Returnable Grant Fund
Loan Application

The Returnable Grant Fund (RGF) offers interest-free loans to providers contracting with the City of New York. Managed by the Mayor's Office of Contract Services (MOCS), the RGF supports critical program expenses. Eligibility for an RGF loan is reviewed by an applicant's contracting City agency. Approved loans are then issued by the Fund for the City of New York (FCNY).

Who Can Get a Loan?

To be eligible for an RGF loan, your organization must be a not-for-profit organization contracting with the City of New York or a for-profit organization delivering human/client services and/or goods.

Providers may apply for critical expenses against their City contract or funding agreement. The contract is the City's guarantee of loan recoupment – the applicant's contracting City agency will use contract funds to repay the RGF. Critical expenses are defined as the most urgent direct costs tied to service delivery. Please consult the eligibility criteria below to confirm requirements. Questions regarding critical expenses and contract status should be directed to your contracting City agency.

	Category A Contract Processing Delays	Category B Startup Costs	Category C Funding Release Delays
Description	Processing of City contract is delayed beyond intended start-date and services are at risk	Provider is pending receipt of a City contract with future start date and needs critical startup costs	Public or private funder has delayed release of funds to provider, impacting operations
Eligible Providers	Non-profit or For-profit delivering human services	Non-profit	Non-profit
Eligible Contracts	Expense contract or Capital discretionary award(s) contract, if provider also holds expense contract	Emergency or non-competitive human services expense contract	Human services expense contract
Eligible Critical Expenses	Retroactive and current expenses and/or Future expenses up to two months but no later than anticipated registration date	Current expenses and/or Future expenses up to two months before start-date	Current payroll and/or rent
Required Contract Status	Awarded/in progress (not registered) and If discretionary award(s) contract, award(s) must have status of cleared or certificate to proceed	Awarded/in progress (not registered)	Awarded/in progress (not registered) or If registered, open budget lines
Required Additional Attachments	If contract budget approval is pending, backup of requested expenses	If contract budget approval is pending, backup of requested expenses	Letter from City agency or funder explaining entitlement to funding, reason(s) for delay and anticipated funding release

How do I Apply?

Complete and submit this application along with any required attachments to your agency contract manager or loan contact, to the attention of the Agency Chief Contracting Officer (ACCO). Before submitting, applicants should confirm that the following conditions are met:

☐ Organization is in compliance with tax affirmation and the Environmental Control Board.

☐ If required, be up to date with PASSPort disclosures, including enrollment signature.

☐ Part 3 Repayment Agreement contains signature of the Chief Executive Officer (CEO) or equivalent principal officer (such as the President, Executive Director, or Chairperson of the Board).

☐ If a different individual is signing, the application must include a Board Resolution, copy of the By-Laws, or the executed contract agreement that names the individual as an authorized signatory.

What are the Next Steps?

Your contracting City agency will review the loan application, including all required attachments. Upon approval, the agency will submit the completed application to MOCS. Please note that City agencies must be able to determine organizations are responsible in accordance with the Procurement Policy Board Rules, including compliance with any Corrective Action Plans or monitoring agreements, before submitting their applications to MOCS.

MOCS will review the application for completeness and may approve loans based on need and availability of funds. Loan requests may be approved at reduced amounts to ensure that critical needs can be met for all applicants.

Following MOCS approval, FCNY will email loan documents to the authorized loan signatory for execution. Provider is responsible for returning the signed documents with bank routing information.

Upon contract registration, the provider should be ready to begin invoicing against their approved fiscal year budget. Your contracting City agency will initiate the recoupment process.

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NYC Mayor's Office of Contract Services

Part 1: Application Information

Legal Name of the Organization _____ **Organization's EIN/TIN** _____
(Must match incorporation and contract documents)

Organization's Structure   ☐ Not-for-profit organization   ☐ For-profit providing human/client services
(Check applicable)

Registered Address _____

CEO/Executive Director _____ **Phone** _____ **Email** _____
(Or equivalent principal officer)

Authorized Loan Signatory _____ **Phone** _____ **Email** _____
(If different from the contact above – requires additional documentation)

Part 2: Statement of Need

Contract E-PIN or unique identifier for loan request: _____

Check applicable Statement of need

☐ **Category A:** Contract Processing Delays   ☐ **Category B:** Startup Costs   ☐ **Category C:** Funding Release Delays

Please detail critical expenses below and their payment dates. All requested line items must have a corresponding date. If your requests exceed the lines provided below, please attach additional pages and include the total amount from all the lines in the boxed space at the end of this section.

Do not combine or bracket expenses. Payroll should reflect the payroll period (ex. "4/7/23" for 3/27/23-4/7/23 biweekly payroll). Non-payroll expenses should reflect the date of payment or period that the expense was incurred (ex. "4/1/23" for 4/1/23-4/30/23 monthly rent). If you include payments to a subcontractor, consultant, or vendor, the expense type must include the name of the entity that is receiving the payment.

Payroll Expenses

Date	Amount
Total	$_____

Other Critical Expenses *(Rent, insurance, utilities, supplies, etc.)*

Date	Expense Type	Amount

☐ Additional pages for either payroll or other expenses have been attached   **Total** $_____

Additional relevant information:

$_____ Total amount requested by applicant   ____/____/____ Date loan needed to ensure operations

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Part 3: Repayment Agreement

I hereby attest that the above information and all attachments are true and correct to the best of my knowledge. I authorize the contracting City agency to repay the loan to the Fund for the City of New York from the above contract once it is registered with the New York City Comptroller's Office. I understand that the loan amount will be paid as a loan in anticipation of a contract from the approved contract budget and will be supported by valid invoices according to the executed contract, City of New York Health and Human Services Cost Policies and Procedures Manual if applicable, and the contracting City Agency Fiscal Manual. I understand that the City of New York reserves the right, in its discretion, to recoup any loan funds from the contract above, or any other agreement with the City of New York, advanced and not spent. I further understand that if the above contract is not registered, I would be responsible for repaying the loan to the Fund for the City of New York and may not be able to be deemed responsible by the City of New York until loan recoupment.

Authorized Loan Signatory _____ **Name and Title** _____ **Date** _____
(Signature)   *(Print)*

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Part 4: Agency Approval *(To be completed by City Agency)*

Date Received by Agency: _____

City Agency _____

Contract E-PIN or PASSPort Code _____

Grant # or Discretionary Award ID(s) _____
(If applicable)

Contract Term _____

Contract Description

$_____
Total Contract Amount

$_____
FY Budgeted Amount of Loan Period

Contract Status

☐ Pending Comptroller Approval

☐ Pending Registration Package Compilation

☐ Pending Law or Oversight Approval

☐ In Progress

☐ Draft/In Sourcing

☐ Other *(Catagory C only). Please explain:*

_____

Estimated Time to Registration _____

Requested Repayment Term
(Days after loan disbursement)

☐ 30 Days   ☐ 60 Days   ☐ 90 Days

Required with Approval

☐ Complete application with agency signature in Part 4

☐ Responsibility Determination with any required attachments or supporting compliance

☐ If signed by an individual who is not the highest ranking officer: Board Resolution, By-Laws, or executed contract agreement naming individual as Authorized Loan Signatory

☐ If Category C, letter from agency or external funder explaining delay and anticipated funding release

Notes on Any Reductions

$_____
Authorized Loan Amount

City Agency Approver _____
(Authorized Signature)

Name and Title _____
(Print)

Date _____

Part 5: MOCS Approval *(To be completed by The Mayor's Office of Contract Services)*

Notes on Any Reductions

Date Agency Submitted
Loan Request to MOCS _____

$_____
FINAL Authorized Loan Amount

MOCS Approver _____
(Authorized Signature)

Name and Title _____
(Print)

Date _____