

Neighborhood and Rural Preservation Program Application Checklist 2020-2021

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

- N/RPP Application
 - Board Resolution / Letter
 - 2020-21 Company Board Roster
 - Vendor Responsibility Questionnaire (VRQ)
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N/RPP Application

- The 2020-2021 program year 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 – G:
 - Section A – Service Area Certification and Program Description
 - Section B – Governance & Board Requirements
 - Section C – Fiscal & Organizational Certifications
 - Section D – Other HCR Contracts and Property Management
 - Section E – Work Plan
 - Property Rehabilitation and Construction
 - Client Assistance
 - Community Renewal
 - Section F – Budget
 - Section G – Application Certification
- Additional documents may be required as stated in each section.

Board Resolution

- Submit an approved board resolution / letter authorizing the preservation company's participation in the Neighborhood / Rural Preservation Program for the 2020-2021 program year.
- The Board Resolution must be dated within 90 days of July 1, 2020
- The Board Resolution template is available online, here: <https://hcr.ny.gov/neighborhood-and-rural-preservation-programs>

2020-21 Company Board Roster

- The Board Roster Form(s) must contain residency information (home address), occupations, election dates, and phone numbers for all individuals listed.
- This form is available online, here: <https://hcr.ny.gov/neighborhood-and-rural-preservation-programs>

Vendor Responsibility Questionnaire (VRQ)

- The Vendor Responsibility Questionnaire must be signed, notarized, and contain a list of all grants received by the organization in the last 3 years.
- This form is available online, here: <https://hcr.ny.gov/neighborhood-and-rural-preservation-programs>

Application Due Date

- **Applications must be received by 5:00 pm on Friday, August 28, 2020.**
- Applications must be emailed to: NRPP@nyshcr.org
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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.
- Award amount is subject to change.
- Funding is subject to availability and contingent upon the execution of the grant agreement and submission of the 2019-20 Annual Performance Report.

Questions

- Elisabeth Draper, Program Director: Elisabeth.Draper@hcr.ny.gov or 518-474-2057
- Elizabeth Bengel, Community Developer: Elizabeth.Bengel@nyshcr.org