



<b>GRANT PROSPECT WORKSHEET</b>	
<b>Basic Information</b>	
<b>Name of Grantor and Grant</b>	DASNY Nonprofit Infrastructure Capital Investment Program (NICIP)
<b>Grant Summary</b>	The Nonprofit Infrastructure Capital Investment Program will make targeted investments throughout the State in capital construction projects that will improve or maintain the quality, efficiency, accessibility of such nonprofit human services organizations that serve New Yorkers
<b>Due Date</b>	BY January 12, 2024, but applications will be reviewed first-come, first-served beginning 12/1/2023  Webinar: 10/18/23 Questions Due: 10/31/23 at 4 PM (submit by 10/16 for response to be included in webinar)
<b>Eligibility</b>	Organizations are eligible to apply for a NICIP grant ONLY if ALL of the following criteria are satisfied: <ul style="list-style-type: none"> <li>● Prequalified in Grants Gateway</li> <li>● Human Services Organization (defined in Section 2.1 of RFA)</li> <li>● Provides direct services to NY residents</li> <li>● Has not received and is not receiving any other funding from NY for the same project it outlines on its NICIP application.</li> <li>● Has or will have site control over the project location at the time of application</li> <li>● If received NICIP previously, project is complete</li> </ul> <p><b>Not eligible to apply for a NICIP grant:</b></p> <ul style="list-style-type: none"> <li>● Colleges and universities</li> <li>● Elementary and secondary schools, whether public or private</li> <li>● Hospitals, nursing homes, and diagnostic and treatment centers authorized under Article 28 of the New York State Public Health Law</li> <li>● Fire departments</li> <li>● Libraries, museums, theatres, parks, or gardens</li> <li>● Organizations whose primary function is fundraising</li> <li>● Organizations whose primary function is lobbying or advocacy</li> <li>● Organizations whose primary function is volunteer recruitment and placement</li> <li>● Membership or umbrella organizations that provide services to another organization and not directly to an individual/family or groups of individuals/families</li> <li>● Organizations that provide services to another organization but not directly to an individual/family or groups of individuals/families</li> <li>● Organizations that are the Performing Provider System lead for a DSRIP network</li> <li>● Municipal Corporations</li> </ul>
<b>Link</b>	<a href="https://www.dasny.org/NICIP">https://www.dasny.org/NICIP</a>
<b>Award Details</b>	
<b>Funding Available</b>	No less than \$60 million will be made available for this RFA  Awards will range between \$50,000 and \$500,000

<b>Award Notification</b>	Approximately within six months of submission
<b>Project Period</b>	All NICIP Grant Disbursement Agreements executed from this funding opportunity will expire on December 31, 2026. No extensions will be authorized. Failure to meet the Project completion deadline and/or submit reimbursement requisitions by that date will be an event of default under the terms of the Grant Disbursement Agreement. The disbursed NICIP Grant funds would then be subject to recapture, if appropriate, and the remaining funds will be made available for future NICIP funding opportunities as authorized in the NICIP legislation.
<b>Eligible Projects</b>	
<p>NICIP funds may only be used for reimbursement of capital costs for technology, renovations and expansion of space used for direct program services as well as renovations resulting in energy efficiency and increased accessibility.</p> <p>All projects must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• The project must be an eligible Construction or Technology project as per the enabling NICIP statute as noted in the chart in this Section.</li> <li>• The project cannot have started, nor the costs incurred prior to April 1, 2023*;</li> <li>• The project must be completed, and all payment requisitions processed by December 31, 2026;</li> <li>• The project cannot have been funded in whole or in part by other funding from New York State;</li> </ul> <p>*The only costs that can have occurred prior to April 1, 2023 are design, engineering, and other preliminary planning activities. Costs incurred prior to this date, including for such aforementioned activities, may not be reimbursed from grant funds.</p> <p>Ineligible costs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Personnel costs, including internal labor, salary, wages, etc.;</li> <li>• Supplies and non-capital equipment;</li> <li>• Computer software (whether cloud-based or otherwise), subscriptions, licensing fees, monitoring fees, internet services &amp; cloud storage, training fees;</li> <li>• General operating costs, such as payment of rent or utilities;</li> <li>• Working capital, including pay down of liabilities;</li> <li>• Loans, including loans into an investment account in connection with a tax credit structure, and other debt obligations, including annual debt service and/or debt retirement;</li> <li>• Routine training and maintenance costs related to implementation of information technology;</li> <li>• Lease payments;</li> <li>• Leased equipment;</li> <li>• Acquisition of real property;</li> <li>• Recurring costs associated with the use and maintenance of equipment purchased, including internet, email, phone, voicemail service, web hosting or webcasting;</li> <li>• Vehicles, unless the vehicle is utilized to provide direct services, such as a mobile clinic or a mobile food pantry (vehicles used for transportation only are ineligible);</li> <li>• Replacement furniture, unless undertaken in connection with a larger renovation project;</li> <li>• Building or property maintenance, structural maintenance, or building systems maintenance; and</li> <li>• Other non-capital costs as determined by DASNY and DASNY’s bond and tax counsel.</li> </ul>	
<b>Additional Grant Details</b>	
<p><b>Evaluation Criteria:</b>  <a href="https://www.dasny.org/sites/default/files/inline-files/Appendix%20%20-%20NICIP%20Scoring%20Matrix%20.pdf">https://www.dasny.org/sites/default/files/inline-files/Appendix%20%20-%20NICIP%20Scoring%20Matrix%20.pdf</a></p>	

[20-%2010-2-2023.pdf](#)

**FAQs:**

<https://www.dasny.org/sites/default/files/inline-files/Appendix%20%20-%20NICIP%20FAQs%2010-2-2023.pdf>

<b>Restrictions/ Cost-Matching</b>	There is no match requirement and that the grant may fund the entire cost of the project so long as all cost are eligible for capital funding reimbursement. <i>However</i> , applicants are advised that grants will be awarded only to Applicants that can demonstrate that the project is fully funded and can be completed with the grant funds and other committed funding as necessary. Therefore, if the estimated cost of a project exceeds the amount of the grant, the Applicant must provide evidence of sufficient committed funding resources necessary to complete the project as described.
--	--

**Webinar Notes (posted 10/18/2023 at this link):**

Summary of Questions:

- Majority of questions received were related to eligibility
- Questions and responses are posted here: [2023 NICIP Meeting Q&A](#)

Program Overview

- Final numbers of withdrawals and forfeitures from prior year are in the process of being accumulated and will be added to the total available amount (currently no less than \$60 million)
- Encouraged to provide a robust project description that demonstrates how the project is consistent with NICIP enabling legislation and RFA

RFA Review

- Project must be shovel ready
- Awarded NICIP funds not utilized by 12/31/2026 will be forfeited
- Must achieve a minimum score of 95/100 to be a qualified applicant and then subjected to a more detailed review for DASNY processing
- Scoring will start on 12/2/2023 and be completed by 1/31/2024, it is first-come, first-scored
- Improvements to leased property will be reviewed carefully to ensure the Applicant (not the landlord) is the primary beneficiary of the NICIP funds, if the Applicant is not the primary beneficiary, the application will be deemed ineligible and forfeited.
- If your lease does not meet the requirements for the 5-year extension, you can use a letter from the landlord stating that it will be extended by early 2024
- State funding restriction is related to capital funding, not programmatic funding - however it is applicable to the ENTIRE project - all phases.
- Must show ineligible costs will be covered by other funding sources
- All estimates and proposals cannot be prior to April 1, 2023 and all financials cannot be prior to September 30, 2023.
  - Construction estimates must be provided by someone licensed to provide construction/engineering services in NYS

Use the scoring matrix to guide your application process to ensure you meet the eligibility criteria:

<https://www.dasny.org/sites/default/files/inline-files/Appendix%20%20-%20NICIP%20Scoring%20Matrix%20-%2010-2-2023.pdf>

### Grants Gateway Tips

- Must be pre-qualified in Grants Gateway prior to November 30, 2023 (Note: November is a common expiration month) - ensure that the qualification will not expire throughout the scoring process
  - The 2022 990s are due to be uploaded by 11/15/2023!
  - DASNY will use the pre-qualification status document to conduct a pass/fail meeting of this criteria
- Total file size for the entire application should not exceed 100 MB, no single file should exceed 12 MB

### GDA Review

- All reimbursement payment requests must be submitted with the name of the applicant on it, not parent or affiliate

### Financial Review

- All costs must have a documented source of estimate
- If grant will be utilized for a phase of an overall project the phase must be a standalone project with a recognized
- Funding Sources and Proof of committed funds:
  - Grantee equity - letter from financial officer committing funds to project and bank statements outlining line item account that will pay for the adopted budget - you should also include a board resolution that approves that account for project budget
  - Bonds - NICIP funds cannot cover the cost of bonds - therefore the project must demonstrate that there is a non-bonded funding amount that is equivalent to the NICIP grant request
  - Donations/ Capital Campaign - donations must be received not just committed
  - Short term loans/ Lines of Credit - short term loans (one year or less) and lines of credits can be paid with NICIP funds, DASNY requires the executed loan documents
- Applications are reviewed in accordance with SEQRA/ SHPO requirements

See the detailed timeline provided in the webinar on the last page of this summary document.

### Questions and Answers Content Key Points:

#### Applicant Eligibility:

- If the organization(s) are otherwise eligible for NYS Statewide Health funding, they are not eligible for NICIP.
  - Question: understanding that Article 28 facilities are excluded, please advise as to the eligibility of the following provider types: 1) Article 7 Medicaid Assisted Living Program (ALP) 2) HUD 202 housing provider (not for profit, and provides both housing and case/care management) 3) Article 36 HomeCare provider (e.g.- not for profit LHCSA or CHHA) - Response: If an organization is otherwise eligible for NYS's Statewide Health program, they are not eligible for NICIP.
  - Question: Are not for profit adult care facilities licensed under Title 2 of Article 7 of the Social Services Law eligible to apply for funding under this RFA? Response: No, if your organization is eligible to receive NYS's Statewide Health funding, they are not eligible for NICIP
- "All NICIP applicants are expected to be the entity with site control over their project location, enter into all the contracts required for the project and incur the project costs. Additionally, only one project location can be applied for as part of the project. If the two organizations, the two project locations and the two proposed projects are all eligible and distinct from one another, then they should each be able to apply for their own grant."

Location/ Facilities:

- A NICIP applicant is supposed to be the beneficiary of the NICIP project so if the facility is shared with one or more organizations, a project to benefit the entire facility would not be eligible (such as a roof replacement)
- Locations used for training purposes are not eligible

Eligible Expenses/ Funding Restrictions:

- Specific eligible expenses cited include:
  - Computer hardware is an allowable cost (including laptops, monitors and other computer accessories for the organization)
  - Security system equipment is an eligible project (such as key fobs, cameras) - but no comment on security capital costs (like a guard booth)
  - As long as the organization is eligible, the repaving of their facility would be an eligible cost
  - ADA compliant renovations
  - Equipment such as TVs, generators, refrigerators
  - Addition of a Pool
  - Window replacement is an eligible project in both residential and non-residential facilities.
  - The purchase and installation of solar panels at the project location is an eligible project
  - Installation of elevator for direct use by clients
- No other State funding for a project can be combined with NICIP funding. This includes the entirety of a project, not just the one portion of a project for which you are requesting NICIP funding. If the larger overall project contains any other NYS funding, this project is not eligible for NICIP.
- “Retroactive” expenses are eligible, assuming those expenses started after April 1, 2023 and meet all other requirements of the RFA.

Project Phasing

*Question: We are considering applying for this opportunity and have a question regarding furniture. We are undergoing a major construction project for our center that provides direct support services to vulnerable individuals in Rockland County. We wonder if purchasing new furniture for reconstructed spaces in which direct services are provided is an eligible expense. Your assistance would be greatly appreciated.*

*Response: Furniture is an eligible project cost. However, please note that NICIP does not permit the inclusion of any other NYS funding to be combined with the NICIP project. As the furnishing of the new space would be the finishing phase of the construction project, if there is any other NYS funding included in the construction portion of the project, your organization would be ineligible to apply for the furnishing phase*

Based on the question and response above, phasing of projects to restrict the requirements of the NICIP to a phase is not allowed and therefore the NICIP requirements apply to the entire project (all phases).

Key Findings/ Next Steps:

Contradictory information on eligibility between RFA and Q+A - specifically responses state “If an organization is otherwise eligible for NYS’s Statewide Health program, they are not eligible for NICIP.” However RFA specifically says Article 28’s are not eligible.

- It is not clear/ confirmed if they are referring to the Transformation grant that is upcoming in reference to the “Statewide Health program”. If that is the case, that RFP has not been released and so there is no way to verify who would be eligible.
- We need to confirm with DASNY which additional licenses would exclude an applicant from eligibility and the RFA should be amended to reflect such a significant departure from the original eligibility

criteria.

- SRC/ Alyssa is sending a follow-up question to clarify this information and the response is anticipated to be posted by 11/15. Alyssa will also reach out directly to the contact to express this concern since it is so material.
- Note that the last Statewide Transformation round included the following eligible agencies:
  - Article 28 General Hospitals
  - Article 28 Hospitals designated as Regional Perinatal Centers
  - Article 28 Residential Health Care Facilities
  - Article 28 Diagnostic and Treatment Centers
  - Article 7 Adult Care Facilities
  - Assisted living programs approved by NYSDOH pursuant to section 461-1 of the SSL;
  - Article 31 Children's Residential Treatment Facilities
  - Article 31 Mental Health Clinics
  - Article 32 Alcohol and Substance Abuse Treatment Clinics
  - Article 36 Home Care Provider
  - Article 16 Clinic
  - Article 40 Hospice
  - Primary Care Provider with a New York State Medical License

Total project is defined by the entire capital project not just a single phase and so the requirements apply to the entire project, including the no other NYS funding requirement and the committed funds requirement, Alyssa will send additional questions to follow-up on this to include:

- If a phase can truly stand alone then does the agency have to show committed funds for the entire project? For example, a project that completes an area of a facility and once completed services will be provided within the renovated space regardless of additional renovation projects occurring around the space?
- "All projects cannot have started prior to 4/1/2023 and must be fully completed, with all funds reimbursed, by 12/31/2026." Does this include other phases of the project and activities supported by ineligible or non-NICIP costs?





## NICIP Timeline

- 10/18/2023 - Webinar for Potential Applicants (Open Question Period for Potential Applicants)
- 10/31/2023 – Application Question Period Ends
- 11/15/2023 – Application Questions Answered
- 12/1/2023 – Application Window Opens
- 12/2/2023-3/1/2024 – Application Scoring Begins – (*1<sup>st</sup> Come/1<sup>st</sup> Served Rolling Application Process*)
  - Pass/Fail Questions
  - DASNY Scoring - Verifies Project Eligibility & Readiness
- 1/12/2024 – Application Window Closes
- 12/16/2023-4/1/2024 – NICIP Qualifying Applicants w/ Passing Scores Advanced to DASNY Review
- 12/16/2023-4/1/2024 – DASNY Initial Notification to Qualifying Applicants
- 12/20/2023-5/1/2024 – DASNY Conference Calls w/ Qualifying Applicants
- 12/16/2023 – 6/17/2024 – Qualifying Applicants Submit Documentation to DASNY (*RFA gives Qualifying Applicants 6 months to complete DASNY review or forfeit opportunity.*) DASNY Verifies Project Viability: Financial Review, SEQR, Site Control & Vendor Setup
- 2/1/2024-11/1/2024 – DASNY Application Review Completion
- 2/15/2024-12/15/2024 – GDAs to Applicants
- 2/15/2024-12/31/2024 – GDAs Returned by Applicants and Executed By DASNY
- 2/15/2024-12/31/2024 – DASNY Posts NICIP Awardees w/ Executed GDAs
- 2/15/2024-12/31/2026 – Payment Requisitions Submitted for Reimbursement to DASNY
- 8/1/2024 – 1/30/2025 - Potential Additional NICIP Qualifying Applicants due to release of funds through forfeiture. Forfeited funds would be available to the next qualifying application on the list of Applications received between 12/1/2023 and 1/12/2024
- 1/31/2025 – All Initial Applications Expire – Subsequent available funding held for next round.
- 1/1/2027 – All Projects Completed and All Reimbursements Made to Awardees

