Submit the following to apply for participation in the Neighborhood / Rural Preservation Program:

- N/RPP Application (includes certification; work plan; and budget)
- Board Resolution
- Vendor Responsibility Questionnaire Uploaded in Grants Gateway
- Board Roster Form(s) Uploaded in Grants Gateway
- Grants Gateway Vault Up-To-Date

**N/RPP Application**

- The 2019-2020 program year (PY) requires preservation companies to submit a new application and certification. An awarded contract will be a one-year term.

- The application includes questions in eight sections, A – H:
  - Section A – Service Area Certification and Program Description
  - Section B – Needs Assessment & Strategic Planning
  - Section C – Governance & Board Requirements
  - Section D – Fiscal & Internal Controls
  - Section E – Performance in Previous Contract Years & Other HCR Contracts
  - Section F – Work Plan
    - Property Rehabilitation and Construction
    - Community Renewal
  - Section G – Budget
  - Section H – Application Certification

- Additional documents may be required as stated in each section. Sections E – G, Work Plan, Budget, and Service Area Certification have not been part of the application in the past. This is a change for the 2019-2020 program year.

**Board Resolution**

- Submit an approved board resolution authorizing the preservation company’s participation in the Neighborhood / Rural Preservation Program for the 2019-2020 program year.
- The Board Resolution must be dated within 90 days of July 1, 2019
- The Board Resolution template is available online, here: [https://hcr.ny.gov/neighborhood-and-rural-preservation-programs](https://hcr.ny.gov/neighborhood-and-rural-preservation-programs)

**Vendor Responsibility Questionnaire**

- The Vendor Responsibility Questionnaire must be uploaded into Grants Gateway
- This form is available online, here: [https://hcr.ny.gov/neighborhood-and-rural-preservation-programs](https://hcr.ny.gov/neighborhood-and-rural-preservation-programs)

**Board Roster Form(s)**

- The Board Roster Form(s) must be uploaded into Grants Gateway
- This form is available online, here: [https://hcr.ny.gov/neighborhood-and-rural-preservation-programs](https://hcr.ny.gov/neighborhood-and-rural-preservation-programs)

**Grants Gateway Vault**

- The awarded organization’s Grants Gateway vault must be pre-qualified AND up-to-date to be eligible to
To receive N/RPP funding,

- **The following required forms and documents must be current (updated in 2019):**
  - Organizational Capacity
  - Organization Compliance
  - Organization Integrity
  - Service Descriptors
  - Service Capacity
  - IRS 990
  - Audit
  - CHAR 500 or 410
  - Board of Directors Profile (Board Roster)
  - Senior Leadership Resumes (i.e. Executive Director, Deputy Director, Finance Manager, Program Manager)
  - Vendor Responsibility Questionnaire

- For technical assistance, please contact the Grants Gateway Help Desk:
  - Phone: 1-800-820-1890
  - Email: helpdesk@agatesoftware.com
  - Hours: 8am - 8pm, Monday – Friday
  - [www.grantsreform.ny.gov](http://www.grantsreform.ny.gov)

- The Neighborhood Preservation Coalition and the Rural Housing Coalition are also available to help with Grants Gateway.

**Application Due Date**

- **Applications must be received by 5:00 pm on Wednesday, July 31, 2019.**
- Applications must be emailed to: [NRPP@nyshcr.org](mailto:NRPP@nyshcr.org)

**Review of Applications and Next Steps**

- Applications will be reviewed in the order they are received.
- Grant agreements will be issued for complete and eligible applications.
- No funding will be released until July 1, 2019 and is contingent upon the execution of the grant agreement.

**Questions**

- Elisabeth Draper, Program Director: [elisabeth.draper@nyshcr.org](mailto:elisabeth.draper@nyshcr.org) or 518-474-2057