

Neighborhood Preservation Program and Rural Preservation Program
2023-2024 Program Year –Renewal 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: [Adobe Acrobat Reader](#)

Read this First

- 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 2023 SHARS ID to submit the application.**
- If the organization is already registered in CDOL, follow the instructions on page 5 to upload the 2023-24 Application, Board Roster, Vendor Responsibility Questionnaire (VRQ) and supplemental form.
- If the organization is NOT registered in CDOL, please complete the required forms found here to register: [Community Development Online | HCR](#)
- Do not use DocuSign, Blue Beam, or another PDF
- **Application materials must be submitted by 4pm on Friday, August 11, 2023**

General Information -Page 1

- Select the Program (NPP or RPP)
- 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 NPP/RPP, complete the Preservation Program contact section.
- Signature – Digitally sign –utilize the “fill and sign” function in Adobe Reader.

Threshold Eligibility Requirements—Page 2

- Answer all questions, 1-8.

A1—Certification of the Approved Service Area and Community Need

Service Area Certification—Pages 3-4

- Check the box to certify the service area for the applicant qualifies under Article XVI or XVII of Private Housing Finance Law.
- Question 1 relates to the **APPROVED** Service Area
- Question 2—Use verifiable, objective data (with references) to illustrate how the approved service area meets the statutory requirements of the program the organization is applying for.

A1—Organizational Governance and Board of Directors Compliance—Page 5

- Answer all questions, 1-8 are “Yes or No” questions. Provide a response for questions: 9 thru 12.
- Use the text box to explain any “No” responses in questions 1 thru 8.

A1—Other Funding Sources—Page 6-7

- Select any programs that the organization has active contracts with. Do not select a program if the contract was closed or the funds were de-obligated.

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- Complete the table for all active grants that the organization is currently administering. Do not include closed contracts.

A1—Fiscal and Organizational Certifications—Pages 8-10

Answer all the questions, 1-20. If the organization is unable to agree to one or more of the statements, use the text box at the end of the questions to explain why.

A2—Work Plan

1. *Property Rehabilitation and Construction Activities: Page 1*

A. General:

- Column A--Enter the number of units that will still be *Under Construction* at the end of the program year (6/30/2024).
- Column D--In the far-right column, enter the expected date of completion for units that will still be *Under Construction* at the end of the program year—meaning, they will NOT be completed by 6/30/2024.
- Column B--Enter the number of units that will be *Completed* at the end of the program year.
- Total Units will auto populate.

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.

2. *Client Assistance: Page 2*

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.

Narrative Section—Summarize the proposed Client Assistance activities. Include services and workshops offered, programs utilized, impact on community, etc. Do not copy and paste text from prior years.

3. *Community Renewal: Page 3*

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 (06/30/24).
- Enter total number of projects to be *Completed* at the end of the program year.
- Infrastructure Assistance may include work like maintaining empty lots, park clean-ups, participating on a community board or another NGO.

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.
- Planning Assistance may include work like participating in or sponsoring a local planning initiative (i.e., a comprehensive plan; zoning code update; vision plan; open space plan, housing assessment or plan, etc.)

C. Grants—Assistance to Neighborhoods/Municipalities:

- Enter number of Grant Applications to be written during the program year (07/01/23-06/30/24).
- Enter the number of Grants to be Administered during the program year.

D. Business Assistance during the program year:

- Enter total number of:
 - Business Loan Products
 - Businesses Attracted
 - Businesses Retained
 - Local Merchant Associations formed or participated in

E. Community Programs:

- For all programs, enter the number of programs and individuals served in the service area during the program year.

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.

4. *Preservation Activities Beyond the Company's Service Area—Page 4*

Complete this section if the organization does work and assists clients BEYOND its approved NPP or RPP service area. The approved NPP or RPP service area was confirmed by all participating organizations in the past 12 months.

A2 Budget

Preservation Program Funds—**Award amount is subject to change and availability of funds**

- NPP – \$129,723.88
- RPP – \$121,783.33

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- Requires match of one-third of program funds
 - NPP Match ≥ \$ 42,808.00
 - RPP Match ≥ \$40,188.00

5. Salaries Supported by Preservation Program Funding—Page 5

- List the name and title for each staff person who is paid with NPP / RPP funds.
- List the number of hours per week spent on eligible activities.
- List the amount of NPP / RPP 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 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 5

6. Total NPP/RPP Budget and Other Admin Funding—Page 6

- The Salary totals will carry over from page 5.
- 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.
- Complete the entire budget form—even if program funds are only being used for salary, provide other requested information in the “non-preservation funds” column.

Board Roster

Complete the 2023-24 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: [VRQ | NYS Comptroller](#)

- The document must be signed by the Executive Director and Notarized.
- Please use this supplemental form to accompany the VRQ: [VRQ Contract History Form](#)
- Be sure to include the agency providing the funding and the amount of the grant.

Exterior Photo of the Organization’s Office in the Service Area

Upload a clear photo show the exterior office front from the street. Include the organization’s sign.

Property Management Questionnaire

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If the applicant owns or manages property, complete this form and upload to CDOL.

Questions?

Email: NRPP@hcr.ny.gov or 518-474-2057

Application packages are due by 4pm on Friday, August 11, 2023, and must be uploaded to CDOL. NO APPLICATION EXTENSIONS WILL BE GRANTED.

CDOL Instructions

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

1. Log into CDOL: [Community Development Online \(CDOL\) | HCR](#)
2. Use the Application Type drop-down menu
3. Select Neighborhood and Rural Preservation Programs
4. Press Submit

Organization Name: Hornell Partners for Growth

Application Type: * Neighborhood and Rural Preservation Programs ▼

Submit Cancel

5. Enter organization’s 2023 SHARS ID and press “Submit” again

Community Development Online
New York State Division of Housing and Community Renewal

Print Application Instructions

EXIT | Menu » Attachment Upload

NEIGHBORHOOD AND RURAL PRESERVATION PROGRAMS - ATTACHMENT UPLOAD

Attachment Upload

A. Application Docs

Attachment Category	Options
A1 - Application Questions and Certification	add
A2 - Workplan and Budget	add
A3 - Board Roster	add
A4 - Vendor Responsibility Questionnaire (including history form)	add
A5 - Exterior Photo of Office	add
A6 - Property Management Questionnaire (if applicable)	add

6. There are 5 required uploads that, together, comprise a complete application. If the organization owns and/or manages property, the organization is required to submit the Property Management Questionnaire as a 6th document upload.
7. Upload the application sections using the corresponding attachment category (A1, A2, A3, A4, and A5) and click on the word “Add” that’s to the right of the screen under “Options.”
8. Choose the corresponding the application section that is saved as a file on your computer and press “Upload.”
9. If uploaded correctly, a green section with “Success” will appear across the top of the screen. Under “Options” the applicant can either view or delete the document that was just

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uploaded. Note – you will only be able to see what has been uploaded during the current CDOL session. These documents are not permanently stored in CDOL. The screenshot on the following page illustrates a successful document upload.

- Repeat this step for every Attachment Category –again, A1 thru A5 are REQUIRED. A6 only applies to organizations that own and/or manage property.

Community Development Online
New York State Division of Housing and Community RenewalPrint | Application Instructions

EXIT | Menu » Attachment Upload

NEIGHBORHOOD AND RURAL PRESERVATION PROGRAMS - ATTACHMENT UPLOAD

Success

The following file was successfully uploaded:

- 20238975 A1 Certifications.pdf (431 KB)

Attachment Upload

A. Application Docs

Attachment Category	Options
A1 - Application Questions and Certification	view delete
A2 - Workplan and Budget	add
A3 - Board Roster	add
A4 - Vendor Responsibility Questionnaire (including history form)	add
A5 - Exterior Photo of Office	add
A6 - Property Management Questionnaire (if applicable)	add

NOTE: DO NOT UPLOAD THE APR AT THE SAME TIME AS THE APPLICATION AS THESE DOCUMENTS ARE FROM DIFFERENT PROGRAM YEARS AND HAVE DIFFERENT SHARS IDs.