

Neighborhood and Rural Preservation Programs (NPP/RPP) **2022-23 Mid-Year Report Instructions**

Before completing the 2022-23 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: [Adobe](#)

A complete 2022-23 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 OR financial statements*

Please direct all questions to: NRPP@hcr.ny.gov

The 2022-23 NRPP Mid-Year Report and related documents are **due by Friday, February 17, 2022**

Disbursements will not be made until the Mid-Year Report and audit / financial statements have been received

Every payment request is under heightened review and the remainder of the award is subject to the availability of funds

**The organization will either submit a full audit OR financial statements, depending on the thresholds established by the Not-for-Profit Law of 2013. Additional details in the Mid-Year Report and NPP / RPP Program Manual [here](#).*

Mid-Year Report Instructions

Pages 1 through 3—Answer all the questions. Do not skip any.

Page 4—Mid-Year Expenditures

COLUMN A --Using the organization's executed NPP or RPP 2022-23 grant agreement, fill in the organization's approved budget in Column A—this should add up to the full award amount.

COLUMN B—complete this column with the organization's NPP or RPP expenditures from July 1 through December 31, 2022. Column B should add up to the first disbursement amount.

Page 5—Certification

Please read the certification and understand that anything submitted in the report, if found to be false, can jeopardize the organization's funding from the NPP, RPP, or other HCR funded programs.

Sign and date the report.

Submit the Mid-Year Report and Related Documents

Upload Documents to CDOL: **Use the organization's 2022 SHARS ID.** The 2022 SHARS ID for the organization can be found in a few places, but the easiest / quickest is to refer to the disbursement form. When the organization is selected from the drop-down menu the current SHARS ID will populate on the disbursement form.