

# NYCIDA and Build NYC Digital Application Process

## STEP 1

Submit an inquiry if you are considering a project that could be eligible for Build NYC or NYCIDA discretionary benefits.

Start by assessing whether your project may qualify for Build NYC or NYCIDA benefits.

Visit the Create Inquiry page to submit basic project details such as scope, anticipated, timeline, location, and budget.

This initial information allows staff to begin evaluating your project.

## STEP 2

Your inquiry will be assigned to a staff member who will review your submission and contact you to schedule a 30-minute introductory phone call to discuss your project.

## STEP 3

During the introductory phone call, staff will ask targeted questions to better understand your project and provide preliminary guidance on eligibility and next steps.

## STEP 4

If your project appears eligible for Build NYC or NYCIDA discretionary benefits, you will be invited to create an account and begin an application in the new digital application portal. Account creation takes less than 1 minute!

## STEP 5

Complete the core application by the applicable deadline for your targeted [Board of Directors meeting](#).

Staff will provide guidance and support as you complete the application and submit all required information.

## STEP 6

Once submitted, your application will undergo due diligence with staff in advance of your targeted Board meeting.

You may be contacted for clarifications, updates, or supplemental materials, all of which will be submitted through the digital application portal.