



## Mayor's Office of Contract Services

## NEW YORK CITY RETURNABLE GRANT FUND LOAN APPLICATION

The Returnable Grant Fund (RGF) is processed by the Fund for the City of New York (FCNY), managed by the Mayor's Office of Contract Services (MOCS), and loans are approved by the City Agency you contract with.

### **Who Can Get a Loan?**

To be eligible for an RGF loan, your organization must have an active contract pending registration, a grant or another funding agreement. The contract or grant is the City's guarantee and will be used to repay the loan after registration.

The RGF was created to support organizations whose contracts have been delayed, which is preventing timely payment, and are therefore unable to meet critical operating expenses.

### **How do I Apply?**

Complete and submit the following to the City Agency you are contracting with, to the attention of the Agency Chief Contracting Officer (ACCO):

- Complete Application [Part 1 & 2]
- Signed Written Repayment Agreement with City Agency [Part 3]
- Board Resolution naming the person who signs the application on Page 3 as an Authorized Signatory; or the signatory page of an executed contract

Visit [nyc.gov/mocs](http://nyc.gov/mocs) for contact information for each agency's ACCO.

### **What are the Next Steps?**

Your contracting agency may approve a loan by submitting the completed application to MOCS. Agencies must sign Part 3, complete Part 4 and Part 5, and attach a responsibility determination, and the approved budget. The completed package must be transmitted to MOCS by email with the attachments that are required for the applicant listed above.

MOCS will review the application for completeness and may approve loans on the basis of need and availability of funds. Loan requests may be approved at reduced amounts to ensure that critical needs can be met for all applicants.

Questions may be directed to your contracting city agency or to MOCS at [ReturnableGrantFund@mocs.nyc.gov](mailto:ReturnableGrantFund@mocs.nyc.gov).



# **LOAN APPLICATION FORM PART 1: APPLICANT INFORMATION**

*TO BE COMPLETED BY APPLICANT*

<b>Legal Name of the Organization:</b> <i>(Must match incorporation and contract documents)</i>	
<b>Organization's EIN/TIN:</b>	
<b>Organization's Address:</b> <i>(Headquarters)</i>	
<b>Site Address:</b> <i>(Where services are provided under pending contract, if different)</i>	
<b>CEO/ Executive Director Name:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Board President/ Chairperson Name:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Authorized Loan Contact Name and Title:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Alternate Phone:</b>	<b>Fax:</b>



**LOAN APPLICATION FORM PART 2: STATEMENT OF NEED**

*TO BE COMPLETED BY APPLICANT*

*Please detail the critical operating expenses below and their payment dates. Expenses should be confirmed with City Agency; attach additional sheets if necessary.*

<b>Payroll Expenses</b>	
<u>Payroll Date</u>	<u>Payroll Amount</u>
<b>Total</b>	<b>\$</b>

<b>Other Critical Expenses</b> <i>(rent, insurance, utilities, supplies, etc.)</i>		
<u>Expense Date</u>	<u>Expense Type</u>	<u>Payment Amount</u>
<b>Total</b>	<b>\$</b>	

<b>Total Amount requested:</b>  \$
<b>Date when loan is needed to ensure operations:</b>
<b>Additional relevant information:</b>

**I hereby attest that the above information and all attachments (refer to page 1) are true and correct to the best of my knowledge.**

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Board Authorized Signature                      Print Name and Title                      Date

**LOAN APPLICATION FORM PART 3: REPAYMENT AGREEMENT**

*TO BE COMPLETED BY APPLICANT AND SIGNED BY APPLICANT AND CITY AGENCY  
If you are under a fiscal agent with your contracting Agency, they will provide you with a separate repayment agreement to complete*

**Organization Legal Name:** \_\_\_\_\_

**City Agency:** \_\_\_\_\_

**Contract ID#:** \_\_\_\_\_

**Loan Amount:**                   **\$** \_\_\_\_\_

I authorize the following City Agency, \_\_\_\_\_,  
to repay the loan to the Fund for the City of New York from the above contract once it is registered with the New York City Comptroller’s Office. I understand that the loan amount will be paid as a loan in anticipation of a contract from the approved contract Budget, and will be supported by valid invoices according to the Agency fiscal manual. I understand that the Agency reserves the right, in its discretion, to recoup any funds advanced and not spent. I further understand that if the above contract is not registered, I would be responsible for repaying the loan to the Fund for the City of New York.

\_\_\_\_\_  
**Contractor’s Authorized Representative**  
*(Print)*

\_\_\_\_\_  
**Title**  
*(Print)*

\_\_\_\_\_  
**Contractor’s Authorized Representative**  
*(Signature)*

\_\_\_\_\_  
**Date**

**City Agency Representative**

\_\_\_\_\_  
**Agency Authorized Representative**  
*(Print)*

\_\_\_\_\_  
**Title**  
*(Print)*

\_\_\_\_\_  
**Agency Authorized Representative**  
*(Signature)*

\_\_\_\_\_  
**Date**



**LOAN APPLICATION FORM PART 4: ELIGIBILITY BASIS**

*TO BE COMPLETED BY CITY AGENCY*

<b>Name of City Agency:</b>
<b>APT E-PIN#:</b>
<b>Grant #:</b> <i>(Dept. of Cultural Affairs Only)</i>
<b>Contract Term:</b>
<b>Contract Description:</b>
<b>Total Contract Amount:</b>  \$
<b>Budget Codes:</b>
<b>Estimated Time to Registration:</b>  _____ _____
<input type="checkbox"/> Pending Registration at Comptroller Date contract/grant sent to Comptroller: ___/___/_____ <input type="checkbox"/> Pending Oversight (OMB/Law/MOCS/DOI) <input type="checkbox"/> Other: _____ _____ _____
<b>Requested Repayment Term:</b>  <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> Other term: _____



**LOAN APPLICATION FORM PART 5: CITY AGENCY LOAN REQUEST**

*TO BE COMPLETED BY CITY AGENCY*

<b>LOAN AMOUNT AUTHORIZED BY CITY AGENCY:</b>	
\$	
Notes on any reductions: _____ _____ _____	
<b>NAME:</b>	
<b>TITLE:</b>	
<b>TELEPHONE:</b>	
<b>SIGNATURE:</b>	<b>DATE:</b>

**Required with Approval:**

- Complete Application (Parts 4 and 5, and agency signature in Part 3)
- Responsibility Determination
- Board Resolution with Signature Authorization or contract signature page
- Agency Approved Budget, if available



**LOAN APPLICATION FORM PART 6: MOCS APPROVAL**

*TO BE COMPLETED BY  
THE MAYOR'S OFFICE OF CONTRACT SERVICES*

BASED ON THE LOAN FUND REPORT AS OF ____ / ____ / ____	
THERE IS \$ _____ AVAILABLE FOR LENDING.	
AGENCY AUTHORIZING LOAN:	
DATE AGENCY SUBMITTED LOAN REQUEST TO MOCS: ____ / ____ / ____	
DATE MAYOR'S OFFICE APPROVED LOAN REQUEST: ____ / ____ / ____	
AMOUNT AUTHORIZED: \$	
Notes on any reductions: _____ _____ _____	
<b>NAME:</b>	<b>TITLE:</b>
<b>SIGNATURE:</b>	<b>DATE:</b>

