



**Homes and
Community Renewal**

2019-20 Application Webinar

**Neighborhood & Rural
Preservation Programs**

June 13, 2019

N/RPP Changes—Why?

- **What are the changes this year?**
 - One year contract
 - Application includes certification, work plan, and budget
 - Application first...then grant agreement, etc.
 - Two payments—more money up front
- **Why did these changes occur?**
 - The three-year contract was confusing
 - Trying to bring the Preservation Programs more in-line with other OCR programs—consistency
- **Are these changes for real?**
 - Yes...
- **Are these changes permanent?**
 - Likely—the long-term goal is to make the application / grant agreement process better for everyone



Software Update Reminder

The 2019-20 N/RPP Application is an 18 page PDF.

Download and / or update to get the latest version of Adobe:

<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

Be sure that Adobe is your default program for PDF files!



2019-20 Application

Application is divided into sections:

- **General Information**
- **Service Area Certification & Program Description**
- **Needs Assessment & Strategic Planning**
- **Governance & Board Requirements**
- **Fiscal & Internal Controls**
- **Performance in Previous Contract Years & Other HCR Contracts**
- **Work Plan**
- **Budget**
- **Application Certification**



Application– General Information



2019-20 Application

General Information:

- **Organization** – Select appropriate organization from the drop-down list.
- **Program, County, FEIN, and Charities Reg** – these will auto-populate when organization is selected.
- **Addresses** – Provide the mailing address for the company.
 - Check the box if the company's mailing address and physical address are the same. If they are different, list the physical address.
- **Executive Director / Contact Person** – If the Executive Director is not the main contact for the program, enter information for the contact person responsible for the N/RPP contract.
 - Adding a second contact person is a good idea, in general



Application—Section A

Service Area Certification and Program Description



2019-20 Application—Section A

Service Area Certification and Program Description:

- **Needs Statement**—Describe the service area & the needs of the community—use data to support
- **Service Area Questions**—Using the most recent 5-year American Community Survey Estimates, answer the questions. Provide averages for the service area (except for question 1)
- **Program Description**—Describe what the company is proposing to do this year—tie this statement to the activities in the work plan
 - How is Preservation Program Funding helping the company achieve its preservation activities and goals?



Application—Section B

Needs Assessment & Strategic Planning



2019-20 Application—Section B

Needs Assessment & Strategic Planning:

- ‘Yes’ responses to Questions 1-3 will require extra information. Use the boxes provided
- A ‘Yes’ response to Question 2 or 3 requires Questions 4-7 to be completed (otherwise, skip to Question 7)

Why Collect this Information?

- A Needs Assessment and a Strategic Plan help identify and inform decisions
- If a company’s assessment or plan is out of date, that’s OK
 - Knowing how many N/RPCs are lacking in this area will help direct future trainings



Application—Sections C & D

Governance & Board Requirements / Fiscal & Internal Controls



2019-20 Application—Sections C & D

Section C – Governance & Board Requirements

- Answer Question 1a or 1b, depending on which program the company belongs to
- If the response to Question 2 is “No,” provide an explanation in the space provided
- Answer Questions 3-7

Section D — Fiscal & Internal Controls

- All Questions answered ‘No’ or “NA” require an explanation at the end of the section
- Please number responses to correspond to the question being answered



Application—Section E

Performance in Previous Contract Years & Other HCR Contracts



2019-20 Application—Section E

Governance & Board Requirements

- Answer questions 1-3
- If the company answers question 2a “No,” please use the space on the page to explain why the company is not in good standing with other HCR programs / contracts



Application—Section F

Work Plan



2019-20 Application—Section F

Work Plan – Property Rehabilitation and Construction

- **General**
 - Units in Progress = units that will **NOT** be completed by the end of the program year (June 30, 2020)
 - Enter the expected completion date in the far right column
 - Note: this date should be **AFTER** June 30, 2020
 - Units to be Completed – units that **WILL** be completed by the end of the program year
- **Special Population Section**
 - Enter the number individuals of each category that are expected to be served by the activities listed
- **Narrative**
 - Write a description of the activities listed in this section, including the location and type of work to be done. Tell the story of what is planned and how it will be funded. Use the future tense when describing project work.



2019-20 Application—Section F

Work Plan – Client Assistance

- **General**
 - Enter total number of Participants at or Below 90% AMI (Area Median Income)
 - Enter total number of Participants Above 90% AMI
- **Workshops**
 - Enter the total number of Workshops offered and the number of Participants who attended the Workshops
- **Tenant Associations**
 - Enter Number of Tenant Associations / Meetings and the projected number of attendees at the Associations / Meetings
- **Property Management**
 - Enter the number of Properties and Units managed by your organization
- **Narrative**
 - Write a description of the activities listed in this section. Include what services will be offered, programs utilized, impact on community, etc. Use the future tense when describing program work



Property Management Questionnaire

- **Total Properties Managed / Owned by the Company**

Complete the table for **all** properties owned and / or managed

- Properties within the company's service area
 - Specify number of units owned and number of units managed that **are** regulated or overseen by HCR
 - Specify number of units owned and number of units managed that **are not** regulated or overseen by HCR
- Properties located outside of the company's service area
 - Specify number of units owned and number of units managed that **are** regulated or overseen by HCR
 - Specify number of units owned and number of units managed that **are not** regulated or overseen by HCR

Complete this table for ALL properties owned and/or managed by the company.

	Properties Within Service Area		Properties Outside Service Area	
	HCR Oversight/ Regulated	Non-HCR Regulated	HCR Oversight/ Regulated	Non-HCR Regulated
Number of Units Managed				
Number of Units Owned				



Property Management Questionnaire

- **Table**

Complete this section for all properties within the company's service area.

- Address of the property
- Number of buildings
- Number of units
- Who manages the property?
 - The company or another entity?
- Does revenue of property cover admin / operating costs?
 - If not, how much Preservation Program Funding will be used to off-set costs?
- Where on your budget are these expenses listed?

Note: No more than 10% of Program Funds may be used for this purpose; i.e. 10% of a Property Manager's salary can be used
- Does HCR regulate or oversee the property?



2019-20 Application—Section F

Work Plan – Community Renewal

- **Assistance to Neighborhoods / Municipalities**
- **Community Planning - Assistance to Neighborhoods / Municipalities**
 - Total number of projects to be In-Progress at the end of the program year (June 30, 2020)
 - Total number of projects to be Completed at the end of the program year
- **Grants - Assistance to Neighborhoods/Municipalities**
 - Number of Grant Applications to be written and the number of Grants to be Administered by the company
- **Business Assistance**
 - Number of Businesses Attracted and the number of Businesses Retained
 - Number of Local Merchant Associations the company help form or participated in
- **Programs**
 - For all programs, enter the number of programs and number of individuals served



2019-20 Application—Section F

Work Plan – Community Renewal (continued)

- **Organizational Activities**
 - Number of Staff / Board Development events and the number of individuals served
- **Partnerships Created**
 - Enter number of partnerships with local agencies, private sector companies, and statewide or national non-profits
- **Narrative**
 - Write a description of the activities listed in this section
 - List specific assistance that will be provided; specific grants that the company plans on applying for grants that have been awarded and will be administered this program year
 - Use the future tense to describe the program work



Application— Section G

Budget



2019-20 Application—Section G

Budget

- NPP award amount = \$88,671.33
- RPP award amount = \$88,305.08

- **Salaries page**
 - List names, titles, and hours worked on Preservation Program Activities for staff receiving Program funds for all or part of their salary (columns A and B)

 - For each individual, list the portion of salary funded by Program Funds (Column C)

 - List portion of salary covered by Other funds (Column D). This counts toward the required match.

 - Annual Company Salary should be the total salary for each staff person (Column E)

 - Totals from Salaries page will carry over to next page

 - Enter total number of company staff and total number of staff working on Preservation Program activities



2019-20 Application—Section G

Budget

- **Total Preservation Company Budget**
 - Preservation Funds column is for expenses covered using Program Funds. The total of this column should equal the award amount for the program (*see tip box at bottom of Budget page)
 - Non-Preservation Program Funds column is for showing matching funds. This column must be a *minimum* of **one-third** of the award amount
 - NPC award \$88,671.33 → match \geq \$29,557
 - RPC award \$88,305.08 → match \geq \$29,435
 - If using “Other” rows, a description of the expense must be entered
 - Company’s Total Annual Admin Budget
 - Do not forget to fill this in!
 - Amount must be \geq the Total Funding-Total Budget box (lower right-hand corner of table) (*see associated tip box)



Application— Section H

Application Certification



2019-20 Application—Section H

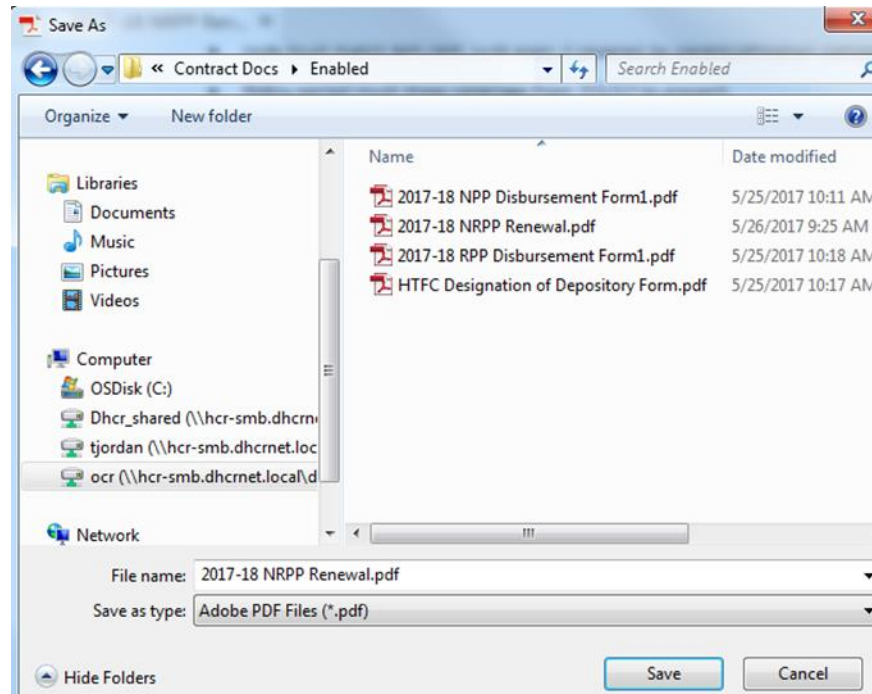
Application Certification

- All applications must be signed by either the Executive Director or the Board Chair
- The company is certifying that the responses provided in the application are accurate, true, and in accordance with the statutory language that governs the Preservation Programs



Save the Application

- Pressing the **SAVE** button at the top of the first page will open up Windows Explorer--choose a location to save the file. Be sure to choose a location that is easy to remember



- Helpful Hint: Add the organization's name to the file name. (Ex. 2019-20 NRPP Application Organization XYZ)

2019-20 Application—Other Forms

New for 2019-20 Program Year!

The following documents must be uploaded into Grants Gateway:

- Board of Directors Profile (aka Board Roster)
- Senior Leadership Resumes (Executive Director, Deputy Director, Finance Manager, etc.)
- Vendor Responsibility Questionnaire

As Always, the company's Grants Gateway Vault MUST be Pre-Qualified to participate in the N/RPP!

- Grants Gateway must be up-to-date, too. What does this mean?
 - Organizational Capacity
 - Organization Compliance
 - Organization Integrity
 - Service Descriptors
 - Service Capacity
 - IRS 990
 - Audit
 - CHAR 500 or 410



2019-20 Application—Other Forms

Board Roster

- Minimum of five (5) board members is required for any preservation company participating in the program
- NPCs - One third (at least 33%) of board members must reside within the service area
- RPCs - The majority of board members (51% or more) must reside within the service area
- Enter the physical address of board member.
 - Cannot use PO Boxes or Organization's address
- Be sure to check the appropriate box for residency
- **All** information must be entered. Incomplete forms will not be accepted. This will be checked in Grants Gateway

BOARD ROSTER

1. Name: Occupation:

Home Address: State: Zip Code:

Home Phone Number: Initial Date Elected to Board:

Board Title: Resident of Neighborhood: Yes No



Grants Gateway Pre-Qualification

Non-profits contracting with NYS must be **registered** and **pre-qualified** in Grants Gateway

For Example: N/RPP requires that each N/RPC complete an annual audit and upload their 990, audited financial statements, and CHAR 500 into their Document Vault. Your document vault will expire when your materials are more than 22-months old

- If your fiscal year ended 06/30/2017, your vault expired on 05/15/2019. You will need to have your 990, financial statements, and CHAR 500 for the fiscal year ending 6/30/18 in the vault to be pre-qualified
- If your fiscal year ended 12/31/2017, your vault will expire on 11/15/2019. On or before 11/15/2019, you will need to have your 990, financial statements, and CHAR 500 for the fiscal year ending 12/30/18 in the vault to maintain pre-qualification



Grants Gateway Help

For technical assistance, please contact the Grants Gateway Help Desk:

Phone: 1-800-820-1890

Email: helpdesk@agatesoftware.com

Hours: 8am -8pm, Monday – Friday

www.grantsreform.ny.gov

The Neighborhood Preservation Coalition and the Rural Housing Coalition are also available to help navigate Grants Gateway!



**Homes and
Community Renewal**

Submitting The Application

On or before July 31, 2019, email the following:

- Completed Application Form—certified and signed
- Board Resolution allowing the company to enter into a grant agreement with HTFC
- Applications must be emailed to: NRPP@nyshcr.org
- Applications are due by **Wednesday, July 31, 2019**
- Applications will be reviewed in the order in which they are received
- **DO NOT PRINT AND SCAN THE APPLICATION—scans will not be accepted**

REMEMBER! The application will not be considered complete if the required documents have not be uploaded and approved in Grants Gateway.



Next Steps—After the Application

Grant Agreement

- Once the company's application has been reviewed and approved, the company will be sent a Grant Agreement and a Checklist
- The company must sign and return the Grant Agreement with the following:
 - Designation of Depository for Direct Deposit of Funds Form
 - First Disbursement Form
 - Authorized Signature Form
 - Proof of Insurance Coverage

Questions?

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

