

Neighborhood and Rural Preservation Programs 2021-22 Application Checklist

The following documents must be uploaded via CDOL:

- ☐ N/RPP Application
 - ☐ Board Resolution
 - ☐ 2021-22 Board Roster
 - ☐ Vendor Responsibility Questionnaire (VRQ)—including supplemental form
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N/RPP Application

- The application includes questions in seven 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
- If the applicant owns and / or manages any properties, please complete the “Property Management Questionnaire” located in the application.

2021-22 Board Resolution

- Submit an approved board resolution authorizing the applicant’s participation in the Neighborhood Preservation Program or Rural Preservation Program for the 2021-22 program year.
- The Board Resolution must be dated within 90 days of July 1, 2021
- The Board Resolution template is available online: <https://hcr.ny.gov/neighborhood-and-rural-preservation-programs>

2021-22 Board Roster

- The Board Roster Form(s) must contain residency information (home address), employer / occupation, date elected to the board, and phone numbers for all board members.
- This form is available online: <https://hcr.ny.gov/neighborhood-and-rural-preservation-programs>

Vendor Responsibility Questionnaire (VRQ)

- The Vendor Responsibility Questionnaire must be signed, notarized.
- The VRQ must also be accompanied by a listing of all grants received by the applicant in the last three years. The form is available online: <https://hcr.ny.gov/neighborhood-and-rural-preservation-programs>
- The VRQ is available online: https://hcr.ny.gov/system/files/documents/2021/07/210721_venrep_not-for-profit_organization_final_0.pdf

Application Due Date

- **Applications must be submitted by 5pm on Friday, July 16, 2021**
- Applications must be uploaded to CDOL: <https://hcr.ny.gov/community-development-online>

Questions

- NRPP@nyshcr.org or 518-474-2057