

# 2021-22 Application Webinar

## Neighborhood & Rural Preservation Programs

# N/RPP Application Changes

- **What are the changes for the 2021-22 year?**
  - Application, Board Roster, Board Resolution, and Vendor Responsibility Questionnaire (VRQ) must be uploaded via the Community Development Online (CDOL) Application System
  - 2021 SHARS ID needed to submit application
  - Applicant must complete all the sections on the first page of the application (FEIN; Charities Number, etc. will not auto-populate)
- **Why did these changes occur?**
  - Trying to bring the Preservation Programs more in-line with other OCR programs—consistency
  - Helps program staff stay organized



# Software Update Reminder

The 2021-22 N/RPP Application is a long 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!**



# 2021-22 Application

Application is divided into sections:

- **General Information**
- **Section A: Service Area Certification**
- **Section B: Governance & Board Requirements**
- **Section C: Fiscal & Organizational Certifications**
- **Section D: Other HCR Contracts & Property Management**
- **Section E: Work Plan**
- **Section F: Budget**
- **Section G: Application Certification**



# Application– General Information

# 2021-22 Application

## General Information:

- **Select the Program**
- **Applicant Name**
- **County, FEIN, and Charities Number—all must be filled out**
- **Addresses**—Provide the mailing address for the company.
  - 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.
  - In general, adding a second contact person is a good idea.
  - Be sure to include the correct staff member responsible for the application / grant.



**NEW YORK STATE  
HOMES AND COMMUNITY RENEWAL  
PRESERVATION PROGRAMS APPLICATION  
2021-2022**

Application and supporting documents must be submitted via CDOL by July 16, 2021

**Select Program:**  Neighborhood  Rural

**Applicant Name:**

**Mailing Address:**

**City:**  **State:** New York

**Zip Code:**  **County:**

**Telephone:**  **Website:**

**Office Address\*:**

**General Email:**

**Federal ID Number:**  **Charities Number:**

**Executive Director:**

**Email:**

**Telephone:**

**Board President:**

**Mailing Address:**

**Email:**  **Telephone:**

**Primary Contact:**   
**(NRPP Point Person)**

**Title:**

**Email:**  **Telephone:**

\*If the applicant's mailing address differs from its office address located within the applicant's service area, please include the physical office address on this line.

# Application—Section A

## Service Area Certification



# 2021-22 Application—Section A

## Service Area Certification

- **Needs Statement**—Describe the applicant’s service area & the needs of the community—use data to support. Why is the area in need of active preservation? This is not an optional question.
- **Service Area Questions**—Using the most recent Census data available, answer the questions. Provide averages for the service area (except for question 1).

# Application—Section B

## Governance & Board Requirements



# 2021-22 Application—Section B

## Governance & Board Requirements

- NPP and RPP have distinct requirements regarding the composition of the board of directors
- Board Roster must include the home address of all board members
- Answer “Yes” or “No” to Questions 1-7
- Provide fiscal year end date in Question 8.
- Question 9 is optional.
- If the response to Questions 1-6 is “No,” provide an explanation in the space provided



# Application—Section C

## Fiscal & Organizational Certifications



# 2021-22 Application—Section C

## Fiscal & Organizational Certifications

- Review and confirm that statements 1-14 by checking “Agree,” or select N/A if the statement does not apply to the organization
- If the applicant is unable to select “Agree,” provide an explanation in the field at the end of the section.
- Vendor Responsibility Questionnaire – complete the form (available on HCR’s website) and submit the addendum listing all grants received from NYS agencies in the last three years (including any from HCR)
- VRQ available online 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)



**Application—Section D**

**Other HCR Contracts &  
Property Management**



**Homes and  
Community Renewal**

# 2021-22 Application—Section D

## Other HCR Contracts & Property Management

- Answer Question 1. If “Yes,” answer Question 1a. If the response to Question 1a is “No,” elaborate in the space provided
- Questions 2-4 concern Property Management—the the applicant owns / manages property, answer these questions
- If the organization manages properties, complete the Property Management Form in Section E of the application



# Application—Section E

## Work Plan





# 2021-22 Application—Section E

## 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, 2022)
- Enter the expected completion date in the far-right column
  - Note: this date should be **AFTER** June 30, 2022
- Units to be Completed – units that **WILL** be completed by the end of the program year

### SECTION E. WORK PLAN

#### 1a. Property Rehabilitation and Construction Activities

Use this section to explain the proposed Property Rehab and Construction Activities in the applicant's service area for the 2021-2022 Program Year.

- Units to be *In-Progress* are those units whose work will not be completed by the end of the program year (6/30/2022).
- Units to be Completed are those units whose work will be completed during the program year (7/01/21 -6/30/22).

Owner-Occupied Property Rehabilitation and Construction	Units to be In Progress	Units to be Completed	Total Units	For In-Progress Units - Expected Completion Date (mm/yy)
Home Improvements (up to \$25,000)	5	2	7	10/22
Home Rehabilitation (\$25,000 and above)		6	6	
New Construction				



# 2021-22 Application—Section E

## 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, if applicable
- **Narrative**
  - Include what services will be offered, programs utilized, impact on community, etc. Use the future tense when describing program work.



# 2021-22 Application—Section E

## 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, 2022)
  - 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 applicant (not including NRPP)
- **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



# 2021-22 Application—Section E

## 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 applicant plans on applying for or grants that have been awarded and will be administered this program year
  - Use the future tense to describe the program work
  - Do not copy and paste from previous applications



# Property Management Questionnaire

## Total Properties Managed / Owned by the Applicant

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

- 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



# Property Management Questionnaire

- Address of the property(ies)
- Who manages the property?
  - The applicant 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?



# Application— Section F

## Budget

# 2021-22 Application—Section F

## Budget

- **2021-22 Award Amount:**
  - NPP – \$91,223.02
  - RPP – \$89,827.59
  
- **Required Match:**
  - NPP →  $\geq$  \$30,408
  - RPP →  $\geq$  \$29,943

Award amount is subject to change and the availability of funds.





# 2021-22 Application—Section F

## Budget

- **Salaries page**
  - For staff persons whose salary is funded all or in part by NPP or RPP funds, provide names, titles, and hours worked on eligible Preservation Program Activities (columns A and B)
  - For every staff member funded by NRPP, indicate the dollar amount / portion of the salary to be supported by Program Funds (Column C)
  - List the portion of salary covered by Other funds (Column D). This counts toward the required match.
  - Total Annual Salary should be the total salary for each staff person (Column E) funded by NRPP
  - Enter the total amount of salaries for other staff not funded by NRPP
  - Enter the applicant's total number of staff persons and total number of staff working on Preservation Program activities



A Employee Name & Title	B Weekly Hours Worked on Preservation Program Activities	C Portion of Salary Funded by Preservation Program Funds	D Portion Salary Funded by Other Sources	E Total Annual Salary
John Doe, Housing Specialist	15	\$ 20,000.00	\$ 30,000.00	\$ 50,000.00
Jane Smith, Program Assistant	20	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00
<b>Total Salaries for other employees <u>not</u> funded by N/RPP</b>			\$ 100,000.00	\$ 100,000.00
<b>TOTALS</b>	35	\$ 45,000.00	\$ 155,000.00	\$ 200,000.00
<b>Total Number of Employees</b>				4
<b>Total Number of N/RPP Funded Employees</b>				2

# 2021-22 Application—Section F

## 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
  - If using “Other” rows, a description of the expense **must** be entered
  - Applicant’s Total Annual 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)



	Preservation Program Funds	Non-Preservation Program Funds	Total Funding
<b>Personnel Services</b>			
Total Salaries	\$ 45,000.00	\$ 155,000.00	\$ 200,000.00
Total Fringe Benefits	\$ 15,000.00	\$ 25,000.00	\$ 40,000.00
Total Personnel Services	\$ 60,000.00	\$ 180,000.00	\$ 240,000.00
<b>Regulated Other than Personnel Services (OTPS)</b>			
Insurance/Bonding	\$ 5,000.00	\$ 2,000.00	\$ 7,000.00
Professional Services- Agency Audit	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00
Professional Services- Legal	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
Professional Services-Other: Accountant	\$ 10,000.00		\$ 10,000.00
Professional Services-Other:			
Equipment:	\$ 1,223.02		\$ 1,223.02
Regulated OTPS Other:			
Regulated OTPS Other:			
Total Regulated OTPS	\$ 21,223.02	\$ 6,000.00	\$ 27,223.02
<b>General Other than Personnel Services (OTPS)</b>			
Rent / Mortgage	\$ 5,000.00	\$ 15,000.00	\$ 20,000.00
Utilities (Phone, Electric, Etc.)			
Office Supplies	\$ 5,000.00		\$ 5,000.00
Printing / Postage			
Travel			
Bank Charges (not interest)			
General OTPS Other:			
General OTPS Other:			
Total General OTPS	\$ 10,000.00	\$ 15,000.00	\$ 25,000.00
<b>TOTAL BUDGET:</b>	<b>\$ 91,223.02</b>	\$ 201,000.00	\$ 292,223.02

TOTAL ANNUAL BUDGET: \$ 292,223

1. Total Preservation Program Funds should be: \$91,223.02 for NPP and \$89,827.59 for RPP
2. Required Match Funding is 1/3rd of the Program Funds: \$30,408.00 for NPP and \$29,943.00 for RPP

The box on the left must be greater than or equal to the box above.

# Eligible Uses of Grant Funds

NRPP Grant Funds are to be used for administrative purposes only

- This includes:
  - ❖ Personnel services, including staff member salaries and benefits
  - ❖ Rent/Mortgage and Utilities for office space
  - ❖ Marketing/Advertising
  - ❖ Professional Development
    - ❖ NPC/RPC Conference and dues / annual fees
    - ❖ Webinars, workshops, site-visits and associated travel
  - ❖ Insurance/Bonding
  - ❖ Professional Services (Agency Audit, Legal, etc.)
    - ❖ Interns, Consultants
  - ❖ Office supplies and equipment
    - ❖ In addition to traditional office supplies, funds may be used for cellphones, computers, and computer software, or any technology that improves workplace (and work-from-home) efficiency and connectivity.

# Ineligible Use of Grant Funds

NRPP funds are not to be used for...

- Expenses related to Work Plan Activities
  - i.e., new windows for a property rehab project
- Property Management
- Property Acquisition
- Maintenance and Operations
  - caretaker, superintendent, maintenance supplies, painting/decorating, pest control, furniture, etc.
- Food and beverage

Specific questions or concerns regarding eligible uses of program funds? Reach out to NRPP staff.



# Application Certification

# 2021-22 Application—Application Certification—Section G

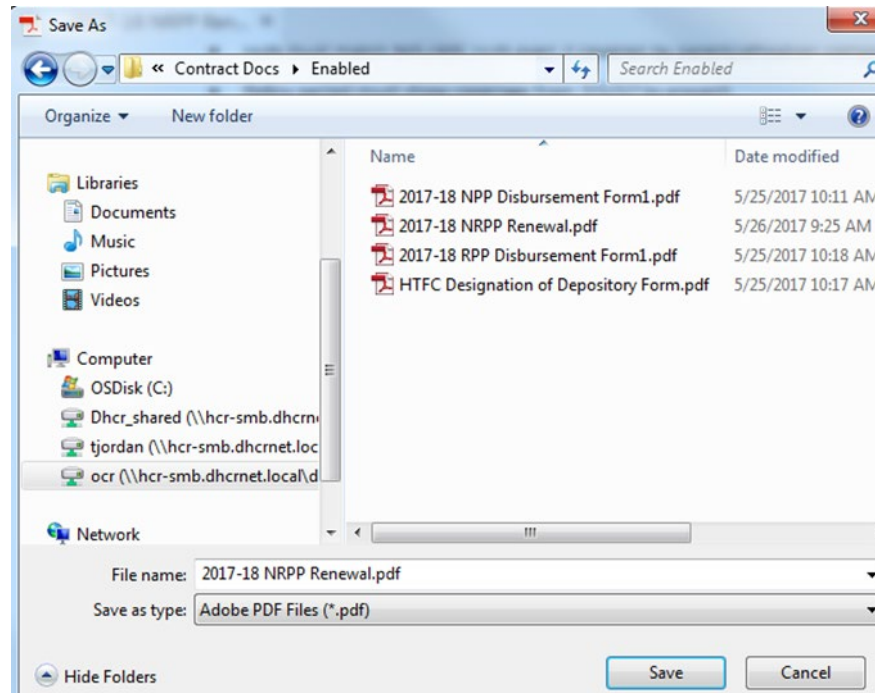
- All applications must be signed by either the Executive Director or the Board Chair—this page should be a digital / electronic signature.
- The applicant is certifying that the responses provided in the application are accurate, true, and in accordance with the statutory language that governs the Preservation Programs
- Failure to execute a grant agreement by December 31, 2021 may result in a de-obligation of funds.
- All funds must be expended by the end of the Program Year—funding does not carry over from year-to-year; any unused funds should be reported in the Annual Performance Report and returned to HCR





# Save the Application

- Choose a location to save the file and **submit via CDOL (see application instructions)**



- Helpful Hint: Add the organization's name to the file name. (Ex. 2021-22 NRPP Application Organization XYZ)

# 2021-22 Application—Other Forms

## Board Roster

- NPP – One third (at least 33%) of board members must reside within the service area; minimum of 7 board members.
- RPP – The majority of board members (51% or more) must reside within the service area; minimum of 5 board members.
- Enter the physical address of board member.
  - Cannot use PO Boxes or Organization’s address or work address
- Be sure to check the appropriate box for residency
- **All** information must be entered. Incomplete forms will not be accepted.

### N/RPP BOARD ROSTER FORM 2021-2022

1. Name:  Occupation:

Home Address (No PO Boxes):  City:  State:

Zip Code:  Home Phone Number:  Initial Date Elected to Board:

Board Title:  Resident of Neighborhood:  Yes  No



# 2021-22 Application—Other Forms

## Vendor Responsibility Questionnaire

- Must be submitted with the application
- Must be signed and notarized
- Must include an attachment / list of any state grants received in the last three years, including NRPP
  - Agency awarding the funds; funding amount; dates of award
- Do not submit VendRep certification—this will not be accepted



# Submitting The Application

- On or before **Friday, July 16, 2021**, upload the following to CDOL:
- Completed Application —signed
- Board Resolution allowing the company to enter into a grant agreement with HTFC
- Board Roster
- Vendor Responsibility Questionnaire—must be signed; notarized; and include a listing of all state grants received by the organization in the last three years
- **Applications will be reviewed in the order they are received**
- **DO NOT PRINT AND SCAN THE APPLICATION—scans will not be accepted**



# Next Steps—After the Application

## Grant Agreement

- If approved, the organization will be sent a Grant Agreement and a Checklist
- The organization must sign and return the Grant Agreement with the following:
  - Grant Agreement must be notarized – dates must match
  - Direct Deposit Form
  - First Disbursement Form
  - Proof of Insurance Coverage (General Liability, Fidelity, Workers Compensation, Disability, Auto)

**Questions? Call 518-474-2057 or Email [nrpp@nyshcr.org](mailto:nrpp@nyshcr.org)**



**Homes and  
Community Renewal**