

FY-23 MANDATORY WORKSHOP

Thankfully, COVID is winding down and next year we will be able to meet in person. However, once again, for this year, in place of the workshop is a mandatory questionnaire, which highlights a few of the most important pieces of the PowerPoint presentation. This questionnaire will be a required attachment to your application. The application is due any time before 5:00 p.m. on June 30th.

There will be a PDF of the NIP PowerPoint presentation on www.wvcad.org/nip by May 16th for your review. After you have studied the “**FY-23 Workshop Presentation**”, you will need to correctly complete the “**FY-23 Workshop Questionnaire**”. This questionnaire will be one of the required attachments to your NIP application. It is located directly beneath the PowerPoint presentation on our web page.

There are twenty (20) questions on the questionnaire. After completing the organizational information at the top of the form, you can tab, space, or click your way through the form. To answer the questions, simply click the dropdown arrow in each blank answer box on the right-hand side and choose the correct response. If you answer incorrectly, you will be directed to the page in the presentation to find the answer. All questions should be answered correctly. After you complete the questionnaire, save it so you will be able to attach it to your application. **This is in lieu of the mandatory workshop.** If the questionnaire is not attached to your application, then you do not qualify, and your application will be rejected.

The application will be online by May 17th and you may start completion of it then. Please remember only new applicants need to create a new account. All returning applicants must use your existing account (log in to the dashboard with your email address and your password). Your application is due any time before 5:00 p.m. on June 30th. At 5:00 p.m. the site is shut down.

The sample Board Resolution, a Sample of the Secretary of State Letter, and the Contract will also be online when the application is available.

If you have any questions, please leave a voicemail at (304) 549-8046 or send me an e-mail at Cathy.L.Durham@wv.gov.