

**APPENDIX CR**  
**CONSTRUCTION OR RENOVATION**  
(REQUESTS FOR ACQUISITION WILL NOT BE CONSIDERED)

**ORGANIZATION**

**'DOING BUSINESS AS' NAME**

**PROJECT TITLE**

<b>Funding Sources</b> (For Construction or Renovation only)	<b>Amount Requested</b> (Auto-rounds to nearest \$1,000)
Borough President -	
City Council -	
Department of Cultural Affairs	
<b>Total Amount Requested in City FY 2026<sup>1</sup></b> (Not to exceed the Project Cost Estimate)	

**What is your Project Cost Estimate** (Auto-rounds to nearest \$1,000)?

*Note: The Project Cost Estimate is the amount that will be covered by City and non-City funding. If you expect the project to be fully funded by the City, consult the "Project Cost Estimate" section of the FY26 Funding Request Guidelines to ensure that you have accounted for design fees, contingencies, a 15% City administration fee (aka Interfund Agreement), escalation, and other mark-ups. Be conservative when calculating escalation.*

**Are you requesting capital funding for an existing capital project?**

YES                      NO

**If YES**, what is the existing capital project ID number?

**If YES**, is the status of the existing capital project managed by the City AND currently active, such as in FEP Scope Development, Design, Bidding or Construction?

YES                      NO

**If YES**, stop completing this form and contact your capital project manager for a special appendix.

<sup>1</sup> Amounts requested should be project specific. Amounts requested from each funding source will be added together to calculate the Total Amount Requested from the City in FY 2026. For example, if the Organization submits requests of \$60,000 from a Borough President and \$60,000 from City Council, the "Total Amount Requested in City FY 2026" would be \$120,000 for the project mentioned above only.

### A. Project Description

1. Provide a narrative elevator pitch that describes what the construction or renovation project is in no more than two to three sentences. (250 characters)
2. Describe the construction or renovation project goals, specific function, and the City Purpose that will be achieved. (1,200 characters)
3. How will the construction or renovation project enhance the mission and/or core programmatic functions of the Organization? (500 characters)
4. Who will the construction or renovation project serve and how often? (500 characters)
5. Is the construction or renovation project a result of a feasibility study, capital plan, or master plan?  
YES NO

If YES, please upload the feasibility study, capital plan, and/or master plan to CapGrants as **CR-01 Advanced Studies or Plans**.

6. Select all the general categories of work involved in your Project.

Renovation
A. Building Envelope (e.g., roof, windows, exterior walls)
B. Infrastructure (e.g., HVAC, electrical, plumbing, etc.)
C. Interior Space
D. Fixtures, Furnishings & Equipment (FF&E) associated with renovation of an interior space
E. Landscaping associated with renovation of an existing building or space
F. Site Improvements (e.g., sidewalks, streetlighting)
Construction
A. Construction of a new building
B. Addition (e.g., creating new adjacent spaces to or adding new levels in an existing building)
C. Demolition (e.g., of existing building in order to construct a new one)
D. Fixtures, Furnishings & Equipment (FF&E) associated with construction of new building
E. Landscaping associated with construction of new building or structure
F. Site Improvements (e.g., sidewalks, streetlighting)

7. List the major scope components of the project and specify any FF&E items. (1,200 characters)

Organization:  
Project:

8. List the scope elements that support sustainability and/or energy efficiency and provide an estimated cost (materials and labor) for each one.

**Sustainability/Energy Efficiency Scope Element**

**Estimated Cost**

If more space is needed, please list each additional scope element and estimated cost (materials and labor) in the space below. (500 characters)

9. List the scope elements that will enable access for people with disabilities and provide an estimated cost (materials and labor) for each one.

**Accessibility Scope Element**

**Estimated Cost**

If more space is needed, please list each additional scope element and estimated cost (materials and labor) in the space below. (500 characters)

**B. Project Address** (See definition in Exhibit 5 of FY26 Funding Request Guidelines):

Street: City:  
State: Zip Code:  
Borough: Block: Lot:

Unit (if applicable, typical in the case of condos):

**C. Site Control & Related Legal Requirements**

Check one of the boxes below to indicate the Organization's level of site control at the location where the construction or renovation project will take place. In addition, please review the legal requirements and confirm your acknowledgment where indicated to do so.

OWN

As owner, please sign the Restrictive Covenant Acknowledgment form, provided in the FY26 Capital Funding Request package, and upload it to CapGrants as **Attachment CR-02 Restrictive Covenant Acknowledgment**.

City-funded capital projects on non-City owned property require a Declaration of Restrictive Covenant (simply referred to as "Restrictive Covenant" or "Covenant"). See a sample in Exhibit 1 of the FY26 Funding Request Guidelines. The Covenant establishes the City's legal interest in the property and requires the current and future property owner to comply with certain obligations for the useful life of the improvements. Covenants include the City's standard terms and conditions, and therefore must be in the form provided by the City and cannot be substantively altered.

If you acknowledge and agree to the above requirement, please check this box:

If your Board of Directors has been informed of this legal requirement, please check this box:

One of the requirements of the Covenant is that the City must have a first priority position. In addition, no mortgages, liens, or other interests can be filed against the property unless they are secondary to the City's Covenant through subordination. If the Real Property is subject to a mortgage or other lien, the bank or lienholder must agree to sign a Subordination Agreement in a format provided by the City (see a sample included in Exhibit 1 of the FY26 Funding Request Guidelines).

Please check this box to acknowledge that you understand the above requirement:

Does the City have a current Restrictive Covenant on the property for which you are requesting funds?

YES NO

**If YES**, please be aware that an Amendment to the Declaration of Restrictive Covenant may be required.

In addition to the Covenant, a title report and title insurance policy for an amount equal to the City funding appropriated for the capital project must be completed and purchased at the expense of the funding recipient prior to executing the Covenant.

If you acknowledge and agree to the above requirement, please check this box:

If your Board of Directors has been informed of this legal requirement, please check this box:

### LEASE PRIVATELY OWNED PROPERTY

Covenants (defined above) must be executed by the **property owner** and recorded against the property to ensure that the property and City-funded improvements will be used for a cultural purpose. If your organization does not own the property where the capital project will take place, consent from the legal owner of the property will be required to process your request for capital funding. Please have the legal owner of the property sign the Restrictive Covenant Acknowledgment form, provided in the FY26 Capital Funding Request package, and upload it to CapGrants as **Attachment CR-02 Restrictive Covenant Acknowledgment**.

If you acknowledge and agree to the above requirement, please check this box:

If your Board of Directors has been informed of this legal requirement, please check this box:

One of the requirements of the Covenant is that the City must have a first priority position. In addition, no mortgages, liens, or other interests can be filed against the property unless they are secondary to the City's Covenant through subordination. If the Real Property is subject to a mortgage or other lien, the bank or lien holder must agree to sign a Subordination Agreement in a format provided by the City (see a sample included in Exhibit 1 of the FY26 Funding Request Guidelines).

Please check this box to acknowledge that you understand the above requirement:

Upload to CapGrants a copy of the lease and any amendments as **Attachment CR-03 Lease – Private Property**.

Lease Term:                      years

Lease Start Date:                                      Lease End Date:

Does your lease include an option to renew?

YES                      NO

If YES, renewal term:

*NOTE: The minimum lease term for construction and renovation projects must be at least 10 years and may need to be longer depending on the useful life of the improvements being funded.*

Does the City have a current Restrictive Covenant on the property for which you are requesting funds?

YES                      NO

If YES, please be aware that an Amendment to the Declaration of Restrictive Covenant may be required.

In addition to the Covenant, a title report and title insurance policy for an amount equal to the City funding appropriated for the capital project must be completed and purchased at the expense of the funding recipient prior to executing the Covenant.

If you acknowledge and agree to the above requirement, please check this box:

If your Board of Directors has been informed of this legal requirement, please check this box:

### GOVERNMENT-OWNED PROPERTY

City                      State                      Federal

Agreement\* Term:                      years

Agreement Start Date:                                      Agreement End Date:

*\*e.g., lease, license, permit, or legislation.*

*NOTE: The minimum lease term for construction and renovation projects must be at least 10 years and may be longer depending on the useful life of the improvements being funded.*

Upload to CapGrants a copy of your property agreement (e.g., lease, license, permit, or legislation) from the City, State, or Federal agency as **Attachment CR-04 Government-owned Property Agreement**. Such agreement should include the following terms:

- i) to allow the Organization to make improvements to such property,
- ii) that the improvements comply with the terms of such agreement,
- iii) that the improvements will not be removed during the term of the agreement, and
- iv) that the property will be used for a not-for-profit cultural purpose benefiting the public.

If the provided agreement does not include the provisions above, please upload to CapGrants a statement from the applicable government agency that such agency has agreed to the provisions mentioned above, together with your property agreement as **Attachment CR-04 Government-owned Property Agreement**.

OTHER OWNERSHIP

Provide explanation below. (1,000 characters)

**D. Projected Funding Sources for the Project:**

1. City Funding

Complete the table below. Amounts should reflect new appropriations for the same project for the prior three fiscal years.

City Fiscal Year	Appropriations for Real Property Improvement(s) for the same project and scope of work
City FY 2023 and prior years	
City FY 2024	
City FY 2025	
City FY 2026 (Requested)	

2. Non-City Funding

Complete the table below and specify each source (e.g., private foundations, NYS Assembly, lenders; include names where possible) and when funds have been received or are expected to be received for this project. If additional rows are needed, upload to CapGrants a table in this format as **Attachment CR-05 Non-City Funding Table**.

SOURCE	RECEIVED NON-CITY FUNDING <sup>2</sup>		PLEDGED NON-CITY FUNDING <sup>3</sup>		REQUESTED NON-CITY FUNDING <sup>4</sup>
	AMOUNT	DATE RECEIVED	AMOUNT	DATE EXPECTED	AMOUNT
OTHER (see Attachment CR-05)					
<b>TOTAL</b>					

<sup>2</sup> Received Non-City Funding: Amount(s) of money paid to the Organization, or cash available, from non-City sources, for the construction or renovation project requested in this Appendix.

<sup>3</sup> Pledged Non-City Funding: Signed and dated commitment(s) by donors and/or lenders other than the City, including New York State and/or the U.S. Federal Government, to make a gift or grant during a specified period according to specified terms for the Construction or Renovation Project requested in this Appendix. The Organization must have signed commitment letters from donors or pre-approval letters from lenders.

<sup>4</sup> Requested Non-City Funding: Amount(s) of money for the construction or renovation project requested in this Appendix sought from sources other than the City, either through application or appeal, and for which, as of the date of submission of this Request Form, the Organization is awaiting an award decision (i.e., pending approval or denial). These sources include, but are not limited to, individuals, government entities, and foundations.



3. Project Funding Availability

Total Funding Available	
Received Non-City Funding	
Pledged Non-City Funding	
City Funding Appropriated in Prior City Fiscal Years	
<b>SUB-TOTAL</b>	

Total Funding Not Yet Received	
Requested Non-City Funding	
City Funding Requested in FY 2026	
<b>SUB-TOTAL</b>	

<b>Project Cost Estimate</b>	
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**TOTAL DELTA<sup>5</sup>**

4. Describe the status of the Requested Non-City Funds (i.e., anticipated date of the award decision; the anticipated receipt date of the funds, and how the Organization will cover any anticipated shortfall indicated in question D.3 above. (1,000 characters)

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<sup>5</sup> Delta - The difference between the total funding (received, pledged, and not yet received) for the project and the project cost estimate. In the table provided, the delta value may be: negative, which represents a funding deficit or shortfall (in other words, the project does not have enough funding); positive, which represents a surplus (in other words, the project is overfunded); or zero, which means that there is exactly enough funding available to execute the project.

## E. Bank or Other Financing

1. Does the Organization intend to seek financing (i.e., a loan) or has it already secured financing, to construct or renovate the Real Property?

YES                      NO

**If YES**, complete the following questions. **If NO**, skip to Section F.

2. What is the amount borrowed or to be borrowed from a lender?

3. Will the loan be secured by a lien on the Real Property?

YES                      NO

**If NO**, how will the loan be secured if not by a lien on the Real Property? (1,000 characters)

4. Has the lender been identified?

YES                      NO

**If YES**, please provide the following information:

Lender Name:

Website:

Contact Name:

Email:

Telephone:

Fax:

5. The lender will be required to subordinate its lien to the City's Restrictive Covenant and complete a Subordination Agreement in a form provided by the City (see a sample form included in Exhibit 1 in the FY26 Funding Request Guidelines).

Please check this box to acknowledge that you have carefully read and understand the above statement:

**F. Existing Property Liens**

Are there any existing restrictions including liens or mortgages currently recorded against the property?

YES              NO

**If YES**, indicate the type (e.g., use restriction, lien, mortgage, other), complete the table below. If additional space or explanation is required, upload to CapGrants additional information in the same format as below as **Attachment CR-06 Existing Property Liens Table**.

TYPE OF LIEN	EXPIRATION DATE OF LIEN	LIENHOLDER NAME	AMOUNT OF LIEN

**If YES**, the Organization will be required to provide written confirmation from the lienholder that such lien holder will subordinate its lien to the City's Restrictive Covenant and execute and record a Subordination Agreement in a form provided by the City (see a sample form included in Exhibit 1 of the FY26 Funding Request Guidelines).

Please check this box to acknowledge that you have carefully read and understand the above statement:

**G. Project Cost Estimate (with breakdown)**

1. Has an architect or engineer been hired?

YES              NO

**If NO**, skip to question G.3. **If YES**, complete the following:

Firm Name:

Website:

Contact Name:

Email:

Telephone:

Fax:

2. Has the architect or engineer worked on a City-managed design project before?

YES              NO

3. Provide the Project Cost Estimate (with breakdown) in an MS Excel file format. For a list of costs to include, see the FY26 Funding Request Guidelines - Financial Requirements. If the project includes private funding, indicate the hard costs to which the requested City funding will be applied. Upload to CapGrants as **Attachment CR-07 Project Cost Estimate (with breakdown)**.

4. Does the Project Cost Estimate (with breakdown) take into account that NYS Labor Law - the payment of prevailing wages – must be complied with for all work to be funded by the City?

YES NO

If **NO**, please explain. (500-character limit)

5. What is the date of and basis for the Project Cost Estimate (with breakdown)? Please include information about the bidding process and comparable projects that may have been researched, if applicable. (500 characters)

#### H. Proposal Materials

Upload any photos, drawings, renderings, site plans, or a presentation/pitch deck that relates to the proposed project as a single document to CapGrants as **Attachment CR-08 Proposal Materials (drawings, renderings, etc.)**. Maximum file size: 32MBs. Proposal materials can be helpful to reviewers in orienting us to the space and/or site.

#### I. Proposed Project Schedule

1. Provide the organization's expected start and end dates for design, bidding, and construction by providing a month and year. If the Project will be fully City-funded, refer to the construction/renovation timelines provided in the FY26 Funding Request Guidelines to prepare your proposed project schedule.

DESIGN to

BIDDING to

CONSTRUCTION to

Does the organization's project need to **start** by a certain date?

YES NO

If YES, specify the date:

Does the organization's project need to be **completed** by a certain date?

YES

NO

If YES, specify the date:

Additional Information (750 characters):

2. Was the proposed project schedule based on the Project Cost Estimate (with breakdown) prepared by an architectural firm or project management team?

YES

NO

3. What is the current status of the Project (i.e., planning, fundraising, scope development, design [schematic, design development, or construction documentation], or construction)? Please use the space below to provide additional details and information. (1,000 characters)

**J. Space Plan**

Estimate of the square footage of each room type involved in the project. If the room type is not indicated in the table, specify the room type in one of the blank fields.

ROOM TYPE	SF OF EACH ROOM TYPE
Offices	
Auditorium/Theater	
Classroom(s)	
Galleries	
Restrooms	
Outdoor space or terrace	
Circulation	
Other (please specify):	
Other (please specify):	
Other (please specify):	
Other (please specify):	
<b>TOTAL SF</b>	

**K. Operational Budget**

1. Will the project create new or enhanced programmatic space and/or programming?

YES                      NO

**If YES**, will the Organization employ additional salaried employees (i.e. curators, facilities/maintenance, stagehands) to operate or program the space?

YES                      NO

**If YES**, specify the number of additional salaried employees:

Specify the position titles and job descriptions or functions of such staff. Indicate whether such positions will be (i) paid or volunteer and (ii) full-time or part-time. (1,000 characters)

2. The completed project will \_\_\_\_\_ the Organization's operating budget (i.e., salaries, utility costs, security costs, maintenance costs, insurance costs, etc.).
3. Why will the project will affect (or not) the Organization's operating budget? (1,000 characters)
4. How will the organization fund any increased operational costs and/or maintain the site after the project is completed. (1,000 characters)
5. Provide a multi-year pro forma operating budget that reflects the effect that the project is anticipated to have on the organization's finances. The pro forma operating budget should cover the years that the Project is in design, bidding, construction, at least one year of occupancy (or one full year after the project is complete). This attachment should be uploaded to CapGrants as **CR-09 Pro Forma Operating Budget**.
6. Are the services or the programs that will be provided by the organization in the building regulated by any City, State, or Federal agency?  
YES                      NO  
**If YES**, does the Organization have all required licenses, permits, etc. for the planned uses?  
YES                      NO  
**If NO**, describe the plan for securing the required regulatory permits or licenses. (500 characters)

7. Will there be a change to the Organization's fee structure (e.g., admission and/or membership for the specific services supported by the project)?

YES

NO

**IF YES**, describe what the new fee structure will be. (750 characters).

#### **L. Zoning, Land, Approval and Environmental Considerations**

1. Upload to CapGrants the Certificate of Occupancy (interim [as referred to by DOB Now], temporary, or final) or a Letter of No Objection (applicable for buildings constructed before 1938) issued by the Department of Buildings (DOB) as attachment **CR-10 Current Certificate of Occupancy**.

2. Zoning and Land information:

Zoning of Building or Site

Zoning District

Department of Finance Building Classification

3. Indicate whether the following designations apply to the project site and, if applicable, whether the project has been approved by the relevant office:

<b>Designation</b>	<b>Site Designated or Pending Designation</b>	<b>Not Applicable</b>	<b>Project Approved</b>
NYC Landmark			
NYC Historic District			
NYC Special Natural Area District			
National Register of Historic Places			
National Historic Landmark			



4. Is design review by the NYC Public Design Commission (PDC) required for the project? For reference, PDC has jurisdiction over permanent structures, landscape architecture, and art proposed on or over City-owned property. (More information: <https://www.nyc.gov/site/designcommission/index.page>)

YES NO

5. Is a Uniform Land Use Review Procedure (ULURP) required for the project? (More information: FY26 Funding Request Guidelines - Exhibit 5)

YES NO

6. What type of action is required under the City Environmental Quality Review (CEQR) (More information: FY26 Funding Request Guidelines - Exhibit 5 and NYC's Office of Environmental Coordination's website <https://www.nyc.gov/site/oec/environmental-quality-review/environmental-quality-review.page>.)

Type I Type II Unlisted

**Explain in detail why the type of action above was selected.** (500 characters)

7. Will the project include the removal, containment, or other remediation of any hazardous materials or pollutants such as lead paint, asbestos, mold, oil, other petroleum products, or other contaminants?

YES NO

8. *Green Building laws and regulations* - The Green Building Standards law, Local Law 51 of 2023 (Charter Section 224.1 of the New York City Charter), is applicable to capital projects on city-owned or non-city owned property defined as new construction, substantial reconstruction, addition, or involves a system installation or replacement on city-owned and non-city owned property that has an applicable occupancy group designation and that is above the specified thresholds set forth in the law. (Information on Green Building Standards can be found at the website <https://www.nyc.gov/site/oec/green-building/green-building.page>)

Do Green Building laws and regulations apply to the project?<sup>6</sup>

YES NO

**Explain why (or why not) below. Be specific and include references to the specific sections of the law.** (1,500 characters)

**If YES, will the Project comply with Green Building laws and regulations?**

YES NO

#### **M. Sectarian Use**

1. Will any part of the proposed construction or renovation funded by the City be used to plan, organize, or implement any religious or sectarian activity? For example, an organization is requesting City funding to renovate a conference room. The conference room will be used, by the organization or a third-party rental, to plan a sermon and host Bible study. In this case, the Organization should check the "Yes" box.

YES NO

**If YES, please explain below:** (500 characters)

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<sup>6</sup> Despite the Organization's answer to this question, the determination as to whether CEQR or SEQR is required for the Project will be made by New York City or State and is subject to the review of the City's managing agency.

2. Will any City funding requested herein be used to pay for common elements (e.g., HVAC, roof(s), hallway(s), or entryway(s)) shared with a religious or sectarian organization?

YES

NO

**If NO**, please skip remaining Sectarian Use questions. **If YES**, please explain below: (300-character limit)

SECTARIAN USE EXCEPTION: No part of the proposed construction or renovation funded by the City shall be used to advance or support sectarian activity, including religious worship, instruction, or proselytization UNLESS the Organization complies with the following requirements:

- i) Any part of the proposed construction or renovation funded by the City must be made generally available to the public for such purposes or activities on substantially similar terms and conditions. In other words, the process used in allocating such space must be neutral and non-discriminatory. In addition, the process used in allocating such space must ensure that the Organization itself does not receive preferential treatment in the allocation or use of the space.
  - ii) The availability of any part of the proposed construction or renovation funded by the City, for such religious or nonreligious purposes or activities on the terms and conditions referenced above is made known to the general public.
  - iii) The use of any part of the proposed construction or renovation funded by the City for such religious or non-religious purposes, or activities must be occasional and temporary.
3. If any part of the proposed construction or renovation funded by the City will be used for sectarian activity pursuant to the Sectarian Use Exception, please submit a use policy that includes guidelines which comply with the requirements set forth above as attachment **CR-11 Public Availability**.
4. If any part of the proposed construction or renovation funded by the City will be used for sectarian activity pursuant to the Sectarian Use Exception, list the means that will be used to advertise or give notice to the general public of the availability of the space for rent and the frequency of those notices as attachment **CR-12 Public Advertising**.

## PROJECT SECTION

### CHECKLIST OF ATTACHMENTS

Please use the checklist below to prepare the digital files that will be uploaded to CapGrants, which will serve as your FY26 Capital Funding Request submission. Only requests for capital funding submitted through CapGrants will be considered a formal submission for capital funding.

#### **REQUIRED** Attachments

- CR-00 Appendix CR - Construction or Renovation
- CR-07 Project Cost Estimate (with breakdown)
- CR-08 Proposal Materials (drawings, renderings, etc.)
- CR-09 Pro Forma Operating Budget
- CR-10 Current Certificate of Occupancy

#### Attachments that **MAY BE REQUIRED**

- CR-01 Advanced Studies-or-Plans
- CR-02 Restrictive Covenant Acknowledgment
- CR-03 Lease - Private Property
- CR-04 Government-owned Property Agreement
- CR-05 Non-City Funding Table
- CR-06 Existing Property Liens Table
- CR-11 Public Availability
- CR-12 Public Advertising