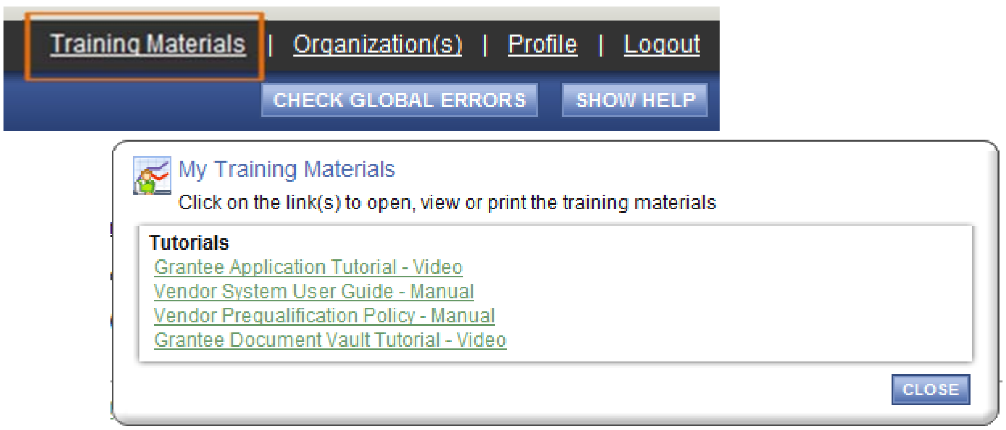
GRANTS GATEWAY TIPS
2016 SOUTHERN PINE BEETLE COMMUNITY RECOVERY GRANTS

BEFORE YOU GET STARTED

- **Grants Gateway User Guides** – A "Grantee User Guide" and "Grantee Quick Start Guide" for the Grants Gateway can be downloaded at http://www.grantsreform.ny.gov/Grantees.
- **Grantee Roles** – Submission of completed applications in the Grants Gateway system can only be performed by persons that are assigned the **Grantee Contract Signatory** role and/or the **Grantee System Administrator** role. **Please keep this in mind when assigning roles to staff or organization members to avoid missing the application deadline.** A chart of the Grantee Roles and their specific online application capabilities can be found in item #6 of the "Quick Start Guide: Applications" at http://www.grantsreform.ny.gov/Grantees.
- **Other Training Materials** – If you still need help after logging in to Grants Gateway, you can access user guides and tutorial videos by clicking on the "Training Materials" link located in the upper right hand corner of any of the pages in the Grants Gateway system.

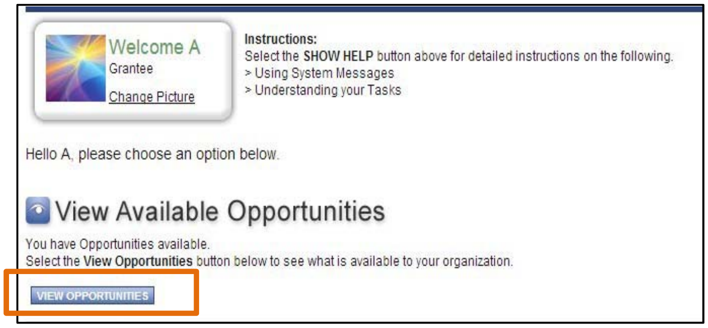


1. FINDING SOUTHERN PINE BEETLE COMMUNITY RECOVERY APPLICATIONS

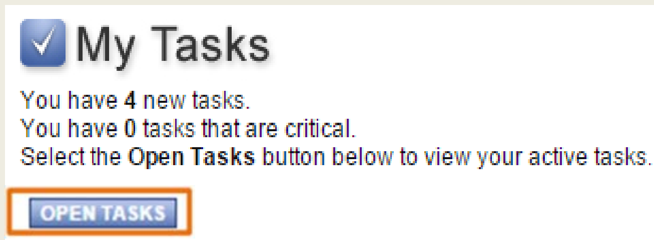
1.1 Go to the Grants Gateway home page at https://grantsgateway.ny.gov/.

1.2 Click the **Grants Gateway Login** button near the top left of the home page, then log in using your credentials (If your organization hasn't registered and received credentials, refer to section 3 of the "Grantee User Guide" for more information).

1.3 Click on the **View Opportunities** button under View Available Opportunities.



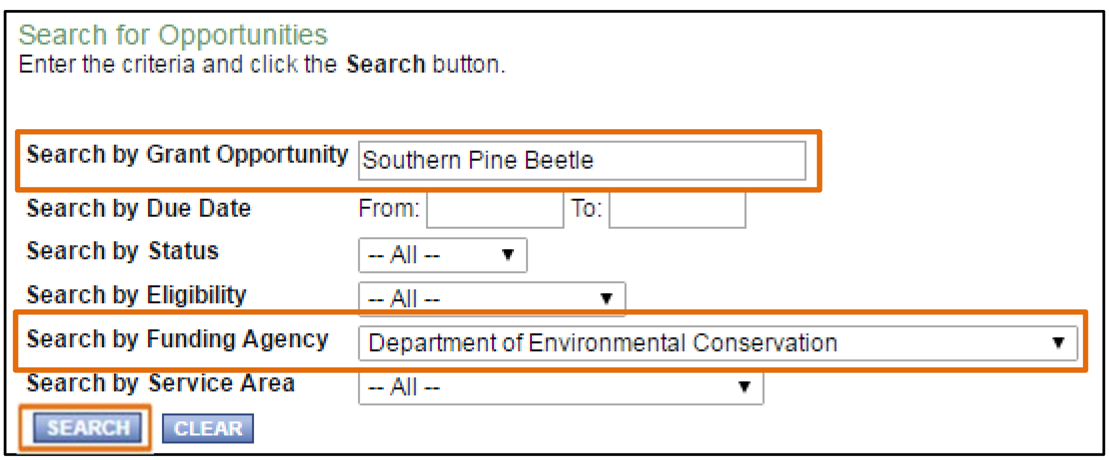
*To open a previously saved application, first click the **OPEN TASKS** button in the My Tasks section of the Home page.*



*Then click the link in the **Name** column of the list that appears. The Application Main Page of the grant application that was previously saved will open and allow you to continue where you left off.*

1.4 Enter search criteria to limit the Search Results.

- To find DEC's Southern Pine Beetle Community Recovery grant opportunities, Type "Southern Pine Beetle" in the **Search by Grant Opportunity** box and select "Department of Environmental Conservation" in the **Search by Funding Agency** box, then click the **Search** button.



1.5 Click on the name of the Grant Opportunity in the search results grid.

- To enter an application for the Southern Pine Beetle Community Recovery Grants Program, select "2016 Southern Pine Beetle Community Recovery Grants".

1.6 Click on the **APPLY FOR GRANT OPPORTUNITY** button located to the bottom left of the Main page of the Grant Opportunity.

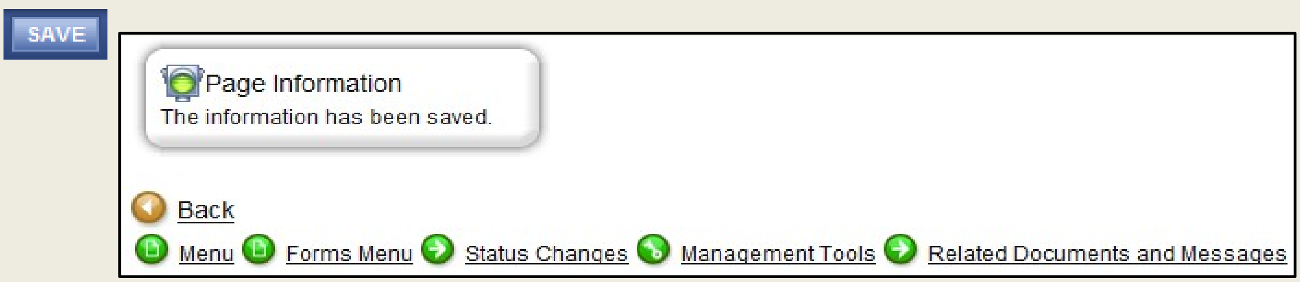
If a program application has already been initiated by your organization, do not click "Apply for Grant Opportunity" again unless your intention is to start a new application as it will create duplicate applications. Previously saved applications may be opened from the My Tasks section of the Home page.

2. Creating an Application

2.1 To start creating your application, click on the **Forms Menu** link near the top of the page.

2.2 Enter the required information into the forms in the Program Information, Expenditure Budget, and Work Plan: Grantee Defined sections. Information may be entered into the forms in any order. You may find it easier and more intuitive to begin working on the Work Plan forms before answering some of the program specific questions or completing the budget forms.

*Remember to always click **Save** near the top of the page before exiting a form, or the information that was input will be lost! After you receive notification that the page information has been saved, click on Forms Menu to return to the list of forms to continue creating your application.*



A. Program Information

i. Project/Site Addresses

- **Name/Description:** Enter the name of the project location, not the project name. If the project is to take place in a specific location such as a park, building, tributary stream, or an entire town or county, indicate that here.
- **Address:** Enter physical address where most of the work will take place.
- **Agency Specific Region:** Select the DEC region that most closely aligns with the project address. For more information on DEC regions, visit DEC's Regions web page (http://www.dec.ny.gov/about/50230.html).

ii. Program Specific Questions

All Program Specific Questions must include an answer. If a question is not answered and left blank, it will render the application incorrect and cannot be submitted. For any questions that do not apply to your program, please enter 'Not applicable" or "N/A" in the answer field.

- **Project Title:** Enter a brief title for your project.

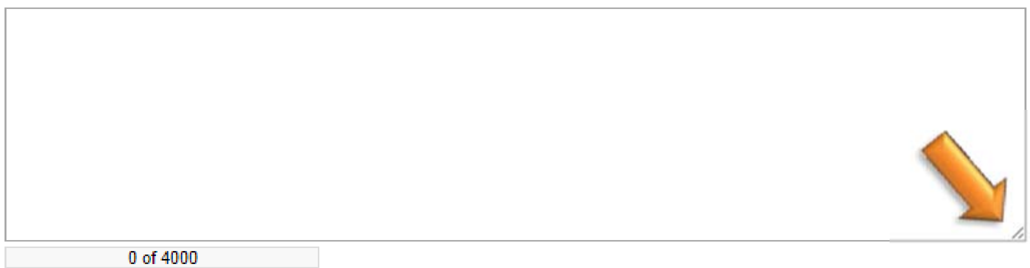
  Applicants are required to answer each the program questions. There are two different response types in this section:

1. Small Drop-down Box 

- Click anywhere inside the box to select your answer from the available choices

2. Larger Empty Text Box

- Click anywhere inside the box then type your response. The shaded box below shows the maximum number of characters and the number of characters remaining.
- On some web browsers, you can resize the box to make it easier to read long responses by right-clicking on the small diagonal lines in the bottom right corner and holding the mouse button while dragging the corner of the box.

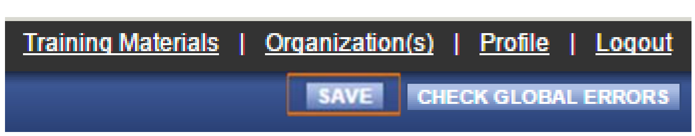


- Eligibility Questions: Responses to eligibility questions will be reviewed for applicant and program eligibility on a pass/fail basis. An application that receives a 'fail' in any of the eligibility criteria will be disqualified from further technical evaluation. Applicants can use these questions to ensure their application meets program eligibility requirements.
- Technical Questions: Read all questions thoroughly and answer them with the RFA in mind. The questions are designed to solicit information that will assist reviewers in assigning the proper scoring, as described in the RFA. Ideally, the answers to these questions will also be addressed in the work plan you submit (see below), including the project Overview, Objective, Task, Performance Measures and Schedule. We encourage you to copy and paste from the work plan to address the program specific questions. To the extent that your work plan does not address the program-specific questions, you may wish to revise the work plan to assure that it does.

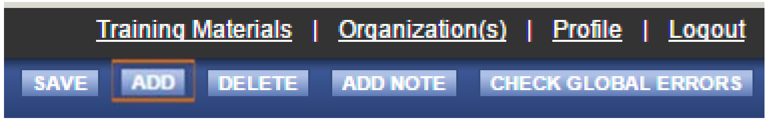
B. Expenditure Budget

Only expense forms that pertain to your program need to be opened and completed. For example, if your program does not include any Travel costs you do not need to open the Travel form. If you open a form that does not apply to your program, you may need to enter "N/A" in the required text fields and "$0" in the required value fields to proceed. Projects which propose state funding for ineligible costs or which do not provide adequate match will be disqualified.

- After entering information for each detailed budget item on each of the Expenditure Budget forms, you must click the **Save** button near the top of the page before adding information for each additional budget item.



- The **Add** button will not appear until after you have saved your information. Use the Add button to add additional budget items.



C. Work Plan: Grantee Defined

Refer to the Work Plan Worksheet (found in the Pre-Submission Uploads section of the Forms Menu) for an overview of how your input will be organized to produce a project work plan for the contract. The worksheet can be used to develop your work plan tasks and performance measures, but all information should be entered into the forms in Grants Gateway. The Work Plan Worksheet should not be submitted and will not be evaluated.

The application work plan should include all the anticipated objectives, tasks, and performance measures to be performed during the entire term of the multi-year contract.

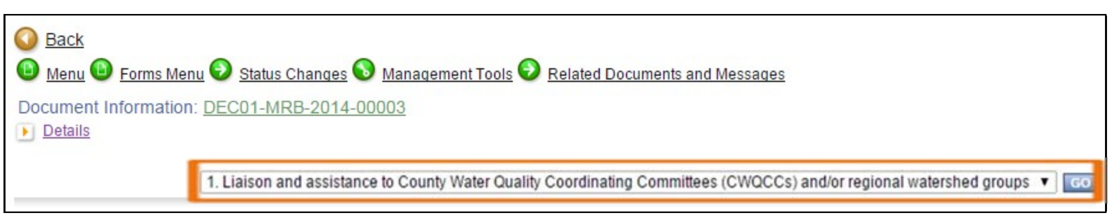
i. Work Plan Overview Form

- **Work Plan Period:** Enter the timeframe for the entire program.
- **Project Summary:** Concisely summarize the program, indicating key planning activities, any specific locations or waterbodies that will be focused on and expected outcomes. More comprehensive program information should be described in the Program Specific Questions and Objectives and Tasks sections of the application.
- **Organizational Capacity:** Concisely summarize the organization's experience performing tasks similar to those proposed for this program. Specific details about key personnel should be described in the Program Specific Questions section of the application.

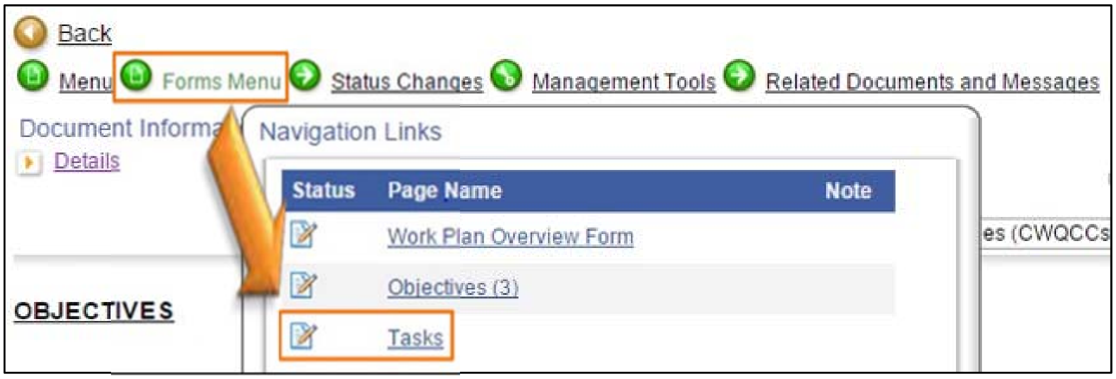
ii. Objectives

- **Objective Name:** Enter as much information about each objective as possible in the Objective Name field.
- **Objective Description:** If you run out of room in the Objective Name field, you can use the optional Objective Description field to enter additional information about the objectives.

  After entering each objective, use the **Save** button, then the **Add** button located at the top right portion of the screen to add the next objective if necessary. Once you have completed adding all of the objectives, you may start entering the tasks for each objective.
- **Tasks:** The Tasks form for each objective can only be accessed from the Forms Menu navigation panel within each associated **Objectives** form. First, select the Objective for which you would like to add Tasks from the drop-down list of the Objectives that you just added, then click **GO**.



- Next, hover your mouse pointer over the Forms Menu link near the top of the Objectives form, then click the Tasks link in the **Navigation Links** box that appears.



- For each Task, enter a brief **Task Name** and **Task Description**. Also include an estimated timeframe that each task will be worked on *(e.g., fall planting season, summer of year 2, or throughout the entire term of the contract)* in the Task Description field. Remember to click **Save** after adding each Task.
- The **Performance Measures** form is accessed in the same manner, from the Forms Menu within the Tasks form.
- **Performance Measure Name:** Provide a brief name for each performance measure.
- **Narrative:** Describe the performance measures that can be used by the Department for tracking and evaluating the progress of the associated task. Include an expected schedule for completion for each performance measure.

Objective Forms must include at least one corresponding Task and Performance Measures form or the application will not be eligible for submission.

D. Pre-Submission Uploads

1. Applicants may download the following information from the Pre-Submission Uploads section of the Forms Menu. Each of the documents is provided as a reference tool and they should not be uploaded back into the Grants Gateway.

   1. Work Plan Worksheet

   - A Work Plan Worksheet may be downloaded to help organize program objectives, tasks, and performance measures, but it should not be uploaded back into the Grants Gateway. This worksheet is intended to be used only as a tool to better assist applicants in developing their application work plan in the Grants Gateway. Only objectives, tasks and performance measures entered into the C. Work Plan: Grant Opportunity Defined section of the Grants Gateway application will be evaluated.

   2. Recommended Minimum Standards for NYS DEC Tree Planting Projects

   3. Sample Municipal Endorsement

3. Submitting an Application

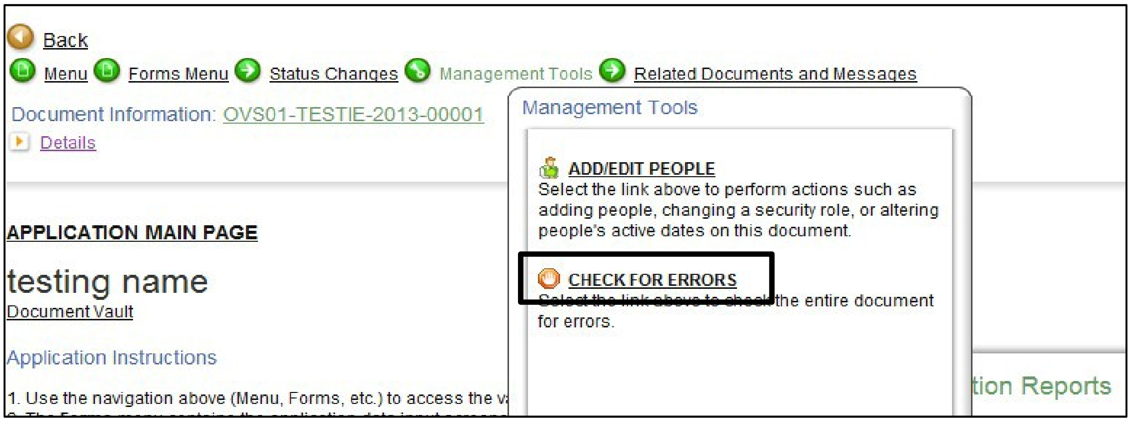
3.1 Log in to the Grants Gateway with one of the following Grants Gateway roles.

A. Grantee Contract Signatory

B. Grantee System Administrator

3.2 Retrieve the completed application by searching for it under the **Applications** link on top of the screen.

3.3 To check your application for errors, click on the CHECK FOR ERRORS link under the Management Tools link. This will provide you with a list of errors that need to be corrected before submission.



3.4 In order to submit your online application, click on the Status Changes link located top of your application main page.

3.5 Click on the APPLY STATUS button located under APPLICATION SUBMITTED.

3.6 Prior to final submission, you will need to certify the agreement as stated. Please read the paragraph closely and click on I agree. If you select **I DO NOT AGREE**, your application will not be submitted. Click **I AGREE** to submit the application.

3.7 Once your application is submitted you are returned to the Application main page. To check the current status of your Application, click on the Details link located near the top left side of the page. If the Current Status in the Details grid says “Assignment of Reviewers”, Congratulations! This status means you have successfully submitted an application.

4. Checking the Status of an Application

To check the status of an application:

- Click the purple “Details” button near the top left-hand side of the page.
- Prior to submission, the status of an application will be designated as “Application in Progress”. If the application has been successfully submitted, the application status will change to “assignment of Reviewers”.