

## Neighborhood and Rural Preservation Programs (N/RPP)

### 2020-21 Mid-Year Report Instructions

Before completing the 2020-21 Mid-Year Report, please make sure that the organization has the most recent version of Adobe Reader. It is free and available to download here:

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

**Organizations are strongly encouraged to submit the Mid-Year Report and supporting documents to HCR via a new document upload feature in the Community Development Online (CDOL) Application System.**

- **If the organization is already registered in CDOL, follow the instructions on page 2 to upload the Mid-Year Report, Audit, and Final Disbursement Request.**
- **If the organization is NOT registered in CDOL and would like to upload the documents online, please complete the required forms found here to register: <https://hcr.ny.gov/community-development-online>**

**Note: The 2020 SHARS ID found on either the executed grant agreement OR the disbursement form must be used for the upload process.**

**Additional CDOL Upload Instructions can be found on page 2 of these instructions.**

A complete 2020-21 Mid-Year Report package will include:

- Mid-Year Report, signed and dated by the organization's Executive Director
- Second (Final) HTFC Disbursement Request Form (NPP or RPP), signed and dated
- **\*New This Year\***—A copy of the organization's most recent audit
- The Mid-Year Report, Audit, and Disbursement should be uploaded into CDOL (strongly encouraged) or emailed to [nrpp@nyshcr.org](mailto:nrpp@nyshcr.org)
- Disbursements will not be made until the Mid-Year Report and Audit have been received
- Every payment request is under heightened review and the remainder of the award is subject to the availability of funds

Please direct all questions to: [NRPP@nyshcr.org](mailto:NRPP@nyshcr.org)

The 2020-21 NRPP Mid-Year Report and related documents are **due by Friday, February 26, 2021**

To Upload the Mid-Year Report; Audit; and Second Disbursement forms through CDOL:

1. Log in to CDOL: <https://apps.hcr.ny.gov/SingleSignon/>
2. Under "Start New Application" type "2020 N/RPP"
3. Select Preservation Program Application
4. Press Submit

**Community Development Online**  
New York State Division of Housing and Community Renewal

EXIT | Menu

User Administration | Print | Application Instructions

**Welcome to Community Development Online**  
Before attempting to use this system it is important that you read the General System Information, check Frequently Asked Questions and review the Application Instructions. If you encounter a problem or have questions not addressed in the above documents, send an email to [msr@nyscr.org](mailto:msr@nyscr.org)

**Alerts**  
No alerts

**MAIN MENU**

**Organization**

Name: Village of Massena Options: view | edit

**Applications**

Organization Name: Sample applicant

Start a New Application: -

Application Type: -

- Capital Project
- HOME LPA
- RESTORE
- Access to Home
- CDBG Housing Application
- Access to Home for Medicaid
- Access to Home for Veterans
- Mobile & Manufactured Home Replacment
- Preservation Program Application**

HOME LPA | **RESTORE** | Access To Home | Access for Medicaid | Access for Veterans | placement

Application Name: ID: Options:

Type "2020 N/RPP"

Select "Preservation Program Application" and press Submit

5. Enter organization's 2020 SHARS ID
6. Select Mid-Year Report from NRPP Document Type dropdown
7. Click "browse" to locate the file
8. Click "upload" to submit file
9. Repeat process for the Audit and final disbursement form

**Community Development Online**  
New York State Division of Housing and Community Renewal

EXIT | Menu | Attachment Upload

User Administration | Print | Application Instructions

**PRESERVATION PROGRAM APPLICATION - ATTACHMENT UPLOAD**

2020 NRPP

**Attachment Upload**

SHARS ID: -

NRPP Document Type: -

Select a file: -

- Application Docs
  - Application
  - Board Resolution
  - Board Roster
  - Vendor Responsibility Questionnaire
- Grant Agreement Docs
  - Grant Agreement
  - Direct Deposit Form
  - Disbursement 01
  - Insurance
- Mid-Year Report Docs**
  - Mid-Year Report
  - Audit
  - Disbursement 02

Enter SHARS ID beginning with "2020"

Select document type

Click browse to locate file

Click "upload" to submit file

Repeat process for other documents