

APPENDIX 1: NY PLATES APPLICATION PREPARATION WORKSHEET

This Grant Application Preparation Worksheet is a preview of the questions included in the DASNY Grants Application Portal related to **NY PLATES**. Use the document as a worksheet to review what will be asked and help with gathering the materials needed before beginning an official Application.

Completed Applications must be submitted through the DASNY Grants Application Portal (“the Portal”). This document alone does not constitute an application, nor a submission.

Before beginning, carefully read the Request for Applications (RFA) for the Grant Program. The RFA explains eligibility requirements, submission instructions, and important deadlines. Some sections of the Application require specific supporting documents and details about those documents are explained within the RFA as well as within the relevant Application section. *Please note that the section headings used in this worksheet are not used in the Portal.*

Answer every question. If a question does not apply to the Organization or Project, enter “N/A” where indicated. Do not leave any question blank.

All supporting documents must be current, complete, and submitted in the specified format. **Files must be PDFs. NOTE: Individual files are limited to 32Mb.**

The Application Certification must be signed and uploaded in the Portal.

Submitting incomplete or inaccurate information will result in a lower rating or disqualification.

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Section 1: Organization Information

This section collects basic information about the organization. All responses must match the official organizational documents, including legal name. Applicants will input in the Portal when completing an Organization Profile and the Application.

Applicant's Legal Name	
D/B/As	
Organization Type	<i>Select: Municipality, Non-Profit, For Profit, or Other</i>
Organization Type Other	<i>If "other," specify</i>
FEIN	
Charities Registration Number	
State Financial System (SFS) Vendor ID	
Address- Principal Place of Business Street	
Address- Principal Place of Business City/Town	
Address- Principal Place of Business ZIP Code	
Main Business Phone Number	

Applicant Contract 1 (Primary)

Full Name	
Title	
Email	
Phone Number	
Extension	

Applicant Contract 2 (Secondary)

Full Name	
Title	
Email	
Phone Number	
Extension	

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Applicant's Authorized Officer 1 (Primary)

Full Name	
Title	
Email	
Phone Number	
Extension	

Applicant's Authorized Officer 2 (Secondary)

Full Name	
Title	
Email	
Phone Number	
Extension	

Applicants must submit supporting organizational documents that list the Applicant's legal name (or D/B/A). Examples include:

- Certificates or Articles of Incorporation (including Amendments),
- Articles of Organization and Operating Agreement,
- Charter,
- Enabling Legislation, or
- other equivalent governing or formation documents, as applicable to organization type.

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Section 2: Capital Project Information

This section describes the Project and its budget. Be specific as possible.

General Project Description	
Anticipated Project Start Date	
Anticipated Project Completion Date	

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Project Budget

What is the Total Project Cost?	
Requested Grant Amount	

A comprehensive project budget is required that accounts for the entire project scope.

For each project cost, enter the listed information in the appropriate fields within the Portal.

- Contractor/Vendor Name
- Description of quote/proposal/contract/invoice
- Date of quote/proposal/contract/invoice
- Cost

Applicants must upload to the Portal the supporting documents to explain all project costs.

- For each project cost, include only one supporting document- either a quote, proposal, contract, or invoice from the contractor or vendor. Do not submit both a General Contractor's quote, proposal, or contract and a subcontractor's invoice for the same cost item.
- If you have multiple quotes or proposals from a competitive bid process, submit only the one from the selected contractor. Do not attach competing bids or additional quotes for the same scope of work.
- If you have multiple invoices or pay applications billed over time, submit only the most recent document. That document must clearly reflect all of the following: the total contract amount, the amount incurred to date, and the remaining balance not yet incurred.

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Section 4: Project Location(s) and Site Control Documentation

*This section asks for the address and ownership details of the Project site. Applicants must demonstrate that the organization has legal control of the Project site. Not all Grant Programs allow multiple locations. Refer to the RFA for the Grant Program for requirements regarding Project Locations and Site Control documentation. **NY PLATES only allows for ONE Project Location.***

For each Project Location, the Applicant must provide:

Project Location Street Address	
Project Location City/Town	
Project Location ZIP Code	
Project Location County	
If the Applicant will not occupy 100% of the project location identified above, provide an explanation that includes details about any other entity that will have site control or occupancy rights at the project location during the useful economic life of the Grant Capital Project (e.g., subleases, co-ownership agreements, or shared/common areas agreements).	
Project Location Type	<p>Select:</p> <ul style="list-style-type: none"> • Project Location is owned by Applicant under Applicant legal name • Project Location is leased/subleased by Applicant under legal name • Project Location will be acquired • Project Location is owned, and Applicant is a municipality

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Supporting documents for each Project Location must be uploaded to the Portal in one of the following forms:

- Deed
- Lease (and if required by the terms of the lease, a signed letter from the landlord or realty entity, on their letterhead, indicating support for the capital project described in the Grant Application)
- Contract of Sale with closing date
- Appraisal Report that meets all of the following requirements:
 - The appraisal conforms to USPAP
 - The appraisal includes analysis on which the value conclusion is based (i.e., an Appraisal Report, not a Restricted Appraisal)
 - The appraisal is less than one (1) year old at the time of submission or was completed within one (1) year of Property Acquisition. (DASNY may, in its sole discretion, request a more recent appraisal if market conditions warrant)
 - The appraised value reflects an “as is” condition at the time of submission or at the time of acquisition
 - The appraisal includes an on-site inspection of the property to be acquired, conducted by the appraiser
 - DASNY is listed as an intended user (Note: If DASNY is not listed as an intended user, DASNY may, at its sole discretion, request that appraisal be re-issued)
- Certificate of Municipal Site Control
- Certificate of Municipal District Site Control
- Site Control documentation for an Indian Nation

**NY PLATES
DOES NOT
ALLOW GRANT
FUNDS TO BE
USED FOR
PROPERTY
ACQUISITION**

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Section 5: Vehicle Questionnaire

Complete this section in the Portal only if the Project includes the purchase of one or more vehicles. Complete a separate entry for each vehicle. If the Project does not include a vehicle, indicate as such in the first question and move to Section 6.

Does the Project include the purchase of a vehicle?	Yes or No
Has the vehicle been purchased?	

If the vehicle has been purchased:

When was the vehicle purchased?	
Provide the name and address of the vendor.	
Was the vehicle new or used at the time of purchase?	
What is the year of the vehicle?	
If a deposit was paid prior to purchase, what was the deposit amount?	
Is there any debt attached to the purchase of the vehicle?	
Who owns or holds title to the vehicle?	
Provide details for any lien on the vehicle title.	

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If the vehicle has not been purchased:

When does the Applicant anticipate purchasing the vehicle?	
Will the vehicle be new when purchased?	
What is the year of the vehicle?	
Who will own or hold title to the vehicle?	
How will the vehicle purchase be funded?	
Has a deposit been paid, or will a deposit be paid, toward the purchase of the vehicle?	
What is the value of the deposit that was paid or will be paid?	
Will Grant Funds be needed at the time of the purchase?	
Will there be any debt associated with the purchase of the vehicle?	
Where will the vehicle be stored?	

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Section 6: Certification

*This section contains legal certifications that the Applicant must review carefully. By signing the certification, the Authorized Officer is confirming that all of the statements made are true and accurate. Upload a signed copy of **Appendix 3: Application Certification**.*

UPLOAD APPLICATION CERTIFICATION

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Section 7: Program Specific Questions

*In this section, the Applicant will upload responses to items set forth in **Appendix 2: NY PLATES Application, Program Specific Questions**. Carefully read and complete all items. The completed document will be uploaded into the Portal.*

Grant Program: NY PLATES (PROVIDING LOCAL ACCESS TO ESSENTIAL SUSTENANCE)

UPLOAD NY PLATES APPLICATION, PROGRAM SPECIFIC QUESTIONS