

**Neighborhood and Rural Preservation Programs**  
2021-2022 Program Year – Application Instructions

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

**General Information**

- All applicants MUST upload the application and supporting documents via the Community Development Online (CDOL) Application System. Applications will not be accepted via email.
- The application must be returned in a fillable format—a PDF scan is unacceptable.
- **The applicant MUST have a 2021 SHARS ID to submit the application.**
- If the organization is already registered in CDOL, follow the instructions on page 5 to upload the 2021-22 Application, Board Roster, Board Resolution, and Vendor Responsibility Questionnaire (VRQ) and supplemental form.
- If the organization is NOT registered in CDOL, please complete the required forms found here to register: <https://hcr.ny.gov/community-development-online>
- **Application materials must be submitted by 5pm on Friday, July 16, 2021**

**Application**

- Select the Program (NPP or RPP) the applicant is applying to
- Complete all the fields on this page, including: FEIN; Charities Number: County; etc.
- Addresses—Enter the applicant's mailing address. If the office's physical 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 point of contact for NRPP, complete the Preservation Program contact section.

**Section A—Service Area Certification and Program Description**

*Service Area Certification*

- Check the box to certify the service area for the applicant qualifies under Article XVI or XVII of Private Housing Finance Law
- Needs Statement—use demographic data to support the need for preservation activities in the applicant's service area.

*Service Area Questions*

- Using recent 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.

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**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 (6/30/2022).
- 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—meaning, they will NOT be completed by 6/30/2022.
- Enter the number of units that will be *Completed* at the end of the program year.
- Total Units will auto populate.

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, and 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:

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- 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
  - 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**

- NPP – \$91,223.02
- RPP – \$89,827.59
- Requires match of one-third of program funds
  - NPP Match ≥ \$ \$30,408.00
  - RPP Match ≥ \$29,943.00

*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 each staff person’s salary.
- List the portion of the staff person’s salary funded by other sources (this counts toward matching funds). Include **all** funds that comprise the staff person’s total annual salary.
- For applicants that are affiliated or where staff works at an organization that also receives Preservation Program funding, **Preservation Program funds cannot be used as match**

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**for other applicants / participants.**

- List the Total Salaries for all other employees of the organization—those whose salary is NOT supported by NPP/RPP
- Totals will calculate automatically
- Answer the two questions at the bottom of page 15

*Budget-Total N/RPP Funds Page*

- The Salary totals will carry over from page 15.
- Be sure that the Preservation Program Funds-Total Budget box equals the amount of the award (see above for award amounts).
- The Non-Preservation Program Funds-Total Budget box should be *at least* 33% (or more) of the award amount. These are matching funds. (See above for appropriate amount.)
- Applicant's Total Annual 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**

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

- Language authorizing the applicant to enter into a grant agreement with Housing Trust Fund Corporation
- Dated with 90 days of July 1, 2021
- Signature of either the Executive Director, Board Chair, or Board Secretary

**Board Roster**

Complete the 2021-22 Board Roster form and submit it along with the application. Please provide the **home address** of every Board Member—work/business 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, found here: [https://hcr.ny.gov/system/files/documents/2021/06/hcr-vendor-responsibility-questionnaire-not-for-profit\\_0.pdf](https://hcr.ny.gov/system/files/documents/2021/06/hcr-vendor-responsibility-questionnaire-not-for-profit_0.pdf)

- The document must be signed by the Executive Director and Notarized.
- Please use this supplemental form to accompany the VRQ:  
<https://hcr.ny.gov/neighborhood-and-rural-preservation-programs#forms-and-documents>
- Be sure to include the agency providing the funding and the amount of the grant.

**Questions?**

Email: [NRPP@nyshcr.org](mailto:NRPP@nyshcr.org) or 518-474-2057

# Neighborhood and Rural Preservation Programs 2021-2022 Program Year – Application Instructions

Application packages are due by Friday, July 16, 2021 and must be uploaded to CDOL

## CDOL Instructions

To upload the Application, Board Roster, Board Resolution, and VRQ to CDOL:

1. Log into CDOL: <https://apps.hcr.ny.gov/SingleSignon/>
2. Under “Start New Application,” type “2021-22 NRPP”
3. Select Preservation Program Application
4. Press Submit

The screenshot shows the 'IAIN MENU' section of the CDOL application. Under the 'Organization' tab, the organization is 'Village of Massena'. In the 'Applications' section, the 'Start a New Application' dropdown menu is open, showing various application types. The 'Preservation Program Application' option is highlighted. Red arrows point to the dropdown menu with the text 'Type "2021 NRPP"' and 'Select "Preservation Program Application" and press Submit'. Below the dropdown menu, there are buttons for 'HOME LPA', 'RESTORE', 'Access To Home', 'Access for Medicaid', 'Access for Veterans', and 'CDBG'. A table below shows the 'Application Name' as 'TestCRL' with 'ID' and 'Options' columns.

5. Enter organization’s 2021 SHARS ID
6. Select Application from NRPP Document Type dropdown
7. Click “browse” to locate this file
8. Click “upload” to submit file. Once uploaded successfully, the following message will appear:

The screenshot shows the 'Community Development Online' header with the subtitle 'New York State Division of Housing and Community Renewal'. Below the header, there is a navigation bar with 'EXIT | Menu > Attachment Upload'. The main content area is titled 'PRESERVATION PROGRAM APPLICATION - ATTACHMENT UPLOAD' and shows the organization 'TESTCRL'. A green success message states: 'Success The following file was successfully uploaded: 99999999 Application.pdf'. Below the success message, there is an 'Attachment Upload' form with the following fields: 'SHARS ID' (99999999), 'NRPP Document Type' (Application), and 'Select a file' (Browse...). There are 'Upload' and 'Cancel' buttons at the bottom of the form.

9. Repeat process for Board Roster, Board Resolution, and VRQ (including supplemental VRQ form)