

**NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC  
PRESERVATION**

**DORMITORY AUTHORITY OF THE  
STATE OF NEW YORK**

**NEW YORK  
BUILDING RECREATIONAL INFRASTRUCTURE FOR COMMUNITIES,  
KIDS AND SENIORS (NY BRICKS)**

**REQUEST FOR APPLICATIONS (RFA)**

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RFA Application Deadline: August 15, 2025 by 3:00 p.m.

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<b>Appendix 1</b>	NY BRICKS Application (with “Applicant Worksheets to Calculate Community Need and Project Planning for NY BRICKS” and “Using the ‘Grants Map for NY Unplug and Play Programs’ for FY 2026”)
<b>Appendix 2</b>	Certificate of Municipal Site Control
<b>Appendix 3</b>	Frequently Asked Questions (FAQ)
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## Section One: INTRODUCTION

### 1.1 Background

Recognizing that Community Centers help promote physical health, mental well-being, and provide community connections for youth and older adults, Governor Hochul announced the New York Building Recreational Infrastructure for Communities, Kids and Seniors (NY BRICKS) Initiative, a new competitive grant program to facilitate the design, construction, and renovation of Community Centers in Communities across the State.

NY BRICKS is overseen by the New York State Office of Parks, Recreation and Historic Preservation (“NYS OPRHP”) and administered by the Dormitory Authority of the State of New York (“DASNY”).

Eligible Municipalities and Not-for-profit Entities are invited to apply for NY BRICKS Grants for Community Center projects.

**Capitalized terms used herein and not otherwise defined are defined in Section Two: Definitions.**

### 1.2 Purpose of the Funding

NY BRICKS Grants can be used to fund the acquisition, design, construction, major renovation, and equipping of a Community Center, along with other related Capital Costs necessary to effectuate the NY BRICKS Initiative.

The 2025-2026 New York State Budget includes \$100 million in capital funding for the NY BRICKS Initiative to be awarded to Municipalities and Not-for-profit Entities through a competitive grant program.

- Eligible Applicants may be awarded grants between \$250,000 and \$15,000,000 for Eligible Project Costs.
- The NY BRICKS Initiative will provide not less than \$50 million in funding for Community Centers in Underserved Communities.
- **Grantees must demonstrate a 20% match toward the Project.**

### 1.3 Timetable of Key Events:

RFA Announcement Date .....	6/05/2025
Open Application Question Period Begins .....	6/05/2025
Applicant Webinar.....	6/25/2025
Deadline to Submit Questions.....	6/27/2025
Answers Posted By .....	7/11/2025
Application Submission Period.....	7/14/25 – 8/15/2025
Application Deadline.....	8/15/2025
Application Scoring .....	8/18/25 – 10/31/2025
Awards Announced No Earlier Than .....	11/01/2025

## 1.4 Inquiries

In accordance with State Finance Law § 139-j and § 139-k, this RFA includes and imposes certain restrictions on communications between DASNY and NYS OPRHP personnel and an Applicant or any representative, agent, consultant or other third party representing the Applicant during the procurement process. Any questions regarding this RFA should be submitted via the NY BRICKS SurveyMonkey link: <https://www.surveymonkey.com/r/NYBRICKS2025>.

Contacts made to any DASNY, NYS OPRHP or other State personnel regarding this procurement between the RFA Announcement Date and Application Deadline, other than through the hyperlink above may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. Please refer to DASNY's website (<https://www.dasny.org>) for policies and procedures regarding this law or the OGS website (<http://ogs.ny.gov/acpl/>) for more information about this law.

## Section Two: DEFINITIONS

Applicant: A Municipality or a Not-for-profit Entity, both as hereafter defined, providing Community Centers in New York State.

Application: The documentation submitted that will be reviewed and scored for this funding opportunity, including all worksheets, attachments, and requested supplemental information. All information that the Applicant wishes to be reviewed and scored must be included as part of the Application.

Application Deadline: All Applications must be received by 3:00 p.m. on the date set forth in Section 1.3 above. Applications received after this time will not be accepted. Applicants are encouraged to apply promptly.

Authorized Officers: Individuals authorized to sign documents on behalf of the Applicant, including but not limited to contractual agreements. In the event there is only one Authorized Officer, a letter from the Applicant's attorney confirming that there is only one Authorized Officer must be submitted to DASNY and NYS OPRHP.

Awardee: Applicant that has been conditionally awarded a NY BRICKS Grant by NYS OPRHP and DASNY. Awardees must submit additional information to NYS OPRHP and DASNY before receiving a Grant Disbursement Agreement for execution.

Award Letter: The letter sent to Awardees as described in Section 7.4 of this RFA.

Capital Cost: For purposes of the NY BRICKS Initiative, a Capital Cost is defined as costs for a Capital Work or Purpose as defined in State Finance Law § 67-a (4).

Community: A common geographic area such as a neighborhood.

Community Center: A building or facility owned or leased by an Applicant which has, as its primary or dedicated purpose, providing scheduled programming to the Community it serves with regular published hours and offering a range of social, educational, recreational, and/or cultural activities for a variety of age groups including but not limited to after-school education, recreation, workforce training, athletics, programming for seniors, meetings by neighborhood or community organizations, and delivery of wrap around services for behavioral health. Community Centers are typically free and are open year-round to the community in which they are located or serve.

Notwithstanding the foregoing, for the purposes of the NY BRICKS Initiative, a Community Center does **not** include standalone facilities that primarily function as libraries, schools, gyms, daycare facilities, houses of worship, food pantries, or health care facilities.

DASNY: The Dormitory Authority of the State of New York.

Eligible Applications: Applications which meet the eligibility requirements detailed in Section Four (Step One) **and** score 20 or more points in Community Need and Project Planning as explained in Section Five (Step Two) will be deemed Eligible Applications. Only Eligible Applications will proceed to Project Impact and Project Viability Scoring as described in Section Six (Step Three).

Eligible Project Costs: Costs incurred in connection with a Project that are to be reimbursed with the proceeds of a NY BRICKS Grant. Eligible Project Costs shall be Capital Costs as defined above. Proceeds of a NY BRICKS Grant may not be used to pay for non-Capital costs including but not limited to salaries, maintenance or repair costs, lease payments, utility costs, supplies, and debt repayment.

Grant Disbursement Agreement (GDA): The contract entered into between DASNY and the Grantee. The GDA is attached to this RFA as **Appendix 4**. Applicants are expected to review the GDA in its entirety prior to submitting an Application for the NY BRICKS Initiative. Grantees are required to comply with the terms of the GDA as set forth.

Grantee: An Applicant that has successfully passed the scoring and review phases, has been selected to receive a NY BRICKS Grant and has satisfied all conditions precedent required to enter into a Grant Disbursement Agreement.

Matching Funds: The Grant will cover no more than 80% of the Capital Costs for the proposed Project. The Grantee must provide at least 20% of the Capital Costs of the Project from other committed funding sources. The most competitive applications will clearly demonstrate committed funding in the amount necessary to fully fund the Project as described.

Municipality: For the purposes of this RFA, the term Municipality shall only mean a County, City, Town, Village, or Indian Nation.

NYS OPRHP: The New York State Office of Parks, Recreation and Historic Preservation.

NY BRICKS Grant: Pursuant to this RFA, a capital grant awarded to a Grantee.

Not-for-profit Entity: A not-for-profit organization that is duly incorporated with the New York State Department of State or Chartered by the State of New York. Not-for-profit Entity Applicants must be Prequalified at the time of application.

Prequalification: Prequalification is a requirement of the State of New York. Not-for-profit organizations are required to provide information in the Statewide Financial System (SFS) that is used to assess organizational capacity, organizational compliance and organizational integrity.

Not-for-profit Entities must receive **approved Prequalification status** prior to submitting their Application and must remain Prequalified through the execution of the Grant Disbursement Agreement and payment of requisitions. The Prequalification process takes time, so Applicants are advised to start the process as soon as possible.

Applications from Not-for-profit Entities that are not Prequalified in SFS prior to Application submission will not be deemed to be an Eligible Application. No extensions will be provided to Applicants who are not Prequalified prior to the submission of their Application.

Project: The acquisition, design, construction, major renovation, and equipping of a Community Center, along with other related Capital Costs necessary to effectuate the NY BRICKS Initiative. The NY BRICKS Initiative will fund Eligible Project Costs in furtherance of a Project.

Site Control: Evidence that the Applicant/Grantee has sufficient authorization and control to undertake the Project at the project location. Municipalities may submit a Certificate of Municipal Site Control provided as **Appendix 2** to this RFA. Not-for-profit Entities must submit either a deed or lease to the proposed project location. Lease agreements must extend at least 10 years from the date the Application is submitted.

If the NY BRICKS Grant will be used to acquire real property for use as a Community Center, the Applicant must provide an executed contract of sale and an appraisal of the property undertaken in accordance with USPAP standards.

Given the unique historical and legal parameters attendant to Indian Nation lands, Indian Nations should submit valid written documentation to satisfy the Site Control requirement.

State Environmental Quality Review Act (SEQR) Review: The SEQR Act requires all state and local government agencies to consider environmental impacts equally with social and economic factors during discretionary decision-making. A SEQR review must be completed for each Project to be funded with the proceeds of a NY BRICKS Grant.

Statewide Financial System (SFS): New York State grants management system for all organizations doing business with New York State. All Not-for-profit Entity Applicants must register, apply for, and obtain approved Prequalification status in SFS prior to the submission of their Application.

Underserved Communities: Applicants must complete the “**Applicant Worksheets to Calculate Community Need and Project Planning for NY BRICKS**” pursuant to Section Five. For purposes of the NY BRICKS Initiative, Underserved Communities shall be those that score 20 points or more on the “Community Need” portion of the Application (**Worksheet 1**) utilizing the following three measures:

- The Zip Code Tabulation Areas (ZCTAs) –To determine the Percent Below Poverty Level of the project location.
- Disadvantaged Community (DAC) - To determine if a project location is designated as a DAC.
- ESD Distressed Community - To determine if a project location is designated as an ESD Distressed Community.

W-9 Form: IRS document utilized to set up the Grantee as a vendor/payee in DASNY’s financial system. The Organization’s Federal Employer Identification Number (FEIN) is required to make payment. Note: The Grantee’s legal name and FEIN on the W-9 should match the legal name and FEIN on file with the IRS.

### **Section Three: EVALUATION AND SCORING OVERVIEW**

#### **Application Project Purpose Priority and Grant Funding Levels**

The State’s priority is to provide funds to create new Community Centers statewide and achieve an overall allocation of at least \$50 million in BRICKS awards to Underserved Communities as set forth in the BRICKS appropriation.

The NY BRICKS Initiative is expected to be a highly competitive grant program for which three Application Project Purpose Priority and Grant Funding Levels have been established as reflected in the following table. Applicants must first select which Priority Level they are applying for based on the Application Project Purpose and amount of BRICKS funding requested.

Documentation must be provided with the BRICKS Application to support the total cost of the BRICKS Project. Please note that the total Project cost must be at least twenty percent more than the amount of the BRICKS Grant award requested to comply with the 20% Match Requirement.



Priority	Application Project Purpose Priority	Grant Funding Level	Project Total Costs	Targeted Funding for Grant Funding Level*
1	New Community Centers- Acquisition, New Construction or Expansion for additional square footage	\$5,000,001 - \$15,000,000	\$6,250,001 - \$18,750,000	<b>\$45,000,000</b>
2	New Community Centers- Acquisition, New Construction or Expansion for additional square footage	\$1,000,000- \$5,000,000	\$1,250,000 - \$6,250,000	<b>\$15,000,000</b>
3	Renovation of existing Community Center Projects	\$250,000 - \$5,000,000	\$312,500 - \$6,250,000	<b>\$35,000,000</b>
		Total Amount of Awards by Grant Funding Level:		<b>\$95,000,000</b>
	Base Pool amount allocable to grant applications across all levels after initial scoring			<b>\$5,000,000</b>
				<b>\$100,000,000</b>

**\* Not less than \$50,000,000 of BRICKS funding shall be used for grants to municipalities or not-for-profit entities in Underserved Communities.**

Once the highest scoring Applications at each Priority Level have been determined, any residual funds remaining under those Priority Levels shall be added to the Base Pool and used to make additional BRICKS grant awards. No partial Grants will be awarded.

Grants from the Base Pool shall be awarded to those Applications receiving the next highest scores across all Application Priority Levels, provided that sufficient funds exist to fully fund the requested grant amount. Awards will be made in this manner until all available funding has been allocated.

NYS OPRHP and DASNY reserve the right to reject any or all Applications received in response to this RFA.

### **Step One: Applicant and Project Eligibility**

NYS OPRHP and DASNY will determine if the Applicant and the Project meet the minimum eligibility requirements set forth in Section Four. If the Applicant or the Project does not satisfy the eligibility requirements set forth in Section Four, the Applicant shall

be deemed ineligible and shall not advance for further scoring or review. If both the Applicant and the Project fully satisfy the eligibility requirements in Section Four, the Applicant and the Project shall be deemed an Eligible Applicant and an Eligible Project, and the Application shall proceed to Step Two below.

### **Step Two: Community Need and Project Planning**

NYS OPRHP and DASNY will review the “**Applicant Worksheets to Calculate Community Need and Project Planning for NY BRICKS**” (**Appendix 1**). All Applicants must complete all three Worksheets in their entirety. Instructions for completing the Worksheets are set forth in Section Five below.

- Applications with a total score of 19 or below in Community Need and Project Planning (**Worksheet 3**) shall be deemed ineligible and shall not be scored further.
- Applications satisfying the requirements of Step One and that earn a total score of 20 or more on Community Need and Project Planning (**Worksheet 3**) will be deemed an Eligible Application and will proceed to Project Impact and Project Viability Scoring in Step Three.
- In addition, Applicants who scored 20 or more points in Community Need (**Worksheet 1**) will be deemed “Underserved Communities.”

All Applications deemed an Eligible Application following Step Two shall proceed to Step Three.

### **Step Three: Project Impact and Project Viability**

- NYS OPRHP and DASNY shall review and score all Eligible Applications for Project Impact and Project Viability as set forth in Section Six. The State’s priority is to provide funds to create new Community Centers statewide and achieve an overall allocation of at least \$50 million in BRICKS awards to Underserved Communities as set forth in the BRICKS appropriation.
- Each reviewer will assign a score of up to 60 additional points in Step Three, for a total of 100 available points.
- The minimum total score to be considered for a NY BRICKS Grant award is 70.
- The Eligible Applications with the highest scores in each Application Project Purpose Priority Level as set forth in the Grant Funding Level Chart in Section Three of this RFA may be awarded a NY BRICKS Grant in a minimum amount of \$250,000 and up to \$15,000,000, as set forth in the Grant Funding Level Chart, provided funding is available. NY BRICKS Grants will be awarded in the manner described in Section Three until all funds have been awarded.
- Notwithstanding the above, no partial NY BRICKS Grants will be awarded.
- Regional diversity shall also be a goal in the award of NY BRICKS Grants across the State. NYS OPRHP and DASNY will use best efforts to achieve this goal as part of the review and scoring process.

## **Section Four: APPLICANT AND PROJECT ELIGIBILITY (STEP ONE)**

**All** of the provisions of this Section Four must be satisfied for an application to continue to Steps Two and Three. An Applicant that fails to satisfy all of the provisions of Section Four will be disqualified from further review and scoring.

### **4.1 Eligible Applicants**

This RFA is limited to Municipalities and Prequalified Not-for-profit Entities providing Community Centers. At least \$50 million shall be awarded to Eligible Applicants in Underserved Communities.

### **4.2 Eligible Projects**

To be eligible to receive a NY BRICKS Grant, the Project must be for the acquisition, design, construction, major renovation, and equipping of a Community Center, along with other related Capital Costs necessary to effectuate the NY BRICKS Initiative. The NY BRICKS Initiative will fund Eligible Project Costs in furtherance of a Project.

Applicants may only submit ONE application for ONE Community Center at ONE Project Location. If multiple Applications are received from the same Applicant, only the first Application will be reviewed and scored.

In order to be eligible to receive proceeds of a NY BRICKS Grant, the following also apply:

- The provisions of the GDA as set forth in **Appendix 4** must be complied with. Please review the GDA before applying.
- All contracts for the work to be performed in connection with the Project are required to be entered into by the Grantee and signed by an Authorized Officer of the Grantee.
- Eligible Project Costs are required to be paid directly by the Grantee.
- Eligible Projects must be in compliance with all State and local laws and regulations at all times.

The NY BRICKS Initiative is expected to be competitive and therefore, not all Eligible Projects will receive a NY BRICKS Grant. The most competitive Projects will achieve the State's priority to create new Community Centers statewide, demonstrate a public purpose and offer a variety of programs that promote physical health, mental well-being, and community connections for youth and older adults, have all or most of the committed funding necessary to complete the Project secured by the application due date, and have taken significant steps towards the planning and/or design of the Project.

### **4.3 Eligible Project Locations**

Site Control is required to prove that the Applicant has sufficient authorization and control to undertake the Project at the project location.

- Municipalities may submit a Certificate of Municipal Site Control, provided as **Appendix 2** to this RFA, to demonstrate ownership or authority that allows the Municipality to construct and maintain the Project on the project location.
- Not-for-profit Entities that own their project location must provide a deed, in the name of the Applicant organization, for the proposed project location.
  - If the name of the property owner reflected in the deed differs from the Applicant (if the Applicant's name or d/b/a changed, for example), a satisfactory explanation is required. **If the name is different and no satisfactory explanation is provided, the Application will not be deemed an Eligible Application.**
- For all leased project locations, the term of the lease must be in the name of the Applicant and it must meet the requirements set forth below:
  - The full lease or rental agreement must be provided, including any exhibits, amendments or riders. **If not provided, the Application will not be deemed an Eligible Application.**
  - The lease or rental agreement **must show** that it is in effect for at least ten (10) years from the date the Application is submitted. The lease term 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 or rental agreement does not meet this requirement, the Application will not be deemed an Eligible Application.**
  - Documentation of support of the property owner for the Project must be submitted with the Application **or the Application will not be deemed an Eligible Application.**
    - Include a letter on the landlord or lease agency's letterhead granting permission to complete the Project at the project location.
    - The letter must be dated and signed by an Authorized Officer of the landlord or leasing agency.
- If the NY BRICKS Grant will be used to acquire real property to be used as a Project, the Applicant must provide an executed contract of sale and an appraisal of the property undertaken in accordance with USPAP standards.
- Indian Nations should submit documentation to demonstrate Site Control over the project location and authorization to construct and maintain the Project at the project location.

#### 4.4 Eligible Uses of Funds

- Only Eligible Project Costs will be authorized for reimbursement with the proceeds of a NY BRICKS Grant.
- Eligible Project Costs include, but are not limited to:
  - Capital Costs for the acquisition, design, construction, major renovation, and equipping of a Community Center, along with other related Capital Costs necessary to effectuate the NY BRICKS Initiative.
- Ineligible uses of NY BRICKS funds include, but are not limited to:

- Working capital, including funds required to operate a facility, such as staff, rent, utilities, internal labor, and supplies.
- Preliminary planning, market studies, and similar activities.
- Grant writing, administration, legal, insurance and other fees.
- Minor repairs or routine maintenance projects.
- Long term debt, including financing of machinery or equipment.
- Support of any Project that is part of an existing or proposed tax credit structure or other similarly structured financing arrangement.
- Proceeds of NY BRICKS Grants cannot be used to reimburse costs incurred on or before April 1, 2025.

#### 4.5 Prequalification Requirement:

- Not-for-profit Entities must receive approved Prequalification status prior to the submission of their Application and must remain Prequalified through the execution of the Grant Disbursement Agreement and payment of all requisitions.
- Not-for-profit Entities that are not Prequalified will be ineligible for a BRICKS grant and will not be reviewed or scored.
- Prequalification in the Statewide Financial System (SFS) may take several weeks to complete. Applicants are advised to start the process as soon as possible to allow ample time to complete the Prequalification process prior to submitting the NY BRICKS Application, including all follow up inquiries from the prequalifying State Agency.
- Required documentation to be filed with SFS to obtain Prequalification status includes:
  - the organization's IRS Determination Letter
  - Incorporation or Charter Documentation
  - IRS 990
  - NYS CHAR 500
  - Organization Bylaws
  - Organization Board of Directors Profile
  - Organization Executive leadership Resumes
  - Organization Financial Statements
  - Organization Chart.
- Applicants with questions regarding the SFS Prequalification or registration should review the recorded prequalification webinar linked here: [12/03/2024 ITS Webinar](#).
- Applicants should also review the following:
  - If the Applicant 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 Desk at [Helpdesk@sfs.ny.gov](mailto:Helpdesk@sfs.ny.gov)
  - If the Applicant 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: [Prequalification](#)

- If the Applicant requires an SFS vendor ID to prequalify, additional information can be found at: <https://grantsmanagement.ny.gov/register-your-organization-sfs>. The Applicant will need to complete a Substitute W-9 and Grants Management Registration Form and submit it to [grantsmanagement@its.ny.gov](mailto:grantsmanagement@its.ny.gov). Questions regarding the registration form can be directed to [grantsmanagement@its.ny.gov](mailto:grantsmanagement@its.ny.gov).
- For other resources, follow this link to Grants Management in SFS: [NYS Grants Management: Resources for Grant Applicants/Help Using SFS \(non-profits\)](#).

## Section Five: COMMUNITY NEED AND PROJECT PLANNING (STEP TWO)

NYS OPRHP will then review the “**Applicant Worksheets to Calculate Community Need and Project Planning for NY BRICKS**.”

All Applicants must complete the “**Applicant Worksheets to Calculate Community Need and Project Planning for NY BRICKS**,” (**Appendix 1**). Only a maximum of 40 points may be awarded based upon the responses to these Worksheets.

### Community Need Category – Worksheet 1:

- A minimum of 20 points in this category is needed to be considered an Underserved Community. **Up to 30 points are available in the Community Need category as described below.**
- Follow the instructions labeled “Using the ‘Grants Map’ for NY Unplug and Play Programs for FY 2026” to identify the project location and assign points for Community Need.
- NYS OPRHP will score based on the following:
  - 0-20 to assess the poverty level associated with the project location.
    - The Poverty by ZCTA 2023 layer on the map will identify the Percent Below Poverty Level for your project location. Enter that information into the “**Applicant Worksheets to Calculate Community Need and Project Planning for NY BRICKS**,” then use the Point Breakdown for Poverty Level Table to assign points associated with the designated Percent Poverty and multiply by 2 to determine the “Total Score for ZCTA”.
  - Up to 5 additional points may be added if the project location is designated as a Disadvantaged Community (DAC).

Using the Census Tracts–Disadvantaged Communities (DAC) layer on the map, identify the 11-digit Census Tract code and enter on the Worksheet. If the project location is designated as a DAC, enter “5” on the Worksheet.

- Up to 5 additional points may be added if the project location is designated as an ESD Distressed Community.
  - The ESD Distressed Communities (2025) layer on the map, will identify the location's "StressDescription", enter the value associated with the designation on the Worksheet.

## **Project Planning Category – Worksheet 2**

- NYS OPRHP will score based on the following:
  - Applications may earn either 0 or 20 points depending on whether the Applicant can demonstrate evidence of planning for the Project, which may include, but is not limited to a Master Plan, a Strategic Plan, a Needs Assessment, a Facilities Assessment/Condition Report, a Space Utilization Study, a Feasibility Study, a Capital Campaign Plan, a report of Community Engagement Findings, a Business or Operations Plan, Board Resolutions, etc.

## **Total Score of Community Need and Project Planning – Worksheet 3**

- Applications satisfying the requirements of Step One and with a combined total score of 20 or more for Community Need and Project Planning (**Worksheet 3**) will be deemed an Eligible Application and will proceed to Project Impact and Project Viability Scoring in Step Three.
- In addition, Applicants who scored 20 or more points on Community Need (**Worksheet 1**) will be deemed "Underserved Communities."
- Only a maximum of 40 points may be awarded based upon the total Score found in **Worksheet 3**. Eligible Applications with a total score of Community Need and Project Planning of more than 40 points will be capped at the maximum score of 40 points.

## **Section Six: PROJECT IMPACT AND PROJECT VIABILITY (STEP THREE)**

### **6.1 Project Impact - maximum score up to 20 points**

NYS OPRHP will review and score all Eligible Applications based upon the qualitative aspects of the Project.

- Reviewers will review the Applications and award 0-20 points based upon Applicant-submitted responses and supporting documentation describing the impact for the community to be served by the proposed Project.
- A score of 0 or 1 shall be awarded based upon the response to each project impact question set forth in the Application attached to this RFA as **Appendix 1**. There are 20 questions.



## **6.2 Project Viability - maximum score up to 40 points**

DASNY will review and score all Eligible Applications based upon evidence of construction readiness and the evidence of committed funding sources in an amount sufficient to complete the Project as described.

### **Construction Readiness (0-10 points)**

- Reviewers will review the Eligible Applications and award 0-10 points based upon the level of preparation and planning that has taken place to create the Project, as well as sufficiency of Site Control.
- Applicants should provide a description or evidence of steps taken to in furtherance of the Project, including obtaining permits, undertaking the State Environmental Quality Review process, retaining a design professional, obtaining zoning or planning board approval, or possessing architectural/engineering plans, construction documents or other indicia of shovel-readiness.

### **Financial Review (0-30 points):**

Reviewers will review the Eligible Applications and award 0-30 points based upon the degree to which the Eligible Applicant has prepared a Project budget and secured the funds necessary to complete the Eligible Project. The most competitive Eligible Applications will demonstrate committed funding in the amount necessary to fully fund the Eligible Project.

- **Project Budget (0-10 points)**

- Provide quotes, proposals, estimates, and/or budget for the Project setting forth the Project components, cost information, and other pertinent details.
- The most competitive applications will provide a budget prepared by a design professional within the past six months.

- **Matching Funds Requirement (0-10 points)**

- The proceeds of a NY BRICKS Grant will cover no more than 80% of the Capital Costs for the proposed Project. Matching Funds must be utilized to pay for Capital Costs incurred in connection with the Project. The Applicant must provide evidence of committed funding sources in an amount sufficient to pay at least 20% of the Capital Costs of the Project.
- Expenditures already made by the Applicant may be counted as Matching Funds so long as such expenditures occurred after April 1, 2025 and would otherwise be Eligible Project Costs.
- Matching Funds must satisfy the requirements set forth below for Additional Committed Funding Sources.
- There is no requirement that Matching Funds be fully secured by the date of Application, but Applications will be scored based upon the amount of funds secured and/or the timing of additional funds expected.



- Matching Funds must be documented to the satisfaction of NYS OPRHP and DASNY.
- **Additional Committed Funding Sources (0-10 points)**
  - All committed funds must meet the requirements set forth below.
  - Documentation for the financial review may include, but is not limited to, any or all of the following:
    - Bank account and investment account statements.
    - Donor pledges, agreements and receipts.
    - Grant award letters, agreements and contracts.
    - Loan agreements, commitment letters, terms and conditions.
    - Bond documents.
    - Personal service contracts.
    - Bills of sale and paid invoices evidencing payment by the Applicant after April 1, 2025 for an Eligible Project Cost.
  - Pledges or award letters with unsatisfied contingencies, pending loan applications, and other non-final commitments **will not** be considered “secured” in the evaluation process.
  - If all funds required to complete the Project have not been secured at the time of Application, the committed funding to date should be provided along with the details on how the additional funding will be obtained.

## Section Seven: APPLICATION TIMELINE

### 7.1 Informal Webinar and Question Period

- A Webinar video will be posted on the NYS OPRHP and DASNY NY BRICKS Websites by 6/25/2025. This video will address questions and clarify specific elements of the RFA announcement.
- Prior to the Webinar date, ensure thorough review of this RFA and all Appendices for all requirements.
- To maintain a fair and open process, NYS OPRHP and DASNY will only accept questions regarding this RFA received via SurveyMonkey. The SurveyMonkey form can be accessed here: <https://www.surveymonkey.com/r/NYBRICKS2025>. Please send all questions no later than 3:00 p.m. 6/27/2025.
- Questions of a substantive nature submitted prior to 6/20/2025 will be addressed on the Applicant Webinar Video, where applicable.
- Questions received after the Webinar Video has been posted and prior to 3:00 p.m. on 6/27/2025 will be addressed on the [NYS OPRHP website](#) and DASNY ([Grant Administration](#) | [DASNY](#)) websites on 7/11/2025.

### 7.2 Application Submission

Applicants should review the following steps to submit their application:

1. Carefully review the RFA (with all Appendices) in its entirety.

2. The Application and all requisite forms and Worksheets can be found attached as **Appendix 1**. Confirm all have been completed and all other supporting documentation is provided.
3. Confirm the Application directly addresses the requirements of Step One: Applicant and Project Eligibility, as described in Sections Three and Four, including:
  - a. The Applicant has selected the correct Application Project Purpose Priority and Grant Funding Level.
  - b. Eligible Applicants (and supporting documentation)
  - c. Eligible Projects - supporting documentation may include:
    - i. required permits obtained, or list of permits that will be needed to complete the Project.
    - ii. Project budget supported by professional estimates, proposals, bid documents, or other required documentation confirming the Project cost.
  - d. Eligible Project Locations - supporting documentation including Site Control documentation.
  - e. Eligible Uses of Funds - supporting documentation may include:
    - i. Documentation that indicates the Applicant has the funds necessary to complete the Project, including the required Matching Funds.
    - ii. If all funds required to complete the project have not been secured at the time of Application, the committed funding to date should be provided along with the details on how the additional funding will be obtained.
  - f. Prequalification Requirement for Not-for-profit Entities.
4. Confirm the Application directly addresses the requirements of Step Two: Community Need and Project Planning as described in Section Five.
  - a. This includes completing each of the three Worksheets included in the **“Applicant Worksheets to Calculate Community Need and Project Planning for NY BRICKS.”**
5. Confirm the Application directly addresses the requirements of Step Three: Project Impact and Project Viability as described in Section Six, including all supporting documentation.
6. The Application is a fillable PDF. Be certain to save the document prior to submitting it and name the Application and any additional PDFs clearly with the Applicant’s name. Number relevant attachments as needed for clarity and to ensure that all relevant information and documentation is submitted.
7. The Applicant may submit one comprehensive PDF of the Application with all related backup documentation or submit an email with multiple attachments. However, all relevant documents must be contained in **one email**. Subsequent emails with additional information will not be considered.

8. File size limit should not exceed 112 MB for messages outside Microsoft datacenters, and 150 MB between Microsoft users. If you prefer to submit a zip file, please find assistance here: [Zip and unzip files - Microsoft Support](#).
9. Applicants must include “BRICKS Application” in the subject line of the email and name all attachments with the Applicant’s name.
10. Submit Applications by email to [NYBRICKS@DASNY.org](mailto:NYBRICKS@DASNY.org) **no later than 3:00 p.m.** on the Application Deadline. Applications submitted after the Application Deadline will not be considered. Neither DASNY nor NYS OPRHP assumes responsibility for technical or submission issues on the part of the Applicant, incompatibility between the Applicant’s and DASNY’s operating systems, or otherwise late applications. **Any Applications received via another email, postal delivery, or facsimile will not be accepted, and no notification will be provided to the Applicant.**
11. After submission of the Application, please check your email to verify that you have received an email confirmation that your application has been received. If you do not receive a notification, please email [NYBRICKS@DASNY.org](mailto:NYBRICKS@DASNY.org) with a copy to [grants@DASNY.org](mailto:grants@DASNY.org).

### 7.3 Important Notices for Application Submission

- It is the Applicant’s responsibility to submit a complete Application with all supporting documentation to be considered during the evaluation process. **Only the materials submitted with the Application will be evaluated and there will not be an opportunity to amend the submitted Application after submission.**
- Neither DASNY nor NYS OPRHP will contact the Applicant for any reason during the review process, including but not limited to:
  - Requesting additional or explanatory information;
  - Inform an Applicant that the application is incomplete;
  - Inform an Applicant that incorrect documentation has been provided;
- Only Applications meeting the Eligible Application requirements will proceed to be scored further. Therefore, if one or more of the requested eligibility items is not included, there will be no opportunity to provide the items at a later time, and the Application will not be deemed Eligible.
- Applications will be scored solely based upon information submitted. If documentation required for a scoring category is not provided, the Application will receive a 0 (zero) in that category.
- Neither DASNY nor NYS OPRHP assumes responsibility for technical or submission issues on the part of the Applicant, incompatibility between the Applicant’s and DASNY’s operating systems, or otherwise late applications.

### **Other Resources:**

- “Using the ‘Grants Map for NY Unplug and Play Programs’ for FY2026” Instructions, included with Applicant Worksheets to Calculate Community Need and Project Planning for NY BRICKS” (Appendix 1).
- “Grants Map for NY Unplug and Play Programs” for FY 2026
- NYS Disadvantaged Communities – Climate Act Website
- NYS GIS Clearinghouse Data Website

### **7.4 Issuance of Award Letters**

- NY BRICKS Awards will be announced after all Eligible Applications have been scored by NYS OPRHP and DASNY
- Awards will be announced no earlier than November 1, 2025.
- After the announcement, DASNY will issue an Award Letter to the Awardees and manage the award process.
- The Award Letter is not a commitment to provide funds but shall constitute a commitment on the part of DASNY to enter into a Grant Disbursement Agreement (GDA) in the form attached hereto, subject to compliance with the conditions precedent set forth in this RFA, the Award Letter and the GDA.

### **7.5 Grant Disbursement Agreement (GDA)**

- The GDA is set forth as **Appendix 4** to this RFA.
- All conditions precedent must be satisfied before DASNY will enter into a GDA with the Grantee.
- The GDA is not effective until fully executed by the Grantee and DASNY.
- No NY BRICKS Grant funds will be disbursed until the GDA is fully executed.
  - Applicants should review **Appendix 5**: “GDA Prerequisites and Instructions” to confirm they will be able to meet these requirements should they be awarded a NY BRICKS Grant.
  - GDA terms and conditions are non-negotiable.

### **Section Eight: RIGHTS RESERVED**

NYS OPRHP and DASNY reserve the right to:

- Amend this RFA if necessary and post updated information to the NYS OPRHP and DASNY websites;
- Reject any or all Applications received in response to this RFA;
- Any Applicant or Awardee may be disqualified at any time for not meeting all eligibility requirements;
- Withdraw the RFA at any time in the sole discretion of NYS OPRHP and DASNY;
- Withdraw the award if: (i) the grant administration process is delayed in excess of twelve (12) months due to non-responsiveness; (ii) inability of the Awardee to provide the documentation required for the successful administration of the NY BRICKS Grant award (e.g., site control documentation, financial documentation);

and/or (iii) Awardee fails to provide documentation required to prepare a Grant Disbursement Agreement or fails to execute a Grant Disbursement Agreement within twelve (12) months from date of award. No Applicant will have any rights against NYS OPRHP or DASNY arising from such actions;

- Exclude ineligible expenses from the NY BRICKS Grant amount requested and adjust the grant award as necessary;
- In the event of NY BRICKS award forfeiture(s), NYS OPRHP and DASNY reserve the right to consider Applications submitted in response to this RFA that were not initially funded. Updated information may be requested as deemed necessary by NYS OPRHP or DASNY;
- Request additional information from the Applicants as required prior to entering into a GDA.
- NYS OPRHP and DASNY also reserve the right to solicit and accept new Applications if additional NY BRICKS funding becomes available.