

## **Webinar Questions:**

### **Program Questions:**

Q: Why are the NPC and RPC awards different? Why is the match greater for NPCs?

A: It's a complicated calculation but the awards are similar. Since the NPC award is slightly higher than the RPC award, the 50% match requirement is higher for the NPCs.

Q: Must Board members be a resident or can they own a business or work in NC service area?

A: Board members must be residents of your service area. All board members do not need to live in the service area. All are required to have five members. NPCs must have  $\geq 33\%$  residing in the service area and RPCs must have  $\geq 51\%$  residing in the service area.

Q: Do we need the board members to complete conflict of interest form annually? Or just new members?

A: Annually for all members

### **Required Document Questions:**

Q: MWBE: Are EEO Contract goals based on County?

A: Yes. If you need these numbers, please reach out to the Coalition. These are on our website as well. <http://www.nyshcr.org/Forms/NPPRPP/> - file name is 'Minority & Women Labor Force Goals.' Info is on first page.

Q: Do EEO goals change each year or can we use the numbers from last time?

A: The numbers from last year are the same.

Q: If you buy computer software or hardware do you have to comply with MWB requirements for vendors?

A: Most likely, but it needs to be verified.

Q: Vendor Questionnaire: On question 17, do you report only NPP money, or other money from HCR.

A: Report all contracts from NYS, with HCR and any other agencies you may work with.

Q: How old can the depository forms be?

A: Only new ones will be accepted. This form needs to be updated and submitted annually.

### **Contract Questions:**

### **Budget Questions:**

Q: We have always used \$ from NPC to pay for a newsletter. Which budget category does that fit into?

A: For budget items, please use the Other lines and define what it's for.

Q: If we purchase new software, where do we show it on the budget sheets?

A: Use an Other category and define it in the space provided.

Q: We talked about the fact that needs assessment & strategic plan update goes in planning on the work plan, but where on the budget would it go?

A: Professional services – other

Q: On the budget page for Total Annual Administrative budget, is that the total agency budget or just the general administrative amount?

A: Total agency budget

### **Work Plan:**

Q: On p. 13 what would be Involvement with HCR Activities?

A: Involvement with HCR sponsored webinars, trainings, events, etc. You can also count Coalition conferences and workshops.

Q: Is a new strategic plan required?

A: Not currently, but we strongly encourage each organization to have a Needs Assessment and Strategic Plan in place

Q: Where in the work plan do we put the strategic plan?

A: Exhibit C, under planning

Q: What is considered to be a 'frail senior'?

A: Persons age 55 or older who require assistance with one or more activities of daily living or instrumental activities of daily living. Also persons age 55 or older who have limitations in mental capacity or emotional strength and motivation that affect their capacity to viably live independently; that is without assistance or intervention.

Q: Can you give us an example of partnership? Does it have to mean shared staff, exchange of money, etc. to constitute a partnership?

A: A partnership is a formal arrangement between the Preservation Company and another organization. The partnership can be for a variety of activities. Something that can be verified if asked about. Examples include if an agreement is in place, if something is in writing, or if there is an exchange of funds. Please go into further detail in the narrative.

Q: Partnerships created – does this include only new partnerships or should ongoing partnerships also be noted?

A: it may be an existing partnership if you are conducting a new activity together in the current program year.

Q: On the property management questionnaire, for projects with multiple buildings, should the total number of projects, or the total number of buildings be listed in question 1?

A: Clarification on this was needed. Please reach out to the Coalitions or HCR if you're having trouble with this.

Q: Do you want the contract submitted as one signed scanned document or in pieces?

A: Please send the individual PDF of the contract that you filled in as one attachment, and you can scan and email all the other required forms as a second attachment.

### **APR Questions:**

Q: Can we submit APR documents with signed/scanned signatures as opposed to electronic signatures?

A: Scanned signatures are acceptable, but electronic signatures are **strongly** preferred.

Q: Match, value of interns & volunteers?

A: Volunteers would be considered "in kind" which is eligible to be counted for match.

Q: Would the homebuyer's contribution (down payment) from their own funds, be counted as leveraged funds?

A: Yes.

Q: Would subsidies received, SNAP, Medicaid, etc be included as leverage?

A: Maybe, this needs to be verified.