

CAPITAL FUNDING SEMINAR FY19

January 11 and January 18, 2018

www.nyc.gov/culture

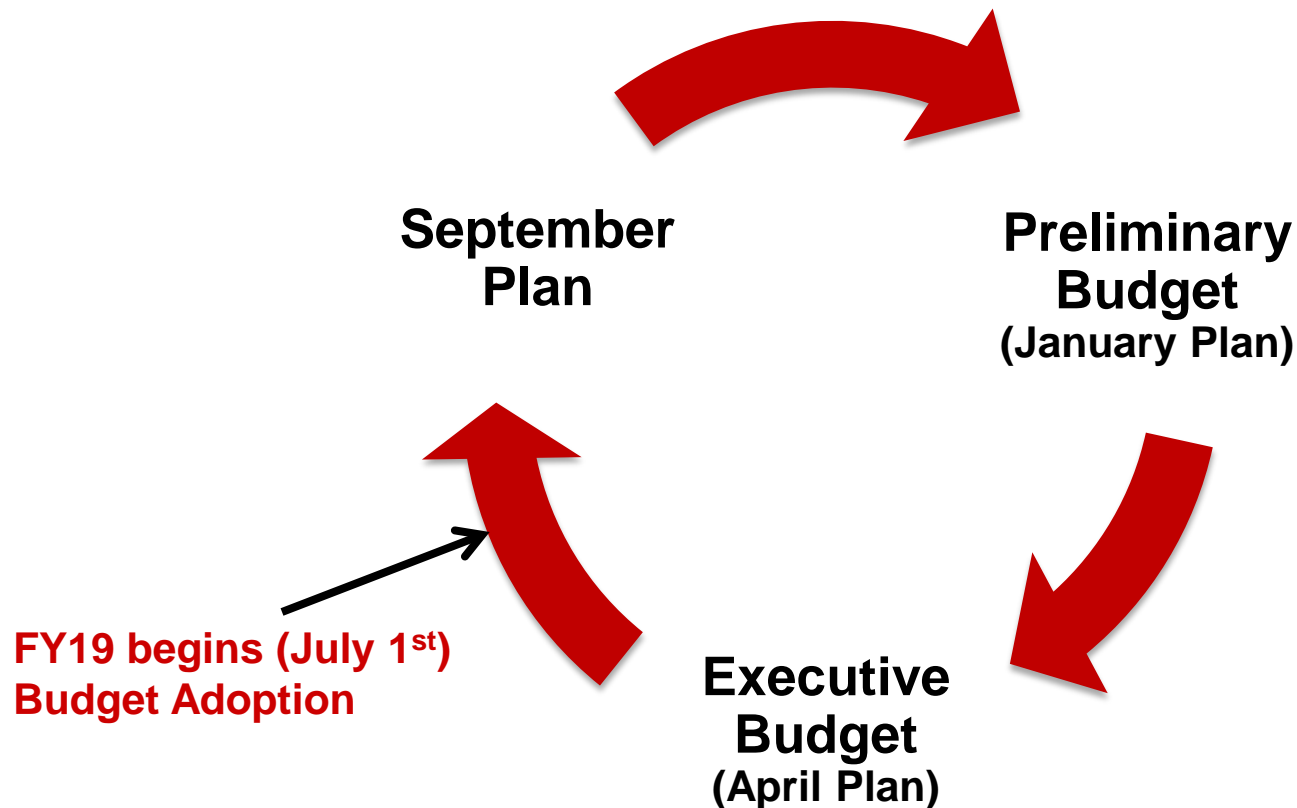
Why We Are Here

- **Funding Basics**
- **Capital Eligibility**
- **FY19 Request Process**
- **Key Dates**
- **Question & Answers**



The City's Budget Cycle

Each plan updates the City's budget to reflect current project funding needs.
There are three major updates during the course of a fiscal year.



DCLA's Goals for Capital Funding

To enhance the public's experience of cultural life in New York City through projects that:

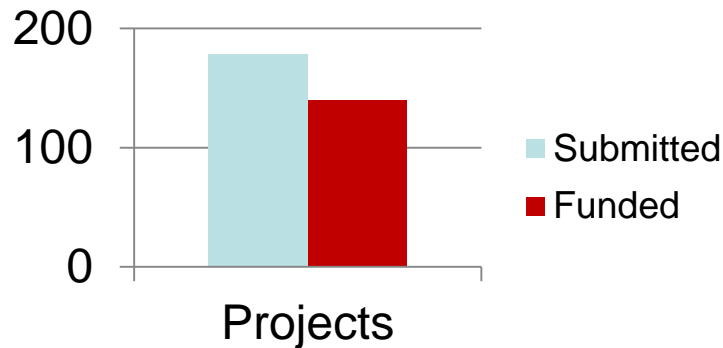
- Increase public access to cultural programming throughout the City
- Contribute to the vibrancy and diversity of the City's communities
- Preserve and promote the highest quality cultural facilities, programs, and collections
- Maximize the effectiveness of public/private partnerships
- Address priorities as identified in the CreateNYC Cultural Plan including: accessibility for people with disabilities, environmental sustainability, and creating affordable workspace for artists

Fun Fact #1: Funding is limited

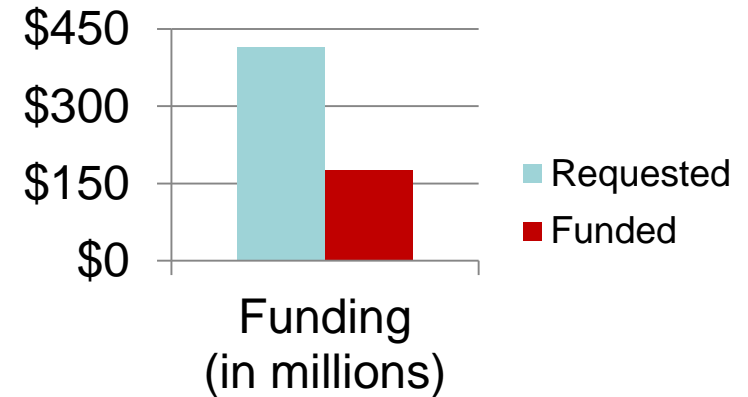


Submitting an accurate and comprehensive request is extremely important to ensure your project receives every consideration.

FY18 Capital Funding



*Out of 179 projects submitted
140 were approved
78% of all requested projects*



*Out of \$414 million funding requested
Only \$175 million was funded
42% of the total requested funding*

Most projects were funded, but most of those projects received less than the requested amounts

Capital Funding Basics

New York City allocates capital funding to cultural organizations on an annual basis.

Capital appropriations are allocated by the:

1. Borough Presidents

2. City Council

3. Mayor / DCLA

- Unlike DCLA programmatic funding (CDF) which is an *application* process, the Capital funding process is known as a *request*
- This means your request is reviewed and evaluated by DCLA and discussed with the elected officials from whom you request funds
- All funds, regardless of source, are administered by DCLA

A single project is often funded by a combination of funding sources

Fun Fact #2: Cast a Wide Net

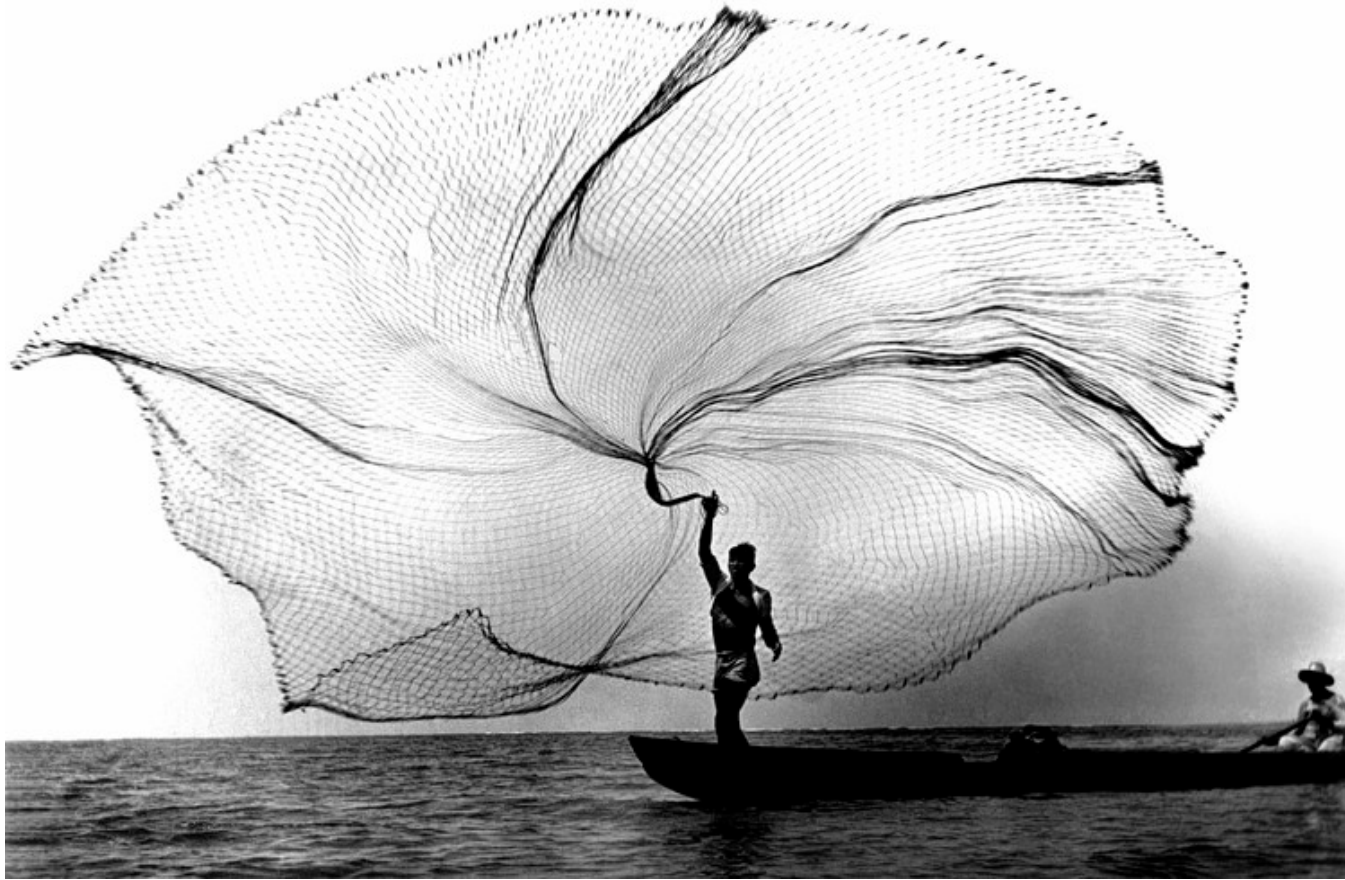


Photo by: Leo Matiz

**You should be discussing your project
with your Borough President, City Council
and DCLA.**

Baseline Requirements

Baseline requirements for requesting capital funding are:

- Your organization is a not-for-profit with documented tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Service Code or able to designate a fiscal conduit with such status
- Your organization received CDF funding from the Department of Cultural Affairs in one of the past three fiscal years, i.e. in FY2016, FY2017, and/or FY2018
- Your organization guarantees that any capital funding received from the City will not be used to advance or support sectarian activity, including (but not limited to) religious worship, instruction or proselytizing
- Your organization must demonstrate the capacity to take on the capital project for which funding is requested
- Your organization must demonstrate site control for the duration of design/construction in addition to the useful life of the project

Capital Funding Eligibility

Capital funds are secured by Government Bonds and are restricted for use through the Comptroller's Accounting Directive 10 (AD10 or Directive 10).

- Charges to the capital funds can only be made for projects that provide for a **comprehensive betterment**, defined as:
 - **extensive, [physically] connected, and typically involved in all four trades** (electrical, plumbing, HVAC, and general construction)

A copy of Accounting Directive 10 is accessible at the Comptroller's website:

https://comptroller.nyc.gov/wp-content/uploads/documents/Directive-10_CapitalProjectsFund.pdf

Frequently Asked Questions & Example Scenarios can be found here:

<http://comptroller.nyc.gov/wp-content/uploads/2014/09/FrequentlyAskedQuestionsExample-ScenariosDirective10.pdf>

Fun Fact #3: City funding is not a blank check



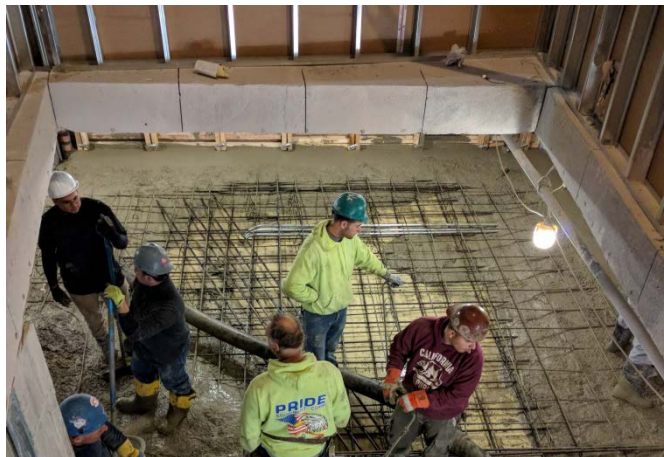
**Do not expect to be reimbursed.
The City cannot pay for work
completed prior to the appropriation.**

Types of Capital Projects

Based on Directive 10, the types of capital projects eligible for funding are:

Construction/Renovation

- Construction of a new facility
- Expansion of an existing facility
- Significant upgrade or renovation of existing **contiguous space**
- Upgrade or replacement of a building system, e.g. HVAC



MCC Theater Construction

Equipment/Vehicles

- Equipment systems (e.g. theatrical lighting) or
- Standalone equipment (e.g. a piano or copier)
- Vehicles (10+ person capacity)



DCTV: Shared Media Storage System

Project Requirements

To determine if your project is eligible for City capital funding, it needs to meet the following requirements:

Comprehensive

- Creates new asset/systems
 - Significant upgrade of an existing asset
-

City Purpose

- Provides public benefit for improvement's or equipment's useful life
-

Long-Term Investment

- Equipment = 5 to 15 years
- Construction/Renovation = 10 to 30 years

Project Financial Requirements

1. The minimum City contribution to a capital project on non-city owned property must be at least:

- \$35k for equipment/\$250k for minimally attached equipment
- \$500k for construction/renovation (on non-City owned property)

If your total project cost is less, your project is not eligible for capital funding

2. The project must be fully funded before it starts:

Any gap between funds available and total project cost must be closed through secure private or non-City sources such as capital campaign, endowment, general fund, state or foundation grants

3. For construction/renovation projects, the total project cost must include:

- 15% Design and 15% Construction contingencies
- Interfund Agreement Fee (IFA), an administrative fee of 2-15% that is deducted from your capital funding allocation
- Escalation to account for cost increases between the moment budget is developed and actually spent (DCLA recommends: 2% per month)

NOT Eligible for Capital Funding

Maintenance

- Repair/Maintenance work, e.g. roof patching
 - Painting & carpeting unrelated to capital project
 - Extended warranties
 - Maintenance agreements & service contracts
-

Operational

- Employee salaries
 - Administrative expenses
 - Training
-

Studies

- Environmental assessments (as a stand-alone item)
 - Feasibility studies
-

Fixtures/ Equipment

- Fixtures or equipment that require attachment to the property are ineligible without a restrictive covenant or security agreement
 - Organization-specific signage/donor plaques
-

Other

- Fundraising, financing, owners rep or legal fees
- Work performed prior to the capital appropriation
- Custom databases
- Unique or excessively expensive

Completed Projects



South Street Seaport Museum – Wavertree Ship Renovation



Museum of the Moving Image – Gallery Renovation



ART New York – Building Renovations



Isamu Noguchi Foundation – Courtyard Renovation

Fun Fact #4: City-funded Projects Take Time



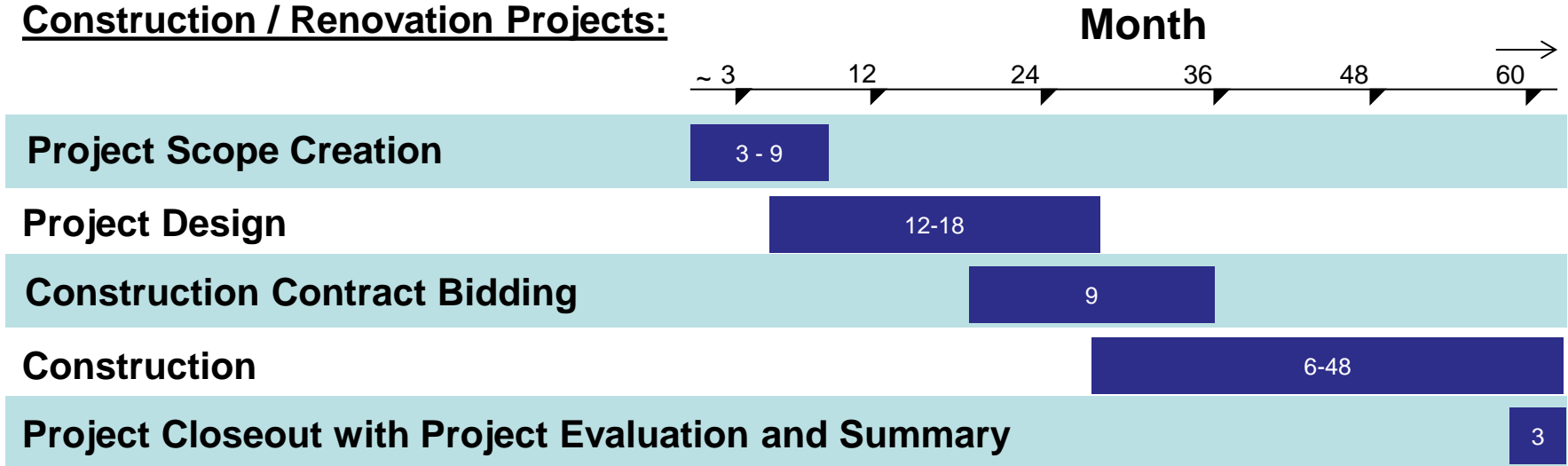
Do not expect the project to follow your preconceived timeline.

Construction/Renovation Timeline

In most cases, the City will manage your construction project.

Average timelines are:

Construction / Renovation Projects:



**Timeframes depend on the scale, budget and complexity of the project.
The timeline shown represents optimal durations without delays, and is
based on complete submissions + timely actions**

RESTRICTIVE COVENANTS may require additional time to the schedule

Legal Requirements

There are also legal requirements your organization **must** agree to:

City Interest

- Property must be either City-owned, or
- **If not City-owned**, a Restrictive Covenant or Security Agreement must be executed

Restrictive Covenant

- Required when Capital funds are spent towards renovation or new construction project
- Ensures the City has first rights on the property; if it is owned by a third party (e.g. landlord, bank), the Restrictive Covenant must be agreed to and signed by that third party

Security Agreement

- Required when capital funds are being used for moveable equipment systems that are not purchased by DCLA directly
- Establishes the City's legal interest in the equipment and ensures that City-funded equipment is used in furtherance of a public purpose

Legal Requirements

Use Restriction

- The improved property or purchased equipment must be used consistently with the mission of the organization for the duration of the **useful life*** of the improvement or equipment
-

Recorded against (real) Property

- Any current and future owners (or lessors) of property are bound by use restriction (during the covenant term)
-

First Property Lien

- Other liens against property (mortgages, financing, loans, etc.) must be subordinated to the City's interest**

* The useful life of a project is based on its estimated physical life and the NY State Local Finance Law. Under Directive 10, the City may not fund any assets with a useful life that is less than five years.

Your lease term must be equivalent to or longer than the useful life period defined for your project plus design and construction duration

** If the property is owned by a third party (e.g. landlord, bank), the lien subordination must be agreed to and signed by that third party

Local Laws and City Policies

City-funded projects must meet certain Local Laws and City Policies. Here are three that typically apply to cultural capital projects:

Local Law 86: Green Buildings Law

- Sustainable design intended to reduce energy and water consumption
 - Applies to capital projects impacting 50% of the facility's total area, with City contribution over \$2M or >50% of project costs
 - <http://www1.nyc.gov/site/oec/green-building/green-building-basics.page>
-

Local Law 58: Accessibility/ADA

- Mandates that the design and construction of buildings accommodate the accessibility needs of people with disabilities, including appropriate routes of movement in the interior and exterior of the building, interior room modifications, and adjustment of facilities
 - <http://www.nyc.gov/html/mopd/html/laws/local.shtml>
-

Local Law 1: M/WBE

- Sets specific goals for participation of minority or women owned construction and professional service firms in City projects
- <http://www.nyc.gov/html/law/html/opportunities/opportunities.shtml>

NEW - Local Law 51, Installation of Induction Loops

- Effective Date: **Local Law 51 takes effect on January 1, 2018**, and applies to projects for which an application for construction document approval is filed with DOB on or after January 1, 2018
- Threshold: Requires that any city-funded capital project with an estimated baseline construction cost of **\$950,000 or more** involving the construction or reconstruction of one or more “assembly areas” include the installation of an induction loop assistive listening system in at least one assembly area and “microlooping” each security, information or reception desk used for check-in
- Definition of Assembly Area: Includes rooms/areas for assembly "in which audible communication is integral to the use of the space" - for example, areas used for entertainment, education or civil gatherings, including lecture halls, auditoria, theaters, concert halls, playhouses, centers for the performing arts, convention centers
- Exemptions/Carve-Outs – Law **does not** apply:
 - (i) to classrooms in schools, facilities to deploy first responders, courthouses, and outdoor facilities such as athletic fields and stadiums;
 - (ii) to reconstruction of an assembly area if the estimated cost of installing an induction loop system or alternative system exceeds 5% of the baseline construction cost of the project;
 - (iii) to assembly areas that are not owned by the City, unless 50% or more of the estimated cost of the project is funded by the City treasury or the City provides \$1M or more in funding

Fun Fact #5: Go with the flow



There are administrative processes that need to be followed. Please be responsive and as detailed as possible.

Equipment Systems and Vehicles

Equipment Systems

- To be capital eligible, equipment systems must be composed of a group of related elements. The elements are considered related if they are mutually dependent upon each other, and physically connected or connected through a wireless network.
- Each system must be at **least \$35K** (or \$250,000 if minimally attached)
- Each system must have a minimum useful life of 5 years
- Systems must be used onsite, i.e. the building for which you have shown site control
- OMB has final determination over capital eligibility

Types of Systems

- Information Technology (IT)
- Audio Visual
- Sound
- Theatrical Lighting
- Seating
- Telephone
- Vehicles and Heavy Equipment
- Standalone systems
 - i.e. Piano or Copier



Orchestra of St. Luke's – lighting system

For examples on eligible equipment, please visit:
<http://www1.nyc.gov/site/dcla/cultural-funding/capital-forms.page>

Equipment List – Pre-review

Equipment Pre-Review

- Before submitting your equipment request through CapGrants, please reach out to capitalrequest@culture.nyc.gov; we will pre-review your equipment list to ensure you are requesting eligible items and systems
- The pre-review is for the request process only; please note that further scope development will occur should your organization receive funding for equipment

Equipment Timelines

In most cases, the City will procure the equipment for your organization.
Average timelines are:

Equipment Systems or Standalone Equipment Projects

- 18-26 months from Scope Development to Project Close

Scope Dev	OMB Review	Procurement	Delivery & Payment
4 – 6 mths	2 – 6 mths	6 mths	6 – 8 mths

Vehicle Projects

- 20-26 months from Scope Development to Project Close

Scope Dev	Legal Review	OMB Review	Registration	Delivery & Payment
4 – 6 mths	6 – 8 mths	4 – 6 mths	3 - 4 mths	3 mths

Timeframes depend on the scale, budget and complexity of the project. The timeline shown represents optimal durations without delays, and is based on complete submissions + timely actions

Submitting Your Request



- Download Request
- Complete Request
- Specific Requirements
- Upload Request

The FY19 Capital Request forms are available for download on DCLA's website:
<http://www1.nyc.gov/site/dcla/cultural-funding/capital-funding-request-page-1.page>

Preperation

- **Clearly define your capital project.** Draft the preliminary scope and gather cost estimates
- **Prepare a detailed five year organizational operating budget** (for FY17-21)
- **Prepare an impact budget** of the capital project on your organization
- **Talk to your elected officials** (Borough President, City Council, Mayor/DCLA) and present your project to them
- **Prioritize your projects** if you submit more than one request
- **Contact a DCLA Capital Project Manager.** We can offer valuable feedback on eligibility and project scopes



Download Request Forms

- Click on the download button and save the zip file to a convenient location
- **All Request forms are fillable pdf documents:** To properly enter information, you need the most recent version of Adobe Reader ([free download here](#))
 - **Mac users:** Open the forms in Acrobat Reader itself or by a mouse right click and “open with Acrobat Reader” (A double click will open a preview document that does not allow you to enter or save information)
- **Character count in text boxes is limited:** Be as clear and concise as possible in your answers

The screenshot shows the NYC Cultural Affairs website. The header includes the NYC Cultural Affairs logo, a language selector for 简体中文, and a text size option. The navigation bar has links for Home, About, Cultural Funding (selected), Initiatives, MFTA, Public Art, and Resources. Below the navigation bar, there are buttons for Grants for Organizations, Capital Funding (selected), City-Owned Institutions, and Artists. The main content area is titled "Capital Funding Request" and "Fiscal Year 2019 Capital Funding Requests". It includes submission deadlines: 1. Tuesday, February 20, 2018, 5pm (for requests including Borough President Funding) and 2. Monday, March 26, 2018, 5pm (for requests including only City Council or Mayoral funding). A note advises checking with the Borough President or City Council member for supplemental applications or earlier deadlines. A progress bar shows three steps: 1. Download Documents (active), 2. Complete Documents, and 3. Submit Documents. Below the progress bar, there is a section for "Step 1: Download Request Documents" with a link to download the FY19 Capital Request Package. At the bottom, there is a button for "Step 2: Complete Documents".

NYC Cultural Affairs

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Capital Funding Request

Fiscal Year 2019 Capital Funding Requests

Submission Deadlines:

1. Tuesday, February 20, 2018, 5pm — All requests that include Borough President Funding
2. Monday, March 26, 2018, 5pm — All requests that include only City Council or Mayoral funding

* Please check with your Borough President or City Council member to determine whether they have supplemental applications or earlier deadlines. *

Progress:

1. Download Documents → 2. Complete Documents → 3. Submit Documents

Step 1: Download Request Documents

Below is the link for the FY19 Capital Request Package.

Click on the button and save the .zip file to your server or desktop. The Capital Request Package contains fillable PDFs for you to complete and submit.

After you have downloaded the request package, go to **Step 2: Complete Documents**.

Download FY19 Capital Request Package ▼

Step 2: Complete Documents ▶

Complete Capital Request Forms

- The Capital Funding Request asks for detailed information including organization history, project scope, budget, private contributions, operating projections, etc. as relevant to your project
- The download package consists of:
 1. Application Instructions
 2. DCLA Intro and Guidelines
 3. Organization Section
 4. Project Section Appendices

The screenshot displays the NYC Cultural Affairs website. The header includes the NYC Cultural Affairs logo, a language selector (Italiano), a translate button, and a text size option. The navigation menu features links for Home, About, Cultural Funding (highlighted), Initiatives, MFTA, Public Art, and Resources, along with a search bar. Below the navigation, there are four main categories: Grants for Organizations, Capital Funding (highlighted), City-Owned Institutions, and Artists. The main content area is titled "Capital Funding Request" and "Fiscal Year 2019 Capital Funding Requests". It lists submission deadlines: Tuesday, February 20, 2018, 5pm for all requests including Borough President Funding, and Monday, March 26, 2018, 5pm for all requests including only City Council or Mayoral funding. A note advises checking with Borough President or City Council members for supplemental applications or earlier deadlines. A progress bar shows three steps: 1. Download Documents (checked), 2. Complete Documents (current step), and 3. Submit Documents. Below this, "Step 2: Complete Request" is detailed, instructing users to save files to a convenient location and fill out fillable PDF forms. A note emphasizes reading all documents, particularly the "DCLA Intro and Guidelines FY19". The section "Your Submission Will Include:" lists: 1. Organization Section (one required), and 2. Appendices (one required per project), with specific appendixes: Appendix A - Construction or Renovation, Appendix C - Equipment System, and Appendix D - Vehicle.

NYC Cultural Affairs

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Fiscal Year 2019 Capital Funding Requests

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2. Monday, March 26, 2018, 5pm — All requests that include only City Council or Mayoral funding

* Please check with your Borough President or City Council member to determine whether they have supplemental applications or earlier deadlines. *

Progress:

1. Download Documents ✓ → 2. Complete Documents → 3. Submit Documents

Step 2: Complete Request

If you haven't already done so, save the individual files from the request package to a convenient location on your desktop or server. All documents are fillable PDF forms and should be filled out, saved and uploaded as original forms.

* Please read all the documents that were included in the request package before starting your request. In particular, the document titled "DCLA Intro and Guidelines FY19" contains valuable information. Please read everything carefully. *

Your Submission Will Include:

1. **Organization Section**
Each organization must fill out one (1) Organization Section.
2. **Appendices**
Fill out one (1) Appendix for each project for which you are requesting funds, whichever appendix is relevant to the project.
 - **Appendix A** - Construction or Renovation
 - **Appendix C** - Equipment System
 - **Appendix D** - Vehicle

Introduction & Guidelines

Please read the Introduction & Guidelines section before completing the request forms as they contain:

- Valuable information on capital eligibility
- A glossary of commonly used City administration terms for capital projects
- Templates for some required documents
- Sample legal documents (e.g. Restrictive Covenant, License Agreement, Personalty Agreement)




DCLA Intro and Guidelines FY19 Table of Contents

In this document, you will find the following:

- Funding Requests - Introduction
- Capital Funding Guidelines
- Exhibit 1 Restrictive Covenant - Landlord Acknowledgement
- Exhibit 2 Equipment System - Landlord Acknowledgement
- Exhibit 3 Personalty Agreement
- Exhibit 4 Form of Declaration of Restrictive Covenant
- Exhibit 4A Form of Subordination Agreement
- Exhibit 4B Form of Exclusion Agreement
- Exhibit 5 Form of Restrictive Covenant Certification
- Exhibit 6 Equipment Catalog
- Glossary of Terms

Organization Section

THE CITY OF NEW YORK



CAPITAL FUNDING REQUEST FORM
FOR NOT-FOR-PROFIT CULTURAL
ORGANIZATIONS

FUNDING REQUESTED FOR CITY FY 2019
(FISCAL YEAR BEGINNING JULY 1, 2018 AND
ENDING JUNE 30, 2019)

NYC Cultural Affairs

NAME OF ORGANIZATION

'DOING BUSINESS AS' NAME OF ORGANIZATION

	Amount Requested (Round to the Nearest \$1,000)
Borough President -	\$,000.00
City Council -	\$,000.00
Department of Cultural Affairs	\$,000.00
Total Amount Request in City FY 2019 ¹	\$ 0,000.00

The Requested AMOUNT is ADDITIVE AND SHOULD NOT EXCEED THE TOTAL PROJECT(S) COST. For example: If you are requesting funds for a lobby renovation and a piano purchase, that together total \$600,000, then the itemized requests for each funding source, should total \$600,000. - Individual projects will be addressed in the appendices.

Project List(s)
Please provide a prioritized list of your requested project(s) including individual project costs.
(500 Character Limit):

Organization Section:

Provides background information on your organization

Amount Requested:

Please list the total amount of funding you are requesting for **all** projects

Project List(s):

List your projects in order of priority

Only one Organization Section is required, even if you submit multiple projects

Organization Section Required Documents

DCLA requires the following ATTACHMENTS to be submitted:

Organizational Chart

A diagram of your organization's leadership and management structure, including the key positions in the organization and the **names** of personnel who currently hold those positions, paying particular attention to those roles that affect the capital project

Board of Directors

A current list of all board members and their professional affiliations

Strategic Plan and/or Business Plan

A narrative explaining how the capital project fits into your organization's long term strategy, and, if applicable, capital plan, highlighting goals and the strategies to achieve them, both in terms of programming and budgeting; key figures, such as increased attendance or programming, should be explained

Five-Year Operating Plan and Budget

Complements the strategic plan with detailed hard numbers for Fiscal Years 17-21, in an Excel file format (or export thereof), with detailed financial information (actual and projected), not to be confused with the Impact on Operating Budget spreadsheet

Organization Section Legal Requirements

The Mayor's Office of Contract Services (MOCS) is the City's compliance and oversight agency for procurement and requires the following be submitted as Attachments:

Doing Business Accountability Project (DBAP)

Enables the City to collect accurate, up-to-date identification information about organizations that have business dealings with the City. Local Law 34 limits municipal campaign contributions from principal officers, owners, and senior managers of these organizations. The form must be completed, regardless of whether the people associated with it make or intend to make campaign contributions.

Certificate of No Conflict of Interest

The organization affirms, to the best of its knowledge, that no City Elected Official, nor any person associated with any City Elected Official, is an employee, Director or Trustee, Officer or consultant to/of, or has any financial interest, direct or indirect, in the organization, or has received or will receive any financial benefit, directly or indirectly, from the organization or from this funding.

City Council Lobbying Certification

If requesting City Council capital funds. This certification must be completed and signed by the Chief Executive Officer (or equivalent) of the Organization.

**If you have any questions or concerns about these three forms,
Please visit MOCS website: www1.nyc.gov/site/mocs/resources/forms.page**

**Only one Organization Section is required, even if you
submit multiple projects**

Project Appendices

If you are requesting capital funds for multiple construction/renovation projects and/or multiple equipment systems, you are required to prepare separate Appendices (Appendix A, C and/or D).

- We strongly suggest prioritizing your requests as funding will be extremely limited
- We strongly suggest you consider phasing larger projects so that you can begin a discrete scope even if you do not receive the full amount of your request
- Each project should be a separate Appendix, e.g. **two** equipment systems (piano and lighting system) should be **two** Appendix C documents
- The online submission database allows for organizations to submit multiple appendices

Submitting a funding request does not guarantee a capital allocation in whole or in part

Multiple projects do not increase chances in receiving funding

Project Appendices Supporting Documents

DCLA requires the following ATTACHMENTS be submitted in the Project Section for each project:

Appendix A – Construction or Renovation Project:

- Scope of Work & Project Cost Estimate

- Impact on Operating Budget Spreadsheet

- Current Certificate of Occupancy

- If applicable: Proof of site control throughout useful life

- If applicable: Restrictive Covenant - Landlord Acknowledgement

Appendix C – Equipment Project

- Moveable Property List

- Lease (Term must be at least 7 years from time of funding)

- If applicable: Equipment/Standalone System – Landlord Acknowledgement

Appendix D – Vehicle Project

- Vehicle List

- Vehicle Specifications

- Impact on Operating Budget Spreadsheet

Appendices Supporting Documents

Impact on Operating Budget – During and After Construction

Include a detailed financial spreadsheet that reflects:

- Changes to income and operating expenses during construction
- Changes to income and operating expenses once the project is complete and for a period after

Restrictive Covenant – Landlord Acknowledgement

If you do not have a current restrictive covenant on the space for which you are requesting funds:

- Your landlord will need to acknowledge, in writing, that they are aware you are requesting funds from the city that will require them to sign a Restrictive Covenant

Equipment/Standalone System – Landlord Acknowledgement

If you rent your space, your landlord will need to acknowledge in writing:

- That they are aware you are requesting funds from the city for equipment that will reside on their property
- That the equipment will remain the property of the City

Submitting the Request

Applications are submitted through the Office of Management and Budget's (OMB) CapGrants site – link found through DCLA website

- Each year, you must register as a new user and set up a new organization
- Make sure to share the user name and password with anyone working on the request
- The CapGrants website allows for multiple users to work on the same submission. You can save your work and return to the request at any time
- Applications submitted through any other portal will not be considered

The screenshot displays the NYC Cultural Affairs website interface. At the top, the NYC Cultural Affairs logo is visible alongside a language selector (Simplified Chinese) and a text size option. The main navigation bar includes links for Home, About, Cultural Funding (highlighted), Initiatives, MFTA, Public Art, and Resources, along with a search bar. Below this, a secondary navigation bar features buttons for Grants for Organizations, Capital Funding (selected), City-Owned Institutions, and Artists. The page content is titled 'Capital Funding Request' and 'Fiscal Year 2019 Capital Funding Requests'. It outlines the 'Capital Funding Process' with links for Funding Request, Sustainable Design and Construction, and Forms. A 'Submission Deadlines' section lists two deadlines: Tuesday, February 20, 2018, 5pm and Monday, March 26, 2018, 5pm. A 'Progress' section shows a three-step process: 1. Download Documents (checked), 2. Complete Documents (checked), and 3. Submit Documents (active). The 'Step 3: Submit Request Documents' section provides instructions and links for 'CapGrants Registration' and 'CapGrants Upload'.

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Capital Funding Request

Fiscal Year 2019 Capital Funding Requests

Submission Deadlines:

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* Please check with your Borough President or City Council member to determine whether they have supplemental applications or earlier deadlines. *

Progress:

1. Download Documents ✓
2. Complete Documents ✓
3. Submit Documents

Step 3: Submit Request Documents

All requests are submitted through CapGrants, the online portal managed by the Office of Management and Budget

1. All organizations must register each year with CapGrants at the following link:

[CapGrants Registration ▸](#)

2. Once registered, click on the CapGrants link below to create your request and upload your documents. This link also lets you return to your application at a later date.

[CapGrants Upload ▸](#)

Capital Request Forms - Upload Details

Organization	Submission of Org Documents	Request Category	Created By	Add Users	Message(s)	Submissions for this Org
<div>Register New Organization & Attach Org Documents</div> <div>Create New Capital Request</div>						
Organization and Project Title	Submission ID	Request Category	Request Type	Submission Status	Message(s)	Created By

- Complete the new organization section before creating a new capital request
- All attachments must be uploaded before you can move to the next step

Please ensure all your documents are complete and correct before uploading your submission

Capital Request Forms - Upload Details

The screenshot shows a web form titled "Upload documents." with a dark blue header. Below the header, there are input fields for "Organization Name" (containing "Relevant Cultural Center"), "EIN/Taxpayer ID #" (containing "123-456789"), and "Application Category" (containing "DCLA"). A section titled "Select the type of document from the list below:" contains a dropdown menu with "*II_00 Organization Section" selected. To the right of the dropdown is a "File Upload" section with a text input field, a "Browse..." button, and an "Upload" button. Below this, there are two sections: "The following are files that have already been uploaded." listing "II_00 Organization Section", and "The following is a list of required files that need to be uploaded." listing "II_01 Organizational Chart", "II_03 Board of Directors", "II_04 Strategic Plan and-or Business Plan", "II_05 Five-Year Operating Plan and Budget", "III_02 DBAP Form", and "III_03 Certificate of No Conflict of Interest". A third section, "The following is a list of files that may be required to be fully responsive to questions in the Capital Grant Application.", lists "II_02 NYS License and Good Standing", "II_07 Religious Corporation Description", "II_08 Affiliates", "III_01 Restricted Funds Consent", and "III_04 City Council Lobbying Certification". At the bottom, there are three buttons: "Save", "Submit", and "Return to Dashboard".

- Each section has required documentation
- You will not be able to submit until all required attachments are uploaded
- Attachments should be uploaded in the original electronic file format; Word, Excel, etc. (do not submit scanned PDFs)

- Once all required and completed documents are attached to your submission, you may submit your request to the City's secure server
- You can SUBMIT the organization section and each capital project only once

Please ensure all your documents are complete and correct before uploading your submission

Capital Request Forms - Submit Request

Each successful project submission will receive a Submission Code

Submission Confirmation

Your submission with respect to your capital funding request has been received.

Your Submission ID = **123456789-G3135** for **Ambulance Purchase**.

Please make a note of the Submission ID as you will need it to reference your application. You will also get an email with the Submission ID.

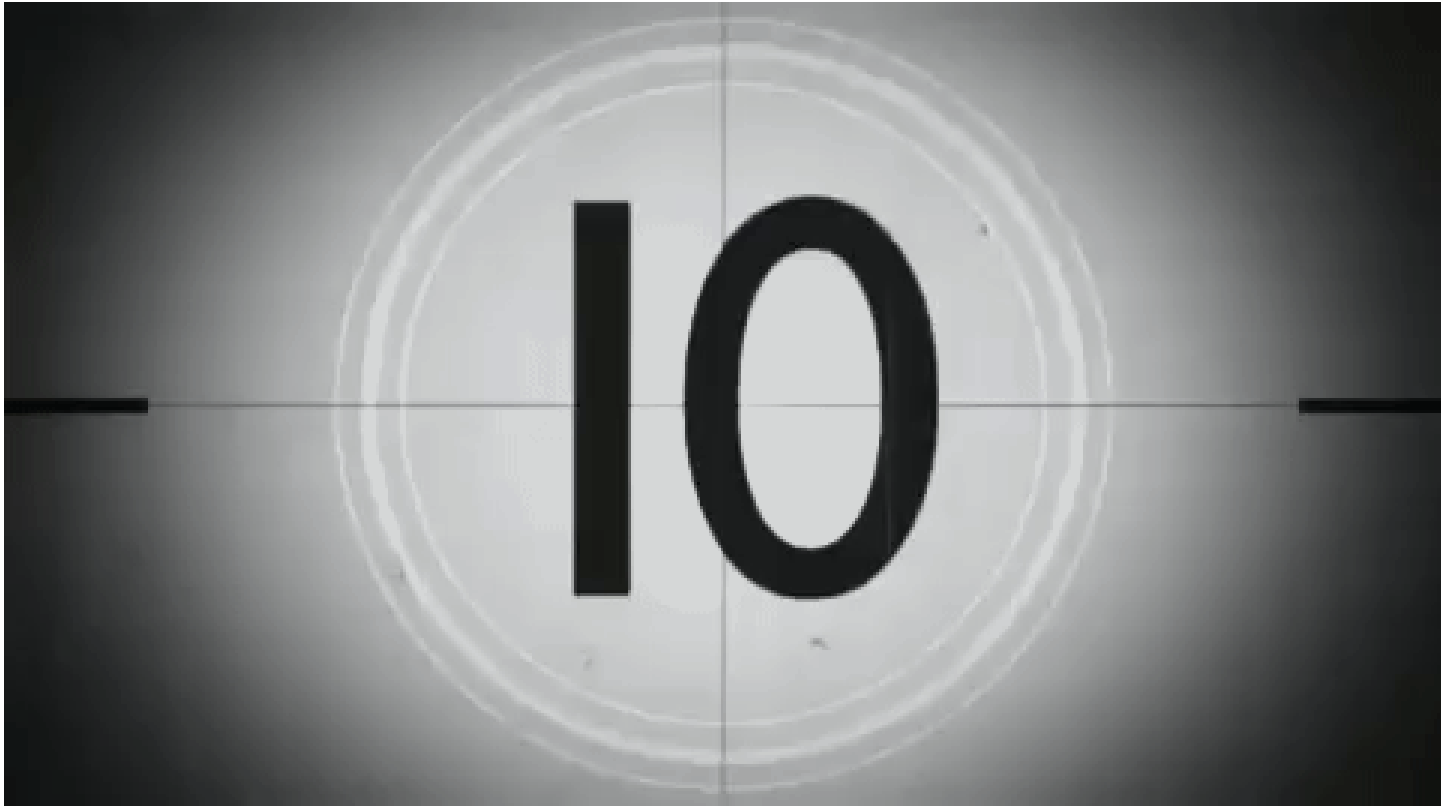
For technical assistance only, email capitalrequests@omb.nyc.gov.

[Click here to return to the User Dashboard where you can fill out another Capital Grant Application](#)

How-to videos are at: <http://www.nyc.gov/html/capgrants/howto.html>

Please ensure all your documents are complete and correct before uploading your submission.

Fun Fact #6: Don't wait until the last minute



We recommend allowing extra time to submit your request due to the expected high volume of submissions on the deadline dates.

Capital Request - Key Dates

Request Form

Live December 15, 2017

Available for upload (Forms available; CapGrants accepting submissions)

Borough President (BP)

February 20, 2018, 5pm*

Submission deadline for all requests that include BP Funding (i.e. BP funds **only** or BP and DCLA/CC)

If your request is to all three sources, the deadline is February 20, 2017.

City Council (CC) & DCLA

March 26, 2018, 5pm*

Submission deadline for CC and/or DCLA (Mayoral) funds

Please check with your Borough President or City Council member to determine whether they have supplemental applications or earlier deadlines

***5pm deadline: There will be no technical support after this time.**

You will not have the opportunity to submit your request after the deadline

We recommend allowing extra time to submit your request due to the expected high volume of submissions on the deadline dates

Useful Links

DCLA - for [downloading the Capital Funding Request Package](#) and additional information

OMB's CapGrants - for [submitting your FY19 Capital Funding Request](#)

Find your organization's Community Board / Block & Lot / Council Member:

- In **GOAT**, the Geographic Online Address Translator, by NYC Planning:
<http://a030-goat.nyc.gov/goat/Default.aspx>
- In **ACRIS**, the Automated City Register Information System by NYC's Department of Finance: <https://acrisweb.csc.nycnet/cp/>

Borough President's offices: [Bronx](#) – [Brooklyn](#) – [Manhattan](#) – [Queens](#) – [Staten Island](#)

City Council: <http://council.nyc.gov/html/members/members.shtml>

The Speaker's office: SpeakerScheduling@council.nyc.gov

We're here to help

Questions? Talk to us!

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