



## Child Care Capital Construction Funding Program (4CFP)

### Frequently Asked Questions

This list is designed to answer many of the questions that Applicants may have about the Child Care Capital Construction Funding Program, (4CFP), administered by the Dormitory Authority State of New York (DASNY) and the Office of Children and Family Services (OCFS). If, after reviewing this list, the Applicant has additional questions email [Childcare@dasny.org](mailto:Childcare@dasny.org).

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**Definitions:** See Section Two of the 4CFP RFA for a full list of the 4CFP relevant terms and their definitions.

## **I. Process Questions**

### **A. Questions Regarding DASNY's Role in Administering 4CFP**

#### **Q.A1: What is DASNY's role in administering 4CFP?**

A.A1: DASNY is partnering with OCFS to review Applications to ensure that the Applicant is eligible to receive 4CFP Funds, and the project can be financed with the proceeds of DASNY bonds. After OCFS and DASNY have scored all Applications, OCFS will advance all qualified Applications to DASNY for grant processing. DASNY will undertake additional required reviews for all awarded projects. Upon successful completion of these reviews, DASNY will enter into a Grant Disbursement Agreement (GDA) with each Awardee and will process requisitions for eligible costs upon submission of certified requisitions by the Grantee.

### **B. Questions Regarding Information Needed Prior to Submitting a 4CFP Application:**

#### **Q.B1: What should our Organization do first when applying for an opportunity?**

A.B1: Each Not-for-Profit Organization will need to have registered and prequalified in the New York State Statewide Financial System (SFS). The Organization must be in prequalified status throughout the grant process, from application submission all the way through to GDA and reimbursement phase. **(NOTE: See Prequalification heading under Q.C1, below for more information on this.)**

Required Forms for Prequalification include:

1. Certificate of Incorporation or equivalent document
2. DBA Certificate (if applicable)
3. IRS 501(c) determination letter
4. IRS 990
5. Audit/Reviews and Findings
6. CHAR500 or CHAR410
7. Board of Directors Profile
8. Senior Leadership Resumes
9. Corporate Bylaws
10. Organization Chart

In addition, each Applicant must read and follow the information provided in the Request for Applications. A question period will be available, and all questions and answers will be posted for the benefit of all Applicants. An instructional webinar will also be available, and it is recommended that the Webinar is viewed in advance of submitting an Application.

#### **Q.B2: Why must our Organization provide a cost estimate?**

A.B2: Applicants must demonstrate that they have a complete understanding of the Project's total current cost and the funds that will be needed to complete the Project. 4CFP Funds will only be awarded for a Project if it can be demonstrated that the Project can be fully funded and completed as proposed and within the mandated timeframe.

**Q.B3: Our Organization has members with a variety of backgrounds in construction. Why must we submit a professional cost estimate?**

A.B3: All construction estimates must be from a qualified professional such as licensed contractors or developed by a licensed engineer or architect and submitted on their letterhead. The contractor should not have the appearance of a conflict of interest.

For the purpose of equipment purchases, website vendor search pages are acceptable.

## **C. Post Application Review Process for Awardees**

**Q.C1: What happens after the Awardee has received an Award letter?**

A.C1: After OCFS and DASNY have scored the Applications, DASNY will communicate to each Awardee via email with the information required by DASNY in order for the Awardee to receive a Grant Disbursement Agreement (GDA). Once all the documents requested have been returned by the Awardee, a DASNY processor will be assigned to follow-up and coordinate all required reviews needed to obtain a GDA. Depending upon the complexity of the project, DASNY may request additional information or call the Awardee to discuss the project in more detail. Please note that all documentation must be provided electronically.

**DASNY recommends that an Awardee does not start the project until a fully executed GDA has been provided.**

Generally, DASNY will undertake the following reviews for each grant:

### General Overview:

DASNY reviews each Application for compliance with 4CFP enabling legislation and applicable tax laws. DASNY will also review documentation evidencing site control, corporate authority, evidence of committed funding to pay for the entire project as described, environmental reviews and other matters. During this review process, the Grantee will be asked to complete certain forms electronically and return them electronically to DASNY. Please do so promptly, as delays in returning these forms will delay the process and, ultimately, the disbursement of funds to the grantee.

### Site Control:

DASNY will review the provided documentation to ensure that the Grantee has appropriate site control of the premises where the 4CFP Project will happen and where 4CFP funds will be spent.

If the Grantee owns the facility, DASNY will review the deed or Municipal Site Control certification. Please note that the Grantee must own the property for a period of years after 4CFP Grant has been disbursed and the project is completed. 4CFP requires that the child care program remain operational for a minimum of eight (8) years after the Certificate of Occupancy has been received.

If the Grantee leases the facility, DASNY will review the lease, which must be executed in the legal name of the Grantee. The term of the lease must be for at least eight (8) years, Please be advised that Landlord's permission is a term and condition of the GDA and therefore said permission will be verified prior to GDA execution.

Lastly, the full lease and all applicable riders, amendments and exhibits mentioned within the lease must be included with the original lease documentation.

#### Financial Review:

DASNY must verify the existence of committed funding resources sufficient to complete the Project as described. For this program, acceptable proof of such funding commitments may include the following: commitment letters from a bank or other lending institution; evidence of other Grant awards; a board resolution committing funds to complete the Project accompanied by recent audited financial statements; or other documentation acceptable to DASNY that confirms that funding exists to complete the Project as proposed in the professional contractor's estimate, quote or contract.

#### Office of Environmental Affairs (OEA) Review

All 4CFP projects are subject to the State Environmental Quality Review Act (SEQRA) and State Historic Preservation Act (SHPA). As needed, DASNY's Office of Environmental Affairs will reach out to coordinate and ensure these legislative requirements are met. **NOTE: reviews for certain 4CFP projects could be completed internally by DASNY and may not require further action from the Grantee. Alternatively, there will be 4CFP projects that will require additional documentation and/or action(s) by the Grantee.**

Coordination with the State Historic Preservation Office (SHPO) is required if the project building(s) or site(s) are eligible for, or listed on, the State and National Registers of Historic Places; if the building(s) or site(s) are considered a contributing element to a defined historic district; or are located in an area of archaeological sensitivity. The grantee can find this information on the SHPO and NYS Department of Environmental Conservation (DEC) website:

<https://parks.ny.gov/shpo/online-tools/>

**NOTE: consultation with SHPO may also be required for structures approaching 50 years old, and/or if the Project involves ground disturbance/demolition.**

If the Project does meet the requirements of being actionable under SHPA, then a Grantee must provide DASNY with a copy of the determination letter from the Office of Parks Recreation Historic Preservation (OPRHP) once the consultation has been completed.

**NOTE: The Project must be filed in SHPO's Cultural Resource Information System (CRIS) to receive a determination letter.** SHPO will not issue a determination letter upon receipt of a Lead Agency Letter or email. The CRIS system can be found at: <https://parks.ny.gov/shpo/online-tools/cris/>

If there are any questions regarding SEQR or SHPA requirements, please direct these questions to [grantsseqr@dasny.org](mailto:grantsseqr@dasny.org).

#### Bond Counsel Review/Final Approvals:

Once all documentation has been returned to DASNY, the Processor may have to review the documentation in consultation with bond and tax counsel. DASNY will reach out to the Grantee if further information/documentation is needed. The timing of bond counsel reviews varies and is dependent upon the complexity of the Project.

**Q.C2: Why must our Organization complete a form certifying that the 4CFP Funds will not be used for programs that might have some religious components?**

A.C2: As the issuer of the bonds, DASNY must take great care to ensure that it is in compliance with all applicable Federal and State laws, including tax laws and regulations promulgated by the Securities and Exchange Commission.

**Q.C3: Once a 4CFP Application has been advanced to DASNY for review, is there a deadline for returning required documentation to DASNY?**

A.C3: Yes, all Awardees are required to work with DASNY to complete the required reviews within twelve months from the date the Award Letter. **Failure to do so will disqualify the Award and the funding opportunity will be forfeited.**

#### **D. Processing of the GDA**

Q.D1: What is the GDA?

A.D1: The GDA Is the contract between DASNY and the Applicant setting forth the terms pursuant to which the 4CFP funds will be disbursed.

Organizations will be attesting in the GDA that:

*All contractors and vendors retained to perform services in connection with the Project shall be authorized to do business in the State of New York and/or have filed such documentation, certifications, or other information with the State or County as required in order to lawfully provide such services in the State of New York. In addition, said contractors/vendors shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.*

If the Awardee is uncertain if the contractor or vendor being retained to perform services is authorized to do business in the State, the Organization may want to consult its attorney or reach out to the New York State Department of State at:

- [https://www.dos.ny.gov/corps/bus\\_entity\\_search.html](https://www.dos.ny.gov/corps/bus_entity_search.html); or
- by calling (518) 473-2492; or
- by submitting a question through the portal at [Contact Us | Department of State \(ny.gov\)](#)
- The applicable county clerk's office may also have information depending on business type.

**Q.D2: When will I receive a GDA from DASNY?**

A.D2: When all DASNY required reviews have been completed, DASNY will notify OCFS and request approval to issue a GDA to the Awardee. Upon receipt of this approval, DASNY will forward a GDA to the Awardee electronically for execution. Once a GDA is fully executed by both parties, the 4CFP funds will be deemed awarded as evidenced by the GDA between DASNY and the 4CFP Grantee.

**Q.D3: When will our Organization receive money?**

A.D3: Funds are only available for requisition when a GDA has been fully executed. 4CFP is a reimbursement program; that is, the Organization must actually incur Eligible Project Costs and have paid those expenses or have been invoiced by the contractor for work actually completed before receiving reimbursement from 4CFP Funds. Once expenses have been incurred and/or paid, the Organization will submit one or more requisitions to DASNY, using the forms included within the GDA, along with such supporting documentation as may be required by DASNY.

Please note that in cases where an Organization is unable to make payment to the contractor in the first instance, the Organization must request that the contractor be paid on invoice. If this option is requested, then the Organization must establish a segregated bank account into which only 4CFP funds will be deposited and from which only 4CFP funded Eligible Project Costs will be paid. If payment on invoice is chosen as the method of payment to vendors, then the Organization must apply industry standard fraud protection to the segregated bank account (i.e. Positive Pay). See Section III hereof regarding the requisition process for more information.

## **II. Eligibility**

### **A. Entity Eligibility**

**Q.A1: Are all child care programs eligible for 4CFP funding?**

A.A1: No, as outlined in Section 2.2 of the RFA, only certain entities with proposed or existing child day care centers licensed pursuant to 18 NYCRR 418-1, school age child care programs registered pursuant to 18 NYCRR 414 and Article 47 group day care programs permitted pursuant to Article 47 of the New York City Health Code are eligible to apply for 4CFP funds.

**These entities include municipalities, not-for-profit organizations, public authorities as well as public and independent private colleges and universities.**

**As outlined in Section 2.3 of the RFA, the following are not eligible to apply:**

- **Public and private elementary and secondary schools;**
- **For profit day-care programs;**
- **Small Day Care Centers registered pursuant to 18 NYCRR 418-2; and**
- **Child Care programs with certain enforcement statuses with OCFS or DOHMH**

## **B. Project Eligibility**

**Q.B1: What kinds of projects are allowed under this program?**

A.B1: 4CFP funding can be used to reimburse for capital expenses to create new child care programs or expand the availability of quality child care programs. See Section 2.5 of the RFA for a broader list of eligible project costs.

**Q.B2: How do I know if my area is in a child care desert?**

A.B2: Using this link, <https://experience.arcgis.com/experience/ed046537fae14e02a414388b34ca2f8c/page/Map> find the Child Care Desert Level Map and enter the address of the project location for confirmation.

**Q.B3: What do you consider downstate?**

A.B3: Per the RFA, the Downstate Region consists of Long Island (Suffolk, Nassau Counties), New York City (Queens, Kings, Richmond, New York, Bronx Counties), as well as Mid-Hudson (Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester Counties).

**Q.B4: Where can I go if I have questions about child care licensing requirements?**

A.B4:

- Please visit <https://ocfs.ny.gov/programs/childcare/providers/> to review information about starting a child care program.
- Additional child care licensing inquiries can be submitted to [ocfs.sm.DCCScapitalprogram@ocfs.ny.gov](mailto:ocfs.sm.DCCScapitalprogram@ocfs.ny.gov)
- Please visit [ocfs.sm.DCCScapitalprogram@ocfs.ny.gov](mailto:ocfs.sm.DCCScapitalprogram@ocfs.ny.gov) .
- Please visit [Regulations and Permits for Child Care Providers - NYC Health](#) to review information regarding New York City DOHMH permits.

**Q.B5: What is considered non-infant/toddler?**

A.B5: Non-infant/toddler refers to any classroom that is not designated as an infant/toddler classroom.



### III. Reimbursable Costs

#### A. Deposits, Retainers, Professional Service Fees, and Storage of Materials

**Q.A1: Can I use the 4CFP Funds for a down payment or a deposit to a contractor or vendor or for a retainer fee to a professional such as an architect or an engineer?**

A.A1: No. 4CFP Funds may only be used to pay for work actually undertaken and completed (or materials received at the project site) specifically for the approved Project at the project location. However, the Grantee will be able to submit for reimbursement of a down payment or deposit once documentation has been received from the Grantee's contractor that the payment has been applied to the value of the work completed to date and is no longer being held as a deposit, or once the job has been completed and the contractor bills the Grantee for the balance of the job.

**Q.A2: Can I use the 4CFP Funds to make a payment to my attorney or other service professional for work related to the project or to assist with the 4CFP Administration process on our behalf?**

A.A2: No. Attorney's fees or other professional service fees incurred to assist with documentation and administrative requirements do not qualify as a capital work or purpose pursuant to Federal and State laws.

**Q.A3: Can I use the 4CFP Funds to purchase real property?**

A.A3: No. The purchase of real property is not a 4CFP eligible expense.

**Q.A4: The contractor has ordered supplies for the project early so they wouldn't be delayed when it was time to install them. The supplies were recently delivered to the contractor but can't be installed until another portion of the project has been completed in another month or so. The costs show up on my latest bill from the contractor. May we be reimbursed for these materials now that the contractor has them in hand?**

A.A4: No. All materials are required to be received at the approved project location(s) prior to submission for reimbursement.

#### B. Payment for Internal Labor

**Q.B1: Our Organization would like to use the 4CFP Funds to pay the salary of the employee who will be administering the project for our Organization. Is this allowable?**

A.B1: No. Salaries of administrative personnel do not qualify.

**Q.B2: Members of our Organization are interested in undertaking portions of our project. Since they are not our employees, can the Organization pay them and be reimbursed?**

A.B2: In order to be reimbursed for Eligible Project Costs, all contractors and vendors must be authorized to do business in the State of New York and have filed such documentation, certifications or other information with the State or County as required in order to lawfully



provide such services in the State of New York. In addition, said contractor/vendors shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the project.

Please note however, per a provision of the GDA, 4CFP Funds cannot be used for:

*payments to any firm, company, association, corporation or Organization in which a member of the Organization's Board of Directors or other governing body, or any officer or employee of the Organization, or a member of the immediate family of any member of the Organization's Board of Directors or other governing body, officer, or employee of the Organization has any ownership, control or financial interest, including but not limited to an officer or employee directly or indirectly responsible for the preparation or the determination of the terms of the contract or other arrangement pursuant to which the proceeds of the Grant are to be disbursed. For purposes of this paragraph, "ownership" means ownership, directly or indirectly, of more than five percent (5%) of the assets, stock, bonds or other dividend or interest-bearing securities; and "control" means serving as a member of the board of directors or other governing body, or as an officer in any of the above; and payment to any member of Organization's Board of Directors or other governing body of any fee, salary or stipend for employment or services, except as may be expressly provided for in this Agreement.*

#### **C. Payments on a Lease, Mortgage, or to Pay Existing Debt**

**Q.C1: Can 4CFP Funds be used to make lease payments on equipment?**

A.C1: No. 4CFP Funds may only be used to reimburse costs related to the purchase and installation equipment and may not be used to make lease payments or pay down existing debt incurred to finance the purchase and installation of such.

**Q.C2: Can the Organization use 4CFP Funds to make mortgage payments, pay off an existing mortgage or make other debt service payments?**

A.C2: No. As explained above, this would be considered working capital, as opposed to a capital cost. 4CFP Funds may not be used to make mortgage payments or pay off an existing mortgage.

#### **D. Costs Constituting Working Capital**

**Q.D1: Our Organization runs on a very tight budget and would like to use the 4CFP Funds to assist in making our rent payments or in paying the utility bills at our site. Is this an allowable use of 4CFP Funds?**

A.D1: No. Such costs would be considered working capital, or operating costs, as opposed to a capital cost. Federal and State laws mandate that 4CFP Funds be spent on capital work only.

**Q.D2: Can our Organization use 4CFP Funds to pay for certain maintenance or repair costs?**

A.D2: No. As explained above, this would be considered working capital. Please note that maintenance and repair costs are not reimbursable even if the awarded project was for the purpose of upgrading and/or replacing a particular system. For example, suppose an award was made for the purpose of replacing a boiler as part of the addition project. In addition to replacing the boiler, the contractor also tests the heating system in the original section of the building, makes necessary repairs, and replaces worn parts. While the costs for replacing the boiler would be reimbursable, the cost of testing and repairing the heating system would not be.

**Q.D3: What is the difference between maintenance and capital work? Our Organization would like to apply for 4CFP Funds to fix the exterior of our Child Care Center but we aren't sure what is eligible?**

A.D3: It depends on the nature of the work to be done. In general, replacing or reconstruction is generally considered a capital project. Repairing or resurfacing is almost always considered maintenance. For example, replacing windows is capital, but reglazing the panes on existing windows is not. Likewise, completely milling and repaving a parking lot is capital, but fixing cracks and sealing the existing pavement is maintenance.

Please note that flooring is an exception to this rule. Replacing carpet or vinyl flooring in a facility would only be eligible for reimbursement if it was in conjunction with renovation projects that created new space or moved walls or new construction. Simply replacing worn flooring is considered maintenance.

**Q.D4: Our building hasn't been painted in more than 20 years. May we apply for 4CFP funding to repaint?**

A.D4: Painting on its own, whether interior or exterior, is considered maintenance and not a capital project. However, if a facility is undergoing reconstruction and painting is an element of finishing that renovation, it may be eligible.

**QD5: Our proposed project includes outdoor playground space. We are required to install safety surfacing around the playground equipment, but I see that mulch isn't an eligible cost. Why not?**

AD5: Mulch, whether bark or shredded rubber is not an eligible capital cost. However, the solid playground surfacing is eligible for reimbursement with capital funds. When discussing your project with prospective vendors, make certain they are providing you with an estimate for eligible surfacing material, or note that your organization will be paying for the cost of the mulch with non 4CFP grant funds in your Application's budget.

**Q.D6: Our Organization would like to do a variety of improvement projects in addition to increasing the capacity of our building. Would things like automatic doors, energy**

**efficiency and exterior renovations be eligible? Will we be allowed to have multiple projects within our application?**

A.D6: Yes, as long as the primary element of the project is to increase the availability of quality child care and each task in a proposed project is capital in nature and at one project location. The cost estimates that are provided with the Organization application should outline the anticipated costs for each item on the list, not just an overall project total.

**Q.D7: Can our Organization use 4CFP Funds to purchase supplies such as paper, pens, postage, and similar items if they would be used in connection with the Project?**

A.D7: No. Such costs would be considered working capital, or operating costs, as opposed to a capital cost. As explained above, 4CFP Funds may only be spent on capital costs.

**Q.D8: Can our Organization use 4CFP Funds to purchase software, licensing fee, maintenance plan, service agreement or extended warranty for our Project?**

A.D8: No. Such costs would be considered working capital, or operating costs, as opposed to capital costs. As explained above, 4CFP Funds may only be spent on capital costs. 4CFP Funds may not be used to pay for service agreements or extended warranties.

**Q.D9: Can our Organization use 4CFP Funds to pay for recurring costs such as licenses and renewing work permits?**

A.D9: No. 4CFP Funds may not be used to pay any recurring costs such as subscriptions costs incurred to renew work permits.

**Q.D10: Our Organization would like to do work that will lower our overhead costs. Can we be reimbursed for installing solar panels?**

A.D10: The purchase and installation of solar panels is a capital Eligible Project Cost. However, the solar equipment must be owned by the Organization and installed at the project location. Solar installations that lease the solar equipment to the facility would not be eligible for reimbursement, nor would community solar projects. The Organization must be the only entity benefiting from the solar panels. In addition, capital funds can only be used to pay the portion of the costs *after* all rebates, credits and incentives have been calculated.

## **E. New Yorkers Must Benefit**

**Q.E1: Our Organization is located in a town just over the New York border, but many of the children in our program live in New York. Can we apply for 4CFP Funding?**

A.E1: No. 4CFP Funds must be used for projects that will be located within the State of New York and benefit New York State Residents.

## **F. Tax Credit Structures**

**Q.F1: Our Organization would like to use a tax credit structure such as New Market Tax Credits, Low Income Tax Credits, Historic Preservation Tax Credits, or similar programs to help finance our project. Is this allowable?**

A.F1: It is very difficult to reconcile the requirements of the various tax credit programs with the requirements of a bond funded grant program like 4CFP.

Multiple federal and State rules restrict how bond proceeds can be used, and these include the restriction of using bond proceeds generated from the sale of State bonds to generate tax credits.

Grant recipients must have and maintain site control over their project location. This site control must be in *their own legal name* from before the grant is awarded until well after the grant funded project has been completed. In the case of 4CFP, that site control requirement extends for a minimum of eight years *after* the project has been completed. Additionally, Grantees *must* have all contracts to undertake the grant project in their own legal name; incur all project costs themselves; and pay all invoices from their own bank accounts.

In contrast, many tax credit programs encourage ownership title to be held in the name of a development related entity, which can change at multiple points in the development timeline. Tax credit financing structures can bundle project funding sources and then project costs are paid out of a corpus held in the name of a different development related entity. This contracting and/or funding entity can also change during the various stages of the project's development. It is common for these development projects to have a kaleidoscope of partnering entities, each with one or more roles in the project's design, development, construction and occupancy.

By design, tax credit structures want to incorporate as many costs as possible into their corpus to drive the largest benefit possible. In almost all cases, the ultimate occupants of spaces created in these development structures don't have any legal control over the project location until well after the project construction has completed and all costs have been paid.

If your organization intends to utilize programs like New Market, Brownfield, Housing Development, or Historic Tax Credits, your project is likely not eligible for 4CFP funding.

**Q.F2: A new mixed-use building is proposed in our community. We are in discussions with the developers about potentially leasing space in the new building for the child care center we wish to open. Does it matter if our potential landlord takes advantage of tax credits to finance the construction of the building?**

A.F2: It depends on a number of factors, most importantly which entity actually undertakes the construction of the space to be designated as the child care center. If the developers construct the shell of the space to be leased as part of the overall building's construction, (i.e. walls, electrical & plumbing rough-in), but the child care program constructs the final build-out of the space (i.e. finish carpentry in classrooms, bathroom fixtures, security system, etc.), the child care center-specific expenses might be eligible for 4CFP funds.

However, contracts for the work to be performed within the child care space must be on separate construction contracts entered into between the child care program and the

contractor. The contracts cannot be in the name of the landlord or any party to the developers and **absolutely none** of the project costs to be paid for with 4CFP can be part of the tax credit structure financing.

### III. The Requisition Process

#### A. Timing Questions

**Q.A1: Our Organization started work on the Project before submitting the Application. May we submit a requisition for work undertaken before the Application date?**

A.A1: Any costs incurred prior to April 1, 2025 are not reimbursable costs.

**Q.A2: How often may our Organization submit a requisition for payment?**

A.A2: There is no limit on the number or frequency of submissions. However, Grantees may only receive one payment per month.

**Q.A3: Is there a time limit as to when the Organization can submit a requisition?**

A.A3: Yes. All costs must be incurred, and all payment requisitions must be processed and paid by December 31, 2029. Any funds not utilized at this point will be forfeited by the Grantee.

The Grantee may submit its first requisition once the GDA is fully executed.

**Q.A4: How long will it take to receive payment after a requisition is submitted?**

A.A4: DASNY attempts to pay all requisitions submitted with the proper supporting documentation within six (6) weeks from the date the requisition is submitted. Please note that if insufficient documentation is provided, or if DASNY requires additional documentation to support a requisition, it could take longer. In addition, DASNY must voucher for the 4CFP Funds from the State in order to make payment on a requisition. Typically, such funds are received in time to make a payment within six (6) weeks of submission, but please be advised that DASNY will only be able to make payment on the requisitions once funds are received from the State.

#### B. Submission of Requisitions

**Q.B1: What backup documentation must be submitted with a requisition?**

A.B1: Certain exhibits to the GDA must be returned to DASNY in connection with each requisition for reimbursement. Please note that Grantees must have two (2) Authorized Officers sign the Dual Certification in support of each requisition. In addition, copies of **invoices** provided by the contractor must be provided. **NOTE: Quotes, proposals, estimates, purchase orders, and other such documentation do NOT qualify as invoices.**

In addition, readable copies of both the front and back of canceled checks or other satisfactory proof of payment **MUST** be included with the request for reimbursement. Please see A.B2, below, for more information.

All checks must be drawn on an account of the Grantee and not an affiliate, subsidiary, or parent Organization. If a check is drawn on an account with a name that is different from the Grantee, it will delay the reimbursement process. Please note that for payment on invoice, checks must be drawn on the segregated account as discussed below in Section C.

**Q.B2: My bank does not provide copies of canceled checks, so I can't provide them. Does this pose any problems?**

A.B2: If the Grantee cannot get virtual copies of canceled checks, please provide a copy of the front of the signed check along with a copy of a bank statement clearly showing that payment was made by Grantee to the contractor. In addition, DASNY requires the Grantee to certify that documents submitted in support of the requisition are accurate copies of the original documents as presented to, and cashed by, the contractor or vendor.

**Q.B3: What backup documentation must be provided when payment is made by credit card, PayPal, Venmo or other form of electronic payment?**

A.B3: If the card used was a corporate credit card, we require a copy of the statement showing the charge, the invoice for the materials purchased, and a copy of the canceled check paying the statement in full. We do not recommend using a personal credit card to pay for 4CFP project-related costs; this may require additional processing time and could delay payment. If, however, payments have been made using a personal credit card, we will need to see the individual's credit card statement, the invoice for the materials purchased, and a copy of the canceled check showing the Grantee reimbursed the appropriate party for the 4CFP project-related items.

DASNY does not recommend using PayPal, Venmo or other virtual payment methods to pay costs for which the Grantee will seek reimbursement from 4CFP. If, however, this is unavoidable, then DASNY must see funds drawn directly on the bank account of the named Grantee and DASNY must also see that the appropriate party is in receipt of the funds.

***NOTE: Project expenses that have been incurred by a Grantee using a credit card are NOT eligible for payment on invoice.***

**Q.B4: The contractor was paid in cash for work related to the project. Does this pose any problems?**

A.B4: Yes. DASNY must receive adequate proof of payment prior to releasing 4CFP Funds, and we will not reimburse the Grantee for costs paid in cash. The preferred method of payment is by check as evidenced by a copy of a Grantee's canceled check made payable directly to the contractor or vendor.

**Q.B5: The contractor did not give our Organization an invoice, so we cannot provide one with the requisition. Is this a problem?**

A.B5: Yes. An invoice from the contractor along with proof of payment must be provided in order to be reimbursed for project expenditures. Please ask each contractor for an invoice made out to the Grantee when work is undertaken in connection with the Project.

**Q.B6: The contractor requested that the check be made payable to him personally, and not to the corporate entity. Is this acceptable?**

A.B6: No. Payment must be made to the person or entity that performed the work and provided the invoice. For example, if an invoice is received from “Jack’s Contracting, Inc.,” the check must be payable to “Jack’s Contracting, Inc.” and not to “Jack Smith.”

**Q.B7: Another entity has actually paid for the construction costs relating to the project and is looking to our Organization for reimbursement. Does this pose any problems?**

A.B7: Yes. DASNY can only use 4CFP Funds to reimburse a Grantee for costs related to their Project that were actually incurred by the Grantee and not another entity. The Grantee is the entity that must be incurring project costs, paying those costs from their own bank or checking account, and then requesting reimbursement. If another entity paid for the project costs and the Grantee is seeking reimbursement for those costs, the requisition will be denied.

**Q.B8: What if the wrong documentation is submitted with the requisition?**

A.B8: If the wrong documentation is included with the Grantee’s requisition request, DASNY will not make payment. The Grantee will be informed, in writing, of the portions of the requisition for which DASNY is unable to make payment and the reason(s) why payment was denied. Please note that it is the Grantee’s responsibility to submit requisitions that are properly assembled and clearly delineate allowable costs to be paid for with 4CFP Funds; it is not the responsibility of DASNY staff to make sense of a disorganized submission. If the requisition is not readily understandable, the entire requisition package will be returned to the Grantee for resubmission prior to payment.

**Q.B9: Is there someone available to assist my Organization with assembling a requisition?**

A.B9: As indicated above, it is the Grantee’s responsibility to submit requisitions that are properly assembled and clearly delineate allowable costs to be paid for with 4CFP Funds. While members of DASNY’s Accounts Payable staff are available to answer specific questions about a requisition, DASNY cannot assume the Grantee’s responsibility to locate the documentation necessary to support costs to be paid for with 4CFP Funds or evidencing proof of payment; matching proof of payment to invoiced costs; inferring the services or materials provided where the documentation does not clearly provide an explanation; and other such tasks.

**Q.B10: Can our Organization submit a requisition request electronically?**

A.B10: Yes. After the Grantee receives an executed GDA, requisitions should be submitted by email to [apgrants@dasny.org](mailto:apgrants@dasny.org). Please email the requisition from the Grantee’s email account, and please include the project ID number and Grantee’s Legal Name in the subject line.



## C. Payment on Invoice

**Q.C1: Our Organization does not have the funds to make payment in the first instance. Is there a way to access the 4CFP Funds to pay the costs as they are incurred?**

A.C1: 4CFP is intended to be a reimbursement program. However, we recognize that it may be difficult for some Grantees to pay for project costs upfront. If that is the case, pursuant to the terms of the GDA, the Grantee will need to provide DASNY with documentation evidencing that a non-interest-bearing, segregated account has been established by the Grantee into which 4CFP Funds will be deposited, and that an industry standard fraud protection service has been added to the segregated bank account (i.e. Positive Pay). Eligible expenses incurred in connection with the project to be financed with 4CFP Funds must be paid out of this account. All work being paid on invoice must be completed prior to disbursement of 4CFP Funds. The funds in the segregated account shall not be used for any purpose other than making payments to a contractor or vendor for costs in connection with the 4CFP-Funded Project. The Grantee must provide proof of disbursement of 4CFP Funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that 4CFP Funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from 4CFP Funds until such time as proof of payment is provided.

**Q.C2: When seeking payment on invoice, what must our Organization submit to access the 4CFP Funds?**

A.C2: Submit an invoice from the contractor/vendor for the completed work undertaken on the Project along with the appropriate requisition exhibits that are in the executed GDA. All project-related work being paid on invoice must be completed prior to the disbursement of 4CFP Funds. All 4CFP Funds paid on invoice must be deposited into the non-interest-bearing segregated account established by the Grantee (see prior question and answer) and all eligible expenses incurred in connection with the Project to be financed with 4CFP Funds must be paid out of this segregated account. The funds in the segregated account shall not be used for any purpose other than making payments to the contractor or vendor for costs incurred in connection with the 4CFP-Funded Project. When the Grantee receives payment on invoice, the Grantee must show proof of disbursement of all funds from the segregated account to the contractor before DASNY will pay any additional payment requests.

The Grantee must provide proof of disbursement of 4CFP Funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that 4CFP Funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from 4CFP Funds until such time as proof of payment is provided.

#### IV. Project Changes After the Award

**Q.A1: The project is going to take longer than originally estimated. Can our Organization receive an extension of time to complete the project?**

A.A1: As per the terms of the RFA, all projects are required to be completed and payment requisitions processed by December 31, 2029. If the project cannot be completed during that timeframe, the Organization will have to decline the 4CFP funding opportunity and repayment of grant funds may be required.

***NOTE: Please contact DASNY via email at [Childcare@dasny.org](mailto:Childcare@dasny.org) if your Organization can no longer undertake the awarded project.***

**Q.A2: What if our Organization wants to use the 4CFP Funds to pay for costs other than those described in the Application?**

A.A2: Since the 4CFP is a competitive program, changes are **not permitted**. If the project proposed in the Application can no longer go forward, the Organization will have to decline the Award.

***NOTE: Please contact DASNY via email at [Childcare@dasny.org](mailto:Childcare@dasny.org) if your Organization can no longer undertake the awarded project.***