



Capital Request Form Submission

FUNDING REQUESTED FOR CITY FY 2012
(FISCAL YEAR BEGINNING JULY 1, 2011 AND ENDING JUNE 30, 2012)

IMPORTANT: Please DO NOT proceed to begin the submission process until you have completed the applicable sections of the Request Form for your project type, and have created separate files in electronic format for the completed Organization Section, each individual Appendix, and each individual attachment to be submitted.

For a list of required attachments, see the attachment checklist on the last page of the Organization Section of the Request Form and the last page of the Appendix for your project type. For example, for construction projects, upload all the applicable attachments as listed in both the last pages of the Organization Section and Appendix A (Construction or Renovation).

Please select one of the following Project types listed below and click on the NEXT button

All Projects Other Than Cultural, Housing
and Charter Schools

Housing Projects

Charter School Projects

Next >

When filling out this page, make sure that all the required fields are filled out and there are no validation errors (if there is a validation error, the box in question would be red).

Capital Request Form Submission

1. Organization Legal Name:

2. EIN/Taxpayer ID #:

Tax ID must be nine digits.

3. Submitter Contact Information:

Name:	<input type="text"/>	Phone:	<input type="text"/>
Title:	<input type="text"/>		
Email:	<input type="text"/>	Confirm Email:	<input type="text"/>

4. Based on your answers on the cover page of the Request Form, complete the following chart:

To Be Submitted To	Amount
<input type="text"/>	<input type="text"/>

Insert item
(Use "Insert Item" above to add additional entries)

5.a Based on the answers on the inside cover page of the Request Form, complete the following chart:

Project Type	Amount Requested
Construction or Renovation (Appendix A)	<input type="text"/>
Moveable Property - Initial Outfitting Furniture & Equipment (Appendix B)	<input type="text"/>
Moveable Property - Standalone Equipment and/or Equipment System (Appendix C)	<input type="text"/>
Vehicle Purchase(s) (Appendix D)	<input type="text"/>
Real Property Acquisition (Appendix E)	<input type="text"/>

6. Project(s) Description: In the space provided, briefly describe the project(s) in each completed Appendix:

< Back

Next >

All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Capital Request Form Submission

Organization Section and Attachments

Organization Section 📎 Click here to attach a file *

Required Attachments for this section

II.2 Articles & Certificate of Incorporation and By-laws	📎 Click here to attach a file *
II.4 IRS Tax-Exempt Status	📎 Click here to attach a file *
II.6 Form CHAR500	📎 Click here to attach a file *
II.9 Conflict of Interest Disclosure Certification	📎 Click here to attach a file *
II.10 Doing Business Data Form	📎 Click here to attach a file *
II.13 Affiliates	📎 Click here to attach a file *
II.14 Organizational Chart	📎 Click here to attach a file *
II.15 Board of Directors and Key Staff	📎 Click here to attach a file *
II.16 Brochures	📎 Click here to attach a file *
II.22 Five-Year Operating Plan	📎 Click here to attach a file *
II.25 Audited Financial Statements	📎 Click here to attach a file *
II.26 Form 990	📎 Click here to attach a file *

Attachments that may be required to be fully responsive to questions in this Section

II.1 Organization Background	📎 Click here to attach a file
II.3 NYS License & Good Standing	📎 Click here to attach a file
II.5 Tax-Exempt Revocation	📎 Click here to attach a file
II.7 Charities Bureau Filing Extension	📎 Click here to attach a file
II.8 Certification of Exemption	📎 Click here to attach a file
II.11 Private School Description	📎 Click here to attach a file
II.12 Religious Corporation Description	📎 Click here to attach a file
II.17 Programming Table (required except for hospitals)	📎 Click here to attach a file
II.18 Membership Application & Fee Schedules (required except for hospitals)	📎 Click here to attach a file
II.19 Program Availability	📎 Click here to attach a file
II.20 Program Fees	📎 Click here to attach a file
II.21 Membership Requirements & Categories	📎 Click here to attach a file
II.23 City Operating Contracts Table	📎 Click here to attach a file
II.24 City Capital Funding Table	📎 Click here to attach a file
III.1 Board of Directors' Approval	📎 Click here to attach a file
III.2 Lienholder Letter	📎 Click here to attach a file
III.3 Restricted Funds Consent	📎 Click here to attach a file
III.4 Compliance Certificate – Real Property	📎 Click here to attach a file
III.5 Compliance Certificate – Moveable Property/Vehicle(s)	📎 Click here to attach a file

< Back Next >

Please note that you will only see this page if you indicated Appendix A in question 5 on the first page of this form. All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Capital Request Form Submission

Appendix A and Attachments

Appendix-A (Construction or Renovation)

 [Click here to attach a file](#) *

Required Attachments for this Section:

- A.13 Scope of Work & Project Cost Estimate  [Click here to attach a file](#) *
- A.25 Current Certificate of Occupancy  [Click here to attach a file](#) *

Attachments that may be required to be fully responsive to questions in this Section:

- A.1 Project Description  [Click here to attach a file](#)
- A.2 Project-Related Programming Table  [Click here to attach a file](#)
- A.3 Project Breakdown  [Click here to attach a file](#)
- A.4 Lease – Private Property  [Click here to attach a file](#)
- A.5 Leased Privately Owned Property - Exception  [Click here to attach a file](#)
- A.6 Lease – Government-owned Property  [Click here to attach a file](#)
- A.7 Leased Government-owned Property –Agency Statement  [Click here to attach a file](#)
- A.8 Property Ownership – Other  [Click here to attach a file](#)
- A.9 Non-City Funding Table  [Click here to attach a file](#)
- A.10 Status of Pledged Non-City Funds  [Click here to attach a file](#)
- A.11 Status of Requested Non-City Funds  [Click here to attach a file](#)
- A.12 Existing Property Liens Table  [Click here to attach a file](#)
- A.14 NYS Labor Law Compliance  [Click here to attach a file](#)
- A.15 Site and Floor Plans  [Click here to attach a file](#)
- A.16 Front Line Services Description  [Click here to attach a file](#)
- A.17 Front Line Services Table  [Click here to attach a file](#)
- A.18 Religious Use  [Click here to attach a file](#)
- A.19 Public Availability  [Click here to attach a file](#)
- A.20 Public Advertising  [Click here to attach a file](#)
- A.21 Staffing  [Click here to attach a file](#)
- A.22 Operating Budget Impact  [Click here to attach a file](#)
- A.23 Regulatory Permits  [Click here to attach a file](#)
- A.24 City Operating Contracts - Terms  [Click here to attach a file](#)
- A.26 Zoning  [Click here to attach a file](#)
- A.27 Environmental Review  [Click here to attach a file](#)
- A.28 Green Building Standards Law  [Click here to attach a file](#)

[< Back](#)

[Next >](#)

Please note that you will only see this page if you indicated Appendix B in question 5 on the first page of this form. All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Capital Request Form Submission

Appendix B and Attachments

Appendix-B: Moveable Property for Initial Outfitting 📎 Click here to attach a file *

Required Attachments for this Section:

B.13 Moveable Property List	📎 Click here to attach a file *
B.14 Cost Estimate Basis	📎 Click here to attach a file *

Attachments that may be required to be fully responsive to questions in this Section:

B.1 Project Description	📎 Click here to attach a file
B.2 Project-Related Programming Table	📎 Click here to attach a file
B.3 Lease – Private Property	📎 Click here to attach a file
B.4 Lease – City-owned Property	📎 Click here to attach a file
B.5 Property Ownership - Other	📎 Click here to attach a file
B.6 Zoning	📎 Click here to attach a file
B.7 Status of Pledged Non-City Funds	📎 Click here to attach a file
B.8 Status of Requested Non-City Funds	📎 Click here to attach a file
B.9 Existing Liens Table	📎 Click here to attach a file
B.10 Steps to Existing Property Lien Exclusion	📎 Click here to attach a file
B.11 Completed Construction - Scope of Work & Cost Estimate	📎 Click here to attach a file
B.12 Uncompleted Construction - Funding Availability, Scope of Work & Cost Estimate	📎 Click here to attach a file
B.15 Attached Moveable Property Description	📎 Click here to attach a file
B.16 Attached Moveable Property – Owner Acknowledgment	📎 Click here to attach a file
B.17 Attached Moveable Property – Mortgage Holder / Lienholder Acknowledgment	📎 Click here to attach a file
B.18 Soft Costs	📎 Click here to attach a file
B.19 Installation	📎 Click here to attach a file
B.20 Front Line Services Description	📎 Click here to attach a file
B.21 Front Line Services Table	📎 Click here to attach a file
B.22 Religious Use	📎 Click here to attach a file
B.23 Public Availability	📎 Click here to attach a file
B.24 Public Advertising	📎 Click here to attach a file
B.25 Staffing	📎 Click here to attach a file
B.26 Need for Technological Items	📎 Click here to attach a file
B.27 Operating Budget Impact	📎 Click here to attach a file
B.28 Regulatory Permits	📎 Click here to attach a file
B.29 City Operating Contracts - Terms	📎 Click here to attach a file
B.30 Licenses & Certifications	📎 Click here to attach a file
B.31 CON Approval	📎 Click here to attach a file
B.32 Additional Moveable Property	📎 Click here to attach a file

< BackNext >

Please note that you will only see this page if you indicated Appendix C in question 5 on the first page of this form. All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Capital Request Form Submission

Appendix C and Attachments

Appendix-C: Moveable Property - Standalone Equipment and/or Equipment System

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Required Attachments for this Section:

- | | |
|-----------------------------|--|
| C.13 Moveable Property List | <input type="button" value="Click here to attach a file"/> * |
| C.14 Cost Estimate Basis | <input type="button" value="Click here to attach a file"/> * |

Attachments that may be required to be fully responsive to questions in this Section:

- | | |
|---|--|
| C.1 Project Description | <input type="button" value="Click here to attach a file"/> |
| C.2 Project-Related Programming Table | <input type="button" value="Click here to attach a file"/> |
| C.3 Additional Locations | <input type="button" value="Click here to attach a file"/> |
| C.4 Lease – Private Property | <input type="button" value="Click here to attach a file"/> |
| C.5 Lease – City-owned Property | <input type="button" value="Click here to attach a file"/> |
| C.6 Property Ownership - Other | <input type="button" value="Click here to attach a file"/> |
| C.7 Zoning | <input type="button" value="Click here to attach a file"/> |
| C.8 Uncompleted Construction | <input type="button" value="Click here to attach a file"/> |
| C.9 Status of Pledged Non-City Funds | <input type="button" value="Click here to attach a file"/> |
| C.10 Status of Requested Non-City Funds | <input type="button" value="Click here to attach a file"/> |
| C.11 Existing Liens Table | <input type="button" value="Click here to attach a file"/> |
| C.12 Steps to Existing Property Lien Exclusion | <input type="button" value="Click here to attach a file"/> |
| C.15 Attached Moveable Property Description | <input type="button" value="Click here to attach a file"/> |
| C.16 Attached Moveable Property – Owner Acknowledgment | <input type="button" value="Click here to attach a file"/> |
| C.17 Attached Moveable Property – Mortgage Holder / Lienholder Acknowledgment | <input type="button" value="Click here to attach a file"/> |
| C.18 Equipment Systems & IT Systems | <input type="button" value="Click here to attach a file"/> |
| C.19 Medical Moveable Property Description | <input type="button" value="Click here to attach a file"/> |
| C.20 Soft Costs | <input type="button" value="Click here to attach a file"/> |
| C.21 Installation | <input type="button" value="Click here to attach a file"/> |
| C.22 Front Line Services Description | <input type="button" value="Click here to attach a file"/> |
| C.23 Front Line Services Table | <input type="button" value="Click here to attach a file"/> |
| C.24 Religious Use | <input type="button" value="Click here to attach a file"/> |
| C.25 Public Availability | <input type="button" value="Click here to attach a file"/> |
| C.26 Public Advertising | <input type="button" value="Click here to attach a file"/> |
| C.27 Staffing | <input type="button" value="Click here to attach a file"/> |
| C.28 Operating Budget Impact | <input type="button" value="Click here to attach a file"/> |
| C.29 Regulatory Permits | <input type="button" value="Click here to attach a file"/> |
| C.30 City Operating Contracts - Terms | <input type="button" value="Click here to attach a file"/> |
| C.31 Licenses & Certifications | <input type="button" value="Click here to attach a file"/> |
| C.32 CON Approval | <input type="button" value="Click here to attach a file"/> |
| C.33 Additional Moveable Property | <input type="button" value="Click here to attach a file"/> |

< Back

Next >

Please note that you will only see this page if you indicated Appendix D in question 5 on the first page of this form. All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Capital Request Form Submission

Appendix D and Attachments

Appendix-D: Vehicle Purchase(s)  [Click here to attach a file](#) *

Required Attachments for this Section:

D.10 Vehicle List	 Click here to attach a file *
D.11 Cost Estimate Basis	 Click here to attach a file *
D.12 Vehicle Specifications	 Click here to attach a file *

Attachments that may be required to be fully responsive to questions in this Section:

D.1 Project Description	 Click here to attach a file
D.2 Project-Related Programming Table	 Click here to attach a file
D.3 Additional Vehicle(s)	 Click here to attach a file
D.4 Lease – Private Property	 Click here to attach a file
D.5 Lease – City-owned Property	 Click here to attach a file
D.6 Property Ownership - Other	 Click here to attach a file
D.7 Additional Locations	 Click here to attach a file
D.8 Status of Pledged Non-City Funds	 Click here to attach a file
D.9 Status of Requested Non-City Funds	 Click here to attach a file
D.13 Front Line Services Description	 Click here to attach a file
D.14 Religious Use	 Click here to attach a file
D.15 Public Availability	 Click here to attach a file
D.16 Public Advertising	 Click here to attach a file
D.17 Staffing	 Click here to attach a file
D.18 Operating Budget Impact	 Click here to attach a file
D.19 Regulatory Permits	 Click here to attach a file
D.20 City Operating Contracts - Terms	 Click here to attach a file
D.21 Licenses & Certifications	 Click here to attach a file

[< Back](#) [Next >](#)

Please note that you will only see this page if you indicated Appendix E in question 5 on the first page of this form. All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Capital Request Form Submission

Appendix E and Attachments

Appendix-E: Real Property Acquisition

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Required Attachments for this Section:

- E.10 Appraisal *
- E.11 Title Search *
- E.23 Current Certificate of Occupancy *

Attachments that may be required to be fully responsive to questions in this Section:

- E.1 Project Description
- E.2 Project-Related Programming Table
- E.3 Appraisal Value & Purchase Price
- E.4 Non-City Funding Sources Table
- E.5 Status of Pledged Non-City Funds
- E.6 Status of Requested Non-City Funds
- E.7 Lease & Explanation
- E.8 Relationship to Current Owner / Seller
- E.9 Condo Requirements
- E.12 Property Photographs
- E.13 Holdover Tenancies
- E.14 Front Line Services Description
- E.15 Front Line Services Table
- E.16 Religious Use
- E.17 Public Availability
- E.18 Public Advertising
- E.19 Staffing
- E.20 Operating Budget Impact
- E.21 Regulatory Permits
- E.22 City Operating Contracts - Terms
- E.24 Zoning
- E.25 Environmental Review
- E.26 Protected Property

Attachments that may be required if renovation and/or construction to use the Property for its intended Purpose:

- E.27 Project Breakdown – Renovation/Construction
- E.28 Non-City Funding Table – Renovation/Construction
- E.29 Status of Pledged Non-City Funds – Renovation/Construction
- E.30 Status of Requested Non-City Funds – Renovation/Construction
- E.31 Scope of Work & Project Cost Estimate – Renovation/Construction
- E.32 NYS Labor Law Compliance
- E.33 Site and Floor Plans
- E.34 Green Buildings Standard Law

< Back

Next >

Please note that you will only see this page if you indicated Housing Project on the cover page of this form. All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Capital Request Form Submission

Appendix F and Attachments

Appendix-F:
Department of Housing Preservation and Development Project

 [Click here to attach a file](#) *

Required Attachments for this Section:

F.11 Current Certificate of Occupancy

 [Click here to attach a file](#) *

Attachments that may be required to be fully responsive to questions in this Section:

F.1 Property Ownership - Other

 [Click here to attach a file](#)

F.2 Non-City Funding Sources Table

 [Click here to attach a file](#)

F.3 Other Funding Sources

 [Click here to attach a file](#)

F.4 Scope of Work

 [Click here to attach a file](#)

F.5 Project Timeline

 [Click here to attach a file](#)

F.6 Cost Estimate

 [Click here to attach a file](#)

F.7 Project Description

 [Click here to attach a file](#)

F.8 Room Type Table

 [Click here to attach a file](#)

F.9 Regulatory Permits

 [Click here to attach a file](#)

F.10 City Operating Contracts - Terms

 [Click here to attach a file](#)

F.12 Zoning

 [Click here to attach a file](#)

F.13 Environmental Review

 [Click here to attach a file](#)

[< Back](#)

[Next >](#)

Submissions with large attachment sizes may take several minutes to upload after hitting the submit button. **Please wait!** The length of time required is dependent on size of uploaded attachments, your Internet upload speed and the activity on the receiving server. Please allow up to 10 minutes after hitting submit. If you are waiting longer than 10 minutes, you have made a mistake and should start the submission process again.

Capital Request Form Submission

Pre-Submit Instructions:

- Verify that all the information entered is correct and complete.
- The Submission ID will be displayed on the next screen. Please make a note of the Submission ID as you will need it to reference your application.
- A confirmation email with the Submission ID will be sent to the submitter.
- Once you click on the submit button, don't click it again. Wait for the confirmation screen to appear.

< Back

Submit