

CAPGRANTS LIFE CYCLE		
PHASES	TASKS	TIPS
APPLICATION	Begin the application in early Winter.	First request a profile i.d. from CapGrants.
	Complete primary application document, six accompanying attachments and up to 35 additional exhibits.	Borough President's application is the first to open and the BP first to submit funding recommendations.
	Submit the application in February to City Council and Borough President.	Early submission is highly recommended to allow applicant time to answer OMB questions.
	Meet with local elected officials – Councilmember/s and Borough Presidents to discuss the project.	Highly recommended for new projects and repeat large complex projects. Drawings, visuals, budget plan, status on other projects will assist with understanding of the project and applicant capacity.
	Respond to clarifying questions from OMB as they review the application.	Application review will not move forward without satisfactory answers. Must constantly check application and emails for questions on the application
	Officially notified of the award in July when City budget is adopted.	Closer to the end of June. Applications completed early may be funded in time for an official posting online. Known as 211.
CONTRACT REVIEW	Capital allocations assigned to managing agency: DDC, DCLA, EDC, DCAS. October/November managing agency contacts NFP	DDC handles vehicles, initial outfitting, equipment purchases and build out. EDC manages acquisition of property, construction and renovation of property.

Source: Essential and At-Risk: The Power of Community Based Organizations and the Danger of Displacement

		<p>DCLA manages all cultural projects with the exceptions of a few.</p> <p>DCAS handles a few projects involving City owned property.</p>
	<p>Project scope and budget reviewed by managing agency project managers, OMB, NYC City Council Finance and City Law (counsel of opinion).</p>	<p>Coordination between agencies is not seamless making it extremely important that one staff person is strictly assigned to track the project for the applicant</p> <p>Not For Profit's (NFP) Counsel and Law Department requests may not agree creating a stalemate. Must resolve.</p>
	<p>NFP produces quarterly progress reports for the managing agency</p>	<p>Make sure managing agency received report.</p>
	<p>Funding Agreement drafted, reviewed, and executed. No specific questions can be anticipated.</p>	<p>Lengthy and complex, may take up to two years to sign off. Determines the items allowed to be reimbursed. Dependent of answering any opinion of counsel request.</p>
PROJECT IMPLEMENTATION	<p>NFP allowed to incur reimbursable costs after award announcement.</p>	<p>Funding Agreement (FA) is the final determination of allowable costs. Can take up to 12 months to complete.</p> <p>Must wait for Certificate to Proceed.</p>
	<p>Close on acquisition, construction and or bridge loan financing.</p>	<p>Fees incurred before the announcement are not reimbursed, Fees typically are in construction and</p>

		<p>include property holding fees, engineers report or preliminary architectural designs.</p> <p>Loan interests escalate the cost and impact cash flow when paying back. Cash flow is extremely important with construction projects.</p>
	Design development: Prepare request for proposal, review responses, interview and secure architecture, engineering, general contracting, and other services.	Timeline, paperwork and cash flows are established.
	Applicant produces quarterly progress reports for the managing agency.	Make sure reports are sent on time and managing agency verifies receipt.
DISBURSEMENT		
	NFP files documentation required for reimbursement request.	<p>Large projects generally handled by EDC and are reimbursed on a monthly basis. Delays can impact NFP's cash flow.</p> <p>Small projects such as vehicles are paid in one lump sum covering only the items included in the FA. No decals.</p>
	NFP submits semi-annual reporting to managing agency	
	NFP submits annual compliance report for remaining useful life.	Extensive paperwork and rounds of review are required for reimbursement.

		<p>Minimum of four exchanges, most likely much more between the NFP and managing agency for clarification and review before any disbursement would be made.</p> <p>Useful life report is important to protect City property and taxpayers' dollars. OMB will review those reports which may impacts new application.</p>
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