



**Department of
Veterans' Services**

**ROUND 2
REQUEST FOR GRANT APPLICATIONS (“Round 2 RGA”)**

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

RGA Release Date: November 29, 2023

Viviana DeCohen
Commissioner
New York State Department
of Veterans' Services

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, 2024 – April 1, 2027
Issuance of the Round 2 RGA	November 29, 2023
January Zoom Call Details (no earlier than)	December 15, 2023
Zoom Call/Presentation (VNCP Application and Review Process)	January 9, 2024
Deadline for Round 2 RGA Questions	February 16, 2024
Post Responses to Round 2 RGA Questions (no earlier than)	March 1, 2024
VNCP Applications Due By	April 19, 2024
Awards Expected (no earlier than)	May 17, 2024
Deadline for Reimbursement Submission & Processing	April 1, 2028

Inquiries:

In accordance with State Finance Law § 139-j and § 139-k, this Round 2 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. All inquiries must therefore be directed as follows:

General Inquiries must be directed to:

Email: vncp@dasny.org
Subject line: VNCP Round 2

Technical Questions regarding Grants Management and the Document Vault Prequalification process must be directed to:

Email: grantsgateway@its.ny.gov

Other Resources:

- [The NYS Grants Management Website](#)
- [Document Vault Registration](#)
- [Document Vault Prequalify to Apply for New York State Grants](#)
- [Resources for Grant Applicants](#)
- [Preparing for Grant Opportunities](#)

Important Note: *Contacts made to any DASNY, NYS DVS or other State personnel regarding this procurement as noted in this Round 2 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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Section 1. Program Overview

In order to effectively address the continuing need for quality veteran services, New York State made \$5 million available within the 2022-2023 NYS Budget and was reappropriated in the 2023-2024 NYS Budget. Grant funds through the Veterans' Nonprofit Capital Program (VNCP) will fund nonprofit veterans' organizations to make capital improvements to facilities that serve veterans.

The VNCP funding for Round 1 has been awarded and it is currently anticipated that the availability of **funding in Round 2 will be no less than \$2.4 million. The actual amount to be awarded in Round 2 will be determined prior to the VNCP Application due date of April 19, 2024.** 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. Veterans' organizations eligible to apply are strongly encouraged to review the Frequently Asked Questions (FAQs, Appendix A updated from the prior Round) before submitting any questions during the question-and-answer period noted in Section 7 of this Round 2 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](#).

In addition, there will be a Zoom call in regard to the VNCP Application and Review Process scheduled for **January 9, 2024**, that will be recorded and posted on the NYS DVS [website](#) for veterans' organization to review while this opportunity remains open. Details about the Zoom call will be posted to the opportunity on the NYS Grants Management website and the NYS DVS [website](#) **no later than December 15, 2023.**

Section 2. Eligible Entities and Projects

NOTE: A Round 1 awardee will not be able to apply for Round 2 if they have an open VNCP grant. If an awardee withdraws a Round 1 award, or has a fully disbursed Round 1 grant, they would be eligible to apply in Round 2. An organization should weigh their options carefully if considering withdrawing from Round 1, as there is no guarantee that an organization reapplying in Round 2 will be awarded.

Veterans' organizations, for purposes of this Round 2 RGA, means any not-for-profit organization which is organized to do business within the State and whose membership must consist 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 of 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 then 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.

	# 2023	# 2022	# 2021	# 2020	# 2019
New Dues Paying Members	3	10	15	20	25
Returning Dues Paying Members	85	80	95	75	50
Total Dues Paying Members	88	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 2023 Total Dues Paying Members in “a” above)	88

Veterans' organizations must have been in existence in New York State for five years and are in good standing with the State; and will 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 the prior round.

Any veteran's organization applying for this opportunity must be registered with NYS Grants Management and have a Document Vault prequalified in the NYS Grants Management system under the applicant's legal name.

NOTE: The legal name must be uniform across the corporate documents as noted in Appendix B. Applicants are strongly encouraged to review their corporate structure and corporate documents prior to obtaining a prequalified NYS Grants Management Document Vault which should be an Applicant's first priority.

If an Applicant is unclear:

- ✓ if they qualify to apply for the opportunity; or
- ✓ if they have the proper documentation necessary to upload into a Grants Management Document Vault; or
- ✓ if they can meet the requirements outlined in the Round 2 RGA;

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

Eligible use of Funds

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

- Construction, 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;
- Certain construction soft costs including architectural, engineering & design.

There is no requirement that the project be shovel ready, with all plans and permits approved, by the VNCP Application due date of **April 19, 2024**; and this Round 2 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, 2024**, and is expected to be completed by **April 1, 2027**. Any project started prior to **April 1, 2024**, including equipment purchases, will not be considered. Design, engineering and other preliminary planning activities may commence prior to **April 1, 2024**, however, costs incurred prior to this date may not be reimbursed.

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, therefore, once a VNCP Application has been submitted, a VNCP Application will not be returned or replaced by future submissions by the Applicant. Therefore, please be sure to double check 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 2 RGA will be awarded during this VNCP Application cycle. Applicants must state the VNCP amount being requested in the VNCP Application ranging from \$25,000 to \$75,000. In no event will an award exceed \$75,000. The total number of awards will depend upon the number of VNCP Applications received, the amount available through this Round 2 RGA as well as the score awarded to each VNCP Application based upon responsiveness to the requirements and the criteria set forth in this Round 2 RGA.

NOTE: Any veterans' organization awarded VNCP funding must 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 will be presented in the VNCP Application budget and be substantiated with any attachments to the VNCP Application when it is submitted. For example, if a veterans' organization is completing a roof replacement for \$100,000 and requesting a VNCP award of \$75,000, then Applicant must demonstrate how the remaining \$25,000 will be funded. In the example on the next page, a gift from XYZ Foundation is being given to the veterans' organization. If a gift, such as this is not available to an organization, then an Applicant can provide another source of funding such as their own bank account which would be substantiated by a letter from the fiscal officer or by a Board Resolution.

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 analysis will be undertaken in connection with each VNCP Application and again prior to a contract being issued. The financial analysis will verify that sufficient funds have been secured to complete the project as described in the budget which is backed up by estimates and commitment documentation.

NOTE: If the Applicant is uncertain if 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 \$25,000 then Applicant could request \$25,000). 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 2 RGA **must submit a VNCP Round 2 Application and any attachments as required (in pdf format) to vncp@dasny.org by the April 19, 2024 due date.** If the VNCP Application and any backup documentation is too large to send in one email, then an Applicant may either send multiple emails; or through a zip file; or through an Applicant portal (be sure that access is provided to vncp@dasny.org if a portal is used). NYS DVS will not consider any VNCP Application that is late due to email delivery delays or technical difficulties on the part of the Applicant. Therefore, it is recommended that **Applicants submit the VNCP Application and backup documentation before the April 19, 2024 due date.**

After the April 19, 2024 due date, each VNCP Application will be downloaded and initially reviewed based on five eligibility Pass/Fail Questions (see Appendix D) and then subsequently the Applications will be sent for scoring. The eligibility Pass/Fail Questions is a quick assessment of the VNCP Application to determine if the VNCP Application may proceed to scoring. If a VNCP Application fails any of the Pass/Fail Questions, then the VNCP Application will not be reviewed any further by NYS DVS or DASNY staff.

Each VNCP Application submitted for scoring will receive a more substantive review by various staff members of DASNY and NYS DVS (the “Scorers”). The Scorers will be verifying the Applicant and the project complies with the criteria set forth in this Round 2 RGA and assign a score to each VNCP Application based on the three components (Completeness of the VNCP Application, Project Eligibility and Financial Review) outlined in the Score Sheet (see Appendix E). In order to receive an award, a VNCP Application must receive a minimum overall average score of 70.

Once the highest scoring VNCP Applications have been awarded, any residual funds remaining shall be awarded through another VNCP Request for Grant Applications opportunity or NYS DVS may make an

award to the next Applicant(s) receiving the next highest score(s).

NOTE: The NYS Grants Management Document Vault prequalified status will be verified prior to eligibility review, VNCP Application scoring, contract execution and submission of each payment requisition. Please see page 2 of this Round 2 RGA for helpful resources.

Section 5. Grant Notification and Contract

Once awards have been announced and posted on the NYS DVS [website](#), an award letter will be sent electronically from DASNY to the contact listed on the veterans' organization's VNCP Application. The award letter will outline what will be needed from the organization so that DASNY may conduct the necessary reviews before entering into a Grant Disbursement Agreement (GDA, or contract) with the Grantee. The GDA will outline the terms and conditions for the award and will expire on April 1, 2028.

In order to receive any State funding, prospective projects have to 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 A) attached to this Round 2 RGA.

Upon receipt of the executed GDA from the veterans' organization in DocuSign, it will be reviewed for completeness and accuracy, including verification that the budget has not changed (or that a valid rationale is given for the change and the change does not materially affect the approved project, timeline, or budget), 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 a DASNY authorized officer, on behalf of NYS DVS, and a copy returned to the Grantee.

Upon receipt of a fully executed GDA, the veterans' organization may begin to requisition funds through DASNY's Accounts Payable utilizing the exhibits within the GDA. Instructions for this process will be provided to the veterans' organization when the fully executed contract 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 2 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 NYS Grants Management Opportunity portal and the NYS DVS [website](#).

Eligible Project Start & End Date Range

April 1, 2024 – April 1, 2027

Issuance of the Round 2 RGA	November 29, 2023
January Zoom Call Details (no earlier than)	December 15, 2023
Zoom Call/Presentation (VNCP Application and Review Process)	January 9, 2024
Deadline for Round 2 RGA Questions	February 16, 2024
Post Responses to Round 2 RGA Questions (no earlier than)	March 1, 2024
VNCP Application Due By	April 19, 2024
Awards Expected (no earlier than)	May 17, 2024
Deadline for Reimbursement Submission & Processing	April 1, 2028

Applicant Zoom Call (VNCP Application and Review Process)

A Zoom call presentation outlining the specific elements of the Round 2 RGA, the VNCP Application and Review process will be held on **January 9, 2024**. Details of the Zoom call will be provided to Applicants on the NYS DVS [website](#) **no later than December 15, 2023**. If an Applicant is unable to attend the Zoom call, the recorded Zoom call as well as the presentation will be uploaded to the NYS DVS [website](#) for Applicants to review. Applicants are strongly encouraged to attend the Zoom call, or at a minimum review the recording and/or presentation on the NYS DVS [website](#) prior to submitting a VNCP Application.

General Inquires and Questions

To maintain a fair and open process all **questions regarding this Round 2 RGA or the VNCP Application process must be submitted to vnep@dasny.org by 4:00 pm on February 16, 2024. Answers to questions of a substantive nature will be provided no earlier than March 1, 2024.**

REMINDER: *Contacts made to any DASNY, NYS DVS or other State personnel regarding this procurement as noted in this Round 2 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 the VNCP Application, complete, sign, and submit one complete VNCP Application (provided in Exhibit 1 attached to this Round 2 RGA or accessible as a fillable template on the NYS DVS website) including any backup documentation as requested (in pdf format) to vnep@dasny.org **on or before 4:00 p.m. on April 19, 2024.**

It is the responsibility of each Applicant to see that their VNCP Application along with any necessary attachments arrives by **4:00 pm on April 19, 2024**. A VNCP Application will not be considered due to delivery delays or the Applicant has technical difficulties submitting a VNCP Application or obtaining a prequalified Document Vault. DASNY, on behalf of NYS DVS, reserves the right to:

- Reject any or all VNCP Applications received in response to this Round 2 RGA.
- Award any remaining funds under another VNCP Request for Grant Applications at a future date or be given to the next veterans' organization on the score list as described in Section 4 of this Round 2 RGA.

Reminder, all Applicants must have a NYS Grants Management Document Vault status of Prequalified by April 19, 2024. Obtaining a prequalified Document Vault may take an extensive amount of time especially if the corporate legal name is not uniform across the corporate documents as noted in Appendix B. It is recommended that all potential VNCP Applicants start the Document Vault process or update their existing Document Vault first to ensure that the Document Vault is prequalified prior to the organization applying for the opportunity.

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

- Community Participation
 - a. Describe the Applicant's history of involvement with veterans and their families.
 - b. Describe the target population including whether this is a rural or urban community, the contributions to the local community as well as the area served including the economic status.
 - c. Veterans related events hosted or conducted within the previous two years.
- Prior Grant Awards
 - a. If the organization applied for and/or received capital funding grants from any source in the past five years:
 - i. Was the funding received?
 - ii. What was the purpose of the grant?
 - iii. Was the project completed? When?
- Project
 - a. Describe the capital project and share how the proposed project will benefit veterans and their families.
 - b. Does the Applicant already provide the benefits that will be provided if the project is completed? If the project is not completed will the Applicant be able to continue to provide the benefits.
 - c. Briefly describe the target population and the community it will serve.
 - d. Briefly describe the basis for selection of professionals, consultants, etc. (i.e., Request for Proposals or other methods).
 - e. Include the age and physical description of existing and/or proposed new space, and other site or building work to be undertaken.

➤ Project Viability

- a. The Applicant (the entity entering into the contracts and paying the vendors) must provide at least one estimate (addressed to the legal name of the veterans' organization) from a qualified professional for the work to be undertaken with grant funds. The Applicant is responsible for all costs in excess of the grant amount. No additional funds will be granted from the VNCP for cost overruns or additional project enhancements.

Applicants are strongly encouraged to provide robust narratives with their VNCP Application and submit as many additional pages and backup documentation as necessary that will assist the Applicant in fully and clearly describing the benefits of their proposed project.

In conclusion, once the eligibility review and the scoring of the VNCP Applications conclude, DASNY, on behalf of NYS DVS, will anticipate posting awards no earlier than **May 17, 2024**.

EXHIBIT 1: VNCP APPLICATION

DOWNLOAD, COMPLETE, SIGN AND RETURN THE FOLLOWING VNCP APPLICATION

**APPLICATION FOR ROUND 2
VETERANS' NONPROFIT CAPITAL PROGRAM (VNCP)**

PLEASE REFER TO THE ROUND 2 REQUEST FOR GRANT APPLICATIONS (Round 2 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 2 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): _____

NYS Grants Reform Gateway Document Vault # (**document vault must be prequalified**): _____

a) Total **number** of dues paying members of the organization (see example in the Round 2 RGA):

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

b) Of the total **number** of 2023 dues paying members of the organization (see example in the Round 2 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 2023 Total Dues Paying Members in "a" above)	

c) **Percent** of 2023 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): _____

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

If **No**, please attach a separate sheet describing the control the Applicant Organization has over the Project location. Please include supporting documentation. (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.

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 (DVS), to enter into a Grant Disbursement Agreement (GDA), to pay the costs incurred in the preparation of a response to this Round 2 RGA, or to disburse any funds. (2) DASNY, on behalf of DVS, reserves the right to amend, modify or withdraw this Round 2 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 DVS, reserves the right to accept or reject any or all Applications that do not completely conform to the instructions given in the Round 2 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 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 vnep@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

APPENDIX A: VNCP FREQUENTLY ASKED QUESTIONS (FAQS)

*PLEASE REVIEW ALL FAQS PRIOR TO SUBMITTING ANY QUESTIONS DURING
THE QUESTION-AND-ANSWER PERIOD*

AS WELL AS

PRIOR TO SUBMITTING A VNCP APPLICATION



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:

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 which materially extends its useful life or materially improves or increases its capacity;
- The planning or design of the construction, demolition, replacement, major repair or renovation of a fixed asset or assets, including the preparation and review of plans and specifications including engineering and other services, field surveys and sub-surface investigations incidental thereto; 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 responsible for protecting nonprofits and their donors from fraud and ensure that charitable donations are used as the donor intended.

Document Vault – a secure online repository for commonly requested documents that can be shared among the State agencies and is managed by NYS Grants Management.

Eligible Veterans’ Organization – a veterans’ organization as described in the Request for Grant Applications (“RGA”).

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

Federal ID- the veterans’ organization Federal Employer Identification Number (FEIN) or Tax Identification Number (TIN) on record with the Internal Revenue Service (IRS).

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

Grantee – the veterans’ organization entering into the contracts and paying the vendors, and who has control over the project location.

Grantee Certification – Certain laws prohibit the use of public funds 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 Grant 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 – Certificate of Incorporation Papers (including any amendments) or Certificate of Election stamped by the NYS Department of State (DOS) will verify that the veterans’ organization is authorized to do business in the State of New York. If the Applicant has a D/B/A, this document should also be provided.

Legal Name – Applicant’s name as listed on the Certificate of Incorporation Papers or Certificate of Election which:

- matches the name on the IRS Determination Letter and corresponds to the Applicant’s Federal ID;
- 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. The certification will need to be signed by Authorized Officer.

Project Information Sheet (“PI Sheet”)– a form which DASNY requests to obtain updated information about the VNCP funded project.

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 eligible veterans’ organization has sufficient authorization and control to undertake the project at the project location(s).

Substitute W-9 Form – a document utilized to register a veterans’ organization in the Grants Management system. Once registered, the Applicant will be able to complete a Document Vault which will be further discussed in the FAQs below. **NOTE: The Applicant’s Legal Name and FEIN on the Substitute Form W-9 should match the Legal Name and FEIN on file with the IRS as well as in its Incorporation Documents and all documents required to be uploaded to the Applicant’s Document Vault.**

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.

VNCP Grant – funding available through VNCP.

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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, on behalf of the New York State Department of Veterans' Services (NYS DVS) undertakes a review of each project receiving a VNCP Grant to be certain that the funding may be financed with the proceeds of DASNY bonds, the project is bondable and the Grantee is otherwise eligible to receive the VNCP Grant. Once 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 VNCP 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: Each organization will need to register and maintain a Document Vault in the Grants Management system. The Document Vault must be in prequalified status throughout the grant process, from Application submission all the way through to GDA and the reimbursement phase.

For additional information on the Grants Management requirements and processes, prospective Applicants can contact [Grants Management](#) directly or view the "*Preparing for Funding Opportunities*" video on the NYS DVS [website](#).

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

A.B2: Veterans' organizations 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 veterans' organization via email what the next steps will be in order to obtain a GDA. A Project Information Sheet may be sent to the veterans' organization to complete along with a request for other documentation. 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 veterans' organization to discuss the project in more detail.

DASNY recommends that Grantees do not start their projects until a fully executed GDA has been returned to the veterans' organization.

General Overview:

DASNY reviews each Application or Project Information Sheet 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 veterans' organization 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 veterans' organization.

Document Vault Prequalification:

Not-for-profit organizations are required to register with [NYS Grants Management](#) and obtain a prequalified Document Vault in order to apply for a VNCP Grant and receive funding from DASNY. State entities will post upcoming and available funding opportunities on this website. **The veterans' organization Document Vault should be continuously monitored, amended when appropriate and must be in the prequalified status throughout the process including the reimbursement phase.** DASNY will not be able to enter into a GDA with, or make payments to, any Grantee that does not have a Document Vault prequalified. DASNY does not have any discretion in this regard. Any questions regarding prequalification may be directed to [NYS Grants Management](#) staff.

Incorporation Documentation:

Please note that, in order to verify that DASNY is entering into a GDA with the appropriate Grantee and they are eligible to do business in the State of New York, we will need to review certain Incorporation Documentation which must also be uploaded to the NYS Grants Management Document Vault.

Site Control:

DASNY will need documentation to establish that the veterans' organization has appropriate site control of the premises where the VNCP Project will happen and where VNCP funds will be spent.

If the organization owns the facility, DASNY will need to review the deed. The organization must own the property for a period of 10 years after VNCP Grant has been disbursed.

If the veterans' organization leases the facility, DASNY will need to review the lease, which must be executed in the legal name of the veterans' organization. The term of the lease must be for at least ten (10) years. 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.

In some circumstances, a lease term of less than ten (10) years may be acceptable where the Grant will be utilized to purchase moveable equipment with a useful life of more than 10 years. The equipment must be received on site and the veterans' organization must develop, implement, and maintain a usage policy.

Financial Review:

DASNY must verify the existence of committed funding resources sufficient to complete the project as described. For these programs, acceptable proof of such funding commitments may include the following: commitment letters from a bank or other lending institution; evidence of other Grant awards; a board resolution committing funds to complete the project accompanied by recent audited financial statements; or other documentation acceptable to DASNY that confirms that funding exists to complete the project as proposed in the professional contractor's estimate, quote or contract.

Office of Environmental Affairs (OEA) Review

All VNCP 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 veterans' organization.**

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 veterans' organization can find this information on the SHPO and NYS Department of Environmental Conservation (DEC) websites: <https://parks.ny.gov/shpo/online-tools/> and <http://www.dec.ny.gov/eafmapper/>. **NOTE: consultation with SHPO may also be required for structures approaching 50 years old, and/or if the project involves ground disturbance/demolition.**

If the project does meet the requirements of being actionable under SHPA, then a veterans' organization must provide DASNY with a copy of the determination letter from the Office of Parks Recreation Historic Preservation (OPRHP) once the consultation has been completed. **NOTE: the project must be filed in SHPO's Cultural Resource Information System (CRIS) to receive a determination letter.** SHPO will not issue a determination letter upon receipt of a Lead Agency Letter or email. The CRIS system can be found at: <https://parks.ny.gov/shpo/online-tools/cris/>

If there are any questions regarding SEQR or SHPA requirements, please direct these questions to grantsseqr@dasny.org.

Bond Counsel Review/Final Approvals:

Once all documentation has been returned to DASNY, the Processor may have to review the documentation in consultation with our bond and tax counsel. DASNY will reach out to the veterans' organization if further information/documentation is needed. The timing of bond counsel reviews varies and is dependent upon the complexity of the project.

Once it has been determined that the organization's project complies with relevant statutory provisions and all paperwork is in order, DASNY will coordinate with NYS 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 through DocuSign to the veterans' organization 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, DASNY would prefer to be updated periodically on the timeline in returning the paperwork if the documents will not be returned within 30 days and what the cause of the delay is in case there is an inquiry from NYS DVS or otherwise. The progress of DASNY's reviews, final approval and obtaining a GDA is dependent on the return of the paperwork.

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 the veterans' organization will ultimately receive the funding. Reimbursement under VNCP is contingent upon DASNY receiving final approval from NYS DVS and the funds are made available to make payment to the Grantee prior to a GDA being executed with the veterans' organization. To the extent that such funds are not available to DASNY from the State or from the proceeds of a bond issuance, a GDA will not be executed.

D. Processing of the GDA

The GDA is the contract between DASNY and the veterans' organization setting forth the terms pursuant to which the VNCP Grant funding will be disbursed.

Grantees will be attesting in the GDA that:

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

If the Grantee is uncertain if the contractor or vendor being retained to perform services is authorized to do business in the State, the veterans' organization is encouraged to consult its attorney or reach out to the New York State Department of State at:

- https://www.dos.ny.gov/corps/bus_entity_search.html; or
- by calling (518) 473-2492; or
- by submitting a question through the portal at [Contact Us | Department of State \(ny.gov\)](#)

Q.D1: When will I receive a GDA from DASNY?

A.D1: 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 veterans' organization through DocuSign for execution once the authorized officer and attorney (needing to opine to the existence of the veterans' organization) is identified by the veterans' organization.

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

A.D2: Grant programs administered by DASNY are typically reimbursement programs; that is, the organization must actually incur project costs and have paid those expenses. Once expenses have been incurred and paid, the organization will submit one or more requisitions to DASNY, using the forms included with the veterans' organization GDA, along with such supporting documentation as may be required by DASNY. See section below regarding the requisition process for more information.

DASNY also understands that not-for-profit organizations may not always pay vendors in the first instance, therefore, in cases where a Grantee is unable to make payment to a contractor in the first instance, the organization must request that the contractor be paid on invoice. If this option is requested, then the Grantee must establish a segregated bank account specifically for the VNCP project. The VNCP reimbursement will be deposited into the segregated bank account and this is where VNCP project costs will be paid. DASNY recommends that if payment on invoice is chosen as the method of payment to a contractor(s), then the organization should apply industry standard fraud protection to the segregated bank account (Positive Pay). See section below regarding the requisition process for more information.

II. Reimbursable Costs

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

Q.A1: May a VNCP Grant be used towards a down payment or a deposit to a contractor or vendor; or for a retainer fee to a professional such as an architect or an engineer?

A.A1: No. VNCP Grant funds cannot be advanced as a deposit or retainer fee for a contractor or vendor. VNCP Grant 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 veterans' organization will be able to submit for reimbursement of a down payment or deposit once documentation has been received from the organization'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 veterans' organization for the balance of the job.

Q.A2: May a VNCP Grant be used 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: May the VNCP Grant be used towards the purchase real property to expand or relocate?

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

Q.A4: May the VNCP Grant be used to purchase a vehicle for transporting veterans' to and from appointments or meal delivery?

A.A4: No. The purchase of a vehicle is not an acceptable 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 ordered materials and 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 invoice 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 (volunteer or paid) are not reimbursable through VNCP. Therefore, costs incurred by the veterans' organization for custodial services, maintenance of equipment, salaries of facilities management personnel, security personnel, project oversight, or other similar expenditures may not be reimbursed with VNCP Funds.

Q.B2: 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.B2: In order to be reimbursed for project costs, all contractors and vendors must be authorized to do business in the State of New York and/or have filed such documentation, certifications or other information with the State or County as required in order to lawfully provide such services in the State of New York. In addition, said contractor/vendors shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the project.

To avoid an appearance of conflict, any contractor selected by the veterans’ organization should be retained according to the organization’s policies and procedures including a conflict-of-interest policy. In addition, please note a provision of the GDA will be that the VNCP Grant may not 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 the VNCP Grant be used to make lease payments on equipment?

A.C1: No. The VNCP Grant may only be used to purchase and install equipment with a useful life of 10 years or more. In addition, VNCP may not be used to make lease payments or pay down existing debt incurred to finance the purchase and installation of such.

Q.C2: May the veterans’ organization use their VNCP Grant 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, therefore, the VNCP Grant may not be used to make mortgage payments or pay off an existing mortgage or pay down long term debt.

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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 the VNCP Grant?

A.D1: No. Such costs would be considered working capital, or operating costs, as opposed to a capital cost. Federal and State laws mandate that the VNCP Grant be spent on capital work only.

Q.D2: May our veterans' organization use a VNCP Grant 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, instead of replacing a facility's HVAC the organization only wants to upgrade certain parts of the HVAC this would be considered maintenance.

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.

For example, site preparation for repaving (removing old asphalt/concrete, laying crusher run, putting in new drainage) then paving the lot would be considered capital, but fixing potholes and sealing the existing pavement and possibly put a binder coat of asphalt over old asphalt would be considered maintenance. OR, replacing an entire roof would be considered capital, but replacing only certain sections of a roof (the lower section near a downspout) may be considered maintenance.

Q.D4: Our building hasn't been painted in more than 20 years. May the veterans' organization apply for a VNCP Grant 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 veteran's organization 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 a VNCP Grant 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, a VNCP Grant 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, a VNCP Grant may only be spent on capital costs. A VNCP Grant may not be used to pay for service agreements or extended warranties unless they were required by the terms of the contract with the vendor to be purchased at the time of equipment purchase and are reflected as such on the equipment invoice.

Q.D8: May the veterans' organization use a VNCP Grant to pay for training on the use of equipment acquired with the VNCP Grant?

A.D8: A VNCP Grant may only be used to pay for training costs incurred to "train the trainer" on specialized equipment (with a useful life of greater than 10 years) or software applications. That is, the VNCP Grant may be used to pay the costs incurred to train one person within the veterans' 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 the VNCP Grant.

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

A.D9: No. A VNCP Grant 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: As noted above internal labor or volunteer labor is not an acceptable capital cost that can be reimbursed with a VNCP Grant. In a scenario where solar panels will be purchased and installed it would be recommended that a licensed professional be hired to assure that public dollars are being used for a project that will pass public scrutiny. Also, please be aware that solar installations that lease the solar equipment to the facility would not be eligible for reimbursement. The Grantee must be the only entity benefiting from the solar panels and cannot accept refunds or credits unless noted on the invoice and deducted from the overall cost of the project.

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 a VNCP Grant?

A.E1: No. A VNCP Grant must be used for projects that will be located within the State of New York and benefit New York State veterans.

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 any grant program administered by DASNY because the named Grantee must be the entity incurring the project costs and will retain ownership of the funded project. Many tax credit programs require title to be held in the name of a related organization and project costs are paid out of a corpus held in the name of a party other than the Grantee.

If the veterans' organization is planning to fund any portion of a VNCP 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. Veterans' organization must have all requisitions submitted, in a form satisfactory to DASNY, prior to the GDA termination date in order to be reimbursed.

The veterans' organization 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 organization.

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. **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 veterans' organization 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.

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. A VNCP Grant may only be used to reimburse a Grantee for costs related to their project that were actually incurred by the Grantee and not another entity. The Grantee is the entity that should be incurring project costs, paying those costs from their own bank or checking account, and then requesting reimbursement. If another entity paid for the project costs and the Grantee is seeking reimbursement for those costs, there will likely be a delay in processing the requisition.

Please contact DASNY for more information if the veterans' organization has a specific question regarding project payments made by another entity.

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

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

Q.B9: Is there someone available to assist 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 by the VNCP Grant. While members of DASNY's Accounts Payable staff are available to answer specific questions about a requisition,

DASNY cannot assume the Grantee's responsibility to locate the documentation necessary to support costs to be paid by the VNCP Grant or evidencing proof of payment; matching proof of payment to invoiced costs; inferring the services or materials provided where the documentation does not clearly provide an explanation; and other such tasks.

Q.B10: May our veterans' organization submit a requisition request electronically?

A.B10: Yes. After the veterans' organization receives an executed GDA, requisitions may be submitted by email to apgrants@dasny.org. Please email the requisition from the veterans' organizational 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 Grant to pay the costs as they are incurred?

A.C1: VNCP is intended to be a reimbursement program. However, DASNY does 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 veterans' organization 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 the Grantee's VNCP Grant must be paid out of this account. All work being paid on invoice must be completed prior to disbursement of 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 project. The Grantee must provide proof of disbursement of the funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements until such time as proof of payment is provided.

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 the VNCP Grant. All funds paid on invoice must be deposited into the non-interest-bearing segregated account established by the Grantee (see prior question and answer) and all eligible expenses incurred in connection with the project to be financed with the VNCP Grant must be paid out of this segregated account. The funds in the segregated account shall not be used for any purpose other than making payments to the contractor or vendor for costs incurred in connection with the project. When the veterans' organization receives payment on invoice, the organization must show proof of disbursement of all funds from the segregated account to the contractor before DASNY will pay any additional payment requests.

The Grantee must provide proof of disbursement of the funds to the respective contractor and/or vendor in a form acceptable to DASNY, within sixty (60) days of the date that funds are disbursed to the Grantee to pay for such costs. DASNY will not make any additional disbursements until such time as proof of payment is provided.

IV. Project Changes After the Award

Q.A1: The project is going to take longer than originally estimated. May 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.

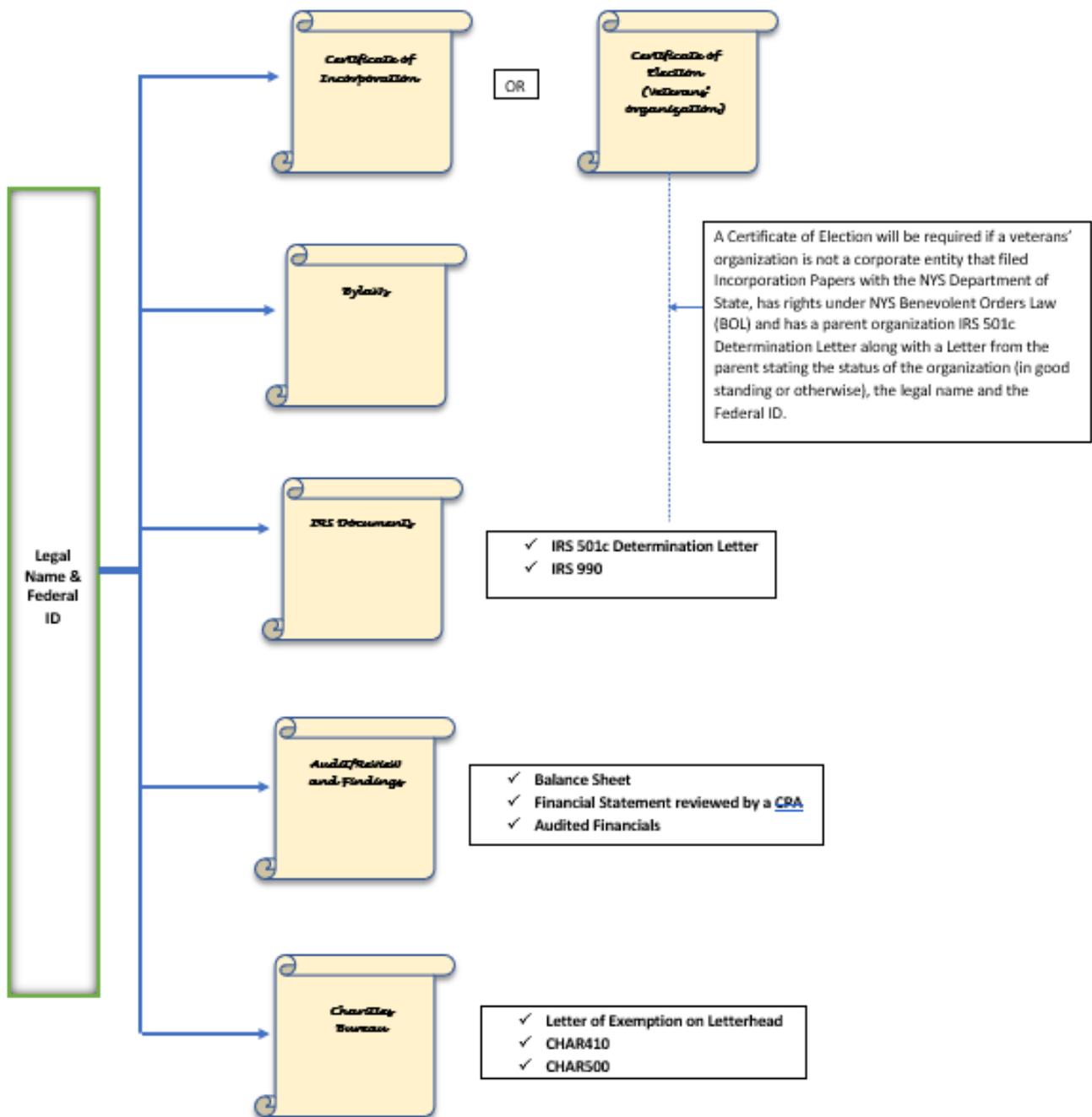
Q.A2: What if the veterans' organization wants to use the VNCP Funds to pay for costs other than those described in the Application?

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.

APPENDIX B: CORPORATE DOCUMENT STRUCTURE

Also see the [“Preparing for Grant Opportunities”](#) Presentation Video



APPENDIX C: EXAMPLES OF ELIGIBLE CAPITAL PROJECTS

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

- Modernization & Capital Rehabilitation
 - Roof
 - Kitchen
 - Restrooms
 - Entryways
 - Walk-in coolers
 - Meeting space
 - Purchase and installation of an emergency generator
 - Purchase and installation of equipment with a useful life of at least 10 years (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
 - Removal and Reinstallation of a parking lot/driveway
 - Installation of a larger door frame
 - Installation of accessibility ramps and railings
 - Installation of a ventilation system
- Exterior Features
 - Purchase and installation of a flagpole(s)
 - Construct 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 compliance modifications to interior and exterior
 - Rehabilitation of parking lot or entrance
 - Installation of accessibility ramps and railings
 - Purchase and installation of a chair lift
- Energy Conservation Renovations
 - Removal and Replacing Lighting
 - Replacement of Furnace/Air Conditioning
 - Replacement of Windows and Doors
 - Solar – so long as the panels are purchased and installed

APPENDIX D: ELIGIBILITY REVIEW PASS/FAIL QUESTIONS

- ✓ *Has the Applicant organization secured a prequalified Document Vault in the NYS Grants Management System?*
- ✓ *Has the Applicant organization been in existence for at least five (5) years (noted on the NYS Department of State Division of Corporations website)?*
- ✓ *Does the project to be undertaken with VNCP Grant Funds have an estimated useful life of 10 years or more?*
- ✓ *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?*
- ✓ *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?*
- ✓ *Does the Applicant organization have at least 15 active Members noted on page 1 of the VNCP Application?*

APPENDIX E: VNCP APPLICATION SCORE SHEET

Veterans' Nonprofit Capital Program (VNCP)
APPLICATION SCORE SHEET

Applicant _____

Reviewer Initials _____ Date Reviewed _____

Scoring Component	Maximum Points Available (100)	Points
1. Completeness of the VNCP Application	10	
2. Project Eligibility	60	
3. Financial Review	30	

TOTAL OVERALL POINTS AWARDED TO THIS APPLICATION:

INSTRUCTIONS TO REVIEWERS

Review each VNCP Application based on the stated criteria. Assign a score based on how well the VNCP Application meets the criteria. The following guide relates point scores to corresponding qualitative ratings. Use this guide to ensure that the total score accurately reflects the rating you assign to the VNCP Application.

Total points available from is 100.

For scoring component 1 (10 Points) the criteria for review is as follows:

8-10 points	=	Meets or exceeds expectations for the component as described in the RGA.
4-7 points	=	Meets most expectations for the component as described in the RGA.
1-3 points	=	Meets some expectations for the component as described in the RGA.
0 points	=	Does not meet expectations of the component as described in the RGA.

For scoring component 2 (60 Points) the criteria for review is as follows:

46-60 points	=	Meets or exceeds expectations for the component as described in the RGA.
36-45 points	=	Meets most expectations for the component as described in the RGA.
21-35 points	=	Meets some expectations for the component as described in the RGA.
0-20 points	=	Does not meet expectations of the component as described in the RGA.

For scoring component 3 (30 Points) the criteria for review is as follows:

25-30 points	=	Meets or exceeds expectations for the component as described in the RGA.
19-24 points	=	Meets most expectations for the component as described in the RGA.
13-18 points	=	Meets some expectations for the component as described in the RGA.
0-12 points	=	Does not meet expectations of the component as described in the RGA.

1. COMPLETENESS OF THE VNCP APPLICATION (10 Points Maximum):

Veterans' nonprofit Capital Program (VNCP) Application:

- All sections of the VNCP Application have been reviewed and answered, even if response is not applicable, and requested attachments have been provided.
- The VNCP Application clearly and fully describes the VNCP Project to be undertaken with Grant funds and the goals that are expected to be achieved as a result of undertaking the VNCP Project.
- Provide an explanation of the reviews and approvals that are required in connection with the project to be undertaken with VNCP Grant funds including, but not limited to, environmental, historic and land use approvals.

TOTAL POINTS AVAILABLE: 10

REVIEWER SCORE: _____

REVIWER INITIALS: _____

COMMENTS (include additional paper, if needed). Identify any incomplete items.

2. PROJECT ELIGIBILITY (60 Points Maximum):

VNCP defines a VNCP Project as the design, construction, reconstruction, rehabilitation or equipping of a facility within the State to make capital improvements to their facility that serves veterans.

Ineligible uses of VNCP funds include, but are not limited to, working capital, rent, utilities, supplies, lease payments, maintenance agreements, training, the repayment of existing long-term debt, payment of legal fees and other non-capital costs.

A successful VNCP Application will provide a robust description of the prospective Project to be funded with the VNCP Grant and will include the following, as requested in the Round 2 RGA including Section 7:

- Community Participation
 - a. Describe the Applicant's history of involvement with veterans and their families.
 - b. Describe the target population including whether this is a rural or urban community, the contributions to the local community as well as the area served including the economic status.
 - c. Veterans related events hosted or conducted within the previous two years.
- Prior Grant Awards
 - a. If the organization applied for and/or received capital funding grants from any source in the past five years:
 - i. Was the funding received?
 - ii. What was the purpose of the grant?
 - iii. Was the project completed? When?
- Project
 - a. Describe the capital project and share how the proposed project will benefit veterans and their families.
 - b. Does the Applicant already provide the benefits that will be provided if the project is completed? If the project is not completed will the Applicant be able to continue to provide the benefits.
 - c. Briefly describe the target population and the community it will serve.
 - d. Briefly describe the basis for selection of professionals, consultants, etc. (i.e., Request for Proposals or other methods).
 - e. Include the age and physical description of existing and/or proposed new space, and other site or building work to be undertaken.
- Project Viability
 - a. The Applicant (the entity entering into the contracts and paying the vendors) must provide at least one estimate (addressed to the legal name of the veterans' organization) from a qualified professional for the for the work to be undertaken with grant funds. The Applicant is responsible for all costs in excess of the grant amount. No additional funds will be granted from the VNCP for cost overruns or additional project enhancements.

TOTAL POINTS AVAILABLE: 60

REVIEWER SCORE: _____

REVIWER INITIALS: _____

COMMENTS (include additional paper, if needed). Explain if Project is not eligible to receive VNCP funds.

3. FINANCIAL REVIEW - BUDGET REQUIREMENTS (30 Point Maximum):

- 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.
- A professional estimate dated on or after November 29, 2023, has been provided that documents the cost to complete the Project.
- Evidence of committed financial resources has been provided if the project costs are expected to exceed VNCP requested funding.
 - A detailed description of the type or types of additional funds to be utilized to complete the VNCP Project have been provided, including the source of such funds, and documentation of each committed funding source.
 - Pledges, award letters with unsatisfied contingencies, pending loan applications, and other non-final commitments are not considered to be secured funds but can be used at the time the VNCP Application is submitted to highlight fundraising efforts by the Applicant. Should the Project be awarded VNCP funding, all funds for the project must be verified as committed to the Applicant prior to Contract execution.
 - VNCP Applications demonstrating a higher level of committed funds, or the ability to leverage the VNCP Funds to obtain additional funding for the VNCP Project are preferred.
- The VNCP Application must state whether a recurring source of revenue shall be available to support facility operations and maintenance for the VNCP Project.

TOTAL POINTS AVAILABLE: 30

REVIEWER SCORE: _____

REVIEWER INITIALS: _____

COMMENTS (include additional paper, if needed) Explain if additional funding sources are needed and which ones, if any, are committed to the Applicant.