REQUIRED DELIVERABLES TO COMPLETE INTAKE*
ACQUISITION FUNDING AGREEMENTS

Narrative	The FR provides a detailed narrative that should include acquisition and all associated closing costs as well as any necessary renovation costs, separating City-funded and non-City-funded costs. The budget and narrative should align and supplement each other. Information should be consistent with the CapGrants application.
Budget	The FR provides a detailed budget that should include acquisition and all associated closing costs as well as any necessary renovation costs, separating City-funded and non-City-funded costs. Information should be consistent with the CapGrants application.
Initial Site Visit	Once a Funding Agreements Project Manager (FA PM) is assigned to the project, the FA PM schedules a site visit to meet the FR team and see the project site. In preparation, the FR should familiarize themselves with the project scope and budget.
Proof of Full Funding	The FR provides proof of full funding, demonstrating they have available funding for the non-City-funded portion of the work. Proof of all funding sources should be provided. Any cost increases to the project will require additional documentation demonstrating the FR has secured funding for those increases.
Funding Recipient Useful Life Certificate	The FR certifies the useful life of the property (template to be provided). The estimated useful life should be based on architect/engineering professional opinions. The City expects useful life estimates to be thirty (30) years for acquisitions.
Architect or Engineer Useful Life Certificate	The FR's architect/engineer certifies the useful life of the property (template to be provided). The estimated useful life should be based on architect/engineering professional opinions. The City expects useful life estimates to be thirty (30) years for acquisitions.
Title Report	The FR provides a recent title report in order to finalize legal drafts.
Contract of Sale (or Equivalent)	The FR provides a contract of sale.
Appraisal	The FR submits an appraisal of the property to be purchased, dated within 6 months of the executed contract of sale, unless otherwise requested. The City cannot fund an acquisition if the purchase price exceeds the appraised value.
Certificate of Occupancy	The FR must provide a Permanent Certificate of Occupancy demonstrating the site's legal use and/or permitted occupancy consistent with the FR's intended use and occupancy. If it cannot be provided during intake, a signed statement from the FR's Architect/Engineer explaining the plan and timeline to obtain one may be an acceptable substitute.
Environmental Review (ER)	The FA PM coordinates with the FR and NYCEDC's Land Use team to determine applicable ER requirements. At minimum, acquisitions require a Phase I Environmental Site Assessment and a completed Environmental Assessment Statement Short Form with Supplemental Analysis.
Other	The FA PM may require other documentation related to the project (e.g., Lease, other City agency approvals, design documents, drawings, photographs, etc.).

*These requirements are subject to change at any time.