

Neighborhood and Rural Preservation Programs
2020-2021 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 materials are due Friday, August 28, 2020**
- 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. If the physical office address in the service area is different than the mailing address, enter the physical office address in the space provided on the bottom of the page.
- Executive Director/Contact Person – If the Executive Director is **not** the main contact for the program, complete the Preservation 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.

Section B – Governance and Board Requirements

“Yes” or “No” questions—answer all.

Section C – Fiscal and Organizational Certifications

Certification questions—answer all.

Section D – Other HCR Contracts and Property Management

“Yes” or “No” questions—answer all.

Section E - 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 (6/30/2021).
- 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.

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B. 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 Property Rehabilitation and Construction Activities proposed to be completed. Be sure to include the address where work will occur, describe the work to be done, provide the funding amount and funding sources. Do not copy and paste text from prior years.

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. Do not copy and paste text from prior years.

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.

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D. Business Assistance:

- Enter total number of:
 - Business Loan Products.
 - Businesses Attracted;
 - Businesses Retained;
 - 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, potential or secured funding sources, and amounts. Do not copy and paste text from prior years.

Section F - Budget

Preservation Program Funds—**Award amount is subject to change and availability of funds. ***

- NPC - \$91,223.02*
- RPC - \$89,827.59*
- Requires match of one-third of program funds
 - NPC – program funds = \$91,223.02, match ≥ \$30,407.00
 - RPC – program funds = \$89,827.59, match ≥ \$29,942.00

Preservation Program Salaries Page

- List the name and title for each staff person who works on Preservation Program activities.
- List the number of hours per week spent on Preservation Program activities.
- List the amount of Preservation 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). Include **all** funds that comprise the staff person's total annual salary.
- For companies that are affiliated or where staff works on more than one preservation company, **Preservation Program funds cannot be used as match for other preservation companies.**
- List the Total Salaries for staff persons NOT working on NPP / RPP
- Totals will calculate automatically
- Answer 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 first budget 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* 33% (or more)

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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 G - Application Certification

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

Board Resolution / Letter

The form provided is a template. Companies are *not* required to use this specific form. The board resolution / letter 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, 2020.
- Signature of either the Executive Director, Board Chair, or Board Secretary
- Due to COVID-19, the board may authorize the resolution / letter via email approval—it does not need a seal.

Board Roster

Complete the 2020-21 Board Roster form and send in with the application. Please provide the **home address** of every Board Member—work addresses are not acceptable. Note, these addresses will be verified to ensure the correct percentage of the board lives within the approved service area.

Vendor Responsibility Questionnaire (VRQ)

Complete the VRQ; the document must be signed by the Executive Director and Notarized. Please attach a listing of all the state grants received in the last three years, including funding source and amount.

Questions?

Email Elisabeth Draper, Program Director, elisabeth.draper@hcr.ny.gov or 518-474-2057

Email Elizabeth Bengel, Community Developer, elizabeth.bengel@nyshcr.org

Application packages are due Friday, August 28, 2020 and must be emailed to:
NRPP@nyshcr.org

A complete application package includes the following:

- Application filled out and signed
- Board Roster Form
- Board Resolution / Letter
- Vendor Responsibility Questionnaire (VRQ)