

**NEIGHBORHOOD & RURAL  
PRESERVATION PROGRAMS  
2023 REQUEST FOR APPLICATIONS**



**Homes and  
Community Renewal**

**Housing  
Trust Fund  
Corporation**

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**A. INTRODUCTION**

The Housing Trust Fund Corporation (HTFC) invites eligible not-for-profit organizations to submit applications for participation in the Neighborhood Preservation Program or the Rural Preservation Program (NPP/RPP).

These programs, funded by the State of New York, are administered by the Housing Trust Fund Corporation’s (HTFC) Office of Community Renewal (OCR) and provide administrative funding to community based not-for-profits across the State engaged in activities related to the preservation, stabilization, or improvement of neighborhoods or rural areas. Organizations participating in these programs are known as “preservation companies.”

Preservation companies utilize the administrative funds provided by the N/RPP to deliver services and bolster community development efforts in their designated service areas. NRPP funds do not support capital projects, administrative costs only.

**B. AVAILABLE FUNDING**

HTFC will make available State Fiscal Year (SFY) 2023-24 funds through this RFA. This amount is a guideline for expected awards and the HTFC reserves the right to award additional or no funds based on resource availability and applications received.

<b>Program</b>	<b>Estimated Funding</b>
Neighborhood Preservation Program (four awards)	\$64,861.94
Rural Preservation Program (two awards)	\$60,891.66

Funding is limited to half of a standard NPP or RPP award for the 2023-24 Program Year. This is a six-month contract, but successful applicants will be eligible for the NPP / RPP renewal application to participate for the full award offered in the 2024-25 Program Year.

**C. APPLICATION DEADLINE**

Application Open Date: November 6, 2023  
Application Deadline Date: December 20, 2023

The application deadline is firm as to date and hour. In the interest of fairness to all applicants, applications received after the specified date and time will be deemed ineligible and will not be considered for funding. Applicants should make early submission to avoid risks of ineligibility resulting from unanticipated delays or other delivery related problems.

**D. SUBMITTING AN APPLICATION**

Applications and attachments must be submitted via email to [NRPP@hcr.ny.gov](mailto:NRPP@hcr.ny.gov) by the above stated deadline. Include “2023 NOFA” in message subject line.

Applicants may request, based on demonstrated need, to submit a paper application in lieu of using email. Requests may be emailed to [NRPP@hcr.ny.gov](mailto:NRPP@hcr.ny.gov) or mailed to NYS

Homes and Community Renewal, Office of Community Renewal, Hampton Plaza, 38-40 State Street, 4th Floor South, Albany, NY 12207.

## 1. **Application Materials**

Application materials available on the HCR website at:

<https://hcr.ny.gov/neighborhood-and-rural-preservation-programs#forms-and-documents>, include the following:

- 2023-24 NRPP Application for New Companies (sections A1 and A2)
- 2023-24 NRPP Application for New Companies Instructions
- 2023-24 NRPP Application for New Companies Checklist

Additional program information including the program manual are available on the HCR website, here: <https://hcr.ny.gov/neighborhood-and-rural-preservation-programs>,

## 2. **Application Attachments**

- VRQ - The applicant must submit a signed Vendor Responsibility Questionnaire (VRQ) for not-for-profit entities. VRQ's that are not signed will render the application ineligible.
- Board Roster – The applicant must submit the NPP/RPP Board Roster form providing the home address and employment information for the applicant's board of directors. Incomplete forms will render the application ineligible.
- Proposed Service Area Map

## E. **APPLICATION THRESHOLD ELIGIBILITY CRITERIA**

### 1. **Eligible Applicants**

- Eligible NPP/RPP applicants are organizations incorporated under the New York State Not-For-Profit Corporation Law, that have been providing relevant community development/ housing preservation services to the community for at least five years prior to application.
  - **NPP**: Serves urban areas of the State with cities, towns, and villages having a population of 25,000 or more.
  - **RPP**: Services rural areas of the State with cities, towns and villages having a population of less than 25,000.
- Eligible applicants must have an office in the proposed service area.
- The organization is not currently a preservation company funded by HCR.
- The organization is actively engaged in activities related to the preservation, stabilization, or improvement of neighborhoods/rural areas including owner occupied and rental home repair/rehabilitation; construction of new, affordable housing; tenant/homeowner assistance; subsidy assistance; community planning; or community assistance (after school care; recreation programming; food pantry).
- The Board of Directors for the not-for-profit organization is representative of the community and meets the following requirements:
  - **NPP**: Board must have at least seven (7) members and 33% of the board must be residents (not work—reside) in the proposed service area
  - **RPP**: Board must have at least five (5) members and 51% of the board must be residents (not work—reside) in the proposed service area

- The organization has funding available to meet NPP/RPP program matching requirements. This is a minimum of at least one-third of the total grant award.
- The applicant must affirm the organization, or its affiliates have not been in default on federal, state, or local loans or taxes; or had a finding of evidence of fraud or abuse for seven years prior to application.
- Applicants must resolve all outstanding monitoring and/or non-compliance issues that involve a violation of federal, State or local regulations, and/or program and OCR requirements prior to the submission of an application for funding. Applicants that do not resolve monitoring and/or non-compliance issues may be deemed ineligible, and the application will not be accepted or reviewed. HTFC and OCR reserve the right to not fund any application if it has been determined that the applicant is not in compliance with existing State contracts and has not taken satisfactory steps to remedy such non-compliance.
- Not-for-profit organizations that are considered local authorities, instrumentalities of local government or are otherwise intertwined with units of local government are not eligible applicants.

## 2. **Eligible Service Areas**

Proposed service areas must meet the statutory definition for eligible service area and must be identified as a targeted unserved area.

### Statutory Language

#### **Neighborhood Preservation Program (NPP)**

Article XVI of NYS Private Housing Finance Law (PHFL) is the enabling legislation for the NPP. Article XVI states:

(a) “That the geographic boundaries...define a recognized or established neighborhood or area within the municipality.

(b) “That the demographic and other relevant data pertaining to such neighborhood indicate that the neighborhood has sustained physical deterioration, decay, neglect or disinvestment, that a substantial proportion of the residential population that the neighborhood preservation company proposes to assist through its activities is of low income and that such neighborhood is in need of active intervention to affect its preservation, stabilization or improvement.”

"Persons of low income" shall mean individuals and families whose annual incomes do not exceed ninety per cent of the median annual income for all residents of the municipality within which they reside.”

#### **Rural Preservation Program (RPP)**

Article XVII of NYS Private Housing Finance Law (PHFL) is the enabling legislative for the RPP. Article XVII states:

(a) “That the region proposed to be served by the applicant is an appropriate portion of the rural area of the state for the performance of activities pursuant to this article by a corporation.

(b) "That such region contains significant unmet housing needs of persons of low income, that a substantial portion of its population consists of such persons, and that the housing stock in the region, because of its age, deterioration, or other factors, requires improvement in order to preserve the communities within the region."

"Persons of low income" shall mean individuals and families whose annual incomes do not exceed ninety per cent of the median annual income for all residents of the region within which they reside or a larger area encompassing such region for which median annual income can be determined."

#### Targeted Unserved Areas

An evaluation of the current program participants has identified areas where program attrition has resulted in an area being unserved or underserved. An underserved area may be served by one or more preservation companies, but demand/need for preservation activities remains unmet. Supporting maps will be provided upon request to illustrate unserved areas.

Applicants working in service areas within the following targeted counties are eligible to apply and must demonstrate that the proposed service meets statutory N/RPP eligible area requirements.

- Albany County
- Broome County
- Bronx County
- Chenango County
- Dutchess County
- Erie County
- Hamilton County
- Kings County
- Montgomery County
- Nassau County
- Onondaga County
- Orange County
- Queens County
- Rockland County
- Schenectady County
- Suffolk County
- Washington County
- Westchester County

### **3. Eligible Activities & Use of Funds**

NRPP funding supports the payment of salaries and wages to employees, or fees to consultants and professionals, who are engaged in community preservation activities. Funding may not be used for capital costs. While applicants must demonstrate the type preservation work they intend to complete that will benefit the service area, funds are used only for administrative expenses. Payment of salaries, wages, or fees must relate to administration of Property Rehabilitation and Construction, Client Assistance and Community Renewal activities.

Review the Neighborhood and Rural Preservation Programs Manual for more information related to community preservation activities: [NPP RPP Program Manual](#)

## F. APPLICATION REVIEW CRITERIA

Each application that is determined to be eligible will be reviewed and scored based on the criteria listed below.

The review criteria give preference to applications that demonstrate a need for additional support for housing and preservation activities in the proposed service areas and to applicants that demonstrate appropriate organizational capacity and resources to implement new or expanded preservation activities.

- **Other HCR Funding**

Applicants are subject to an evaluation of other OCR program funding history, other OCR program administration performance, and organizational capacity. Applicants that are actively administering and in good standing with other HCR programs will be given preference.

- **Program Activities**

- Proposals that demonstrate a clear understanding of the requirements of the Neighborhood and Rural Preservation Programs and present the necessary organizational structures to implement the program.
- Applicants with mission statements and services that best align with the objectives of the Neighborhood and Rural Preservation Programs.
- Applicants that present a successful history of housing preservation and community renewal activities and demonstrate how NPP/RPP funds will bolster the organization's reach and impact within the proposed service area.

- **Organizational Capacity**

- Proposals that present efficient and responsible organizational structure, requisite staff, internal controls, continuity planning, and distribution of administrative responsibilities will receive priority consideration in the application review process.
- Proposals that provide compelling explanation of the applicant's need for NPP/RPP administrative funding, and realistic plan for how the resources will be directed.
- Proposals that present well defined impact of the resources on administrative capacity as it relates to strengthening and expanding offerings within the proposed service area, i.e., measurable examples of anticipated outcomes and accomplishments.

- **Fiscal Responsibility**

Measures the quality and completeness of the proposed project budget, specifically:

- Clarity of project budget including eligible use of funds, evidence that NPP/RPP administrative support will result in additional activity.
- Extent to which the program resources will leverage other relevant funding sources.
- The applicant presents three years of annual audits to confirm solvency.

## G. APPLICATION PROCESSING STEPS

- **Application Receipt** – Once an application is submitted via email the application is made available for review by OCR staff.
- **Threshold Eligibility Review** – Applications are reviewed to confirm that the identified threshold eligibility criteria identified in Section E are met. Applications that do not meet the threshold eligibility criteria will not be reviewed further.
- **Application Review** – Eligible applications are reviewed, rated, and ranked using the application review criteria identified in Section F.
- **HTFC Board Approval** – OCR presents proposed award recommendations to the HTFC Board for review and approval. HTFC Board approval provides OCR authorization to proceed with awards and enter into grant agreements with the awardees.
- **Award/Non-Award Notification** – Applicants will receive a letter with the final status of an application as follows:
  - Award - Selected for Funding, or
  - Non-Award - Not Selected for Funding
- **Program Agreement** – Applicants selected for funding may be asked to revise parts of a proposal prior to issuance of a grant agreement. OCR expects to enter into a grant agreement within 45 business days of the awardee's compliance with submission requirements. Awardees are required to provide supplemental documentation including documentation of General liability, Auto, Workers' Comp, Disability and Fidelity/Crime insurance coverage with the Program Agreement.

## H. FUNDING CONSIDERATIONS

- HTFC reserves the right to communicate with an applicant for the purpose of addressing clerical and arithmetical errors in applications.
- HTFC reserves the right not to issue an award or contract to any applicant if it has been determined that the applicant is not in compliance with existing contracts and has not taken satisfactory steps to remedy such non-compliance.
- HTFC reserves the right to award all, more than identified, a portion of, or none of the available funds based upon funding availability, feasibility of the applications received, the competitiveness of the applications, an applicant's ability to meet HTFC criteria for funding, the applicant's ability to advance the State's housing goals, and HTFC's assessment of cost reasonableness. HTFC reserves the right to award all, a portion of, or none of the application's requested amount, and further reserves the right to review an application requesting funds as an application for funding under other programs for which the proposed activity is eligible, and to change or disallow aspects of the applications received.
- HTFC reserves the right to waive any requirement contained in this NOFA or revise



the terms of this NOFA as needed.

- Award of funds does not confirm eligibility of all activities included in an application proposal, and HTFC reserves the right to change or disallow aspects of the applications received and may make such changes an expressed condition of its commitment to provide funding for proposed activities.

## **I. TECHNICAL ASSISTANCE**

Applicants are encouraged to review the full RFA and relevant program materials prior to beginning the application process. These materials provide essential information for composing application responses and guidance for completing the application. The Program Manual available online, here: the [NPP RPP Program Manual](#) provides information essential for potential awardees and program participants.

Please contact OCR staff at [NRPP@hcr.ny.gov](mailto:NRPP@hcr.ny.gov) with questions.