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.
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
     o NPC – program funds = $88,671.33, match ≥ $29,557
     o 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.
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