

IMPORTANT NOTICE FOR VENDORS/APPLICANTS/GRANTEES:

New York State continues the work of fulfilling Governor Cuomo's transformation initiative to reform the State's grant contracting process by simplifying and streamlining the grants management process. On May 15, 2013, a web-based grants management system, Grants Gateway, was launched at: <https://grantsgateway.ny.gov>. The Grants Gateway is an online system that will allow vendors to browse anticipated and available grant opportunities, providing a one-stop location that will improve the way grants are administered by the State of New York.

The Grants Gateway system's ability will include the following:

- **Opportunity Portal (currently available)** – A simple way to search for available and anticipated grant opportunities, register to receive notification when specific types of grant opportunities are posted, and apply for a grant on line.
- **Document Vault (currently available)** – A secure online document repository for vendors/grantees to store and share commonly requested documents with State agencies. A vendor who is a Not-For-Profit must register and prequalify in the Grants Gateway system by the application due date to be considered eligible to apply for the grant opportunity.
- **Online Contracts (currently available)** – Ability for vendors/grantees to develop and execute contracts online.
- **Online Claims (anticipate availability in 2015)** – Ability to submit a request for payment and supporting cost documentation online, and to track the status of a payment.

It is important for all vendors/applicants/grantees to visit the Grants Gateway website: www.grantsreform.ny.gov to register and become familiar with new statewide requirements. Information, tutorials, and details on how to register and prequalify your organization in the new system are available at <https://grantsgateway.ny.gov>.

Government organizations must be registered, but are not currently required to prequalify to be considered eligible to apply for a grant opportunity. Not-For-Profit organizations must be registered and prequalified in the Grants Gateway by the due date of an application to be considered eligible to apply for a grant opportunity.

Prequalification Requirement for Not-For-Profit Applicants

The State of New York has implemented a new statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors. Interested vendors are asked to submit commonly requested documents, and answer frequently asked questions once. The application requests organizational information about the vendor's capacity, legal compliance, and integrity. To learn more about prequalification, go to the Grants Reform website at www.grantsreform.ny.gov/Grantees to preview the questions and required documents.

All not-for-profit vendors are required to prequalify prior to a grant application due date.

Following is a summary of the steps that must be undertaken in order for a not-for-profit applicant to prequalify:

- Go to the Grants Reform website at www.grantsreform.ny.gov/Grantees and download a copy of the **Registration Form for Administrator**. Please review the instructions for submission of this form. The form must be signed and notarized by an authorized representative of your organization, and must be sent to the Division of Budget as soon as possible in order to gain access to the Grants Gateway to enable prequalification.
- Once the Division of Budget has received your Registration Form for Administrator, you will be provided with a Username and Password allowing you to access the Grants Gateway. Please log in to the Grants Gateway System at https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx and begin your Prequalification Application.
- As you fill out the Prequalification Application, please refer to the Gateway Training Materials and resource links posted on the “grantees” section of the Grants Reform website to help you navigate the questionnaire. If you still have questions, simply contact your State agency program contact, or post your question to GrantsReform@Budget.ny.gov and a member of the Grants Reform Team will provide you with a quick response.

Vendors are strongly encouraged to begin the registration and prequalification process as soon as possible in order to participate in this Request For Application (RFA) bid competition. If you have any questions about prequalification, please go to the Grants Reform website or contact your State agency representative.

(Note: TAG application instructions and application start on the following page.)

**New York State
Department of Environmental Conservation
Division of Environmental Remediation**

**Technical Assistance Grants
Application Instructions**

(**Note:** the application immediately follows page 4 of these instructions.)

Steps to Take Before Filling Out the Application

The potential applicant should take several important steps before beginning to fill out the TAG Application:

1. Read [DER-14: Technical Assistance Grants Guidance Handbook](http://www.dec.ny.gov/regulations/2630.html) available on the New York State Department of Environmental Conservation's (Department) website:
www.dec.ny.gov/regulations/2630.html
2. The Department highly recommends that the potential applicant contact the Department TAG coordinator before completing and submitting an application. The Department TAG coordinator can answer questions such as:
 - Is the site of interest eligible for a TAG?
 - Is the community group eligible to receive a TAG?
 - Is funding available for the eligible site?
3. The potential applicant should discuss the eligible site with the Division of Environmental Remediation (DER) project manager. The discussion will help the potential applicant to confirm the nature of the hazard of contaminants at the site and remedial activities associated with the site that have been or will be performed under the State Superfund Program or Brownfield Cleanup Program (BCP), including their estimated time frames. A pre-application discussion with the DER project manager will ensure the scope of work in the TAG application is appropriate and will expedite the application process. The Department TAG coordinator can provide the potential applicant with the name of the site's DER project manager.

Section-By-Section Instructions to Complete the Application

I. Applicant Information

Self-explanatory. The Federal ID of the community group is required for the execution of the State Assistance Contract.

II. Site Information

Any class 2 site on the Inactive Hazardous Waste Disposal Site Registry (State Superfund Registry) is eligible unless it is also on the federal Superfund Program's National Priorities List (NPL). Any site in the BCP for which the State has made a written determination that it is a significant threat site is eligible. Please note that NPL sites are not eligible for the BCP. Sites on the federal NPL are not eligible for State TAGs because they are eligible for TAGs under the federal Superfund Program.

III. Applicant Eligibility Information

A detailed explanation should be attached to the application discussing how the group's members are (or may be) affected (i.e. health, economics, environment) by the site, and how the group's membership represents the interests of the affected community. Detailed information about the group, such as its membership and mission, will be helpful in evaluating the application.

IV. Scope of Work

The scope of work should meet the intent of the TAG program and correspond with the remedial activities currently being performed or scheduled to be performed at the site under the State Superfund Program or BCP. Eligible activities are those that will result in the TAG recipient obtaining independent technical assistance in interpreting and understanding environmental and health information about the nature and extent of contamination at the eligible site, the proposed remedies, the selected remedy, and its implementation. Technical assistance must focus on environmental and health information that is generated and/or evaluated about the site under the State Superfund Program or BCP.

A portion of TAG funds also may be used to disseminate information to the community about these contamination issues and remedial activities. Information may be disseminated through newsletters, fact sheets, meetings, workshops and other forms of outreach. The scope of work and the related budget should reflect an appropriate balance of technical assistance and outreach. The scope of work should contain specific tasks and work products to help ensure the scope of work can be completed with the proposed budget.

Please note that only costs incurred after the date of the TAG application approval letter are eligible for funding. Activities that are ineligible for funding under a TAG include:

- Collection of new environmental data such as field samples, split samples and lab analysis;
- Collection and/or development of any new medical and health data through epidemiological or health studies;
- Activities associated with determining the re-use of the site following remediation, unless these issues affect selection and implementation of the remedy;
- Activities associated with litigation;
- Activities associated with political activity or lobbying; and
- Activities performed by employees and members of the community group, including activities associated with administering the TAG.

V. Budget Information

Attachment A should be completed for the budget being requested. Appropriate justification and required information as outlined in the Budget Guidance below must be submitted. Please note the total maximum grant amount awarded per site is \$50,000 for all applicants combined for all eligible activities performed.

The budget should be in accordance with the Budget Guidance below.

Nonpersonal Services:

- a. Supplies and Materials - Describe the supplies and materials to be purchased, estimated costs and how they relate to the scope of work.
- b. Travel - Describe the extent of anticipated project related travel and estimated costs.
- c. Contractual - List type of contractor(s), services to be performed and estimated cost. The contractual budget should factor in costs for personal, fringe, non-personal, supplies, travel, etc.). Technical assistance must be provided by a “qualified environmental professional” as defined in DER-14: Technical Assistance Grants Guidance Handbook. The contractor(s) should be procured in accordance with the guidance. All contracts require the review and approval of the DER project manager before execution. The TAG recipient cannot use TAG funds to hire anyone who is performing work at the site or who otherwise has a conflict of interest in relation to the site as defined in DER 14.
- d. Other - Include estimated budget for costs not included in other budget categories. Provide sufficient details to justify estimated budgets.

Please note that the following costs are **not** eligible for TAG funding:

- personal services for the applicant’s payroll employees and members, including salaries, wages and fringe benefits;
- purchase or rental of equipment.

See **IV.** above for a complete list of activities whose costs are not eligible for TAG funding.

VI. Statement of Certification

Complete the Department’s standard resolution enclosed with the application. Make sure the person signing the application in **VI.** is the individual authorized to do so in the resolution. Using the person’s title, instead of a name, will prevent the need for a new resolution if the person in that title changes during the project. If multiple community groups are partnering to apply for a TAG, only one official representative should be designated as the lead in the resolution.

The Department TAG Coordinator can be contacted at (518) 402-9764 or at the address below:

TAG Coordinator
New York State Department of Environmental Conservation
Division of Environmental Remediation
Bureau of Program Management
625 Broadway
Albany, New York 12233-7012

TAG 1/15



DIVISION OF ENVIRONMENTAL REMEDIATION

TECHNICAL ASSISTANCE GRANT (TAG) APPLICATION

ECL ARTICLE 27 / TITLES 13 AND 14

1/15

I. Applicant Information

NAME OF COMMUNITY GROUP OR PARTNERSHIP:

ADDRESS:

CITY/TOWN:

ZIP CODE:

PHONE:

FAX:

EMAIL:

FEDERAL TAX ID. #:

NY VENDOR ID. #:

NY CHARITIES REG. #:

NAME AND TITLE OF APPLICANT'S AUTHORIZED REPRESENTATIVE:

ADDRESS (IF DIFFERENT THAN ABOVE):

CITY/TOWN:

ZIP CODE:

PHONE:

FAX:

EMAIL:

TYPE OF APPLICANT (CHECK APPROPRIATE BOX): [] COMMUNITY GROUP [] COMMUNITY GROUP PARTNERSHIP

IF THE APPLICANT IS A COMMUNITY GROUP PARTNERSHIP, PLEASE IDENTIFY THE ADDITIONAL COMMUNITY GROUP OR GROUPS THAT MAKE UP THE PARTNERSHIP, WITH CONTACT INFORMATION FOR EACH GROUP, AS AN ATTACHMENT.

II. Site Information

SITE NAME AND NUMBER MUST CORRESPOND TO THE INFORMATION IN THE REGISTRY OF INACTIVE HAZARDOUS WASTE DISPOSAL SITES FOR STATE SUPERFUND SITES OR THE BROWNFIELD CLEANUP APPLICATION/AGREEMENT FOR BROWNFIELD CLEANUP PROGRAM SITES. PLEASE NOTE THAT SITES ELIGIBLE FOR TAGs UNDER THE FEDERAL SUPERFUND PROGRAM (e.g., NATIONAL PRIORITIES LIST SITES) ARE NOT ELIGIBLE UNDER NEW YORK'S TAG PROGRAM. FOR INFORMATION ABOUT SITES IN THE DEPARTMENT'S STATE SUPERFUND AND BROWNFIELD CLEANUP PROGRAMS, PLEASE USE THE ENVIRONMENTAL SITE REMEDIATION DATABASE SEARCH AT http://www.dec.ny.gov/cfm/xtapps/derexternal/index.cfm?pageid=3

FILL IN SITE NAME, THEN CHECK APPROPRIATE BOX AND FILL IN SITE NUMBER:

SITE NAME: _____

[] CLASS 1 OR 2 INACTIVE HAZARDOUS WASTE DISPOSAL SITE (STATE SUPERFUND SITE) verify using site database link above

REGISTRY SITE NUMBER: _____

[] BROWNFIELD CLEANUP PROGRAM (BCP) SITE DESIGNATED BY DEC AS A SIGNIFICANT THREAT

DATE OF DEC SIGNIFICANT THREAT DETERMINATION: _____

BCP SITE NUMBER: _____

III. Applicant Eligibility Information

THE APPLICANT MUST BE ABLE TO ANSWER YES TO THE FOLLOWING QUESTIONS TO BE ELIGIBLE. EACH COMMUNITY GROUP MUST BE ABLE TO ANSWER YES IF APPLYING IN PARTNERSHIP.

A DETAILED EXPLANATION SHOULD BE ATTACHED TO THE APPLICATION DISCUSSING HOW THE GROUP'S MEMBERS ARE (OR MAY BE) AFFECTED (I.E. HEALTH, ECONOMICALLY, ENVIRONMENT) BY THE SITE, AND HOW THE GROUP'S MEMBERSHIP REPRESENTS THE INTERESTS OF THE AFFECTED COMMUNITY. DETAILED INFORMATION ABOUT THE GROUP, SUCH AS ITS MEMBERSHIP AND MISSION, WILL BE HELPFUL IN EVALUATING THE APPLICATION. EACH COMMUNITY GROUP MUST PROVIDE THE ABOVE INFORMATION IF APPLYING IN PARTNERSHIP.

1. IS THE COMMUNITY GROUP A NON-RESPONSIBLE-PARTY OR NON-RESPONSIBLE-PARTY COMMUNITY GROUP IN PARTNERSHIP WITH ANOTHER NON-RESPONSIBLE PARTY COMMUNITY GROUP? Y N

2. IS THE COMMUNITY GROUP A NOT-FOR-PROFIT CORPORATION HAVING 501(C)(3) STATUS UNDER THE INTERNAL REVENUE CODE? Y N
IF "YES", PROVIDE DATE AND STATE OF INCORPORATION: _____

3. COULD THE MEMBERS OF THE COMMUNITY GROUP'S HEALTH, ECONOMIC WELL BEING OR ENJOYMENT OF THE ENVIRONMENT BE AFFECTED BY A RELEASE OR THREATENED RELEASE OF CONTAMINATION AT IF "YES", PROVIDE EXPLANATION AS AN ATTACHMENT. Y N

4. DOES THE COMMUNITY GROUP'S MEMBERSHIP REPRESENT THE INTEREST OF THE COMMUNITY AFFECTED BY THE ELIGIBLE SITE? Y N
IF "YES", PROVIDE EXPLANATION AS AN ATTACHMENT.

IV. Scope of Work

PLEASE PROVIDE ANSWERS TO THE NUMBERED PARTS BELOW AS AN ATTACHMENT TO THE APPLICATION:

ELIGIBLE ACTIVITIES ARE THOSE THAT WILL RESULT IN THE TAG RECIPIENT OBTAINING INDEPENDENT TECHNICAL ASSISTANCE IN INTERPRETING AND UNDERSTANDING ENVIRONMENTAL AND HEALTH INFORMATION ABOUT THE NATURE AND EXTENT OF CONTAMINATION AT THE ELIGIBLE SITE, THE PROPOSED REMEDIES, AND THE SELECTED REMEDY AND ITS IMPLEMENTATION. IN ADDITION, A PORTION OF TAG FUNDS ALSO MAY BE USED TO DISSEMINATE INFORMATION TO THE COMMUNITY ABOUT THE NATURE OF THE HAZARD OF CONTAMINANTS AT THE SITE AND REMEDIAL ACTIVITIES ASSOCIATED WITH THE SITE THAT HAVE BEEN OR WILL BE PERFORMED UNDER THE STATE SUPERFUND PROGRAM OR BROWNFIELD CLEANUP PROGRAM. THE SCOPE OF WORK AND THE BUDGET SHOULD REFLECT AN APPROPRIATE BALANCE OF TECHNICAL ASSISTANCE AND OUTREACH. THE SCOPE OF WORK SHOULD CONTAIN SPECIFIC TASKS AND WORK PRODUCTS TO HELP ENSURE THE SCOPE OF WORK CAN BE COMPLETED WITH THE PROPOSED BUDGET.

PLEASE NOTE ONLY COSTS INCURRED AFTER THE DATE OF THE TAG APPLICATION APPROVAL LETTER ARE ELIGIBLE FOR FUNDING. ROUTINE ADMINISTRATIVE ACTIVITIES INCLUDING GRANT ADMINISTRATION ARE NOT ELIGIBLE. SEE THE APPLICATION INSTRUCTIONS AND GUIDANCE (DER-14 / TECHNICAL ASSISTANCE GRANTS GUIDANCE HANDBOOK) FOR A COMPLETE LIST OF ELIGIBLE AND INELIGIBLE ACTIVITIES.

1. DESCRIBE THE PURPOSE OF THE TAG.
2. DESCRIBE THE SCOPE OF WORK TO BE FUNDED BY THE TAG.
3. IDENTIFY THE WORK PRODUCTS TO BE PRODUCED (e.g., WRITTEN DOCUMENTS THAT PROVIDE AN ANALYSIS OF PROJECT RELATED
4. EXPLAIN HOW THE SCOPE OF WORK WILL BE ACCOMPLISHED.
5. PROVIDE A SCHEDULE FOR COMPLETING THE SCOPE OF WORK, INCLUDING WORK PRODUCTS. SHOW HOW THESE ACTIVITIES CORRESPOND WITH THE REMEDIAL ACTIVITIES CURRENTLY BEING PERFORMED OR SCHEDULED TO BE PERFORMED AT THE SITE.

V. Budget Information

SUBMIT A BUDGET AS AN ATTACHMENT TO THE APPLICATION. COMPLETE ATTACHMENT A (LOCATED AFTER PAGE 3) AND PROVIDE THE REQUIRED JUSTIFICATION AND INFORMATION OUTLINED IN THE BUDGET GUIDANCE IN THE APPLICATION INSTRUCTIONS. THE TOTAL MAXIMUM GRANT AMOUNT AWARDED PER SITE IS \$50,000 FOR ALL APPLICANTS COMBINED FOR ALL ELIGIBLE ACTIVITIES PERFORMED.

VI. Statement of Certification

The undersigned on behalf of the applicant does hereby certify that the information included in this Technical Assistance Grant Application, including any attachments, is accurate and complete to the best of his/her knowledge. The applicant agrees to comply with all terms and conditions outlined in the New York State Department of Environmental Conservation, Division of Environmental Remediation [Technical Assistance Grants Guidance Handbook](#) (DER-14). All statements made for the purpose of obtaining a grant either are set out in full on this application or are set out in full in exhibits attached to this application and incorporated herein by reference. The undersigned is authorized to execute this application for the applicant.

- A completed standard TAG resolution is attached. Resolution is available here: http://www.dec.ny.gov/docs/remediation_hudson_pdf/tagappres.pdf

A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

Date: _____ Signature: _____ Print Name: _____

NOTE: EACH COMMUNITY GROUP MUST SIGN AND DATE A SEPARATE STATEMENT OF CERTIFICATION IF APPLYING IN PARTNERSHIP. ATTACH ADDITIONAL CERTIFICATION PAGES BEHIND THIS PAGE OF THE APPLICATION.

SUBMITTAL INFORMATION:

Two (2) complete hard copies of the application and all supporting documentation (application package), one with original signatures, as well as one (1) electronic copy of the application package should be sent to the TAG coordinator at the address below. The electronic copy should be submitted in Adobe® Acrobat® Document Format (PDF) on a CD.

TAG Coordinator
New York State Department of Environmental Conservation
Division of Environmental Remediation
Bureau of Program Management
625 Broadway
Albany, NY 12233-7012

If you have any questions, please contact the Department TAG coordinator at (518) 402-9764 or visit the TAG website <http://www.dec.ny.gov/regulations/2590.html>

FOR DEPARTMENT USE ONLY

TAG APPLICATION NO: _____ ELIGIBLE SITE T&A CODE: _____

FOR BCP SITES, APPLICANT IS A: PARTICIPANT VOLUNTEER

FOR SSF SITE, PROJECT LEAD IS: RESPONSIBLE PARTY STATE

REMEDIAL PHASE CURRENTLY UNDERWAY: _____

START DATE: _____ END DATE: _____

ATTACHMENT A

**NEW YORK STATE DEPARTMENT OF
ENVIRONMENTAL CONSERVATION
DIVISION OF ENVIRONMENTAL REMEDIATION**

TECHNICAL ASSISTANCE GRANT APPLICATION

Budget Request

Budget Category* Provide sufficient details to justify estimated budget and indicate how it relates to the scope of work. See Budget Guidance in Application Instructions for what details are required.	Total Eligible Project Budget
Nonpersonal Services	
a. Supplies and Materials	\$
b. Travel	\$
c. Contractual	\$
d. Other	\$
Total Eligible Project Budget	\$
Amount Requested (100% of Total Eligible Project Budget):	\$

*** NOTE: the following costs are not eligible for TAG funding:**

- **personal services for the applicant's payroll employees and members, including salaries, wages and fringe benefits;**
- **purchase or rental of equipment.**

See Section IV. Scope of Work for a complete list of activities ineligible for TAG funding.