



**Department of
Veterans' Services**

**ROUND 3
REQUEST FOR GRANT APPLICATIONS (“Round 3 RGA”)**

**NEW YORK STATE DEPARTMENT OF VETERANS' SERVICES
VETERANS' NONPROFIT CAPITAL PROGRAM (VNCP)**

RGA Release Date: March 27, 2025

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KEY DATES

Eligible Project Start & End Date Range	April 1, 2025 - April 1, 2029
Issuance of the Round 3 RGA	March 27, 2025
Application Question Period Opens.....	March 27, 2025
Applicant Webinar (Upload).....	April 9, 2025
Deadline to submit Questions	April 11, 2025
Responses to Round 3 RGA Questions posted (not earlier than)	April 18, 2025
VNCP Application Submission Period	April 21 to May 30, 2025
Applicant Scoring Period	June 2 to June 23, 2025
Awards Expected (not earlier than)	July 1, 2025
Deadline for Reimbursement Submission & Processing	March 31, 2030

Inquiries:

In accordance with State Finance Law § 139-j and § 139-k, this Round 3 RGA includes and imposes certain restrictions on communications between DASNY, New York State Department of Veterans' Services (NYS DVS) or other State personnel and an Applicant, or any representative, agent, consultant or other third party representing the Applicant during the procurement process. General Inquiries must be directed to: Email: vnep@dasny.org Subject line: VNCP Round 3.

Prequalification Requirement:

All potential Applicants must prequalify in the Statewide Financial System (SFS). Please note that the Prequalification Process in the Statewide Financial System may take several weeks to complete. Applicants should complete these steps well in advance of the application deadline to allow ample time to complete and submit their VNCP application. If the Applicant has questions regarding the SFS Prequalification or Registration, Applicant should review the recorded Veterans' prequalification webinar linked here: [12/03/2024 ITS Webinar](#) and should also review the below scenarios for next steps:

1. If the Applicant is already set-up as a vendor in SFS but is having trouble logging in because they cannot find their Vendor ID, or they cannot find their enrollment email, questions should be directed to the SFS Desk at Helpdesk@sfs.ny.gov
2. If the Applicant is already a vendor in SFS but is not prequalified currently, this video can be viewed for additional instructions on how to navigate and prequalify in SFS: [Prequalification](#)
3. If the Applicant needs an SFS vendor ID to prequalify, additional information can be found at: <https://grantsmanagement.ny.gov/register-your-organization-sfs>. The Applicant will need to complete a Substitute W-9 and Grants Management Registration Form and submit it to grantsmanagement@its.ny.gov. If there are additional questions regarding the registration form, questions can be directed to grantsmanagement@its.ny.gov.

For other Resources, follow this link to Grants Management in SFS:

[NYS Grants Management: Resources for Grant Applicants/Help Using SFS \(non-profits\)](#)

Important Note: *Contacts made to any DASNY, NYS DVS or other State personnel regarding this procurement as noted in this Round 3 RGA between the date of release and the VNCP Application deadline may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. Please refer to DASNY's website (www.dasny.org) for policy and procedures regarding this law, or the OGS website (<http://ogs.ny.gov/acpl/>) for more information about this law.*

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- Appendix A – VNCP Application**
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- Appendix C – Scoring Template**

Section 1. Program Overview

To effectively address the continuing need for quality veteran services, New York State made \$5 million available within the 2022-2023 NYS Budget. Remaining funds were reappropriated in the 2024-2025 NYS Budget. Veterans' Nonprofit Capital Program (VNCP) Grants will fund capital improvements to nonprofit veterans' organization facilities that serve veterans.

The VNCP funding available for **Round 3 will be no less than \$1.35 million and will include any funds recaptured from Round 1 and Round 2 awards that were withdrawn at the request of the awardee. The actual amount to be awarded in Round 3 will be determined prior to the VNCP Application due date of May 30, 2025.** Awards will range between \$25,000 and \$75,000 to ensure projects and organizations of varying sizes may be funded by VNCP.

VNCP will be administered by DASNY, on behalf of NYS DVS, and is expected to be highly competitive. Eligible Veterans' organizations are strongly encouraged to review the Frequently Asked Questions (FAQs, Appendix B updated from prior Rounds) before submitting any questions during the question-and-answer period noted in Section 7 of this Round 3 RGA and applying for VNCP funding. The responses to the questions submitted during the question-and-answer period will be posted to the NYS DVS website at <https://veterans.ny.gov/veterans-nonprofit-capital-program-0> and the DASNY website at <https://www.dasny.org/about/what-we-do/grants-administration>.

Section 2. Eligible Entities and Projects

NOTE: A Round 1 or Round 2 awardee may only apply for a Round 3 grant ONLY IF their prior VNCP grant is closed at the time of application. "Closed" means that either 1) a Round 1 or Round 2 awardee has a fully disbursed Round 1 or Round 2 grant; or 2) A Round 1 or Round 2 awardee has withdrawn a prior pending award from Round 1 or Round 2. Awardees with pending Round 1 or Round 2 VNCP Grants that have not been fully disbursed are ineligible to apply for a Round 3 grant.

A Veterans' organization, for purposes of this Round 3 RGA, means any not-for-profit organization which is organized to do business within the State and whose membership consists of dues paying members who are current or former members of the armed services or forces of the United States and whose main purpose is to benefit former or current members of the armed services or forces of the United States. Such organizations should be formally incorporated as a not-for-profit organization under the Internal Revenue Code 26 United States Code Section 501(c) which includes two subsections [§501(c)(19) and 501(c)(23)] which provide for tax-exemption under Section 501(a) for organizations that benefit veterans of the United States Armed Forces.

26 U.S.C. §501(c)(19)

"A post or organization of past or present members of the Armed Forces of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization—

(A) organized in the United States or any of its possessions,

(B) at least 75 percent of the members of which are past or present members of the Armed Forces of the United States and substantially all of the other members of which are individuals who are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the Armed Forces of the United States or of cadets, and

(C) no part of the net earnings of which inures to the benefit of any private shareholder or individual."

26 U.S.C. §501(c)(23)

“Any association organized before 1880 more than 75 percent of the members of which are present or past members of the Armed Forces and a principal purpose of which is to provide insurance and other benefits to veterans or their dependents.”

Veterans’ organizations that **are not** specifically incorporated under 26 U.S.C. [§501(c)(19) or (c)(23)] (details immediately above) can still be eligible so long as their dues paying membership contains the following individuals:

- at least 75 percent of the members must be past or present members of the Armed Forces of the United States and substantially all the other members are individuals who are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the Armed Forces of the United States and the sum of both of these groups must equal 97.5% of the total membership of the organization.
- **OR**, if the entity was organized before 1880, more than 75 percent of the members must be present or past members of the Armed Forces and its principal purpose is to provide insurance and other benefits to veterans or their dependents.

EXAMPLE DATA:

	# 2024	# 2023	# 2022	# 2021	# 2020	# 2019
New Dues Paying Members	3	7	10	15	20	25
Returning Dues Paying Members	85	80	80	95	75	50
Total Dues Paying Members	88	87	90	110	95	75

State the number of dues paying members who are Active or former Members of the Armed Forces of the United States?	68
State the number of dues paying members who are cadets in the Armed Forces of the United States?	1
State the number of dues paying members who are spouses, widows, widowers, ancestors or lineal descendants of past or present Members of the Armed Forces of the United States or of Cadets?	17
State the number of other dues paying members who do not qualify under another category.	2
Total (must equal the 2024 Total Dues Paying Members in “a” above)	88

An eligible Veterans’ organization must have been in existence in New York State for five years; must be in good standing with the State; and must be the entity entering into the contracts and paying the vendors (legal name on estimates, contracts, invoices and checks); and cannot be a veterans’ organization with an active VNCP award in process from a prior round (see above).

In addition, any Veteran’s organization applying for this opportunity must be registered in the Statewide Financial System (SFS) and be prequalified under the applicant’s legal name.

NOTE: The legal name must be uniform across the corporate documents as noted in Exhibit 1. Applicants are strongly encouraged to review their corporate structure and corporate documents prior to being prequalified in the Statewide Financial System. Prequalification in SFS is a

prerequisite of an application to VNCP and should be an applicant's first priority. If an Applicant is not prequalified, the application will be ineligible and will not be reviewed and/or scored.

If an Applicant is unclear:

- ✓ if they qualify to apply for the opportunity; or
- ✓ if they have the proper documentation necessary to upload into SFS; or
- ✓ if they can meet the requirements outlined in the Round 3 RGA;

then the Applicant is advised to consult with their legal or financial team to make this determination.

Eligible Uses of Funds

VNCP funds may only be used for a capital project consisting of capital costs including but not limited to (also see Exhibit 2):

- Construction costs including architectural, engineering & design costs of an Eligible Facility;
- Reconstruction, rehabilitation or expansion of an Eligible Facility;
- Purchase of equipment for an Eligible Facility, provided the equipment has a useful life of 10 years or more;

There is no requirement that the project be shovel ready, with all plans and permits approved, by the VNCP Application due date of May 30, 2025. This Round 3 RGA does not set forth a preference for particular project types.

Ineligible Uses of Funds

Ineligible uses of VNCP funds include, but are not limited to:

- General maintenance & repairs, including, but not limited to, routine painting, caulking, resurfacing a parking lot or extending the life of a roof by adding shingles to an already existing roof.
- Working capital, including funds required to operate a facility, such as staff, rent, utilities and supplies.
- Grant writing, administration, legal, insurance and other fees.
- Paying down long-term debt (greater than 1 year), including financing of machinery or equipment.
- Project management fees that are not clearly documented and tied to a specific task.
- Lease payments.

The project shall commence on or after **April 1, 2025**, and is expected to be completed by **April 1, 2029**. Design, engineering and other preliminary planning activities may commence prior to **April 1, 2025**, however, costs incurred prior to this date may not be reimbursed with grant funds.

Each eligible veterans' organization may apply for **one (1)** VNCP award for one project that may consist of multiple areas of their facility (i.e., kitchen, community room and HVAC). **If multiple VNCP**

Applications are submitted by a veterans’ organization, only the first received will be considered. Once a VNCP Application has been submitted, a VNCP Application cannot be returned for corrections or replaced by future submissions by the Applicant. It is highly recommended that applicants double check their application package to ensure that everything being submitted (information and documentation) is correct prior to submission.

NOTE: Once an award has been made, no major project modifications, grantee or location changes will be permitted.

Section 3. Funding a Project

It is anticipated that the remaining VNCP funds noted in Section 1 of this Round 3 RGA will be awarded during this VNCP Application cycle. Applicants must state the VNCP amount being requested in the VNCP Application. The minimum Grant Award is \$25,000, and the maximum Grant Award is \$75,000. In no event will a VNCP award exceed \$75,000. The total number of awards will depend upon the number of VNCP Applications received; the dollar amount of grants requested; the amount available to be awarded through this Round 3 RGA; and the score awarded to each VNCP Application based upon responsiveness to the requirements and the criteria set forth in this Round 3 RGA.

NOTE: Any veterans’ organization that is awarded VNCP funding must subsequently register with the New York State Attorney General’s Charities Bureau (<https://www.charitiesnys.com/>).

An eligible veterans’ organization must demonstrate the ability to provide the remainder of the funds necessary to complete the project if the total project budget exceeds the VNCP requested amount. This information must be set forth in the VNCP Application budget and be substantiated with supporting documentation at the time of submission. For example, if a veterans’ organization is completing a roof replacement for \$100,000 and requesting a VNCP award of \$75,000, then the Applicant must demonstrate how the remaining \$25,000 will be funded. Please see example below. If the excess is being provided by a gift or grant from the XYZ Foundation, then a firm commitment letter should be provided to substantiate the grant or gift. The Applicant may also provide evidence of sufficient funds in the Applicant’s bank account, together with a letter from the fiscal officer or by a Board Resolution committing the funds to the project to be funded by the VNCP Grant.

Tasks (Attach additional pages if necessary)	Total Amount Per Task	Sources of Funds Breakout			
		VNCP Grant	Applicant	*Committed Funding Sources	**Funding still to be arranged
<i>Roof Replacement</i>	<i>\$100,000</i>	<i>\$75,000</i>		<i>\$25,000 (gift from XYZ Foundation)</i>	

*Specify committed amount in this column and attach award letters to the VNCP Application.

** Provide the amount in this column and provide a description of what other funding sources are being pursued.

A financial review will be undertaken in connection with each VNCP Application and again prior to issuance of a Grant Disbursement Agreement (the contract between DASNY and the veterans’ organization). The financial review will verify that sufficient funds have been secured to complete the project as described in the budget and that sufficient documentation has been provided to substantiate the

project cost and commitment of additional funding.

NOTE: If the Applicant is uncertain whether they will have the additional funds above the VNCP funding to complete the project, the Applicant may want to submit a VNCP Application for a smaller award to fund a smaller project (i.e., Total Project Cost is \$75,000 then Applicant could request \$75,000). There is no match requirement for VNCP.

Section 4. Overview of Review Process

Each eligible veterans' organization seeking VNCP funds in response to this Round 3 RGA **must submit a VNCP Round 3 Application and all required attachments (in pdf format) to vncp@dasny.org by 11:59 pm May 30, 2025.** If the VNCP Application and backup documentation is too large to send in one email, then an Applicant may either send the VNCP application as a zip file or through an Applicant portal. If a portal is used, please be sure that access is provided to vncp@dasny.org. Applications that are submitted late or incomplete due to email delivery delays or technical difficulties on the part of the Applicant will not be reviewed or scored. Therefore, it is recommended that **Applicants submit the VNCP Application and backup documentation prior to the May 30, 2025 due date.**

After the application period closes on May 30, 2025, each VNCP Application will be downloaded and reviewed for eligibility based on the Eligibility Pass/Fail Questions (see Appendix C). Those that Pass will then be scored. If a VNCP Application fails any of the Eligibility Pass/Fail Questions, then the VNCP Application will not be scored by NYS DVS or DASNY staff.

Each VNCP Application eligible for scoring will be reviewed by both NYS DVS and DASNY (the "Scorers"). Scorers will verify that the Applicant and the project are in compliance with the criteria set forth in this Round 3 RGA and assign a score to each VNCP Application based on the three components outlined in the Score Sheet (Completeness of the VNCP Application, Project Eligibility and Financial Review) (see Appendix C). Scorers at DVS will assess each application for Completeness and Project Impact/Organizational Effectiveness and assign a score. The applications will then move to the DASNY Scorers who will assign scores for Project Viability and Financial Review. All three components will be combined to determine a final average score for each project. In order to receive an award, a VNCP Application must receive a minimum overall average score of 70.

NOTE: The NYS Statewide Financial System prequalification status will be verified as part of the Pass/Fail eligibility review. Prequalification status must be maintained through VNCP Application scoring, contract execution and submission of each payment requisition. Please see page 2 of this Round 3 RGA for helpful resources.

Section 5. Grant Notification and Contract

Once awards have been announced and posted on the NYS DVS website at <https://veterans.ny.gov/veterans-nonprofit-capital-program-0> and the DASNY website at <https://www.dasny.org/about/what-we-do/grants-administration>, an award letter will be sent electronically from DASNY to the contact listed on the veterans' organization's VNCP Application. The award letter will set forth the information needed from each Awardee so that DASNY may conduct the necessary reviews before entering into a Grant Disbursement Agreement (GDA) with the Grantee. The GDA will outline the terms and conditions for the award and will expire on March 31, 2030.

To receive any State funding, prospective projects must demonstrate their compliance with the New York’s Environmental Quality Review Act (SEQRA). This may also require sign off by NYS Office of Parks Recreation and Historic Preservation. More information on the SEQRA review can be found in the FAQs (Appendix B) attached to this Round 3 RGA.

Upon receipt of the executed GDA from the veterans’ organization (via DocuSign), DASNY will review for completeness and accuracy, including verification that the budget is accurate, the exhibits are properly completed, and no other issues have developed that would affect the status of the award. Once this review is complete, the GDA will be executed by DASNY, and a copy returned to the Grantee.

Upon receipt of a fully executed GDA and the incurrence of eligible project costs by the Grantee, the veterans’ organization may begin to requisition funds utilizing the exhibits included as part of the GDA. Instructions regarding the requisition process will be provided to the veterans’ organization when the fully executed GDA is returned to the signatory for the veterans’ organization.

It is anticipated that a complete requisition in proper form will include but not be limited to: verification that proper documentation has been received with the requisition exhibits, verification that the named veterans’ organization on the GDA is the same legal entity that paid the project costs and entered into the vendor contract(s), and confirmation that the costs to be paid from VNCP are consistent with the GDA.

Section 6. Key Events/Dates, General Inquires and Questions

Key Events/Dates

Provided below is a schedule of milestones for this Round 3 RGA. DASNY, on behalf of NYS DVS, reserves the right to change any or all of these dates as it deems necessary or convenient in its discretion. In the event of any modification, a notice will be posted accordingly to the Statewide Financial System and the NYS DVS website at <https://veterans.ny.gov/veterans-nonprofit-capital-program-0> and the DASNY website at <https://www.dasny.org/about/what-we-do/grants-administration>.

Eligible Project Start & End Date Range **April 1, 2025 – April 1, 2029**

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Awards Expected (not earlier than)	July 1, 2025
Deadline for Reimbursement Submission & Processing.....	March 31, 2030

VNCP Application and Review Process Presentation

A presentation outlining the specific elements of the Round 3 RGA, the VNCP Application and Review process will be uploaded to the DASNY website at <https://www.dasny.org> on April 9, 2025.

Applicants are strongly encouraged to review this presentation prior to submitting a VNCP Application,

as well as a prequalification webinar that was developed to assist veterans' organization in prequalifying in the Statewide Financial System. The prequalification webinar can be viewed at [12/3/2024 ITS Webinar](#).

General Inquiries and Questions

To maintain a fair and open process, all **questions regarding this Round 3 RGA or the VNCP Application process must be submitted to vnep@dasny.org by 11:59 pm April 11, 2025. Answers to questions of a substantive nature will be provided no earlier than April 18, 2025.**

REMINDER: *Contacts made to any DASNY, NYS DVS or other State personnel regarding this procurement as noted in this Round 3 RGA between the date of release and the VNCP Application deadline may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. Please refer to DASNY's website (www.dasny.org) for policy and procedures regarding this law, or the OGS website (<http://ogs.ny.gov/acpl/>) for more information about this law.*

Section 7. Submission of a VNCP Application and Required Supporting Documentation

An eligible veterans' organization seeking VNCP funds must download, complete, sign, and submit one complete VNCP Application, including any backup documentation as requested (in pdf format) to vnep@dasny.org on or before **11:59 pm on May 30, 2025**. Applications may utilize the form provided in Appendix A attached to this Round 3 RGA, or by accessing a fillable template on the NYS DVS website at <https://veterans.ny.gov/veterans-nonprofit-capital-program-0> or the DASNY website at <https://www.dasny.org/about/what-we-do/grants-administration>.

It is the responsibility of each Applicant to verify that their complete VNCP Application, along with all necessary attachments, arrives by **11:59 pm May 30, 2025**. A VNCP Application will not be considered if it is received late due to delivery delays, technical difficulties submitting the VNCP Application or obtaining prequalified status in SFS. DASNY, on behalf of NYS DVS, reserves the right to:

- Reject any or all VNCP Applications received in response to this Round 3 RGA.
- Award any funds remaining from this Round 3 RGA as a result of grant withdrawal, insufficient applications receiving a score of 70 or for other reasons as determined by DASNY and NYS DVS to a future VNCP Request for Grant Applications; or be given to the next veterans' organization receiving a passing score on the score list as described in Section 4 of this Round 3 RGA.

Reminder, all Applicants must be prequalified in the Statewide Financial System (SFS) prior to submission of a VNCP Round 3 application on May 30, 2025. Becoming prequalified may take an extended amount of time especially if the corporate legal name is not uniform across the corporate documents as noted in Exhibit 2. It is recommended that all potential VNCP Applicants start the prequalification process or update their existing SFS documentation immediately to ensure that they have prequalification status prior to submitting an application for a VNCP Grant.

Each VNCP Application will be scored based on the following criteria including:

- Completeness of the Application
 - a. All sections of the application have been completed.
- Project Impact and Organizational Effectiveness
 - a. Project Impact
 - i. Describe the target population and the community it serves.
 - ii. Did the Applicant describe the capital project and share how the proposed project will benefit veterans and their families.
 - b. Community Participation
 - i. Describe the Applicant's history of involvement with veterans and their families.
 - ii. Provide documentation of activities or events hosted or conducted within the previous two years.
 - c. Prior Grant Awards
 - i. If the organization applied for and/or received capital funding grants from any source in the past five years:
 - 1. Was the funding received?
 - 2. What was the purpose of the grant?
 - 3. Was the project completed? When?
- Financial Review – Budget Requirements
 - a. Describe the capital project. Include a completed budget setting forth the sources and uses of funds, completion timeline and funds necessary at each stage of the project.
 - b. Provide professional estimates dated on or after 11/11/2024 to support the costs to complete the project.
 - c. Provide evidence of committed financial resources if project costs are expected to exceed the VNCP requested funding.
 - d. Provide evidence of site control in the form of a deed or lease in the name of the Applicant.

Applicants are encouraged to submit as many additional pages and backup documentation as necessary in order to fully and clearly describe the proposed project and the benefits to the Applicant's members.

We anticipate posting awards on the DASNY and NYS DVS websites no earlier than July 1, 2025.

Exhibit 1: CORPORATE DOCUMENT STRUCTURE

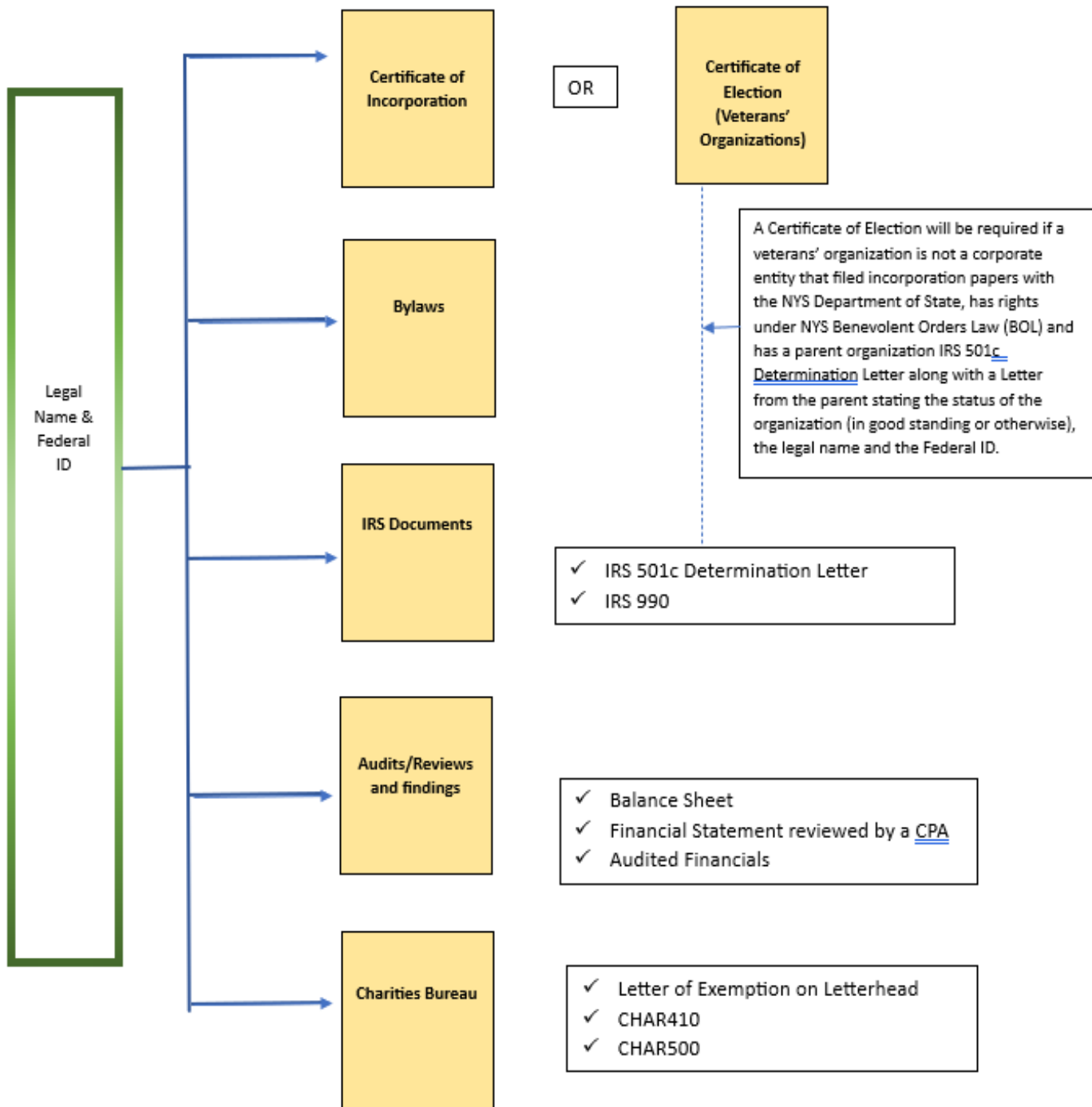


Exhibit 2: EXAMPLES OF ELIGIBLE CAPITAL PROJECTS

Eligible Capital Projects may include, but are not limited to:

- Modernization & Capital Rehabilitation
 - Roof replacement
 - Kitchen renovations
 - Restrooms renovations including accessibility
 - Entryway renovations including accessibility
 - Walk-in coolers
 - Purchase and installation of an emergency generator
 - Purchase and installation of equipment (i.e., appliances, ice machines, etc.)
 - ***Note that non-fixed equipment acquired with grant funds is subject to inventory controls and audits throughout its useful life.***
- Elimination of Health & Safety Hazards
 - Replacement of parking lot/driveway
 - Installation of a new larger doorways/frames
 - Installation of accessibility ramps and railings
 - Installation of a ventilation system
- Exterior Features
 - Purchase and installation of a flagpole(s)
 - Construction of a pavilion.
 - Creation of useable outdoor space
 - Purchase and installation of fencing.
- Installation of plumbing, electrical, HVAC
- Water & Wastewater Projects
 - New well or septic system
- Accessibility Renovations
 - ADA compliant modifications to interior and exterior
 - Rehabilitation of parking lot or entrance for accessibility
 - Installation of accessibility ramps and railings
 - Purchase and installation of a chair lift
- Energy Conservation Renovations
 - Removal and Replacing of Lighting
 - Replacement of Furnace/Air Conditioning
 - Replacement of Windows and Doors
 - Purchase and installation of Solar panels