



Application Process for the Veterans' Nonprofit Capital Program (VNCP)



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- Welcome and thank you for reviewing this recorded presentation on the application process for the Division of Veterans' Services (or DVS) Veterans' Nonprofit Capital Program (or VNCP which is how the program will be identified through the presentation).
- To those veterans watching this presentation, thank you for your service.

Before we begin, I would like to remind everyone listening to this recording that VNCP is expected to be highly competitive and it is anticipated that the full allotment of funds will be awarded during this Application cycle. The total number of awards will depend upon the number of Applications received as well as the score awarded to each Application based upon responsiveness to the criteria set forth in the Request for Grant Application or as it will be referred to throughout this presentation the RGA. Therefore:

- Veterans' organizations are strongly encouraged to review the Frequently Asked Questions (FAQs) as well as this recording/presentation for additional information prior to applying.
- Each veterans' organization may apply for one (1) VNCP award for one (1) project that may consist of multiple areas of their facility – refer to the RGA for more information. If multiple applications are submitted by a veterans' organization only the first received will be considered.

- The RGA and this presentation does not set forth a preference for a particular project type.
- A **veterans' organization seeking VNCP funds must print, complete, sign and submit one complete Application (in pdf format) in Grants Gateway.** The Application template is located in the RGA. The Application uploaded into the Grants Gateway system, which will be discussed in this presentation, should include any backup documentation and should be uploaded **on or before 4:00 p.m. on March 31, 2023.**

It is the responsibility of each Applicant to see that Applications are uploaded prior **to 4:00 pm on March 31, 2023.** DVS will not consider Applications that are late due to delivery delays or technical difficulties on the part of the Applicant. DVS reserves the right to:

- Reject any or all Applications received in response to this RGA.
- Award any remaining funds under another RGA at a future date or be given to the next veterans' organization on the score list.

Once an award has been made, no major project modifications, grantee or location changes will be permitted.

To maintain a fair and open process all questions regarding this opportunity must be submitted to grants@veterans.ny.gov. It is a violation of the New York State Procurement Lobbying Law to directly contact personnel at DVS or its affiliates regarding this RGA prior to the announcement of the grant awards.



Objectives

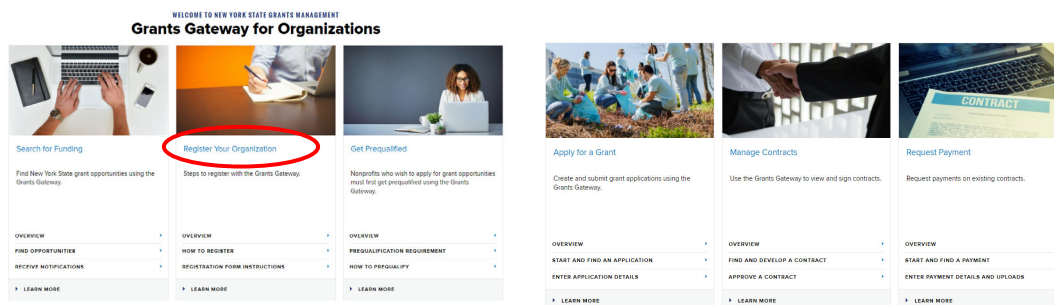
- NYS Grants Management: Registration and Document Vault Prequalification
- Review of the Request for Grant Applications (RGA)
- Applying for the VNCP Opportunity
- Vendor Responsibility Questionnaire (VRQ)
- VNCP Requirements

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- The objectives of today's presentation are to discuss various areas of the application process that will need to be addressed to apply for the VNCP opportunity as well as to share information on the State Environmental Quality Review Act (SEQRA), Vendor Responsibility Questionnaire (VRQ) as well as the Minority & Women's Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) Requirements that may need to be abided by once awards are made.
- There are three areas that a veterans' organization will need focus on when applying for the VNCP opportunity:
 - First, an organization will need to register and obtain an exemption or receive a prequalified document vault in the Grants Gateway which is through NYS Grants Management.
 - Next, review the RGA; and
 - Finally, apply for the VNCP opportunity in Grants Gateway.
- Once awards are made the organization's project must abide by the State Environmental Quality Review Act (SEQRA), file a VRQ and may need to abide by MWBE/SDVOB requirements which will be discussed at the end of this presentation.

NYS Grants Management and Grants Gateway

[Grants Management](#) | [Grants Management \(ny.gov\)](#)



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The first order of business should be to start the Document Vault process through Grants Gateway:

- As part of the application process all potential applicants must register with NYS Grants Management (website link located on this slide) and the organization must have a Grants Gateway document vault with a status of exempt, prequalified or prequalified/open throughout the process.
- If you are **not already registered** with NYS Grants Management, go to the NYS Grants Management website (link provided on this slide), select “Register Your Organization” and follow the instructions for registering your organization which includes completing and submitting the following forms to NYS Grants Management:
 - a Substitute W9 [if the organization doesn’t already have a State Financial System (SFS) number],
 - a Registration Form for Administrators; and
 - an Organizational Chart.
- Once registered, the **Grantee Delegated Administrator** role will be setup – a username and temporary password will be sent in separate emails (be sure to change the password within 24 hours) and start completing the document vault. When all the required sections of the document vault are complete, which we will go over shortly, the

organization will submit their document vault for prequalification.

- Prequalification may not occur immediately. The Agency has a Prequalification Manual that provides guidance on what may or may not be approved in each of the required sections. **This is why it is imperative to start this process immediately if you haven't done so already.**



Division of Veterans' Services

NYS Grants Management

Live Webinars are held by NYS Grants Management Staff on Tuesdays and Thursdays. The times vary depending on the subject matter you are looking for.

Registration: [Grants Gateway Registration Information \(COVID 19 updates\) – YouTube](#)

Document Vault Prequalification: [Get Prequalified: NYS Grants Gateway Document Vault – YouTube](#)

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- NYS Grants Management staff provide Registration and document vault prequalification assistance by providing Weekly live webinars and pre-recorded instructional videos.
- website links to these live webinars and videos are noted on this slide.



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NYS Grants Gateway

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Document Vault](#)

Organization Information

SFS Payee Name
Organization Legal Name
Organization DBA/Assumed Name
Payment Address

City

-

Required Forms

[Organization Capacity](#)
[Organization Compliance](#)
[Organization Integrity](#)
[Service Descriptors](#)
[Service Capacity](#)

Not For Profit Required Documents

[Certificate of Incorporation or Equivalent Document \(2\)](#)
[IRS 501\(c\) Determination Letter \(3\)](#)
[IRS 990 \(25\)](#)
[Audit/Reviews and Findings \(26\)](#)
[CHAR500 or CHAR410 \(26\)](#)
[Board of Directors Profile \(5\)](#)
[Senior Leadership Resumes \(3\)](#)
[Corporate Bylaws \(5\)](#)

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- Once the **Grantee Delegated Administrator** has received their login information, the status of the document vault will be in the initialized status. This means that the document vault needs attention, and the **Grantee Delegated Administrator** will need to log into Grants Gateway and complete the information in the:
 - Organization Information page
 - Organization Members page*; and
 - Then in the Document Vault**
 - Required Forms
 - Not For Profit Required Documents
- If the organization's document vault status is expired, meaning an organization had a document vault prequalified previously but it has since expired because the financial documents (IRS 990, Audit/Review and CHAR500 sections) are past due for upload, the **Grantee Delegated Administrator** should log into Grants Gateway, review each section and update any section necessary.
- Once the document vault is current and complete in either scenario the document vault must be submitted for prequalification. There should be a selection under the Not For Profit Required Documents that will allow you to do this and then an attestation is required to be agreed to before the document vault is sent to the prequalifying Agency.

*The **Grantee Delegated Administrator** should deactivate any Organization Members that no longer belong to the organization and may also add Members here who can assist with the document vault.

- **Grantee Delegated Administrator – who make changes to the document vault;**
- **Grantee Contract Signatory – an authorized officer who can bind the organization into the contract and can apply for opportunities.**

** “Required Forms” section is informational to the prequalifying agency. Responses are required in each section under this area. Then in the “Not For Profit Required Documents” section, document uploads are required so please be prepared to upload:

- Department of State stamped Certificate of Incorporation Papers with any amendments;
- IRS Determination Letter;
- IRS 990 (current);
- Audit/Review (current) (varies depending on how large the organization is – could be a balance sheet for small organization or an audited financial statement for a much larger organization);
- CHAR500 (current) or CHAR410 w/Schedule E or a letter on organizational letterhead with Schedule E ([char410SchE \(1\).pdf](#));
- Board of Directors Profile (there is a template on the NYS Grants Management website under Helpful Resources; [Get Prequalified | Grants Management \(ny.gov\)](#))
- Senior Leadership Resumes for the top three senior leaders of the organization (also a template on the Grants Management website under Helpful Resources [Get Prequalified | Grants Management \(ny.gov\)](#)); and
- Corporate Bylaws.



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NYS Grants Gateway Help Desk

GRANTS GATEWAY HELP	
Get Help	
Primary Help Desk Contact the main help desk for assistance with registration, prequalification, applications, contracts, payments, and more. Hours: Weekdays 8:00 am - 4:00 pm Email: grantsgateway@its.ny.gov Phone: (518) 474-5595	After Hours Support Contact the after hours support desk on weekdays after 4:00 pm for help with account lockouts, lost User IDs, or basic information. Hours: Weekdays 4:00 pm - 8:00 pm Email: helpdesk@agatesoftware.com Phone: (800) 820-1890

[Grants Management](#) | [Grants Management \(ny.gov\)](#)

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If an organization needs assistance with the Grants Gateway System, the NYS Grants Management's Help Desk information is provided in this slide and may also be found on the NYS Grants Management website (link is provided on this slide).

Please be aware that this Grants Gateway System is undergoing a transition to the State Financial System in the coming months. Information on this transition will be available to you on the NYS Grants Management website. This transition should not affect the VNCP opportunity.

Review of the Request for Grant Applications (RGA)

Governor Kathy Hochul **announced** \$5 million available through VNCP

IntelliGrants - Grant Opportunity Portal (ny.gov)

[illegible]

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While the Grantee Delegated Administer handles the Grants Gateway, the Members of the veterans' organization may want to review the RGA and formulate a plan for applying for the opportunity.

- The RGA is available in two locations:
 - In Governor Kathy Hochul's VNCP announcement (website link provided in this slide); or
 - NYS Grants Management Opportunity portal (website link provided in this slide).
 - Search the Grant Opportunity Portal by selecting Search Now.
 - On the Search page, enter VNCP or Veterans' Nonprofit Capital Program in the "Search by Grant Opportunity" field.
 - In the search results, select Veterans Nonprofit Capital Program.
- The VNCP opportunity will open and provide details similar to the image on the right side of this slide.
 - Selecting the "View Grant Opportunity" will open the RGA.



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Review of the Request for Grant Applications (RGA)

- Established in the 2022-2023 NYS Budget.
- \$5 million allocated to eligible veterans' organizations for eligible capital projects
- Grant Awards will range between \$25,000 to \$75,000
- At no time will an award exceed \$75,000

KEY DATES

Eligible Project Start & End Date Range	April 1, 2023 – April 1, 2027
Issuance of RGA	November 11, 2022
Webinar (application process)	January 12, 2023
Recorded Video & PowerPoint Presentation (application process)	December 19, 2022
Deadline for RGA Questions	January 31, 2023
Post Responses to RGA Questions (not earlier than)	February 15, 2023
Application Due By	March 31, 2023
Awards Expected (not earlier than)	June 1, 2023
Deadline for Reimbursement Submission & Processing	April 1, 2028

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The VNCP Opportunity:

- Was established in the 2022-2023 NYS Budget.
- \$5 million has been allocated for eligible veterans' organization to complete an eligible capital project.
- Grant awards will range between \$25,000 (which is the minimum amount an organization may request) and 75,000 (which is the maximum amount an organization may request).
- At no time will any award exceed \$75,000.
- How many awards will be made will be dependent on the number of applications received and the scoring of the applications which is based upon responsiveness to the criteria outlined in Section 8 of the RGA.
- **Key Dates** for this opportunity are noted in the RGA and this slide
 - Questions must be submitted to grants@veterans.ny.gov no later than close of business on January 31, 2023.
 - Responses to the questions will be uploaded no earlier than February 15, 2023.
 - Applications are due by March 31, 2023.
 - Awards will be expected no earlier than June 1, 2023.
 - If a veterans' organization is awarded a VNCP grant, the deadline for submitting for reimbursement under the fully executed contract will be April 1, 2028 as the

project must be completed by April 1, 2027.



Division of Veterans' Services

Eligible Organizations

Veterans' organizations means any not-for-profit organization which is organized to do business within the State whereby either the membership consists of individuals who were members of the armed services or forces of the United States and/or which the main purpose of the organization is to benefit members of the armed services or forces of the United States.

Such organizations shall have been in existence in New York State for five years and are in good standing with the State.

Such organizations should be formally incorporated as a not-for-profit organization under the **Internal Revenue Code section 501(c) which includes two subsections [501(c)(19) and 501(c)(23)]** which provide for tax-exemption under section 501(a) for organizations that benefit veterans of the United States Armed Forces **UNLESS** the not-for-profit organization meets the same membership requirements as those registered as a 501(c)(19) and 501(c)(23).

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Eligible Organizations

Potential applicants should consult with their attorney, accountant and/or reach out to the Internal Revenue Service (IRS) to determine if they are eligible to apply for this opportunity. After the application submission deadline of March 31, 2023, an initial review of each application will be conducted to be sure the entity applying is eligible under the following provisions.

Veterans' organizations for purposes of this RGA means any not-for-profit organization which is organized to do business within the State whereby either the membership consists of individuals who were members of the armed services or forces of the United States and/or which the main purpose of the organization is to benefit members of the armed services or forces of the United States.

Such organizations shall have been in existence in New York State for five years and are in good standing with the State.

Such organizations should be formally incorporated as a not-for-profit organization under the Internal Revenue Code section 501(c) which includes two subsections [501(c)(19) and 501(c)(23)] which provide for tax-exemption under section 501(a) for organizations that benefit veterans of the United States Armed Forces **UNLESS** the not-for-profit organization

meets the same membership requirements as those registered as a 501(c)(19) and 501(c)(23) which will be discussed shortly.

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Eligible Organizations

"26 USC 501(c)(19) A post or organization of past or present members of the Armed Forces of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization—

(A) organized in the United States or any of its possessions,

(B) at least 75 percent of the members of which are past or present members of the Armed Forces of the United States and substantially all of the other members of which are individuals who are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the Armed Forces of the United States or of cadets, and

(C) no part of the net earnings of which inures to the benefit of any private shareholder or individual.

26 USC 501(c)(23) Any association organized before 1880 more than 75 percent of the members of which are present or past members of the Armed Forces and a principal purpose of which is to provide insurance and other benefits to veterans or their dependents."

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Section 26 of the US Code 501c19 states:

"A post or organization of past or present members of the Armed Forces of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization

(A) organized in the United States or any of its possessions,

(B) at least 75 percent of the members of which are past or present members of the Armed Forces of the United States and substantially all of the other members of which are individuals who are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the Armed Forces of the United States or of cadets, and

(C) no part of the net earnings of which inures to the benefit of any private shareholder or individual.

Section 26 of the US Code 501(c)(23) states:

"Any association organized before 1880 more than 75 percent of the members of which are present or past members of the Armed Forces and a principal purpose of which is to provide insurance and other benefits to veterans or their dependents."

- Potential applicants should consult with their attorney, accountant and/or reach out to the Internal Revenue Service (IRS) to determine if they are eligible to apply for this

opportunity. After the application submission deadline of March 31, 2023, an initial review of each application will be conducted to be sure the entity applying is eligible under the following provisions



Division of Veterans' Services

Eligible Organizations

Veterans' organizations **that are not specifically incorporated under 26 USC 501(c)(19) or (23) can still be eligible** so long as their membership contains the following individuals:

- ✓ at least 75 percent of the members of which are past or present members of the Armed Forces of the United States and substantially all of the other members of which are individuals who are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the Armed Forces of the United States or of cadets; **OR**
- ✓ more than 75 percent of the members of which are present or past members of the Armed Forces and a principal purpose of which is to provide insurance and other benefits to veterans or their dependents.

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Veterans' organizations **that are not specifically incorporated under 26 USC 501(c)(19) or (23) can still be eligible** so long as their membership contains the following individuals:

- at least 75 percent of the members of which are past or present members of the Armed Forces of the United States and substantially all of the other members of which are individuals who are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the Armed Forces of the United States or of cadets; **OR**
- more than 75 percent of the members of which are present or past members of the Armed Forces and a principal purpose of which is to provide insurance and other benefits to veterans or their dependents.

It is highly recommended that potential applicants should consult with their attorney, accountant and/or reach out to the Internal Revenue Service (IRS) to determine if they are eligible to apply for this opportunity.



Eligible and Ineligible Projects

ELIGIBLE PROJECTS

Eligible Project Start & End Date Range

April 1, 2023 – April 1, 2027

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.

There is no requirement that the project be shovel ready, with all plans and permits approved, by March 31, 2023.

Examples of eligible projects are located in Appendix A of the RGA.

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Eligible Projects are projects that have a start date of April 1, 2023 and are completed by April 1, 2027.

While a project may begin on April 1, 2023 and prior to VNCP awards being announced in June 2023, we strongly encourage organizations to start their projects after awards are made in June 2023 and a fully executed contract is provided to the organization. The reason being is that there is no guarantee of award or a fully executed contract will be provided to an organization as several reviews need to be undertaken prior to a contract being executed. Therefore, please keep this in mind and plan accordingly.

- Funds may be used for the items listed on this slide – design, construction, 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; and certain construction soft costs (architectural, engineering and design costs associated with the project).
- Design may start before April 1, 2023, however, the costs associated with the design will not be reimbursable under VNCP.
- Costs will need to be incurred with a qualified professional – someone who is authorized to do business in the State of New York; and is preferably not a member of the veterans' organization. Applicants must abide by the organization's policies, procedures, and bylaws throughout the process. This includes selecting vendors as MWBE/SDVOB

requirements may need to be complied with which will be discussed later in this presentation.

- No requirement exists that the project be shovel ready, or that all plans and permits are approved by March 31, 2023.
- Examples of eligible projects include but are not limited to repaving the parking lot, improvements to the walkway, renovating the restrooms or kitchen.
- Additional examples of eligible type projects can also be viewed in **Appendix A** of the RGA.
- Again, please keep in mind that equipment must have a useful life of 10 years or more. Examples include but not limited to fixed appliances (i.e., refrigerators, stoves) and fixed backup generators.



Eligible and Ineligible Projects

INELIGIBLE USE OF FUNDS

Ineligible uses of VNCP funds include, but are not limited to:

- Working capital, including funds required to operate a facility, such as staff, rent, utilities and supplies.
- Grant writing, administration, legal, insurance and other fees.
- Long term debt, including financing of machinery or equipment
- Lease payments
- General maintenance & repairs, including, but not limited to, routine painting, caulking and surface coating
- Project management fees that are not clearly documented and tied to a specific task

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Now that we've gone over what types of projects may be eligible, what types of projects are ineligible:

- Funds may not be used towards costs outlined on this slide:
 - Vehicle purchases – outlined in the FAQs.
 - Purchase of real property – outlined in the FAQs.
 - Working Capital – salaries, rent/lease payments, utilities, supplies, etcetera.
 - Grant writing, administration, legal, insurance other similar type fees.
 - Long term debt (a loan that has a term of more than 1 year) including financing of machinery or equipment.
 - General maintenance and repairs (painting walls, roof repair, having the HVAC cleaned, repairing a pothole in the parking lot or a crack in the walkway are not considered capital).
 - Project Management fees that are not clearly documented and tied to a specific task.
 - Equipment that was purchased prior to April 1, 2023, or that has a useful life of less than 10 years. Examples include technology equipment (i.e., computers, monitors)



Division of Veterans' Services

Narrative

See Section 8 of the
Request for Grant
Applications (RGA)

Each Application will be rated based on the following criteria including:

- **Community Participation**
 - a. Describe the Applicant's history of involvement with veterans and their families.
 - b. Describe the target population including whether this is a rural or urban community, the contributions to the local community as well as the area served including the economic status.
 - c. Veterans related events hosted or conducted within the previous two years.
- **Membership Trends of the Applicant**
 - a. Number of official members by year for the previous five years;
 - i. Number of new members added; and
 - ii. Number of remaining members;
 - b. Percentage of members actively participating in events or meetings;
 - c. How the proposed project will improve the membership of the Applicant;
 - d. Number of official members that are active or former Members/cadets of the Armed Forces of the United States; and
 - e. Number of official members who are designated family members of past or present Members or cadets of the Armed Forces of the United States.
- **Prior Grant Awards**
 - a. If the organization applied for and/or received capital funding grants from any source in the past five years:
 - i. Was the funding received?
 - ii. What was the purpose of the grant?
 - iii. Was the project completed? When?
- **Project**
 - a. Describe the capital project and share how the proposed project will benefit veterans and their families.
 - b. Does the Applicant already provide the benefits that will be provided if the project is completed? If the project is not completed will the Applicant be able to provide the benefits.
 - c. Briefly describe the target population and the community it will serve.
 - d. Briefly describe the basis for selection of professionals, consultants, etc. (i.e., Request for Proposals or other methods).
 - e. Include physical description of existing and/or proposed new space, and other site or building work to be undertaken, including: block and lot numbers, size of plot or square footage of involved space, occupancy classification, and zoning. (*Note: Applicant must demonstrate the ability to obtain all necessary zoning variances, special permits and licenses. Include copies of appropriate documents.*)
 - f. If this proposed project includes the renovation of an existing structure, fully describe the existing structure including: the age of the structure; all previous uses;

types of construction; and any special designations or restrictions on the use or modification of the building. Also note whether the structure is nonconforming under local zoning laws and discuss the feasibility of retrofitting the structure for handicapped accessibility.

➤ **Project Viability**

- a. The Applicant must provide at least one estimate from a qualified professional for the work to be undertaken with grant funds. The Applicant is responsible for all costs in excess of the grant amount. No additional funds will be granted from the VNCP for cost overruns or additional project enhancements.

Important Information to Review

- Applicants are encouraged to review relevant portions of State and local Building Codes.
- It will also be necessary to be familiar with zoning requirements in the locality where the proposed project is sited.

Applicants are strongly encouraged to provide robust narratives. Submit as many additional pages and any necessary backup documentation that will assist the Applicant in fully and clearly describing the benefits of their proposed project.

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- When applying for the VNCP opportunity, please print, complete and have an authorized officer sign the VNCP Application that is provided in the RGA.
- An authorized officer should be someone who can bind the organization into a contract. If you are not sure who an authorized officer is, please check your bylaws or consult with your attorney.
- Make sure that all items in the VNCP Application are addressed and any documents are appended to the application including a **robust narrative**.
- The narrative should touch upon the criteria outlined in Section 8 of the RGA. The VNCP Application (which will include the information entered into Grants Gateway when applying for the opportunity) will be rated on the following scoring components:
 - Completeness of the Application
 - Project Eligibility, and
 - Financial Review.
- The scoring components will be discussed shortly.

smaller award to fund a smaller project.

We are going to go over two examples:

First is the budget depicted on this slide and in the VNCP Application. The project is Roof Replacement which is the Use or it could have been listed as Renovation. The total cost of the project is \$28,000. The organization is requesting \$25,000 in VNCP funding and the organization has decided to pay for \$3,000 from funds available in the organization's bank account. When uploading the Application into the Gateway the organization will also need to provide proof that the \$3,000 is available for this specific project as denoted in the Project Budget. Depending on the policies and procedures and/or bylaws of the organization this could take the form of a Board resolution outlining where the funds would be coming from and a bank statement; or it could take the form of a letter from the organization's Treasurer stating where the funds would be coming from accompanied by a bank statement. As a reminder, applicants must abide by its policies, procedures, and bylaws throughout the process.

The next example is expansion of a facility. Because this is a multifaceted project the Uses can be in simple terms such as Design; Construction (which may include site development; construction, electrical, plumbing) and Other (which may fixtures, furniture and equipment). All of these Uses are required in order to complete the expansion of the facility even though some of the costs may not be eligible for reimbursement under VNCP. VNCP funds can be used on one Use or the funds could be split across the Uses; however, it is recommended that VNCP funds be used for only one Use. As a reminder, applicants must abide by its policies, procedures, and bylaws throughout the process.



Scoring

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

- Each Application will be initially screened to verify that the veterans' organization is eligible
- Application must receive a minimum average score of 70
- residual funds remaining shall be awarded through another RGA opportunity or DVS may make an award to the next Applicant(s) receiving the next highest score(s).

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Each assigned Scorer will be scoring each component of the VNCP Application (including the information provided on Grants Gateway):

- Once it has been confirmed that the Applicant was eligible to apply for the VNCP Opportunity, Scorers will be assigned to conduct a review.
- The details for scoring each application will be provided to applicants on the DVS website [New York State Division of Veterans' Services | \(ny.gov\)](https://www.veterans.ny.gov) along with this presentation.
- The Score Sheet provides further details on how each component will be reviewed and scored. The three components as noted on this slide are:
 - Completeness of Application 10 pts
 - Eligible Project 60 pts
 - Financial Review 30 pts
- While some of the information provided in the Application will not be scored, if an Application is missing critical elements, it may be rejected without further notice to the Applicant.
- In order to receive an award, an Application must receive a minimum average score of 70.

- At a minimum, Gateway status will be confirmed prior to eligibility review, Application scoring, grant award, contract execution and all payment requisitions. Please be sure that your Grants Gateway document vault remains exempt or prequalified throughout the process.



Division of Veterans' Services

Applying for VNCP

Document Vault:

Applying for Grant: [Apply for a Grant: NYS Grants Gateway - YouTube](#)

Grantee Contract Signatory Role needed to Apply

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Now that the organization has:

- the VNCP Application prepared with any necessary backup documentation; and
- The Grants Gateway Document Vault is exempt or prequalified Document Vault

how does the organization apply for the VNCP opportunity?

- NYS Grants Management provides a video on how to apply for an opportunity (the link is noted in this slide), however, please be aware that the video does not go over the specifics of applying for this VNCP Opportunity rather it is a generic video.
- The next several slides we will be discussing what steps are necessary to apply specifically for the VNCP opportunity
- We previously discussed during this presentation that the **Grantee Delegated Administrator** will need to add a **Grantee Contract Signatory** (this role is necessary so that an organization may apply for opportunities (not just the VNCP opportunity) and **should be someone who can bind the organization into a contract**).
- You may refer back in this presentation on how to do this or reach out to NYS Grants Management's Help Desk.
- Please be aware that there are multiple ways to navigate the system. What will be

discussed in this presentation is one way. If you find another way to navigate the system, it isn't necessarily wrong.



Division of Veterans' Services

Grants Management | Grants Management (ny.gov)

Grants Management

Get Started

Apply & Manage

Training & Guidance

Get Help

Key Initiatives

Grants Gateway Login

Welcome to the Grants Gateway

Grants Management Update: In an effort to further streamline the grant process, the State will transition the management of grants from Grants Gateway to the Statewide Financial System (SFS). This transition will allow state agencies and grantees to utilize a single system and standardized process for grant management. Additional information will be made available as major project milestones occur and the transition Goes-Live to ensure a smooth transition for all Grants Gateway users.

Many resources remain available to assist users with the Grants Gateway in the meantime. Please visit [NYS Grants Management](#) for online guidance, documentation, and training opportunities.

Grants Gateway Help Desk:
Hours: Monday – Friday 8:00 a.m. to 4:00 p.m.
Phone: (518) 474-5595
Email: grants@veterans.ny.gov

Helpful links:
[Grants Gateway Vendor User Manual](#)
[Receives User Organization](#)
[Get Prequalified](#)
[Apply for a Grant](#)

[Manage Contracts](#)
[Revised Payment](#)
[Training Resources for Vendors](#)

Login

Username


Password

[Forgot Password?](#)

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To apply for the VNCP opportunity, the organization's **Grantee Contract Signatory** will:

- Open the NYS Grants Management website (link provided in this slide) and select **Grants Gateway Login**.
- The **Grantee Contract Signatory** will enter their username and permanent password.
 - Any time an Organization Member role is assigned to a member a username and temporary password is sent in two separate emails – the temporary password will need to be changed within 24 hours of receiving that temporary password.
 - If the Organization Member did not change the temporary password or has forgotten their password they may need to select "Forgot Password". If this function is used, the system will send the Organization Member a new temporary password which will need to be changed to a permanent password within 24 hours.



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Division of

Veterans' Services



Home

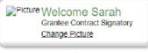
Grant Opportunity Portal

Applications

Contracts

Payments

Progress Report



Welcome Sarah

Grantee Contract Signatory

Change Picture

Instructions:

Select the SHOW HELP button above for detailed instructions

> Applying for an Opportunity

> Using System Messages

> Understanding your Role

> Managing your awarded grant

Hello Sarah, please choose an option below:

View Available Opportunities

You have 0 Opportunities available.

Select the View Opportunities button below to see what is available to your organization.

View Opportunities

My Inbox

You have 0 new messages.

Select the Open Inbox button below to open your system message inbox.

Open Inbox

Opportunities

Search by Grant Opportunity Name

VNCP

Search by Due Date

From: To:

Search by Eligibility

- All -

Search by Funding Agency

- All -

SEARCH

CLEAR

Search Results

Click the Grant Opportunity Name to view more detail and apply.

Sort the results by clicking on a column heading (sorting by Eligibility is not an option)

A full list of Grant Opportunities can be found on the Grant Opportunity Portal.

Funding Agency	Grant Opportunity	Status	Availability Date	Eligibility	Due Date
Division of Veterans' Services	VETERANS' NONPROFIT CAPITAL PROGRAM (VNCP)	Available	November 10, 2022	Not-For-Profit	Mar 31 2023 4:00PM

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Once the **Grantee Contract Signatory** is logged into Grants Gateway, a welcome page will open similar to the image on the left of this slide.

- The **Grantee Contract Signatory** will want to navigate and select **View Opportunities** under **View Available Opportunities**.
- This will navigate the Grantee Contract Signatory to a search screen.
- In the **search screen** the **Grantee Contract Signatory** will **search for the VNCP** opportunity (using the acronym VNCP should be sufficient as noted in this slide)
- When the results appear, **select the VNCP program**.

Division of Veterans' Services

NOTICE: Online application is required for this opportunity. If you are concerned about your ability to apply online please contact Sarah Antonec at grants@veterans.ny.gov.

Funding Profile

Grant Opportunity ID: 04V21-VNCP-2022

Agency: Division of Veterans' Services

Grant Opportunity: VETERANS' NONPROFIT CAPITAL PROGRAM (VNCP)

Contact Name: Sarah Antonec

Contact Email: grants@veterans.ny.gov

Solicitation Profile: In order to effectively address the continuing need for quality veteran services, New York State is providing \$5 million in Grant Funds to nonprofit veterans organizations to make capital improvements to facilities that serve veterans. The Veterans' Nonprofit Capital Program (VNCP) was established with the 2022-2023 NY State Budget. VNCP will be administered by the New York State Division of Veterans' Services (DVS) and is expected to be highly competitive. Veterans organizations are strongly encouraged to review the Frequently Asked Questions (FAQs) for additional information prior to applying. Please keep in mind that once the opportunity has been closed, DVS will be looking for the following to view the application may proceed to the closing phase (i.e., "Apply for Grant Opportunity"). One factor that will be considered in awarding grants is the timing of the application. The Assistant organization must be established for at least five (5) years? 3. Does the Assistant organization meet the "nonprofit" requirements of 26 USC 501(c)(3) (2017) 4. Is the Assistant organization incorporated in the United States? 5. Does the Assistant organization have a useful life of 10 years or more? 6. Does the Assistant organization have at least 10 active members? Please refer here for guidance on how to apply: <https://www.veterans.ny.gov/vnnp>

APPLY FOR GRANT OPPORTUNITY

Veterans' Nonprofit Capital Program (VNCP) Opportunity Details

Full Announcement Details

Applications Due (Date / Time): March 31, 2023 / 04:00 PM ET

Bidder's Conference/Application Workshop(s):

Conference Name: VNCP Application Process Overview

Conference Contact: Sarah Antonec

Phone: (516) 474-8114

Email: grants@veterans.ny.gov

Date/Time: 3/12/2023 1:00:00 AM

Location: Address: A meeting will be held on January 12, 2023. Confirmation of specific statements of the RGA announcement and Application process will be discussed during this session. Please note: applications are strongly encouraged to attend this session. Registration details for the meeting will be posted no later than December 15, 2022.

Instructions:

Round: 0

Attendance Required: No

Anticipated Award Date: Thursday, June 1, 2023

Anticipated Initial Contract Length: 5 Years

Total Funding Available: \$5,000,000.00

Anticipated Amount of Award(s):

Funding Narrative: Funding for project will range between \$25,000 and \$75,000 in the work will be award around \$75,000

Letter of Intent: Not Required

Letter of Intent Due:

Narrative:

Questions Due Date: Tuesday, January 31, 2023

Questions and Answers Narrative:

Questions and Answers Posting Type: Unltd

Questions and Answers Posting Date: 2/15/2023 12:00:00 AM

Questions and Answers Link or Method:


Eligible Applicants: Non-Profit

Target Population(s): Organizations - Non-Profit, Veterans

Service Area(s): Family Support, Housing and Shelter Services, Public Safety Support, Government Support

When the VNCP opportunity opens the details of the opportunity will be made available (as depicted in the image on this slide) and the **Grantee Contract Signatory** should now see the **"Apply for Grant Opportunity"** selection.

- If you are not seeing **"Apply for Grant Opportunity"** it is because the **Organization Member** is logged in using the **wrong role** (i.e., Grantee Delegated Administrator is signed in instead of the Grantee Contract Signatory).
 - The **Grantee Delegated Administrator** can check what roles have been assigned by logging into Grants Gateway and reviewing the Organization Member page.
 - It is here that the Grantee Contract Signatory may be added, and the selected individual should be an authorized officer of the organization (someone who can bind the organization into a contract).
- The **Grantee Contract Signatory** must select **"Apply for Grant Opportunity"** to begin the application process in Grants Gateway.



Division of Veterans' Services

[BACK](#)
[Menu](#)
[Forms Menu](#)
[Status Changes](#)
[Management Tools](#)
[Progress Reports and Related Documents](#)

Document Information: DVA01-VNCP-2022-00004
[Details](#)

APPLICATION MAIN PAGE

VETERANS' NONPROFIT CAPITAL PROGRAM (VNCP)

[Document Vault](#)

[Application Instructions](#)

1. Use the navigation above (Menu, Forms, etc.) to access the various areas of the application.
2. The Forms menu contains the application data input screens.
3. The Status Changes link will display a panel containing options for application submission or cancellation.

[Application Properties](#)

Application Reports

[Schedule Report](#)

Forms

Status	Form Name	Note	Created By	Last Modified By
	Contract Documents			
	Contract Document Properties		Sarah Signatory	11/18/2022 11:34:04 AM
	Application Information			
	Print Application			
	Full Version of RFP			
	Application Instructions			
	Application Versions			
	Program Information			
	Project/Site Addresses		Sarah Signatory	11/18/2022 2:47:30 PM
	Program Specific Questions		Sarah Signatory	11/18/2022 2:48:10 PM
	Capital Budget			
	Design			
	Construction			
	Other		Sarah Signatory	11/18/2022 2:51:04 PM
	Capital Summary		Sarah Signatory	11/18/2022 2:52:29 PM
	Work Plan			
	Work Plan Overview Form		Sarah Signatory	11/18/2022 2:54:45 PM
	Work Plan Properties		Sarah Signatory	11/18/2022 2:55:28 PM
	File Folder(s)			
	Grantee Document Folder			

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When selecting the “Apply for Grant Opportunity”, the “**Application Main Page**” will open which will look like the image on the left side of this slide.

- The **Grantee Contract Signatory** will select “**Forms Menu**” at the top of the page.
- The window that opens will say **Forms** at the top of the page, but not all the Forms listed are actionable.
- Some **Forms** listed on this page will have information, some “forms” you will need to enter information and/or upload documents to and other “forms” you will do nothing with.

The “**Contract Disbursement Properties**” is a “form” where nothing will be needed at this time.

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Home | Grant Opportunity Portal | Applications | Contracts | Payments | Progress Reports | Tasks

Training Materials | Organization(s) | Profile | Logout

SAVE **CHECK GLOBAL ERRORS**

Back | **Forms Menu** | Status Changes | Management Tools | Progress Reports and Related Documents

Status	Page Name	Note	Created By	Last Modified By
Contract Document Properties	Contract Document Properties		Sarah Signatory	11/18/2022 11:34:04 AM
Application Information	First Application			
	Full Version of RFP			
	Application Instructions			
	Application Versions			
Program Information	Project Site Addresses		Sarah Signatory	11/18/2022 2:47:38 PM
	Program Specific Questions		Sarah Signatory	11/18/2022 2:48:10 PM
Capital Budget	Capital Summary		Sarah Signatory	11/18/2022 2:52:29 PM
Work Plan	Work Plan Overview Form		Sarah Signatory	11/18/2022 2:54:45 PM
	Work Plan Properties		Sarah Signatory	11/18/2022 2:55:28 PM
Final Form(s)	Grant Document Folder			


My Tasks

You have 1 new task. You have 0 tasks that are critical. Select the Open Tasks button below to view your active tasks.

OPEN TASKS

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- The **Grantee Contract Signatory** may go in and out of the different “forms” by going back and forth utilizing the **Forms Menu** which is at the top of each page.
- Selecting **Forms Menu** will bring the Grantee Contract Signatory back to the full list of Forms as shown in the previous slide.
- **It is highly recommended that you save each form, when applicable, so nothing is lost even if you are not done with that form.** The **save option is located on the blue ribbon**. Please double check each section in the Forms Menu to be sure all information has been entered and documents uploaded as the organization intended prior to submitting the application.
- If the Application has already been started and the **Grantee Contract Signatory logs out**, the **Grantee Contract Signatory may return** to the application in process by **logging back into Grants Gateway**, however, this time the application that had been started will now be located under **My Tasks**.



Division of Veterans' Services

Forms

Status	Page Name
Contract Documents	Contract Document Properties

Application Information

[Print Application](#)

[Full Version of RFP](#)

[Application Instructions](#)

[Application Versions](#)

Selecting Full Version of RFP will open the entire Request for Grant Application Document

Selecting Application Instructions will open Section 8 of the RGA

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With the **Grantee Contract Signatory** logged in:

“**Contract Disbursement Properties**” is a “form” where nothing will be needed at this time.

Application Information (this area is informational only – no saving necessary):

- The **Print Application** there is nothing needed here as the Application is a template in the RGA or can be found under the Application Instructions.
- The **Full Version of RFP** (RFP is the equivalent of the RGA) is another location where the RGA can be viewed.
- The **Application Instructions** is where **the Application Criteria** can be viewed.
- Then **Application Versions** there is nothing needing to be done in this “form”.
- Once the **Grantee Contract Signatory** is done reviewing the Application Information area, return to the **Forms Menu** where we will now move onto the next area of **Forms**.



Division of Veterans' Services

Program Information

[Project/Site Addresses](#)

[Program Specific Questions](#)

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide
3. Select the Save button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description:

Project Statewide:

Address 1:

Address 2:

City:

County:

State:

Zip:

Regional Council:

Agency Specific Region:

[Regions | Empire State Development \(ny.gov\)](#)

Empire State Development

Why New York State?

Doing Business in NY

Industries

Regions

About Us

ESD Media Center

HOME / REGIONS

Select a Region

Each of New York's 10 distinct regions presents unique opportunities for business. See what these areas of the state have to offer.

CHOOSE A REGION FOR MORE INFORMATION:

- Western NY
- Capital Region
- Finger Lakes
- Mohawk Valley
- Southern Tier
- Central NY
- Long Island
- North Country
- Mid-Hudson
- New York City



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Next go to the **Program Information** section.

Project/Site Addresses form requires information to be entered. When the **Project/Site Addresses** form opens, the **Grantee Contract Signatory** will:

- Enter the **Name/Description** which should be consistent in the VNCP Application as well as the other Forms in Grants Gateway.
- **Project Statewide** should default to **"No"** and remain **"No"** as the organization's project should be for one location.
- Even though the **address, city, county, zip code and Regional Council** are not required fields (required fields are denoted by the red asterisk), it is helpful for reporting purposes to have this information completed. If this information is missing in Grants Gateway, this could potentially reduce the points a scorer gives for the Completeness of Application since the Application consist of uploading information/documentation to this site including the VNCP Application.
- The **Regional Council** is a NYS Regional Council based on the county where the project will be located. The **Regional Council listing** can be found at the website link noted on this slide. Review the Regional Council listing and locate the County in the listing where the project will be located. This Regional Council is what should be entered into the Regional Council field (i.e., a veterans' organization has a project that will be completed in Albany County will belong to the Capital District Regional Council; Capital District is

what should be selected in the Regional Council field).

- When done entering information in this form, please **save** your work and proceed to the **Program Specific Questions**.

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Veterans' Services**

PROGRAM SPECIFIC QUESTIONS

Instructions:
1. Please complete all the required fields.
2. Select the Save button above to save your work frequently.

Project Title *

See Section 8 of the Request for Grant Applications (RGA) located under the Forms Menu under the Application Instructions

1 Organization Prequalified or Exempt in Grants Gateway *

2 Upload a Completed and Signed Application in a Non-Secured PDF Format (Application is Located in the Forms Menu under Application Instructions)

Upload No file chosen ☐ DELETE
[View File](#)

3 Upload a Robust Narrative in a Non-Secured PDF Format as Described in the Application Instructions Located in the Forms Menu under Application Instructions

Upload No file chosen ☐ DELETE
[View File](#)

4 Upload Site Control Documentation in a Non-Secured PDF Format -or- a Separate Sheet Describing the Control the Applicant has Over the Project Location in a non-secured PDF format

Upload No file chosen ☐ DELETE
[View File](#)

5 If the Applicant Organization Doesn't Plan on Occupying 100% of the Project Facility Attach an Explanation Here in a Non-Secured PDF Format

Upload No file chosen

6 Upload a Qualified Professional Estimate(s) in a Non-Secured PDF Format to Justify the Budget. If a Budget was Created on a Separate Sheet, Please Upload the Document Here.

Upload No file chosen ☐ DELETE
[View File](#)

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Next the **Grantee Contract Signatory** will open the **Program Specific Questions**. **THIS IS THE MOST IMPORTANT PART OF THE GRANTS GATEWAY APPLICATION PROCESS.**

- **Project Title** should be the same Project Description used in the Project Location/Address form (again a reminder to be consistent in the VNCP Application and the Grants Gateway).
- **Provide responses to items 1-4 and 6 and upload the requested documents accordingly.**
- If the veterans' organization is not exempt or prequalified in Grants Gateway when you get to this point, it may be beneficial to wait until the Document Vault is exempt or prequalified to complete this section as it is required that organizations be exempt or prequalified throughout the process including applying for the opportunity. Document Vault status will be verified routinely from the time the application is submitted until the organization has been awarded and subsequently has fully drawn on the grant award.
- **#5 is only required if the organization is not planning to occupy 100% of the project facility**, meaning there are other organizations that do business in the facility (i.e., the veterans' organization owns a small strip mall and a flower shop leases a portion of the facility).
- When **each item is entered in this form, it is strongly recommended that the Grantee Contract Signatory save the document** so that information/documentation is not lost.
- Navigate back to the **Forms Menu**.

NEW YORK STATE OF OPPORTUNITY | **Division of Veterans' Services**

Capital Budget

- Design
- Construction
- Other
- Capital Summary

OTHER

Instructions:

1. Please complete all the required fields.
2. Select the Save button above to save your work frequently.
3. Once an other item has been saved successfully, select the Add button above to add additional other items.
4. Click Forms Menu to return to the navigation links.

For allowable and unallowable costs see Attachment A. Note that both the total cost and the grant budgeted cost for this Total Cost may be more than the Grant Budgeted Cost in situations where the grant is supplemented by the use of

Details

Type/Description:

Item # (if applicable):

Quantity (if applicable):

Financial

Unit Price (if applicable):

Total Cost:

Line Total:

Category Cost:

[Click here to see a summary of the detail entered for this category.](#)

CAPITAL SUMMARY

Instructions:

1. Adjust the values in the Grant Funds, Match Funds & Other Funds so their sum matches the "Total" column.
2. The "Total" values are pulled from the "Category Cost" field found at the bottom of each budget category form.
3. Select the Save button to save your work frequently.
4. Click Forms menu to return to the navigation links.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Scoping and Pre Development	\$0	\$0	0%	0%	\$0	\$0
2. Design	\$0	\$0	0%	0%	\$0	\$0
3. Acquisition	\$0	\$0	0%	0%	\$0	\$0
4. Construction	\$0	\$0	0%	0%	\$0	\$0
5. Administration	\$0	\$0	0%	0%	\$0	\$0
6. Work Capital/Reserves	\$0	\$0	0%	0%	\$0	\$0
7. Other	\$25,000.00	\$0	0%	0%	\$3,000.00	\$28,000.00
Total	\$25,000.00	\$0	0%	0%	\$3,000.00	\$28,000.00
Period Total	\$0.00	\$0	0%	0%	\$3,000.00	\$28,000.00


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Next is the **Capital Budget** section – as previously noted, the proposed Project Budget entered in the VNCP Application will also need to be entered in this area.

- **Choose the Use in the Capital Budget area (Design, Construction and/or Other) when entering the proposed Project Budget.** Each Use will load a page similar to the image shown on this slide.
 - **If a project consists of costs associated with all three uses** then select each use separately (Construction, Design and Other) and enter the Type Description and the total cost for each Use. **Be sure to save the data after entering the information into each section.**
 - **If the proposed project consists of one Use,** then select the use that best describes the proposed Use. Enter the Type Description and the total cost for the use. **Then save the data after entering the information into this section.**
 - Each project will be different, refer back to the Application Project Budget when entering this information and use your best judgement on what Uses need to be selected in this area.
- Once each Uses has been selected, data entered and saved, the **Grantee Contract Signatory will next open the Capital Summary** form.
- The **Capital Summary** is where the organization will **identify the funding sources** (Grant Funds or Other Funds) for each task(s). The form will auto calculate once the form is **saved**.

In the **example** we have been utilizing through this presentation “Roof Replacement” could be entered into either the Construction or Other task because it is an upgrade or renovation to the facility.

- In this example “Other” was selected.
 - Roof Replacement was then entered into the Type Description; and
 - \$28,000 was be entered as the Total Cost.
 - Since these are the only two required fields (denoted by the red asterisk), the information was **saved**; and the **Grantee Contract Signatory** returned back to the **Capital Budget** main screen.
- Next open the **Capital Summary**. This is where the **Grantee Contract Signatory will enter the remaining details of the proposed Project Budget**.
- When the Capital Summary window opens it will identify the total cost under each task, again in this scenario the task of “Other” shows a total of \$28,000 (the amount previously entered in the Other form).
- The **Grantee Contract Signatory** will now enter how much is being requested under the **Grant Funds** next to the task of Other in the white cell – in this case it is \$25,000.
- Then the **Grantee Contract Signatory** will enter how much the organization is willing to fund under **Other Funds** (white cell on the same row as the task Other) – in this case \$3,000.
- Once the **Grantee Contract Signatory** has identified all of the funding sources, **save** the data and return back to the **Forms Menu**.
- As a reminder, **the Capital Summary should match the proposed Project Budget in the VNCP Application and the VNCP Application should provide information about the availability of other funding.**



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Division of Veterans' Services

Work Plan

[Work Plan Overview Form](#)

[Work Plan Properties](#)

File Folder(s)

[Grantee Document Folder](#)

WORK PLAN OVERVIEW FORM

Instructions:

The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed or funded project. It is made up of three sections:

1. Project Summary

2. Organizational Capacity

3. Project Details - Objectives, Tasks and Performance Measures

If applicable, specific instructions/requirements for completing these sections may be found in the Grant Opportunity under which you are applying. Click Forms Menu to return to the navigation links.

Work Plan Period

From

09/01/2023

To

10/02/2023

Project Summary

Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

See Project Narrative

21 of 50000

Organizational Capacity

Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

See Project Narrative

21 of 4000

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After the Capital Summary is completed, return to the **Forms Menu**:

- The Grantee Contract Signatory will now open **Work Plan Overview Form** and enter the **Work Plan Period (anticipated start and end dates of the project which should be between April 1, 2023 and April 1, 2027)**.
- In the **Project Summary** and the **Organizational Capacity** questions, you may provide a response in the boxes provided or note in the boxes that you've provided to these questions **Project Narrative**.
- Be sure to **save** after the information has been entered and navigate back to the **Forms Menu**.
- There is nothing the applicant needs to do in the **Work Plan Properties** form at this time.

NEW YORK STATE OF OPPORTUNITY | **Division of Veterans' Services**

VETERANS' NONPROFIT CAPITAL PROGRAM (VNCP) Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: DVA01-VNCP-2022-00004

[Details](#)

APPLICATION SUBMITTED

APPLICATION CANCELLED

Agreement

Please make a selection below to continue.

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

I AGREE **I DO NOT AGREE**

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Once the **Grantee Contract Signatory** has completed all required forms, you may return to **Main Menu** and submit the application.

To submit the application the **Grantee Contract Signatory** will:

- Select **Status Changes**
- Then under **Application Submitted** select **Apply Status**.
- The **Grantee Contract Signatory** will either Agree or Not Agree to the attestation.
- **Agreeing (which is only recommended after double checking all entries in Grants Gateway)** to the attestation, the organization is attesting that the organization will comply with MWBE requirements (which is inclusive of SDVOB), there are no false statements and that the Grantee Contract Signatory is authorized to submit the application.
- **Applications must be uploaded by March 31st** – an organization may only upload one Application. If more than one Application is submitted by an organization, the Application submitted the earliest will be considered.
- **If an organization wishes to cancel the submission of their Application, the Grantee Contract Signatory may do so by selecting Status Change (prior to March 31, 2023) and under Application Canceled select Apply Status. If an organization cancels the Application submitted, the Application will no longer be usable. Therefore, it is strongly recommended that the Grantee Contract Signatory double check all sections prior to submitting an Application.**

- Awards will be made no earlier than June 1, 2023. An award letter will be sent electronically to the organizations awarded which will outline the review process.



Division of Veterans' Services

NYS Environmental Quality Review Act (SEQRA)

Demonstrate compliance with the New York's Environmental Quality Review Act (SEQRA)
[SEQR - NYS Dept. of Environmental Conservation](#).

NYS Attorney General's Charities Bureau

[CharitiesNYS.com: Access, Reform, Accountability](#)

NYS Attorney General's Charities Bureau



Registration
Register your charity online.



Annual Filing
E-file your CHAR500 online with the Charities Bureau

Questions about charities?

Phone: (212) 416-8401

Email: charities.bureau@ag.ny.gov

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While **not a part of the VNCP Application process**, we did want to make veterans' organizations aware of certain requirements once an award has been made.

- In order to receive any State funding, prospective projects have to demonstrate their compliance with the New York's Environmental Quality Review Act (SEQRA). There is a link in this slide that will provide some insight into what will be necessary. This may also require sign off by NYS Office of Parks Recreation and Historic Preservation. I want to reiterate SEQR compliance is not necessary during the VNCP Application process but rather during the review process once an award has been made. Staff will provide guidance to the veterans' organization regarding this review.
- In addition, any veterans' organization awarded under VNCP will be required to register with the New York State Attorney General's Charities Bureau (website link is provided on this slide).
- If you need assistance, the Charities Bureau contact information is located on this slide.



Division of Veterans' Services

Vendor Responsibility Questionnaire (VRQ)

Awardees may need to complete and maintain a Vendor Responsibility Questionnaire (VRQ)

Information on filing a VRQ can be located on OSC's Website

[File Your Vendor Responsibility Questionnaire | Office of the New York State Comptroller](#)

If additional assistance is needed OSC's Help Desk Information:

Email: ITServiceDesk@osc.ny.gov

Phone: 1-866-370-4672

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- In accordance with the New York State Comptroller guidelines, if a veterans' organization receives VNCP funding, they may also be required to submit and maintain a Vendor Responsibility Questionnaire ("VRQ") – information on the VRQ is located at the website link provided on this slide.
- Unfortunately, there are no videos or tutorials on the VRQ.
- Assistance on the VRQ is available by reaching out to OSC's help desk.
- The completion and review of a VRQ may be necessary as part of the review process once an award is granted.



Division of Veterans' Services

Prevailing Wage; Minority and/or Women Owned Business Enterprise (MWBE); and Service-Disabled Veteran-Owned Business (SDVOB)

Since the maximum VNCP grant award is \$75,000, it is expected that VNCP contracts will not require the utilization of prevailing wage.

SDVOB Goal is 6%

MWBE Goals:

- ☐ **18%** - **Minority-owned Business Enterprise** (MBE) participation;
- ☐ **12%** - **Women-owned Business** (WBE) participation; and

on any grant award in excess of \$25,000 for commodities and services and \$100,000 for construction.

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Prevailing Wage

- Given that the maximum VNCP grant award is \$75,000, it is expected that VNCP contracts will not require the utilization of prevailing wage.

MWBE/SDVOB

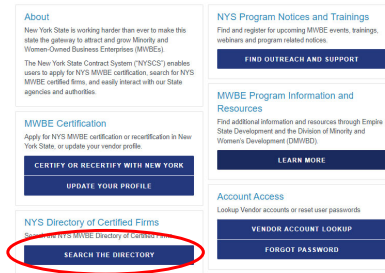
- VNCP projects that would expend more than \$25,000 on equipment or services, (i.e., architect or engineering, appliance purchases), may be tasked with abiding by the State's MWBE/SDVOB requirements which is 18% Minority-owned Business Enterprise; 12% Women-owned Business; and 6% Service-Disabled Veteran-Owned Business.
- At a minimum, all VNCP recipients would be expected to use good faith/best efforts in utilizing MWBE/SDVOB contractors and vendors (which will be discussed on a future slide). It's imperative the organization document what has been done to meet the requirements.

NOTE: that the receipt of VNCP funds in no way waives any existing procurement requirements a veterans' organization may have within its bylaws or under any rules, regulations, policies or procedures outside of this grant opportunity.



MWBE Requirements

- ❑ Visit Empire State Development website at <https://ny.newnycontracts.com/>
- ❑ Solicit NYS-certified MBEs and WBEs.
- ❑ Publish advertisements for participation by NYS-certified MBEs and WBEs in appropriate general circulation, trade and minority- or women-oriented publications.
- ❑ Take steps to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified MBEs and WBEs.



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MWBE Contractors

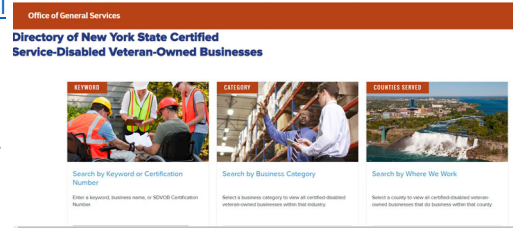
It is recommended that veterans' organizations:

- search the MWBE database on the Empire State Development's (ESD) website;
- solicit firms:
 - from the database;
 - conduct outreach through publications
- structure the contract such that MWBE firms are utilized.

At a minimum, all VNCP recipients would be expected to use good faith/best efforts in utilizing MWBE contractors and vendors (which will be discussed on a future slide). It's imperative the organization document what has done to meet the requirements.

SDVOB Requirements

- ☐ Visit the Office of General Services website at [Office of General Services \(ny.gov\)](https://www.ogsvet.ny.gov/)
- ☐ Solicit NYS-certified SDVOBs.
- ☐ Publish advertisements for participation by SDVOBs in appropriate general circulation, trade and SDVOB publications.
- ☐ Take steps to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified SDVOBs.



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SDVOB Contractors

It is recommended that veterans' organizations:

- search the SDVOB database on the Office of General Services (OGS) website;
- solicit firms:
 - from the database;
 - conduct outreach through publications
- structure the contract such that SDVOB firms are utilized.

At a minimum, all VNCP recipients would be expected to use good faith/best efforts in utilizing SDVOB contractors and vendors (which will be discussed on a future slide). It's imperative the organization document what has done to meet the requirements.



Division of Veterans' Services

Good Faith Efforts

- ☐ List and copy of any advertisements.
 - Provide list of places advertisement was published, along with date and copy of advertisement.
- ☐ List all NYS-certified MWBEs appearing in the NYS Directory of Certified Firms that were solicited.
 - Provide list from ESD website <https://ny.newnycontracts.com/>, as well as copies of emails sent to each MWBE firm.
- ☐ Description of contract documents, plans, or specifications made available to NYS-certified MWBEs.
 - Date and manner in which documents were made available.

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If the organization is unable to reach the MWBE/SDVOB goals (18% Minority-owned Business Enterprise; 12% Women-owned Business; and 6% Service-Disabled Veteran-Owned Business), the organization must retain such good faith/best efforts documentation for auditing purposes.



Division of Veterans' Services

Summary

KEY DATES

Eligible Project Start & End Date Range	April 1, 2023 – April 1, 2027
Issuance of RGA	November 11, 2022
Webinar (application process)	January 12, 2023
Recorded Video & PowerPoint Presentation (application process)	December 19, 2022
Deadline for RGA Questions	January 31, 2023
Post Responses to RGA Questions (not earlier than)	February 15, 2023
Application Due By	March 31, 2023
Awards Expected (not earlier than)	June 1, 2023
Deadline for Reimbursement Submission & Processing	April 1, 2028

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In summary:

- The **Grantee Agency Delegated Administrator** should start the **Grants Gateway Document Vault** process as soon as possible.
- The veterans' organization should Review the Request for Grant Applications (RGA) to determine the organization's eligibility and whether the project being considered is also eligible.
- Be sure the organization has a **Grantee Contract Signatory** role assigned to an **authorized officer as an Organization Member in Grants Gateway**.
- The **Grantee Contract Signatory** should gather the necessary information/documentation to complete the application, then subsequently visit and upload the application into the Grants Gateway as described in this presentation.
- It is the responsibility of each Applicant to see that Applications are uploaded prior to **4:00 pm on March 31, 2023**. DVS will not consider Applications that are late due to delivery delays or technical difficulties on the part of the Applicant. DVS reserves the

right to:

- Reject any or all Applications received in response to this RGA.
 - Award any remaining funds under another RGA at a future date or be given to the next veterans' organization on the score list.
-
- When applying for the opportunity keep in mind organizations must abide by SEQRA and filing with the NYS Attorney General's Charities Bureau; and may be required to abide by MWBE/SDVOB.
 - As a reminder this is an open competitive procurement. Any specific questions about the opportunity, eligibility, etcetera will need to be submitted during the Questions and Answers period to grants@veterans.ny.gov. Questions submitted by January 31, 2023, and responses will be posted to Grants Gateway no earlier than February 15, 2023.
 - The VNCP awards will be announced no earlier than June 1, 2023.
 - Veterans' organizations awarded a VNCP grant will receive an award letter outlining the next steps.