



## Get Ready for Your New NPP Contract

HCR will make greater use of Grants Gateway for this year's contract. Utilize the checklist below to ensure you are up-to-date with the following sections and materials. If you have an issue accessing your Grants Gateway, please contact the helpdesk. Information below.

- Organization Capacity
- Organization Compliance
- Organization Integrity
- Service Descriptors
- Service Capacity
- IRS 990
- Audited financial statements, not draft
- CHAR500 or CHAR410
- Most current Board of Directors profile/list
- Senior Leadership Resumes (current NPC staff)
- Corporate by-laws (if they have changed)
- Vendor Responsibility Questionnaire

You will need your 2017 materials at a minimum. Extension documents are no longer accepted.

Please note: NPP funding was restored in the NYS budget and the funding level remains consistent with 2018-19.

### Help Desk Availability

Hours: Monday thru Friday 8am to 8pm

Phone: 1-800-820-1890

Email: [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com)