

# DISCRETIONARY EXPENSE AND CAPITAL FUNDING

APPLYING FOR FUNDING FROM YOUR ELECTEDS

# Meet the Policy & Advocacy Team

## Policy and Advocacy

- Corey Callahan - *General Counsel and VP of Legal Policy*
- Erik Joerss - Vice President of Advocacy and Government Affairs
- Najee Johnson - *Manager, Policy & Advocacy*
- Richard Bellis - Director of *Data & Research*

## City Council Finance Partner

- James Reyes - *Unit Head, Discretionary and Data Support Unit*
- Savanna Chou - *Principal Financial Analyst, Discretionary and Data Support Unit*

# Discretionary Funding Guidelines

- Two types of discretionary funding: Expense and Capital
- Any non-profit or public school qualifies to receive funding
  - *All NYC charter schools that operate in a private space* are considered non-profits in the application process and will apply for discretionary capital funds through CAPGRANTS
  - If your school is co-located you will apply for discretionary capital funds by making a request from your Councilmember office
- Awarded on an annual (fiscal) basis to entities that service and meet the needs of the public. Expense funding must be spent within the Fiscal Year it was designated.
- Charter schools must deliver and use the services for which they are receiving funding

# Discretionary Funding Amounts

- Council Members are allotted ~\$685,000-760,000 for district related expense projects
  - Council Speaker receives a higher amount, *Speaker's Initiative*
  - Districts with populations with high poverty rates receive additional funding which is referred to as the Anti-poverty fund
- The Council receives ~\$5M for capital projects
  - Generally, \$2-3M are granted to schools (technology and building upgrades)
- Borough Presidents receive ~\$25-30M for capital projects (*amount varies depending upon budget*)
  - \$2-3M granted to schools (technology and building upgrades)



# Discretionary Expense Funding

# Expense Funding

- Expense Funding is an appropriated sum of money in the City's expense budget allocated to eligible not-for-profit organizations to provide programs, services and/or make small equipment purchases.
- Distributed by City Councilmembers from NYC's expense budget
- Applicants must include organization's qualifications and a description of the proposed project
  - Demonstrate ability to service community at large
- Schools (and subcontractors) must disclose any potential conflicts of interest
- Different Types of Expense funding eligible for Charter Schools:
  - Youth Programs
  - Local Initiatives
  - Member Designated Initiatives (Cultural After-School Adventures (CASA) & Digital Inclusion & Literacy Initiative

# Expense Funding: Youth Programs

- Allocated to provide services *outside of school hours* for youth or community development:
  - After-school programming
  - Arts programming
  - Summer programming
- Funding average: \$5,000 - \$10,000
- **Example:**
  - Amber Charter School received \$5,000 To support Amber Charter School's debate team in Council District 10. (FY25)
  - Imagine Me Leadership Charter School received \$10,000 to be used to support the establishment and operation of a Library Media Center for students and community members. (FY25)

# Expense Funding: Local Initiatives

- Funding is allocated to provide resources and services to meet local community needs
- Charters can apply for funding individually or in conjunction with a co-located school or Community Based Organization (CBO)
- Funding average: \$5,000 - \$10,000
- **Example:**
  - Imagine Me Leadership Charter School received \$18,750 Funds will support the costs associated with providing the additional enrichment programming, including facility rental fees and transportation expenses for the school's diverse afterschool programming. (FY25)
  - Peninsula Preparatory Academy Charter received \$10,000 to support the virtual after-school intervention programs that support educational enrichment. (FY25)

# Expense Funding: Member Designated Initiatives (MDI's)

- Initiatives with a specific purpose and guidelines that are equally split and designated by each Council Member.
- Charters can apply for funding individually or in conjunction with a co-located school or Community Based Organization (CBO)
- Different Types of Member Designated Initiatives eligible for Charters:
  - Cultural After-School Adventure (CASA) which engages cultural programs and institutions to provide arts enrichment to students through after-school programs.
  - Digital Inclusion and Literacy Initiative which supports programming in each of the 51 Council Districts that provide computer-based training and learning, technical skill development, improve internet access, and offer free public streaming services.
- Funding average: \$10,000 - \$20,000
- **Example:**
  - Hebrew Language Academy Charter School received \$20,000 via the Digital Inclusion and Literacy Initiative which provides computer-based training and learning, technical skill development, improve internet access, and offer free public streaming services. (FY25)
  - The Children's Museum of the Arts received \$20,000 to provide arts enrichment to students through after-school programs at the Renaissance Charter School. (FY25)

# Expense Funding

- Co-located schools
  - District school – take lead on application
- Charters treated as non-profits in application, prequalification, clearance and contracting process.
- City Council Budget Information (*Application Details\**)
  - <https://council.nyc.gov/budget/>
- City Council Expense Funding Searchable Database (*Designation and Clearance Status*)
  - [https://rnd.council.nyc.gov/expense\\_funding/](https://rnd.council.nyc.gov/expense_funding/)
  - City Council's Expense and Capital budget questions can be addressed to [Discretionary@council.nyc.gov](mailto:Discretionary@council.nyc.gov)
- Mayor's Office of Contract Services (*Prequalification and Contracting Process*)
  - <https://www.nyc.gov/site/mocs/opportunities/discretionary-award-tracker.page>



# Discretionary Capital Funding

# Capital Funding

- Distributed by Councilmembers and Borough Presidents
  - Schools generally receive bulk of capital projects
  - Councilmembers can opt to use Participatory Budgeting to allocate this funding (*Idea submission closes on November 22, 2024*)
- The deadline to apply for funding through your local Borough President is in late February.
- Eligible projects must be proposed for a defined City purpose
- If you own your building, you're eligible for real property and moveable property funds
  - If you do not own your building, and rent from a private entity, you are ONLY eligible for moveable property funds
- Types of projects eligible:
  - Real Property
    - Playground renovations
    - Building upgrades (*Auditorium upgrade, bathroom renovation, etc*)
  - Moveable Property (Co-located schools apply through your local councilmember. Schools operating in private space will apply for this funding through CapGrants)
    - Mobile science labs
    - Laptop cart, technology

# Capital Funding

- Sometimes referenced to as *Reso A* funding
  - Reso A: school-specific capital improvement(s) or enhancement(s)
- Non co-located schools applying for Capital funding must have received expense funding from FY23-25.
- Construction projects on privately owned buildings are considered reimbursement funding; schools will need to show other source(s) of funding for the project.
- Councilmembers and Borough Presidents can both supplement funding for one project.

# Capital Funding

## Budget Timeline (as listed by SCA)

- **January - March** - Elected officials contact schools to identify potential projects
- **May - June** - City budget negotiations and adoption of the City's budget which includes new school projects
- **July 1st** - Start of the new Fiscal Year
- **Summer** - Schools notified of awards from Elected Officials
- **July - September** - Review and creation of newly funded school projects by SCA
- **September - February** - SCA receives final budget authorization from the Office of Management and Budget
- **October - March** - SCA begins project scope and design process and schools are contacted by their project team. Notices for Technology projects are published in the Principals' Weekly.

# Capital Funding

## Average Cost and Timeframe Estimates (as of FY25)

<u>Project Type</u>	<u>Low**</u>	<u>High**</u>	<u>Average Months for Delivery after release of funds</u>
Auditorium Upgrade*	\$750,000	\$2,500,000	22
Seating and Floor**	\$800,000	\$1,200,000	22
Curtains**	\$150,000	\$400,000	22
Audio / Visual Tech	\$150,000	\$300,000	22
Gymnasium Upgrade* ***	\$600,000	\$950,000	20
Wall padding **	\$35,000	\$70,000	20
Refinished Basketball Court	\$150,000	\$300,000	20
Replaced Basketball Court	\$300,000	\$600,000	20
Library	\$750,000	\$1,500,000	20

\*Does not include Supplemental Cooling (A/Cs) for these spaces

\*\*Costs are dependent upon grade level and size

\*\*\*Does not include locker room renovations or conversions

# Capital Funding

## Average Cost and Timeframe Estimates (as of FY25)

<u>Project Type</u>	<u>Low*</u>	<u>High*</u>	<u>Average Months for Delivery after release of funds</u>
Science Lab Upgrade	\$1,000,000	\$2,000,000	20
New Science Lab	\$2,500,000	\$3,000,000	24
Elementary School	\$500,000	\$1,000,000	24
Playground	\$1,000,000	\$3,000,000	20
Security Cameras	\$550,000	\$1,000,000	18
Mobile Science Carts	\$62,000	\$80,000	6
Culinary Arts Room	\$3,000,000	\$5,000,000	24

*\*Costs are dependent upon grade level and size these spaces*

# Capital Projects: Moveable Property

- Moveable property: equipment or furniture that is *not* (or minimally) attached to real property, or vehicles
  - Note: Furniture will only be provided if it applies to a renovation project. (ex: Cafeteria renovation will include qualified furniture)
- Minimum council contribution for moveable property: \$50,000
- All charter schools are encouraged to apply for mobile science labs.
- **Example:** Integration Charter School received \$60,000 for a camera system (FY24)

# Capital Projects: Real Property

- Real property: construction, reconstruction/renovations, land/buildings, fixtures
- Proposed property must be used and owned by the applicant school
- Funding minimum contribution: \$500,000
- **Note**: The project must be used for a City purpose for its entire useful life.
- **Example:**
  - Summit Academy and P.S. 676 received \$650,000 to upgrade a decades-old audio-communications system in the AV room (FY22)
  - Success Academy Charter School received \$527,000 for playground construction (FY18)

# FY 2026 Timeline

- Schools operating in a private space will submit applications online
  - Dates will be published early January 2025 on [CapGrants](#)
  - Non co-located schools that would like to apply for funding through both City Council and Borough President- would need to meet the earlier deadline
- Capital Funding – City Council
  - Application opening January 2025\* and closes in March 2025\*
- Capital Funding – Borough Presidents
  - Application opening January 2025\* and closes in late February 2025
- **Note:** You can supplement your application for funding to the Borough President's Office with an application to your local Councilmember.



The screenshot shows the NYC Capital Grants website. The header includes the NYC logo, a search bar, and links for "How to Videos", "CapGrants Portal", "Guidelines", and "Technical Difficulties". The main title "Fiscal Year 2023 CapGrants" is displayed in a large, bold, blue font. Below the title, there is a section titled "Capital Funding Requests For Not-For-Profit Organizations" with a note about the process being closed for 2022. To the right, there are "Quick Links" for "Bullet Points to Guidelines", "Registration and Submission Process", and "Update Instructions".



# Application Process

# Expense Applications

## Timeline:

- FY26 Expense Application Release Date: Friday, January 3rd, 2025\*
- FY26 Expense Application Submission Deadline: Monday, February 24th, 2025\*
- Designation Review Process: April 2025-June 2025
- Fiscal Year 2026 Begins: July 1st, 2025
- Fiscal Year 2026 Ends: June 30th, 2026

# Expense Applications

## **Application Check List:**

1. Federal Employer Identification Number (FEIN)
2. New York State Charities Bureau Registration Number\*
3. Annual Operating budget of Organization
4. HHS Accelerator Prequalification Status and Approved Service Areas.
5. Information/Documentation concerning inquiries, monitorships, government investigations, corrective action plans or audits (other than routine annual audit).
6. Organization's staffing information
7. Staffing information regarding programs/services
8. Certificate of Incorporation (for those incorporated on or after July 1, 2022)
9. Current list of Board Members and High/Executive Level Employees (as per IRS 990 Part VI §A and Part VII §A)
10. Please note Adobe Reader is required for viewing and printing the PDF (Portable Document Format) documents found at the end of the application.

# Expense Applications

2/3/2021

My Account



New York City Council  
Discretionary Funding Application

[www.nyc.gov](#) | Change E-mail/Password

Last Logon:

2/3/2021 05:00

Exit

Thank You! Your application has been submitted.

## Applications

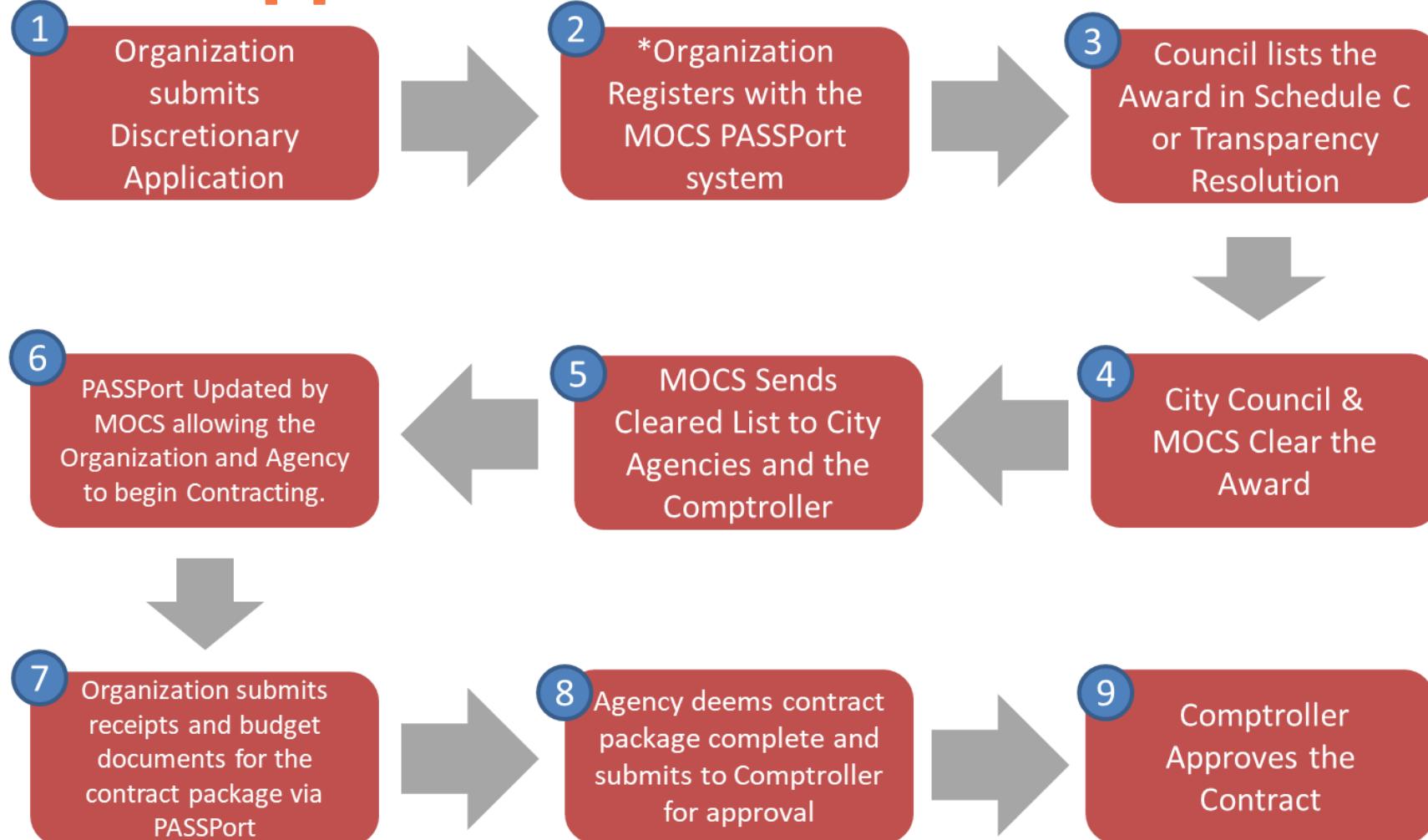
Welcome to your "My Application Page". This is the area where you will manage your work.

1. Select in progress or submitted in the drop down.
2. If you select submitted, you can only view the applications that you have submitted.
3. If you select in progress, you will be able to continue working on your application.
4. To delete an application, simply select the garbage can next to it.
5. [Click Here to Create a NEW Application](#)

Show [Submitted Applications](#) ▾

Application Name	Project Title	Requested	ID	Submitted	Action
Final FY2022	Summer Enrichment	30,000	95701	2/3/2021	
FY2021	NYC Autism Charter Schools: COVID-19 Response	35,000	94051	8/6/2020	
FY2020	Health, Fitness and Arts Enrichment	30,000	74458	2/15/2019	

# Expense Applications



# Charters Applying for Capital: Co-Located Space

- Schedule meetings during the project review period (January - April)
- Write your Council Member a one-page letter describing the project in detail and include proof of your non-profit status. After funds are issued, the City publishes a complete list, which includes:
  - Recipient Name
  - Award Amount
  - Sponsoring Member(s)
  - Brief Description of How Funds Will Be Used

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# Charters Applying for Capital: Private Space

- Create an account on the [NYC CapGrants portal](#)
- Application process: 4-5 hours
  - Capital funding application process is bulkier and requires more documentation
- Upload required documents and apply
  - Organization form
  - All relevant and required attachments (e.g. audited financials)

# Sample Funds Request Letter

Dear Councilmember,

As a public charter school, HPCHS does not have access to the categorical grant funding that traditional public schools receive. As such, we are at a significant disadvantage in funding a variety of school needs, including after-school programs.

Our students would benefit greatly from learning chess, as it would help develop critical and strategic thinking skills. In that sense, we would like to start an after-school chess class twice a week, which will be made accessible to the outside community.

To address this need, HPCHS requests a grant to support the operations of the program for the duration of the upcoming school year.

## **Funds Requested:**

Instructors and fees: 50 sessions @ \$150/session (to cover two instructors) = \$7,500

Materials & misc. expenses: \$2,500

Submitted Application ID#

**TOTAL REQUESTED:** \$10,000

For more information about this request, please contact HPCHS Principal Mary Smith at 718-123-4567 or [smith@hpchs.org](mailto:smith@hpchs.org).

Thank you for considering our request.

# Borough Presidents

- **The Bronx**

- Vanessa Gibson

- **Brooklyn**

- Antonio Reynoso

- **Queens**

- Donovan Richards, Jr.

- **Manhattan**

- Mark Levine

- **Staten Island**

- Vito Fossella

# City Council Members and Districts with Charter Schools

- District 1: Christopher Marte
- District 3: Erik Bottcher
- District 5: Julie Menin
- District 6: Gale Brewer
- District 7: Shaun Abreu
- District 9: Yusef Salaam
- District 10: Carmen De La Rosa
- District 11: Eric Dinowitz
- District 12: Kevin Riley
- District 13: Kristy Marmorato
- District 14: Pierina Sanchez
- District 15: Oswald Feliz
- District 16: Althea Stevens
- District 18: Amanda Farias
- District 19: Vicky Paladino
- District 20: Sandra Ung
- District 22: Tiffany Cabán
- District 23: Linda Lee
- District 25: Shekar Krishnan
- District 26: Julie Won
- District 27: Nantasha Williams
- District 29: Lynn Schulman
- District 32: Joann Ariola
- District 33: Lincoln Restler
- District 34: Jennifer Gutiérrez
- District 35: Crystal Hudson
- District 36: Chi Ossé
- District 37: Sandy Nurse
- District 38: Alexa Avilés
- District 39: Shahana Hanif
- District 40: Rita Joseph
- District 41: Darlene Mealy
- District 42: Chris Banks
- District 46: Mercedes Narcisse
- District 47: Justin Brannan
- District 48: Inna Vernikov
- District 49: Kamillah Hanks
- District 50: David Carr