



Construction Reimbursement for a Newly Acquired, Constructed or Leased Space

Funding Recipient's Full Name (as indicated on its Certificate of Incorporation):

Address where City funded equipment will be located:

Funding Recipient hereby affirms that it has read all of the provisions provided in the Funding and Security Agreements of the City of New York ("City" or "NYC") and acknowledges its obligation to abide by the terms and requirements of the NYC Comptroller's Internal Control and Accountability Directive No. 10, which defines Initial Outfitting as the outfitting of a defined area that: (i) has been newly acquired, leased or constructed, or (ii) is the subject of a comprehensive upgrade or betterment. Directive No. 10 further states that orders for an initial outfitting must be placed within six (6) months of the date that the building, structure, facility or other Capital Asset is placed into service.

Accordingly, Funding Recipient recognizes that an initial outfitting designation requires a newly purchased, constructed or leased space. A space that has a renewed and/or amended lease does not qualify for initial outfitting.

Please also provide the following information regarding the initial outfitting project, as indicated below (please fill out all sections that are applicable):

- Space information:
 - Property newly purchased?
Yes ___ No ___
If yes, then provide:
Date of purchase: _____
Move-in date: _____
Please provide a copy of the purchase contract.
 - Newly leased space?
Yes ___ No ___
If yes, then provide:
Lease term: _____ yrs.
Date lease term begins: _____
Date lease term ends: _____
Move-in Date: _____
Please provide a copy of the lease.
 - Property newly constructed?
Yes ___ No ___
If yes, then provide:
Start date of the project: _____
Date of completion: _____
Move-in date: _____
Please provide a copy of the certificate of occupancy.



**NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION**

• Construction information:

For reconstruction or comprehensive renovation/upgrade, a detailed scope of work of such reconstruction or upgrade and delineation of the affected space(s) must be provided.

In general, a comprehensive upgrade involves demolition and construction work which involves at least three (3) trades. Thus, the detailed scope must include delineation of the affected areas, the specific work undertaken by trade and work type and cost (including breakouts for surface treatments such as carpeting, painting, and/or other finishes). Please note that surface treatments on their own do not qualify a space for initial outfitting.

- Scope of Work (prepared by an architect/engineer) : (Please Attach)
- Floor Plan of Space attached?

Yes ___ No ___ (Must be provided in order for this affirmation to be complete.)

**SIGNATURE OF FUNDING RECIPIENT'S
DULY AUTHORIZED REPRESENTATIVE:**

By: _____
 Name: _____
 Title: _____
 Date: _____

State of New York)

ss:

County of _____)

On this ___ day of _____, 20__ before me personally came _____ (Name), who being by me duly sworn, did depose and say that s/he is the _____ (Position) of _____ (Name of Funding Recipient), the non-profit organization / corporation described in and which executed the foregoing instrument, and s/he duly acknowledged to me that s/he executed the same for and in behalf of the said non-profit organization / corporation for the uses and purposes mentioned therein.

 Notary Public
 (Stamp or Seal)