

**NEW YORK STATE DIVISION OF VETERANS’ SERVICES
(NYS DVS)
VETERANS’ NONPROFIT CAPITAL PROGRAM (VNCP)**

Round 2 Questions and Answers

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IMPORTANT NOTE:

A Round 1 awardee will not be able to apply for Round 2 if they have an open VNCP grant. If an awardee withdraws a Round 1 award, or has a fully disbursed Round 1 grant, they would be eligible to apply in Round 2. An organization should weigh their options carefully if considering withdrawing from Round 1, as there is no guarantee that an organization reapplying in Round 2 will be awarded.

In addition, please be aware that letters of support from representatives do not need to be uploaded as part of the VNCP Round 2 Application.

Frequently Asked Questions, Key Dates and Amount Available

Veterans’ organizations are strongly encouraged to review the Frequently Asked Questions (FAQs) for additional information prior to applying. The FAQs are located within the Round 2 VNCP Request for Grant Applications (Round 2 RGA) as Appendix A.

All information and documentation will be disseminated through the NYS DVS VNCP [webpage](#) and not the NYS Grants Gateway portal. A fillable VNCP Round 2 Application is also in this location under Documents.

It is currently anticipated that the availability of funding in Round 2 will be no less than \$2.4 million.

KEY DATES

Eligible Project Start & End Date Range	April 1, 2024 – April 1, 2027
Issuance of the Round 2 RGA	November 29, 2023
January Zoom Call Details (no earlier than)	December 15, 2023
Zoom Call/Presentation (VNCP Application and Review Process)	January 9, 2024
Deadline for Round 2 RGA Questions	February 16, 2024
Post Responses to Round 2 RGA Questions (no earlier than)	March 1, 2024
VNCP Applications Due By	April 19, 2024
Awards Expected (no earlier than)	May 17, 2024
Deadline for Reimbursement Submission & Processing	April 1, 2028

Zoom Call Presentation

The Zoom Call Presentation YouTube video and pdf of the presentation from January 9, 2024, has been uploaded to the NYS DVS VNCP [webpage](#). We encourage spreading the news about the Round 2 RGA, as well as this Zoom Call Presentation, to other veterans' organizations.

Important Note: Contacts made to any DASNY, NYS DVS or other State personnel regarding this procurement as noted in this Round 2 RGA between the date of release and the VNCP Round 2 Application deadline may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. Please refer to DASNY's website (www.dasny.org) for policy and procedures regarding this law, or the OGS website (<http://ogs.ny.gov/acpl/>) for more information about this law.

Eligible Entity Questions

Q1: How do you define a veterans' organization?

A1: The definition of veterans' organization is defined in Section 2, page 4 of the RGA on pages 4 and 5. Any organization unsure if they would be eligible to apply for the VNCP funding should consult their legal or financial team to make that determination.

Q2: What is considered sufficient "corporate" documents?

A2: August 1, 2013, not-for profit organizations were required to register and obtain a prequalified Grants Management Grants Gateway Document Vault. In January 2024, a conversion from Grants Management Grants Gateway Document Vault to the State Financial System (SFS) Prequalification Application occurred. Corporate documents (such as what is outlined in Appendix B of the Round 2 RGA) are to be uploaded into the SFS Prequalification Application. Veterans' organizations are strongly encouraged to review these documents to be sure there is uniformity in the legal name of the veterans' organization.

There are resources available to veterans' organization about the conversion at <https://grantsmanagement.ny.gov/get-prequalified>. Veterans' Organizations are strongly encouraged to make this the priority before submitting the VNCP Round 2 Application.

Q3: Our veterans' organization is incorporated under one tax identification number and we have a separate not-for-profit veterans' auxiliary their own separate tax identification number. May both apply for the VNCP funding?

A3: So long as the veterans' organization satisfies all the criteria set forth in the Round 2 RGA, the two organizations could each apply for VNCP Round 2 funding. However, Applicants are advised to consult with their attorney and/or financial team to determine eligibility.

Q4: What does it meant to have 15 "active Members"?

A4: Active members have been defined in the Round 2 RGA as dues paying members who are current or former members of the armed services or forces of the United States.

Q5: We are currently in the process of getting our tax-exempt status re-instated. Our status was revoked by the IRS for failure to file 990 tax form for over two consecutive years. There was some confusion when we had an IRS audit years back and they changed our tax status from 501 (C) (7) to 501 (C) (19).

For several years thereafter no IRS 990 tax form was filed, reasons unknown. Unfortunately, Finance Officer at the time has no recollection, and has since moved to the state of Michigan. I have turned this matter over to our tax accountant to try and get our tax-exempt status re-instated.

Our Post would like to apply for a VNCP grant to help with construction of a small addition to our facility, which is sorely needed, to be used for storage. Does the (temporary) revocation of our tax-exempt status preclude us from applying?

A5: Unfortunately, the organization will need to be in good standing with the IRS before applying for any grant opportunity.

Eligible Project Questions

Q1: Our Post is building a new facility within a new veterans' park that the Town is creating. Our Legion Hall will be surrounded by memory gardens and monuments where the public will be welcome to come and pay tribute. I would like to confirm that this project would be eligible for VNCP funds, please.

A1: So long as the veterans' organization has the proper site control, on its surface it appears that the construction of this new facility may be eligible.

Q2: The Town is building a new veterans park. Within the park, there will be a new American Legion Hall. While construction is a joint effort, the Hall will be operated exclusively by the Legion. What lease / concession arrangements would the Town have to enact to make the building eligible for this grant, please?

A2: The Town and veterans' organization should refer to Section 2 of the Round 2 RGA as well as Appendix A: Frequently Asked Questions as it relates to site control. The Town and veterans' organization should then consult with their attorney and/or financial team to determine eligibility.

Q3: What is considered an eligible expense?

Q4: Are veterans memorial or associated expenses eligible for this grant?

A3&4: Please refer to Section 2, Appendix A: VNCP Frequently Asked Questions and Appendix C: Examples of Eligible Capital Projects in the Round 2 RGA. Any veterans' organization applying for Round 2 funding should consider a project that contains capital costs (no maintenance or repair costs will be considered).

Q5: Once the grant is approved, what is the timeframe to complete the work?

Q6: How quick are grants administered?

A5&6: As described in the Round 2 RGA the project shall commence on or after April 1, 2024, and is expected to be completed by April 1, 2027. Any project started prior to April 1, 2024, including equipment purchases, will not be considered. Design, engineering and other preliminary planning activities may commence prior to April 1, 2024, however, costs incurred prior to this date may not be reimbursed.

Once the Round 2 grants are awarded the review process timeline will vary depending on what has been received as part of the VNCP Round 2 Application and the back and forth between DASNY to obtain additional information/documentation. Then DASNY has to obtain final approval from DVS and a Grant Disbursement Agreement (aka the contract which will be between DASNY and the veterans' organization) will need to be fully executed before grant funds may be disbursed.

Q7: If a veterans' organization has multiple sites throughout NYS, may the organization submit a VNCP Round 2 Application for one or another location or multiple locations?

A7: Each veterans' organization may apply for one (1) VNCP Round 2 award for one project that may consist of multiple areas of their facility (i.e., kitchen, community room and HVAC).

Q8: Our organization is developing a new affordable & supportive housing project which some of the units will be reserved for veterans eligible for supportive services and will be funded through NYS' ESSHI program. Would the creation of these housing units be an appropriate fit for the VNCP funding? We want to confirm that VNCP can be applied generally to residential construction costs or whether VNCP aims to fund specific capital costs (e.g., the specified costs to pave a parking lot, construct the roof, install windows).

A8: The organization and project would need to be considered eligible as outlined in the Round 2 RGA. VNCP funds may only be used for:

- Design, construction, reconstruction, rehabilitation or expansion of an Eligible Facility;
- Purchase of equipment for an Eligible Facility, provided the equipment has a useful life of 10 years or more;
- Certain construction soft costs including architectural, engineering & design.

NOTE: Capital projects, such as the one described, tend to involve tax credits. If a project such as this is being considered, please also refer to question 5 in the Budget Questions below.

Q9: We are trying to raise funding for the purchase of a replacement bus to transport aged and wheelchair-bound veterans of World War II and the Korean War to and from the airport. The current bus is an old, converted school bus that has reached its end of life many times over. Would we be able to purchase a bus with VNCP funds?

A9: No, Appendix A: VNCP Frequently Asked Questions (FAQs) specifically states the purchase of a vehicle is not a VNCP eligible expense.

Q10: Our American Legion is in the beginning phases of undertaking a Veteran's support and recognition project in the Village. The project consists of two parts described as follows:

Part I - The Legion intends to replace the existing blacktop sidewalks in the Village Part with masonry pavers that will be engraved with Veterans names and be title the "Community Walkway of Honor".

Part II - From the Village Park a "Veterans Walkway Path" will be constructed along the River within the Village limits for approximately 0.6 tenths of a mile and connecting to a Town park adjacent to the Village limits.

Before moving ahead with the VNCP Round 2 Application we want to be sure that this project falls within the "Eligible use of Funds" as described in Round 2 RGA guidance we have received?

A10: On its surface the two phases of this project appear to be capital, however, the American Legion should consult with their attorney to be sure proper site control is in place and upload the necessary backup documentation with the VNCP Round 2 Application.

Site Control Questions

Q1: Our organization does not own or lease a facility, rather we rent space for our facility. Would we be eligible to apply for this funding?

A1: If the Grantee leases or rents the facility, DVS will need to review the executed lease or rental agreement. The term of the lease or rental agreement must be for at least ten (10) years from the time of the VNCP Round 2 award or through at least April 1, 2034. If necessary, as noted in Appendix A: VNCP Frequently Asked Questions (FAQs), all Applicants are encouraged to work with the property owner (landlord) to obtain a lease or rental agreement extension prior to submitting their VNCP Round 2 Application.

In addition, if a condition of the lease or rental agreement is to obtain Landlord permission prior to work being completed on or in the facility, know then that the Landlord permission will be a term and condition to the execution of the contract and must be acquired prior to execution. Ideally, this permission letter should be included with the VNCP Round 2 Application.

Q2: Does the Vets' Org need to own the building they are renovating/can they be in the process of purchasing the building and still apply?

A2: The Applicant should be the veterans' organization that will be entering into the contracts, paying the vendors and will have control over the site. Initially a Contract of Sale should be provided with the VNCP Round 2 Application submitted; however, a deed will need to be provided prior to executing the Grant Disbursement Agreement (aka the contract which will be between DASNY and the veterans' organization).

Q3: What is the definition of an "eligible facility"?

A3: An eligible facility is the location where the capital project will be undertaken by the eligible Applicant and the eligible Applicant demonstrates the proper site control over that location when submitting the VNCP Round 2 Application.

Budget Questions

Q1: What if the project goes over the requested grant amount?

A1: If the requested grant amount is not fully paying for the eligible project, and it goes over the requested grant amount by \$25,000, for example; then the veterans' organization will need to identify to DASNY how that \$25,000 additional cost will be funded. How this can be demonstrated is outlined in the Round 2 RGA.

Q2: Is a loan from a member acceptable for initial funding of a project?

A2: That really is an internal matter you should discuss with your legal counsel, accountant and/or the organizations' Board Members to find out whether it's appropriate. In addition, there should be no conflict of interest. If it is a loan from a member, that funding will need to be in the possession of the veterans' organization and demonstrated in the VNCP Round 2 Application.

Q3: Do you know what the average grant money (\$), that will be available to each organization that applies for a Round 2 Grant?

A3: As outlined in the Round 2 RGA, awards will range from \$25,000 to \$75,000. The Applicant should note in the Application what amount they are applying for.

Q4: On Part 3 (Financial Review--Budget Requirements) of the application score sheet, one of the bullet points states, " VNCP Applications demonstrating a higher level of committed funds, or the ability to leverage the VNCP Funds to obtain additional funding for the VNCP Project are preferred". This statement suggests the application will be scored higher if there is some level of applicant provided funds or committed funds from another source. Is that in fact the case? Perhaps you can let us know what percentage of round 1 applicants committed funding and/or what percentage of the total project did applicants self fund.

A4: As the Application Score Sheet indicates the three components for scoring are as follows:

Scoring Component	Maximum Points Available (100)	Points
1. Completeness of the VNCP Application	10	
2. Project Eligibility	60	
3. Financial Review	30	

The Financial Review component has a score of 30 which is the second largest scoring component. While it is favorable to have a shovel ready project, the awarding of VNCP funding to an organization is not solely awarded on this component.

Q5: Our application would likely target the maximum award of \$75,000 that would be applied to the project's construction costs. VNCP funding would supplement funding from tax credit and other funding sources. Is it appropriate to include VNCP funding as part of a multi-million dollar construction budget?

A5: It is often difficult to reconcile the requirements of the tax credit programs with a grant program such as the Veterans' Nonprofit Capital Program. For example, VNCP requires the named Grantee to incur costs related to the funded project and to retain ownership of the funded project. Many tax credit programs require title to be held in the name of a related organization and project costs are paid out of a corpus held in the name of a party other than the Grantee. The VNCP grant funds may not be used as part of the corpus, but may be used to fund a fully functional, fully funded component of the overall project that meets all other program requirements. It is strongly recommended to choose a project that is not part of a tax credit structure.

Contract Questions

Q1: Our Post funds would have to be used until practically depleted. Is there a set figure, or percentage of Post funds that we would be required to use?

A1: See Budget Question 1 and response above as well as Question 2 below.

Q2: Is there an option to be paid by the grant upon submitting an invoice after work has been completed so that we can then pay the contractor or is the grant strictly reimbursement based and we have to lay out the money up front and get reimbursed by the grant later?

A2: As outlined in the Appendix A: VNCP Frequently Asked Questions (FAQs), the grant may either reimburse the veterans' organization for expenses incurred on the project or there is a payment on invoice option.

Q3: What is the reimbursement process?

A3: Grant programs administered by DASNY are typically reimbursement programs; that is, the organization must actually incur project costs and have paid those expenses. Once expenses have been incurred and paid, the organization will submit one or more requisitions to DASNY, using the forms included with the veterans' organization GDA, along with such supporting documentation as may be required by DASNY. See section below regarding the requisition process for more information.

DASNY also understands that a veterans' organization may not always be able to pay vendors in the first instance, therefore, in cases where a Grantee is unable to make payment to a contractor in the first instance, the organization must request that the contractor be paid on invoice. If this option is requested, then the Grantee must establish a segregated bank account specifically for the VNCP project. The VNCP reimbursement will be deposited into the segregated bank account and this is where VNCP project costs will be paid. DASNY recommends

that if payment on invoice is chosen as the method of payment to a contractor(s), then the organization should apply industry standard fraud protection to the segregated bank account (Positive Pay).

General Questions

Q1: Is there a way to reduce the font on the fillable application, so an organization's legal name fits on the corresponding line in its entirety?

A1: The preferred method is to download a fillable Application template from the NYS DVS website; complete/sign it electronically (be sure to save the Application with the data before submitting it to the VNCP Coordinator or your data may be lost; we will only be able to accept one submission from a veterans' organization); append any necessary documents.

If an organization is having difficulties in reducing the font in any field on the fillable Application, the veterans' organization may want to print a copy from the Round 2 VNCP RGA (Exhibit 1 of the Round 2 RGA); handwrite the information into each area; append any necessary documents. If this method is used NOTE: HANDWRITING MUST BE LEGIBLE SO THERE IS NO MISINTERPRETATION

Q2: Document vault #: Is this the number in the document vault that begins with GDV-DVA or are you referring to the SFS vendor number?

A2: Since the Grants Management Grants Gateway Document Vault was converted after the Round 2 RGA was posted, DASNY will accept either the GDV-DVA-XXXXX number or the Application Number in the Applicant's SFS Prequalification Application.

Q3: On 1/24 24 I received confirmation that our grant app. was received by DASNY. We submitted approved doc vault GDV DVA 20339.

We now received notification that grants gateway has switched to SFS.

Is our pre-qualification for the VNCP submitted 1/24/24 through grants gateway still valid to be eligible for the second round of VNCP?

A3: Because the veterans' organization submitted the VNCP Round 2 Application after the conversion of the Grants Gateway Document Vault to the State Financial System (SFS) Prequalification Application, both the Grants Gateway Document Vault and the SFS Prequalification Application will be checked to verify when the Document Vault or SFS Prequalification Application was prequalified.

Q4: The fillable application does not permit typing on the line "Signature of Authorized Officer." If that line is left blank and the name of the authorized official is typed on the line "Print Name" will the application be accepted?

A4: If the field is not accessible to enter an Authorized Officer signature, then again, the completed VNCP Round 2 Application may be printed, then signed and submitted as a pdf.

Q5: Can you define “robust narrative”?

A5: Robust narrative means elaborate on the questions that are being asked of the veterans’ organization in the Round 2 RGA Section 8 and the VNCP Round 2 Application.

Q6: Can the organization resubmit the original application in round 2. Or is a new application required including Signatures.

A6: If a Round 1 Applicant was not awarded, the veterans’ organization may apply for Round 2 for the same project or a different project, however, you will have to utilize the VNCP Round 2 Application. In addition, the VNCP Round 2 Application must contain a robust narrative elaborating on the questions that are being asked of the veterans’ organization in the Round 2 RGA Section 8 and the VNCP Round 2 Application.

Q7: Will the original proposal be sufficient or do we have to request a new proposal for the upgrade?

A7: The Applicant should provide with the VNCP Round 2 Application a proposal, estimate or quote dated on or after November 29, 2023, from a qualified professional authorized to do business in New York State.