

**NYS Homes and Community Renewal  
Housing Trust Fund Corporation  
Neighborhood and Rural Preservation Programs (NPP/RPP)  
New Preservation Company Applicants  
2023-24 Program Year – 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: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html#tt>**

**General Information**

- All applicants **MUST** email the completed application and materials to: [NRPP@hcr.ny.gov](mailto:NRPP@hcr.ny.gov)
- The application must be returned in a fillable format—a PDF scan is unacceptable.
- **Application and materials must be submitted by 4:00 pm EST on Wednesday, December 20, 2023**

**Application—Section A1**

- Select the Program (NPP or RPP) the applicant is applying to.
- 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 N/RPP, complete the Preservation Program contact section.
- Signature of the Executive Director (please use the “fill and sign” function in Adobe).

**Threshold Eligibility-Page 2**

Answer all the questions. If there any “No” responses, do not complete the remainder of the application.

**Service Area Certification and Community Need –Pages 3 and 4**

*Service Area Certification—Proposed Service Area and Needs Statement*

- Check the box to certify the service area for the applicant qualifies under Article XVI or XVII of Private Housing Finance Law.
- Proposed Service Area—Provide a narrative description of the applicant's proposed service area.
- Needs Statement— Describe the housing and community development needs of the proposed service area. Use relevant data to support how the service area meets the eligibility requirements of the program. Explain the applicant organization's past and current role in the proposed service area and demonstrate how N/RPP funding will strengthen capacity or lead to new opportunities.

**Organizational Governance and Board Requirements—Page 5**

Yes or No questions—answer all.

**Other Funding Sources—Pages 6 and 7**

Page 6 - Select any current funding sources from the options provided. If none are relevant, use the blank space to detail other funding sources.

Page 7 - Provide contact information for agency / organization providing funding to the organization.

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**Fiscal and Organizational Certifications—Pages 8 through 10**

Certification questions—answer all.

**Application Section A2—Work Plan and Budget**

**Work Plan**

*Property Rehabilitation and Construction Activities—Page 1*

A. General:

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

Narrative Section—Describe how the applicant organization is currently engaged in property rehabilitation and construction activities within the proposed service area. Explain how N/RPP administrative funds will be utilized to support property rehabilitation and construction activities or launch new activities. Be sure to include the address where work will occur, describe the work to be done, and provide the funding amount and funding sources.

*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—Describe how the applicant organization currently engages in client assistance activities within the proposed service area. Explain how N/RPP funding will allow for expanded activities, or new client assistance service offerings within the proposed service area. Include estimates for services offered, programs utilized, community impact, etc.

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*Community Renewal—Page 3:*

A. Infrastructure—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.

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.

C. Grants—Assistance to Neighborhoods/Municipalities:

- Enter number of Grant Applications to be written.
- Enter the number of Grants to be Administered.

D. Partnerships Created:

- Enter number of partnerships with local agencies, private sector companies, and statewide or national not-for-profits.

E. Programs:

- Enter the number of programs and participants to be served

Narrative Section—Describe how the applicant organization currently engages in community renewal activities within the proposed service area that specifically relate to improving housing conditions for persons and families of low income. Explain how N/RPP funding will be utilized to further these activities. Include specific assistance to be offered, grants to be written/administered, etc.

**Budget –Page 4**

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

- NPP – \$64, 861.94
- RPP – \$60,891.66

\*Requires match of one-third of program funds:

- NPP Match ≥ \$21,405.00
- RPP Match ≥ \$20,100.00

*Preservation Program Salaries Page*

- List the name and title for each staff person who works on Preservation Program activities.
- List the number of hours per week spent on Preservation Program activities.
- List the amount of Preservation Program 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.**

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- List the Total Salaries for all other employees of the organization—those whose salary is NOT supported by N/RPP.
- Totals will calculate automatically
- Answer the two questions at the bottom of page 4 (total # of employees questions).

*Budget-Total N/RPP Funds—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.

**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.

**Propose Service Area Map**

The applicant must submit a map outlining the proposed service area (include either census tracts or community boards).

**Vendor Responsibility Questionnaire (VRQ)**

Complete the VRQ, found here: [Vendor Responsibility Questionnaire \(state.ny.us\)](https://www.state.ny.us/office/ocm/procurement/vendor-responsibility-questionnaire)

- The document must be signed by the Executive Director.
- Please use this supplemental form to accompany the VRQ:  
<https://hcr.ny.gov/neighborhood-and-rural-preservation-programs#forms-and-documents>
- Be sure to include the agency providing the funding and the amount of the grant.

**Questions?**

Email: [NRPP@hcr.ny.gov](mailto:NRPP@hcr.ny.gov) or call 518-474-2057.

**Application Due Date**

Applications and all materials are due no later than 4:00pm on Wednesday, December 20, 2023. Applications must be submitted via email to: [NRPP@hcr.ny.gov](mailto:NRPP@hcr.ny.gov) Early submission of applications is recommended to avoid risks of ineligibility resulting from unanticipated delays.