

## REQUIRED DELIVERABLES TO COMPLETE INTAKE\* RENOVATION/NEW CONSTRUCTION FUNDING AGREEMENTS



<b>Narrative</b>	The Funding Recipient (FR) provides a detailed narrative that should include the entire project scope, a breakdown of funding, and descriptions of the City-funded items listed in the budget. The narrative should explain the budget. The FR should flag to the Funding Agreements Project Manager (FA PM) any planned lease or similar use agreement with a third party for any part of the project site. Information should match what was submitted in the CapGrants application.
<b>Budget</b>	The FR provides a detailed budget that should include all project costs, separating City-funded and non-City-funded costs. Enter estimated units, quantities, and unit costs. A 15% contingency is required for unanticipated costs, proportioned in the same City-to-non-City ratio as the anticipated costs. The budget and narrative should align and supplement each other. Information should be consistent with the CapGrants application.
<b>Initial Site Visit</b>	Once a 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.
<b>Proof of Full Funding</b>	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.
<b>Funding Recipient Useful Life Certificate</b>	The FR certifies the useful life of improvements to the site (template to be provided). The estimated useful life of the improvements should be based on architect/engineering professional opinions.
<b>Architect or Engineer Useful Life Certificate</b>	The FR's architect/engineer certifies the useful life of improvements to the site (template to be provided). The estimated useful life of the improvements should be based on architect/engineering professional opinions.
<b>City Operating Contracts</b>	<p>This requirement is only applicable to City-owned sites.</p> <p>The FA PM provides an Excel spreadsheet for the FR to complete with information related to all current and/or planned City Operating Contracts at the project site <i>that overlap with where the construction/renovation work occurs</i>. The FR provides scanned copies of each City Operating Contract and all amendments thereto.</p>
<b>Title Report</b>	The FR provides a recent title report in order to finalize legal drafts.
<b>Green Buildings Standards Law (Local Law 86)</b>	If the project is not subject to complying with the Green Building Standards Law, the FR's architect/engineer must explain why in a signed statement.
<b>Lease, if applicable</b>	The FR provides any relevant lease(s) and lease amendment(s). The active lease term, excluding options to extend, must be longer than the Performance Term under the Declaration of Restrictive Covenant.
<b>Environmental Review (ER)</b>	The FA PM coordinates with the FR and NYCEDC's Land Use team to determine applicable ER requirements.
<b>Minority, Women-Owned, and Disadvantaged Business Enterprises (M/W/DBE) Goals</b>	The FA PM coordinates with the FR and NYCEDC's M/W/DBE team to determine applicable M/W/DBE requirements, if any.
<b>Other</b>	The FA PM may require other documentation related to the project (e.g., other City agency approvals, design documents, drawings, photographs, etc.).

\*These requirements are subject to change at any time.