

## 2023-24 Final Appropriations in State Budget

# Neighborhood Preservation Program attains an increase of 37% in funding for 2023-24.

As part of the Education, Labor, Housing & Family Assistance Budget Bill in the NY State 2023-24 budget, the NPP program was appropriated an unprecedented \$17.633 million.

**As a result, each Neighborhood Preservation Company will receive \$129,723.88 this fiscal year,** pending successful completion of the Renewal Application and Annual Performance Review (APR) by August 11, 2023.

### NPP funding amount per NPC

<b>2023-24</b>	<b>\$129,723.88</b>
2022-23	\$94,626.87
2021-22	\$91,223.02
2020-21	\$91,223.02
2019-20	\$88,671.33
2018-19	\$88,671.33

To assist NPCs with applications, the Office of Homes & Community Renewal presented a webinar on June 22 by Elisabeth Draper, Director of Neighborhood and Rural Preservation Programs and Legislative Grants.

ALL NPCs may obtain technical assistance from the Neighborhood Preservation Coalition. Contact Eileen McCashion [emccashion@npcnys.org](mailto:emccashion@npcnys.org).

**The 2023 NPP Renewal Application is available for download on the Homes & Community Renewal NPP Website.**

#### Download all sections of the application

- ▶ If the PDF files are not downloaded to your computer, you will not be able to save your work.
- ▶ Be sure to review the Application Instructions and Checklist.

#### Don't wait until August to submit

- ▶ Applications will be reviewed in the order they are received.

#### SHARS ID: Application

- ▶ **Use your organization's 2023 SHARS ID when completing and uploading the application.**

#### SHARS ID: Annual Performance Review (APR)

- ▶ **The 2022-23 Annual Performance Report (APR) is NOW available** for download on the Homes & Community Renewal NPP website.
- ▶ (Don't submit the APR and the Application at the same time.) **The APR requires you submit with your 2022 SHARS ID.**

#### Deadline for the Application and the APR

- ▶ The 2023-24 Renewal Application and 2022-23 APR are **BOTH due by 4pm on Friday, August 11, 2023.**
- ▶ No grant agreements will be executed without a completed 2022-23 APR.

**NO EXTENSIONS will be granted for the Application or the APR.**

[HCR WEBSITE](#)

# Message from Executive Director Mark Streb

Though summer is a good time to take advantage of some downtime, it's also a time when we're busy supporting NPCs in completing paperwork needed for the NPP grants.

Also, plans are coming together for the Annual Conference in September. Look for more details about sessions and speakers in the coming weeks.

## Thoughts about the Regional Meet & Greets:

We wrapped up the webinars for all ten regions of the NPP program. Though occasionally, open dialogue brought up different concerns, as a whole, the proposition of regular communication among coalition members being essential was echoed by all.

We understand that you're all busy and every minute counts for your clients. However, we're glad that nearly two-thirds of our members participated, either for the whole meeting or for a brief moment, to introduce yourselves and your organizations. It was a positive experience to hear updates and common challenges in these first round of meetings.

We also had the pleasure of two guests: Eric Dahl, Senior Vice President at [M&T Bank](#) and Lindsay Duvall, Senior Housing Advocacy Advisor at [NLIHC](#). Eric has been a loyal supporter, as well as a conference sponsor for many years. Lindsay keeps us updated on concerns of national policy.

We look forward to seeing more faces in Round 2 of NPC Regional Meet & Greets, where we will discuss some specific topics and strategies for our coalition's future.

## NPP Renewal Application and Annual Performance Review (APR):

Yes, the NPP Renewal Application and APR are due by the same date. **Both need to be COMPLETE and submitted by August 11, 2023.**

HCR and the Neighborhood Preservation Coalition WANT you to receive your grant. So, PLEASE plan accordingly:

HCR won't be granting extensions this year. If you don't complete the application and the APR by the deadline, you won't receive your funds.

The following bears emphasizing:

If you miss the deadline, you will no longer be part of the Neighborhood Preservation Program.

Set up a schedule for yourself if you need to set aside time. And, don't

forget, we're here for technical assistance! (See pages 6-9 for technical tips and contact information.)

## Another reason to start your application now?

Don't shortchange yourself on time for the Annual Performance Review (APR).

**Elisabeth Draper, Director of Neighborhood and Rural Preservation Programs and Legislative Grants, provided great advice during the webinar last week. She said, "BE THOUGHTFUL when you fill out the APR."**

Your information (successes and accomplishments) will be aggregated with other NPCs for HCR's Annual Report to the NYS Legislature.

This information also assists the Coalition in advocating for funds!

Thank you M&T Bank and the 163rd Street Improvement Council for Sponsorship of our 2023 Conference in September!

**M&T Bank**  
Understanding what's important®



## Available online NEXT Friday, July 14th: NYS HOME Program Funding Materials

Housing Rehab, Down Payment Assistance, Manufactured Housing Replacement, Tenant Based Rental Assistance

**Funding:** \$10,000,000

**Funding Materials:** HCR website, [Available July 14th](#)

**Webinar:** Thursday, July 27th @ 10:30–11:30 am

**Deadline:** 4 pm on Thursday, September 7, 2023

[Register NOW for July 27 Webinar](#)

## Message from Board President Cassandra Perry



### Another level of support...

You have seen the benefits of dialogue with your fellow Coalition members in the Regional Meet & Greets. They offer you a valuable source of support and insight that you can tap into.

But why stop there? Imagine what you can gain from attending the Annual Conference. You will have the chance to network with members from other regions, speakers, program managers, state agency representatives and other advocates who share your vision and passion.

Participating with a larger network has many benefits for you and your organization. You can reach more audiences, share more resources, and collaborate more effectively.

It's a unique opportunity to interact in person with fellow members, to learn from experts and peers, and to reflect and participate in shaping our Coalition's future.

**Consider registering now for this year's NPC conference!**



## NPC ANNUAL CONFERENCE 2023

September 18-19th, 2023  
@ Saratoga Springs Hilton

Click on these icons to make your plans, now!



### Monday

1:30 – 2:30 p.m.	Conference Sign-in
2:45 – 3:15 p.m.	Keynote speaker RuthAnne Visnauskas, Commissioner/ CEO of NYS Homes and Community Renewal (HCR)
3:15 – 4:15 p.m.	A panel of senior staff members from HCR discuss OCR programs, followed by a Q&A
4:30 – 5:30 p.m.	Down time to use for hotel check in or break
5:30 – 6:30 p.m.	Cocktail reception with hors d'oeuvres and bar
6:30 – 8 p.m.	Dinner and Awards  Dinner: your choice of a New York strip steak with shallot demi-glace; pan-seared chicken with a wild mushroom garlic sauce; or a vegetarian cassoulet, a rich slow-cooked casserole of black, red, white beans, seasonal vegetables, and tomatoes  Presentation of the prestigious Luis Arce Success Award and the Herman D. Farrell Jr. Policy Leader Award

### Tuesday

8:30 – 10:00 a.m.	Breakfast buffet and guest speaker
10:15 a.m. – 12:15 p.m.	Breakout sessions
12:30 – 2:00 p.m.	Lunch buffet and guest speaker
2:15 – 4:15 p.m.	Breakout sessions
4:30 – 5:00 p.m.	Refreshments and snacks Closing Remarks



Article contributed by Senior Housing Advocacy Organizer Lindsay Duvall

The National Low Income Housing Coalition

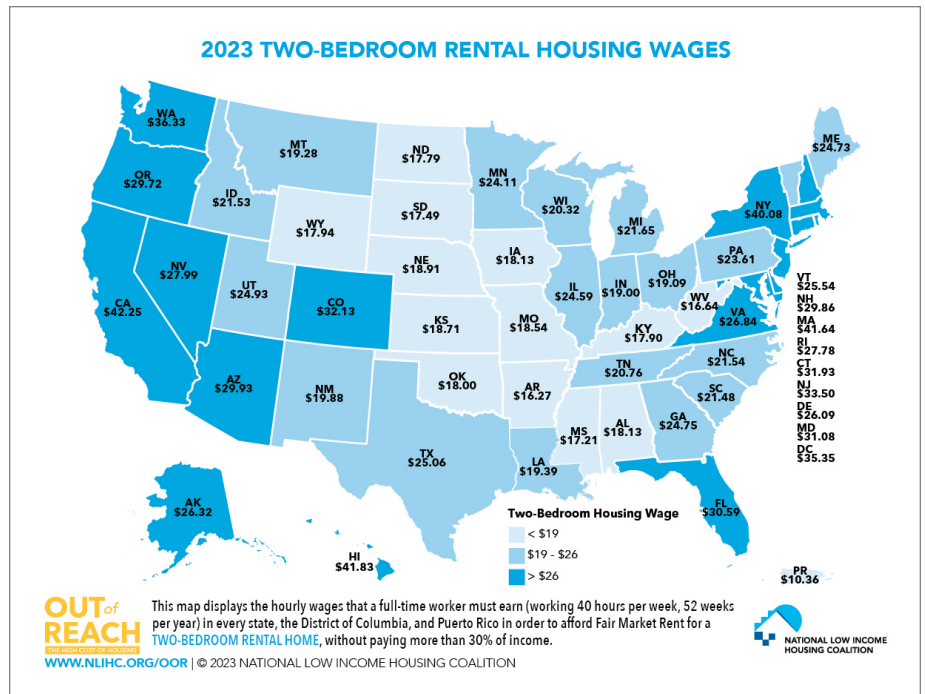
# The High Cost of Housing and the Effort to Strengthen Renter Protections

As residents struggle to find homes they can afford or remain stably housed amid rapid rent increases and other troubling dynamics in the housing market, your advocacy is needed at the local, state, and federal levels. The National Low Income Housing Coalition (NLIHC) provides data, policy analysis, and specialized support to help you effectively advocate for housing solutions with your members of Congress



Our latest research report, [Out of Reach 2023](#), highlights the gulf between the wages people earn and the price of decent rental homes.

We calculate the hourly “Housing Wage” that a full-time worker must earn to afford a modest rental home without spending more than 30% of their income on housing costs. The report finds there is no state or major metropolitan area where a full-time minimum wage worker can afford to rent a two-bedroom home.



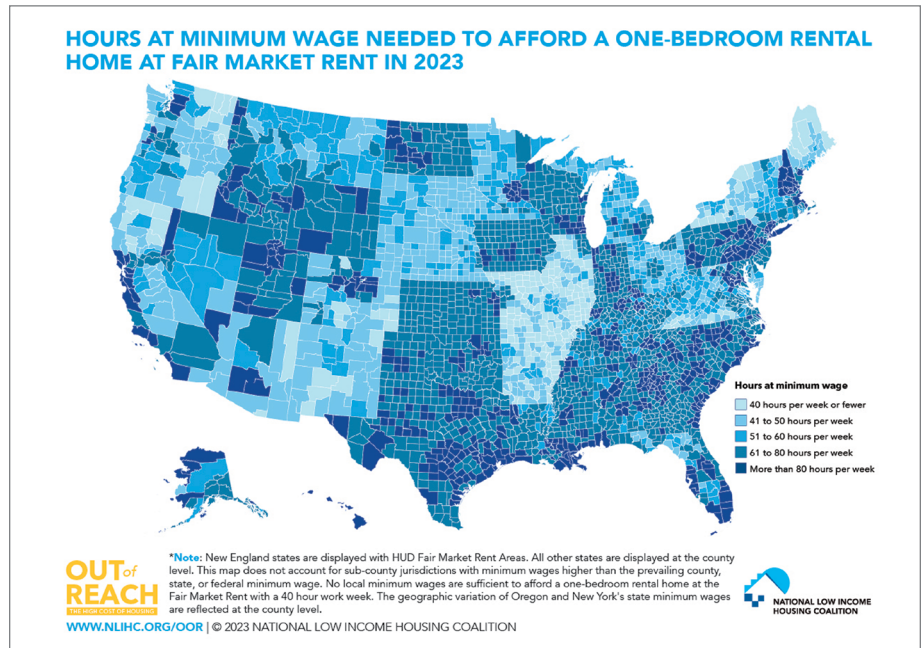
The Out of Reach report’s “Housing Wage” is the hourly wage a full-time worker must earn to afford a modest rental home without spending more than 30% of their income on housing costs.

At \$40.08 per hour, New York has the nation's fourth highest Housing Wage for a two-bedroom rental home. A minimum wage worker in New York needs to work 113 hours per week to afford a two-bedroom home. New York City's two-bedroom housing wage is even higher – over \$47 per hour. More data about New York's housing needs and costs can be found → [HERE](#).

The Out of Reach data show how our nation's affordable housing crisis plays out in every state and community across the country.

The private market, on its own, cannot correct the market failures that have led to this crisis; instead, government intervention — at all levels — is necessary. However, due to chronic underfunding, only one out of every four households eligible for federal housing assistance receives it, and Congress is threatening to further cut these critical resources.

Visit → [THIS PAGE](#) to send a message to your members of Congress about funding affordable housing through the federal budget and to add your organization to a national letter calling for the highest level of funding possible for housing and community development programs.



A minimum-wage renter needs to work an average of 86 hours per week to afford a one-bedroom rental home at fair market rent.

**In addition to robust funding, national renter protections are needed to ensure the safety and just treatment of renter households.**

From now through July 31, the Federal Housing Finance Agency (FHFA) is seeking public input about creating and enforcing renter protections in all households living in rental properties with federally backed mortgages. It is estimated that doing so would impact 12 million people and one quarter of all rental properties in the country. NLIHC and our partners have prepared several tools to help advocates participate in this unique opportunity.

Visit → [THIS PAGE](#) to sign your organization on to a national letter supporting robust renter protections,

view a sample comment letter, register for a weekly working group, and submit your own comments by July 31.

Please spread the word about these advocacy opportunities to your residents and others in your network.

Contact Lindsay Duvall, senior housing advocacy organizer at NLIHC, with any questions at [lduvall@nlihc.org](mailto:lduvall@nlihc.org).

Thank you for taking action!





# TECH TIPS

Need help  
with Technical  
Assistance?

## The Neighborhood Preservation Coalition is here to help you.

NPC technical assistance exists to help you complete your reports and receive your funding!

Contact Eileen McCashion at [emccashion@npcnys.org](mailto:emccashion@npcnys.org) if you have questions or need assistance.

## UPDATE

### CDOL PERMISSIONS

**Community Development Online (CDOL)** is the portal through which all NRPP-related documents are sent to HCR.

**CDOL requires a User ID and Password.** If you don't know this information, are new to the program, have had staffing changes, or need to update permissions, visit [HERE](#).

Save this site as a "favorite" on your browser, as this is also where the CDOL portal entrance is located.

## KEEPING TRACK

**From past reports, you know the information you're going to be asked to supply on NPP paperwork.**

**Create spreadsheets or other database-style logs of this information.** That way you have it ready to go and can pass it along to the next person who might be responsible for filling out the reports.

A lot of the information required is also requested on other grants. Having information stored in one place can make the application and reporting processes considerably easier.

## ADOBE ACROBAT READER

**The most recent version of Adobe Reader is free and can be found [HERE](#).**

**Make sure that Adobe is your default program for PDF files!**

Fully download forms prior to filling them out. That means saving each one locally with a modified name (like adding your SHARS ID # to the name). Then, close it and reopen it.

This is especially important if multiple people contribute to your forms and reports. Share a copy and keep the original for yourself.

Your original (downloaded file) is what the signature and date will be applied to before uploading through the CDOL portal.

Of course, it's still possible for a form to have a glitch (they're created by humans, after all) but it's less likely to be an issue if you've followed the basic steps.

# 1/3 OF WHAT?!

## INSURANCE CERTIFICATES

**The NPP grant (and NYS, in general) requires you to have Fidelity, Liability, Disability, Worker’s Comp, and Auto insurances** (auto, as it applies).

When submitting your application, combine documents, as instructed by HCR...so that one document does not replace the next.

[NOTE: During the year, insurance certificates expire and should be renewed and uploaded to CDOL as you receive them.]

## KEEP PAST APPLICATIONS HANDY

**While HCR frowns on “copying and pasting” information from one application or report to the next, you can and should refer to the previous year’s documents** to help you complete the current year. This is especially helpful if you are new to the process.

**The NPP requires, from each organization, a one-third match to your awarded funds.** These may be Federal, State or local grants; private or in-kind donations; or perhaps you receive rental income or funds for managing a building.

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**Grant funding sites** can connect you with grants targeted toward the services you offer or a particular project.

Consider using some of your NPP funds to join one of the many grant finding sites for nonprofits:

- [The Grantsmanship Center](#)
- [Community Foundation Locator](#)
- [The Chronicle of Philanthropy](#)
- [GrantStation](#)
- [Instrumentl](#)
- [Mozilla](#)
- [Salesforce Philanthropy](#)

For 2023-24, the match will be \$42,808.00.

- [Knight Foundation](#)
- [CNE](#)
- [Nonprofit Expert](#)
- [The Stable Company](#)
- [Fundraiser Help](#)
- [Grantsplus](#)

Let them do the work for you. Watch for when those with memberships offer discounts (i.e. GrantStation offers a \$99 annual membership at least twice a year).

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Don’t forget about the dozens of **local banks and “big” businesses in your own neighborhood.**

Look into their **charitable foundations.** They want the tax write-off and where better to put their money than back into their own neighborhood.

And certainly, check into **NYSHCR’s opportunities** throughout the year for a variety of project applications at varying award amounts. Visit HCR’s website [HERE](#).

# TECH TIPS

# Statewide Housing Activity Reporting System

## SHARS ID NUMBERS: 8-DIGITS

**Statewide Housing Activity Reporting System (SHARS) Identification number.**

HCR issues SHARS ID numbers at the start of each program year.

It is 8 digits long and begins with the year; i.e., the 2023-24 Renewal Application will use 2023XXXX.

**Call 518-474-2057 or email [NRPP@hcr.ny.gov](mailto:NRPP@hcr.ny.gov) if you can't locate your number.**

You'll need it throughout the year to log into CDOL.

**If you use a SHARS ID number that doesn't match the program year of the documents you're submitting, they won't be properly received by HCR.**

**The SHARS ID number must be the one that corresponds directly with program year of the documents.**

Keep it handy with all the other numbers you may use for grants and applications (FEIN, charities, NYS Vendor ID, etc.)

# 2023XXXX

FOR RENEWAL APPLICATION and going forward — 2023-24

## SUBMIT EARLY

Submitting early is highly encouraged by New York State Homes and Community Renewal (HCR).

Allow time to create an APR that adequately reflects the work that your organization performs!

**Applications and reports are reviewed in the order received, if complete;** meaning don't expect it to be considered "received" if you submit only part of what was requested.

**The "due date" is the final submittal date.**

**No extensions will be granted.**

# 2022XXXX

FOR ANNUAL PERFORMANCE REVIEW (APR)



## AM I REPEATING MYSELF?

A “renewal application” doesn’t mean exactly the same information is expected.

When reporting what you will do and feel like you’re saying the same thing over again, try looking closer at the details.

A project has multiple phases and many details requiring your ongoing attention.

And, you’ll never serve exactly the same number of people in exactly the same way, if you look close enough.

**The Annual Performance Review (APR) should be measured against the goals you previously stated.**

Did you accomplish them, or exceed expectations? Was there an obstacle that prevented the outcome. If so, what was it?

*Be thoughtful with your report!*

Need help with Technical Assistance?

ALL NPCs may obtain technical assistance from the Neighborhood Preservation Coalition. Contact Eileen McCashion [emccashion@npcnys.org](mailto:emccashion@npcnys.org).

## ELECTRONIC SIGNATURES: REQUIRED AND SAFE

Acrobat offers multiple ways to apply a signature depending upon whether the form’s creator has included a signature box (you’ll see a “sign here” red flag).

**The important thing to remember is that applying the signature is the last thing you should do, as it can lock you out of making changes.**

→ If you need to make changes, delete the signature, save the document then make the changes, reapply the signature and save.

**Do not use DocuSign or other applications to sign the PDF.**

→ Use the “Fill and Sign” feature and choose “Sign yourself.”

## NOTARIZED AGREEMENT

**As mentioned in the webinar:**

If your application is approved, your organization must sign and return the GRANT AGREEMENT sent by HCR.

Make sure you sign your final agreement in the PRESENCE of a notary, not prior to. (The dates must match.)

### Fill & Sign Function in Adobe Looks Like This:

2023-2024																					
MAY 2023			JUNE			JULY			AUGUST												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31				1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31				1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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23	24	25	26	27	28	29	30	31				1	2	3	4	5	6	7	8	9	10
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23	24	25	26	27	28	29	30	31				1	2	3	4	5	6	7	8	9	10
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23	24	25	26	27	28	29	30	31				1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31				1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31				1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

*Download Calendar for 2023-24*

# LINKS2Partners

Click on oval buttons  
to visit Websites >

## National partners:

### NACEDA WEBSITE

**National Alliance of Community Economic Development Association.**  
NACEDA's mission is to lead the community development field and its partners in shaping and influencing strategies that advance community prosperity.

### NLIHC WEBSITE

**The National Low Income Housing Coalition (NLIHC)** is dedicated to achieving racially and socially equitable public policy that ensures people with the lowest incomes have quality homes that are accessible and affordable in communities of their choice.

### HCR WEBSITE

#### NPP PROGRAMS

- Funding Round Materials
- Neighborhood and Rural Preservation Manual
- Forms and Documents
- Annual Reports
- Needs Assessment and Strategic Planning
- Neighborhood and Rural Preservation Company Directory

Download a directory of NPCs on HCR website: click on link, THEN download the PDF file to your computer.

### HCR Website for Directory



## Post your NPC Job Announcement in the NPCe-News

If you have a job opportunity and would like it posted in the NPCe-News, create a document with details and contact information and save as a PDF file.

Email [jbeckmann@npcnys.org](mailto:jbeckmann@npcnys.org) with "Job Announcement for e-News" in the subject line. Include the PDF as an attachment.

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