

**NYS Homes and Community Renewal
Housing Trust Fund Corporation
Neighborhood and Rural Preservation Programs (N/RPP)
New Preservation Company Applicants
2022-23 Program Year -- Application Checklist**

The following documents must be submitted via email:

- N/RPP Application for New Companies
 - 2022-23 Board Roster
 - Board Resolution or Letter
 - Vendor Responsibility Questionnaire (VRQ)—including supplemental form
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N/RPP Application

- Applicant Information and Threshold Eligibility
- 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—Administrative Capacity & Fiscal Responsibility
 - Section G—Budget
- If the applicant owns and/or manages any properties, please complete the “Property Management Questionnaire” located in the application.

2022-23 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>

Board Resolution

- The applicant must submit a board resolution. If an organization is unable to secure a formal resolution during the application period, a letter from the Board Chair will be accepted.

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: [Vendor Responsibility Questionnaire \(state.ny.us\)](https://www.state.ny.us/online/VRQ)

Application Due Date

- **Applications and materials must be submitted by 4pm on Tuesday, January 31, 2023**
- Applications and materials must be emailed to: NRPP@hcr.ny.gov

Questions: NRPP@hcr.ny.gov or 518-474-2057