

Environmental Justice Community Impact Grant Program
For Communities Exposed to Multiple Environmental
Harms and Risks in New York State

2011 Application and Instructions

Deadline: 5:00 PM, Friday, September 23, 2011



New York State Department of Environmental Conservation
625 Broadway, Albany, New York 12233-1500
www.dec.ny.gov

Andrew M. Cuomo
Governor

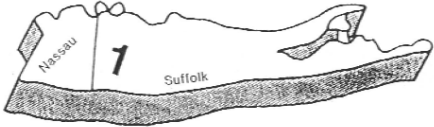
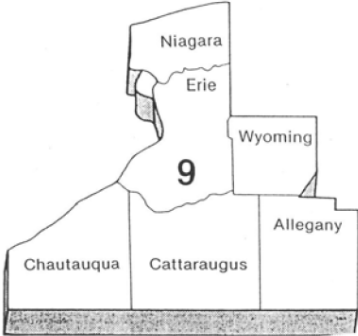
Joe Martens
Commissioner

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NYSDEC Regions



Environmental Justice Community Impact Grant Program Information for Applicants

Purpose

The Department of Environmental Conservation ("DEC") will use Environmental Justice Community Impact Grants ("EJ Grants") to provide State assistance funding to community-based organizations for projects that address exposure of communities to multiple environmental harms and risks ("Projects").

What is the application deadline?

Applications must be postmarked or hand delivered no later than **5:00 PM, Friday, September 23, 2011**. Applications received by DEC after the deadline will not be considered for funding. **Electronic applications will not be accepted.**

Who may apply?

Each eligible applicant must satisfy **all** of the following criteria:

1. Be a community group or a partnership of multiple community groups that: (1) focuses primarily on addressing the environmental and/or public health problems of the residents of the affected community, (2) is located in the community that is impacted by the multiple environmental harms and risks that are the focus of the Project (the "***affected community***"); and (3) has greater than fifty (50) percent of its members living in the affected community. A community group is defined as an organization that serves the human residents of an area equal to or smaller than a town or city; **and**
2. Be a Not-For-Profit Corporation having 501(c)(3) tax exempt status (NFP) or partner with a NFP that will serve as a fiscal sponsor for the applicant. A fiscal sponsor is a NFP which uses its 501(c)(3) tax exempt status to assure the validity of the applicant. The fiscal sponsor is not required to have members in the affected community; **and**
3. Declare that it has not caused or contributed to the harms or risks that are to be the subject of the Project.

Who may not apply?

Entities that are not eligible to receive funds under this Grant program are: individuals; universities; government bodies; water districts or similar entities; large non-governmental organizations such as county (outside New York City), regional, state or national environmental groups; or organizations that are not located in the affected communities where the Projects are located. However, there are two ways that an ineligible organization can be involved in a Project that receives funding through an EJ Grant: (1) if the organization is not-for-profit, the organization can act as a fiscal sponsor for an eligible applicant that has not yet received not-for-profit status; or (2) the organization can be a Project partner or subcontractor for an eligible applicant that receives an EJ Grant.

Can an organization receive more than one grant award?

Due to the large number of applications for EJ Grants, no more than one award will be given to any applicant or fiscal sponsor. Should the Office of EJ receive two or more applications for projects that include funding for the same applicant or fiscal sponsor, a grant will only be awarded to, at most, the application that receives the highest average score from the reviewers.

What types of Projects will be eligible for funding?

An eligible Project must address exposure of communities to multiple environmental harms and risks. An eligible Project must be located within the community served by the applicant organization. Each Project must include research that will be used to expand the knowledge or understanding of the affected community.

Eligible Projects may include:

1. An inventory of environmental harms and risks in the community, such as: inventory of industrial, municipal, or commercial facilities in the community, identification of related environmental or public health harms and risks, and development of a community education program to address some or all of the harms and risks;
2. Mobile source emission tracking and monitoring (traffic counts, diesel vehicle idling counts), and development of a program to address some or all of the harms and risks;
3. Demonstration projects for green infrastructure or energy conservation, e.g., green rooftops, urban tree planting, energy conservation or alternative energy projects. The data from such demonstration projects must be used to expand the community's knowledge and understanding of how such projects may mitigate exposure to environmental impacts;
4. Projects to identify and reduce harms and risks to subsistence fishing populations that use waters restricted for fish consumption, i.e. research habits of fishing populations, develop means to educate populations about associated harms and risks, and recommend means to provide safe fishing access to such populations;
5. Projects to identify industrial, commercial, or municipal processes that result in pollution which impacts the community, research these processes, and study and develop potential methods to reduce such exposure.
6. Projects to identify lead hazards for children and pregnant women, prevent lead related housing risks, and/or promote lead safe work practices by homeowners and contractors involved in residential renovation and remodeling.
7. Projects to identify sources of household hazardous waste within the affected community, identify local hazardous waste facilities, educate community residents on proper disposal and alternative non hazardous products such as green cleaning products, and encourage use of alternative non hazardous products.
8. An inventory of open space in the affected community and construction of community gardens or other park-like features to demonstrate beneficial use of that open space.
9. Projects that encourage a connection to nature and the urban environment for inner-city students, develop hands-on stewardship projects for students to help them understand natural processes, and inventory community environmental harms and risks.

Are matching funds required?

No, matching funds are not required; however, the applicant must demonstrate that it has applied for or obtained sufficient funding, including the EJ Grant and other sources, to carry out the Project. All proposed or actual funding for the Project from this grant and other sources must be described in Attachment C, Budget Summary Form

What are "multiple harms and risks" to a community?

"Multiple harms and risks" can occur in several ways: (1) a community has multiple sources of environmental harms or risks (e.g. contaminated abandoned properties); (2) a community has multiple sources of a single environmental harm or risk (e.g. asthma); (3) a community experiences multiple environmental or health impacts or risks from a single source of environmental harm (e.g. air and/or water contamination from a single source); or other possibilities. If you are unsure whether the situation in your community can be categorized as multiple harms and risks, please call the Office of Environmental Justice at 1-866-229-0497 or 518-402-8556.

Can funds allocated through the Environmental Justice Community Impact Grant Program be combined with other funds to pay for larger Projects?

Yes. So long as all other EJ Grant Program requirements are met, funds allocated through the EJ Grant Program can be combined with other funds to pay for larger Projects. If this is the case, the applicant must provide a brief description of the larger Project, identify other available funding source(s), indicate why additional funding is needed for the Project, and describe and identify how funds from the EJ Grant Program will be used as part of the larger Project. Attachment C, the Budget Summary Form, must also show the amounts of any additional funding that will be used for specific expenses.

How much funding is available for these Grants?

There is an approximate total of \$1,012,000 available for this Grant cycle.

Is there a minimum or maximum Grant amount?

Individual EJ Grants will not be awarded for less than the minimum amount of \$2,500 or exceed the maximum amount of \$50,000. DEC reserves the right to award less funding than requested in the EJ Grant application, based on the scope of work being proposed in the application, and based on eligible expenses described in Attachment C, Budget Summary Form.

What types of costs are eligible for funding?

Proposed Projects must be cost-effective. Cost effectiveness will be given priority in the review and selection of all Projects. The following costs are eligible for funding under the Environmental Justice Community Impact Grant Program:

1. Costs for professional services directly related to the implementation of the Project, including related consultant and legal services (also see Ineligible Costs);
2. Costs for paid staff time (plus fringe benefits) for work done exclusively for the Project. Fringe benefits are limited to 15% of the staff salary paid in the EJ Grant award, and payment, including fringe benefits, to any individual person cannot exceed 30% of the total grant award;

3. Costs for special equipment (purchase or rental), supplies, materials and related services required to execute the Project;
4. Costs associated with communication directly related to the Project, including costs directly related to informing the community about the Project such as telephone services, postage, messenger, internet service and the like;
5. Costs associated with securing NFP tax exempt status up to \$1,000;
6. Costs for training required to implement the Project;
7. Expenses for any travel required to carry out the Project. Note that the EJ Grant will not pay for travel outside New York State or travel to conferences or other professional meetings.
8. Costs for purchase, upgrade and maintenance of computer hardware and software required to implement the Project;
9. Other reasonable costs directly related to implementation of the Project, such as costs for paperwork and reporting or rental of meeting space; and
10. Costs incurred by a fiscal sponsor for administering the grant or assisting in the Project. Costs charged by the fiscal sponsor to administer the grant cannot exceed ten percent (10%) of the total grant award. If the fiscal sponsor assists in carrying out the Project, the fiscal sponsor cannot receive more than forty percent (40%) of the total grant award, including grant administration costs.

All eligible costs for which the Applicant is seeking funding under this Grant program must be described in Attachment C, Budget Summary Form, in these application instructions. Applications that do not provide sufficient information to determine whether costs are eligible for funding will lose points in the EJ Grant application evaluation process and may result in a smaller Grant award or denial of funding. Note that any equipment, furniture, supplies or other property purchased with funds provided by this Grant program cannot be sold, transferred or used for other purposes without written approval from DEC.

What types of costs are not eligible for funding?

The following costs are not eligible for funding under this Grant program:

1. Costs that are paid for by other outside funding;
2. Costs for the general operation of the applicant organization, including personnel, office rent and utilities, and office supplies, unless those costs are incurred solely for the benefit of the Project described in the EJ Grant application. Liability insurance costs cannot be funded by this grant;
3. Costs of preparing the EJ Grant application;
4. Costs relating to the Project that were incurred prior to the start date of the Grant Contract or after the termination date of the Contract; and
5. Costs, including legal costs, related to the commencement of, or participation in, any action before a municipal, state or federal court or other agency.

Is a letter of support required?

A letter of support is optional, but encouraged. Applications with a letter of support from a government body, educational institution, or other established entity supporting the applicant and the proposed Project will be awarded additional points in the EJ Grant application review and evaluation process. The letter of support must be submitted with the application by the application deadline of September 23, 2011.

What are the criteria for review and selection of these Projects for awards?

Complete applications will be evaluated and scored in accordance with the general evaluation criteria contained in Supplement A of these application instructions. A review panel of DEC staff will evaluate and score all eligible Projects. The total maximum score an application may receive is 100 points. In an effort to distribute available funding across the State, and in the best interest of the State, DEC reserves the right to determine the best selection of applications for Project funding in one of the following two ways after all of the applications are received:

1. The reviewer scores will be averaged for each application to determine the application’s final score. Applicant final scores will be ranked and placed on a statewide list from highest to lowest scores. Applicants having the highest total scores will be awarded State Assistance Grants until funding is exhausted, regardless of the geographic location of an applicant. Applications that score below 65 will not be considered for funding.

OR

2. The reviewer scores will be averaged for each application to determine the application’s final score. Each application will be placed on one of nine DEC regional lists (see regional map on page 4), based on the Project location, and the lists will be ranked from highest to lowest scores. The highest ranked application on each DEC regional list will be funded (regions without eligible applications will not be considered for awards). If any funds remain, a statewide list will be created from all of the remaining applications regardless of their geographic locations. The statewide list will then be ranked from highest to lowest score. Applications having the highest total scores will be awarded State Assistance Grants until funding is exhausted. Applications that score below 65 will be not considered for funding.

DEC reserves the right to determine the amount of state assistance to award an EJ Grant application, or to award only a portion of the total available EJ Grant funds, if it is in the best interest of the State to do so.

What is the duration of the grant contracts, and when can grant recipients start working on their projects?

Grant recipients will be notified in writing by DEC of an official grant award. The contract will carry a three-year term beginning with the date of the official grant award letter. A grant contract may be extended for two one-year periods upon mutual written agreement and a formal amendment to the contract. Work should not begin on the Project until the grant recipient receives a fully approved State Assistance Contract from DEC, followed by an initial advance contract payment. The contracting process can take several months from the date of the grant award; therefore, grantee must plan for this delay when scheduling Project expenses.

Can grant recipients change expenses in the budget after the project starts?

Yes, the Project Budget can be revised after grant payments have begun, subject to the following requirements:

1. Any change to the allocation of funding within the Personal Service category (Paid Staff expenses) or the Non Personal Service category (all other expenses) must be approved by the DEC Office of Environmental Justice in writing by letter or e-mail. A reallocation of funds within a budget category will not require a formal contract amendment.
2. Any proposed transfer of funds between Personal Services and Non Personal Services that results in a change of greater than 10% of the total amount of funding between these budget categories must be

approved by the Department through a formal contract amendment. The process for amending a grant contract can be lengthy and can cause delays in payments, so a request for an amendment should be sent to the DEC Office of Environmental Justice as soon as the grantee anticipates the need to shift funds between the Personal Service and Non Personal Service categories.

How are grant funds paid to grantees?

This is a scheduled payment grant program. Upon full execution of a Contract, funding will be advanced to the Grantee in increments as follows: the first payment in the amount of 30% of the Grant award; the second payment in the amount of 30% of the Grant award; the third payment in the amount of 30% of the Grant award, and the final payment in the amount of 10% of the Grant award, for a total award payment of 100%.

The first payment in the amount of 30% of the Grant award will be **advanced** once a State Assistance Contract is approved by DEC. The second payment in the amount of 30% of the Grant award will be **advanced** once the initial payment is exhausted and upon submission by the grantee of a concise report detailing: the work done to date; an accounting of all eligible expenditures relating to the first payment in its entirety; and an outline of the work to be completed with the second payment. The third payment in the amount of 30% of the Grant award will be **advanced** once the second payment is exhausted and upon submission by the grantee of a concise report detailing: the work done to date; an accounting of all eligible expenditures relating to the second payment in its entirety; and an outline of the work to be completed with the third payment. The final payment in the amount of 10% of the Grant award will be **reimbursed** to the grantee once the Project has been successfully completed in accordance with the scope of work and budget identified in the grantee's executed contract. Costs up to \$1,000 associated with an applicant securing Not-For-Profit tax exempt status are not eligible for advance funding, but will be reimbursed upon submission of documentation verifying the expense and proof that NFP tax exempt status has been attained.

In accordance with State contracting requirements, all payments of grant contract funds will be made by electronic transfer. Grant recipients must apply to the Office of the State Comptroller (OSC) to set up an electronic payment authorization at <http://www.osc.state.ny.us/epay/index.htm>.

Where is more information available about preparing EJ Grant applications?

For more information about the Environmental Justice Community Impact Grant Program, contact the DEC staff member listed below. Additional information regarding the Environmental Justice Grants and frequently asked questions and answers will be posted periodically on the DEC Office of Environmental Justice web site at <http://www.dec.ny.gov/public/31226.html>.

Doug Morrison
Environmental Program Specialist
NYSDEC Office of Environmental Justice
625 Broadway, 14th Floor
Albany, New York 12233-1500
Telephone: 518- 402-8556
Toll free: 1-866-229-0497
E-mail: ej@gw.dec.state.ny.us

This guidance document, including the enclosed application form, is available on-line and can be downloaded at: <http://www.dec.ny.gov/public/31226.html>. **Applications may not be filed electronically.**

2011 Environmental Justice Community Impact Grant Program Instructions for Completing Application Package

An eligible applicant may apply to the New York State Department of Environmental Conservation (DEC) for State assistance funding. Please read this entire package of information and include all required documentation at the time the application is submitted. If an application is determined by DEC to be incomplete, the applicant will not have an opportunity to resubmit another application until the next EJ Grant cycle. Applications must be typed or printed legibly. The format for the application is to be used as it appears in the application package. Attachment C, Budget Summary Form, must be used to describe the itemized budget for the proposed Project. The following elements are required for a complete application: Application Form Parts 1, 2, 3, 4 and 5 including Attachments A, B, C, D, E, F, G, H, and I as applicable. See the Application Checklist.

Deadline: Applications must be postmarked or hand delivered to DEC no later than **5:00 PM, Friday, September 23, 2011**. **Electronic applications will not be accepted.**

APPLICATION FORM

PART 1. APPLICANT INFORMATION

Applicant: Enter the name, address and contact information for the community group that is applying for the EJ Grant funds.

Not-For-Profit Corporation (NFP): If different from the applicant community group, enter the name, address and contact information for the Not-for-Profit Corporation serving as the fiscal sponsor for the applicant community group. All NFPs must include their Federal Employer ID number and New York State Charities Registration number.

Authorized Official: The NFP officer authorized by Resolution to sign legal documents; see the Sample Resolution of Support in Supplement C. This person will receive official notification about decisions regarding this application.

PART 2. PROJECT SUMMARY

Project Name: Concisely state the Project name.

Project location: Complete the entries for question 2 regarding the location of the proposed Project site. Latitude/longitude or UTM coordinates are optional. If coordinates are recorded, they should be for the approximate center of the Project site.

Brief Description of Project, including multiple environmental harms and risks to be addressed by Project: Concisely describe the proposed Project including multiple environmental harms and risks to be addressed by the Project. Harms and risks should relate to industrial, commercial or municipal operations or the execution of state or local laws, regulations, policies or programs; see page 7 for more information. Please provide a clear, concise and detailed description in the space provided. If the Applicant receives an EJ Grant award, this description will be attached to the Grant Contract as the Scope of Work.

Is the proposed Project part of a larger Project? If so, briefly describe the larger Project, list the additional funding sources for the Project, and describe and identify how funds from the Environmental Justice Community Impact Grant Program will be used as part of the larger Project.

PART 3. PROJECT TIMING AND COSTS

Project Start and Completion Dates: Enter estimated start and completion dates. Generally, up to three years will be allowed for Project completion.

Grant amount requested: Total amount of State funding requested. This amount must match the total in Attachment C, Project Budget.

PART 4. ATTACHMENTS

Attachment A. Description of Applicant Community Group

Provide a narrative description of the applicant community group. The size and format of the narrative description must not exceed two double-sided 8.5" x 11" pages (or four single-sided pages) with 1" margins, double spaced, using any common 12 point font such as Times New Roman, Arial, etc. Discuss the following points in order. **Be sure to address each item listed:**

1. Describe the nature, purpose or mission of the applicant community group. The community group must focus primarily on addressing the environmental and/or public health problems of the residents of the community;
2. Briefly describe the geographic location of the applicant community group and verify that the applicant community group is located in the affected community;
3. If the applicant community group has a board of directors, include a list of board members and their professional or community affiliations; and
4. Verify that the applicant community group is a Not-For-Profit Corporation (NFP) with 501(c)(3) tax exempt status or has partnered with a NFP that will serve as a fiscal sponsor for the recipient. If the applicant community group has partnered with a NFP that will serve as a fiscal sponsor, describe the applicant's relationship with the NFP and provide a signed letter of agreement between the applicant and the NFP stating that the NFP will serve as the fiscal sponsor.

Attachment B. Project Narrative

Provide a narrative description of the Project. The size and format of the narrative description must not exceed eight double-sided 8.5" x 11" pages (or sixteen single-sided pages) with 1" margins, double spaced, using any common 12 point font such as Times New Roman, Arial, etc. Discuss the following points in order. **Be sure to address each item listed:**

1. Statement of Purpose: Clearly state the purpose and scope of the Project.
2. Community Description: Describe in detail the community for which the Project is proposed. Specifically include the following:
 - A. Location;
 - B. Description of the environmental setting of the community (zoning, type of housing, amount of open space and recreational opportunities etc);
 - C. Demographic makeup of the community (population, percent minority, percent low-income);
3. Harms and Risks: Discuss the relationship of the proposed Project to multiple environmental harms and risks.
 - A. Identify the multiple environmental harms and risks to be addressed by the Project;
 - B. List the adverse impacts on the community relating to the multiple environmental harms and risks, if known;
 - C. Explain how the Project will address the community's exposure to multiple environmental harms and risks;
 - D. Explain how the Project will be used to expand the knowledge or understanding of the affected community.
4. Proposed Work: Provide a detailed description of the activities to be conducted as part of the Project.
 - A. Identify the goals/objectives of the proposed Project;
 - B. Discuss how the goals/objectives will be accomplished, i.e., discuss Project methods;
 - C. Identify the research to be done as a component of the proposed Project;
 - D. Identify the environmental activity, effort or associated work product to be completed as a component of the proposed Project;
 - E. Identify how the proposed Project and results from the Project will educate the affected community about the multiple environmental harms and risks and the Project, and how that information will be communicated to the affected community;
5. Project Personnel: Describe the roles of people involved with the Project. Include the people who will be involved with the design and execution of the Project and state their qualifications, experience and individual roles.

Attachment C. Project Budget - Use Budget Summary Form

1. See pages 7 and 8 for lists of eligible and ineligible costs.
2. Describe all anticipated expenses on the Budget Summary Form (Attachment C). If other funding sources for this Project exist, indicate the funding source for each proposed budget item as coming from Environmental Justice Community Impact Grant funds or another funding source. Break expenses down into the following expenditure classes within the categories of Personal Services or Non Personal Services.

Individually list all known or anticipated expenses within each class and the costs that will be funded by this grant or by other sources:

Category 1. Personal Services

Paid Staff:

List individuals paid directly by the applicant for work done exclusively for the Project, including paperwork and reporting. For each staff member working on the Project, provide the person's name and a brief description of his or her duties for the Project. The budget amount must be based on the employee's regular hourly rate of pay for the hours directly applicable to the Project and type of work being performed. Any expense for fringe benefits cannot exceed fifteen percent (15%) of the staff member's salary award under this Grant. Note that payments to any single individual, including fringe benefits, cannot exceed thirty percent (30%) of the total grant award.

Category 2. Non Personal Services

Contractual Services:

List costs related to contracts for professional services that are paid a fixed amount via a Project-specific contract, and obtained (procured) in a manner to assure practical and economical use of grant funding to receive maximum quality at the lowest possible cost, and to safeguard against favoritism, extravagance, fraud and corruption. Provide the name and employer of each contractor and a brief description of that contractor's duties for the Project.

Supplies and Materials:

List costs for expendable items required for the Project that are consumed during the implementation of the Project.

Equipment:

List costs for non-expendable items required for the Project that are not consumed and continue to retain value beyond the duration of the Project. Any equipment, furniture, supplies or other property purchased with funds provided by this Grant program cannot be sold, transferred or used for purposes other than stated in the recipient's State Assistance Contract for five years after the date of final payment under the Contract, or five years after the date that the final payment was due, without the written approval of DEC.

Communication:

List costs associated with communication required to execute the Project, including costs related to informing the community about the Project such as telephone services, telegrams, postage, messenger, electronic or computer transmittal services.

Publication:

List costs associated with publication including printing, distribution, and mailing.

Costs associated with securing Not-For-Profit Status up to \$1,000.

These costs are not eligible for advance funding, but will be reimbursed upon submission of documentation verifying the expense and proof that NFP status has been attained.

Training:

List costs related to training that is required for the Project.

Travel:

List costs related to travel that is required for the Project. Briefly describe the reason these travel expenses are needed for the Project, especially for travel outside the Project area. This grant program will not fund travel outside New York State or expenses for attendance at conferences. Travel expenses cannot exceed the per diem rates specified by the U.S. General Services Administration without written consent of DEC. Per diem rates can be found at: <http://www.gsa.gov/portal/category/100120>.

Computer Hardware and Software:

List costs for purchase, upgrade and maintenance of computer hardware and software required for execution of the Project.

Other Expenses

List other reasonable expenses directly related to the Project, such as rental of meeting or demonstration space.

Grant Administration by Fiscal Sponsor

If the Applicant has a fiscal sponsor, list the expenses that the fiscal sponsor will charge to administer this grant. These expenses cannot exceed 10% of the total grant award.

Attachment D. Project Schedule

Provide a detailed schedule for the Project. Estimate when each component of the Project will begin and will be completed, and the associated costs for each component. Projects should generally be completed within three years of the official notification by DEC of an EJ Grant award, with the exception of any long term monitoring, stewardship or other such activity.

Attachment E. Resolution of Support/Endorsement

A resolution authorizing the NFP to sponsor or conduct the Project as described in the application must be passed at an official meeting of the NFP governing body. The resolution must be prepared on the NFP's stationery. The name and title of the person authorized to sign the contract for the NFP must be included in the resolution. **The resolution must be signed by an organization executive other than the Authorized Official. A signed original or certified copy of the resolution must be submitted with this application by the due date of September 23, 2011.** See the Sample Resolution of Support in Supplement C.

Attachment F. Maps and photographs

Provide a map showing the proposed Project area as well as photographs supporting the application. Photographs will not be returned to the applicant.

Attachment G. Letter of Support

A letter of support is optional, but encouraged. Applications with a letter of support from a government body, educational institution, or other established entity supporting the applicant community group and the proposed Project will be awarded additional points in the EJ Grant application review and evaluation process. **The letter of support must be submitted with the application by the due date of September 23, 2011.**

Attachment H. Letter of Agreement

Provide a signed letter of agreement between the applicant community group and the NFP stating that the NFP will serve as the fiscal sponsor, if applicable. **The letter of agreement must be submitted with the application by the due date of September 23, 2011.**

Attachment I. Economic Benefits

Project selection shall take into consideration the recommendation of the relevant regional economic development council or the Commissioner's determination that the proposed project aligns with the regional strategic priorities of the respective region. The recommendation from the regional economic council or, in the alternative, a narrative by the Applicant describing the economic benefits of the Project and how the Project aligns with the strategic goals of the regional economic plan for consideration by the Commissioner must be included. See Supplement B for more information.

PART 5. CERTIFICATIONS AND SIGNATURE

The Application must be signed by the authorized official of the Not-For-Profit Corporation who is described in Part 1 of the Application Form. This signature certifies that all of the information contained in the Application is true and that the Applicant Community Group meets all of the following requirements for funding:

1. The applicant community group is located in the affected community;
2. More than fifty (50) percent of the applicant community group's members live in the affected community;
3. The applicant community group is a Not-For-Profit Corporation (NFP) or has partnered with a NFP that will serve as a fiscal sponsor for the recipient; and
4. The applicant community group (and NFP, if applicable) has not caused or contributed to the harms or risks relating to the proposed Project.

Forward one copy of the application with original signature and all required attachments to:

Doug Morrison

NYSDEC Office of Environmental Justice

625 Broadway, 14th Floor

Albany, New York 12233-1500

ATTN: ENVIRONMENTAL JUSTICE COMMUNITY IMPACT GRANT APPLICATION

APPLICATIONS MAY NOT BE SUBMITTED ELECTRONICALLY

Application # : _____

(DEC Use only)

2011 Environmental Justice Community Impact Grant Program Application Form

Part 1. Applicant Information

APPLICANT	
Name of Community Group:	
Mailing address: (street, suite, P.O. Box)	
City, State, Zip:	
Federal ID # (if community group is a Not-For-Profit Corporation):	Charities Registration # (if community group is a Not-For-Profit Corporation):
Name of Contact Person:	
Title of Contact Person:	

NOT-FOR-PROFIT CORPORATION / FISCAL SPONSOR (if different from community group above)	
Name of Not-For-Profit Corporation:	
Mailing address: (street, suite, P.O. Box)	
City, State, Zip:	
Federal ID # :	Charities Registration # :
Name of Contact Person:	
Title of Contact Person:	

AUTHORIZED OFFICIAL (Not-For-Profit Corporation person authorized by Resolution to submit application and enter into state assistance contract)	
Name:	
Title:	
Telephone # :	FAX # :
E-mail address:	
Business address: (Name, Bldg, Street, Suite, PO Box:)	
City, State, Zip:	

Part 5. Certifications and Signature

The undersigned, as an Authorized Official of the Not-for-Profit Corporation, does hereby certify that:

- All information contained within this Application and all documents submitted with this Application are true and accurate;
- The Applicant Community Group is a not-for-profit corporation, exempt from taxation under section 501(c)(3) of the internal revenue code, or has partnered with a not-for-profit corporation that will serve as a fiscal sponsor for the Applicant Community Group;
- The Applicant Community Group is located within the affected community;
- The Applicant Community Group has more than fifty (50) percent of its members residing in the affected community;
- The Applicant Community Group (and partner Not-for-Profit Corporation, if applicable) has not caused or contributed to the harms or risks relating to the Project proposed in this Application;
- The individual whose signature appears hereon is an authorized official of the Applicant Community Group or partner Not-for-Profit Corporation, if applicable, and has been authorized to sign this Application for the Applicant Community Group or partner Not-for-Profit Corporation by such organization's executive board or board of directors, as stated in the Resolution of Support that accompanies this Application.

Signature of Authorized Official of Not-for-Profit Corporation

Date

Title of Signer within Not-for-Profit Corporation

**Environmental Justice Community Impact Grant Program
Attachment C. Budget Summary Form**

See Instructions for Completing Application Package for directions on how to complete this section

Expenditure Type	Other Funds (if any)	EJ Grant Funds
Category 1. Personal Service		
Paid Staff (include hourly wage and hours dedicated to Project)		
Personal Service Subtotal:		
Category 2. Non Personal Service		
Contractual Services		
Total Contractual Expenses:		
Supplies and Materials		
Total Supply and Material Expenses:		

Application Checklist

Use the following checklist to review completeness of the application package. One copy of the application with original signatures and all required attachments should be submitted.

- _____ Application form Part 1: Applicant Information
- _____ Application form Part 2: Project Summary
- _____ Application form Part 3: Project Timing and Costs
- _____ Application form Part 4: Attachments
 - _____ Attachment A. Description of Applicant Community Group
 - _____ Attachment B. Project Narrative
 - _____ Attachment C. Project Budget
 - _____ Attachment D. Project Schedule
 - _____ Attachment E. Resolution of Support/Endorsement
 - _____ Attachment F. Maps and Photos
 - _____ Attachment G. Letter of Support (Optional, but encouraged)
 - _____ Attachment H. Letter of Agreement between the Applicant Community Group and the NFP stating that the NFP will serve as the fiscal sponsor for the applicant, if applicable.
 - _____ Attachment I. Recommendation from the regional economic council or supplemental narrative from Applicant describing the economic benefits of the Project and how the Project aligns with the strategic goals of the regional economic plan.
- _____ Application form Part 5: Confirmations and Signature

Supplement A. Evaluation of Project Proposals

The rationale for scoring and evaluating Project proposals is derived from the following:

PROJECT ELIGIBILITY REQUIREMENTS

1. Application Timeliness: The application must be postmarked or hand delivered no later than **5:00 PM, Friday, September 23, 2011**.
2. Application Completeness: The application form and all attachments must be complete.
3. Applicant Eligibility: The applicant must be a community group, or multiple community groups in partnership, located in the affected community, with more than fifty percent of its members living in the affected community; be a Not-For-Profit Corporation (NFP) or partner with an NFP that will serve as a fiscal sponsor for the applicant; and declare that it has not caused or contributed to the environmental harms or risks to be the subject of the Project.
4. Requested Funds: The funds requested must be no less than \$2,500 and no more than \$50,000.
5. Harms and Risks: The proposed Project must address a community's exposure to multiple environmental harms and risks.
6. Research: The Project must include a research component.
7. Education: The Project must expand the community residents' knowledge or understanding about the multiple environmental harms and risks.
8. Information Distribution: Information about the Project and any results must be distributed to community residents.
9. Applicant Benefit: If the Applicant Community Organization has a fiscal sponsor, the fiscal sponsor cannot receive more than ten percent (10%) of the total value of the Project Budget (as submitted by the Applicant Organization) for expenses related to administration of the grant. If the Fiscal Sponsor will assist in carrying out the Project, the fiscal sponsor cannot receive more than forty percent (40%) of the total value of the Project Budget for all of the sponsor's expenses.
10. Payment to Individual: No more than thirty percent (30%) of the total value of the grant award can be paid to any single individual under Paid Staff or Contractual Services, including fringe benefit payments.

Immediately after the deadline for the submission of applications, all applications received will be assessed for completeness and eligibility. Completeness and eligibility will be assessed based on the Application Checklist and the requirements listed above. Completeness and eligibility will be evaluated on a YES/NO basis. **Proposals that receive a NO for any of the completeness and eligibility requirements will not be considered for funding.** Projects that are found to be complete and eligible will then be evaluated and scored based on the following priorities and evaluation factors.

PRIORITIES AND EVALUATION FACTORS

Each application will be evaluated by a team of DEC Central Office and Regional staff with expertise in the subject matter of the respective Project. A maximum of 100 points may be awarded to each application and the applications will be ranked as described in the Information for Applicants section of these instructions. Applications scoring less than 65 will be ineligible for funding. Points will be awarded as follows:

1. Letter of Support:

Applications that include a letter of support will be awarded additional points in the Application scoring.

2. Community Demographics:

Greater priority will be given to Projects that serve:

- a minority and/or low-income community, as defined in DEC *Commissioner Policy 29, Environmental Justice and Permitting* (available on the Internet at <http://www.dec.ny.gov/public/36929.html> or by calling 1-866-229-0497). Maps showing these areas can be found on the DEC website at <http://www.dec.ny.gov/public/899.html> ; OR
- census tracts and block numbering areas which, as of the two thousand census, had a poverty rate of at least twenty percent according to the 2000 Census, and an unemployment rate of at least one and one quarter times the New York State average; OR
- census tracts and block numbering areas which, as of the two thousand Census, had a poverty rate of at least two times the poverty rate for the county in which the tract is located.

The Empire State Development Corporation (ESDC) has designated census tracts that meet these second and third criteria as Environmental Zones. Maps of Environmental Zones in each county can be found on the ESDC Brownfield Redevelopment website at <http://www.esd.ny.gov/BusinessPrograms/BrownfieldCleanupTracts.html>.

Note: The ESDC has designated the Environmental Zones for the purpose of providing tax incentives for brownfield redevelopment. The Environmental Justice Community Impact Grants ARE NOT related in any way to the Brownfield Redevelopment tax incentives. The link to the ESDC Brownfield Redevelopment website is provided here only as a reference to the Environmental Zone maps.

3. Source of Harms and risks:

Greater priority will be given to Projects that examine the effects of pollution from more than one source, including but not limited to multiple industrial facilities and transportation related pollution.

4. Public Health:

Greater priority will be given to Projects that examine and/or address public health concerns.

5. Environmental benefits:

Proposed Projects will be reviewed and assessed regarding the potential environmental benefits to the community likely to accrue from the Project.

6. Effectiveness:

The methods proposed for accomplishing the proposed Project will be carefully evaluated. The methods should have a high likelihood of being able to accomplish the goals and objectives proposed for the Project.

7. Economic Benefit:

Project selection shall take into consideration the recommendation of the relevant regional economic development council or the Commissioner's determination that the proposed project aligns within the regional strategic priorities of the region. See Supplement B, Regional Economic Council Recommendation, for more information.

8. Cost Effectiveness:

Proposed Projects will be reviewed and assessed based upon the cost effective nature of the proposal. Proposed Projects with clearly written budgets that are deemed cost effective will be awarded higher points.

PROJECT ELIGIBILITY COMPLIANCE FORM

Item	Requirement	Rationale	Compliance with Requirement YES/NO
1.	Application timeliness	Was the application postmarked or hand delivered no later than 5:00 PM, Friday, September 23, 2011 ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Application Completeness	Are the application form and all attachments complete?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Applicant Eligibility	<p>Is the applicant a community group, or multiple community groups in partnership?</p> <p>Is the Applicant Community Group located in the affected community?</p> <p>Does the Applicant Community Group include more than 50% members who live in the affected community?</p> <p>Is the Applicant Community Group a Not-For-Profit Corporation (NFP) or partnering with a NFP that will serve as a fiscal sponsor for the applicant?</p> <p>Has the Applicant Community Group verified that it (and the NFP, if different) has not caused or contributed to the harms or risks to be the subject of the Project?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Requested funds	Are the funds requested no less than \$2,500 and no more than \$50,000?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Harms and Risks:	Does the proposed Project intend to address a community's exposure to multiple environmental harms and risks?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Research	Does the Project include a research component?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	Education	Is the Project intended to expand the community residents' knowledge or understanding about the multiple environmental harms and risks?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	Information Circulation	Does the Project include the distribution of information about the Project and any results to community residents?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Applicant Benefit	If the Applicant has a fiscal sponsor, would the fiscal sponsor receive no more than 10% of the total Grant funds for administrative costs, and if the sponsor assists in the Project, no more than 40% of the Grant funds for all expenses?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	Payment to Individual	Is no more than thirty percent (30%) of the total value of the grant award paid to any single individual (including fringe benefits) under Paid Staff or Contractual Services?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PRIORITY AND EVALUATION SCORING FORM

Item	Scoring Factor	Rationale	Score
1.	Letter of Support	Does the application include a letter of support? If yes, award 5 points. If no, award 0 points.	
2.	Community Demographics	Does the Project serve: <ul style="list-style-type: none"> • a minority and/or low-income community; • census tracts and block numbering areas which, as of the two thousand census, show a poverty rate of at least twenty percent according to the 2000 Census, and an unemployment rate of at least one and one quarter times the New York State average; OR • census tracts and block numbering areas which, as of the two thousand census, show a poverty rate of at least two times the poverty rate for the county in which the tract is located? If yes, award 15 points. If no, award 0 points.	
3.	Source of Harms and Risks	Does the Project examine and/or address the effects of pollution from more than one source? If yes, award 10 points. If no, award 0 points.	
4.	Public Health	Does the Project examine and/or address public health concerns? Award 0 to 10 points, based on the degree to which the Project addresses these concerns.	
5.	Environmental Benefits	Assess the environmental benefits to the community likely to accrue from the Project. Award 0 to 15 points, based on the degree to which the Project provides an environmental benefit to the community.	
6.	Effectiveness:	Assess the methods proposed for accomplishing the Project. Award 0 to 10 points, based on the degree to which the proposed methods will accomplish the goals of the Project.	
7.	Economic Benefit	Does the application contain (a) a recommendation from the Regional Economic Council representing the site of the proposed project; or (b) a supplemental narrative describing ways that the proposed project aligns with the regional strategies of the regional economic plan? If yes, award 5 points. If no, award 0 points.	
8.	Cost Effectiveness	Assess the cost effectiveness of the Project's budget. Award 0 to 30 points, based on the degree to which the Project budget appears cost effective.	

Supplement B. Regional Economic Council Recommendation

Governor Andrew Cuomo directed the establishment of regional economic development councils to analyze the most significant business clusters in their respective areas. The Councils will include diverse local representation from local governments, industrial development agencies, businesses, labor, and other organizations contributing to the future of each region. The State's economic development officials will also participate in the Councils and assist in their work. Each council will have six months to assess the competitive needs and opportunities of each business cluster in their respective areas, and to develop a strategic regional cluster plan for the State to implement.

As part of this directive, any grants awarded by the State of New York State shall take into consideration the recommendation of the relevant regional economic development council or the Commissioner's determination that the proposed project aligns within the regional strategic priorities of the region where the proposed project is located. This can be accomplished two ways:

1. The Applicant may obtain a recommendation from the regional economic council stating that the proposed project aligns with priorities of the economic develop plan developed by the council. **The recommendation must be included with the Application** to receive five (5) points in the application review.
2. The Applicant can attach a supplemental narrative to the Application describing the economic benefits of the proposed project and how the project aligns with the strategies of the regional economic plan.

Further information will be made available during the Office of Environmental Justice outreach programs this summer.

Supplement C. Sample Resolution of Support

Not-For-Profit Corporation Governing Body Resolution of Support Authorizing Submission of Grant Application

RESOLVED:

That **[name]**, as **[title]** of **[not-for-profit corporation name (or their successor in that title)]** is hereby authorized and directed to file an application for funds from the Environmental Justice Community Impact Grant Program on behalf of **[not-for-profit corporation name or Applicant Community Group name, if different from not-for-profit corporation]** in an amount not to exceed \$ **[Grant amount]**, and upon approval of said request to enter into and execute a State Assistance Contract with the New York State Department of Environmental Conservation for such financial assistance to **[not-for-profit corporation name or Applicant Community Group name, if different from not-for-profit corporation]** for **[Grant Project name]** and further, to carry out and comply with the terms of such Project agreement.

Date _____

I, **[name]** , **[the duly elected and qualified secretary]** of the **[not-for-profit corporation name]** of **[place]**, New York, do hereby certify that the preceding resolution was adopted at a **[regular] OR [special]** meeting of the **[governing body]** held on **[date]**, and is **[incorporated in the original minutes of said meeting] OR [on file and record]**, and that said resolution has not been altered, amended or revoked and is in full force and effect.

(Signature of Secretary)
Seal of Not-for-Profit Corporation

Supplement D. State Assistance Contract Information

Payment of an EJ Grant requires the execution of a New York State Assistance Contract between the Not-For-Profit Corporation and DEC. This contract will include a Project Budget, Scope of Work, Project Schedule, beginning and termination dates, reporting requirements, a payment schedule, and standard State and DEC contract clauses. Once an application has been selected for funding, DEC will notify the Not-For-Profit Corporation of its award and request any additional information necessary to draft the State Assistance Contract. DEC staff will send the Contract to the Not-For-Profit Corporation for signature, then process the Contract for final approval by DEC. Grant payments will not be provided until the Contract is fully approved by DEC. The Contract will be subject to all appropriate State rules, regulations, and reporting requirements.

Authorizing Resolutions

As part of the application process, a resolution is required from the governing body of the Not-For-Profit corporation designating by title the individual delegated responsibility to act for the Not-For-Profit corporation on behalf of the not-for-profit corporation or the Applicant Community Group in all matters related to State Assistance, including authority to make the application, execute the State Assistance Contract, submit Project documentation, and otherwise act for the not-for-profit corporation governing body in all matters related to the Project and to State assistance. If, subsequent to submission of the complete application, any changes occur that would result in the designated individual no longer having the authority to act on behalf of the not-for-profit corporation or the Applicant Community Group, a new resolution must be submitted to DEC.

Project Work Plan

The Project work plan will form the basis for a contract between the Not-For-Profit Corporation and the DEC that allows for payment for eligible Project costs. The Project work plan also provides a mechanism for tracking and evaluating progress of Project implementation. The Project work plan will require more detailed information than the Project application submitted previously. Final approval of the contract for the selected Project will be based on the completed Project work plan. For all Environmental Justice Community Impact Grants, the work plan **must** include completion and submission of a final report that describes the Project and documents the results of the Project.

Minority and Women-Owned Business Enterprises (M/WBE)/Equal Opportunity (EEO)

There are distinct goals for each contract type and geographic location. Thresholds have been established for contracts funded by state monies as follows: construction valued at \$100,000 or more; engineering, and the associated engineering contracts, consultant, service, technology, and commodity contracts valued at \$25,000 or more. Revenue contracts **do not** require M/WBE goals, however, the appropriate EEO goals are required. M/WBE goals for state assistance

contracts should be set according to the type of fund being provided. The goals should be placed on the **entire Project** cost and not only for the state/federal assistance being provided. **All contracts that are funded with federal monies, are required to have M/WBE-EEO goals regardless of the expected value.** The M/WBE-EEO goals are as follows:

Minority Business Enterprise (MBE) Participation Goals

<u>Location/Commodity Group</u>	<u>MBE Goals</u>
<u>New York City Region (DEC Regions 1 & 2)</u>	
Construction/Engineering	21.5%
Commodities	18.8%
Service/Technologies	18.8%
<u>Upstate Region (DEC Regions 3-9)</u>	
Construction/Engineering	6.0%
Commodities	8.8%
Service/Technologies	8.8%

Women’s Business Enterprise (WBE) Participation Goals

<u>Location/Commodity Group</u>	<u>MBE Goals</u>
<u>New York City Region (DEC Regions 1& 2)</u>	
Construction/Engineering	13.7%
Commodities	20.5%
Services/Technologies	20.5%
<u>Upstate Regions (DEC Regions 3-9)</u>	
Construction/Engineering	6.0%
Commodities	8.8%
Service/Technologies	8.8%

Equal Employment Opportunity (EEO) Participation Goals

<u>EEO Minority Workforce Participation Goals</u> (DEC Regions 1-9)	10%
<u>EEO Female Workforce Participation Goals</u> (DEC Regions 1-9)	10%