



Child Care Capital Program (CCCP)

Frequently Asked Questions

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

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Definitions:

Applicant – the Eligible Applicant (as outlined in the RFA) applying for CCCP Funds for a Project.

Authorized Officer – an individual who has the corporate authority to bind the entity into a contract.

Awardee – Proposed or existing not-for-profit or for-profit child day care centers licensed pursuant to 18 NYCRR 418-1, school age child care programs registered pursuant to 18 NYCRR 414 and Article 47 permitted programs that have been selected to receive an Award Letter in accordance with the requirements of the Act and this Agreement. Proposed programs must be licensed within six months of the completion of the construction project, defined as the date the Certificate of Occupancy is issued. Failure to obtain a license within that time period may result in the revocation of the grant and require repayment of all grant funds disbursed to the Grantee.

Capital Costs –

- The construction, demolition, or replacement of a fixed asset;
- The major renovation of a fixed asset or assets which materially extends its useful life or materially improves or increases its capacity; or
- The planning or design of the construction, demolition, replacement or 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.

Charities Registration 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 they are exempt from doing so. More information can be found at https://www.charitiesnys.com/faqs_reg_new.html.

Document Vault – a secure online repository to store and share commonly requested documents which is managed by NYS Grants Management (“Grants Management”).

Eligible Applicant – an Applicant as described in the Section 2.1 of the CCCP Request for Grant Applications (“RFA”) and is an organization that has its own unique Employer Identification Number, unique Taxpayer Identification Number, or a unique SFS Vendor Identification Number. The Applicant must also be registered and prequalified as a separate organization in the Grants Gateway to be eligible to apply for its own CCCP grant.

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

Financial Documentation – copies of quotes, proposals, cost estimates or any other document from a qualified professional that will identify projects costs necessary to complete the project. If the cost estimate is higher than the value of the CCCP award, DASNY will need to see evidence of the other source(s) of funding for the project.

Funding Opportunity – The opportunity to apply for CCCP funding as detailed in the Request for Applications (RFA) under the timeframe outlined.

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

Grantee – An Applicant who has received a fully executed GDA.

Organization – the Applicant entering into the contracts and paying the vendors, and who has control over the 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 CCCP 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 CCCP Funds will be used and must be signed by two Authorized Officers.

Grantee Questionnaire (“GQ”) – DASNY needs to be certain that grant funds 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 two 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. **NOTE: the GQ should be completed under the Legal Name of Organization.**

Incorporation Documentation – articles of incorporation (including any amendments) or a charter necessary to verify eligibility under CCCP and to verify that the Organization is authorized to do business in the State of New York. If the Organization has a D/B/A, that should also be provided.

Legal Name – Applicant’s name as listed on the Incorporation Documentation) and which:

- matches the name on file with the IRS and corresponds to the Organization’s Federal Employer Identification Number (“FEIN”);
- 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 CCCP Funds, DASNY must verify that the Applicant and the Grant funded project are 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/Bridge financing – debt that is expected to be paid off within one year and is incurred to pay for project costs until such time as Grant funds become available.

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

W-9 Form – an IRS document utilized to set up the Applicant as a vendor/payee in DASNY’s financial system. The Organization’s FEIN is required to make payment. **NOTE: The Applicant’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 Documents and all documents required to be uploaded to the Applicant’s Document Vault, and those submitted for review by DASNY.**

CCCP Funds – Child Care Capital Program funds made available by the State of New York.

I. Process Questions

A. Questions Regarding DASNY’s Role in Administering CCCP

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

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

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

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

A.B1: Each Nonprofit Organization will need to register and maintain a Document Vault in the Grants Management system. The Document Vault must be in prequalified status throughout the grant process, from application submission all the way through to GDA and reimbursement phase. **(Note: See Prequalification heading under Q.C1, below for more information on this.)**

Required Forms for Prequalification include:

1. IRS Determination Letter
2. Incorporation Documentation (including any amendments and D/B/As)
3. Most recent IRS Charities 990, 990EZ or 990-PF (ideally from 2021)
4. NYS Charities 410, if applicable
5. Organizational Bylaws
6. List of Organizational Board Members
7. Top Leadership Profiles
8. Recent Organizational Financial Statement

A for profit organization is not required to prequalify, but they are required to register their organization within the Grants Management system.

For additional information on the Grants Management requirements and processes, prospective Applicants can contact GrantsGateway@its.ny.gov directly or view the following videos:

<https://grantsmanagement.ny.gov/videos-grant-applicants>
<https://grantsmanagement.ny.gov/videos-grant-applicants>

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

A.B2: 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. CCCP Funds will only be awarded for a project if it can be demonstrated that the project can be fully completed as proposed and within the mandated timeframe.

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

A.B3: All construction estimates must be from 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. Post Application Review Process for Awardees

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

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

DASNY recommends that Applicants do not start their projects until a fully executed GDA has been provided.

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

General Overview:

DASNY reviews each project for compliance with CCCP 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 Awardee 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 CCCP Funds to the Organization.

Prequalification:

Effective August 1, 2013, not-for-profit Organizations are required to register with Grants Management (<https://grantsmanagement.ny.gov/>) in order to receive CCCP Funds. State entities will post upcoming and available funding opportunities on this website. Grants Management will also provide Organizations a secure Document Vault to store and share commonly requested documents. **The Document Vault should be continuously monitored, amended when appropriate and must be in the prequalified status throughout the process including the payment phase.** DASNY will not be able to enter into a GDA with, or make payments to, any Applicants that are not prequalified in Grants Management system. DASNY does not have any discretion in this regard. Any questions regarding Grants Management and the Document Vault should be directed to the New York State Gateway Grants Management Staff via the following link: [Grants Management](#).

Incorporation Documentation:

Please note that, in order to verify that DASNY is entering into a GDA with the appropriate Organization and the Organization is eligible to do business in the State of New York, we will need to review the Applicant's Incorporation Documentation. If the Applicant has a D/B/A, DASNY will need a copy of the filed D/B/A certificate as well. **NOTE: The Applicant'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 Documents and all documents required to be uploaded to the Applicant's Document Vault, and those submitted for review by DASNY.**

If an Organization does not have Incorporation Documentation, then the Organization should contact 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 \(ny.gov\)](#).

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

Site Control:

While the site control documentation provided with the CCCP Application was initially reviewed in the application scoring process, DASNY will again verify that the information provided is still accurate prior to the execution of the GDA. If the Organization owns the facility, the Organization must continue to own the property for a period of 10 years after CCCP Funds have been disbursed.

If the Applicant leases the facility, the term of the lease must be for at least eight (8) years and extend for a reasonable period of time after the capital improvements funded by CCCP are scheduled to be completed. If a condition of the Lease is to obtain Landlord permission prior to work being done, please be advised that Landlord 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 within the mandated timeframe.

Office of Environmental Affairs (OEA) Review

All CCCP-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 CCCP-Funded projects can be completed internally by DASNY and would not require further action or documentation by the Applicant.**

Coordination with 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 Applicant can find this information on the SHPO and NYS Department of Environmental Conservation (DEC) websites:

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

Please provide DASNY with a copy of the determination letter from 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 SHPO requirements, please direct these questions to grantsseqr@dasny.org.

Bond Counsel Review:

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 Applicant 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 Applicant's project complies with relevant statutory provisions and all paperwork is in order, DASNY will forward a GDA to the Applicant electronically for execution.

Q.C2: Why must our Organization complete a form certifying that the CCCP 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 CCCP Application has been advanced to DASNY for review, is there a deadline for returning required documentation to DASNY?

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

D. Processing of the GDA

The GDA is the contract between DASNY and the Applicant setting forth the terms pursuant to which the CCCP Funds will be disbursed.

Organizations will be attesting in the GDA that:

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

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

- https://www.dos.ny.gov/corps/bus_entity_search.html; 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 all DASNY required reviews have been completed, DASNY will notify OCFS and request approval to issue a GDA to the Awardee. Upon receipt of this approval DASNY

will forward a GDA to the Awardee electronically for execution. Once a GDA is fully executed by both parties, the CCCP funds will be deemed awarded as evidenced by the GDA between DASNY and the CCCP Grantee.

Q.D2: When will our Organization receive money?

A.D2: Funds are only available for requisition when a GDA has been fully executed. CCCP is a reimbursement program; that is, the Organization 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 CCCP Funds. Once expenses have been incurred and/or paid, the Organization will submit one or more requisitions to DASNY, using the forms included within the GDA, along with such supporting documentation as may be required by DASNY.

Please note that in cases where an Organization is unable to make payment to the contractor in the first instance, the Organization must request that the contractor be paid on invoice. If this option is requested, then the Organization must establish a segregated bank account into which CCCP Funds will be deposited and from which CCCP-Funded project costs will be paid. If payment on invoice is chosen as the method of payment to vendors, then the Organization should apply industry standard fraud protection to the segregated bank account (Positive Pay). See section below regarding the requisition process for more information.

II. Eligibility

A. Entity Eligibility

Q.A1: Are all child care programs eligible for CCCP funding?

A.A1: No, as outlined in Section 2.2 of the RFA, only child care centers licensed pursuant to 18 NYCRR 418-1 and school age child care programs registered pursuant to 18 NYCRR 414 and Article 47 are eligible to apply for CCCP funds. **For the purposes of this RFA, Small Day Care Centers registered pursuant to 18 NYCRR 418-2 are excluded from this definition.**

B. Project Eligibility

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

A.B1: CCCP funding can be used to reimburse for capital expenses to expand the number of children served or to make certain facility improvements. See Section 2.4 of the RFA for a broader list of eligible project costs.

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

A.B2: Using this link <https://bit.ly/childcarecapitalprogram>, enter the address of the project location for confirmation.

Q.B3: What do you consider downstate?

A.B3: Downstate is considered all of New York City, Long Island (Nassau & Suffolk Counties), as well as Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester Counties.

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

A.B4: Please visit <https://ocfs.ny.gov/programs/childcare/providers/> to review information about starting a child care program. Additional child care licensing inquiries can be submitted to ocfs.sm.DCCScapitalprogram@ocfs.ny.gov.

III. Reimbursable Costs

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

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

A.A1: No. CCCP 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 Applicant will be able to submit for reimbursement of a down payment or deposit once documentation has been received from the Applicant'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 Applicant for the balance of the job.

Q.A2: Can I use the CCCP Funds to make a payment to my attorney or other service professional for work related to the project or to assist with the CCCP 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: Can I use the CCCP Funds to purchase real property?

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

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

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

B. Payment for Internal Labor

Q.B1: **Q.B2: Our Organization would like to use the CCCP Funds to pay the salary of the employee who will be administering the project for our Organization. Is this allowable?**

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

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

A.B2: In order to be reimbursed for 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 however, per a provision of the GDA, CCCP Funds cannot be used for:

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

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

Q.C1: Can CCCP Funds be used to make lease payments on equipment?

A.C1: No. CCCP 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 installation of such.

Q.C2: Can the Organization use CCCP 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. CCCP Funds may not be used to make mortgage payments or pay off an existing mortgage.

D. Costs Constituting Working Capital

Q.D1: Our Organization runs on a very tight budget and would like to use the CCCP Funds to assist in making our rent payments or in paying the utility bills at our site. Is this an allowable use of CCCP 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 CCCP Funds be spent on capital work only.

Q.D2: Can our Organization use CCCP 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 necessary repairs, and replaces worn parts. While the costs for replacing the boiler would be reimbursable, the cost of testing and repairing the heating system would not be.

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

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

Please note that flooring is an exception to this rule. Replacing carpet or vinyl flooring in a facility would only be eligible for reimbursement if it was in conjunction with renovation 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 we apply for CCCP 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: Our Organization would like to do a variety of projects to improve our building like automatic doors, energy efficiency, bathrooms and exterior renovations. Will we 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 one project location. The cost estimates that are provided with the Organization application should outline the anticipated costs for each item on the list, not just an overall project total.

Q.D6: Can our Organization use CCCP 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, CCCP Funds may only be spent on capital costs.

Q.D7: Can our Organization use CCCP Funds to purchase software, licensing fee, maintenance plan, service agreement or extended warranty for our Project?

A.D7: No. Such costs would be considered working capital, or operating costs, as opposed to capital costs. As explained above, CCCP Funds may only be spent on capital costs. CCCP Funds may not be used to pay for service agreements or extended warranties.

Q.D8: Can our Organization use CCCP Funds to pay for recurring costs such renewing work permits?

A.D8: No. CCCP Funds may not be used to pay any recurring costs such as or costs incurred to renew work permits.

Q.D9: Our Organization would like to do work that will lower our overhead costs. Can we be reimbursed for installing solar panels?

A.D9: The purchase and installation of solar panels is a capital eligible project. However, the solar equipment must be owned by the Organization and installed at the project location. Solar installations that lease the solar equipment to the facility would not be eligible for reimbursement, nor would community solar projects. In addition, please note that the Organization must be the only entity benefiting from the solar panels.

E. New Yorkers Must Benefit

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

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

F. Tax Credit Structures

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

A.F1: No. It is often difficult to reconcile the requirements of the tax credit programs with CCCP. For example, the CCCP requires the named Applicant to incur costs related to the funded project and to retain ownership of the funded project. Many tax credit programs require title to be held in the name of a related entity and project costs are paid out of a corpus held in the name of a party other than the Applicant. CCCP requires that all CCCP funds be used for projects other than those being funded through a tax credit structure.

III. The Requisition Process

A. Timing Questions

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

A.A1: Eligible Projects cannot have started prior to April 1, 2023 as stated in the RFA. Any cost incurred prior to this date are not reimbursable costs.

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

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

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

A.A3: Yes. All costs must be incurred, and all payment requisitions must be processed and paid by December 31, 2027. Any funds not utilized at this point will be forfeited by the Grantee.

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

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

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

B. Submission of Requisitions

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

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

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

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

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

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

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

A.B3: If the card used was a corporate credit card, we require a copy of the statement showing the charge, the invoice for the materials purchased, and a copy of the canceled check paying the statement in full. We do not recommend using a personal credit card to pay for CCCP 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 CCCP 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 CCCP. 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 an 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 CCCP Funds, and we will not reimburse the Grantee for costs paid in cash. The preferred method of payment is by check as evidenced by a copy of a Grantee's canceled check made payable directly to the contractor or vendor.

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

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

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

A.B6: No. Payment 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 our Organization for reimbursement. Does this pose any problems?

A.B7: Yes. DASNY can only use CCCP 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 and/or it will be denied.

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

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

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

A.B9: As indicated above, it is the Grantee's responsibility to submit requisitions that are properly assembled and clearly delineate allowable costs to be paid for with CCCP Funds. While members of DASNY's Accounts Payable staff are available to answer specific questions about a requisition, DASNY cannot assume the Grantee's responsibility to locate the documentation necessary to support costs to be paid for with CCCP Funds or evidencing proof of payment; matching proof of payment to invoiced

costs; inferring the services or materials provided where the documentation does not clearly provide an explanation; and other such tasks.

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

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

C. Payment on Invoice

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

A.C1: CCCP is intended to be a reimbursement program. However, we recognize that it may be difficult for some Grantees to pay for project costs upfront. If that is the case, pursuant to the terms of the GDA, the Grantee will need to provide DASNY with documentation evidencing that a non-interest-bearing, segregated account has been established by the Grantee into which CCCP 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 CCCP Funds must be paid out of this account. All work being paid on invoice must be completed prior to disbursement of CCCP 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 CCCP-Funded project. The Grantee must provide proof of disbursement of CCCP Funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that CCCP Funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from CCCP Funds until such time as proof of payment is provided.

Q.C2: When seeking payment on invoice, what must our Organization submit to access the CCCP 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 CCCP Funds. All CCCP 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 CCCP 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 CCCP-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 CCCP Funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that CCCP Funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements from CCCP Funds until such time as proof of payment is provided.

IV. Project Changes After the Award

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

A.A1: As per the terms of the RFA, all projects are required to be completed and payment requisitions processed by December 31, 2027. If the project cannot be completed during that timeframe, the Organization will have to decline the CCCP funding opportunity.

Please contact DASNY via email at CCCP@dasny.org if your Organization can no longer undertake the awarded project.

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

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

Please contact DASNY via email at CCCP@dasny.org if your Organization can no longer undertake the awarded project.