

**NYS Homes and Community Renewal
Housing Trust Fund Corporation
Neighborhood and Rural Preservation Programs (NPP/RPP)
New Preservation Company Applicants
2023-24 Program Year -- Application Checklist**

The following documents must be submitted via email:

- NPP/RPP Application for New Companies (Sections A1 and A2)
 - 2023-24 Board Roster
 - Proposed Service Area Map
 - Vendor Responsibility Questionnaire (VRQ)—including supplemental form
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NPP/RPP Application

- The application includes questions in two sections –A1 and A2.
 - A1 consists of a series of relevant questions and certifications, including applicant threshold eligibility.
 - A2 is the proposed work plan and budget.
- If the applicant owns and/or manages any properties, please complete the “Property Management Questionnaire” that can be found online here: <https://hcr.ny.gov/neighborhood-and-rural-preservation-programs>

2023-24 Board Roster

- The Board Roster Form(s) must contain residency information (home address), employer name, 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>

Proposed Service Area

- The applicant must submit a map showing the proposed NPP or RPP service area.

Vendor Responsibility Questionnaire (VRQ)

- The Vendor Responsibility Questionnaire must be signed.
- 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.vendorresponsibilityquestionnaire.state.ny.us)

Application Due Date

- **Applications and materials must be submitted by 4pm on Wednesday, December 20, 2023**
- Applications and materials must be emailed to: NRPP@hcr.ny.gov

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