



OFFICE OF BROOKLYN BOROUGH PRESIDENT ANTONIO REYNOSO

APPLYING FOR NON-CITY CAPITAL FUNDING

Thank you for your interest in capital funding from the Office of Brooklyn Borough President Antonio Reynoso. This fact sheet offers you an overview of the Brooklyn borough president's capital program for Non-City Capital Projects. It is not intended to be a comprehensive guide.

If you have any questions regarding the capital application process or your capital project, please contact Astrid Cuas, Director of Capital & Expense Budget, at Astrid.Cuas@brooklynbp.nyc.gov to discuss the capital program.

OVERVIEW OF NON-CITY CAPITAL FUNDING PROGRAM

As mandated by Section 211 and Section 249 of the New York City Charter, Borough Presidents are provided with an annual allotment of capital funding to appropriate to eligible projects on a discretionary basis. The Borough President utilizes these funds to support infrastructure improvements across Brooklyn. This allotment of capital funding is utilized in a diverse manner, and funds improvements for academic institutions, affordable housing development, community centers, cultural organizations, economic development, hospitals, libraries, parks, streetscapes, and many more.

While Borough Presidents often invest these funds in improvements to City-owned assets, they also make these funds available to not-for-profit organizations for capital projects that serve a defined City purpose. In these instances, both the organization that receives capital funding and the project to which the capital funding is appropriated must be deemed eligible by the New York City Office of Management and Budget (OMB). These projects are called "Non-City Projects."

TYPES OF NON-CITY PROJECTS

Non-City projects generally fall into several categories. It is important to note that a specific project may fall into multiple categories, and thus necessitate multiple applications.

- Real Property
 - Property acquisition
 - Construction of new buildings or reconstruction/renovation of existing buildings
- Moveable Property
 - Purchase of equipment or furniture that is not attached or is minimally attached to real property
 - Procurement of vehicles
 - Initial outfitting of a newly occupied or recently renovated facility
- Affordable Housing
 - Construction or improvements to housing facilities that utilize a housing loan program of New York City's Department of Housing Preservation and Development HPD
- Cultural Projects
 - Projects implemented by organizations that receive funds from the New York City Department of Cultural Affairs (DCLA)

ORGANIZATIONAL ELIGIBILITY

For an **organization** to be eligible for capital funding, that organization must, at a minimum, generally meet the following requirements:

- The organization must be a not-for-profit organized under New York State law or registered to do business in New York State.
- The organization must have an operating history of *at least* three years and must be able to provide audited financial statements for the immediately preceding three fiscal years.
- The organization must have paid full-time staff.
- The organization must demonstrate an operating budget to support the proposed project on an ongoing basis.
- The organization must have an established history of receiving operating funds from the City of New York.
 - In the event the organization is applying for capital funding for a Real Property project, the organization must have operating contracts with the City totaling \$50,000 or more for the City's current fiscal year, as well as the preceding two fiscal years.
 - In the event the organization is applying for capital funding for a Moveable Property project, the organization must have operating contracts with the City totaling \$25,000 or more for the City's current fiscal year.
- Certain organizational eligibility requirements may be waived in certain instances if: the applicant organization is a hospital or health clinic; the applicant is an organization that receives operating funding from DCLA, or if the project is an otherwise qualified affordable housing project.

PROJECT ELIGIBILITY

For a **project** to be eligible for capital funding, that project must, at a minimum, generally meet the following requirements:

For all Non-City Projects:

- The project must be for a capital asset under Generally Accepted Accounting Principles (GAAP) and City rules.
- The project must be used for Front Line Services. Front Line Services are services that are rendered directly to the public through physical public access or through telephonic communication.

For Non-City Projects involving Moveable Property:

- If the project includes items that are not attached to real property, each item or equipment system must have a minimum City contribution of at least \$50,000, unless it is for Initial Outfitting of new space.
- If the project includes items that have a minor degree of attachment to real property, each item or equipment system must have a minimum City contribution of at least \$250,000.

For Non-City Projects involving Real Property:

- The project must have a *minimum* capital contribution from the City of \$500,000.
- The City contribution may not exceed 90 percent of the portion of funding of a Real Property project up to \$2 million and 50 percent of the portion of funding in excess thereof. Of the remaining amount of funding needed to fully finance the project (the non-City contribution) the lesser of 50 percent or \$1 million of funds for the project must be in hand at the time of the application for City funding in the form of cash, pledged funds, or commitment letters from lenders willing to accept a subordinate position.
- If the project involves improvements to existing property, the applicant organization must own the property that is to be improved.

NOTE THAT THIS IS NOT A COMPREHENSIVE LIST OF ORGANIZATIONAL AND PROJECT ELIGIBILITY REQUIREMENTS. INTERESTED APPLICANTS SHOULD REVIEW THE COMPLETE GUIDELINES FOR CITY CAPITAL FUNDING INCLUDED IN THE NON-CITY CAPITAL APPLICATION LOCATED ON THE NEW YORK CITY OFFICE OF MANAGEMENT AND BUDGET'S (OMB) WEBSITE.

PROCESS

Before beginning the capital application process, applicant organizations are encouraged to contact capital staff at the Office of the Brooklyn Borough President to discuss their project proposal. Assuming that both the applicant organization and its proposed project are eligible, the following bullet points detail how organizations should proceed to apply for capital funding, and how the capital funding process works.

- Organizations should begin the capital process by developing a project scope. Specifically, applicants need to know what it is they will be asking the Brooklyn Borough President to fund.
- Once a project scope is determined, the organization must obtain detailed quotes or estimates related to their project.
- After a project scope has been developed and estimates obtained, **two separate applications must be submitted:**
 - An application must be submitted directly to the Office of the Brooklyn Borough President via the Brooklyn Borough President's online capital funding application. This online funding application is generally available the first or second week of January. The application deadline typically falls during the second or third week of February.
 - Additionally, an application must also be submitted via the OMB CapGrants portal. Note that the application process is slightly different for organizations that receive capital funding from DCLA. This online funding application is generally available the first week of January. The application deadline typically falls during the last week of February.
- Once both capital applications are submitted, capital staff may reach out to the applicant organization to clarify information or obtain additional information if needed. These requests will be submitted via the OMB CapGrants portal.
- If the capital application is satisfactory and complete, applicant organizations will not be contacted until funding decisions are released, following the passage of the New York City budget by the City Council in the end of June. Notifications are generally sent out to all applicants within a month of the City budget being passed
- Within three-to-six months after the passage of the New York City budget, the applicable managing agency will contact capital applicants to begin development of a contract, referred to as a Funding Agreement.
- Once a Funding Agreement is created and approved by the respective managing agency staff, OMB must review and approve the Funding Agreement, and then issue a Certificate to Proceed.
- Once a Certificate to Proceed has been issued and all necessary approval obtained, the Funding Agreement can be executed between the City and the recipient organization and sent to the City Comptroller for registration.
- The typical lifespan of a capital project varies greatly, and can range from 12-36 months from the date of the appropriation of funds
- **It is extremely important to note that capital funding for Non-City Projects is made available on a reimbursement basis only. Any purchases made prior to such registration are made at the organization's risk. The City is under no obligation to reimburse an organization for purchases made prior to the registration of the Funding Agreement if such Funding Agreement is not ultimately registered or if such purchases do not comply with the terms of the Funding Agreement.**

ADDITIONAL RESOURCES

For additional details, please visit:

- New York City Office of Management and Budget (OMB) CapGrants:
<https://www1.nyc.gov/site/capitalgrants/index.page>
- New York City Department of Cultural Affairs (DCLA) Capital Funding:
<https://www1.nyc.gov/site/dcla/cultural-funding/capital-funding-request-page-1.page>