

CapGrants Instructions

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Introduction

For the New York City Fiscal Year 2024, the City developed a new Capital Grants Application portal site, the CapGrants Portal. All applications for Non-City Capital projects must be submitted through the CapGrants Portal. Before you begin the submission process, please review the Guidelines for Capital Funding Requests for Not-for-Profit Organizations and download and review the Application Materials carefully. The Application Materials for all projects (other than for Cultural Organizations) can be found at the following web address:

<https://www.nyc.gov/site/capitalgrants/index.page>

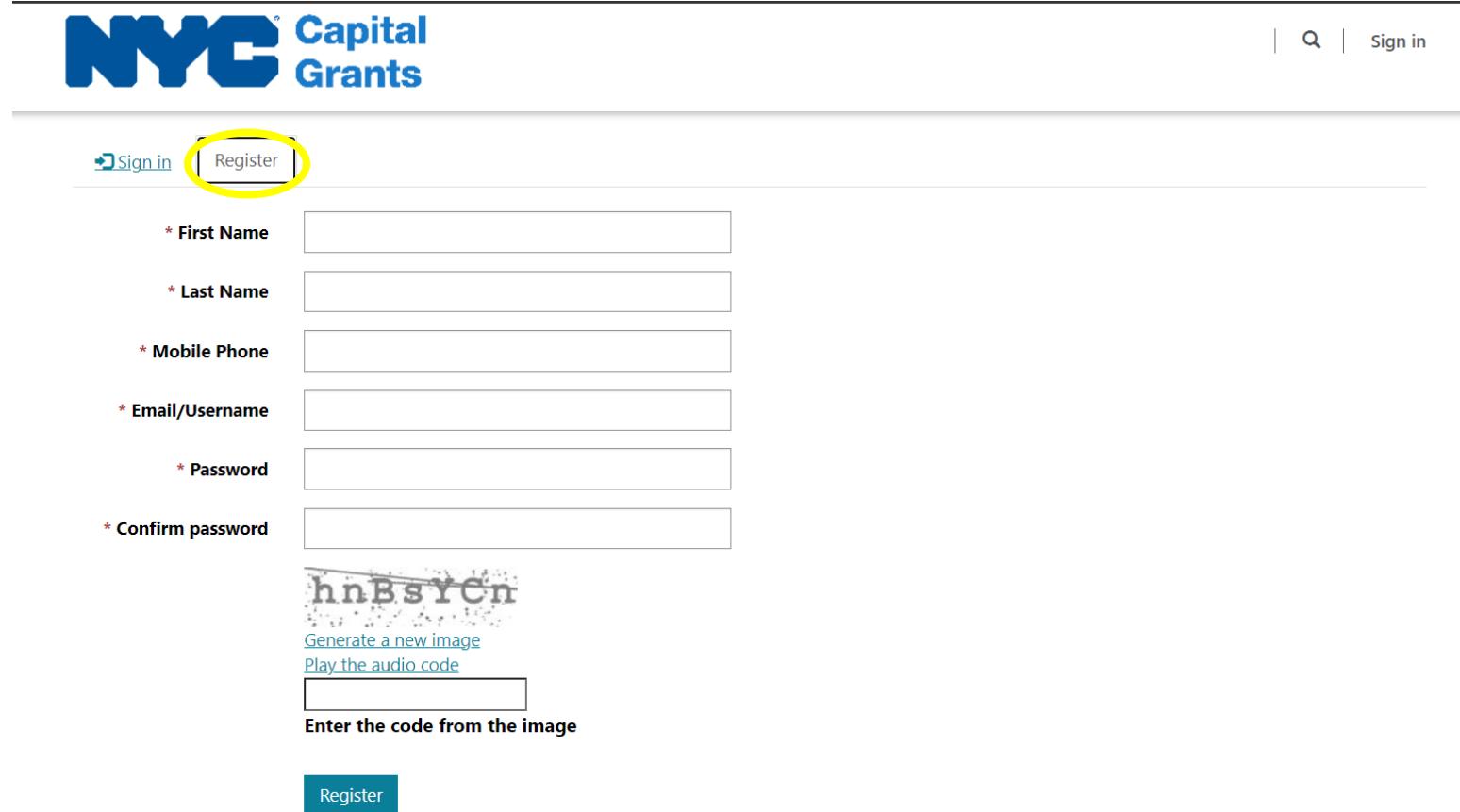
The Application Materials for Cultural Organizations can be found on the Department of Cultural Affairs website here:

<https://www.nyc.gov/site/dcla/cultural-funding/capital-funding-request-page-1.page>

Once you have completed the Application Materials, and gathered all necessary documentation, follow the below instructions to submit your Application for Capital Funding. All questions regarding the CapGrants application process or site should be directed to your Elected Official's office.

I. Registering Your Account

The first time you access the CapGrants portal, you must register for a new account. Note: Users who registered during the FY24 or FY25 application process already have accounts and will not need to register again. Those users can sign in using their credentials from previous years. Click the “Register” tab, and enter the requested information, as shown below:



The screenshot shows the registration page for the NYC Capital Grants portal. At the top, there is a logo for 'NYC Capital Grants' and links for 'Sign in' and 'Search'. Below the logo, there is a 'Register' button, which is highlighted with a yellow circle. The registration form consists of several input fields: 'First Name', 'Last Name', 'Mobile Phone', 'Email/Username', 'Password', and 'Confirm password'. Below these fields is a CAPTCHA section with the code 'hnBsYen' and options to 'Generate a new image' or 'Play the audio code'. A text input field for the CAPTCHA code is labeled 'Enter the code from the image'. At the bottom of the form is a 'Register' button.

Sign in | Register | Sign in

* First Name

* Last Name

* Mobile Phone

* Email/Username

* Password

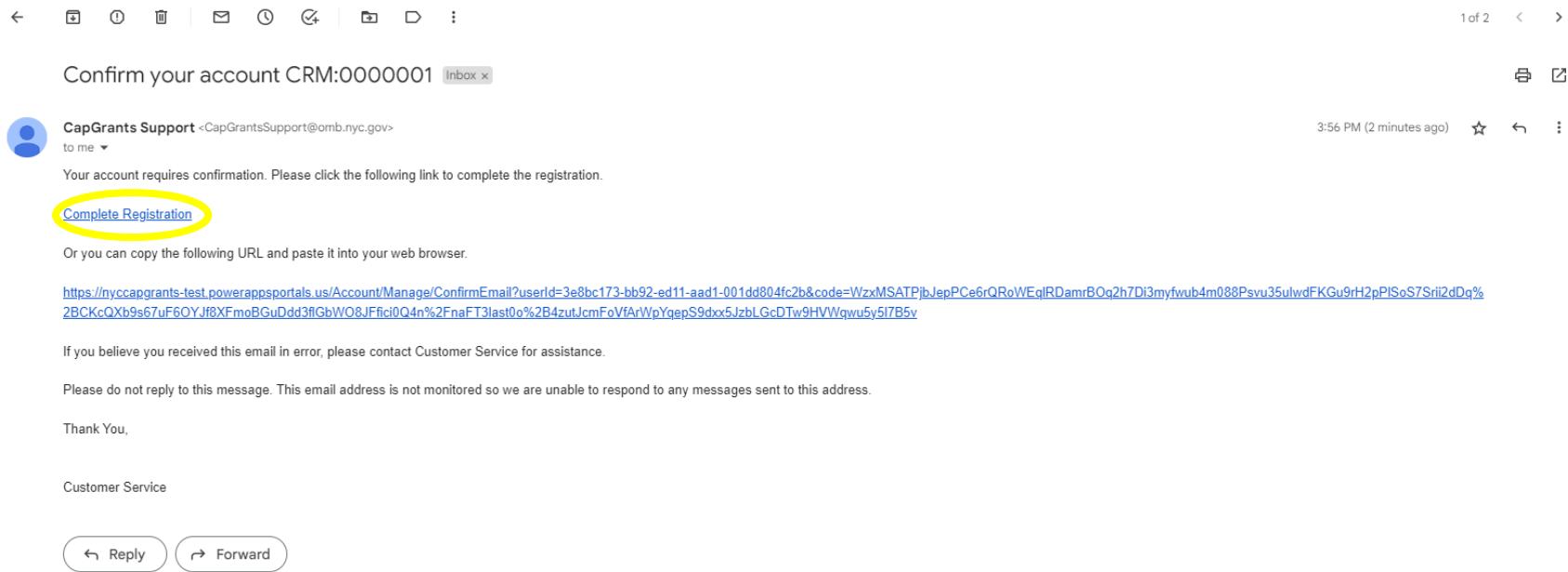
* Confirm password

hnBsYen
Generate a new image
Play the audio code

Enter the code from the image

Register

Once you complete the registration process, you will automatically receive a message to the email account you used to register with a link to verify your email address. Click the “Complete Registration” link or copy the web address into your browser to verify your email. Be sure to check your “Spam” or “Junk” folder for this email if you have trouble finding it.



Confirm your account CRM:0000001 Inbox x

 CapGrants Support <CapGrantsSupport@omb.nyc.gov>
to me ▾

3:56 PM (2 minutes ago) ☆ ↗ ⋮

Your account requires confirmation. Please click the following link to complete the registration.

[Complete Registration](#)

Or you can copy the following URL and paste it into your web browser.

<https://nyccapgrants-test.powerappsportals.us/Account/Manage/ConfirmEmail?userId=3e8bc173-bb92-ed11-aad1-001dd804fc2b&code=WzxMSATPjbJepPCe6rQRoWEqlRDamrBOq2h7Di3myfwub4m088Psvu35ulwdFKGu9rH2pPISoS7Srii2dDq%2BCKcQXb9s67uF6OYJf8XFmoBGuDdd3fGbWO8JFfc0Q4n%2FnaFT3last0o%2B4zutJcmFoVfArWpYqepS9dxx5JzblGcDTw9HVWqwu5y5i7B5v>

If you believe you received this email in error, please contact Customer Service for assistance.

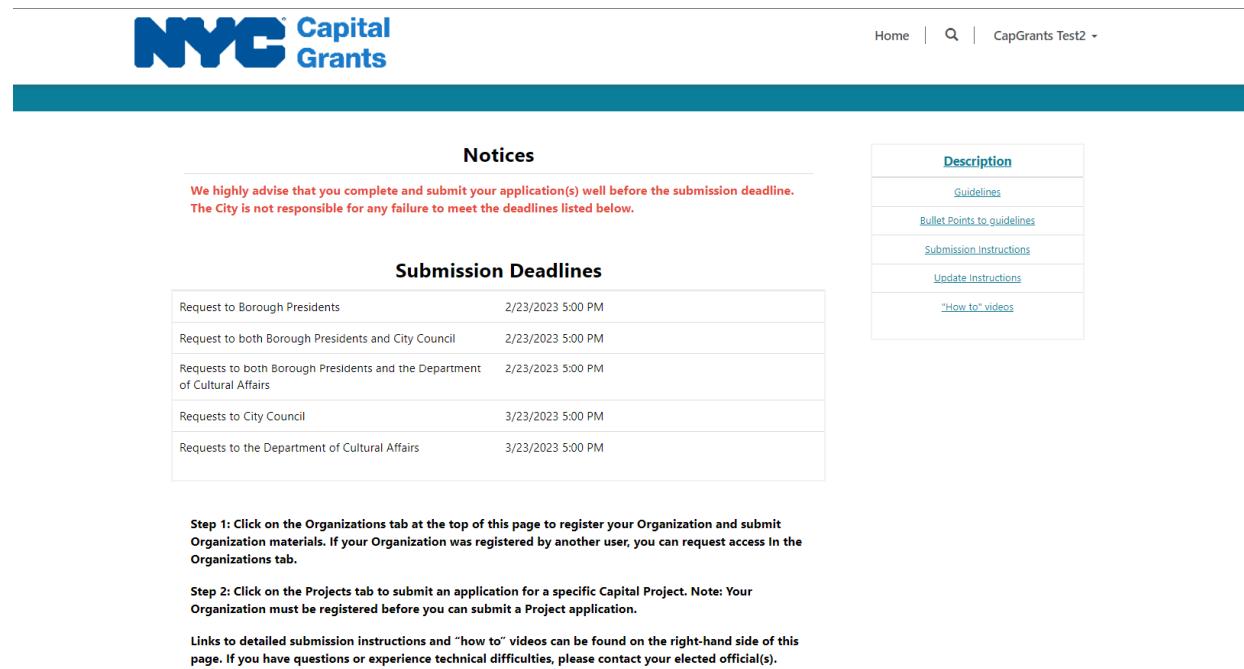
Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.

Thank You,

Customer Service

↶ Reply ↷ Forward

Please note: You cannot submit your Capital funding application until your email account is verified. If you have **not** verified your email, your page will look like the screenshot below, and you will not see the “Organizations” or “Projects” tabs at the top of the page. If you see the below screen, please check your email for the message with the verification link.



The screenshot shows the NYC Capital Grants website. At the top, there is a header with the NYC Capital Grants logo, a navigation bar with 'Home', a search icon, and a dropdown menu for 'CapGrants Test2'. Below the header, there is a teal-colored horizontal bar. The main content area has a white background. On the left, there is a section titled 'Notices' with a sub-section titled 'Submission Deadlines'. This section contains a table with five rows of data. On the right, there is a sidebar with a table titled 'Description' containing five rows of links. Below the table, there are three paragraphs of text providing instructions for users.

Submission Deadlines	
Request to Borough Presidents	2/23/2023 5:00 PM
Request to both Borough Presidents and City Council	2/23/2023 5:00 PM
Requests to both Borough Presidents and the Department of Cultural Affairs	2/23/2023 5:00 PM
Requests to City Council	3/23/2023 5:00 PM
Requests to the Department of Cultural Affairs	3/23/2023 5:00 PM

Description
Guidelines
Bullet Points to guidelines
Submission Instructions
Update Instructions
"How to" videos

Step 1: Click on the Organizations tab at the top of this page to register your Organization and submit Organization materials. If your Organization was registered by another user, you can request access in the Organizations tab.

Step 2: Click on the Projects tab to submit an application for a specific Capital Project. Note: Your Organization must be registered before you can submit a Project application.

Links to detailed submission instructions and “how to” videos can be found on the right-hand side of this page. If you have questions or experience technical difficulties, please contact your elected official(s).

After verifying your email address, we recommend that you sign out and close your browser before signing back into the CapGrants portal.

II. Creating an Organization and Submitting Organization Documents

Once you verify your email, the Home Page will look like this:

The screenshot shows the NYC Capital Grants website. At the top, there is a navigation bar with links for Home, Organizations (which is circled in yellow), Projects, a search icon, and a user account dropdown for 'CapGrants Test2'. Below the navigation bar is a teal header bar. The main content area has a white background. It features a section titled 'Notices' with a red warning message: 'We highly advise that you complete and submit your application(s) well before the submission deadline. The City is not responsible for any failure to meet the deadlines listed below.' Below this is a table titled 'Submission Deadlines' with the following data:

Request Type	Deadline
Request to Borough Presidents	2/23/2023 5:00 PM
Request to both Borough Presidents and City Council	2/23/2023 5:00 PM
Requests to both Borough Presidents and the Department of Cultural Affairs	2/23/2023 5:00 PM
Requests to City Council	3/23/2023 5:00 PM
Requests to the Department of Cultural Affairs	3/23/2023 5:00 PM

On the right side of the page, there is a vertical sidebar with a table of contents:

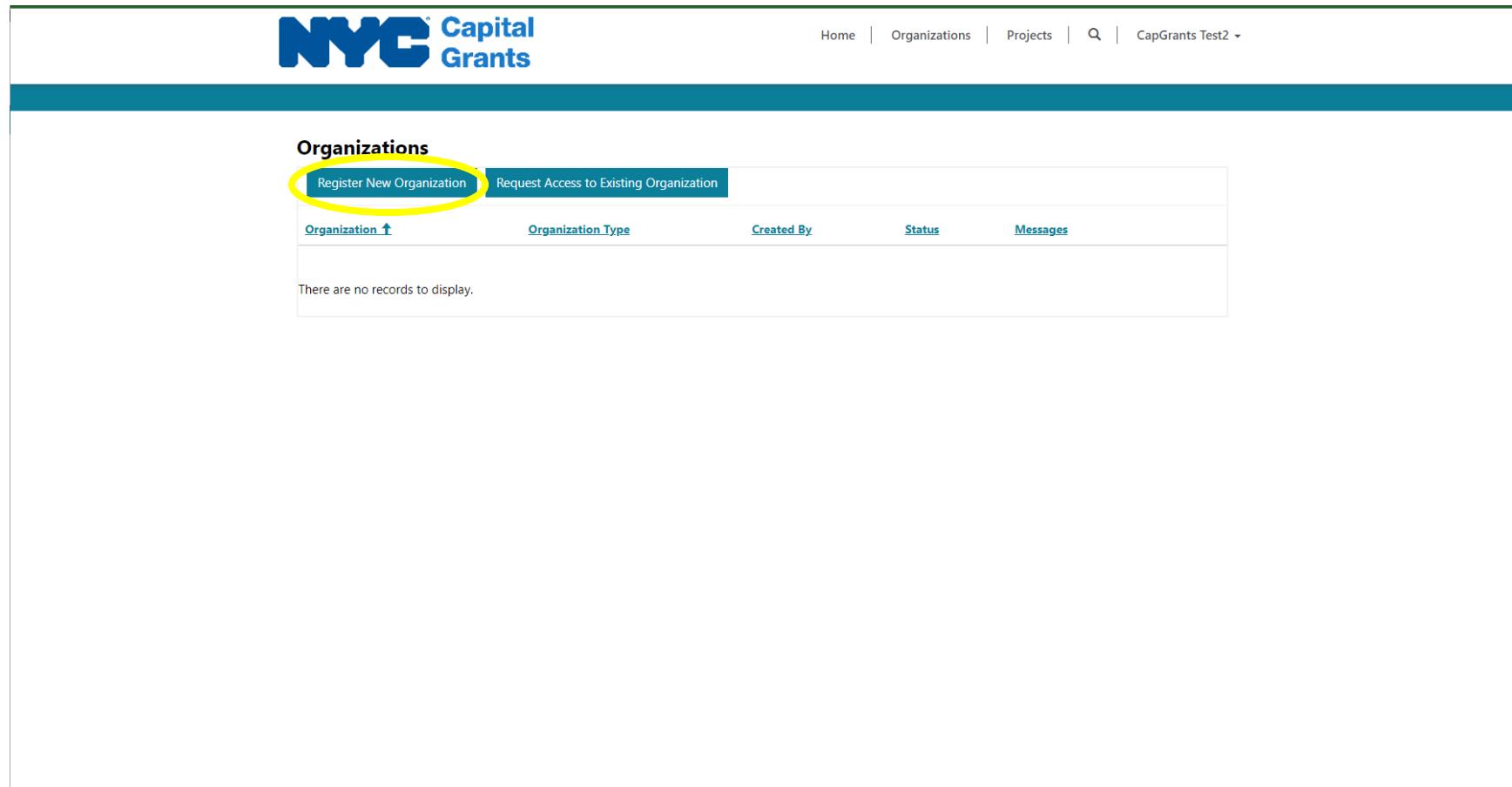
Description
Guidelines
Bullet Points to guidelines
Submission Instructions
Update Instructions
"How to" videos

Below the table of contents, there are three steps with corresponding text:

- Step 1:** Click on the Organizations tab at the top of this page to register your Organization and submit Organization materials. If your Organization was registered by another user, you can request access in the Organizations tab.
- Step 2:** Click on the Projects tab to submit an application for a specific Capital Project. Note: Your Organization must be registered before you can submit a Project application.
- Links to detailed submission instructions and "how to" videos can be found on the right-hand side of this page. If you have questions or experience technical difficulties, please contact your elected official(s).

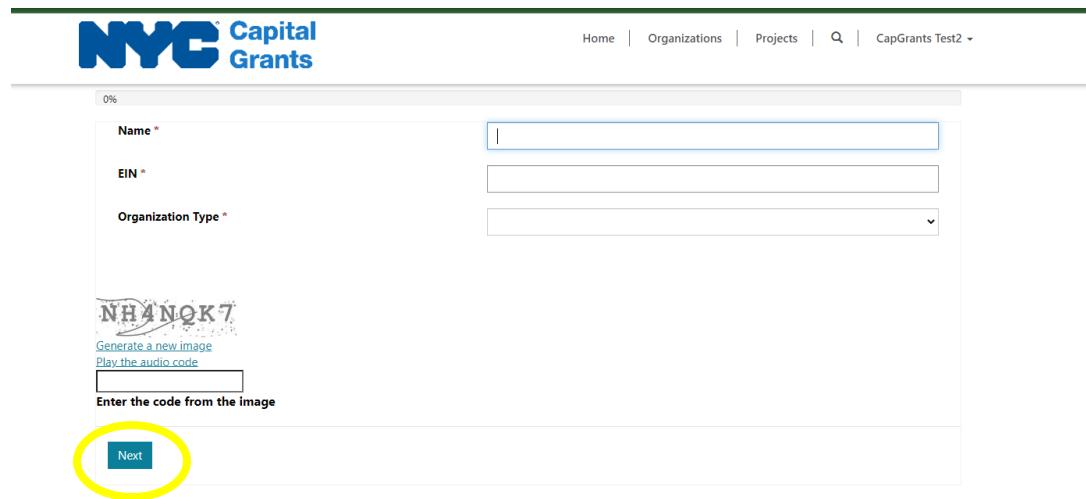
Click the “Organizations” tab to begin registering your Organization or to request access to an existing Organization. Please note, each Organization can only be registered once. If another representative from your Organization has already begun the process, you will need to request access to the existing Organization (see Section IV below for instructions on how to request access).

Click on the “Register New Organization” button to begin registration.



The screenshot shows the NYC Capital Grants website. At the top, there is a navigation bar with links for Home, Organizations, Projects, a search bar, and a dropdown menu for 'CapGrants Test2'. Below the navigation bar is a teal header bar. The main content area is titled 'Organizations'. It features two buttons: 'Register New Organization' (highlighted with a yellow circle) and 'Request Access to Existing Organization'. Below these buttons is a table with columns for 'Organization ↑', 'Organization Type', 'Created By', 'Status', and 'Messages'. A message at the bottom of the table states, 'There are no records to display.'

Enter the requested information about your Organization. Please note, each Organization must have a unique 9-digit EIN. You will not be able to register an Organization with an EIN that has already been used. Please contact your elected official if you have difficulty registering your Organization with the correct EIN.



The screenshot shows a registration form for NYC Capital Grants. At the top, there is a navigation bar with links for Home, Organizations, Projects, a search icon, and a dropdown menu for 'CapGrants Test2'. The main form area has a progress bar at the top left showing '0%'. It contains three required fields: 'Name *' with a text input field, 'EIN *' with a text input field, and 'Organization Type *' with a dropdown menu. Below these is a CAPTCHA section with a visual code 'NHANOK7' and buttons for 'Generate a new image' and 'Play the audio code'. A text input field for the CAPTCHA code is followed by the instruction 'Enter the code from the image'. At the bottom left of the form, a blue 'Next' button is highlighted with a yellow circle.

You may register as either a Cultural or Non-Cultural Organization. Please note, Cultural Organizations must meet specific requirements, as detailed on the Department of Cultural Affairs website: <https://www.nyc.gov/site/dcla/cultural-funding/capital-funding-request-page-1.page>

Organizations that do not qualify for Cultural funding must apply as Non-Cultural Organizations. If you are unsure whether to register as a Cultural or Non-Cultural Organization, please contact your elected official.

Once complete, click "Next."

On the following page, please enter the requested contact information for your Organization.

50%

Save

Organization Details

Name *	Instructions Org	Address 1	<input type="text"/>
EIN *	888888888	Address 2	<input type="text"/>
Organization Type *	Non-Cultural (All Other, Housing, Charter)	City	<input type="text"/>
Doing Business As (DBA)	<input type="text"/>	State	<input type="text"/>
Business Phone	<input type="text"/> Provide a telephone number	Postal Code	<input type="text"/>
Capital Contact		Principal/CEO/CFO	
Name	<input type="text"/>	Name	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Phone	<input type="text"/> Provide a telephone number	Phone	<input type="text"/> Provide a telephone number

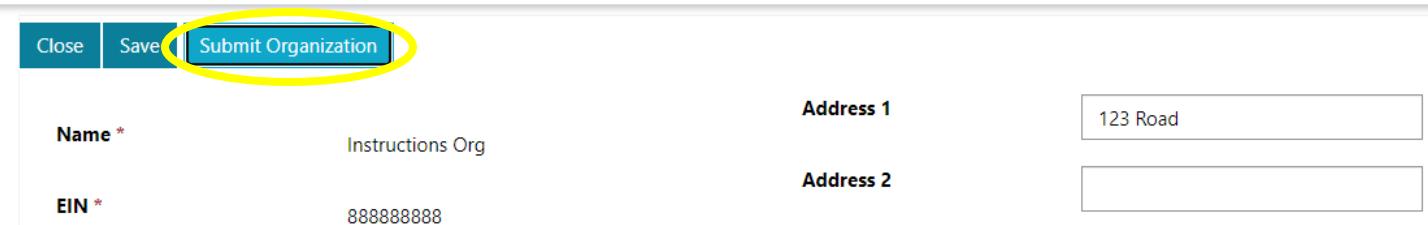
Save

Once complete, click “Save” at either the top or bottom of the page.

On the next page, upload your Organization Documents. Please note, some documents are required for all Organizations (Required Documents) and other are only required if relevant to your Organization (Supplemental Documents). Carefully follow the instructions in the Organization Form to determine which documents you must provide.

Required Documents		Supplemental Documents	
File Name	Status	File Name	Status
O_00 Organization Form	Pending	Choose File	
O_02 Articles and Certificate of Incorporation	Pending	Choose File	
O_04 IRS Tax-Exempt Status	Pending	Choose File	
O_08 Lobbying Certification Form	Pending	Choose File	
O_09 Conflict of Interest Disclosure and Compliance Certification	Pending	Choose File	
O_10 Doing Business Data Form	Pending	Choose File	
O_15 Brochures	Pending	Choose File	
O_23 Audited Financial Statements - Year 1 of 3	Pending	Choose File	
O_24 Audited Financial Statements - Year 2 of 3	Pending	Choose File	
O_25 Audited Financial Statements - Year 3 of 3	Pending	Choose File	
O_26 Form 990	Pending	Choose File	
O_01 Organization Background	-	Choose F	
O_03 NYS License and Good Standing	-	Choose F	
O_05 Tax-Exempt Revocation	-	Choose F	
O_06 NYS Charities Registration Exemption	-	Choose F	
O_07 Form CHAR500	-	Choose F	
O_11 Private School Description	-	Choose F	
O_12 City Operating Contracts Table	-	Choose F	
O_13 Affiliates and Related Organizations	-	Choose F	
O_14 Religious Corporation Description	-	Choose F	

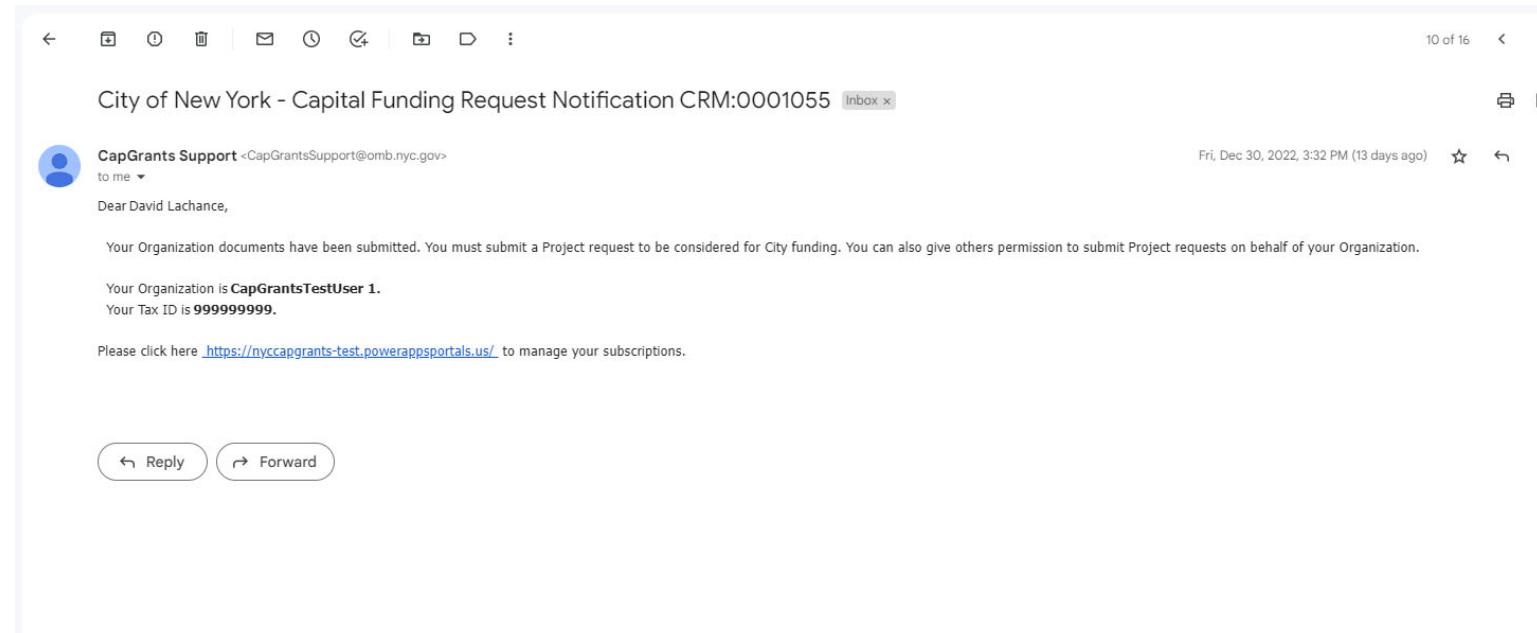
After uploading all the Organization Documents, click the “Submit Organization” button either at the top or bottom of the page.



The screenshot shows a form for submitting an organization. At the top, there are three buttons: 'Close', 'Save', and 'Submit Organization'. The 'Submit Organization' button is highlighted with a yellow circle. Below the buttons, there are fields for 'Name *' (Instructions Org), 'Address 1' (123 Road), 'Address 2' (empty), 'EIN *' (888888888), and 'Instructions Org' (empty). The 'Name *' field is marked with a red asterisk.

Note: You may “Save” and return to your project before it is submitted.

Upon submitting your organization, you will receive an automated email confirming your submission:



The screenshot shows an email inbox with a single message. The message is from 'CapGrants Support <CapGrantsSupport@omb.nyc.gov>' to 'me' on Friday, Dec 30, 2022, at 3:32 PM. The subject of the email is 'City of New York - Capital Funding Request Notification CRM:0001055'. The email body contains the following text:

Dear David Lachance,

Your Organization documents have been submitted. You must submit a Project request to be considered for City funding. You can also give others permission to submit Project requests on behalf of your Organization.

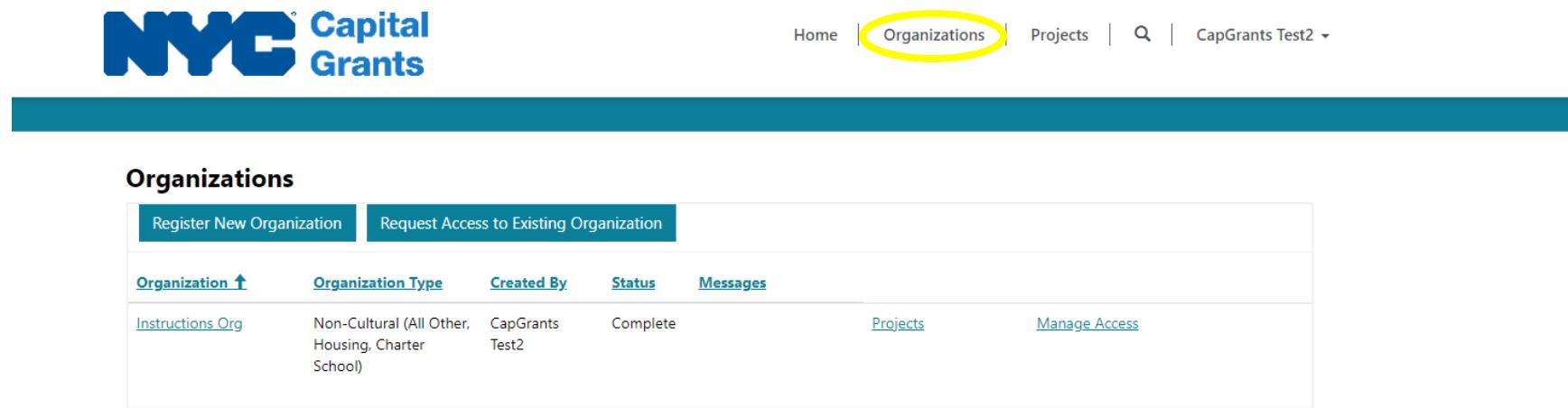
Your Organization is **CapGrantsTestUser 1**.
Your Tax ID is **999999999**.

Please click here <https://nyccapgrants-test.powerappspartals.us/> to manage your subscriptions.

At the bottom of the email are two buttons: 'Reply' and 'Forward'.

Please note: At this point, you have only completed half of the process. YOU MUST SUBMIT A PROJECT APPLICATION TO BE CONSIDERED FOR CITY FUNDING.

You can revisit your Organization by clicking on the “Organizations” tab:



The screenshot shows the NYC Capital Grants website. At the top, there is a navigation bar with links for Home, Organizations (which is highlighted with a yellow circle), Projects, a search icon, and a user account dropdown for 'CapGrants Test2'. Below the navigation bar is a teal header bar. Underneath is a section titled 'Organizations' with two buttons: 'Register New Organization' and 'Request Access to Existing Organization'. A table lists one organization: 'Instructions Org' (Organization Type: Non-Cultural (All Other, Housing, Charter School)), created by 'CapGrants Test2', and its status is 'Complete'. There are links for 'Projects' and 'Manage Access' next to the organization row.

Organization ↑	Organization Type	Created By	Status	Messages
Instructions Org	Non-Cultural (All Other, Housing, Charter School)	CapGrants Test2	Complete	Projects Manage Access

Please note: Once you submit your Organization, you cannot make any changes or upload new or updated documents unless changes are requested by an Elected Official. Please refer to Section V – Requests for Additional Information.

III. Submitting a Project Application

Once you have registered an Organization, you can submit a project application by clicking on the “Projects” tab at the top of the Home Page.



The screenshot shows the NYC Capital Grants website. The navigation bar at the top includes links for Home, Organizations, Projects (which is circled in yellow), a search icon, and CapGrants Test2. Below the navigation bar, there is a teal header bar. The main content area starts with a section titled "Notices" which contains a red advisory message: "We highly advise that you complete and submit your application(s) well before the submission deadline. The City is not responsible for any failure to meet the deadlines listed below." To the right of the notices is a vertical sidebar with links: Description, Guidelines, Bullet Points to guidelines, Submission Instructions, Update Instructions, and "How to" videos.

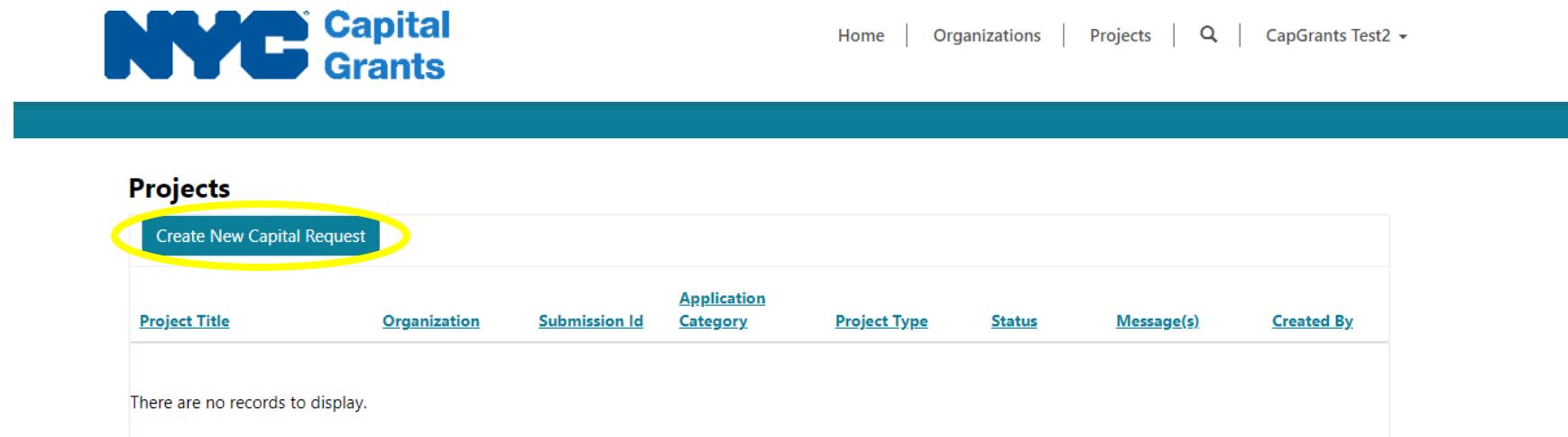
Submission Deadlines	
Request to Borough Presidents	2/23/2023 5:00 PM
Request to both Borough Presidents and City Council	2/23/2023 5:00 PM
Requests to both Borough Presidents and the Department of Cultural Affairs	2/23/2023 5:00 PM
Requests to City Council	3/23/2023 5:00 PM
Requests to the Department of Cultural Affairs	3/23/2023 5:00 PM

Step 1: Click on the Organizations tab at the top of this page to register your Organization and submit Organization materials. If your Organization was registered by another user, you can request access in the Organizations tab.

Step 2: Click on the Projects tab to submit an application for a specific Capital Project. Note: Your Organization must be registered before you can submit a Project application.

Links to detailed submission instructions and “how to” videos can be found on the right-hand side of this page. If you have questions or experience technical difficulties, please contact your elected official(s).

Click on “Create New Capital Request.”



The screenshot shows the NYC Capital Grants website. At the top, there is a navigation bar with links for Home, Organizations, Projects, a search icon, and a dropdown for CapGrants Test2. Below the navigation bar is a teal header bar. The main content area is titled 'Projects'. At the top of this section is a button labeled 'Create New Capital Request', which is highlighted with a yellow circle. Below this button is a table with columns: Project Title, Organization, Submission Id, Application Category, Project Type, Status, Message(s), and Created By. A message at the bottom of the table states, 'There are no records to display.'

Select your Organization from the dropdown list and click “Next.” For most users, you will only see one Organization in this dropdown.

NYC Capital Grants

Home | Organizations | Projects |  | CapGrants Test2 ▾

0%

Organization *

Instructions Org




[Generate a new image](#)
[Play the audio code](#)

Enter the code from the image

Next

For **Non-Cultural Projects**, select the Application Category (All Other, Charter School, or Housing) and Project Type (Construction/Renovation, Standalone Equipment or Equipment Systems, Initial Outfitting Equipment, Real Property Acquisition, or Vehicle Purchase) and click “Next.”



Home | Organizations | Projects | | CapGrants Test2 ▾

50%

Application Category

Organization *

Application Category *

Project Type *

For **Cultural Projects**, select a project type (Construction/Renovation, Standalone Equipment or Equipment Systems, Vehicle Purchase, or Repurpose) from the dropdown menu and click “Next.” You do not need to select an “Application Category” for Cultural Projects.

50%

Application Category

Organization *

CapGrantsTestUser Cultural

Project Type *

▼

Next

Enter all the requested information about your Project.

NYC Capital Grants

Home | Organizations | Projects | | CapGrants Test2 ▾

Close **Save** **Submit Project**

Organization *	Instructions Org	EIN *	888888888
Application Category *	All Other	Project Type *	Moveable Property for Initial Outfitting
Project Title *	<input type="text"/>	Status	Draft
Total Project cost	<input type="text"/>		
Total City Funding Request Amount	<input type="text"/>	Minimum Funding Amount: 50,000.00	

Project Location(s)

Add New Project Location

<u>Street Address</u>	<u>Street Address 2</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Borough</u>	<u>Council District</u>	<u>Block</u>	<u>Lot</u>	<u>Unit</u>	<u>Ownership</u>
Please add a project location										

Project Description

Identify the Elected Officials from whom you would like to request funding and the amount(s) you would like to request from each Official.

PLEASE NOTE: The total amount you request from Elected Officials must match the “Total City Funding Request Amount” you enter at the top of the page.

Funding Request Amounts

Elected Official

Amount

[Add Funding Request](#)

Council Member

Please select a council Member(s) or delegation(s) that you would like to see your request.

Multiple members may be selected.

[Add Council Member](#)

Funding Requests Amounts

Elected Official ↑	Amount
There are no records to display.	

There are no records to display.

[Elected Official ↑](#)

[Amount](#)

Requesting Funds from City Council:

PLEASE NOTE: You cannot request a specific amount of funding from an individual Councilmember or Delegation. As shown below, first enter the total funding request amount for City Council in general.

Funding Request Amounts

Elected Official

Amount	<input type="text"/>
--------	----------------------

Add

Council Member

Please select a council Member(s) or delegation(s) that you would like to see your request.
Multiple members may be selected.

<input type="text"/>

Add Council Member

Funding Requests Amounts

Elected Official ↑	Amount
\$-Total Council Funding Request	50.000.00

Then add the Councilmembers and Delegations whom you want to see your application.

Funding Request Amounts

Elected Official

Amount	<input type="text"/>
--------	----------------------

Add

Council Member

Please select a council Member(s) or delegation(s) that you would like to see your request.
Multiple members may be selected.

<input type="text"/>

Add

Funding Requests Amounts

Elected Official ↑	Amount
\$-Total Council Funding Request	50.000.00
__Council Delegation - Citywide (Speaker)	
__Council Member - Abreu , Shaun (DIST 7)	

Upload your Project Application Documents.

Please note: Some documents are required for all Projects (Required Documents) and other are only required if relevant to your Project (Supplemental Documents). Carefully follow the instructions in the Project Application Form to determine which documents you must provide.

Required Documents		Supplemental Documents	
<u>File Name</u>	<u>Status</u>	<u>File Name</u>	<u>Status</u>
B_00 Initial Outfitting Application	Pending	Choose File	Choose File
B_09 Moveable Property List	Pending	Choose File	Choose File
B_10 Cost Breakdown Basis	Pending	Choose File	Choose File
B_01 Lease - Private Property	-	Choose File	Choose File
B_02 Lease - City-owned Property	-	Choose File	Choose File
B_03 Status of Pledged Non-City Funds	-	Choose File	Choose File
B_04 Funding Gap	-	Choose File	Choose File
B_05 Existing Liens Table	-	Choose File	Choose File
B_06 Lienholder Letter(s)	-	Choose File	Choose File
B_07 Completed Construction - Scope of Work and Cost Breakdown	-	Choose File	Choose File
B_08 Uncompleted Construction - Funding Availability, Scope of Work and Cost Breakdown	-	Choose File	Choose File
B_11 Attached Moveable Property - Photo - Diagram	-	Choose File	Choose File

After uploading all the Project Application Documents, click the “Submit Project” button either at the top or bottom of the page.



The screenshot shows a user interface for project submission. At the top, there are three buttons: "Close", "Save", and "Submit Project". The "Submit Project" button is highlighted with a yellow circle. Below these buttons, there are four data entry fields: "Organization *", "Instructions Org" (value: "Instructions Org"); "EIN *", "888888888"; "Application Category *", "All Other"; and "Project Type *", "Moveable Property for Initial Outfitting".

Note: You may “Save” and return to your project before it is Submitted.

You will receive an automated email once your project is submitted.

City of New York - Capital Funding Request Confirmation CRM:0001056 Inbox x

 **CapGrants Support** <CapGrantsSupport@omb.nyc.gov>
to me ▾

Dear David Lachance,

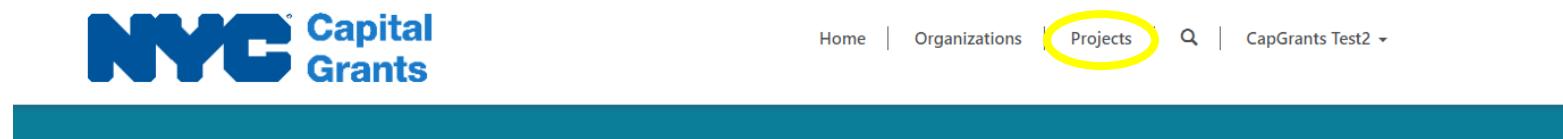
Your request for project funds has been received.

Your Project Title is **Pandora**.
Your Submission ID is **999999999 P-1020**.
Your Organization is **CapGrantsTestUser 1**.

Please click here <https://nyccapgrants-test.powerappsportals.us/> to manage your submission(s).

↶ Reply ↷ Forward

You can revisit your Project by clicking on the “Projects” tab:



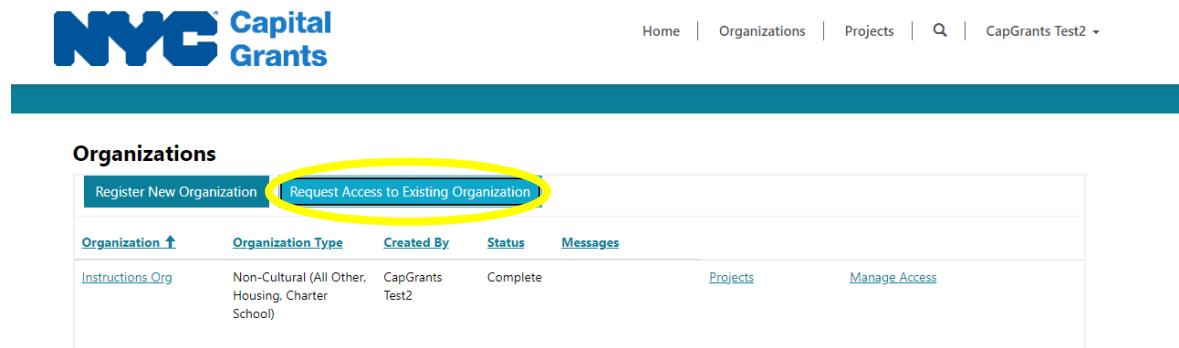
The screenshot shows the NYC Capital Grants website. The top navigation bar includes links for Home, Organizations, Projects (which is highlighted with a yellow circle), a search icon, and a user account dropdown for CapGrants Test2. Below the navigation is a teal header bar. The main content area is titled "Projects" and contains a table with one row of data. The table columns are: Project Title, Organization, Submission Id, Application Category, Project Type, Status, Message(s), and Created By. The data row shows: Instructions Project, Instructions Org, 8888888888 P-1030, All Other, Moveable Property for Initial Outfitting, Submitted, and CapGrants Test2.

Project Title	Organization	Submission Id	Application Category	Project Type	Status	Message(s)	Created By
Instructions Project	Instructions Org	8888888888 P-1030	All Other	Moveable Property for Initial Outfitting	Submitted		CapGrants Test2

Please note: Once you submit your Project, you cannot make any changes or upload new or updated documents unless changes are requested by an Elected Official. Please refer to Section V – Requests for Additional Information.

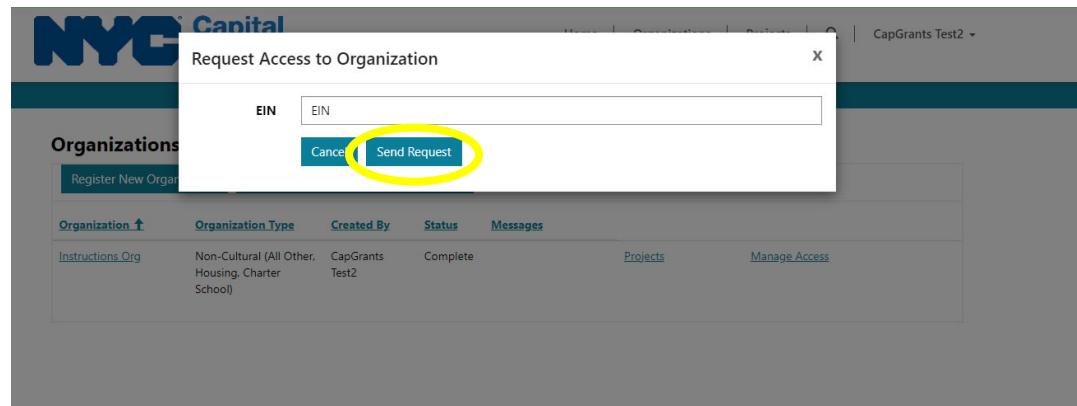
IV. Managing Access to your Organization and Projects

If another user has already registered your Organization, you can request access by clicking the “Request Access to Organization” button.



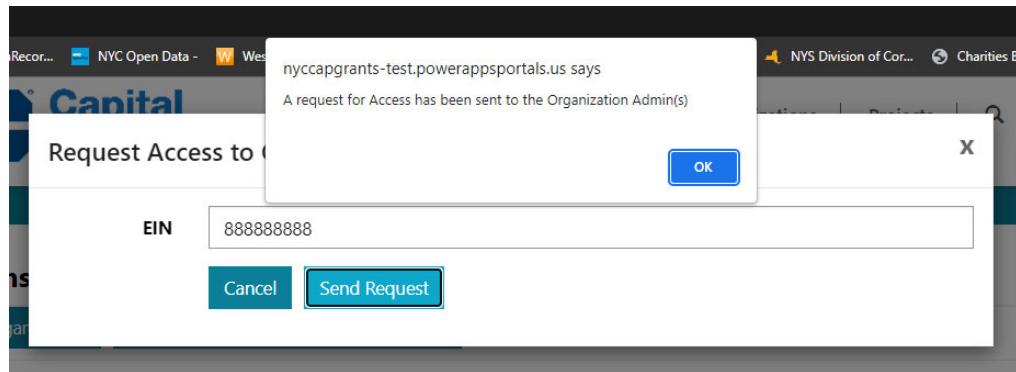
The screenshot shows the 'Organizations' page of the NYC Capital Grants website. At the top, there is a navigation bar with links for 'Home', 'Organizations', 'Projects', a search icon, and a dropdown for 'CapGrants Test2'. Below the navigation is a teal header bar. The main content area has a title 'Organizations' and two buttons: 'Register New Organization' and 'Request Access to Existing Organization', with the latter being highlighted by a yellow circle. Below these buttons is a table with columns: 'Organization', 'Organization Type', 'Created By', 'Status', and 'Messages'. A single row is visible, showing 'Instructions Org' as the organization name, 'Non-Cultural (All Other, Housing, Charter School)' as the type, 'CapGrants Test2' as the creator, 'Complete' as the status, and links for 'Projects' and 'Manage Access'.

Enter the Organization's EIN and click “Send Request.”



The screenshot shows a modal window titled 'Request Access to Organization'. It has a 'Cancel' button and a 'Send Request' button, with the latter being highlighted by a yellow circle. The background of the modal is dark, and the text is white. Below the modal, the 'Organizations' page is partially visible, showing the same table as the previous screenshot.

An email will be sent automatically to the Organization Administrator, requesting access to the Organization.



The process for approving accesss requests and assigning roles, as well as the descriptions of those roles, is described below.

The Organization Administrator can manage access to the Organization by clicking the “Manage Access” button on the Organization Tab.

Organization ↑	Organization Type	Created By	Status	Projects	Messages
Instructions Org	Non-Cultural (All Other, Housing, Charter School)	CapGrants Test2	Complete	Projects	Manage Access

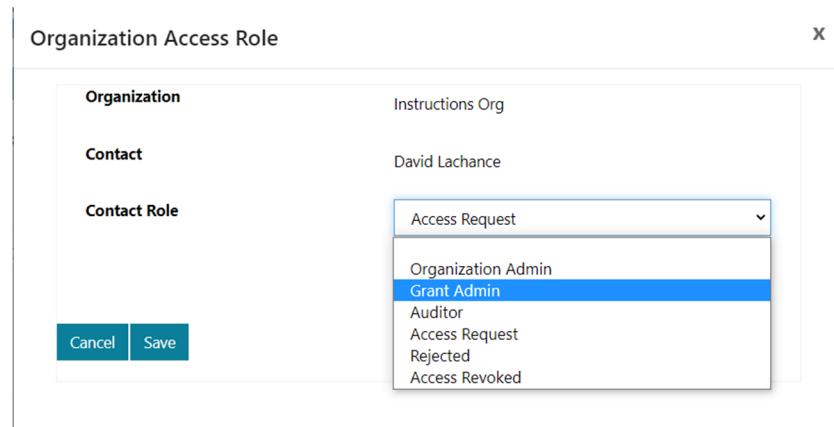
Click on the link under “Access Role” to set a role for a particular user. For a user who just requested access, this field will show “Access Request.”



Access Role	User	Email
Organization Admin	CapGrants Test2	capgrantstest2@gmail.com
Access Request	David Lachance	capgrantstest@gmail.com

Close

Choose from the following roles:



Organization Access Role

Organization: Instructions Org

Contact: David Lachance

Contact Role:

- Access Request
- Organization Admin
- Grant Admin
- Auditor
- Access Request
- Rejected
- Access Revoked

Cancel Save

Please note: An “Organization Admin” can make all changes related to the Organization and Projects submitted for that Organization, including managing access. A “Grant Admin” can only make changes to the Project applications. An “Auditor” can review Organization and Project materials but cannot make any changes. If a user is set to “Access Request,” “Rejected,” or “Access Revoked,” they cannot see or change any Organization or Project records.

If your request for access is granted, you will receive an automated email.

City of New York - Your access request for CapGrantsTestUser 1 has been granted CRM:0001118 ▾



CapGrants Support <CapGrantsSupport@omb.nyc.gov>

to me ▾

Dear David Lachance,

Your access request for CapGrantsTestUser 1 has been granted.

Please click here <https://nyccapgrants.powerappspartals.us/organizations/> to review your current organization access.

← Reply

→ Forward

You will now be able to see the Organization and related Projects in the CapGrants portal.

V. Requests for Additional Information

You will receive an automated email if the Elected Official(s) request additional information about your Organization or Project application. You can see the information requests by logging into the CapGrants Portal or clicking the link in the email as shown below:

City of New York - Capital Funding Request Confirmation CRM:0001103 Inbox x Print  

 **CapGrants Support** <CapGrantsSupport@omb.nyc.gov>
to me ▾ Tue, Jan 10, 9:45 AM (3 days ago)   

Dear David Lachance:

Additional Information is needed about your request for project funds. Please click here <https://nyccapgrants-test.powerappsportals.us/> and click on the word "Message(s)" next to your project submission to view your message(s).

Your Project Title is **Pandora**.
Your Submission ID is **999999999 P-1020**.
Your Organization is **CapGrantsTestUser 1**.

Reply  Forward 

Review the Organization and Projects tab for new information requests. If additional information is requested about your Organization, you will see a blue hyperlink under the “Messages” column. The column will be empty if no requests have been submitted.

Organizations

		Register New Organization		Request Access to Existing Organization	
Organization ↑	Organization Type	Created By	Status	Messages	
Instructions Org	Non-Cultural (All Other, Housing, Charter School)	CapGrants Test2	Review	Message(s)	Projects Manage Access

You can see the details of the information request by clicking the “Messages” hyperlink:

Projects for Instructions Org

Document	Messages	Submit by ↑
O_00 Organization Form	1/13/2023 NEED MORE INFORMATION Please upload a new O.00 Organization Form.	1/20/2023 8:00 AM

Click on your Organization Name to see your Organization Page and make requested changes.

Organizations

Organization		Organization Type	Created By	Status	Messages	Projects	Manage Access
Instructions Org	Non-Cultural (All Other, Housing, Charter School)	CapGrants	Test2	Review	Message(s)	Projects	Manage Access

You will see a red box around items that require your attention.

Capital Contact

Name	Colin Farrell
Email	Colin@colinferrell.com
Phone	212-788-6737

Principal/CEO/CFO

Name	Colin Farrell
Email	Colin@colinferrell.com
Phone	212-788-6737

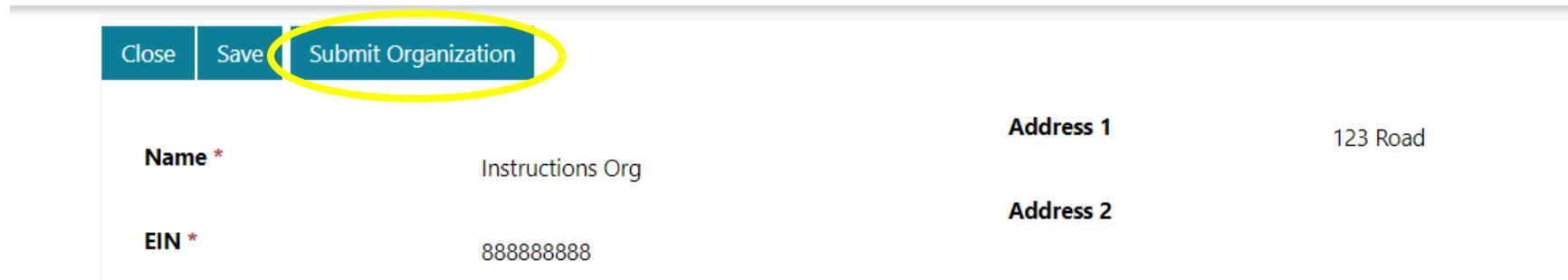
Required Documents

File Name	Status	
O_00 Organization Form	Requires Attention	Choose File
O_02 Articles and Certificate of Incorporation	Uploaded	Open
O_04 IRS Tax-Exempt Status	Uploaded	Open
O_08 Lobbying Certification Form	Uploaded	Open
O_09 Conflict of Interest	Uploaded	Open

Supplemental Documents

File Name	Status
O_01 Organization Background	-
O_03 NYS License and Good Standing	-
O_05 Tax-Exempt Revocation	-

Make the requested change(s) by uploading a new document, adding additional information, or changing your response to a particular section, as described in the Messages. Once complete, click the “Submit Organization” button.



Close | Save | **Submit Organization**

Name * Instructions Org

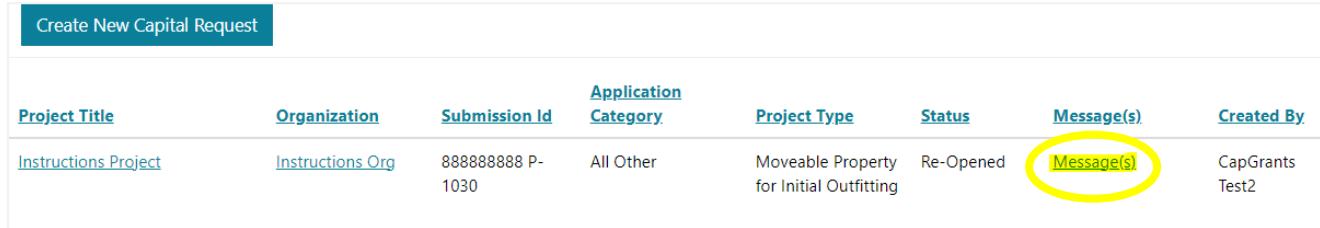
EIN * 888888888

Address 1 123 Road

Address 2

If additional information is requested about your Project, you will see a blue hyperlink under the “Messages” column. The column will be empty if no requests have been submitted.

Projects



Create New Capital Request							
Project Title	Organization	Submission Id	Application Category	Project Type	Status	Message(s)	Created By
Instructions Project	Instructions Org	888888888 P-1030	All Other	Moveable Property for Initial Outfitting	Re-Opened	Message(s)	CapGrants Test2

You can see the details of the information request by clicking the “Messages” hyperlink:

Request Type	Field	Document	Messages	Submit by ↑
Funding			Please add the Manhattan Delegation to your funding request.	1/20/2023 8:00 AM
Document		B_14 Design, Installation and Other Soft Costs	Please provide document B.14 Design, Installation and other Soft Costs.	1/20/2023 8:00 AM

Close

Click on the name of your Project to see your Project Page and make requested changes.

Projects

Create New Capital Request							
Project Title	Organization	Submission Id	Application Category	Project Type	Status	Message(s)	Created By
Instructions Project	Instructions Org	88888888 P-1030	All Other	Moveable Property for Initial Outfitting	Re-Opened	Message(s)	CapGrants Test2

You will see a red box around items that require your attention.

Funding Request Amounts

Elected Official <input type="text"/> Amount <input type="text"/> Add Funding Request	Funding Requests Amounts <table><thead><tr><th><u>Elected Official</u> ↑</th><th><u>Amount</u></th></tr></thead><tbody><tr><td>\$-Total Council Funding Request</td><td>\$50,000.00</td></tr><tr><td>__Council Delegation - Citywide (Speaker)</td><td></td></tr><tr><td>__Council Member - Abreu , Shaun (DIST 7)</td><td></td></tr></tbody></table>	<u>Elected Official</u> ↑	<u>Amount</u>	\$-Total Council Funding Request	\$50,000.00	__Council Delegation - Citywide (Speaker)		__Council Member - Abreu , Shaun (DIST 7)	
<u>Elected Official</u> ↑	<u>Amount</u>								
\$-Total Council Funding Request	\$50,000.00								
__Council Delegation - Citywide (Speaker)									
__Council Member - Abreu , Shaun (DIST 7)									

Required Documents

<u>File Name</u>	<u>Status</u>
B_00 Initial Outfitting Application	Uploaded Open
B_09 Moveable Property List	Uploaded Open
B_10 Cost Breakdown Basis	Uploaded Open
B_14 Design, Installation and Other Soft Costs	Requires Attention <input type="button" value="Choose File"/>

Supplemental Documents

<u>File Name</u>	<u>Status</u>
B_01 Lease - Private Property	-
B_02 Lease - City-owned Property	-
B_03 Status of Pledged Non-City Funds	-
B_04 Funding Gap	-
B_05 Existing Liens Table	-
B_06 Lienholder Letter(s)	-

Make the requested change/s by uploading a new document, adding additional information, or changing your response to a particular section, as described in the Messages. Once complete, press the “Submit Project” button.



The screenshot shows a user interface for submitting a project. At the top, there are three buttons: 'Close', 'Save', and 'Submit Project'. The 'Submit Project' button is highlighted with a yellow oval. Below these buttons, there are four data entry fields arranged in a grid. The first row contains 'Organization *' with the value 'Instructions Org' and 'EIN *' with the value '888888888'. The second row contains 'Application Category *' with the value 'All Other' and 'Project Type *' with the value 'Moveable Property for Initial Outfitting'.

Organization *	Instructions Org	EIN *	888888888
Application Category *	All Other	Project Type *	Moveable Property for Initial Outfitting

PLEASE NOTE: You should periodically log in to the CapGrants Portal to check for additional information requests. The system should send automated emails when requests are submitted, but there is always a chance that an error prevents the email from being sent or they may go to your junk folder.