



**Department of
Veterans' Services**

**ROUND 3
REQUEST FOR GRANT APPLICATIONS (“Round 3 RGA”)**

**NEW YORK STATE DEPARTMENT OF VETERANS' SERVICES
VETERANS' NONPROFIT CAPITAL PROGRAM (VNCP)**

RGA Release Date: March 27, 2025

Viviana DeCohen
Commissioner
New York State Department
of Veterans' Services

Robert J. Rodriguez
President & CEO
Dormitory Authority of the State of
New York

Designated Contact(s):

Agency: Dormitory Authority of the State of New York (DASNY)
Title: VNCP Coordinator
Email: vncp@dasny.org

KEY DATES

Eligible Project Start & End Date Range	April 1, 2025 - April 1, 2029
Issuance of the Round 3 RGA	March 27, 2025
Application Question Period Opens.....	March 27, 2025
Applicant Webinar (Upload).....	April 9, 2025
Deadline to submit Questions	April 11, 2025
Responses to Round 3 RGA Questions posted (not earlier than)	April 18, 2025
VNCP Application Submission Period	April 21 to May 30, 2025
Applicant Scoring Period	June 2 to June 23, 2025
Awards Expected (not earlier than)	July 1, 2025
Deadline for Reimbursement Submission & Processing	March 31, 2030

Inquiries:

In accordance with State Finance Law § 139-j and § 139-k, this Round 3 RGA includes and imposes certain restrictions on communications between DASNY, New York State Department of Veterans' Services (NYS DVS) or other State personnel and an Applicant, or any representative, agent, consultant or other third party representing the Applicant during the procurement process. General Inquiries must be directed to: Email: vnep@dasny.org Subject line: VNCP Round 3.

Prequalification Requirement:

All potential Applicants must prequalify in the Statewide Financial System (SFS). Please note that the Prequalification Process in the Statewide Financial System may take several weeks to complete. Applicants should complete these steps well in advance of the application deadline to allow ample time to complete and submit their VNCP application. If the Applicant has questions regarding the SFS Prequalification or Registration, Applicant should review the recorded Veterans' prequalification webinar linked here: [12/03/2024 ITS Webinar](#) and should also review the below scenarios for next steps:

1. 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
2. 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](#)
3. If the Applicant needs 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. If there are additional questions regarding the registration form, questions can be directed to 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 \(non-profits\)](#)

Important Note: *Contacts made to any DASNY, NYS DVS or other State personnel regarding this procurement as noted in this Round 3 RGA between the date of release and the VNCP Application deadline may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. Please refer to DASNY's website (www.dasny.org) for policy and procedures regarding this law, or the OGS website (<http://ogs.ny.gov/acpl/>) for more information about this law.*

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- Appendix A – VNCP Application**
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Section 1. Program Overview

To effectively address the continuing need for quality veteran services, New York State made \$5 million available within the 2022-2023 NYS Budget. Remaining funds were reappropriated in the 2024-2025 NYS Budget. Veterans' Nonprofit Capital Program (VNCP) Grants will fund capital improvements to nonprofit veterans' organization facilities that serve veterans.

The VNCP funding available for **Round 3 will be no less than \$1.35 million and will include any funds recaptured from Round 1 and Round 2 awards that were withdrawn at the request of the awardee. The actual amount to be awarded in Round 3 will be determined prior to the VNCP Application due date of May 30, 2025.** Awards will range between \$25,000 and \$75,000 to ensure projects and organizations of varying sizes may be funded by VNCP.

VNCP will be administered by DASNY, on behalf of NYS DVS, and is expected to be highly competitive. Eligible Veterans' organizations are strongly encouraged to review the Frequently Asked Questions (FAQs, Appendix B updated from prior Rounds) before submitting any questions during the question-and-answer period noted in Section 7 of this Round 3 RGA and applying for VNCP funding. The responses to the questions submitted during the question-and-answer period will be posted to the NYS DVS website at <https://veterans.ny.gov/veterans-nonprofit-capital-program-0> and the DASNY website at <https://www.dasny.org/about/what-we-do/grants-administration>.

Section 2. Eligible Entities and Projects

NOTE: A Round 1 or Round 2 awardee may only apply for a Round 3 grant ONLY IF their prior VNCP grant is closed at the time of application. "Closed" means that either 1) a Round 1 or Round 2 awardee has a fully disbursed Round 1 or Round 2 grant; or 2) A Round 1 or Round 2 awardee has withdrawn a prior pending award from Round 1 or Round 2. Awardees with pending Round 1 or Round 2 VNCP Grants that have not been fully disbursed are ineligible to apply for a Round 3 grant.

A Veterans' organization, for purposes of this Round 3 RGA, means any not-for-profit organization which is organized to do business within the State and whose membership consists of dues paying members who are current or former members of the armed services or forces of the United States and whose main purpose is to benefit former or current members of the armed services or forces of the United States. Such organizations should be formally incorporated as a not-for-profit organization under the Internal Revenue Code 26 United States Code Section 501(c) which includes two subsections [§501(c)(19) and 501(c)(23)] which provide for tax-exemption under Section 501(a) for organizations that benefit veterans of the United States Armed Forces.

26 U.S.C. §501(c)(19)

"A post or organization of past or present members of the Armed Forces of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization—

(A) organized in the United States or any of its possessions,

(B) at least 75 percent of the members of which are past or present members of the Armed Forces of the United States and substantially all of the other members of which are individuals who are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the Armed Forces of the United States or of cadets, and

(C) no part of the net earnings of which inures to the benefit of any private shareholder or individual."

26 U.S.C. §501(c)(23)

“Any association organized before 1880 more than 75 percent of the members of which are present or past members of the Armed Forces and a principal purpose of which is to provide insurance and other benefits to veterans or their dependents.”

Veterans’ organizations that **are not** specifically incorporated under 26 U.S.C. [§501(c)(19) or (c)(23)] (details immediately above) can still be eligible so long as their dues paying membership contains the following individuals:

- at least 75 percent of the members must be past or present members of the Armed Forces of the United States and substantially all the other members are individuals who are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the Armed Forces of the United States and the sum of both of these groups must equal 97.5% of the total membership of the organization.
- **OR**, if the entity was organized before 1880, more than 75 percent of the members must be present or past members of the Armed Forces and its principal purpose is to provide insurance and other benefits to veterans or their dependents.

EXAMPLE DATA:

	# 2024	# 2023	# 2022	# 2021	# 2020	# 2019
New Dues Paying Members	3	7	10	15	20	25
Returning Dues Paying Members	85	80	80	95	75	50
Total Dues Paying Members	88	87	90	110	95	75

State the number of dues paying members who are Active or former Members of the Armed Forces of the United States?	68
State the number of dues paying members who are cadets in the Armed Forces of the United States?	1
State the number of dues paying members who are spouses, widows, widowers, ancestors or lineal descendants of past or present Members of the Armed Forces of the United States or of Cadets?	17
State the number of other dues paying members who do not qualify under another category.	2
Total (must equal the 2024 Total Dues Paying Members in “a” above)	88

An eligible Veterans’ organization must have been in existence in New York State for five years; must be in good standing with the State; and must be the entity entering into the contracts and paying the vendors (legal name on estimates, contracts, invoices and checks); and cannot be a veterans’ organization with an active VNCP award in process from a prior round (see above).

In addition, any Veteran’s organization applying for this opportunity must be registered in the Statewide Financial System (SFS) and be prequalified under the applicant’s legal name.

NOTE: The legal name must be uniform across the corporate documents as noted in Exhibit 1. Applicants are strongly encouraged to review their corporate structure and corporate documents prior to being prequalified in the Statewide Financial System. Prequalification in SFS is a

prerequisite of an application to VNCP and should be an applicant's first priority. If an Applicant is not prequalified, the application will be ineligible and will not be reviewed and/or scored.

If an Applicant is unclear:

- ✓ if they qualify to apply for the opportunity; or
- ✓ if they have the proper documentation necessary to upload into SFS; or
- ✓ if they can meet the requirements outlined in the Round 3 RGA;

then the Applicant is advised to consult with their legal or financial team to make this determination.

Eligible Uses of Funds

VNCP funds may only be used for a capital project consisting of capital costs including but not limited to (also see Exhibit 2):

- Construction costs including architectural, engineering & design costs of an Eligible Facility;
- Reconstruction, rehabilitation or expansion of an Eligible Facility;
- Purchase of equipment for an Eligible Facility, provided the equipment has a useful life of 10 years or more;

There is no requirement that the project be shovel ready, with all plans and permits approved, by the VNCP Application due date of May 30, 2025. This Round 3 RGA does not set forth a preference for particular project types.

Ineligible Uses of Funds

Ineligible uses of VNCP funds include, but are not limited to:

- General maintenance & repairs, including, but not limited to, routine painting, caulking, resurfacing a parking lot or extending the life of a roof by adding shingles to an already existing roof.
- Working capital, including funds required to operate a facility, such as staff, rent, utilities and supplies.
- Grant writing, administration, legal, insurance and other fees.
- Paying down long-term debt (greater than 1 year), including financing of machinery or equipment.
- Project management fees that are not clearly documented and tied to a specific task.
- Lease payments.

The project shall commence on or after **April 1, 2025**, and is expected to be completed by **April 1, 2029**. Design, engineering and other preliminary planning activities may commence prior to **April 1, 2025**, however, costs incurred prior to this date may not be reimbursed with grant funds.

Each eligible veterans' organization may apply for **one (1)** VNCP award for one project that may consist of multiple areas of their facility (i.e., kitchen, community room and HVAC). **If multiple VNCP**

Applications are submitted by a veterans’ organization, only the first received will be considered. Once a VNCP Application has been submitted, a VNCP Application cannot be returned for corrections or replaced by future submissions by the Applicant. It is highly recommended that applicants double check their application package to ensure that everything being submitted (information and documentation) is correct prior to submission.

NOTE: Once an award has been made, no major project modifications, grantee or location changes will be permitted.

Section 3. Funding a Project

It is anticipated that the remaining VNCP funds noted in Section 1 of this Round 3 RGA will be awarded during this VNCP Application cycle. Applicants must state the VNCP amount being requested in the VNCP Application. The minimum Grant Award is \$25,000, and the maximum Grant Award is \$75,000. In no event will a VNCP award exceed \$75,000. The total number of awards will depend upon the number of VNCP Applications received; the dollar amount of grants requested; the amount available to be awarded through this Round 3 RGA; and the score awarded to each VNCP Application based upon responsiveness to the requirements and the criteria set forth in this Round 3 RGA.

NOTE: Any veterans’ organization that is awarded VNCP funding must subsequently register with the New York State Attorney General’s Charities Bureau (<https://www.charitiesnys.com/>).

An eligible veterans’ organization must demonstrate the ability to provide the remainder of the funds necessary to complete the project if the total project budget exceeds the VNCP requested amount. This information must be set forth in the VNCP Application budget and be substantiated with supporting documentation at the time of submission. For example, if a veterans’ organization is completing a roof replacement for \$100,000 and requesting a VNCP award of \$75,000, then the Applicant must demonstrate how the remaining \$25,000 will be funded. Please see example below. If the excess is being provided by a gift or grant from the XYZ Foundation, then a firm commitment letter should be provided to substantiate the grant or gift. The Applicant may also provide evidence of sufficient funds in the Applicant’s bank account, together with a letter from the fiscal officer or by a Board Resolution committing the funds to the project to be funded by the VNCP Grant.

Tasks (Attach additional pages if necessary)	Total Amount Per Task	Sources of Funds Breakout			
		VNCP Grant	Applicant	*Committed Funding Sources	**Funding still to be arranged
<i>Roof Replacement</i>	<i>\$100,000</i>	<i>\$75,000</i>		<i>\$25,000 (gift from XYZ Foundation)</i>	

*Specify committed amount in this column and attach award letters to the VNCP Application.

** Provide the amount in this column and provide a description of what other funding sources are being pursued.

A financial review will be undertaken in connection with each VNCP Application and again prior to issuance of a Grant Disbursement Agreement (the contract between DASNY and the veterans’ organization). The financial review will verify that sufficient funds have been secured to complete the project as described in the budget and that sufficient documentation has been provided to substantiate the

project cost and commitment of additional funding.

NOTE: If the Applicant is uncertain whether they will have the additional funds above the VNCP funding to complete the project, the Applicant may want to submit a VNCP Application for a smaller award to fund a smaller project (i.e., Total Project Cost is \$75,000 then Applicant could request \$75,000). There is no match requirement for VNCP.

Section 4. Overview of Review Process

Each eligible veterans' organization seeking VNCP funds in response to this Round 3 RGA **must submit a VNCP Round 3 Application and all required attachments (in pdf format) to vncp@dasny.org by 11:59 pm May 30, 2025.** If the VNCP Application and backup documentation is too large to send in one email, then an Applicant may either send the VNCP application as a zip file or through an Applicant portal. If a portal is used, please be sure that access is provided to vncp@dasny.org. Applications that are submitted late or incomplete due to email delivery delays or technical difficulties on the part of the Applicant will not be reviewed or scored. Therefore, it is recommended that **Applicants submit the VNCP Application and backup documentation prior to the May 30, 2025 due date.**

After the application period closes on May 30, 2025, each VNCP Application will be downloaded and reviewed for eligibility based on the Eligibility Pass/Fail Questions (see Appendix C). Those that Pass will then be scored. If a VNCP Application fails any of the Eligibility Pass/Fail Questions, then the VNCP Application will not be scored by NYS DVS or DASNY staff.

Each VNCP Application eligible for scoring will be reviewed by both NYS DVS and DASNY (the "Scorers"). Scorers will verify that the Applicant and the project are in compliance with the criteria set forth in this Round 3 RGA and assign a score to each VNCP Application based on the three components outlined in the Score Sheet (Completeness of the VNCP Application, Project Eligibility and Financial Review) (see Appendix C). Scorers at DVS will assess each application for Completeness and Project Impact/Organizational Effectiveness and assign a score. The applications will then move to the DASNY Scorers who will assign scores for Project Viability and Financial Review. All three components will be combined to determine a final average score for each project. In order to receive an award, a VNCP Application must receive a minimum overall average score of 70.

NOTE: The NYS Statewide Financial System prequalification status will be verified as part of the Pass/Fail eligibility review. Prequalification status must be maintained through VNCP Application scoring, contract execution and submission of each payment requisition. Please see page 2 of this Round 3 RGA for helpful resources.

Section 5. Grant Notification and Contract

Once awards have been announced and posted on the NYS DVS website at <https://veterans.ny.gov/veterans-nonprofit-capital-program-0> and the DASNY website at <https://www.dasny.org/about/what-we-do/grants-administration>, an award letter will be sent electronically from DASNY to the contact listed on the veterans' organization's VNCP Application. The award letter will set forth the information needed from each Awardee so that DASNY may conduct the necessary reviews before entering into a Grant Disbursement Agreement (GDA) with the Grantee. The GDA will outline the terms and conditions for the award and will expire on March 31, 2030.

To receive any State funding, prospective projects must demonstrate their compliance with the New York’s Environmental Quality Review Act (SEQRA). This may also require sign off by NYS Office of Parks Recreation and Historic Preservation. More information on the SEQRA review can be found in the FAQs (Appendix B) attached to this Round 3 RGA.

Upon receipt of the executed GDA from the veterans’ organization (via DocuSign), DASNY will review for completeness and accuracy, including verification that the budget is accurate, the exhibits are properly completed, and no other issues have developed that would affect the status of the award. Once this review is complete, the GDA will be executed by DASNY, and a copy returned to the Grantee.

Upon receipt of a fully executed GDA and the incurrence of eligible project costs by the Grantee, the veterans’ organization may begin to requisition funds utilizing the exhibits included as part of the GDA. Instructions regarding the requisition process will be provided to the veterans’ organization when the fully executed GDA is returned to the signatory for the veterans’ organization.

It is anticipated that a complete requisition in proper form will include but not be limited to: verification that proper documentation has been received with the requisition exhibits, verification that the named veterans’ organization on the GDA is the same legal entity that paid the project costs and entered into the vendor contract(s), and confirmation that the costs to be paid from VNCP are consistent with the GDA.

Section 6. Key Events/Dates, General Inquires and Questions

Key Events/Dates

Provided below is a schedule of milestones for this Round 3 RGA. DASNY, on behalf of NYS DVS, reserves the right to change any or all of these dates as it deems necessary or convenient in its discretion. In the event of any modification, a notice will be posted accordingly to the Statewide Financial System and the NYS DVS website at <https://veterans.ny.gov/veterans-nonprofit-capital-program-0> and the DASNY website at <https://www.dasny.org/about/what-we-do/grants-administration>.

Eligible Project Start & End Date Range	April 1, 2025 – April 1, 2029
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Awards Expected (not earlier than)	July 1, 2025
Deadline for Reimbursement Submission & Processing.....	March 31, 2030

VNCP Application and Review Process Presentation

A presentation outlining the specific elements of the Round 3 RGA, the VNCP Application and Review process will be uploaded to the DASNY website at <https://www.dasny.org> on April 9, 2025.

Applicants are strongly encouraged to review this presentation prior to submitting a VNCP Application,

as well as a prequalification webinar that was developed to assist veterans' organization in prequalifying in the Statewide Financial System. The prequalification webinar can be viewed at [12/3/2024 ITS Webinar](#).

General Inquiries and Questions

To maintain a fair and open process, all **questions regarding this Round 3 RGA or the VNCP Application process must be submitted to vncp@dasny.org by 11:59 pm April 11, 2025. Answers to questions of a substantive nature will be provided no earlier than April 18, 2025.**

REMINDER: *Contacts made to any DASNY, NYS DVS or other State personnel regarding this procurement as noted in this Round 3 RGA between the date of release and the VNCP Application deadline may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. Please refer to DASNY's website (www.dasny.org) for policy and procedures regarding this law, or the OGS website (<http://ogs.ny.gov/acpl/>) for more information about this law.*

Section 7. Submission of a VNCP Application and Required Supporting Documentation

An eligible veterans' organization seeking VNCP funds must download, complete, sign, and submit one complete VNCP Application, including any backup documentation as requested (in pdf format) to vncp@dasny.org **on or before 11:59 pm on May 30, 2025**. Applications may utilize the form provided in Appendix A attached to this Round 3 RGA, or by accessing a fillable template on the NYS DVS website at <https://veterans.ny.gov/veterans-nonprofit-capital-program-0> or the DASNY website at <https://www.dasny.org/about/what-we-do/grants-administration>.

It is the responsibility of each Applicant to verify that their complete VNCP Application, along with all necessary attachments, arrives by **11:59 pm May 30, 2025**. A VNCP Application will not be considered if it is received late due to delivery delays, technical difficulties submitting the VNCP Application or obtaining prequalified status in SFS. DASNY, on behalf of NYS DVS, reserves the right to:

- Reject any or all VNCP Applications received in response to this Round 3 RGA.
- Award any funds remaining from this Round 3 RGA as a result of grant withdrawal, insufficient applications receiving a score of 70 or for other reasons as determined by DASNY and NYS DVS to a future VNCP Request for Grant Applications; or be given to the next veterans' organization receiving a passing score on the score list as described in Section 4 of this Round 3 RGA.

Reminder, all Applicants must be prequalified in the Statewide Financial System (SFS) prior to submission of a VNCP Round 3 application on May 30, 2025. Becoming prequalified may take an extended amount of time especially if the corporate legal name is not uniform across the corporate documents as noted in Exhibit 2. It is recommended that all potential VNCP Applicants start the prequalification process or update their existing SFS documentation immediately to ensure that they have prequalification status prior to submitting an application for a VNCP Grant.

Each VNCP Application will be scored based on the following criteria including:

- Completeness of the Application
 - a. All sections of the application have been completed.
- Project Impact and Organizational Effectiveness
 - a. Project Impact
 - i. Describe the target population and the community it serves.
 - ii. Did the Applicant describe the capital project and share how the proposed project will benefit veterans and their families.
 - b. Community Participation
 - i. Describe the Applicant's history of involvement with veterans and their families.
 - ii. Provide documentation of activities or events hosted or conducted within the previous two years.
 - c. Prior Grant Awards
 - i. If the organization applied for and/or received capital funding grants from any source in the past five years:
 - 1. Was the funding received?
 - 2. What was the purpose of the grant?
 - 3. Was the project completed? When?
- Financial Review – Budget Requirements
 - a. Describe the capital project. Include a completed budget setting forth the sources and uses of funds, completion timeline and funds necessary at each stage of the project.
 - b. Provide professional estimates dated on or after 11/11/2024 to support the costs to complete the project.
 - c. Provide evidence of committed financial resources if project costs are expected to exceed the VNCP requested funding.
 - d. Provide evidence of site control in the form of a deed or lease in the name of the Applicant.

Applicants are encouraged to submit as many additional pages and backup documentation as necessary in order to fully and clearly describe the proposed project and the benefits to the Applicant's members.

We anticipate posting awards on the DASNY and NYS DVS websites no earlier than July 1, 2025.

Exhibit 1: CORPORATE DOCUMENT STRUCTURE

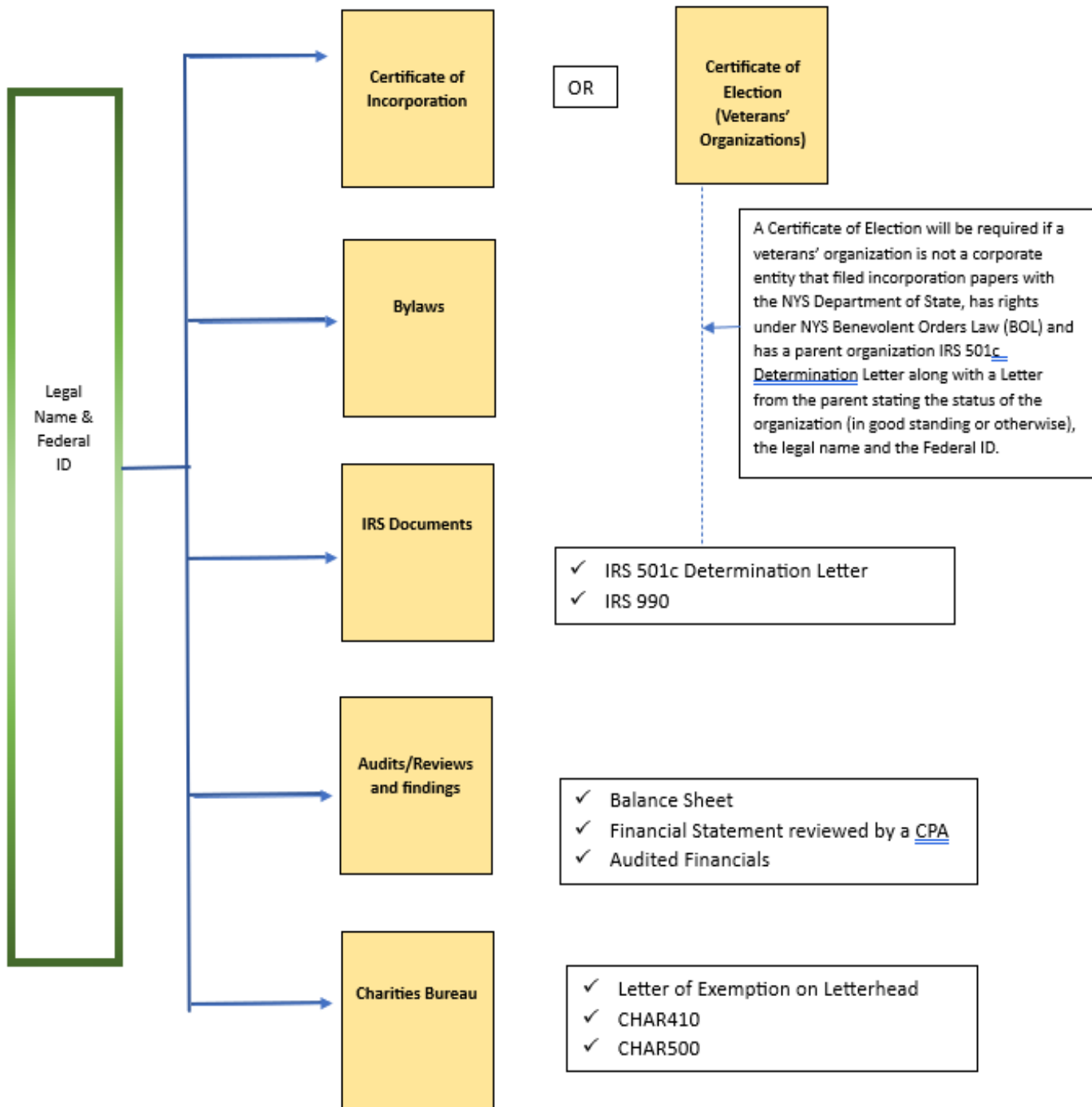


Exhibit 2: EXAMPLES OF ELIGIBLE CAPITAL PROJECTS

Eligible Capital Projects may include, but are not limited to:

- Modernization & Capital Rehabilitation
 - Roof replacement
 - Kitchen renovations
 - Restrooms renovations including accessibility
 - Entryway renovations including accessibility
 - Walk-in coolers
 - Purchase and installation of an emergency generator
 - Purchase and installation of equipment (i.e., appliances, ice machines, etc.)
 - ***Note that non-fixed equipment acquired with grant funds is subject to inventory controls and audits throughout its useful life.***
- Elimination of Health & Safety Hazards
 - Replacement of parking lot/driveway
 - Installation of a new larger doorways/frames
 - Installation of accessibility ramps and railings
 - Installation of a ventilation system
- Exterior Features
 - Purchase and installation of a flagpole(s)
 - Construction of a pavilion.
 - Creation of useable outdoor space
 - Purchase and installation of fencing.
- Installation of plumbing, electrical, HVAC
- Water & Wastewater Projects
 - New well or septic system
- Accessibility Renovations
 - ADA compliant modifications to interior and exterior
 - Rehabilitation of parking lot or entrance for accessibility
 - Installation of accessibility ramps and railings
 - Purchase and installation of a chair lift
- Energy Conservation Renovations
 - Removal and Replacing of Lighting
 - Replacement of Furnace/Air Conditioning
 - Replacement of Windows and Doors
 - Purchase and installation of Solar panels

**APPLICATION FOR ROUND 3
VETERANS' NONPROFIT CAPITAL PROGRAM (VNCP)**

PLEASE REFER TO THE ROUND 3 REQUEST FOR GRANT APPLICATIONS (Round 3 RGA) AND INCLUDE ANY ADDITIONAL PAGES AS NECESSARY TO FULLY RESPOND TO EACH QUESTION IN THIS APPLICATION AS WELL AS IN SECTION 7 OF THE ROUND 3 RGA

SECTION 1: GENERAL INFORMATION

A. Applicant Organization

Legal Name (and d/b/a if applicable): _____

Mailing Address (not P.O. Box): _____

City: _____ County: _____ Zip Code: _____

Federal Taxpayer ID: _____

NYS Charities Registration # (if applicable): _____

Statewide Financial System Vendor ID # _____

Prequalification Application # (must be prequalified in SFS to proceed): _____

Has the organization received funding from a prior VNCP funding round? Yes ___ No ___

a) Total **number** of dues paying members of the organization (see example in the Round 3 RGA):

	# 2024	# 2023	# 2022	# 2021	# 2020	# 2019
New Dues Paying Members						
Returning Dues Paying Members						
Total Dues Paying Members						

b) Of the total **number** of 2024 dues paying members of the organization (see example in the Round 3 RGA):

State the number of dues paying members who are Active or former Members of the Armed Forces of the United States?	
State the number of dues paying members who are cadets in the Armed Forces of the United States?	
State the number of dues paying members who are spouses, widows, widowers, ancestors or lineal descendants of past or present Members of the Armed Forces of the United States or of Cadets?	
State the number of other dues paying members who do not qualify under another category.	
Total (must equal the 2024 Total Dues Paying Members in "a" above)	

c) **Percent** of 2024 dues paying members (on average) actively participate in events or meetings: _____%

Primary Contact(s)

Name(s): _____

Title(s): _____

Phone#(s): _____ Alt Phone(s): _____

Email(s): _____

B. Project Information: _____ New Facility _____ Existing Facility

Describe the VNCP Project to be undertaken. Use as many additional pages and/or supporting documents as needed to fully describe the project if necessary:

C. Project Impact and Organizational Effectiveness: Please refer to Section 7 of the Round 3 RGA for criteria to be provided in this section including the target population and the community served and how the VNCP project will benefit that community. Describe the organizations history of community involvement and provide a list of activities or events conducted/hosted within the past two years. Describe the organization's experience administering a capital grant in the past, either a prior round VNCP grant or from another capital grant program for a different project? If no prior grant experience, please state that this would be your first grant. Use as many additional pages and/or supporting documents as needed to fully describe the project if necessary:

Project Location:

Street: _____

City: _____ Zip Code: _____

County: _____

Does the Applicant Organization own the site where the project will be located? No Yes

If **No**, please attach a copy of the lease, which must have a term remaining of at least five (5) years, and permission of the Landlord if required under the terms of the lease. (see FAQs for additional information)

If **Yes**, please provide a copy of the deed.

Does the Applicant Organization plan to occupy 100% of the project facility? No Yes

If No, attach an explanation for the planned occupancy.

Anticipated Project Start Date: _____ **Anticipated Project Completion Date:** _____

The Project to be funded may not commence prior to April 1, 2025 and must be completed by no later than April 1, 2029. Applicants are encouraged not to start the project until such time there is a Grant Disbursement Agreement (GDA) in place for the award.

Requested Round 3 VNCP funding between \$25,000 and \$75,000: _____

TOTAL CONSTRUCTION PROJECT BUDGET

Complete the “Total Construction Project Budget” below, indicating all sources and uses of funds, including the proposed Round 3 VNCP Grant funds as well as Applicant and other sources of funds, if applicable (see Round 3 RGA for example).

- *The Applicant must provide at least one current estimate from a qualified professional for the work to be undertaken with grant funds.*
- *Applicants must demonstrate the ability to provide the remainder of the funds necessary to complete the Project if the total Project budget exceeds the VNCP award.*
- *No additional funds will be granted from the VNCP for cost overruns or additional project enhancements.*

Tasks (Attach additional pages if necessary)	Total Amount Per Task	Sources of Funds Breakout			
		VNCP Grant	Applicant	*Committed Funding Sources	**Funding still to be arranged
Totals					

* Specify committed amount in this column and attach award letters to the Application.

** Provide the amount in this column and attach a description of what other funding sources are being pursued.

It is understood and agreed by the Applicant that: (1) This Request for Grant Applications does not commit the Dormitory Authority of the State of New York (DASNY), on behalf of the New York State Department of Veterans' services (NYS DVS), to enter into a Grant Disbursement Agreement (GDA), to pay the costs incurred in the preparation of a response to this Round 3 RGA, or to disburse any funds. (2) DASNY, on behalf of NYS DVS, reserves the right to amend, modify or withdraw this Round 3 RGA, to request additional information from the Applicant, and to reject any application submitted, and may exercise such rights at any time and without notice or liability to any Applicant or other parties for their expenses incurred in the preparation of an application or otherwise. Applications will be prepared at the sole cost and expense of the Applicant. (3) DASNY, on behalf of NYS DVS, reserves the right to accept or reject any or all applications that do not completely conform to the instructions given in the Round 3 RGA. (4) Submission of an application will be deemed to be the consent of the Applicant to any inquiry made by DASNY, on behalf of NYS DVS, or of third parties with regard to the Applicant's experience or other matters relevant to the application.

The Signature below of the Applicant's Authorized Officer certifies that to the best of their knowledge and belief the information in this application is true and correct, and that they will comply with the above agreement if the grant is received.

Please sign this document by either signing pen to paper OR by typing your full name into signature line below as indicated and submit all necessary documents, including this application to vnpc@dasny.org. By providing electronic signature(s), the Grantee's authorized officer will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Signature of Authorized Officer

Date

Print Name

Print Title



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 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.

Veterans' Nonprofit Capital Program PASS/FAIL Questions		Response Field Type	Documentation Required	Pass	Fail	Score (P/F)	Comments
Prequalification Requirement							
a) What is the organization's SFS Vendor ID?	Text	NA	Organization is Registered in SFS and Organization was prequalified at time of application submission.	Not able to locate Organization in SFS or the Organization is not prequalified or prequalification expired prior to application submission.			
b) What is the organization prequalification application #?	Text	NA					
Organization Eligibility							
Was the Organization a recipient of VNCP Rounds 1 or 2 funding?	Text	N/A	Organization received funding in prior round(s) and grants have been fully paid out, or Organization did not receive any prior VNCP funding.	Organization still has an open VNCP Round 1 or 2 project.			
Is the Applicant organization incorporated under 26 U.S.C. §501(c)(19) or 501(c)(23) or a Not-For-Profit with members as defined in Section 2 of the RGA?	Text	NA	DVS determines affirmatively	DVS determines negatively			
Does the Applicant organization meet the membership requirements of 26 U.S.C. §501(c)(19)? Or the membership and other requirements of 501(c)(23) as defined in Section 2 of the RGA?	Text	NA	DVS determines affirmatively	DVS determines negatively			
Does the Applicant organization have at least 15 active Members noted on page 1 of the VNCP Application?	Text	NA	DVS determines affirmatively	DVS determines negatively			

Veterans' Nonprofit Capital Program - Completeness of Application (10 Points)	Response Field Type	Documentation Required	Scoring Guidance	MAX score	Score	Comments
Application Completed				10	0	
All Sections of the Application have been reviewed and answered by Organization.	Text	Estimates, Quotes, Invoices, Funding Sources	<p>Award 10 points if all questions in the application have been acknowledged (NA or "-" acknowledging the question was read) and responses provided include supporting documentation.</p> <p>Award 7 points if some questions appear to have been skipped, but all other questions have substantive responses.</p> <p>Award 5 points if the application submitted has minimal information, but includes a project description and is signed and dated.</p> <p>Award 0 points if little or no information is provided, there is no project information in description or otherwise and application is not signed nor dated.</p>	10		
Application is signed and dated by Organization	Text					
Amount of VNCP funding requested is clearly indicated	Text					
Supporting documentation for application has been included with application	Text					
				10	0	

Category	Veterans' Nonprofit Capital Program PROJECT IMPACT & Organizational Effectiveness (30 Points)	Response Field Type	Documentation Required	Scoring Guidance	MAX score 30	Score	Comments
Project Impact	Does the application describe the target population and the community it serves. Did the Applicant describe the capital project and share how the proposed project will benefit veterans and their families.	Text	NA	Award 10 points if the application describes the target population and the community it serves. Award an additional 5 points if the applicant highlights the benefits of the proposed project to the community	15		
Community Participation	Did the Applicant provide it's history of involvement with veterans and their families. Provide a list of activities or events conducted/hosted within the previous two years.	Text	NA	Award 5 points if the organization provides a narrative of its history of involvement with veterans and their families. Award an additional 5 points if the applicant provides a list of activities or events conducted/hosted within the previous two years	10		
Prior Grant Awards	Did the applicant describe being awarded any other grant and state whether or not the funding was received?	Text	NA	Award 5 points if Applicant has successfully completed a prior round VNCP grant for a different project. Award 4 points if Applicant has successfully completed a non-VNCP capital grant (discretionary capital) or other State/Federal grant. Award 1 point if the applicant never received a grant within the last five years but answered the question.	5		
TOTALS					30	0	

Veterans' Nonprofit Capital Program Financial Review - Budget Requirements (60 Points)	Response Field Type	Documentation Required	Scoring Guidance	MAX score	Score	Comments
				60	0	
A completed Budget has been provided setting forth the sources and uses of funds, completion timeline and funds necessary at each stage of the project. All costs included are capital in nature and able to be reimbursed with bond proceeds.	Budget Template	NA	<p>Award 30 points if Applicant plans to complete their project between April 1, 2025 and April 1, 2029 and provides a clear and concise budget stating how the grant funds will be used.</p> <p>Reduce by 5 points if project cannot be completed within the timeframe.</p> <p>Reduce by 5 points for any nonbondable costs.</p> <p>Reduce by 5 points if budget is not clearly stated.</p>	30		
A professional estimate(s) dated on or after 11/11/2024 has been provided that supports the cost to complete the Project.	Document	Cost Estimates	<p>Award 15 points if a current professional estimate(s) is provided for each task included in the budget.</p> <p>Award 10 points if a current professional estimate(s) is provided for most tasks included in the budget.</p> <p>Award 5 points if a current professional estimate(s) is provided for some tasks included in the budget.</p> <p>Award 0 points if no professional estimates are provided.</p>	15		
Evidence of committed financial resources has been provided if the project costs are expected to exceed VNCP requested funding.	Budget Template & Documents as Needed	Proof of Additional Source(s) of Funding Secured	<p>Award 5 points if the Applicant provided a detailed description of the type(s) of additional funds to be utilized for the project, commitment letters for the sources of funding above the grant award; and has provided proof that the funds are available to the Applicant for use - OR - if no additional funding is needed to complete the proposed project.</p> <p>Award 0 points if evidence of additional funding is needed but not provided.</p>	5		
Did the applicant provide evidence of site control?	Document	Evidence of Site Control	<p>Award 10 points if the Applicant provides a deed in their name to document ownership - OR - the Applicant provided a lease in their name with a term of at least 5 years along with permission of the landlord to undertake the project.</p> <p>Award 5 points if the Applicant provides a lease but not the permission of the landlord.</p> <p>Award 0 points if no evidence of site control is provided.</p>	10		
				60	0	