


January 17, 2024
Bronx Community Board 12
4101 White Plains Rd. Bronx



Office Announcements

Welcome

The Office of Council Members Kevin C. Riley is happy to welcome you this evening!

Questions

If you have any questions, please write them down on the Q&A cards. We will share them later in the presentation.

Assistance

If you need assistance, please check in with a Team Riley staff member so we can assist you.

*Thank you,
Team Riley*

January 17, 2024

Bronx Community Board 12
4101 White Plains Rd. Bronx



Let's discuss

DISCRETIONARY FUNDING

• COMMUNITY CONVERSATIONS •

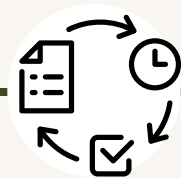
TONIGHT'S EVENTS

Our Topics of Discussion

**Introduction
& Expense
Discretionary
Funding**
Budget Director
Jahmal Yapp

**Capital
Discretionary
Funding**
Budget Director
Jahmal Yapp

Conclusion
Thank you all!



Welcome!
District 12 Chief of Staff
Simone Johnes

Remarks
New York City Council Member
Kevin C. Riley

Q&A
Please Ask Away! (Interactive)

District 12 Budget Director JAHMALYAPP

• INTRODUCTION TO DISCRETIONARY FUNDING •

INTRODUCTION

Definition

Discretionary funding is a **monetary award** given annually by the New York City Council to **meet local needs** and fill gaps in City Agency services. There are **several categories** of discretionary funding, each serving different purposes.

Basic Information

- **Only nonprofits** may apply
- **Non-competitive** procurement process
- **Awarded for a single Fiscal Year**
- **Application process begins annually in January**

Eligibility

- Incorporated as a **Nonprofit Organization**
- **Active registration** with the New York State Attorney General's Charities Bureau
- Valid Federal Employer Identification Number (**EIN**)
- **Primary service provider** for the programs being funded
- Requests must have a **public purpose** (open to members of the public)
- Must pass the City Council's vetting process

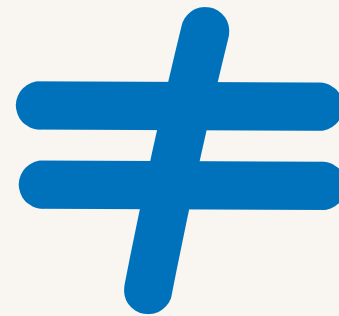


TWO MAIN CATEGORIES OF FUNDING

I. Expense Discretionary Funding

- Expense discretionary funding relates to day-to-day operating budget and the cost of providing services to the population that your organization serves.

E.g. Youth support program



II. Capital Project Discretionary Funding

- Capital funding relates to budget for physical structures and goods, including construction, real property acquisition, repair projects, equipment, and technology.
- *E.g. Building a new school*

Which one should you apply for?

- Funding needs vary across organizations. However, **Expense Discretionary Funding** is typically the **main channel** that participating organizations utilize to secure funding.
- There are **two separate applications**, one for each type of funding. **Expense Funding Applications** are due on **February 20, 2024**, and **Capital Project Funding Applications** are due on **February 22, 2024**.
- This presentation will go over both types of application, starting with Expense Funding.

FY25 DESIGNATION DETAILS

Newly Created Organizations

- Maximum funding level of \$20,000 and no more than \$10,000 from an individual Member, for Community Based Organizations that were created after July 1st, 2022

Organizations New to the City Council

- Maximum funding level of \$50,000 and no more than \$25,000 from an individual Member, for Community Based Organizations that have not received Council funding within the last 3 fiscal years

Minimum Funding Level for All Awards: \$5,000

- Exceptions: Direct Agency funding, NYCHA Tenant Associations*, Public Schools, Community Boards-\$1,000.
- DCLA: \$3,000

FY24 in Numbers (Last Cycle):

- City Council Adopts FY24 Budget – June 30th, 2023
 - FY24 Schedule C Total – \$527,096,000
 - # of FY24 Applications Received – 11,728
 - # of Organizations funded in FY24 – 2,218
 - # of City Council Initiatives funded in FY24 – 150

FY25 COUNCIL DISTRICT DISCRETIONARY TOTALS

Member Discretionary

- Funding that is designated from sources that are specific to the Council District. (Local, Youth, Aging, Anti-Poverty & Community Safety & Victim Services)

Speaker Funding

- Funding designated by the Speaker, typically at the request or from the support of a Council Member(s), Delegation or Caucus.

Member Designated Initiatives

- Initiatives with a specific purpose and guidelines that are equally split and designated by each Council Member. (CASA, A Greener NYC, Food Pantries, Digital Inclusion & Literacy, Cultural Immigrant, Parks Equity, NYC Cleanup, Support Our Seniors & Neighborhood Development)

City-Wide Initiatives

- Initiatives created to address different needs across the city. These initiatives are typically designated by a specific committee or approved by the Council as a whole.

Borough-wide Initiative

- Funding that is designated by a Borough Delegation.

FY25 COUNCIL DISTRICT DISCRETIONARY TOTALS (CONT.)

Note: These amounts are subject to change for FY2025

Local List

- These funds can be designated to approved not-for-profit organizations contracting with any City agency.

Aging Discretionary

- Funds can only be used for senior programming and must contract with DFTA

Youth Discretionary

- Funds can only be used for Out-of-School Time youth related programming and must contract with DYCD.

Anti-Poverty - Sum Varies

- This funding is an extension of the Local pot and based off of the poverty rating by Council District conducted by the American Community Survey. This funding is set up into four tiers and varies depending on you depending on your district's poverty rating.r district's poverty rating.

Community Safety & Victim Services

- This Initiative is to support the essential services that strengthen communities and make them safer. This includes services for victims of crime, as well as programs for youth, economic opportunity, housing stability, physical and mental health, community and recreational programs, and expanded access to services.

Borough-wide Initiative

- Each borough receives a different amount based on the number of members in your borough. Funds can be used to fund organizations contracting with any City Agency.

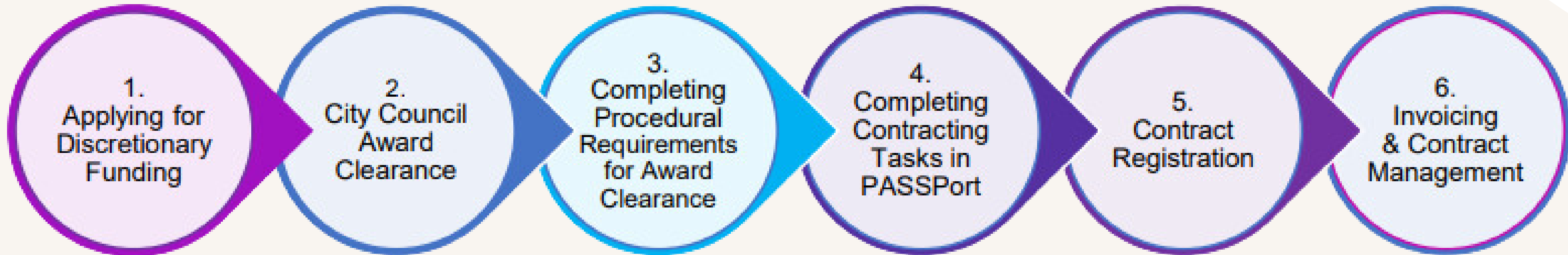
District 12 Budget Director

JAHMAL YAPP

• APPLYING FOR EXPENSE DISCRETIONARY FUNDING •

TIMELINE FOR EXPENSE FUNDING

The Discretionary Award Contracting Process



Useful Checklist: City Council Discretionary Funding

https://www.nyc.gov/assets/mocs/downloads/PASSPort/learning-to-use_passport/DiscretionaryFundingChecklist.pdf

Please note...

- The deadline for expense discretionary funding application is **February 20th, 2024**.
- Funding may be used only for **appropriately reimbursable expenses**, as determined by the administering agency.
- **For-profit** entities may **not** receive discretionary funds, except when the primary not-for-profit funding recipient **subcontracts** with a for-profit entity as part of the delivery of services (as approved by the Council).

STEP 1. THE APPLICATION

When & Where to Apply for Discretionary Funding

- Submit a City Council Discretionary Funding Application to City Council via the **Council's online portal**.
- **Nonprofits can apply on the City Council's website (council.nyc.gov/budget) until February 20th, 2024.**
- The application requests information about your organization's organization's **experience, qualifications, and compliance**, as well as the project or service for which your organization is requesting support.

How to Check Whether Your Organization Received an Award

- After February 20th, 2024, the City Council will review all applications and determine award designations. To know if your organization has received discretionary funding, consult:
 - **Schedule C:** reflects adjustment to the annual adopted expense budget that designates funding for community-based nonprofit organizations, public service organizations, and City agencies. It is released following budget adoption, before the start of the new Fiscal Year (July 1st, 2024).
 - **The Expense Funding Database on the City Council's website (https://www.nyc.gov/html/citycouncil/html/budget/expense_funding.shtml):** a platform to easily access information on discretionary funding allocations. The database may not be updated immediately and does not reflect whether an award has fulfilled procedural requirements for contracting.

STEP 1. THE APPLICATION (CONTINUED)

Access to NYC Council's Online Portal

Fiscal Year 2025 Discretionary Funding Expense Application Filing Period

Please be advised that all not-for-profit community-based organizations that wish to apply for discretionary funding for FY2025 must submit a Council Application. The FY2025 application will be open for submission from **Thursday, January 4, 2024** and the submission deadline will be on **Tuesday, February 20, 2024**.

Apply for FY2025 Discretionary Funding

Apply

Access Submitted and In-Progress Applications

Also, please note that if an application is not submitted within the filing period, the community-based organization will not be eligible for funding.

For any issues or questions regarding the FY 2025 application, please contact discretionary@council.nyc.gov

Initiative Reporting Forms

Discretionary funds database

Search Expense Funding

Search Capital Funding

Download Data (NYC OpenData)

Recent budget news

[Download the FY2025 Discretionary Funding Policies and Procedures](#) January 10, 2024

- [Fiscal Year 2025 Discretionary Funding Expense Application Filing Period](#) January 4, 2024
- [FY2025 Capital Funding for Non-City Organizations](#) January 3, 2024
- [FY2024 Capital Funding for Non-City Organizations](#) January 12, 2023

Review Guidelines

council.nyc.gov/budget

Did you know?

If you are granted funding, you may begin delivering your outlined services as soon as **July 1st, 2024**.

STEP 2. AWARD CLEARANCE

What is New York City Council's Review Process?

The General Counsel's office at the New York City Council is responsible for the vetting process. This includes the review of the following:

- Organization possesses an active Employer Identification Number (EIN) from the IRS
- Authorization Form (must be Notarized)
- Conflict of Interest Form
- An organization's status as a not-for-profit
 - **Newly Created Organizations*** – Organizations created or incorporated within the last two fiscal years may not receive funding in excess of \$20,000 total (and no more than \$10,000 from a single member).
 - **New to the Council*** – organizations that have not received funding within the past 3 fiscal years. These organizations may not receive funding in excess of \$50,000 total (and no more than \$25,000 from a single member).
- Compliance with New York State Attorney General's Charities Bureau registration requirements or certification that the organization is exempt from these requirements
- A review of an organization's past Agency evaluations relating to contract performance
- Confirm the description of the proposed program/service meets the public purpose requirements
- News Articles, Social Media and Internet.

STEP 2. AWARD CLEARANCE (CONT.)

The Vetting Timeline

- If your award(s) as a discretionary provider is **still pending after Schedule C release** in June, please contact discretionary@council.nyc.gov via email to inquire about the cause of the status.
- If an award is associated with a **Council Member** (Council Member Item), you may also reach out to your City Council Member's Office for support.
- While organizations should be prepared to address any integrity issues, pending clearance may also mean that you have **not yet submitted all required application materials**.

STEP 3. COMPLETING PROCEDURAL REQUIREMENTS FOR AWARD CLEARANCE

After submitting the City Council Discretionary Funding Application, discretionary providers should **immediately begin working towards Award Clearance**. To receive full Award Clearance from the City Council and Mayor's Office of Contract Services (MOCS), an organization must complete the **Procedural Requirements**.



To avoid delays in registration and invoicing, organizations should aim to complete these requirements between the time they submit their application to City Council, and the release of Schedule C in **June 2024**.

- After Schedule C becomes available, City Council will transmit the award data to MOCS, which will then check each award against the provider's procedural requirements. City Council will repeat this process after each Transparency Resolution.
- Please refer to the [Webinar Recording Award Clearance for NYC Council Discretionary Funding](#) for detailed guidance on how to navigate the Award Clearance process.

STEP 3. COMPLETING PROCEDURAL REQUIREMENTS FOR AWARD CLEARANCE (CONT.)

- Once the first round of award designations has been made, and City Council has shared the designations with MOCS, discretionary providers will be able to view the status of their award(s) in the Discretionary Award Tracker. The Discretionary Award Tracker is used as a **tool to view the status** of recent City Council Discretionary Awards, up to three fiscal years.
- This tracker enables discretionary providers to **identify and fulfill any outstanding Procedural Requirements**. An award has only received full clearance once its status is displayed on the tracker as **“Cleared – Contact Contracting Agency.”**
- If you do not see your designation reflected in the tracker, please ensure that you are entering either your **organization’s legal name or full EIN without the dash**. Defunded or reallocated awards may not be visible on the tracker. Additionally, if an award was designated via a recent Transparency Resolution, please allow **sufficient time for the tracker to update**. MOCS can only review for procedural requirements upon receipt and processing of updated designation data from City Council.

Please note: The Discretionary Award Tracker is updated only every **six to eight weeks**.

Therefore, if your Procedural Requirements were completed after the tracker was last updated (see the Data as of date noted next to the Search Discretionary Awards title on the Award Tracker), the updates won’t display immediately on the tracker, but instead will display with the next Tracker update!



STEP 3. COMPLETING PROCEDURAL REQUIREMENTS FOR AWARD CLEARANCE (CONT.)

What are the Procedural Requirements for Award Clearance?

- The Procedural Requirements prepare discretionary providers for the contracting process. Every discretionary provider must complete the following to progress towards contracting:



• Request (and get approved) a vendor **PASSPort** Account



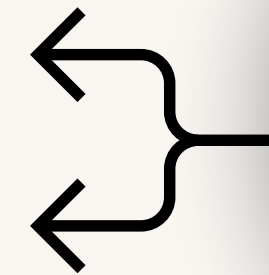
• Complete (and maintain) **HHS** Prequalification in **PASSPort**



• Complete the **Capacity Building** Training



• Receive **City Council** Clearance



Meet our VIPs!

**VERY
IMPORTANT
PAPERWORK**

- Awardees **solely funded by DCLA** are only required to i) have an approved DCLA Cultural Development Fund Application, ii) complete the Capacity Building Training, and iii) receive City Council Clearance.
- While discretionary providers must have a **PASSPort** Account before they can submit an **HHS Prequalification Application**, there is no set order in which the Procedural Requirements must be completed. Rather, it is encouraged that they be **completed simultaneously** so as not to cause delays in Award Clearance.

STEP 3. COMPLETING PROCEDURAL REQUIREMENTS FOR AWARD CLEARANCE (CONT.)

✓ Procedural Requirement: Requesting a PASSPort Account

- Except for DCLA awardees, every discretionary awardee must have an account in PASSPort.
- The individual requesting the PASSPort account will automatically receive the **Vendor Admin role**, with account administration privileges.
- Requesting a vendor PASSPort account for your organization is a two-step process:
 - 1 Register for a NYC.ID.**

If your organization already has an account with a NYC application that uses NYC.ID, you can use that same email address to request a vendor PASSPort account or access your organization's existing PASSPort account.
 - 2** Once a NYC.ID is registered (or validated), **log in** and submit a vendor PASSPort account request to MOCS for review.
- For step-by-step guidance, please refer to the Guide: [Requesting a Vendor PASSPort Account](#).

STEP 3. COMPLETING PROCEDURAL REQUIREMENTS FOR AWARD CLEARANCE (CONT.)

✓ Procedural Requirement: Completing HHS Prequalification in PASSPort

- The HHS Prequalification (PQL) Application in PASSPort enables providers to demonstrate **basic business readiness** and allows the City to collect and vet providers' business information. It also gives vendors eligibility to respond to HHS solicitations released in PASSPort.
- To be prequalified, MOCS must review and approve your **HHS PQL Application**.
- Note: DCLA awardees are not required to complete HHS Prequalification.

 An HHS Prequalification Application can only be completed, signed, and submitted by a user with the **Vendor Admin role** or **Vendor Procurement Level 2 role**.

- For detailed instructions on how to submit an HHS PQL Application in PASSPort, please refer to the [User Manual: HHS Accelerator Prequalification](#) or the [Webinar Video: Submitting the HHS PQL Application](#).

- **Maintaining prequalification is very important.** Prequalification lasts for 3 years unless a required document expires first.
- Nonprofits that are required to submit their annual NYS Charities Filings must update their HHS PQL application **annually** to maintain prequalification. To renew, please refer to the instructions in the [User Manual: HHS Accelerator Prequalification](#).

STEP 3. COMPLETING PROCEDURAL REQUIREMENTS FOR AWARD CLEARANCE (CONT.)

✓ Procedural Requirement: Completing the **Capacity Building Training**

- Awardees that receive **\$750,000 or more** in cumulative discretionary funding (per fiscal year) are **exempt** from completing the City Council's Capacity Building Training.
- Awardees that receive **less than \$750,000** in cumulative discretionary funding (per fiscal year) are **required** to complete the Capacity Building Training and obtain certification.
- The Discretionary Award Tracker will automatically reflect when an organization meets exemption from training. A Capacity Building Training Certificate is valid for **three fiscal years** and follows the **specific individual** that completed the course, not the organization. The training must also be completed by a board member or executive staff of the funded organization.
- The Capacity Building Training is **an interactive e-course**. To ensure completion, one must review each module completely and address all prompts. To access the Capacity Building Training, please visit <http://mocs.matrixlms.com> and create a Matrix account. Use access code **UDKE-BQAO** to enroll in the training.
- Finally, prior to completing the training, be sure to enter your organization's **EIN** accurately to ensure the Discretionary Award Tracker captures the course completion and updates your organization's award status. If there is a discrepancy on the Discretionary Award Tracker, please reach out to the [MOCS Service Desk](#) with your organization's details and the individual who completed the course.

STEP 4. COMPLETING CONTRACTING TASKS (CONT.)

Contracting Procedure in PASSPort

- MOCS and contracting agencies will work together to **process discretionary awards** and import them to PASSPort shortly after procedural requirements are met.



Note for organizations with multiple awards: For your convenience, awards are bundled by fiscal year, time of clearance, and contracting agency in PASSPort.

- In PASSPort, discretionary award contracts will have a status of **Draft** until the Agency initiates the contract. While the contract is in Draft, providers may **view** high-level information related to their contract(s), including Discretionary Award ID(s), and their agency contact(s).
- PASSPort will send the organization's Vendor Admin(s) a **task notification email** when it is time to start the contract document submission process.
- Discretionary providers should ensure their contacts have been assigned at least one of the following roles within their Vendor Profile to receive task notifications by email: **Vendor Admin** role or **Vendor Procurement Level 2** role, and **Vendor Contract Signatory** role.

STEP 4. COMPLETING CONTRACTING TASKS (CONT.)

Contracting Tasks in PASSport: The Vendor Document Submission Task

- Once an agency has initiated the award contract, the contract will have a status of **In Progress**. The provider will then be able to view additional information, including the **Milestones Tracker**, which contains a list of contract tasks and their corresponding statuses.
- Among these tasks is **Vendor Document Submission**. For detailed instructions on how to navigate completing the Vendor Document Submission Task in PASSPort, please read [Discretionary Provider Tips for Contracting Success](#) or view the [Getting Started – Completing Contract Award Tasks webinar recording](#).
- There are three tabs a Discretionary Provider must complete within their Award Contract before they can submit the Vendor Document Submission Task: **(1) the Sites tab, (2) the Documents tab, and (3) the LL34 Compliance tab.**
- Please refer to the following best practices for each tab:
 - **Sites:** Add an address to indicate where services will be delivered. You may add multiple sites per contract and label per award if appropriate
 - **Documents:** Discretionary providers should refer to the Contract Documents section of the [City Council Discretionary Funding page](#) for a list of documents that they may be required to complete and upload to PASSPort. There, they will be able to locate templates for specific documents, as well as a [Discretionary Contracting Document Naming Guide](#).

STEP 4. COMPLETING CONTRACTING TASKS (CONT.)

- To fully expand the **list of documents** requested by the Agency within the contract, please click on the double down arrow button at the far right of the screen. This will expand the list and allow the user to see all the documents that must be uploaded before the task can be submitted for review.
- **PASSPort** looks for a **one-to-one document match** before it allows for the Vendor Document Submission Task to be submitted. Therefore, **a document must be uploaded for each Requested Document Type**. It is important to note that Document Name and Document Type are two labels.



For specific questions regarding the **format, template, or contents** of a document, please reach out to the contract's **Agency Contact(s)** (found under the Setup Team tab) for clarification.

- **LL34 Compliance:** The LL34 Compliance tab is the digitized Doing Business Database Form and must be completed by the **Vendor Admin**. Once a contract is initiated by the contracting agency, the Vendor Admin cannot be changed for LL34 completion.
 - For detailed instructions on how to complete the LL34 Compliance tab, please refer to the [Quick Guide: LL34 Compliance](#). The form will only allow a contact to be added if a Vendor Admin has selected the LL34 box next to the contact's name within the Vendor Profile. Within the Principal Officers section, make sure to **exclude any officer titles** that are not applicable to your organization by selecting the checkmark next to the title.
 - Upon submission of vendor documents, the contracting agency will begin their review and approval process. Please note that an agency may **reject** the documents, in which case the task will return to your organization. Once **approved**, the agency will begin working on the contract agreement.

STEP 4. COMPLETING CONTRACTING TASKS (CONT.)

Contracting Task: Reviewing and Signing a Discretionary Contract

- After agency approval of the Vendor Document Submission Task and processing of the contract agreement, Discretionary Providers will have to complete these additional steps before contract registration:
 - **Vendor Final Review:** Review the contract and assign a Vendor Contract Signatory from your Setup Team for e-signature.
 - **DocuSign E-Signature Transaction:** Upon approval, the contracting agency will kick off the task, and the designated Vendor Contract Signatory will receive an email notification that will prompt them to sign the contract via DocuSign. Please refer to the [User Manual: Contract Registration for Vendors](#) for step-by-step instructions on how to complete this step.

Contracting Task: Completing and Submitting a Budget

- The contracting agency will **notify** the discretionary provider when it is time to complete and submit their contract budget.
- For several Mayoral Agencies that process contracts in PASSPort, the **budgeting** and **invoicing** processes are currently managed in HHS Accelerator. An organization's users will receive a notification from HHS Accelerator when it is time to work on their contract budget.
- Please reach out to your agency contact(s) for additional information about their respective agency's process for completing and submitting a budget.

STEP 5. CONTRACT REGISTRATION

Timeline & Overview

- Once a contract registration package is complete, the contracting agency will submit it for registration. Most award contracts must be registered by the Office of the City Comptroller, which has up to **30 days** to review and register the contract.
- An organization will receive an automatic email notification from PASSPort when its discretionary contract has been registered. Registration will be **confirmed** in PASSPort, and the provider may move forward with **invoicing**.

STEP 6. INVOICING AND CONTRACT MANAGEMENT

Reimbursement model

- The discretionary award payment process is based on a **reimbursement model**, meaning that organizations must invoice against their approved budget to receive the funds. Once a contract has been registered, discretionary providers may begin working with their agency contract manager to begin invoicing and receive payment for services delivered per contract.
- For several Mayoral Agencies that process contracts in PASSPort, the budgeting and invoicing processes are currently **managed in HHS Accelerator**. Please refer to the following **financial resources** for guidance:

- **HHS Accelerator Guides:**

- [HHS Accelerator Financials](#)
- [Amendments](#)
- [Managing Budgets](#)
- [Budget Modification FAQs](#)
- [Invoices and Payments](#)

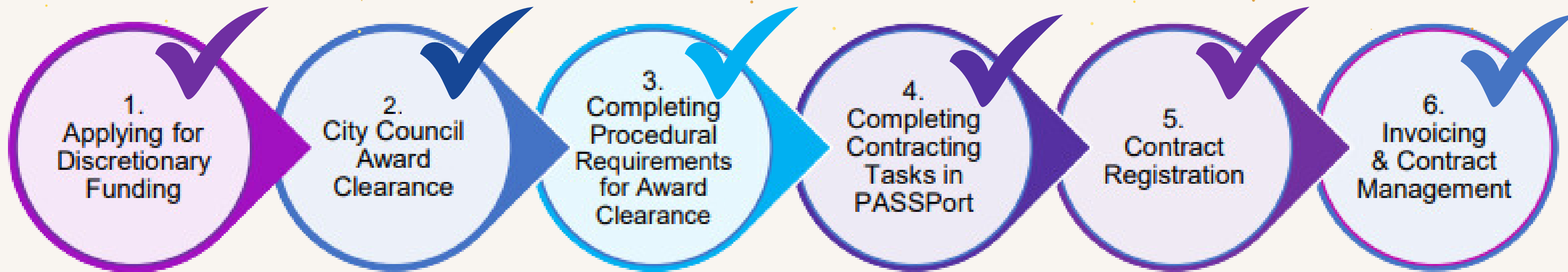
- **PASSPort Guides:**

- [Submitting an Invoice](#)
- [Submitting Budget Modifications](#)

- An organization may only be paid **after agency approval** of submitted invoices. Please refer to your agency's **fiscal manual** for additional details and contact your agency contract manager if you have any questions.

FINAL STEP: CELEBRATE YOUR SUCCESS!

**Congratulations on following this expense
discretionary funding application process with us!**



At this time, we will take a brief pause before (i) hearing from Council Member Riley, (ii) discussing capital funding, and (iii) holding an interactive Q&A session.



New York City Council Member

KEVIN RILEY





District 12 Budget Director

JAHMALYAPP

• APPLYING FOR CAPITAL DISCRETIONARY FUNDING •

INTRO TO CAPITAL FUNDING

Reminder: Expense vs Capital Projects

While expenses relate to day-to-day operating budget, capital funding relates to physical structures and goods, including construction, real property acquisition, repair projects, equipment, and technology.

City Capital Projects vs Non-City Capital Projects

Non-City Capital Projects are properties and/or equipment will be owned by a non-city group.

- Must be a registered 501c3 non-profit.
- No conduits are allowed with capital funding.
- Both the group and the projects must be determined eligible.
- Eligibility is determined by OMB review of their application in CapGrants.

TIMELINE FOR CAPITAL FUNDING

Non-City Capital Applications

Friday, December 22, 2023 - Capgrants
Non-City Capital Application available to Non-Profits online

Friday, January 5, 2024 - Non-profits can start to upload application documents to Capgrants

Thursday, February 22, 2024 @5pm - Non-City Capital applications for projects that will be funded jointly between the Borough Presidents and the City Council are due in Capgrants.

Thursday, March 21, 2024 @5pm - Non-City Capital applications for projects that will be funded solely by the City Council are due in Capgrants.

FY25 CAPITAL DISCRETIONARY ALLOCATIONS

Member Discretionary

- The total amount of the Council capital allocation has yet to be negotiated, but members are advised to proceed using last year's amount of \$5 million per member as a guideline.

Speaker Requests

- Each member will be allowed to submit a list of 8 projects to the speaker requesting funding.
- These are typically **larger projects**.

Delegation Requests

- Each delegation chair should be in touch as to the specific delegation's process.

FY25 CAPITAL DISCRETIONARY PROCESS

Project Request Intake - January to March

- **CapGrants:** Is for **non-city** applications **ONLY**
 - Cultural projects are non-city Projects
 - Housing projects are usually non-city Projects
- **City Capital Projects**
 - Schools, Parks, Libraries, NYCHA
 - Other Agencies: CUNY, DOT, NYPD, EDC, DEP, DSNY, DFTA

NEED ASSISTANCE ?

For assistance with your application, please reach out to:

New York City Council's Finance Division :

- E-Mail Address: Discretionary@council.nyc.gov
- Please provide all necessary information about your case within your email.

Jahmal Yapp, Budget Director for District 12 :

- E-Mail Address: JYapp@council.nyc.gov
- Please note that due to recent redistricting, we encourage you to verify the district in which your organization is located before contacting District 12 staff: <https://council.nyc.gov/map-widget/>

KEVIN C. RILEY
NEW YORK CITY COUNCIL MEMBER | 12TH COUNCIL DISTRICT

DISCRETIONARY FUNDING
OFFICE HOURS
FOR NONPROFITS

Looking to apply for New York City Council
Discretionary Funding?

Meet with our Budget Director, **Jahmal Yapp**,
for a consultation on your application. Ask
questions about requirements, review
potential asks, and more.

SCHEDULE A MEETING: WWW.LINKTR.EE/RILEYBUDGET

@CMKevinCRiley District12@council.nyc.gov



Q&A

Please ask away!

JOIN US

For Our Upcoming Budget Workshop

On Wednesday,
January 31st



New York City Council


WORKSHOP

FY25 Borough-wide Budget Workshop: Bronx

WEDNESDAY JANUARY 31ST
10:00AM - 1:00PM EST

*PLEASE REGISTER TO RECEIVE INFORMATION
ON HOW TO JOIN THE WEBINAR*

SCAN TO REGISTER



JOIN US

For Our Upcoming Fitness & Fatherhood Events

Every Tuesday,
from January
16th onward



COUNCIL MEMBER
KEVIN C. RILEY
12th Council District, Bronx
In partnership
JESUS RECONCILIATION MINISTRIES, INC. &
BRIDGEFIELD CIVIC LEAGUE

**COMMUNITY
FITNESS &
WELLNESS**

EVERY TUESDAY AT 7PM
STARTING JANUARY 16, 2024

JOIN US WEEKLY FOR OPEN COMMUNITY FITNESS SESSIONS
AND WELLNESS EDUCATION WITH TEAM RILEY, THE BRIDGEFIELD
CIVIC LEAGUE TEAM, AND PASTOR SAMUEL NKAMA.

BRIDGEFIELD CIVIC LEAGUE
3551 LACONIA AVE BRONX, NY 10469

NO RSVP
REQUIRED;
OPEN TO THE
PUBLIC

FOR MORE INFORMATION OR QUESTIONS ABOUT ACCESSIBILITY OR TO REQUEST
ADDITIONAL ACCOMMODATIONS, PLEASE CONTACT KEVIN BOLT 718-684-5509 OR
D12EVENTS@COUNCIL.NYC.GOV AT LEAST 72 HOURS BEFORE THE EVENT.

Strategy for Black Lives presents

BLACK FATHERHOOD CIRCLE

MEET THE PANEL Moderated by Frantzy Luzincourt

Khari Edwards,
Ayr Wellness, Inc.

Jeff Lindor,
The Gentlemen's
Factory

Isaiah Fenichel,
Citizen's Action of NY

Kevin Riley,
NYC Council Member

JANUARY 27 | 10 AM TO 1 PM | GENTLEMEN'S FACTORY
81 WILLOUGHBY ST. 7TH FLOOR, BROOKLYN, NY 11201

On Saturday,
January 27th



APPENDIX A

Exception - Department of Cultural Affairs (DCLA)

- Only awardees that are determined to be eligible for the Cultural Development Fund may receive discretionary funding through DCLA.
- Nonprofit cultural organizations looking to apply for the Cultural Development Fund will need to apply separately through the Department of Cultural Affairs (DCLA) by visiting:
<https://www.nyc.gov/site/dcla/cultural-funding/programs-funding.page>
- Organizations that are exclusively funded by DCLA are exempt from the following Procedural Requirements for Award Clearance:
 - Organizations do not need to create a PASSPort Account.
 - Organizations do not need to complete HHS Prequalification in PASSPort.

APPENDIX B

Exceptions - Department of Health and Mental Hygiene (DOHMH) & Mayor's Office of Criminal Justice (MOCJ)

- **DOHMH processes certain awards in their portfolio via Public Health Solutions (PHS), not PASSPort. A discretionary provider should confirm whether this is the case with their agency contact and reach out to the PHS contact(s) identified by DOHMH.**
- **All MOCJ discretionary awards associated with the Domestic Violence and Empowerment (DoVE) Initiative are processed through the program administrator Safe Horizon, not as sub-awardee contracts in PASSPort. Please reach out to an agency contact at MOCJ for guidance on how to contact Safe Horizon regarding an award contract.**

Thank you!

Our team thanks you for listening!



A special thank you to our partners.

Bronx Community Board 12

Join our next community conversation!

Look out for information about our next **Community Conversation** for February!

Stay connected to our office!

