Applications are due on Wednesday, July 31, 2019.

Please email the completed application and board resolution to: NRPP@nyshcr.org