



PROVIDING LOCAL ACCESS TO ESSENTIAL SUSTENANCE (NY PLATES)

Frequently Asked Questions

This list is designed to answer many of the questions that applicants may have about the New York Providing Local Access to Essential Sustenance (NY PLATES) initiative, overseen by New York State Department of Health (NYS DOH) 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 NYPLATES@dasny.org.

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

I. Process Questions

A. Questions Regarding DASNY’s Role in Administering NY PLATES

Q. A1: What is DASNY’s role in administering NY PLATES?

A. A1: DASNY and New York State Department of Health (NYS DOH) will jointly administer the NY PLATES initiative, with both entities involved in the scoring of applications under the competitive funding round. DASNY undertakes a review of each Project receiving an NY PLATES Grant to be certain that the funding may be financed with the proceeds of DASNY bonds, the Project is bondable, and the Grantee is otherwise eligible to receive the NY PLATES Grant.

Once approved by the necessary parties for processing and funds have been made available, DASNY will enter into a Grant Disbursement Agreement (GDA) with each Grantee. Once the GDA is fully executed, DASNY will process requisitions for eligible costs upon submission of certified requisitions by the Grantee. DASNY is committed to completing the necessary reviews as soon as possible.

In addition, DASNY issues bonds and uses the proceeds of the bonds to finance NY PLATES Grants. In some instances, the bond proceeds are used to reimburse the State of New York for funds previously transferred to DASNY for the purpose of financing the Grants.

B. Questions Regarding Information Needed Prior to Submitting a NY PLATES Application:

Q. B1: What should a potential Applicant do first when applying for an opportunity?

A. B1: Each Not-for-Profit Organization will need to have registered and must be in Prequalified status in the New York State Statewide Financial System (SFS). Any other status shown at the time of applying will be treated as not prequalified. Please note that once any Prequalification Application is opened, it should be completed and submitted as quickly as possible. Otherwise, the status may be reflected as “In Review” and will not be considered Prequalified for purposes of this funding opportunity, EVEN IF the organization had previously been in Prequalified status.

The Organization must be in prequalified status throughout the grant process, from application submission all the way through to GDA and reimbursement phase.

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. CHAR410 or CHAR500
7. Board of Directors Profile
8. Senior Leadership Resumes (3)
9. Corporate Bylaws
10. Organizational Chart

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

Q. B2: Is a school allowed to apply for a NY PLATES Grant?

A. B2: No. Schools are ineligible for NY PLATES.

Q. B3: As an eligible entity, we have several sites that provide food relief services and wish to submit multiple applications for several projects. Is that allowed?

A. B3: 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. B4: Why must we submit cost estimates?

A. B4: 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. NY PLATES Funds will only be awarded for a Project if it can be demonstrated that the Project can be fully completed as proposed before December 31, 2030.

Q. B5: 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. B5: Having possession of 100% of the funds needed to complete the proposed Project is not required prior to application. However, as noted in the Scoring Matrix, higher points will be given to those applicants that have secured funds at the time of application.

Q. B6: 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. B6: It is very difficult to reconcile the requirements of the various tax credit programs with the requirements of a bond funded grant program like NY PLATES. 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 NY PLATES, that site control requirement extends for the period of time required in the RFA *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 do not 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 NY PLATES funding.

Q. B7: Why are there different funding levels?

A. B7: NY PLATES is meant to increase capacity for food relief service organizations. NY PLATES identifies groups of organizations as Eligible Applicants and recognizes that these groups have unique needs.

Eligible Applicants including Emergency Food Programs, Other Emergency Food Programs, and Municipalities providing food relief services may be awarded NY PLATES Grants between \$25,000 and \$125,000 for Eligible Project Costs (Priority 1). There is no grantee funding match toward the Project.

Eligible Applicants that are Food Banks as defined in the NY PLATES RFA may be awarded NY PLATES Grants between \$150,000 and \$500,000 for Eligible Project Costs (Priority 2). There is no grantee funding match toward the Project.

C. Grant Process Prior to Final Approval

Q. C1: What happens now that we have been awarded a NY PLATES Grant?

A. C1: 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 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 PLATES 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 PLATES 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 PLATES Project will happen and where NY PLATES 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 PLATES 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 required by NY PLATES depends on the grant-funded Project.

- For fixed capital improvements, the organization's lease or rental agreement **must show** that it is in effect for at least five (5) years from the date the Application is submitted.
- For capital projects proposing only the acquisition of moveable equipment or food transport vehicles, the lease or rental agreement **must show** that it is in effect for at least three (3) years from the date the Application is submitted.

All lease terms will be verified at the time of the execution of the Grant Disbursement Agreement to ensure that a significant period of time remains on the lease term. If the term of the lease does not meet the requirement, the Application will not be deemed an Eligible Application.

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.

The NY PLATES Program does not require matching funds for applicants.

Office of Environmental Affairs (OEA) Review

All NY PLATES 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 of certain NY PLATES projects could be completed internally by DASNY and may not require further action from the Grantee. Alternatively, there will be NY PLATES 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 <https://gisservices.dec.ny.gov/eafmapper/>.

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.

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. C2: Once a NY PLATES Grant is awarded, is there a deadline for returning required documentation to DASNY?

A. C2: The Grant may be withdrawn if: (i) the Awardee is non-responsive and does not begin the grant administration process within six (6) months of award announcement; (ii) the inability of the Awardee to provide the documentation required for the successful administration of the NY PLATES Grant award (e.g., site control documentation, financial documentation); and/or (iii) the Awardee fails to provide documentation required to prepare a Grant Disbursement Agreement or fails to execute a Grant Disbursement Agreement (GDA) within twelve (12) months from date of award. No Applicant will have any rights against NYS DOH or DASNY arising from such actions

D. Processing of the GDA

The GDA is the contract between DASNY and the Grantee setting forth the terms pursuant to which the NY PLATES 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. D1: 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. D2: When will we receive the money for the Project?

A. D2: NY PLATES 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 PLATES 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 PLATES Grant funds cannot be advanced as a deposit or retainer fee for a contractor or vendor. NY PLATES 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 PLATES 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 PLATES 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 PLATES Grant be used towards the purchase of real property to expand or relocate?

A. A3: No. The purchase of real property is not a NY PLATES 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 PLATES. 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 PLATES Funds.

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

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

A. C1: No. As explained above, this would be considered working capital, as opposed to a capital cost, therefore, the NY PLATES 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 PLATES 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 PLATES 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 PLATES Grant be spent on capital work only.

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

A. D2: No. As explained above, this would be considered working capital. Please note that routine maintenance and minor repair costs are not reimbursable.

Q. D3: What is the difference between maintenance and capital work? We would like to apply for a NY PLATES Grant for our food pantry 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 - e.g., old cold storage equipment being removed and new

cold storage equipment being installed. 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.

For example: Painting over chipped paint at the food pantry would be considered maintenance and would not be eligible for reimbursement. On the other hand, painting the walls of a newly built kitchen as part of a new construction may be eligible for reimbursement.

Q. D4: May a NY PLATES Grant be used to purchase supplies like paper, pens, postage, and similar items if they are to be used to advertise the NY PLATES 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 PLATES Grant may only be used for capital costs.

Q. D5: May we use a NY PLATES 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 PLATES Grant may only be spent on capital costs. A NY PLATES 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 PLATES Grant to pay for recurring costs such as recurring licensing fees, or to renew work permits?

A. D6: No. A NY PLATES 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 PLATES

Q. E1: We are an Applicant with an existing Food Bank facility. 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 PLATES funds will only reimburse for the final costs of the system after all rebates and tax incentives have been accounted for.

Q. E3: Our food pantry needs to be painted. Can we apply for funding from the NY PLATES program to cover these costs?

A. E3: No, painting, either interior or exterior, as a stand-alone project is considered maintenance and not eligible under NY PLATES.

However, painting newly constructed facility space 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?

A. A1: Any costs incurred prior to April 1, 2026, are not reimbursable costs.

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

A. A2: There is no limit to 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 PLATES 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.

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 III.C.

Q. B2: Our financial institution does not provide copies of canceled checks, so I cannot provide them. Does this pose any problems?

A. B2: If the Grantee cannot get electronic 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 PLATES 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 PLATES 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 PLATES. 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 funds pursuant to NY PLATES 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 PLATES 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.

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 the wrong documentation is included with the grantee’s requisition, 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 PLATES 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 PLATES 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 PLATES 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 does not have the funds to make payment in the first instance. Is there a way to access the NY PLATES Grant to pay the costs as they are incurred?

A. C1: NY PLATES 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 non-interest-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 PLATES Funds.*

Eligible expenses incurred in connection with the project to be financed with the Grantee's NY PLATES 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 PLATES 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 PLATES 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 PLATES Grant. All 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 the NY PLATES 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 three (3) years from the date it is executed by DASNY. DASNY, in consultation with NYS DOH 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 PLATES funds to pay for costs other than those described in the Application?

A. A2: Since the NY PLATES 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 NYPLATES@dasny.org if the Project can no longer proceed as awarded.

V. Publicity Related to the NY PLATES Project

Q. 1: Can my organization issue press releases and hold milestone events like a groundbreaking or a ribbon cutting for the NY PLATES Grant funded Project?

A. 1: Yes. However, publicity regarding the project funded by NY PLATES may not be released without providing DASNY advanced notice and opportunity to review for accuracy and attribution. Notice must be sent to NYPLATES@dasny.org and press@health.ny.gov. "Publicity" includes, but is not limited to, new conferences, news releases, and public announcements.