

NPP and RPP 2023-24 Renewal Application Checklist

The following documents must be uploaded via CDOL:

- NPP/RPP Application--Part A1 (Certifications) and A2 (Work Plan and Budget) as separate uploads
 - Board Roster –Part A3
 - Vendor Responsibility Questionnaire (VRQ)—including supplemental form as ONE document—Part A4
 - Exterior Photo of Office—Part A5
 - Property Management Questionnaire (if applicable)—Part A6
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Renewal Application—Parts A1 and A2

- A1—General Applicant Information and Signature
- A1—Threshold Eligibility Requirements
- A1—Certification of the Approved Service Area and Community Need
- A1—Organizational Governance and Board of Directors Compliance
- A1—Other Funding Sources
- A1—Fiscal and Organizational Certifications
- A2—Work Plan
- A2—Budget
- If the applicant owns and / or manages any properties, please complete the “Property Management Questionnaire” and upload via CDOL (information below).

2023-24 Board Roster—Part A3

- The Board Roster Form(s) must contain residency information (home address), employer, date elected to the board, and phone numbers for all board members.
- This form is available online: [Neighborhood and Rural Preservation Programs | HCR](#)

Vendor Responsibility Questionnaire (VRQ)—Part A4

- The VRQ must be signed. Please attach the VRQ Contract History form to the VRQ and upload as ONE document.
- 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: [Neighborhood and Rural Preservation Programs | HCR](#)
- The VRQ is available online: [VRQ for NPP and RPP | Office of the New York State Comptroller](#)

Exterior Photo of Office—Part A5

Must show the organization’s office front from the street.

Property Management Questionnaire—Part A6 (if applicable)

The form is available online: [Neighborhood and Rural Preservation Programs | HCR](#)

Application Due Date

- **Applications must be submitted by 4pm on Friday, August 11, 2023**
- Complete applications must be uploaded to CDOL: [Community Development Online | HCR](#)
- **DO NOT UPLOAD A PIECEMEAL APPLICATION**—An incomplete application will not be reviewed.
- **NO APPLICATION EXTENSIONS WILL BE GRANTED**

Questions

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