

Appendix 3



NEW YORK BUILDING RECREATIONAL INFRASTRUCTURE FOR COMMUNITIES, KIDS AND SENIORS (NY BRICKS)- Round 2

Frequently Asked Questions

This list is designed to answer many of the questions that applicants may have about the New York Building Recreational Infrastructure For Communities, Kids and Seniors (NY BRICKS)- Round 2, overseen by New York State Office of Parks, Recreation and Historic Preservation (NYS OPRHP) and administered by the Dormitory Authority State of New York (DASNY). If, after reviewing this list, the applicant has additional questions, please call us at (518) 257-3177 or email NYBRICKS@dasny.org.

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Definitions: See Section Two of the NY BRICKS RFA for a full list of the NY BRICKS relevant terms and their definitions.

I. Process Questions

A. Questions Regarding DASNY's Role in Administering NY BRICKS

Q.A1: What is DASNY's role in administering NY BRICKS?

A.A1: DASNY and New York Office of Parks, Recreation and Historic Preservation (NYS OPRHP) will jointly administer the NY BRICKS program, with both entities involved in the scoring of applications under the competitive funding round. DASNY undertakes a review of each project receiving an NY BRICKS Grant to be certain that the project may be financed with the proceeds of DASNY bonds, and the Grantee is otherwise eligible to receive the NY BRICKS Grant.

Once the required reviews have been completed and the funds have been made available by the State, DASNY will enter into a Grant Disbursement Agreement (GDA) with each Grantee. After the GDA is fully executed, Grantees may submit certified requisitions for reimbursement. DASNY will review and process payments for eligible costs and is committed to completing the necessary reviews as soon as possible.

B. Questions Regarding DASNY Grants Application Portal

Q.B1: I'm getting ready to set up an administrator account for our grants consultant so they can apply for a grant. Is there someone who could help me with this?

A.B1: A consultant acting on behalf of a client organization must register for an individual DASNY Portal account under their own name here. Once the account has been established, the consultant may work collaboratively with the client organization to complete the Organization Profile and an application for a grant program; including the submission of legal documents and certifications signed by the organization's Authorized Officers.

An Organizational Profile that is created is only viewable and usable through an individual's Portal account.

Please note that the Portal does not permit an individual who establishes an account to grant administrative rights or account access to another party, including a consultant. Each user, whether representing the applicant organization directly or acting as a consultant, must register for their own independent account. There is no mechanism for delegating or transferring administrative privileges between accounts.

Q.B2: How do we submit the grant application if another account holder created the Organizational Profile, and that account holder is not the person submitting the grant application? There are three people in my organization who created accounts.

A.B2: An Organization Profile can only be viewed and used through the specific DASNY Grants Application Portal login account under which it was created. Only the user who created a given Organization Profile can view that profile or link it to an application; it is not accessible to other users, even other users representing the same organization. This feature ensures information security.

It is acceptable, and expected, that multiple Organization Profiles exist for the same organization. Since each Organization Profile belongs to the account that created it, an organization will naturally end up with multiple Organization Profiles if more than one person, such as different staff members or a consultant, created a Portal account on the organization's behalf. When an application is submitted, only the Organization Profile used to create that application is submitted with it.

In your example, each of the three individuals may have created an account in DASNY's Grants Application Portal website- and that's ok. Each of the three individuals may have created an Organization Profile ("Step 2: Set Up Your Organization Profile") within the DASNY Grants Application Portal- and that's ok. When an application is submitted on behalf of the organization, the only Organization Profile that will be tied to the submitted application is the Organization Profile that the individual separately created; there will be no reference to the Organization Profiles created by the other individuals.

The DASNY Grants Application Portal is designed to accommodate two common situations:

- Organizations that work with consultants to complete applications,
- Organizations that experience staff turnover.

The Portal also accommodates organizations that wish to apply to multiple grant programs concurrently. Because only one application can be worked on at a time within a given account, an organization may need multiple account holders who can complete separate applications simultaneously.

Q.B3: When I am filling in responses using the Program Specific Question form, I noticed that the font get smaller as I enter more words. Is this supposed to happen? Is there a limit to the amount of text that can be entered in the box?

A.B3: Please refer to the Request for Applications (RFA) for guidance regarding answering the Program Specific Questions. Some Grant Programs impose a limit to the length for each response to a certain (e.g., limited words or characters).

For questions related to completing the fillable Adobe PDF form, you may find it helpful to search for general Adobe PDF guidance or resources online. Applicants are solely responsible for the content of the responses they submit as part of their application.

C. Questions Regarding Information Needed Prior to Submitting a NY BRICKS Application:

Q.C1: Can an organization apply for BRICKS Round 2 if they previously received an award?

A.C1: The organization can only apply for an award under this RFA if they have received an executed Grant Disbursement Agreement (GDA) and:

- o Have drawn down 100% of their award or notified DASNY project completed and that no further requisitions will be submitted; Or
- o The previous BRICKS award has been withdrawn by the organization prior to application deadline under this RFA.

Q.C2: What should a potential applicant do first when applying for an opportunity?

A.C2: All applicants must be registered in the Statewide Financial System or SFS.
Not-for-profit applicants must also be Prequalified in SFS prior to submitting an application.

In addition, applicants must read and follow the information provided in the Request for Applications and posted appendices.

A public question period will be available, and all questions and answers will be posted for the benefit of all applicants.

Lastly, an instructional webinar will be recorded and made available. It is highly recommended that the webinar is viewed in advance of submitting an application.

Q.C3: As an eligible entity, we have several community center projects and wish to submit multiple applications. Is that allowed?

A.C3: Only one application can be submitted for each organization. The single application can have a multi-faceted project at the project location – i.e. accessibility improvements; roof replacement; and HVAC replacement – so long as each task included in the overall project is described and documented in the application and backup materials.

Q.C4: My organization is located in one community but serves people from the neighboring area that has a population in a higher poverty rate. I looked over the application worksheets and worry my application won't be considered because of our zip code. Can we use the neighboring zip code for the worksheets?

A.C4: When completing the NY BRICKS application worksheets, you will need to use the actual physical location of the Community Center. The Community Need section of the application uses multiple metrics to determine if a project location can be deemed an Underserved Community, *but such designation is not mandatory*. Other communities can be eligible to receive an award so long as their applications meet the remaining RFA requirements.

Q.C5: Why must we submit cost estimates?

A.C5: Applicants must demonstrate that they have a complete understanding of their project's total current cost and the funds that will be needed to complete the project in addition to providing evidence of the required match. NY BRICKS Funds will only be awarded for a project if it can be demonstrated that the project can be fully completed as proposed.

Q. C6: We have access to some of the funding for our project, but we are in the middle of a capital campaign to raise the rest of the funding. Can we still apply?

A. C6: As part of the application submission, all applicants will have to demonstrate how they will provide the required 20% match. Having 100% of the funds needed to complete the proposed project in an organization's accounts is not required prior to application. However, as noted in the Scoring Matrix, higher points will be given to those applicants that have secured their matching requirement at the time of application.

Q. C7: As part of the planning of our Project we have received commitments for other grants, including some from New York State. Can we use this funding in conjunction with a NY BRICKS grant?

A.C7: NY BRICKS allows other State funding to be used toward the 20% match requirement. However, you will need to review your existing grant documentation to be certain that the grant(s) you already have allow being used as a match to another State funding program. Some programs, like the State and Municipal Facilities Program (SAM), specifically forbid using their funds as a match to another State grant.

If you already have grant awards for those grants, be sure to note that in your NY BRICKS application and upload the award documentation for your other grants. Not only will your application score higher points for having the funding already secured, having already secured other NYS funds will add an additional two points to your application.

Please fully review the NY BRICKS RFA and scoring matrix for the full information on how your application will be assessed and assigned points.

Q. C8: Our Community Center project is part of a neighborhood redevelopment plan. We qualify for one or more tax credit programs that would help finance our project. How would we reflect that in our project budget?

A. C8: Because NY BRICKS funding is sourced from the sale of bonds, none of the project costs that would be funded through NY BRICKS can in any way be combined within a tax credit structure. If you intend to utilize programs like New Market, Brownfield, Housing Development, or Historic Tax Credits, your project is not eligible for NY BRICKS funding.

Q. C9: Why are there different funding categories?

A. C9: NY BRICKS prioritizes those projects that will develop new Community Center spaces across New York State. That will include not only the construction of new facilities, but also the major expansion of existing Community Centers to allow the growth of their programs and services to the communities.

Two levels of such types of projects are offered to allow each organization to select which funding band meets the size and scale of their project.

The enabling legislation also allows for the renovation of existing Community Centers. A third funding band is offered so that those types of projects are not in competition with the new construction and expansion projects.

D. Grant Process Prior to Final Approval

Q.D1: What happens now that we have been awarded a NY BRICKS Grant?

A.D1: The Call Center at DASNY's Grants Administration Unit will communicate to each Grantee via email what the next steps will be in order to obtain a Grant Disbursement Agreement (GDA). Additional documentation will be sent to the Grantee for completion. Once all the documents requested have been returned, a DASNY processor will be assigned to follow-up and coordinate all required reviews. Generally, DASNY will undertake the reviews detailed below for each NY BRICKS Grant awarded. Depending upon the complexity of the project, DASNY may request additional information or call the Grantee to discuss the project in more detail.

DASNY recommends that Grantees do not start their projects until a fully executed GDA has been returned to the Grantee.

General Overview:

DASNY reviews each Application for compliance with NY BRICKS 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 NY BRICKS Project will happen and where NY BRICKS 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 10 years after NY BRICKS Grant has been disbursed.

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 ten (10) years. If a condition of the lease is to obtain the Landlord's permission prior to work being done, 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 should 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. DASNY will also verify that any other NYS Funding source can be used as matching funds for NY BRICKS.

The NY BRICKS Program requires Applicants to contribute matching funds towards the NY BRICKS Project in a 1:4 ratio. Therefore, the grant is expected to cover 80% of the *maximum project cost* and the Applicant will contribute at least the remaining 20% ("Matching Funds"). Applicants must also demonstrate the ability to provide the remainder of the funds necessary to complete the Project. There is no requirement that matching funds be fully secured by the date of application, but applications will be scored based upon the amount of funds secured and/or the timing of additional funds expected. However, no Grant Disbursement Agreement will be entered into until *all* matching funds and funds necessary to complete the project have been secured.

Office of Environmental Affairs (OEA) Review

All NY BRICKS 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 NY BRICKS projects could be completed internally by DASNY and may not require further action from the Grantee. Alternatively, there will be NY BRICKS 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) websites:

<https://parks.ny.gov/shpo/online-tools/> and [Environmental Resource Mapper - NYSDEC](#).

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 meets 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/>

Bond Counsel Review/Final Approvals:

Once all documentation has been returned to DASNY, the Processor may have to review the documentation in consultation with our 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.

Once it has been determined that the Grantee's project complies with relevant statutory provisions and all documentation is in order, DASNY will send a GDA to the Grantee via DocuSign. The GDA will first be routed to the Grantee's Authorized Officer for signature and then proceed to the Grantees Attorney for their opinion before being returned to DASNY for execution.

Q.D2: Once a NY BRICKS Grant is awarded, is there a deadline for returning required documentation to DASNY?

A.D2: The Grant may be withdrawn if: (i) the grant administration process is delayed in excess of twelve (12) months due to non-responsiveness; (ii) inability of the Awardee to provide the documentation required for the successful administration of the Grant Award (e.g., site control documentation, financial documentation, etc.); and (iii) Awardee fails to provide documentation required to prepare a grant contract or fails to execute a grant contract within twelve (12) months from date of award. No applicant will have any rights against NYS OPRHP or DASNY arising from such actions.

E. Processing of the GDA

The Grant Disbursement Agreement (GDA) is the contract between DASNY and the Grantee setting forth the terms pursuant to which the NY BRICKS Grant funding will be disbursed.

Grantees 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 Grantee is uncertain whether the contractor or vendor being retained to perform services is authorized to do business in the State, the Grantee is encouraged 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; or
- by calling (518) 473-2492; or
- by submitting a question through the portal at [Contact Us | Department of State \(ny.gov\)](#)

Q.E1: When will I receive a GDA from DASNY?

A.D1: DASNY must complete all necessary reviews before a GDA can be issued. Once the authorized officer and attorney (needing to opine to the existence of the Grantee) is identified by the Grantee, a GDA will be forwarded to the Grantee through DocuSign for execution.

Q.E2: When will we receive the money for the project?

A.E2: NY BRICKS is a reimbursement program. The Grantee must first have a fully executed GDA and then submit one or more payment requisitions in their proper form to DASNY's Accounts Payable Division for review.

The requisition forms are included with the Grantee's GDA and must be submitted with documentation verifying the work has been performed and materials and/or equipment are on site at the project location. Advances of capital grant funds are not permitted in any instance.

See section below regarding the requisition process for more information.

II. Reimbursable Costs

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

Q.A1: May a NY BRICKS Grant be used towards 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. NY BRICKS Grant funds cannot be advanced as a deposit or retainer fee for a contractor or vendor. NY BRICKS Grant funds may only be used to pay for work 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: May a NY BRICKS Grant be used to make a payment to the Grantee's attorney or other service professional for work related to the project or to assist with the NY BRICKS Administration process on our behalf?

A.A2: Generally, 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: May the NY BRICKS Grant be used towards the purchase of real property to expand or relocate?

A.A3: No. The purchase of real property is not NY BRICKS eligible expense.

Q.A4: The contractor has ordered materials for the project early so they would not be delayed when it was time to install them. The ordered materials and supplies were recently delivered to the contractor but cannot be installed until another portion of the project has been completed in another month or so. The costs show up on my latest invoice 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: In order to save money, we used internal labor to undertake the project described in the Application. May we be reimbursed for these costs?

A.B1: No, costs associated with internal labor (volunteer or paid) are not reimbursable through NY BRICKS. Therefore, costs incurred by the Grantee for custodial services, maintenance of equipment, salaries of facilities management personnel, security personnel, project oversight, or other similar expenditures may not be reimbursed with NY BRICKS Funds.

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

Q.C1: May we use the NY BRICKS Grant to make mortgage payments, pay off an existing mortgage, lease or make other debt service payments?

A.C1: No. This would be considered working capital, as opposed to a capital cost, therefore, the NY BRICKS Grant may not be used to make mortgage payments or pay off an existing mortgage or pay down long-term debt.

D. Costs Constituting Working Capital

Q.D1: Our organization runs on a very tight budget and would like to use the NY BRICKS Grant to assist in making our rent payments or in paying the utility bills at our site. Is this an allowable use of the NY BRICKS Grant?

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 the NY BRICKS Grant be spent on capital work only.

Q.D2: May an organization use a NY BRICKS Grant to pay for certain maintenance or repair costs?

A.D2: No. This would be considered working capital. Please note that routine maintenance and minor repair costs are not reimbursable. For example, if instead of replacing a facility's cracked pool deck, the Grantee only wants to patch certain sections, this would be considered maintenance and would not be reimbursable.

Q.D3: What is the difference between maintenance and capital work? We would like to apply for a NY BRICKS Grant for our community center but aren't sure what is eligible?

A.D3: It depends on the nature of the work to be done. In general, capital work consists of construction or reconstruction – i.e. building an addition or gutting a portion of a facility 'to the studs' and reconstructing the space. Work would be considered maintenance if it is primarily cosmetic or repairs, even if the work to be done has a higher cost. If it can be classified as maintenance, it is not eligible for capital reimbursement.

Common maintenance items are repainting, flooring, patching walls, fixing façade, repairing a roof. The NY BRICKS program aims to increase access to Community Centers, not pay for deferred maintenance to improve aesthetics or fix things.

Flooring is a good example. When an area of a facility is undergoing full reconstruction and the previous floor is removed to the joists, often in conjunction with the movement of walls, then installing a new floor is an eligible component of the overall project.

However, simply replacing worn flooring, even if the flooring material is changing, is considered maintenance by bond counsel and would not be eligible for reimbursement.

Q.D4: May an organization use a NY BRICKS Grant to purchase supplies such as paper, pens, postage, and similar items if they would be used in connection with advertising a learn to swim program associated with the Project?

A.D4: No. Such costs would be considered working capital, or operating costs, as opposed to a capital cost. As explained above, a NY BRICKS Grant may only be used for capital costs.

Q.D5: May we use a NY BRICKS Grant to purchase a maintenance plan, service agreement or extended warranty for the Project?

A.D5: No. Such costs would be considered working capital, or operating costs, as opposed to a capital cost. As explained above, a NY BRICKS Grant may only be spent on capital costs. A NY BRICKS Grant may not be used to pay for service agreements or extended warranties unless they were required by the terms of the contract with the vendor to be purchased at the time of equipment purchase and are reflected as such on the equipment invoice.

Q.D6: May we use a NY BRICKS Grant to pay for recurring costs such as recurring licensing fees, or to renew work permits?

A.D6: No. A NY BRICKS Grant may not be used to pay any recurring costs such as recurring software licensing fees, or costs incurred to renew work permits.

E. Project Costs Allowed under NY BRICKS

Q.E1: We are an applicant with an existing community center. We intend to apply for funds to install solar panels to reduce our future energy bills, is this permitted?

A.E1 Yes, the purchase and installation of a solar system is a capital eligible expense. So too would be the electrical or structural enhancements that may be required for the installation. Please note that the system must actually be purchased by the applicant and installed at the project location. Leased or ‘community’ systems are not eligible. Additionally, NY BRICKS funds will only reimburse for the final costs of the system after all rebates and tax incentives have been accounted for.

Q.E2 Our community center siding and windows need to be painted and reglazed. Can we apply for funding from the NY BRICKS program to cover these costs?

A.E2 No, painting, either interior or exterior, as a stand-alone project is considered maintenance and not eligible under NY BRICKS. Similarly, reglazing of existing windows is also considered maintenance.

However, the *full replacement* of the building’s windows and/or siding would be eligible for reimbursement.

III.The Requisition Process

A.Timing Questions

Q.A1: We started work on the project before submitting the Application. May we submit a requisition for work undertaken before the Application date? Any A.A1: costs incurred on or before April 1, 2026 are not reimbursable costs.

Q.A2: How often may we submit a requisition for payment?

A.A2: There is no limit on the number or frequency of submissions. DASNY typically has two payment dates per month, and Grantees may receive payment twice a month so long as the requisition meets all of the requirements.

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

A.A3: Yes. There will be an expiration date on the GDA once it is fully executed. Grantees must have all requisitions submitted, in a form satisfactory to DASNY, prior to the GDA termination date in order to be reimbursed.

The Grantee may submit its first requisition once the GDA is fully executed. Please do not submit a requisition before the fully executed GDA is returned to the Grantee.

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 however, 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 NY BRICKS 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 two (2) Authorized Officers of the Grantee must sign the Dual Certification in support of each requisition. In addition, copies of **invoices** provided by the contractor must be provided to the Grantee for work completed.

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.

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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 and may result in nonpayment altogether. Please note that for payment on invoice, checks must be drawn on the segregated account as discussed below in Section III.C.

Q.B2: Our financial institution 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 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 the 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 credit 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 NY BRICKS 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 NY BRICKS 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 NY BRICKS. 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: that 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 funds pursuant to NY BRICKS Grant, 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 us an invoice, so we cannot provide one with the requisition. Is this a problem?

A.B5: Yes. An invoice from the contractor, specifying the date and nature of the work incurred, 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 completed 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 should be made to the corporate entity that performed the work and provided the invoice. For example, if an invoice is received from “Jack’s Contracting, Inc.,” the check should 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 the Grantee for reimbursement. Does this pose any problems?

A.B7: Yes. A NY BRICKS Grant may only be used 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 should 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, there will likely be a delay in processing the requisition or inability to pay reimbursement.

Please contact DASNY for more information if the Grantee has a specific question regarding project payments made by another entity.

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

A.B8: If incomplete, inaccurate or unclear 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 their NY BRICKS Grant; 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 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 by the NY BRICKS Grant. 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 by the NY BRICKS Grant 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: How do I submit a requisition request?

A.B10: After the Grantee receives an executed GDA and has incurred project costs eligible for reimbursement, requisitions may be submitted by email to apgrants@dasny.org. Please email the requisition from the Grantee's email account, and please include the project ID number and Grantee Legal Name in the subject line.

C. Payment on Invoice

Q.C1: We are a small organization and do not have the funds to make payment in the first instance. Is there a way to access the NY BRICKS Grant to pay the costs as they are incurred?

A.C1: NY BRICKS is intended to be a reimbursement program and advances are not permitted. However, when Grantees receive a fully executed GDA, it will include the potential to utilize DASNY's Payment on Invoice option when seeking reimbursement. Similar to standard reimbursement, all work must be performed and all materials and/or equipment must be on site at the project location prior to submitting a Payment on Invoice requisition request.

The Grantee will need to provide DASNY with documentation evidencing that a noninterest-bearing, segregated account has been established by the Grantee. The account must have industry standard fraud protection service has been added to the segregated bank account (Positive Pay). *For the duration of the term of the GDA, the only funds permitted to be deposited into this account will be NY BRICKS Funds.*

Eligible expenses incurred in connection with the project to be financed with the Grantee's NY BRICKS Grant **must** be paid out of this account. *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 NY BRICKS project.*

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

Note: Payment on Invoice is not an advance, nor can it be used for downpayments or deposits of any kind.

Q.C2: When seeking payment on invoice, what must we submit to access the NY BRICKS grant 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 the NY BRICKS Grant. All funds paid on invoice must be deposited into the non-interestbearing

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 the NY BRICKS Grant 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 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 the funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements 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. May we get an extension of time to complete the project?

A.A1: By its terms, the GDA automatically terminates without further notice or action on the part of DASNY five (5) years from the date it is executed by DASNY. DASNY, in consultation with NYS OPRHP may consent to an extension of the termination date in certain circumstances. Such extension may be granted upon DASNY's receipt of the request, PRIOR to the date the GDA will terminate. The request should be submitted via email to grants@dasny.org and include the following: 1) an explanation of the circumstances leading to the delay in the Project; 2) the current status of the Project; 3) a new Project completion date; and 4) a timeline for completing the project by new completion date.

Q.A2: What if we want to use the NY BRICKS funds to pay for costs other than those described in the Application?

A.A2: Since the NY BRICKS is a competitive program, changes are not permitted. If the project proposed in the Application can no longer go forward, the Grantee will need to decline the Award.

Please contact DASNY via email at NYBRICKS@dasny.org if the project can no longer proceed as scored.