



Veterans’ Nonprofit Capital Program (VNCP)

Frequently Asked Questions

This list is designed to answer many of the questions that veterans’ organizations, may have about the Veterans’ Nonprofit Capital Program, (VNCP), administered by the Dormitory Authority State of New York (DASNY). If, after reviewing this list, the veteran’s organization has additional questions, please call us at (518) 257-3177 or email VNCP@dasny.org.

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Definitions:

26 USC 501(c)(19) or (23) Requirements – an organization whose members are one or more of the following:

- Active or former members of the Armed Forces of the United States;
- Cadets in the Armed Forces of the United States; or
- Spouses, widows, widowers, ancestors or lineal descendants of past or present members of the Armed Forces of the United States or of cadets.

Applicant – an eligible veterans’ organization (as outlined in the RGA) applying for VNCP Grant for a Project.

Application – a form used by an Applicant when applying for a VNCP Grant.

Authorized Officer – an individual who has the corporate authority to bind the entity into a contract and typically authorized by the organization’s Board.

Capital Costs –for purposes of this grant program:

- The construction, demolition, or replacement of a fixed asset;
- The major repair or renovation of a fixed asset or assets;
- The planning or design of the construction, demolition, replacement, major renovation of a fixed asset or assets, including the preparation and review of plans and specifications including engineering and other services, field surveys and sub-surface investigations incidental thereto; or
- The purchase of equipment with a useful life of not less than ten years.

Charities Bureau – a division of the NYS Attorney General’s Office with which charitable organizations operating in NYS are required to file annually, unless it is determined that an organization is exempt from the filing requirement. More information can be found at [Charities, Nonprofits & Fundraisers | New York State Attorney General](#).

Please note: The receipt of VNCP grant funds may affect an organization’s exemption status. All potential VNCP applicants are encouraged to review the Charities Bureau filing requirements to understand how the receipt of grant funds could affect their organization.

Eligible Project – a capital project as defined in the RGA.

Federal Employer Identification Number (FEIN) or Tax Identification Number (TIN) – An individualized identification number assigned to an organization by the Internal Revenue Service (IRS).

Financial Documentation – copies of quotes, proposals, cost estimates or any other document from a qualified professional that will identify project costs necessary to complete the project. If the cost estimate is higher than the anticipated VNCP award, applicants will need to provide evidence of the other source(s) of funding required to complete the project.

Grant Disbursement Agreement (“GDA”) – the contract by and between DASNY and the Grantee.

Grantee – the veterans’ organization who enter into the contracts and pay the vendors for the proposed project who also has site control over the proposed project location.

Grantee Certification –This document certifies that public funds will not be used to finance religious programs or programs that may favor one religion over another. As the issuer of the bonds that will finance the project to be funded with VNCP funds, DASNY must verify that it is in compliance with all applicable Federal and State laws and regulations. This certification should accurately state the purposes for which the Grant funds will be used and should be signed by two Authorized Officers.

Grantee Questionnaire (“GQ”) As the trustee of public funds, DASNY needs to be certain that bond proceeds are paid only to organizations that are deemed to be responsible entities. Full and accurate responses on the GQ will help to achieve this goal. A request will be made to obtain Authorized Officer names and email addresses so that the GQ may be sent through DocuSign. The GQ is required in order to complete the review process and will be incorporated into the GDA. The submission of false information on the GQ could be a violation of Federal and State Penal Laws.

Please Note: the GQ should be completed under the legal name of grantee (see below).

Incorporation Documentation – Articles of Incorporation (including any amendments); Certificate of Election; or Charter that verify the Grantee is authorized to do business in the State of New York. If the Grantee has a D/B/A, that documentation should also be provided.

Legal Name – Grantee’s name as listed on the Incorporation Documentation which:

- matches the name on file with the IRS and corresponds to their Federal EIN/TIN;
- includes or excludes, where applicable, ‘Inc.’, ‘LLC’, ‘The’, etc.; and
- does not employ acronyms for shorthand.

Positive Pay – a fraud-prevention system offered by most commercial banks.

Project Certification - As the issuer of the bonds that will finance the project to be funded with Grant funds, DASNY must verify that it is in compliance with all applicable Federal and State laws and regulations. This document certifies that the project will be in compliance with various relevant statutory provisions and must be signed by an Authorized Officer.

Short Term Debt – debt that is expected to be paid off within one year.

Site Control – a deed, lease, or other document showing that the Grantee has sufficient authorization and control to undertake the project at the project location(s).

W-9 Form – an IRS document required to set up the Grantee as a vendor/payee in DASNY’s financial system. The Grantee’s Federal ID is required to make payment.

Please note: The Grantee’s Legal Name and FEIN on the W-9 should match the Legal Name and FEIN on file with the Internal Revenue Service, their Incorporation Documents, all documents required to be uploaded to the Statewide Financial System and those submitted for review by DASNY.

VNCP Grant –Veterans’ Nonprofit Capital Program funds made available by the State of New York.

I. Process Questions

A. Questions Regarding DASNY's Role in Administering VNCP

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

A.A1: DASNY undertakes a review of each project to be funded by a VNCP Grant to be certain that the Grant may be financed with the proceeds of DASNY bonds, the project may be funded under VNCP and the Grantee is otherwise eligible to receive the VNCP funds. Once the Grant has been approved by the necessary parties for processing and funds have been made available, DASNY will enter into a 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 the 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 VNCP Application:

Q.B1: What should our veterans' organization do first when applying for an opportunity?

A.B1: All Grantees must prequalify in the Statewide Financial System (SFS). Please note that the Prequalification process in SFS may take several weeks to complete. Grantees should complete these steps well in advance of the application deadline to allow ample time to complete and submit their VNCP application. If the Grantee has questions regarding the SFS Prequalification or Registration, Grantees should review the below scenarios for their next steps:

1. If the Grantee is already set up as a Vendor in SFS but is having trouble logging in because they cannot find their Vendor ID, or they cannot find their enrollment email, questions should be directed to the SFS Help Desk at Helpdesk@sfs.ny.gov.
2. If the Grantee is already a Vendor in SFS but is not prequalified currently, this video can be viewed for additional instructions on how to navigate and prequalify in SFS: [Get Prequalified | Grants Management](#)
3. If the Grantee needs both a SFS Vendor ID and to prequalify, additional information can be found at: [Register Your Organization in SFS | Grants Management](#)

The Grantee will need to complete a Substitute W-9 and Grants Management Registration Form and submit them to GrantsReform@its.ny.gov to register their organization in the first instance. Upon receiving a Vendor ID from SFS, they can then follow the steps to apply for and obtain prequalification.

Grants Management in SFS prepared an informational Webinar to assist organizations with the steps for registering and prequalification. The Webinar can be located here: [Grants Management in SFS Prequalification-20241203 1603-1 - State of NY Enterprise Webex](#)

Q.B2: Why must our veterans' organization provide a cost estimate?

A.B2: Grantees 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. VNCP Funds will only be awarded for a project if it can be demonstrated that the project can be fully completed as proposed.

Q.B3: Our veterans' 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 either qualified 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. Grant Process Prior to Final Approval

Q.C1: What happens now that our veterans' organization has been awarded a VNCP 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. 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 following reviews for each VNCP 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 provided.

General Overview:

DASNY reviews each Application for compliance with VNCP 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.

Prequalification:

Effective August 1, 2013, not-for-profit organizations are required to register and prequalify with the State's Grants Management System to receive any State funding. The Statewide Financial System registers organizations and provides organizations a secure location to store and share commonly requested documents that are required by State entities to review and approve contracts for funding. Many of these documents require annual or periodic updating so it is imperative that all not-for-profit organizations routinely monitor their status in SFS to ensure their Prequalification does not expire. DASNY is required to verify a Grantee's SFS status at multiple points in the review process as well as prior to the execution of a GDA and at each payment request.

Incorporation Documentation:

Please note that, in order to verify that DASNY is entering into a GDA with the appropriate Grantee and the Grantee is eligible to do business in the State of New York, we will need to review the Grantee's Incorporation Documentation. If the Grantee has a D/B/A, DASNY will need a copy of the filed D/B/A certificate as well.

Please note: The Grantee's Legal Name and FEIN on the W-9 should match the legal name and FEIN on file with the Internal Revenue Service as well as in its Incorporation Documentation and all documents required to be uploaded to SFS and those submitted for review by DASNY.

If the Grantee does not have Incorporation Documentation, then the Grantee should contact New York State Department of State (DOS) by calling 518-473-2492 or submitting a question through the DOS portal at: [Copies of Corporation or Business Entity Documents | Department of State](#)

If the Grantee is incorporated in another state, then the organization must file a Certificate of Authority with DOS in order to be qualified to do business in the State of New York.

Site Control:

DASNY will need documentation to establish that the Grantee has appropriate site control of the premises where the VNCP funded project will occur and where VNCP funds will be spent. If the Grantee owns the facility, DASNY will need to review the deed, which must be in the Grantee's Legal Name. The Grantee must own the property for a period of five (5) years after VNCP funds have been disbursed.

If the Grantee leases the facility, DASNY will need to review the lease, which must be executed in the Grantee's Legal Name. The term of the lease must be for at least five (5) years and extend for reasonable period of time after the capital improvements funded by the Grant are scheduled to be completed. 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 must be acquired prior to GDA execution.

Financial Review:

DASNY must verify the existence of committed funding resources sufficient to complete the project as described. 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.

Office of Environmental Affairs (OEA) Review

All VNCP funded 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 VNCP projects can be completed internally by DASNY and would not require further action or documentation 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: [SHPO Online Tools - NYS Parks, Recreation & Historic Preservation](#) and [New York State Department of Environmental Conservation](#). **NOTE: consultation with SHPO may also be required for structures approaching 50 years old, and/or if the project involves ground disturbance/demolition.**

Please 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: [Cultural Resource Information System \(CRIS\) - NYS Parks, Recreation & Historic Preservation](#)

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, we will review it in consultation with our bond and tax counsel as needed. We may call the Grantee to discuss further. 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 paperwork is in order, DASNY will coordinate with DVS for final approval before sending a GDA to the Grantee. The timing of the final approval could vary from a few days to a few weeks.

When DASNY is notified that the requisite final approvals have been obtained and funds are made available to DASNY, a GDA will be forwarded electronically for execution.

Q.C2: Why must our veterans' organization complete a form certifying that the VNCP Funds will not be used for programs that might have some religious components?

A.C2: It could be a violation to use public funds to finance religious programs or programs that may favor one religion over another. 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 VNCP Grant is awarded, is there a deadline for returning required documentation to DASNY?

A.C3: There is no deadline per se, however, the progress of the Grantee's grant will be delayed if the documents are not returned in a timely fashion. Therefore, it is recommended that the Grantee return any requested documents within thirty (30) days or respond to the request with a timeframe for when the documentation can be returned.

Q.C4: My financial institution and/or other entity providing funds for the project has requested a letter from DASNY confirming that the VNCP Grant funds are available for the approved Project. Can DASNY provide such a letter?

A.C4: No. Since DASNY does not award the grants, DASNY cannot guarantee that any particular grant will ultimately receive final approval or funding approval.

In addition, the GDA is contingent upon DASNY receiving the fund necessary to make payment on the grant. To the extent that such funds are not available to DASNY from the State or from the proceeds of a bond issuance, payment will not be made.

D. Processing of the GDA

The GDA is the contract between DASNY and the Grantee setting forth the terms pursuant to which the VNCP funds 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 if the contractor or vendor being retained to perform services is authorized to do business in the State, the Grantee may want to consult its attorney or reach out to the New York State Department of State at:

- [Public Inquiry](#); 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: When DASNY is notified that the requisite final approval has been obtained from NYS DVS and funds are made available to DASNY, a GDA will be forwarded to the Grantee electronically for execution.

Q.D2: When will our veterans' organization receive money?

A.D2: VNCP is a reimbursement program; that is, the Grantee must actually incur project costs and have paid those expenses or have been invoiced by the contractor for work actually completed before receiving reimbursement from VNCP funds. Once expenses have been incurred and/or paid, the

Grantee will submit one or more requisitions to DASNY, using the forms included with the Grantee's GDA, along with such supporting documentation as may be required by DASNY.

***Please note:** In cases where a Grantee is unable to make payment to the contractor in the first instance, the Grantee must request that the contractor be paid on invoice. If this option is requested, then the Grantee must establish a segregated bank account into which VNCP funds will be deposited and from which VNCP funded project costs will be paid. DASNY recommends that if payment on invoice is chosen as the method of payment to vendors, then the Grantee should apply industry standard fraud protection to the segregated bank account (Positive Pay). See section below regarding the requisition process for more information. Additionally, if a Grantee anticipates utilizing payment on invoice, they may wish to negotiate a longer payment term with their vendors and contractors.*

II. Reimbursable Costs

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

Q.A1: Can I use VNCP funds for a down payment or a deposit to a contractor/vendor or for a retainer fee to a professional such as an architect or an engineer?

A.A1: No. VNCP 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 VNCP funds to make a payment to the veterans' organization attorney or other service professional for work related to the project or to assist with the VNCP Administration process on the veterans' organization's 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: Can I use the VNCP funds to purchase real property?

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

Q.A4: Can the VNCP funds be used to purchase a vehicle?

A.A4: No. The purchase of a vehicle is not a VNCP eligible expense.

Q.A5: The contractor has ordered materials 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 the veteran's organization be reimbursed for these materials now that the contractor has them in hand?

A.A5: 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, the veterans' organization used internal labor to undertake the project described in the Application. May the veteran's organization be reimbursed for these costs?

A.B1: Generally, costs associated with internal labor or employee salaries are not reimbursable with VNCP funds. Therefore, costs incurred by the Grantee for custodial services, maintenance of equipment, salaries of facilities management personnel, security personnel, director or other high-level project oversight, or other similar expenditures may not be reimbursed with VNCP funds.

Q.B2: Our veterans' organization would like to use the VNCP funds to pay the salary of the employee who will be administering the project for our organization. Is this allowable?

A.B2 No. As explained above, salaries of administrative personnel are not eligible for reimbursement.

Q.B3: Members of our veterans' organization are interested in undertaking portions of our project. Since they are not our employees, can the veterans' organization pay them and be reimbursed?

A.B3: In order to be reimbursed for project costs, all contractors and vendors must 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 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: Per a provision of the GDA, VNCP funds cannot be used for payments to any firm, company, association, corporation or organization in which a member of the Grantee's Board of Directors or other governing body, or any officer or employee of the Grantee, or a member of the immediate family of any member of the Grantee's Board of Directors or other governing body, officer, or employee of the Grantee 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 Grantee'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: May VNCP funds be used to make lease payments on equipment?

A.C1: No. VNCP funds may only be used to purchase and install equipment and may not be used to make lease payments or pay down existing debt incurred to finance the purchase and/or installation of such.

Q.C2: May the veterans' organization use VNCP 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. VNCP funds may not be used to make mortgage payments, 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 VNCP Grant to assist in making our rent payments or in paying the utility bills at our site. Is this an allowable use of VNCP 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 VNCP funds be spent on capital work only.

Q.D2: May our veterans' organization use VNCP 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. In addition to replacing the boiler, the contractor also tests the entire heating system, makes the 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 eligible.

Q.D3: What is the difference between maintenance and capital work? Our veterans' organization would like to apply for a VNCP Grant to fix the exterior of our Legion Hall but 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 capital. Repairing or resurfacing is almost always considered maintenance. For example, replacing windows is capital but reglazing the panes on existing windows is maintenance. Likewise, milling and completely repaving a parking lot is capital, but fixing cracks and sealing the existing pavement is maintenance.

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

Q.D4: Our building hasn't been painted in more than 20 years. May the veterans' organization apply for VNCP 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.

Q.D5: The veterans' organization would like to do a variety of projects to improve our building like automatic doors, energy efficiency, bathrooms and exterior renovations. Will the veterans' organization be allowed to have multiple projects within our application?

A.D5: Yes, as long as each task in a proposed project is capital in nature and at the same facility. The cost estimate(s) that will be provided with the Grantee's Application should outline the anticipated cost for each item on the list, not just an overall project total.

Q.D6: May the veterans' organization use VNCP funds to purchase supplies such as paper, pens, postage, and similar items if they would be used in connection with the Project?

A.D6: No. Such costs would be considered working capital, or operating costs, as opposed to a capital cost. As explained above, VNCP funds may only for capital costs.

Q.D7: May the veterans' organization use a VNCP Grant to purchase a maintenance plan, service agreement or extended warranty for the Project?

A.D7: No. Such costs would be considered working capital, or operating costs, as opposed to a capital cost. As explained above, VNCP funds may only be spent on capital costs. VNCP funds 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.D8: May the veterans' organization use VNCP funds to pay for training on the use of equipment acquired with VNCP funds?

A.D8: VNCP funds may only be used to pay for training costs incurred to "train the trainer" on specialized equipment or software applications. That is, VNCP funds may be used to pay the costs incurred to train one person within the Grantee organization who will be responsible to train the other users. If training expenses are incurred to train groups of users, or to train users on general use software, then these costs are operational in nature and may not be reimbursed with VNCP funds.

Q.D9: May our veterans' organization use VNCP funds to pay for recurring costs such as recurring licensing fees, or to renew work permits?

A.D9: No. VNCP funds may not be used to pay any recurring costs such as recurring software licensing fees, or costs incurred to renew work permits.

Q.D10: Our veterans' organization would like to do work that will lower our overhead costs. May we be reimbursed for installing solar panels?

A.D10: The purchase and installation of solar panels is a capital eligible project. However, the solar equipment must be owned by the Grantee. Solar installations that lease the solar equipment to the facility would not be eligible for reimbursement. In addition, the Grantee must be the only entity benefiting from the solar panels.

E. New Yorkers Must Benefit

Q.E1: Our veterans' organization is located in a town just over the New York border, but many of our members live in New York. May our organization apply for VNCP funding?

A.E1: No. VNCP 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 veterans' 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 a problem?

A.F1: Yes. It is often difficult to reconcile the requirements of the tax credit programs with VNCP. For example, VNCP requires the named Grantee to incur the costs related to the funded project and retain ownership of the funded project. Many tax credit programs require title to be held in the name of a related organization and the project costs to be paid out of a corpus held in the name of a party other than the Grantee.

Please note: If the veterans' organization is planning to fund any portion of the VNCP funded project through a tax credit structure, please contact DASNY at (518) 257-3177 as early as possible, as DASNY will need to work with the veterans' organization to determine if the proposed tax credit structure is compatible with the capital grant program.

III. The Requisition Process

A. Timing Questions

Q.A1: Our veterans' organization started work on the project before submitting the Application. May we submit a requisition for work undertaken before the Application date?

A.A1: All projects should be performed during the Eligible Project start and end date range stated in the RGA. Any cost incurred prior to, or after these dates, are not reimbursable costs.

Q.A2: How often may our veterans' organization 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 the veterans' organization can submit a requisition?

A.A3: Yes. There will be an expiration date on the GDA once it is fully executed. All requisitions must be 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 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 VNCP 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.

Please 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: 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 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 VNCP 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 VNCP 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 VNCP. 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.

Please 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 VNCP 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 our veterans' 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 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 veterans' organization for reimbursement. Does this pose any problems?

A.B7: Yes. DASNY may only utilize VNCP 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 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.

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 VNCP 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 veterans' 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 VNCP 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 with VNCP 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: May our veterans' organization submit a requisition request electronically?

A.B10: Yes. After the Grantee receives an executed GDA, 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: The veterans' organization is a not-for-profit organization and does not have the funds to make payment in the first instance. Is there a way to access the VNCP funds to pay the costs as they are incurred?

A.C1: VNCP is intended to be a reimbursement program. However, we recognize that it may be difficult for some organizations 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 VNCP Funds will be deposited, and that an industry standard fraud protection service has been added to the segregated bank account (Positive Pay). Eligible expenses incurred in connection with the project to be financed with VNCP funds must be paid out of this account. All work being paid on invoice must be completed prior to disbursement of VNCP 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 VNCP funded project. The Grantee must provide proof of disbursement of VNCP funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that VNCP funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from VNCP funds until such time as proof of payment is provided.

Q.C2: When seeking payment on invoice, what must the veterans' organization submit to access the VNCP Grant?

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

A.A1: As per the terms of the RGA, all projects are required to be to be completed during the Eligible Project start and end date range. If the project cannot be completed during the period of time noted in the RGA, the Grantee will have to decline the Award.

Please contact DASNY via email at vncp@dasny.org if the veterans' organization can no longer undertake the awarded project.

Q.A2: What if the veterans' organization wants to use the VNCP Funds to pay for costs other than those described in the Application?

A.A2: Since the VNCP is a competitive program, changes are not permitted. If the project proposed in the Application can no longer go forward, the veterans' organization will have to decline the Award.

Please contact DASNY via email at vncp@dasny.org if the veterans' organization can no longer undertake the awarded project.