

**NEW YORK STATE DIVISION OF VETERANS' SERVICES**  
**VETERANS' NONPROFIT CAPITAL PROGRAM**  
**REQUEST FOR GRANT APPLICATIONS (RGA)**

November 2022

Viviana DeCohen  
Director  
New York State Division  
Of Veterans' Services

**KEY DATES**

<b>Eligible Project Start &amp; End Date Range</b>	<b>April 1, 2023 – April 1, 2027</b>
Issuance of RGA	November 11, 2022
<del>Webinar (application process)</del>	<del>January 12, 2023</del>
<b>Recorded Video &amp; PowerPoint Presentation (application process)</b>	<b>December 19, 2022</b>
Deadline for RGA Questions	January 31, 2023
Post Responses to RGA Questions (not earlier than)	February 15, 2023
Application Due By	March 31, 2023
Awards Expected (not earlier than)	June 1, 2023
Deadline for Reimbursement Submission & Processing	April 1, 2028

*To maintain a fair and open process all questions regarding this RGA must be submitted to [grants@veterans.ny.gov](mailto:grants@veterans.ny.gov). It is a violation of the New York State Procurement Lobbying Law to directly contact personnel at DVS or its affiliates regarding this RGA prior to the announcement of the grant awards.*

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## Section 1. Program Overview

In order to effectively address the continuing need for quality veteran services, New York State is providing \$5 million in Grant funds to nonprofit veterans' organizations to make capital improvements to facilities that serve veterans. The Veterans' Nonprofit Capital Program ("VNCP") was established within the 2022-2023 NYS Budget.

VNCP will be administered by the New York State Division of Veterans' Services (DVS) and is expected to be highly competitive. Veterans' organizations are strongly encouraged to review the Frequently Asked Questions (FAQs) for additional information prior to applying. Additionally, there will be a recording that will outline the Application process as well as the opportunity to submit questions (see Section 7) which will be posted for all prospective Applicants on Grants Reform Gateway to review prior to the Application due date of March 31, 2023.

## Section 2. Eligible Entities and Projects

DVS is now seeking Applications from non-profit veterans' organizations for VNCP. An organization and the project must be eligible as described in this RGA.

### Eligible Entities

Veterans' organizations for purposes of this RGA means any not-for-profit organization which is organized to do business within the State whereby either the membership consists of individuals who were members of the armed services or forces of the United States and/or which the main purpose of the organization is to benefit 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 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.

Veterans' organizations that are not specifically incorporated under 26 USC 501(c)(19) or (23) can still be eligible so long as their membership contains the following individuals:

- 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

Such organizations shall have been in existence in New York State for five years and are in good standing with the State.

**The VNCP funding opportunity and Application process will be available through the New York State Grants Reform Gateway (<https://grantsreform.ny.gov/>). All potential Applicant organizations will be required to have created their Document Vault in the Grants Reform Gateway and be either Prequalified or exempt in order to submit an VNCP Application.**

Applicants are advised to consult with their Counsel to determine whether they are eligible to apply for this funding; as well as whether or not the veterans' organization can meet the requirements outlined in Section 8 of this RGA.

## Eligible use of Funds

VNCP funds may only be used for:

- Design, 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 Application due date.

## Ineligible Uses of Funds

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

- Working capital, including funds required to operate a facility, such as staff, rent, utilities and supplies.
- Grant writing, administration, legal, insurance and other fees.
- Long term debt, including financing of machinery or equipment
- Lease payments
- General maintenance & repairs, including, but not limited to, routine painting, caulking and surface coating
- Project management fees that are not clearly documented and tied to a specific task

The project shall commence on or after April 1, 2023, and is expected to be completed by April 1, 2027. Any project started prior to April 1, 2023, including equipment purchases, will not be considered. Design, engineering and other preliminary planning activities may commence prior to April 1, 2023, however, costs incurred prior to this date may not be reimbursed.

Each 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 Applications are submitted by a veterans' organization, only the **first** received will be considered. Each Application will be reviewed, evaluated and scored on the basis of the information provided in the Application and the extent to which the project complies with the criteria set forth in this RGA. The RGA does not set forth a preference for particular project types.

**VNCP is a competitive grant program. Therefore, once an award has been made, no major project modifications, grantee or location changes will be permitted.**

## Section 3. Grant Funding

VNCP awards will be based on the criteria set forth in Sections 8 of this RGA. It is anticipated that the full allotment will be awarded during this Application cycle. Funding for projects will range between \$25,000 and \$75,000. In no event will an award exceed \$75,000. The total number of awards will depend upon the number of Applications received as well as the score awarded to each Application based upon responsiveness to the criteria set forth in this RGA. During the grant evaluation process, a panel of reviewers will review each Application and assign a score to each. In order to receive an award, an Application must receive a minimum average score of 70.

Once the highest scoring Applications have been awarded, any residual funds remaining shall be awarded through another RGA opportunity or DVS may make an award to the next Applicant(s) receiving the next highest score(s).

**NOTES:**

- 1. Any veterans' organization awarded \$25,000 or more will be required to register with the New York State Attorney General's Charities Bureau (<https://www.charitiesnys.com/>).*
- 2. Any VNCP project that would expend more than \$25,000 on equipment or services, (i.e. architect or engineering), may be tasked with specific MWBE/SDVOB requirements.*

## **Section 4. Funding for the Project**

Eligible Applicants must also demonstrate the ability to provide the remainder of the funds necessary to complete the project if the total project budget exceeds the VNCP award. There is no requirement that the excess funds have to be secured by April 1, 2023, however, the Applicant will need to demonstrate the ability to provide the remainder of the funds necessary to complete the project once the VNCP funds have been awarded.

A financial analysis will be undertaken in connection with each Application as well as prior to a contract being issued. The financial analysis will verify that sufficient funds have been secured to complete the project.

**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 an Application for a smaller award to fund a smaller project.

## **Section 5. Overview of Review Process**

Each veterans' organization seeking VNCP funds in response to this RGA must submit a VNCP Application (the "Application") on the Grants Reform Gateway. Each Application will be initially screened to verify that the veterans' organization is eligible to apply for this opportunity and subsequently will be evaluated based upon the quality of the responses to the required Application components outlined in Section 8.

**Please be sure that all sections of the Application are completed and all requested information and supporting documentation is provided. While some of the information provided in the Application will not be scored, if an Application is missing critical elements, it may be rejected without further notice to the Applicant.**

**Since the VNCP is a New York State Grants Reform Gateway (<https://grantsreform.ny.gov/>) funding opportunity, it is imperative that veterans' organizations create, update and maintain their Document Vault in the Grants Reform Gateway. The status of Prequalification or exemption must be kept current. At a minimum, Gateway status will be confirmed prior to eligibility review, Application scoring, grant award, contract execution and all payment requisitions.**

**For More Information relating to the New York State Grants Gateway (the “Grants Reform Gateway”), please reach out directly to the Grants Reform Gateway via [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov) or 518-747-5595. You may also review the following videos on the Grants Reform Gateway: [Registration](#) and [Update and Submit Document Vault](#)**

**Additionally, in accordance with the New York State Comptroller guidelines, if a veterans’ organization receives VNCP funding, they will also be required to submit and maintain a Vendor Responsibility Questionnaire (“VRQ”) within the New York State VendRep System (<https://portal.osc.state.ny.us/Enrollment/login>).**

## **Section 6. Grant Notification and Contract**

Once awards have been announced, an award letter will be sent electronically to the veterans’ organization outlining the reviews that will need to be undertaken prior to sending a contract to the organization. The contract 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.

Upon receipt of the contract from the veterans’ organization, it will be reviewed for completeness and accuracy, which will include 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 arisen that would affect the status of the award. Once this review is complete the contract will be executed by the appropriate parties.

Once the contract is fully executed, the funding will be available to the veterans’ organization through April 1, 2028. Upon receipt of a fully executed contract the veterans’ organization may then begin to requisition funds. Instructions for this process will be provided to the veterans’ organization when the fully executed contract is returned to the veterans’ organization.

It is anticipated that a complete requisition in proper form will include, but shall not be limited to, verification that proper documentation has been received, verification that the named veterans’ organization is the legal entity responsible for paying the project costs, and confirmation that the costs to be paid from VNCP are consistent with the contract.

## **Section 7. Key Events/Dates, General Inquires and Questions**

### **Key Events/Dates**

Provided below is a schedule of milestones for this RGA. 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. Please refer to the Grants Reform Gateway’s website throughout the RGA process for these updates.

<b>Eligible Project Start &amp; End Date Range</b>	<b>April 1, 2023 – April 1, 2027</b>
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### **Applicant Recorded Video and Questions Relevant to RGA**

A recorded video and PowerPoint presentation will be made available to Applicants on **December 19, 2022**. The video and PowerPoint presentation will provide clarification of specific elements of the RGA and the Application process. Potential Applicants are strongly encouraged to review the video and the PowerPoint presentation.

To maintain a fair and open process all questions regarding this RGA as well as the video and PowerPoint presentation must be submitted to [grants@veterans.ny.gov](mailto:grants@veterans.ny.gov) as described below. It is a violation of the New York State Procurement Lobbying Law to directly contact personnel at DVS or its affiliates regarding this RGA prior to the announcement of the grant awards.

The deadline to submit questions pursuant to the RGA and the application process is **4:00 pm on January 31, 2023**. Answers to questions of a substantive nature will be provided no earlier than **February 15, 2023**.

### **Section 8. Submission of Application and Required Supporting Documentation**

A veterans' organization seeking VNCP funds must print, complete, sign and submit one complete Application (Exhibit 1, attached to this RGA) along with any backup documentation as requested into the Grants Reform Gateway opportunity area **on or before 4:00 p.m. on March 31, 2023**.

The opportunity will also be requesting you to complete a Work Plan Overview. In this section you should enter your project anticipated start and end dates. For the remaining two questions it is acceptable to refer back to the Application and narrative.

It is the responsibility of each Applicant to see that Applications are uploaded prior to **4:00 pm on March 31, 2023**. DVS will not consider Applications that are late due to delivery delays, technical difficulties on the part of the Applicant, etc. DVS reserves the right to:

- Reject any or all Applications received in response to this RGA.
- Award any remaining funds under another RGA at a future date or be given to the next veterans' organization on the score list.

*Reminder, all Applicants must have the Grants Gateway status of either Prequalified or exempt prior to submitting a VNCP Application. Please note that uploading documentation to the Document Vault and obtaining the appropriate status may take multiple weeks. It is recommended that all potential VNCP Applicants start the Gateway process, (or update their existing Document Vault), as soon as possible to ensure they are eligible to apply by March 31, 2023.*

**Each 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.
  
- Membership Trends of the Applicant
  - a. Number of official members by year for the previous five years;
    - i. Number of new members added; and
    - ii. Number of returning members;
  - b. Percentage of members actively participating in events or meetings;
  - c. How the proposed project will improve the membership of the Applicant;
  - d. Number of official members that are active or former Members/cadets of the Armed Forces of the United States; and
  - e. Number of official members who are designated family members of past or present Members or cadets of the Armed Forces of the United States.
  
- 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 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 physical description of existing and/or proposed new space, and other site or building work to be undertaken, including: block and lot numbers; size of plot or square footage of involved space; occupancy classification; and zoning. (**Note:**

***Applicant must demonstrate the ability to obtain all necessary zoning variances, special permits and licenses. Include copies of appropriate documents.)***

- f. If this proposed project includes the renovation of an existing structure, fully describe the existing structure including: the age of the structure; all previous uses; types of construction; and any special designations or restrictions on the use or modification of the building. Also note whether the structure is nonconforming under local zoning laws and discuss the feasibility of retrofitting the structure for handicapped accessibility.

➤ Project Viability

- a. The Applicant must provide at least one estimate 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.

***Important Information to Review***

- Applicants are encouraged to review relevant portions of State and local Building Codes.
- It will also be necessary to be familiar with zoning requirements in the locality where the proposed project is sited.

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

In conclusion, once DVS has undertaken the review and scores the Applications based upon the above criteria, DVS will anticipate announcing awards no earlier than June 1, 2023.

***EXHIBIT 1 – VNCP APPLICATION  
(SEE NEXT PAGE)***

***PRINT, COMPLETE, SIGN AND UPLOAD THE FOLLOWING APPLICATION  
INTO THE GRANTS REFORM GATEWAY OPPORTUNITY***

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

PLEASE REFER TO THE REQUEST FOR GRANT APPLICATIONS (RGA) AND INCLUDE ANY ADDITIONAL PAGES AS NECESSARY TO FULLY RESPOND TO EACH QUESTION AND THE RGA SECTION 8

**SECTION 1: GENERAL INFORMATION**

**A. Applicant Organization**

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

Mailing Address (not P.O. Box)

Street: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Federal Taxpayer ID: \_\_\_\_\_

NYS Charities Registration # (if applicable): \_\_\_\_\_

NYS Grants Reform Gateway Document Vault #: \_\_\_\_\_

a) Number of official members of the organization:

New Members:      2022 \_\_\_\_\_ 2021 \_\_\_\_\_ 2020 \_\_\_\_\_ 2019 \_\_\_\_\_ 2018 \_\_\_\_\_

Returning Members: 2022 \_\_\_\_\_ 2021 \_\_\_\_\_ 2020 \_\_\_\_\_ 2019 \_\_\_\_\_ 2018 \_\_\_\_\_

Total Membership: 2022 \_\_\_\_\_ 2021 \_\_\_\_\_ 2020 \_\_\_\_\_ 2019 \_\_\_\_\_ 2018 \_\_\_\_\_

b) Of the official members:

How many are Active or former Members of the Armed Forces of the United States? \_\_\_\_\_

How many are cadets in the Armed Forces of the United States? \_\_\_\_\_

How many are spouses, widows, widowers, ancestors or lineal descendants of past or present Members of the Armed Forces of the United States or of Cadets? \_\_\_\_\_

c) Percentage of Members Actively Participating in events or meetings: \_\_\_\_\_

**Primary Contact**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**B. Project Information:**

\_\_\_\_\_ New Facility      \_\_\_\_\_ Existing Facility

Attach a detailed description of the specific capital project that would be undertaken and funded pursuant to this Grant Program. Use as many additional pages and/or supporting documents as needed to fully describe the project. Please refer to Section 8 of the RGA for criteria to be provided in the narrative.

Project Location:

Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ DVS Region #: \_\_\_\_\_

**Anticipated Project Start Date:** \_\_\_\_\_ **Anticipated Project Completion Date:** \_\_\_\_\_

**The Project to be funded may not commence prior to April 1, 2023 and must be completed by no later than April 1, 2027. Applicants are encouraged not to start the project until such time there is a contract in place for the award.**

Requested 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 proposed VNCP Grant as well as Applicant and other sources of funds, if applicable. The budget will also need to be entered when applying in Grants Gateway.

- *The Applicant must provide at least one current estimate from a qualified professional for the 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.*

Uses (Attach additional pages if necessary)	Total Amount Per Use	Sources of Funds Breakout			
		VNCP Grant	Applicant	*Committed Funding Sources	**Funding still to be arranged
<i>i.e. Roof Replacement</i>	<i>\$28,000</i>	<i>\$25,000</i>	<i>\$3,000</i>	<i>\$0</i>	<i>\$0</i>
<b>Total</b>					

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

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

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. (Lease term should extend through at least April 1, 2033.)

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 New York State Division of Veterans' services (the Division) to enter into a Contract, to pay the costs incurred in the preparation of a response to this Request for Grant Applications, or to disburse any funds. (2) The Division reserves the right to amend, modify or withdraw this Request for Grant Applications, 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) The Division reserves the right to accept or reject any or all applications that do not completely conform to the instructions given in this Request for Grant Applications. (4) Submission of an Application will be deemed to be the consent of the Applicant to any inquiry made by the Division or of third parties with regard to the Applicant's experience or other matters relevant to the Application.**

**The official authorized to sign for the Applicant 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 uploading all necessary documents, including this Application, into Grants Reform Gateway. By providing electronic signature(s), the Grantee's designee 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: Examples of Eligible Capital Projects*

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

- Structural Alterations & Reconstruction
  - New roof
  - Kitchen
  - Restrooms
  - Entryways
  - Meeting space
- Modernization & Capital Improvements
  - Updating electrical and wiring systems to support increased service, including broadband access
  - Upgraded Kitchen/food service area
  - Equipment with a useful life of at least 10 years, i.e., major appliances, generators.
    - ***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
  - New Parking Lot/Driveway
  - Larger door frames
  - Installation of accessibility ramps and railings
  - Ventilation systems
- Exterior Features
  - Flag poles
  - Pavilion Construction
  - Creation of useable outdoor space
  - Fencing
- Plumbing, Electrical, HVAC upgrades
- Water & Wastewater Projects
  - New well or septic system
- Accessibility Improvements
  - ADA compliance modifications to interior and exterior
  - Renovation of parking lot or entrance
  - Installation of accessibility ramps and railings
- Energy Conservation Improvements
  - Lighting
  - Furnace/Air Conditioning
  - Replacement of Windows and Doors
  - Insulation

***APPENDIX B: FREQUENTLY ASKED QUESTIONS (FAQS)***  
***(See attached)***

***PLEASE REVIEW THE FAQS PRIOR TO APPLYING FOR THIS OPPORTUNITY***



Veterans’ nonprofit Capital Program (VNCP)

Frequently Asked Questions

This list is designed to answer many of the questions that you, may have about the Veterans’ nonprofit Capital Program, (VNCP), administered by the Division of Veterans Services. If, after reviewing this list, you have additional questions, please email grants@veterans.ny.gov

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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 – the veterans’ organization eligible as outlined in the RGA applying for VNCP Funds for a Project.

Articles of Incorporation (and DBA paperwork, if applicable) or Charter – are necessary to verify eligibility under VNCP and will also identify if the Awardee is authorized to do business in the State of New York. Any Assumed or Doing Business As (D/B/A) should also be provided.

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

Awardee – the entity receiving VNCP funds who will also be entering into the contracts, paying the vendors as well as who has site control over the project location.

Capital Costs – as described in *State Finance Law Section 67-a*:

- (i) The construction, demolition, or replacement of a fixed asset.
- (ii) The major repair or renovation of a fixed asset or assets which materially extends its useful life or materially improves or increases its capacity;
- (iii) 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
- (iv) The purchase of equipment with a useful life of not less than ten years.

Charities Registration Bureau – a division of the NYS Attorney General’s Office whereby charitable organizations operating in NYS are required to file annually unless it is determined that they are exempt from doing so. More information can be found at [https://www.charitiesnys.com/faqs\\_reg\\_new.html](https://www.charitiesnys.com/faqs_reg_new.html).

Contract – the agreement between the State of New York and the Awardee.

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

Legal Name –The legal name is the name that matches what is on file with the Department of State (DOS) and should: a) match what the IRS has on file and corresponds to the Awardee’s FEIN and b) includes or excludes, where applicable, ‘Inc.’, ‘LLC’, ‘The’, etc. and does not employ acronyms for shorthand.

Short Term Debt – is generally no greater than one year in length.

Site Control - is evidence that the entity has sufficient authorization and control to undertake the project at the project location(s). In order to verify this, a copy of the deed, lease, or other document evidencing site control by the entity will be required.

State Financial System (SFS) – a vendor management software implemented by NYS in 2009. Since all payments will be made by the NYS Comptroller through SFS, all entities applying for VNCP will need to be set up as a Payee in SFS.

Substitute W-9 Form - This form is utilized to set up the Applicant as a Payee in SFS. The Awardee’s Federal Employer Identification Number (FEIN) or Taxpay Identification Number (TIN) is required to make payment. **NOTE: The Legal Organization name and FEIN should match the legal name and FEIN that the Internal Revenue Service has on file for the Awardee which should match what is on file with the Department of State (DOS), NYS Grants Gateway as well as correspond with all other documentation submitted to DVS for review.**

Vendor Responsibility Questionnaire (VRQ) – Per NYS Office of the Comptroller guidelines, potential Awardees will have to complete and maintain an updated Vendor Responsibility Questionnaire (VRQ). This is kept on file through the New York State VendRep System (<https://portal.osc.state.ny.us/Enrollment/login>). The submission of false information on the VRQ could be a violation of Federal and State Penal Laws. **Please note: the VRQ should be completed under the legal name of potential Awardee (see above).**

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

## I. Process Questions

### A. Questions regarding DVS’s Role in the VNCP Administration Process

**Q.A1: What is DVS’s role in the VNCP administration process?**

A.A1: DVS undertakes a review of each project to be funded by a VNCP to be certain that the project may be financed with the proceeds of New York State issued bonds; the project may be funded under VNCP; and the Awardee is otherwise eligible to receive VNCP Funds. Once the project has been approved by the necessary parties for processing, and funds have been made available, each Awardee will enter into a Contract with the State of New York. Once the Contract is fully executed by all parties, DVS will process requisitions for eligible costs upon submission of certified requisitions by the Awardee. DVS is committed to completing the necessary reviews as soon as possible.

### B. Questions regarding information needed prior to submitting a VNCP Application:

**Q. B1: This is the first time my organization will be applying for New York State funding. What will we need to provide to be approved through the Gateway?**

A. B1: The New York State Grants Reform Gateway will generate a Document Vault for each organization to submit the required forms and information to gain clearance through the Gateway. This includes the following information:

1. IRS Determination Letter
2. Incorporation Papers or Charter
3. Any Incorporation Amendments or d/b/a filed after incorporation
4. Most recent IRS Charities 990, 990EZ or 990-PF (Ideally from 2021)
5. NYS Charities 410, if applicable
6. Organizational Bylaws
7. Organizational Board Members
8. Top Leadership Profiles
9. Recent Organizational Financial Statement

For additional information on the Gateway requirements and processes, prospective Applicants can contact the Gateway directly or view the following videos:

[Grants Gateway Registration Information \(COVID 19 updates\) - YouTube](https://www.youtube.com/watch?v=SSYFaIS6NvI)  
<https://www.youtube.com/watch?v=SSYFaIS6NvI>

[Videos for Grant Applicants | Grants Management \(ny.gov\)](#)

**Q.B2: Why must we provide a cost estimate generated after November 11, 2022?**

A.B2: All applications will be scored on their project's overall financial viability. Applicants must demonstrate that they have a complete understanding of their projects' total current cost and the funds that will be needed to generate a complete project. VNCP funds will only be awarded to projects that can demonstrate they will be fully completed on or before April 1, 2027. Given the recent swings in supply chain availability and contractor costs, any estimate submitted prior to the date of the funding opportunity is not considered current.

**Q.B3: Will our project be subject to prevailing wage and MWBE?**

A.B3: Given that the maximum VNCP grant award is \$75,000, it is expected that VNCP contracts will not require the utilization of prevailing wage. At a minimum, all VNCP contracts will be expected to use good faith/best efforts in utilizing MWBE/SDVOB contractors and vendors. Additionally, VNCP projects that would expend more than \$25,000 on equipment or services, (i.e., architect or engineering), may be tasked with specific MWBE/SDVOB requirements.

*Please note that the receipt of VNCP funds in no way waives any existing procurement requirements a Veterans' organization may have within its bylaws or under any rules and regulations outside of this grant opportunity.*

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

A.B3: It is imperative that a VNCP application demonstrate a complete understanding of the proposed project's costs. All construction estimates must be from either qualified licensed contractors or developed by a licensed

engineer or architect and submitted on their letterhead. These can be in the form of quotes or proposals. The organization is not required to have signed contracts at the time of application.

For the purpose of equipment purchases, website vendor search pages conducted on or after 11/11/2022 are acceptable.

### C. VNCP Processing Prior to Final Approval

**Q.C1: What happens after DVS makes a VNCP award?**

A.C1: The documentation forwarded to DVS as part of the VNCP Application will be reviewed. Generally, DVS will undertake the following reviews for each award. Depending upon the complexity of the project, DVS may request additional information via email or call you to discuss the project in more detail.

General Overview:

DVS reviews each Application to see if it is in compliance with VNCP and applicable tax laws. DVS will also review documentation evidencing site control, corporate authority, evidence of committed funding to pay for the entire project as described, and other matters. During this review process, the Awardee may be asked to complete certain forms electronically and return them electronically to DVS. Please do so promptly, as delays in returning these forms will delay the process and, ultimately, the disbursement of VNCP Funds to the Awardee.

**DVS recommends that all Awardees delay the start of their projects until a fully executed contract has been provided.**

Prequalification:

Effective August 1, 2013, not-for-profit organizations are required to register and prequalify on the New York State Grants Gateway (<https://grantsmanagement.ny.gov/>) in order to receive New York State Funds. Prequalification in the Gateway is a precursor to applying for VNCP and all applying organizations must maintain their prequalified status throughout the process from application through to the final reimbursement request.

For additional information on the Gateway requirements and processes, prospective Applicants can contact the Gateway directly or view the following videos:

[Grants Gateway Registration Information \(COVID 19 updates\) - YouTube](https://www.youtube.com/watch?v=SSYFaIS6NvI)  
<https://www.youtube.com/watch?v=SSYFaIS6NvI>

[Videos for Grant Applicants | Grants Management \(ny.gov\)](#)

If an applicant's prequalification status changes at any point after an organization applies for VNCP funding, it will render the application invalid. Additionally, no Contract can be executed with, nor any payments made to, any Awardee that does not remain prequalified in the Gateway after an award has been made. DVS does not have any discretion in this regard. Any questions regarding

Grants Gateway may be directed to Gateway staff who are available Monday through Friday 8 a.m. to 4 p.m. Their contact information is (518) 474-5595 or [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov).

Incorporation Documentation and IRS Determination Letter:

Please note that in order to verify that DVS is entering into a contract with the appropriate Awardee (the entity who will be entering into the contracts, paying the vendors and has site control of the location), we will need to review the incorporation papers (and any amendments) or the charter as well as the organizations IRS Determination Letter for the Awardee organization. DVS will be verifying that the Awardee is authorized to do business in the State of New York and meets the requirement of the Opportunity. If the Awardee has a D/B/A, we will need the paperwork establishing the D/B/A as well. **The named entity in the Incorporation Papers on record with the Department of State (DOS) should match the IRS record which should be identified as the SFS Payee name in Grants Reform Gateway.**

*If for some reason the Awardee's name in the Gateway (as both the SFS Payee and Organizational Legal Name) does not match their full legal name on file with the IRS or NYS Department of State, please reach out to the SFS Helpdesk to update the SFS Payee Name:*

[SFSHelpDesk@sfs.ny.gov](mailto:SFSHelpDesk@sfs.ny.gov) or 518-457-7717

If the Awardee does not have NYS approved incorporation papers or a charter, then DVS will need the Awardee to identify how the organization was created or contact the Department of State at (518) 473-2492 or submitting a question through the portal at:

[Copies of Corporation or Business Entity Documents | Department of State \(ny.gov\)](#)

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

Site Control:

DVS will need documentation to establish that the Awardee has appropriate site control of the premises where the VNCP funded project will occur and where VNCP Funds will be spent. If the Awardee owns the facility, DVS will need to be provided a copy of the deed. ***The Awardee must own the property for a period of 10 years after VNCP Funds have been disbursed.***

If the Awardee leases the facility, DVS will need to review the lease executed under Awardee Legal Name. ***The term of the lease must be for at least ten (10) years from the time of the VNCP award or through at least April 1, 2033.*** If necessary, all Applicants are encouraged to work with their landlords to obtain a lease extension prior to submitting their VNCP application.

If a condition of the Lease is to obtain Landlord permission prior to work being completed on or in the facility, know then that the Landlord permission will be a term and condition to the

execution of the Contract and must be acquired prior to execution. Ideally, this permission letter should be included with the VNCP application.

#### Financial Review:

DVS must verify that sufficient funding exists to complete the project as described in the VNCP Application.

All Applications should include current, qualified costs estimates from a qualified professional for each of the project tasks. Due to ongoing supply chain issues, it is recommended that all project estimates are dated on or after November 11, 2022 so reflected costs are as current as possible.

If the project costs exceed the VNCP Award, the veterans' organization must prove 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 DVS that confirms that funding exists to complete the project as proposed.

#### State Environmental Quality Review

All State funded projects are subject to the State Environmental Quality Review Act (SEQRA) and State Historic Preservation Act (SHPA). As needed, DVS will reach out to coordinate and ensure these legislative requirements are met. **Note: reviews for certain State funded projects can be completed internally at the agency level and would not require further action or documentation by the Awardee.**

If your project would require a discretionary permit (such as Planning Board approval) from a municipality or State agency, please request that the SEQRA Lead Agency add DVS as an involved agency and OPRHP as interested party.

Coordination with SHPO is required if the project building(s) or site(s) are eligible for, or listed on, the State and National Registers of Historic Places; if the building(s) or site(s) are considered a contributing element to a defined historic district; or are located in an area of archaeological sensitivity. You can find this information on the SHPO and NYS Department of Environmental Conservation (DEC) websites: <https://parks.ny.gov/shpo/online-tools/> and <http://www.dec.ny.gov/eafmapper/>. **Note: consultation with SHPO may also be required for structures approaching 50 years old, and/or if the project involves ground disturbance/demolition.**

Please provide DVS with a copy of the determination letter from OPRHP once the consultation has been completed. **Note: the project must be filed in SHPO's Cultural Resource Information System (CRIS) to receive a determination letter.** SHPO will not issue a determination letter upon

receipt of a Lead Agency Letter or email. The CRIS system can be found at:  
<https://parks.ny.gov/shpo/online-tools/cris/>

If you have questions regarding SEQR or SHPO requirements, please direct these questions to [grants@veterans.ny.gov](mailto:grants@veterans.ny.gov).

#### Vendor Responsibility Questionnaire

The New York State Office of the Comptroller requires all potential Awardees to complete and maintain an updated Vendor Responsibility Questionnaire (VRQ). This is kept on file through the [New York State VendRep System](#) (The submission of false information on the VRQ could be a violation of Federal and State Penal Laws.) **Note: the VRQ should be completed under the legal name of Applicant (see above).**

### **D. Processing of the Contract**

Awardees will be attesting in the executed contract 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 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.

If the Awardee is uncertain if the contractor or vendor being retained to perform services is authorized to do business in the State, you should consult the Awardee's attorney or reach out to the New York State Department of State at:

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

**Q.D1: When will I receive a contract from DVS?**

A.D1: Once the VNCP Awards have been made, DVS will conduct a series of reviews as stated above. Once those have been completed and the project has received the requisite final approvals a Contract will be sent electronically to the Awardee. The contract between DVS and the Awardee will set forth the terms pursuant to which the VNCP Funds will be disbursed. After being signed by the Awardee, the contract may be subject to the review of various State entities in addition to DVS.

**Q.D2: When do I receive my money?**

A.D2: VNCP is a reimbursement program; that is, you must incur project costs and have paid those expenses or have been invoiced by your contractor for work actually completed before receiving reimbursement from VNCP Funds. Once expenses have been incurred and/or paid, you will submit one or more requisitions to DVS, using the forms included with your contract along with such

supporting documentation as may be required by DVS. All payments will be processed through the Office of the State Comptroller after being reviewed by DVS.

## II. Reimbursable Costs

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

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

A.A1: No. 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, you will be able to submit for reimbursement of a down payment or deposit once you have received documentation from your 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 you for the balance of the job.

**Q.A2: Can I use the VNCP Funds to make a payment to my attorney or other service professional for work related to my project or to assist with the VNCP Administration process on my 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 vehicles is not an VNCP eligible expense.

**Q.A5: My contractor has ordered supplies for my project early so they wouldn't be delayed when it was time to install them. They 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. They show up on my latest bill from the contractor. Can I be reimbursed for these materials now that the contractor has them in hand?**

A.A5: No, you may not submit for reimbursement of materials stored off-site. 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, we used internal labor to undertake the project described in the VNCP Application. Can we be reimbursed for these payroll costs?**

A.B1: Generally, costs associated with internal labor are not reimbursable with VNCP Funds. Therefore, costs incurred by the Awardee 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: We 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, internal costs may be reimbursed only in certain circumstances. Salaries of administrative personnel do not qualify.

**Q.B3: Members of our organization are interested in undertaking portions of our project. Since they are not our employees, can we 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 filed such documentation, certifications or other information with the State or County as required in order to lawfully provide such services in the State of New York. In addition, said contractor/vendors shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the project.

Please note however, per a provision of the Contract, VNCP funds cannot be used to make payments to any firm, company, association, corporation or organization in which a member of the Awardee's Board of Directors or other governing body, or any officer or employee of the Awardee, or a member of the immediate family of any member of the Awardee's Board of Directors or other governing body, officer, or employee of the Awardee 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.

## **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 equipment and may not be used to make lease payments or pay down existing debt incurred to finance the purchase of equipment.

**Q.C2: May we 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 or pay off an existing mortgage.

## D. Costs Constituting Working Capital

**Q.D1: Our organization runs on a very tight budget and we believe the VNCP Funds should be used to assist us 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 we 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 necessary repairs, and replaces worn parts. While the costs for replacing the boiler would be reimbursable, the cost of testing and repairing the heating system would not be.

**Q.D3: What is the difference between maintenance and capital work? We would like to apply for VNCP funds 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 not. Likewise, completely repaving a parking lot is capital, but fixing cracks and sealing the existing pavement is maintenance.

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

**Q.D4: Our building hasn't been painted in more than 20 years. Can we apply for VNCP funding to repaint?**

A.D4: No. 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. For example, a building's exterior siding is being removed and replaced. The painting of any of the new siding or trim work at the end of the project would be reimbursable with VNCP funds.

**Q.D5: We would like to do a variety of projects to improve our building like automatic doors, energy efficiency, bathrooms and exterior renovations. Are we 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 estimates you provide with your application should outline the anticipated costs for each item on the list, not just an overall project total.

**Q.D6: May we 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 be spent on capital costs.

**Q.D7: May we use VNCP Funds to purchase a maintenance plan, service agreement or extended warranty for our Project?**

A.D7: No. Such costs would be considered working capital, or operating costs, as opposed to 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 we use VNCP Funds to pay for training costs for 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, the VNCP Funds may be used to pay the costs incurred to train one person within the Awardee 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 we 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: We would like to do work that will lower our overhead costs. Can we be reimbursed for installing solar panels?**

A.D10: The *purchase* and installation of solar panels should be a capital eligible project. However, the solar equipment must be owned by the Awardee. Solar installations that *lease* the solar equipment to the facility would not be eligible for reimbursement.

## **E. New Yorkers Must Benefit**

**Q.E1: Our organization is located in a town just over the New York border, but many of our members live in New York. May we 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: We would like to use a tax credit structure such as New Market Tax Credits, Low Income Tax Credits, Historic Preservation Tax Credits, or similar program 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 and the Veterans' nonprofit Capital Program. For example, the VNCP requires the named Awardee to incur costs related to the funded project and to retain ownership of the funded project. Many tax credit programs require title to be held in the name of a related organization and project costs are paid out of a corpus held in the name of a party other than the Awardee.

## III. The Requisition Process

### A. Timing Questions

**Q.A1: We started work on the Project before we submitted our Application. May we submit a requisition for work undertaken before the Application date?**

A.A1: No, per the requirements of the RGA, all projects should commence no earlier than April 1, 2023, therefore, any cost incurred prior to this date are not reimbursable costs.

**Q.A2: How often may I submit a requisition for payment?**

A.A2: There is no limit on the number or frequency of submissions.

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

A.A3: Yes. All awardees are expected to complete their approved VNCP project by April 1, 2027. All payment requisitions must be submitted and processed for payment by April 1, 2028.

You may submit your first requisition once the contract is fully executed. Please do not submit a requisition before the fully executed contract has been returned to you.

**Q.A4: How long will it take to receive payment after I submit a requisition?**

A.A4: DVS will attempt to review and submit requisitions submitted with the proper supporting documentation to the NYS Comptroller within 30 days from the date the requisition is submitted. Please note that in the event that insufficient documentation is provided, or if DVS requires additional documentation to support a requisition, it could take longer. Expect payment within

four to six weeks from requisition submission, depending on the complexity and completeness of the requisition.

## **B. Submission of Requisitions**

### **Q.B1: What backup documentation must I submit with my requisition?**

A.B1: The executed contract will outline what may be submitted. At a minimum:

1. Copies of **invoices** provided by the contractor *Quotes, proposals, estimates, purchase orders, and other such documentation do NOT qualify as invoices.*

2. **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. All checks must be drawn on an account of the Awardee and not an affiliate, subsidiary, or parent organization. If a check is drawn on an account with a name that is different from the Awardee, it will delay the reimbursement process.

### **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 you cannot get copies of canceled checks, you may instead 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 Awardee to the contractor. In addition, DVS requires the Awardee to certify that the documents submitted in connection with the requisition are accurate copies of the original documents as presented to, and cashed by, the contractor or vendor.

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

A.B3: If the card was a corporate credit card, we need 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 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 Awardee reimbursed the appropriate party for the Project related items.

DVS does not recommend using PayPal, Venmo or other virtual payment methods to pay costs for which the Awardee will seek reimbursement from VNCP. If, however, this is unavoidable, then DVS must see funds drawn directly on the bank account of the named Awardee and DVS must also see that the appropriate party is in receipt of the funds.

### **Q.B4: I paid my contractor in cash for work related to my Project. Does this pose any problems?**

A.B4: Yes. DVS must receive adequate proof of payment prior to releasing VNCP Funds and we will not reimburse the Awardee for costs paid in cash. The preferred method of payment is by check as

evidenced by a copy of an Awardee's canceled check made payable directly to the contractor or vendor.

**Q.B5: My contractor did not give me an invoice, so I cannot provide one with the requisition. Is this a problem?**

A.B5: Yes. You will need to provide an invoice from the contractor along with proof of payment in order to be reimbursed for Project expenditures. Please ask each contractor for an invoice when work is undertaken in connection with the Project.

**Q.B6: My contractor requested that we make the check 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 my Project and is looking to us for reimbursement. Does this pose any problems?**

A.B7: Yes. DVS may only utilize VNCP Funds to reimburse an Awardee for costs related to their Project that were actually incurred by the Awardee and not another entity. The Awardee 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 Awardee is seeking reimbursement for those costs, there will likely be a delay in processing the requisition.

**Q.B8: What if I do not submit the proper information with my requisition?**

A.B8: If the proper information is not included with your requisition request, DVS will not make payment. You will be informed, via email, of the portions of the requisition for which we are unable to make payment and the reason(s) why payment was denied. Please note that it is the Awardee'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 DVS staff to make sense of a disorganized submission. If the requisition is not readily understandable, the entire requisition package will be returned to the Awardee for resubmission prior to payment.

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

A.B9: As indicated above, it is the Awardee's responsibility to submit requisitions that are properly assembled and clearly delineate allowable costs to be paid for with VNCP Funds. While members of our staff are available to answer specific questions about a requisition, we cannot assume the Awardee's responsibility to locate the documentation necessary to support costs to be paid for 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: Can I submit a requisition request electronically?**

A.B10: Yes. After you receive an executed contract, all requisitions should be emailed to [grants@veterans.ny.gov](mailto:grants@veterans.ny.gov). Please email from your organizational email account and include the Awardee legal name in subject line.

#### **IV. Project Changes After the Award**

**Q.A1: My Project is going to take longer than we originally estimated. How can I 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 by April 1, 2027. If the project cannot be completed by that date, the Awardee will have to decline the Award.

*Please contact DVS via email at [grants@veterans.ny.gov](mailto:grants@veterans.ny.gov) if your organization can no longer undertake the awarded project.*

**Q.A2: What if we want 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, your organization will have to decline the Award.

*Please contact DVS via email at [grants@veterans.gov](mailto:grants@veterans.gov) if your organization can no longer undertake the awarded project.*