

Neighborhood and Rural Preservation Program Application Checklist 2019-2020

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
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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
 - Client Assistance
 - 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>

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>

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>

Grants Gateway Vault

- The awarded organization's Grants Gateway vault must be pre-qualified AND up-to-date to be eligible 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
- 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

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

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