

A2 - WORK PLAN and BUDGET for:

1. Property Rehabilitation and Construction Activities Work Plan and Narrative

Use this section to explain the proposed Property Rehab and Construction Activities in the applicant's service area for the 2023-2024 Program Year.

- The number of projects / units in Column A that WILL NOT be completed by the end of the program year, 6/30/24.
- The number of projects in Column B are those units that WILL be completed by 06/30/24.
- In Column D, provide the anticipated completion date for projects in Column A.

	A	B	C	D
Owner-Occupied Property Rehabilitation and Construction	Units In Progress by 6/30/24	Units Completed by 6/30/24	Total	Expected Completion Date for Units still In Progress by 6/30/24 (mm/yy)
Home Improvements (up to \$25,000)				
Home Rehabilitation (\$25,000 and above)				
New Construction				

REMINDER: Projects in Column A are those units whose work will not be completed by the end of the program year (6/30/2024).

Rental Property Rehabilitation and Construction	Units In Progress by 6/30/24	Units Completed by 6/30/24	Total	Expected Completion Date for Units still In Progress by 06/30/24 (mm/yy)
Home Improvements (up to \$25,000)				
Home Rehabilitation (\$25,000 and above)				
New Construction				

Non-Residential Property Rehabilitation and Construction	Units In Progress by 6/30/24	Units Completed by 6/30/24	Total	Expected Completion Date for Units still In Progress by 6/30/24 (mm/yy)
Capital Improvements (up to \$25,000 per unit)				
Capital Improvements (\$25,000 and above)				
New Construction				

Provide a BRIEF description of the work to be done by the company in the service area. Provide location, funding amount, funding sources, and tie the narrative to the numbers in the columns above. Do not copy and paste from prior applications.

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2. Client Assistance Work Plan and Narrative

Use this section to explain the applicant's proposed client assistance activities in the service area for the 2023-2024 Program Year.

	# Individuals ≤90% AMI to be assisted	# Individuals >90% AMI to be assisted	Total
Financial Capability / Pre-Purchase Counseling			
Reverse Mortgage / Home Equity Conversion Mortgage			
Resolving / Preventing Mortgage Delinquency / Default			
Post-Purchase Counseling (Non-Delinquency)			
Evictions Prevented			
Tenant Assistance / Rental Counseling			
Subsidy Assistance (Section 8, SCRIE, Vouchers, etc.)			
Relocation Assistance / Mobility Counseling			
Homeless Assistance			
Entering / Returning to Work Force			
Assistance to Mobile / Manufactured Homes			
Down Payment / Closing Cost Assistance to Clients			
Number of Mortgages / Loans to be Obtained* by Clients			
*Dollar Value For Mortgages / Loans Obtained above			
	Total # Workshops	Total # Participants	
Workshops Offered			
	Total # Associations	Total # Members	
Tenant Associations			
	Total # Properties	Total # Units	
Property Management			

Provide a **BRIEF** description of the Client Assistance work to be done by the company. Describe the programs available to assist clients; if applicable, the types of workshops offered, and how the company will assist tenant associations.

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3. Community Renewal Work Plan and Narrative

Use this section to propose Community Renewal activities in the applicant's service area for the 2023-2024 Program Year.

	Total Projects to be In-Progress	Projects Completed	Total for Activity
Neighborhood / Municipal Assistance*			
* Assistance to Neighborhood / Municipality includes work activities like: maintaining empty lots; park clean-ups; staff participating on a community advisory board, etc.			
Community Planning Projects**			
**Community Planning Projects include activities such as: participating in or sponsoring a local urban or regional planning project that impacts the service area.			
Grants Written / Administered by the Company	Total		
Grant Applications Written			
Grants Administered			
Business Assistance to the Service Area	Total		
Business Loan Products Provided within the service area			
Businesses Attracted to the service area by the company			
Businesses Retained within the service area by the company			
Participation in Local Business Associations in the service area			
Programs Supported by the Company in the Service Area	# Programs	# Served	
Block Clubs / Neighborhood Associations			
Youth Programs (i.e. Recreation, After-school, etc.)			
Food Assistance Programs (i.e. Food Bank / Pantry)			
Organizational Activities	# Events	# Individuals	
Staff & Board Development (Trainings / Conferences, etc.)			
Partnerships	Newly Created	Maintained	
With Local Agencies			
With the Private Sector			
With Statewide or National Not-for-Profits			

Provide a BRIEF description of the proposed activities to be completed under the Community Renewal section.

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4. Preservation Activities Beyond the Company's Service Area

Describe any community preservation activities that the company is doing outside of its designated NPP/RPP service area.

DO NOT include this work in the proposed work plan.

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5. Salaries Supported by Preservation Program Funding

- List the name and title of each staff person whose salary will be funded all or in part with Preservation Program funds.
- List the weekly hours worked by that staff person on Preservation Program work plan activities (no construction work, though).
- Indicate the amount of Preservation Program funds used for the salary of the staff member listed.
- List the remaining portion of the employees total annual salary--the total salary should include all funding sources that comprise the employees total annual salary.
- For applicants with affiliates, Preservation Program funds cannot be used as match for other organizations applying for / participating in the NPP/RPP.
- Form calculates staff member's total annual salary. Confirm this number is accurate.

A	B	C	D	E
Employee Name and Title	Weekly Hours Worked on Preservation Program Activities	Portion of Salary Funded by Preservation Program Funds	Portion Salary Funded by Other Sources	Total Annual Salary
Total Salaries for other employees <u>not</u> funded by N/RPP				
TOTALS				
Total Number of Employees				
Total Number of N/RPP Funded Employees				

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6. TOTAL NPP / RPP Budget and Other Admin Funding

- Complete Column A by providing the applicant's proposed use of the remainder of the award after salaries. If the award is only covering salaries, that's OK.
- Complete Column B to reflect admin expenses that are not covered by NPP or RPP funds. Column B must be filled in, even if the entire award is going towards salaries. **Column B is mandatory.**
- Total Salaries in Column A and B will carry over from page 5 under "Personnel Services" category.
- Column C automatically totals Columns A and B.

	A <u>Preservation</u> <u>Program</u> Funds	B Other Admin Funding (Not NPP / RPP)	C Total Administrative Funding
Personnel Services			
Total Salaries			
Total Fringe Benefits			
Total Personnel Services			
Regulated Other than Personnel Services (OTPS)			
Insurance/Bonding			
Professional Services- Agency Audit			
Professional Services- Legal			
Professional Services-Other:			
Professional Services-Other:			
Equipment:			
Regulated OTPS Other:			
Regulated OTPS Other:			
Total Regulated OTPS			
General Other than Personnel Services (OTPS)			
Rent / Mortgage			
Utilities (Phone, Electric, Etc.)			
Office Supplies			
Printing / Postage			
Travel			
Bank Charges (not interest)			
General OTPS Other:			
General OTPS Other:			
Total General OTPS			
TOTAL BUDGET:			

APPLICANT'S TOTAL ANNUAL BUDGET:



1. Total Preservation Program Funds should be: **\$129,723.88 for NPP and \$121,783.33 for RPP**
2. Required Match Funding is 1/3rd of the Program Funds: **\$42,808.00 for NPP and \$40,188.00 for RPP**