



Update: CRFP Application Process Reopened

The NYS DOH has reissued the Capital Restructuring Financing Program (CRFP) Application. The reissuance stems from a new statutory requirement that directs DOH to ensure, to the extent possible, that award dollars are regionally proportional. These applications are now due to DOH on **May 6, 2015**.

All PPS' are being encouraged to resubmit their CRFP applications that were originally submitted to DOH on February 20, 2015. BPHC will have to reapply, and therefore is accepting applications from all of our PPS members. **This means that organizations who previously submitted their CRFP applications through the BPHC PPS must resubmit their application to us. Please resend us your application as is if there are no changes; however, you can modify your application before resending. If modifications are made, you must notify us with the specifics of the modifications when resubmitting your application.**

All not-for-profit provider organizations applying for CRFP grant funding as the legal or beneficial owner of the capital asset are required to prequalify prior to submission of a CRFP grant application and execution of contract. This requirement does not apply to for-profit organizations.

Further instruction on how to complete Vendor Prequalification can be found on pages 12-13, Section G of the [RFA](#).

Follow the 3 step process.

1. Register for the Grants Gateway
2. Complete Your Prequalification Application
3. Submit Your Prequalification

How to submit application to BPHC:

1. You must activate the Grants Gateway and include a PDF copy of the Signed notarized original registration and a PDF copy of the notification that you are prequalified to do business with New York State in your technical proposal.
2. Application should be submitted electronically to the following email LRobertson@sbhny.org no later than **COB April 24, 2015**. Please note that there will be no exceptions to allow late submissions. We understand this is a very tight timeline, but this will allow the BPHC CSO minimally sufficient time to review your application, send it back to you to make any necessary changes, and have our Executive Committee evaluate/approve all applications prior to the May 6 submission deadline.
3. Each application should be single-spaced and at least a 12-point type. The email subject should consist of the project name & contain two (2) PDF files as attachments. The PDF should have your organization name, project name, and identified as:
 - a. TP : One (1) PDF file for the Technical Proposal & all requirements (Attachments 2-5, 13 and 14)
 - b. FP : Second PDF for the Financial Proposal & all requirements (Attachments 6-12) i.e., "**BPHC_Example_TP**" and "**BPHC_Example_FP**"

In addition, when submitting your application you should ensure that the following has been completed:

I. TECHNICAL PROPOSAL

- a. Activate Grants Gateway
- b. Vendor pre-qualification
- c. Signed notarized original registration
- d. Attachment #2 Technical Proposal Cover Page
- e. Attachment #3 Technical Proposal Checklist
- f. Attachment #4 Technical Proposal Requirements (Narrative maximum 15 pages)
- g. Attachment #5 Work plan Template
- h. Attachment #13 Short Environmental Assessment Form
- i. Attachment #14 Smart Growth Assessment Form

II. FINANCIAL PROPOSAL

- a. Attachment #6 Financial Proposal Cover Page
- b. Attachment #7 Financial Proposal Checklist
- c. Attachment #8 Financial Proposal Requirements (Narrative maximum 15 pages)
- d. Attachment #9 Capital Budget Template
- e. Attachment #10 Project Fund Sources
- f. Attachment #11 Minority and Women Owned Business Enterprise Forms
- g. Attachment #12 Vendor Responsibility Attestation

III. Main Resources:

1. CRFP Application
2. NYS Grants Gateway
3. CRFP RFA Q&A

Please feel free to contact Lawrence Robertson at (718) 960-3987 with any questions or concerns.

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