



Department of  
Environmental  
Conservation

# **GUIDELINES AND APPLICATION INSTRUCTIONS**

New York State  
Department of Environmental Conservation  
Environmental Justice

## **Administration of Environmental Justice Capacity Building Grants**

**NYS Grants Gateway Application ID No.:**  
**DEC01-EJCB-2018**

**Application Due Date: 3:00 pm, February 1, 2019**

## 1. Timetable of Key Events:

Event:	Date:
Application Period Begins	December 6, 2018
Question & Answer Period Ends	January 25, 2019 5:00 PM ET
Question & Answer Posting Date	January 29, 2019
Applications Due	February 1, 2019 3:00 PM ET
Award(s) Announced By	April 1, 2019

## 2. Applicant Eligibility:

An eligible applicant must be a not-for-profit corporation (NFP). For this grant opportunity, a NFP is subject to New York State's Not-For-Profit Corporation Law, is qualified for tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue code, has an IRS 501(c)(3) determination letter to be incorporated in New York State and is current in their charities reporting requirements with the Office of the Attorney General. Applications may be submitted jointly by two or more NFPs partnering together. One applicant shall be identified as the lead applicant.

**All NFP applicants must be registered and prequalified in the NYS Grants Gateway by the due date of this application to be considered eligible for this grant opportunity.**

Eligible applicants are required to:

1. Have demonstrated knowledge of environmental justice, a history of prioritizing environmental justice issues, and experience building a diverse and inclusive environmental movement; and
2. Have experience and/or demonstrated ability to provide capacity building training to other NFPs; and
3. Have experience and/or demonstrated ability to administer grant funding to other NFPs; and
4. Ability to provide assistance to all capacity building funding recipients following disbursement of funds to help each recipient draft and complete a Capacity Building plan.
5. Be in good standing and will have submitted all required progress and final reports for previously awarded Office of Environmental Justice grants.

### **Collaborative Projects**

If a proposal involves a cooperative agreement or partners, only one eligible, designated lead applicant can submit the application for grant funding. The lead applicant must assume the responsibility for the project application, performance of work consistent with this RFA, and the State of New York Master Contract for Grants. Letters substantiating the collaboration from each partner are required. These letters are to be uploaded to the

Grants Gateway in a single PDF under the appropriate Program Question for the application.

**Ineligible Applicants**

Entities that **are not** eligible to apply and receive funding under this grant program are: Individuals, municipalities, universities, and unincorporated groups.

**3. Grant Information:**

**Background**

Under Governor Andrew Cuomo's leadership, New York is leading the nation in climate action and environmental protection. Governor Cuomo also recognizes the important work of community-based and grassroots organizations in the fight against climate change and in addressing the legacy of environmental injustice. These organizations provide tremendous benefits in improving their communities from environmental harms, and may have less capacity, staff, or resources to further implement neighborhood projects and solutions; New York is not just investing in clean energy, adaptation projects, and environmental improvements. New York is investing in its local organizations. To further this investment and continue advancing environmental justice, the New York State Department of Environmental Conservation (DEC) Office of Environmental Justice (OEJ) is requesting proposals from established NFP administrators to provide streamlined capacity building grants directed at environmental justice community-based organizations.

Environmental Justice means the fair treatment and meaningful involvement of all people regardless of race, color, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including a racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.

DEC will award one NFP organization \$1,000,000 to develop and administer streamlined capacity building grants to help environmental justice community-based organizations in New York State develop their administrative, technical, and programmatic capacity and expand their services protecting public health and the environment. In accordance with the Scope of Work provided in Appendix II, the selected administrator will distribute \$900,000 and retain the remaining \$100,000 for program administration/overhead and technical assistance.

**a) Funding**

\$1,000,000 is available from the State's Environmental Protection Fund to support implementation of a capacity building program and administration of capacity building grants.

**b) Proposed Project Timeframes**

All projects must have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within the contract period/term. Applicants should not begin their projects or incur costs until a Master Contract for Grants (MCG) has been fully approved by DEC and, if applicable, approved by the Attorney General and the State Comptroller. Time extensions beyond the contract term end date will be determined by the Department based upon

written justification from the Grantee. Applicants should not submit an application if they do not anticipate their project can be completed within the specified contract term.

**Schedule:** The estimated timeline for this RFA is shown below. Although the project start date is anticipated to be June 18, 2019, this date may change based on the time the actual agreement is established.

Proposals Due to OEJ	February 1, 2019
Applicants Notified of Funding Decisions	March 18, 2019
Approximate Project Start Date	June 18, 2019
End Date	June 17, 2021

**c) Minimum and Maximum Award Amounts**

Minimum grant amount is \$1,000,000; Maximum grant amount is \$1,000,000. In accordance with the Scope of Work provided in Appendix II, the selected administrator will distribute \$900,000 and retain the remaining \$100,000 for program administration/overhead and technical assistance.

**d) Cost Share and Match Funds**

While cost share or matching funds are not required, proposals including cost share and matching funds will be reviewed more favorably. Cost share may be in the form of cash or in-kind contributions, but must be clearly explained in the proposal and must be verifiable.

**e) Application Limit**

Applicants may submit up to three applications however, only one award is available.

**f) Eligible Project Locations**

The selected Administrator will implement a capacity building program and administer competitive grants to local environmental justice community based or grassroots organizations in New York State.

**4. Inquiries & Designated Contact Information:**

For general information on completing this application and for clarification of application requirements, contractual terms and procedures, contact:

Office of Environmental Justice

Contact Information: [justice@dec.ny.gov](mailto:justice@dec.ny.gov) or (518) 402-8556

For technical information regarding the Grants Gateway, direct questions to:

Grants Gateway help desk

Contact Information: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) or (518) 474-5595

Include "Capacity Building RFA 2018" in the subject line of the email. Questions regarding this grant opportunity will be accepted by the Department **until C.O.B January 25, 2019**. All questions, and answers, will be uploaded in the Grants Gateway application for all applicants to view.

**5. Prequalification:**

All applicants must apply through the NYS Grants Gateway. This includes answering all program questions and uploading completed and required program documents and forms. Paper applications will **NOT** be accepted. Applicants are strongly encouraged to submit their applications prior to the application deadline. Late applications will not be accepted.

All Applicants must be **Registered** with Grants Gateway to submit an application. In addition to registration, **not-for-profits** must also be **Prequalified** at the time and date that the application is due. If you are not Prequalified at that time and date, your application will not be considered. For more information about Grants Gateway and Prequalification, please visit the Grants Management website (<https://grantsmanagement.ny.gov>) or contact the Grants Management Team at: grantsreform@its.ny.gov. The Grants Management help desk/hotline can be reached at (518) 474-5595.

PLEASE DO NOT DELAY IN BEGINNING AND COMPLETING THE  
PREQUALIFICATION PROCESS.

THE STATE RESERVES 5 DAYS TO REVIEW SUBMITTED  
PREQUALIFICATION APPLICATIONS. PREQUALIFICATION  
APPLICATIONS SUBMITTED TO THE STATE FOR REVIEW LESS  
THAN 5 DAYS PRIOR TO THE CAPACITY BUILDING RFA 2018  
APPLICATION MAY NOT BE CONSIDERED.

APPLICANTS SHOULD NOT ASSUME THAT THEIR  
PREQUALIFICATION INFORMATION WILL BE REVIEWED IF THEY  
DO NOT ADHERE TO THIS TIMEFRAME.

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## **Applicant Eligibility**

For the purposes of this program, an eligible applicant must be a not-for-profit corporation (NFP). For this grant opportunity, a NFP is subject to New York State's Not-For-Profit Corporation Law, is qualified for tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue code, has an IRS 501(c)(3) determination letter to be incorporated in New York State and is current in their charities reporting requirements with the Office of the Attorney General. Applications may be submitted jointly by two or more NFPs partnering together. One applicant shall be identified as the lead applicant.

**All NFP applicants must be registered and prequalified in the NYS Grants Gateway by the due date of this application to be considered eligible for this grant opportunity.**

Eligible applicants are required to:

1. Have demonstrated knowledge of environmental justice, a history of prioritizing environmental justice issues, and experience building a diverse and inclusive environmental movement; and
2. Have experience and/or demonstrated ability to provide capacity building training to other NFPs; and
3. Have experience and/or demonstrated ability to administer grant funding to other NFPs; and
4. Have the ability to provide assistance to all capacity building funding recipients following disbursement of funds to help each recipient complete their project; and,
5. Be in good standing and will have submitted all required progress and final reports for previously awarded Office of Environmental Justice grants.

## Applicant Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the Grants Management Website.

All Applicants must be Prequalified in the Grants Gateway at the time and date that the application is due. Applications received from not-for-profit Applicants that have not registered and are not Prequalified in the Grants Gateway by the application due date and time listed at the beginning of this document cannot be evaluated. If you are not Prequalified at that time and date, your application will not be considered. **Such applications will be disqualified from further consideration.**

Below is a summary of the steps that must be completed to meet registration and Prequalification requirements. The Vendor Prequalification Manual on the Grants Management Website details the requirements and an online tutorial is available to further explain the process.

**PLEASE NOTE: The information included here regarding Prequalification is not intended to be exhaustive, and Applicants should visit the Grants Management website (<https://grantsmanagement.ny.gov>) or contact the Grants Management Team ([grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov)) for more information about Grants Gateway and Prequalification. The Grants Management help desk/hotline can be reached at (518) 474-5595.**

### 1. Register for the Grants Gateway

- If you need to register in the Grants Gateway, please go to <https://grantsmanagement.ny.gov/register-your-organization>. A signed, notarized original form must be sent to the NYS Grants Management Team at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your Username please email [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov). If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

### 2. Complete your Prequalification Application

- Log in to the Grants Gateway. **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification application. Optional Documents are not required

- unless specified in this document.
- Specific questions about the Prequalification process should be referred to your agency representative or to the Grants Management Team at grantsreform@its.ny.gov. The Grants Management help desk/hotline can be reached at (518) 474-5595.

### 3. Submit Your Prequalification Application

- After completing your Prequalification application, click the **Submit Document Vault** link located below the Required Documents Section to submit your Prequalification application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification application has been approved, you will receive a Gateway notification that you are now Prequalified to do business with New York State.

Once you are Prequalified, please check the status of your document vault on a regular basis to ensure that none of your documents expire prior to the application due date. **Expired documents will lead to the loss of Prequalification status.**

**Applicants are strongly encouraged to begin the prequalification process as soon as possible in order to participate in this grant opportunity.** Please do not delay in beginning and completing the prequalification process. The State reserves 5 days to review submitted Prequalification applications. Prequalification applications submitted to the State for review less than 5 days prior to the application deadline may not be considered. Applicants should not assume that their Prequalification information will be reviewed if they do not adhere to this timeframe.

If you are not yet registered with Grants Gateway, there are many resources available to help you understand how to register and become Prequalified:

- [The NYS Grants Management Website](#)
- [Video: Grants Gateway Registration](#)
- [New York State Prequalification System for Grants Contract Vendors: A Resource Manual and Users Guide for Not-for-Profit Vendors](#)
- [Biweekly Document Vault webinars. All information can be found on the Grants Management website - Training Calendar](#)

The Grants Management Team offers regular live webinars for anyone who is interested in additional information about Grants Gateway, the Prequalification process, or submitting online applications. Learn more including times and dates for these webinars: <http://grantsreform.ny.gov/training-calendar>. Any additional technical training related to this application will also be posted to the training calendar.

You can also contact the Grants Management Team for additional assistance:

Phone: (518) 474-5595  
Email: GrantsReform@its.ny.gov

# Grant Opportunity General Information and Conditions

## 1. Funding

\$1,000,000 is available from the State's Environmental Protection Fund to support implementation and administration of a capacity building grants program. In accordance with the Scope of Work provided in Appendix II, the selected administrator will distribute \$900,000 and retain the remaining \$100,000 for program administration/overhead and technical assistance.

## 2. Proposed Project Timeframes

All projects must have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within a 24-month contract period/term. Applicants should not begin their projects or incur costs until a Master Contract for Grants (MCG) has been fully approved by DEC and, if applicable, approved by the Attorney General and the State Comptroller. Time extensions beyond the contract term end date will be determined by the Department based upon written justification from the Grantee. Applicants should not submit an application if they do not anticipate their project can be completed within the specified contract term.

**Schedule:** The estimated timeline for this RFA is shown below. Although the project start date is anticipated to be June 18, 2019, this date may change based on the time the actual agreement is established.

Proposals Due to OEJ	February 1, 2019
Applicants Notified of Funding Decisions	March 18, 2019
Approximate Project Start Date	June 18, 2019
End Date	June 17, 2021

## 3. Minimum and Maximum Award Amounts

Minimum grant amount is \$1,000,000; Maximum grant amount is \$1,000,000. In accordance with the Scope of Work provided in Appendix II, the selected administrator will distribute \$900,000 and retain the remaining \$100,000 for program administration/overhead and technical assistance.

## 4. Application Limit

Applicants may submit up to three applications however, only one application will receive the \$1,000,000 grant.

## **5. Eligible Project Locations**

The selected Administrator will administer a competitive grants program to environmental justice community based and grassroots organizations in New York State.

## **6. Cost Share and Match Funds**

While cost share or matching funds are not required, proposals including cost share and match funds will be reviewed more favorably. Cost share may be in the form of cash or in kind contributions, but must be clearly explained in the proposal and must be verifiable.

## **7. Department of Environmental Conservation Oversight**

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Partially fund an application if the partially-funded portion can be demonstrated to meet the criteria for this RFA.
- Reject any or all applications in response to the RFA at the agency's sole discretion.
- Reduce an award from the amount requested in the application, so long as the reduced funding does not jeopardize the viability of the project to proceed at the reduced funding level.
- Reduce an award from the amount requested in the application, should the project budget contain costs considered ineligible under this grant program.
- Award only one application for funding in the event there are multiple application submissions for a single project or for pieces of a single project.
- Award to the next highest scoring application in the event a grantee fails to negotiate a grant contract with the Department within 60 days of a grant award.
- Monitor the progress of all grant awards and withdraw grant funding if the grantee fails to make significant and timely progress on the project, or fails to receive the necessary permissions and permits for the project.
- The Department reserves the right not to fund projects that are determined not to be consistent with NYS's Smart Growth Public Infrastructure Policy Act.

# Grant Application Requirements and Conditions

Applications must meet the following minimum requirements to be eligible:

## 1. Expenditure Based Budget

Applicants must complete an itemized budget in the NYS Grants Gateway that provides details of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the State grant share and expenses comprising any match. The itemized budget should also include appropriate level of information for the breakdown of costs for each budget item (depending on the budget category this information is provided in the budget detail and/or budget narrative). Eligible and ineligible costs are identified in this RFA. A project's reasonableness of costs is at least 20% of the evaluation factor in the scoring of the application; therefore, attention to budget accuracy will increase your project score.

Project cost-effectiveness will account for at least 20% of an application score as identified in the evaluation criteria section of this RFA. Applicants are encouraged to upload documentation supporting their claims of cost effectiveness such as standard government wage rates, current market prices for equipment, and cost-estimates from potential contractors.

## 2. Work Plan

Applicants must complete a work plan in the NYS Grants Gateway that provides a clear overview of the project. Applications must include proposed project objectives, tasks associated with meeting each objective, and the performance measures associated with each task (performance measures can include desired project outcomes or deliverables). The work plan must include anticipated time frames in meeting project objectives, tasks and deliverables. The work plan must be applicable to the Scope of Work in Appendix II.

Note: A Work Plan 'worksheet' is available for applicants in the Grants Gateway (under Pre-submission Uploads). The 'worksheet' can be downloaded and used as a tool to help applicants organize their proposed project objectives, tasks and performance measures. A completed 'worksheet' should NOT be uploaded back into the Grants Gateway. The intent of the 'worksheet' is to assist applicants in developing their application work plan in the Grants Gateway.

## 3. Partnerships/Stakeholder Engagement

Proposed projects that will build and/or sustain partnerships and/or volunteerism, including contribution or participation by appropriate stakeholders and a municipal government, will receive points in the evaluation of their application. Applications that include a letter (or letters) of support from each partnering organization, which clearly states their role in the project, will receive additional points.

## 4. Local/Community Support

A letter of support is mandatory for one of the program questions. Additional letters of support are optional, but encouraged to receive additional points. Support letters from the government body offering the grant, or institutions or organizations who are fiscal sponsors and/or will provide services under the grant, will not be considered and no points will be awarded. Support

letters must be uploaded as a single pdf file in the Grants Gateway by the application due date. *(Each letter will receive one point for a maximum of 5 points).*

## **5. Environmental Justice**

DEC's mission is to conserve, improve and protect New York's natural resources and environment and to prevent, abate and control water, land and air pollution, in order to enhance the health, safety and welfare of the people of the State and their overall economic and social well-being. DEC's Office of Environmental Justice (OEJ) addresses environmental justice concerns in the environmental permit review process and across other DEC operations. OEJ runs several programs that benefit environmental justice communities and address disproportionate adverse environmental impacts that may exist in those communities.

Applicants must demonstrate knowledge of environmental justice, a history of prioritizing environmental justice issues, and experience building a diverse and inclusive environmental movement.

## **6. Alignment with Regional Economic Development Council Priorities**

Governor Andrew Cuomo directed the establishment of Regional Economic Development Councils (REDCs) to analyze the most significant business clusters in their respective areas. Any grants awarded by the State of New York shall take into consideration the recommendation of the relevant REDC or the Commissioner's determination that the proposed project aligns within the regional strategic priorities of the region where the proposed project is located.

The Applicant can provide a brief narrative describing the economic benefits of the proposed project and how the project aligns with the strategies of the REDC plan for the project's region. The narrative must be included with the Application to receive points in the application review. Each region has a unique plan. Visit <http://regionalcouncils.ny.gov/> for information on your region's Economic Development Council.

## **Application Evaluation, Scoring and Selection**

All applications will be reviewed and scored by a review team in accordance with the evaluation and scoring criteria contained in this RFA. Applicants are strongly encouraged to read and address the Application Review and Scoring Standards in the process of developing an application. Knowledge of the scoring criteria is valuable for designing and proposing a relevant and quality project.

Applicants who submit applications by the due date will first receive an "eligibility" and "completeness" pass/fail review. If the application receives a single 'fail' response in the eligibility review, the application will be disqualified from further review. If the application meets all eligibility/completeness criteria, it will receive further evaluation and scoring by at least 3 members of a review team. Evaluation criteria is in accordance with the general evaluation criteria described in this RFA. The total maximum score any application may receive is 130 points. The DEC reserves the right to not award funding to applications scoring less than 70 points.

In an effort to distribute available funding in the best interest of the state, DEC reserves the right to determine the best selection of applications for project funding in the following way:

Individual reviewer scores will be averaged for each application to determine an average score. REDC

and cost effectiveness points will be added to the average score to determine the final score of the application. Final scores will be ranked from highest to lowest and the applicant having the highest final score will be selected to receive grant funding.

**Tie Breaker:** If there is a numerical tie in the ranking of multiple applications, DEC will select the application having the earliest application electronic submission time and date.

### **Step 1: Application and Project Eligibility Determination**

**Pass/Fail Evaluation criteria** – An eligible application for the 2018 EJ Capacity Building Grant must satisfy all of the following Pass/Fail criteria. A “Fail” to any of the following criteria will disqualify the application.

- **Application Completeness:** The applicant must answer all mandatory Grants Gateway program questions and upload all mandatory application documents. All document uploads must be complete and viewable.

Did the applicant upload all necessary documents and complete all required information? (pass/fail)

- **Applicant Prequalification:** Not-for-Profit 501(c)(3) (NFP) organizations must be prequalified in the Grants Gateway by the grant opportunity due date and time to be considered eligible.

Was the NFP applicant prequalified in the Grants Gateway by the application due date and time? (pass/fail)

- **Good Standing:** If you previously received funding from the Office of Environmental Justice, please describe where you are in the timeline of your previously awarded project and whether you are in compliance with all reporting requirements. If you have not received funding from Office of Environmental Justice you must answer with N/A.

Is the applicant in good standing for previously awarded grants? (pass/fail)

### **Step 2: Project Evaluation, Scoring and Selection**

If your application meets all eligibility pass/fail criteria it will be further evaluated and scored by a review team in accordance with the Evaluation and Scoring Standards contained in this RFA. These include:

#### **EVALUTATION CRITERIA (A maximum of 130 points)**

1. **Environmental Justice (0-15 points)** The applicant should have demonstrated knowledge of environmental justice, a history of prioritizing environmental justice issues, and experience building a diverse and inclusive environmental movement.

For this question, please describe in detail:

- a. The nature, purpose, or mission of the organization.

- b. All programs the organization offers including:
    - i. Brief history of each program;
    - ii. Current status of each program; and
    - iii. Any plans for future programs.
  - c. How does the organization prioritize environmental justice and further a diverse and inclusive environmental movement?
- 2. Training Experience (0 to 10 points)** Describe the organization's experience in providing training to other not-for-profit organizations. Your response must include:
- a. Describe in detail the organization's relevant experience in providing training or presentations to other not-for-profits including number of years such training has been provided.
  - b. Describe any training that was provided to not-for-profits that serve communities facing environmental justice challenges.
  - c. Describe and list the communities that were served by the organization.
- 3. Grant Administration Experience (0 to 15 points)** Describe in detail the organization's experience in administering funds to other not-for-profit organizations, including:
- a. The organization's relevant experience in administering funds including the number of years, relevant projects, and amount of funds distributed.
  - b. How the applicant will ensure their funding selection process is objective.
  - c. Procedures and controls in place for ensuring that awarded grant funds will be expended in a timely and efficient manner.
  - d. List any entity or person that can endorse the past services delivered by the organization. Applicants **must** upload **at least one letter** of endorsement from one entity or person that has endorsed the organization's past funding services. Support letters must be uploaded as a single pdf file in the Grants Gateway by the application due date and time. **(Each letter will receive one point for a maximum of 5 points).**
- 4. Knowledge and Skills (0 to 15 points)** Describe the organization's capacity to implement a Capacity Building program and administer grant funds in accordance with the Scope of Work provided in Appendix II. Your response must:
- a. Include key staff and their roles in development and delivery of the project. You may include resumes of key staff as a single pdf upload for this question.
  - b. Describe specific internal controls to prevent fraud, waste, and abuse of funds.
- 5. Capacity Building Grant Program Description: (0 to 15 points)** Describe your approach

for performing the Scope of Work provided in Appendix II. Applicant's response must:

- a. Describe how the proposal will help environmental justice community-based organizations develop their administrative, technical, and programmatic capacity and expand their services.
  - b. Clearly describe what, if any, training or consultations will be offered, including how the information and expertise gained by the participants can be utilized in the development of their capacity.
- 6. Recruitment and Outreach (0 to 10 points)** Describe the organization's plan to effectively recruit participants and engage community-based organizations for the capacity building program and grants. Your response must include:
- a. Examples of previous public engagement/recruitment campaigns led by the organization;
  - b. Methods the organization will use to conduct outreach/recruitment;
  - c. Target audiences for the outreach/recruitment.

**7. Goals and Objectives (0 to 15 points):**

Complete the work plan section in the NYS Grants Gateway that provides a clear overview of the project. Applications must include proposed project objectives, tasks associated with meeting each objective, and the performance measures associated with each task (performance measures can include desired project outcomes or deliverables). The work plan must include anticipated time frames in meeting project objectives, tasks and deliverables. The work plan must reflect the Scope of Work provided in Appendix II. An anticipated timeline to support completion of the proposed project work plan should be provided.

**8. Cost Effectiveness- 30 points**

Complete the budget for the proposed capacity building program in the Expenditure Budget section. For this question, demonstrate how your proposal is cost-effective and provide justification for proposed resources. To sufficiently respond to this question, applicants should upload documentation to support specific budget items, such as standard government wage rates, current market prices for equipment, and cost-estimates from potential contractors.

Cost-effectiveness will be evaluated from the standpoint of both cost and value. Eligible costs are provided in the Eligible and Ineligible Expenditure section. Budgets that are not cost-effective, or confusing, extraneous, excessive or not aligned with the project will not receive points.

**9. Regional Economic Development Benefit – 5 points**

Describe how the project will implement part of the Regional Economic Development Council (REDC) plan. The plans are available at the following web site: <http://regionalcouncils.ny.gov>. Provide a brief narrative describing the economic benefits of the proposed project and how the

project aligns with the strategies of the REDC plan. If the project will not implement an REDC plan, you must answer the question with “N/A”.

## Grant Program Payment

Advance payments of up to 25% of the awarded grant amount may be available to not-for-profit grantees once a Master Contract for Grants (MCG) has been fully approved by all applicable State agencies. Only not-for-profits are eligible to receive advance payments under State Finance Law.

Project costs eligible for reimbursement and project match must be incurred between the MCG term start and end dates. Costs incurred prior to the MCG term start date or after the MCG term end date will not be considered eligible for grant reimbursement or match. Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC for costs to be eligible for grant reimbursement.

## Eligible and Ineligible Expenditures

### 1. Eligible Project Expenditures

Applicants must complete an expenditure budget in the Grants Gateway and provide cost detail that includes only eligible project costs as defined below:

- 1. Contractual:** Costs for the value of services provided by responsible, professional and technical personnel and consultants directly related to the implementation of the project. Contractual staff time, including fringe benefits, paid to any individual person cannot exceed 30 percent of the total grant amount.
- 2. Personal Service and Fringe:** Cost of staff salaries, including fringe, directly devoted to the project. Itemize salaries according to job title and roles/responsibilities on the project. Grantees will be required to document time worked, tasks, pay ratio and payment. Fringe benefits are limited to 15 percent of the staff salary. Paid staff, including fringe benefits, to any individual person cannot exceed 30 percent of the total grant award.
- 3. Technical Assistance:** Costs to obtain technical assistance from a qualified environmental professional in interpreting and understanding existing environmental information or for interpreting environmental and health information. If Technical Assistance is provided by a staff member it should be categorized under personal services salary/fringe, while any non-staff time/services spent on technical assistance should be categorized under Contractual.
- 4. Equipment:** Costs for equipment (purchase or rental). Note that any equipment purchased with funding provided by this grant program cannot be sold, transferred or used for other purposes without written approval from DEC.
- 5. Communication Costs:** Costs associated with communication directly related to informing the community about the project such as telephone services, postage, messenger, Internet service, printing, etc. Communication costs should be categorized under Other.
- 6. Education/Training:** Education/training includes all contractual services and/or staffing expenses directly attributable to education and training activities. These expenses should be listed under Contractual or Salary/Fringe respectively. Additional education/training costs may

consist of classroom space, books and materials, training supplies, etc. and should be categorized according to expense type.

7. **Travel:** Expenses for any necessary travel required to carry out the project. Note that the grant will not pay for travel to conferences or other professional meetings or any travel outside New York State.
8. **Other:** Other reasonable costs must be directly devoted to implementation of the project such as costs for the purchase, upgrade and maintenance of computer hardware and software required to implement the project, rental of meeting space, printing, postal, supplies and materials, and training costs related to training staff or volunteers that are required for the project.

## 2. Ineligible Project Expenditures

The following costs are not eligible for grant funding or reimbursement under this program:

1. Costs that are paid from other state or federal funding sources are not eligible for reimbursement.
2. Costs of preparing the grant application.
3. Costs relating to the project that were incurred prior to the start date of the MCG or after the termination date of the MCG.
4. Legal costs related to the commencement of, or participation in, any action before a municipal, state or federal court or other agency.
5. Indirect costs: indirect (overhead) costs such as: utilities, office rent, office mortgage, insurance.

## Grant Program Reporting Requirements

**Quarterly Narrative Reports** must be submitted in narrative form, no later than 30 days from the end of the calendar quarter. The reports will summarize how the project progressed toward meeting project objectives and deliverables during the respective quarter. Quarterly reports shall be submitted in the NYS Grants Gateway or by email to OEJ's grants coordinator.

**Expenditure Reports**, detailed by object of expense as defined in the MCG Attachment B-1 Expenditure Based Budget, must accompany payment requests. These reports must correlate to subsequent vouchers submitted for payment.

Quarterly MCG payment reimbursement requests will be accepted prior to submission of a final closeout reimbursement request. Approved project design, required permits, and landowner permissions must be in place to submit a reimbursement request.

**Final Report** must be submitted and approved by the DEC prior to the release of the final contract

payment to the Grantee. The Contractor must submit the Final Report no later than 60 days after the end of the contract period. The Final Report should report on all aspects of the program and detail how the use of grant funds were utilized in achieving the goals set forth in the approved MCG Attachment C Work Plan. Copies of appropriate documents (i.e. inventory and/or management plan) must be submitted and approved by the DEC.

A DEC on-site inspection may be required to confirm all work was completed in accordance to the approved project work plan (including the installation of interpretive signage, if applicable, at the project site).

Any project involving volunteer time will be required to report the number of volunteers and the number of volunteer hours in their project quarterly status reports. The total number of volunteers and volunteer hours for the entire project must be reported in the Final Report.

Projects already receiving funds from another NYS or Federal assistance grant program are not eligible to receive funding for the same project activities identified in this RFA.

## **What to Expect If You Receive an Award**

### **1. Notification of Award**

Applicants selected to receive a grant award will be notified by email and in an official Department award letter. The NYS Grants Gateway will also provide you with an award status. Award recipients may be asked to submit a revised work plan, timeline, and budget at this time. Projects can not start until the contract is signed by both parties. DEC will not pay for expenses incurred prior to a contract being in place.

**IMPORTANT NOTE:** By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) terms and conditions. Any changes to the terms and conditions will not be accepted and may affect applicant's award.

### **2. State of New York Master Contract for Grants (MCG)**

Applicants selected to receive a grant award will be required to execute a MCG **within 60 days** from the time of their award notification. Failure to submit timely required MCG documents could cause a grantee to lose their grant award. Applicants should review and be prepared to comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments can be reviewed and/or downloaded in the Grants Gateway application under the screen named 'Contract Document Properties.' The MCG and attachments include:

- MCG Grants Face Page
- Standard Terms and Conditions (NYS standard terms and conditions)
- Attachment A-1 Program Specific Terms and Conditions (*Agency and Program specific terms and conditions*)
- Attachment A-2 Federally Funded Grant Terms and Conditions (*optional*)
- Attachment B-1 Expenditure Based Budget (*project expense categories and detail*)

- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

**IMPORTANT NOTE:** Project-related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DEC until a MCG is fully approved by the DEC, and as applicable the Attorney General and the State Comptroller. All contracts must be approved by the contract start date of which will be determined at the time of an official award.

**3. Applicants (referred to as “Contractor” following award of Grant Contract) Should Be Prepared to Comply with the Following MCG Requirements:**

**a. Insurance Requirements**

Contractor will be required to carry appropriate insurance as specified in the MCG or LOA, Attachment A-1 Program Specific Terms and Conditions, and agree that each project consultant, project contractor and project subcontractor secures and delivers to the contractor appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. Policies must name the contractor as an additional insured, with appropriate limits, covering contractor’s public liability and property damage insurance, contractor’s contingency liability insurance, “all-risk” insurance and workers compensation/disability benefits coverage for the project.

**b. Permit Requirements (if applicable)**

Contractors agree to obtain all required permits, including but not limited to, local, state and federal permits prior to the commencement of any project related work. The Contractor agrees that all work performed in relation to the project by the Contractor or its agents, representatives, or contractors will comply with all relevant federal, state and local laws, rules, regulations and standards, zoning and building codes, ordinances, operating certificates for facilities, or licenses for an activity.

**c. State Environmental Quality Review (SEQR) Documentation**

With respect to the project, the Contractor certifies that it has complied, and shall continue to comply with all requirements of the State Environmental Quality Review Act (SEQRA). The Contractor agrees to provide all environmental documents as may be required by the DEC. The Contractor has notified, and shall continue to notify, the DEC of all actions proposed for complying with the environmental review requirements imposed by SEQRA.

**d. Vendor Responsibility Questionnaire**

Not-For-Profit contractors and/or subcontractors are subject to a vendor responsibility review by the State to ensure public dollars are being spent appropriately with responsible contractors. A vendor responsibility review may include a contractor and/or subcontractor to present evidence of its continuing legal authority to do business in NYS, integrity, experience, ability, prior performance, and organizational and financial capacity. To enroll in and use the NYS VendRep System, see the VendRep System instructions available at [http://www.osc.state.ny.us/vendrep/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm) , or go directly to the VendRep System at <https://portal.osc.state.ny.us>

**e. Iran Divestment Act**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By entering into a Contract, the Contractor certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additional detail on the Iran Divestment Act can be found in the MCG, Attachment A-1 Program Specific Terms and Conditions.

**f. Minority/women Business Enterprises (M/WBE) and Equal Employment Opportunities (EEO) Requirements**

The Department is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”) for all State contracts with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.

Applicants subject to executing a future NYS Master Contract for Grants agree, in addition to any other nondiscrimination provision of the MCG and at no additional cost to the Department, to fully comply and cooperate with the Department in the implementation of New York State Executive Law Article 15-A. These requirements include equal employment opportunities for minority group members and women (“EEO”) and contracting opportunities for certified minority and women-owned business enterprises (“MWBEs”). Contractor’s demonstration of “good faith efforts” pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, state or local laws.

Failure to comply with M/WBE and EEO requirements may result in a Department finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages or enforcement proceedings.

Please refer to the NYS Master Contract for Grants - Article IV (J) and Attachment A-1 Program Specific Terms and Conditions - Article X, to review M/WBE and EEO requirements. Required M/WBE and EEO related forms can be found at <http://www.dec.ny.gov/about/48854.html>

- The local government is responsible for designating someone to serve as their Affirmative Action representative. The governing body should make this designation through official means.
- A list of certified M/WBE enterprises can be obtained via the internet from the NYS Department of Economic Development at <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=9885>
- Contracts which meet the established M/WBE-EEO thresholds require the Contractor to submit Quarterly Reports, [http://www.dec.ny.gov/docs/administration\\_pdf/quarterly.pdf](http://www.dec.ny.gov/docs/administration_pdf/quarterly.pdf), detailing payments made by the Prime Contractor to NYS Certified M/WBEs.
- The following M/WBE-EEO “Fair Share” goals are established as follows:  
Minority and Women Owned Business Enterprise (MWBE) Overall Participation Goals:  
Construction/Engineering – 0%  
Commodities – 0%  
Services/Technologies – 0%

Equal Employment Opportunity (EEO) Participation Goals

EEO Minority Workforce Participation Goals (DEC Regions 1- 9) 0%

EEO Female Workforce Participation Goals (DEC Regions 1-9) 0%

DEC M/WBE Compliance

NYS Department of Environmental Conservation

Bureau of Contract and Grant Development/MWBE Program

625 Broadway, 10th Floor

Albany, New York 12233-5028

Phone: (518) 402-9240

Fax: (518) 402-9023

**4. Procurement of Contractors/Subcontractors**

Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money. Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs.

**5. EJ Program Contact Information:**

For more information about the Environmental Justice Capacity Building Grant Program, contact the Office of Environmental Justice at:

DEC Office of Environmental Justice

625 Broadway, 14<sup>th</sup> Floor

Albany, NY 12233-1500

Telephone: 518-402-2600

Email: [justice@dec.ny.gov](mailto:justice@dec.ny.gov)

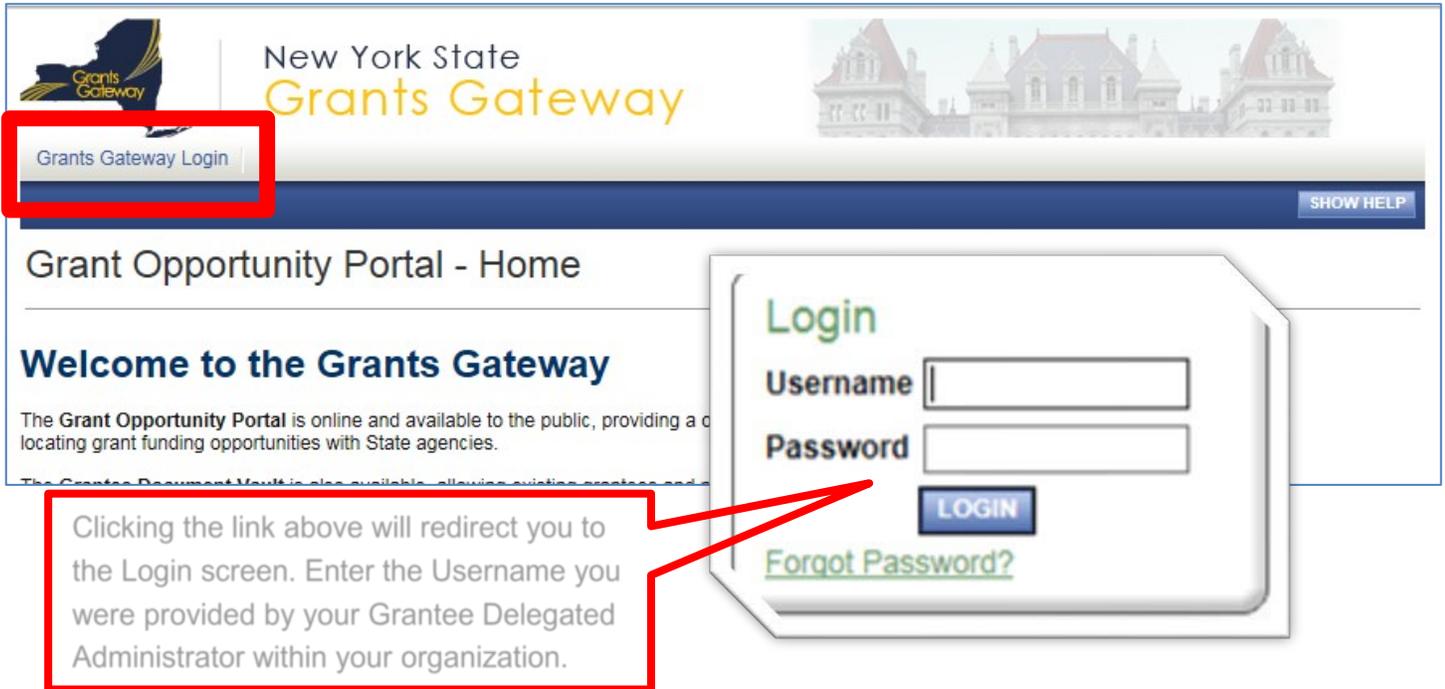
**6. Americans With Disabilities Act**

In the event the monies defined herein are to be used for the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, the Contractor shall comply with all requirements for providing access for individuals with disabilities as established by Article 4A of the New York State Public Buildings Law, Americans with Disabilities Act, and relevant sections of the New York State Uniform Fire Prevention and Building Code. Standards for certain Recreation Facilities are found in the 2010 ADA Standards for Accessible Design while others are found in the Architectural Barriers Act Accessibility Guidelines for Outdoor Recreation Areas <https://www.access-board.gov/guidelines-and-standards>.

## Appendix I - Initiating the Application in the Grants Gateway

### Getting Started

To get started in the [Grants Gateway](#), click on Grants Gateway Login in the upper left hand corner of the screen.



New York State  
**Grants Gateway**

Grants Gateway Login

SHOW HELP

### Grant Opportunity Portal - Home

## Welcome to the Grants Gateway

The Grant Opportunity Portal is online and available to the public, providing a convenient way to locate grant funding opportunities with State agencies.

The Grants Document Vault is also available, allowing existing grant recipients to...

Clicking the link above will redirect you to the Login screen. Enter the Username you were provided by your Grantee Delegated Administrator within your organization.

**Login**

Username

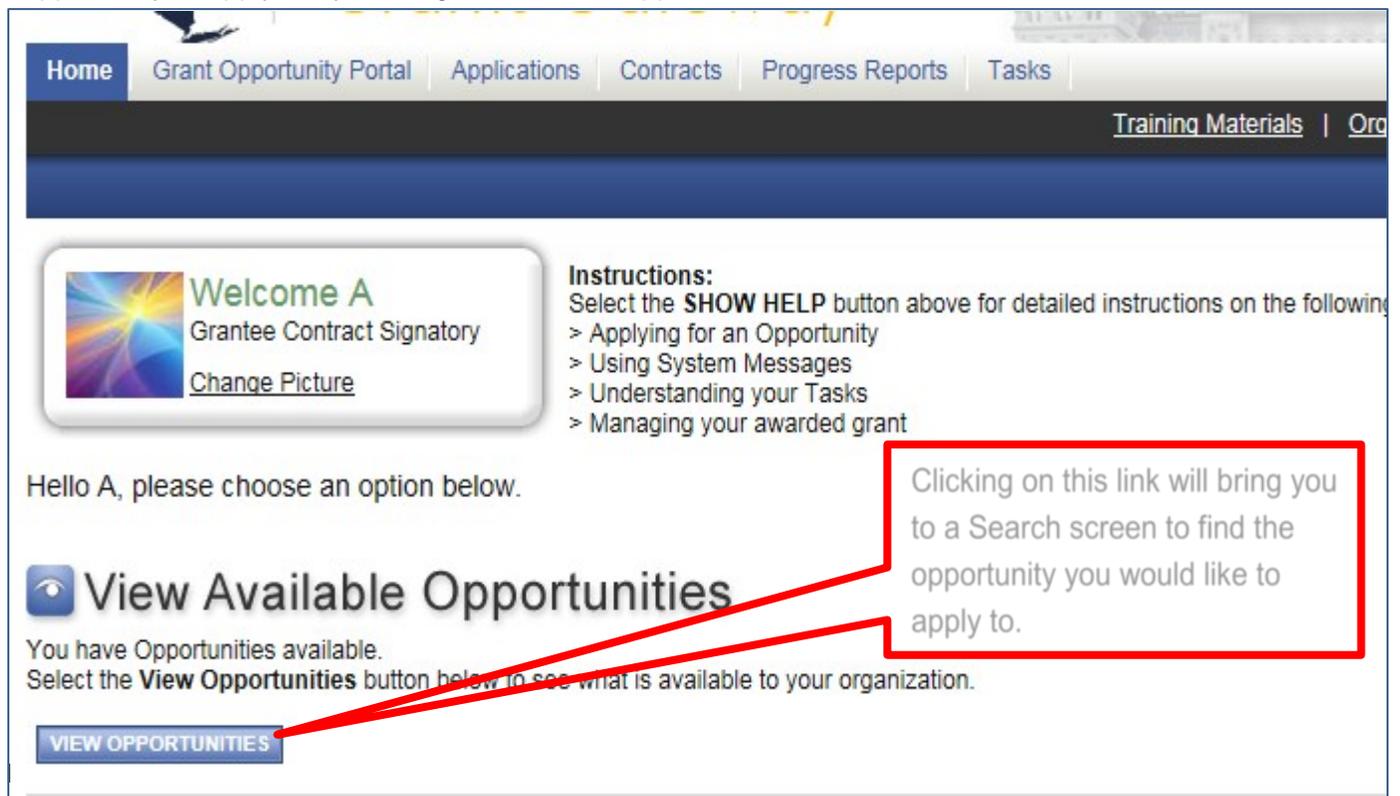
Password

**LOGIN**

[Forgot Password?](#)

### Locating and Initiating an Application

Once you're logged in, you are brought to the Home screen where you begin your search for an opportunity to apply to by clicking on the View Opportunities button.



Home | Grant Opportunity Portal | Applications | Contracts | Progress Reports | Tasks | Training Materials | Org

**Welcome A**  
Grantee Contract Signatory  
[Change Picture](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following:  
> Applying for an Opportunity  
> Using System Messages  
> Understanding your Tasks  
> Managing your awarded grant

Hello A, please choose an option below.

**View Available Opportunities**

You have Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

**VIEW OPPORTUNITIES**

Clicking on this link will bring you to a Search screen to find the opportunity you would like to apply to.

## Appendix II – Scope of Work

Title: Administration of Environmental Justice Capacity Building Grants

Description: Administration of the Environmental Justice Capacity Building Grants to build administrative, technical, and programmatic capacity of grass roots and community-based organizations operating in low-income communities, communities of color, or underserved communities in New York State whose work focuses on environmental justice and environmental improvement.

Term: Anticipated June 18, 2019 to June 17, 2021

Location: New York State, the selected administrator will require grant applicants to demonstrate that their community-based organization is located in or provides services in environmental justice communities or underserved communities (all potential neighborhoods whose demographic, geographic, or economic characteristics impede or prevent their access to open space or experience a disproportionate amount of adverse environmental impacts).

Methodology: Contractor shall implement a capacity building program and administer a competitive grant (maximum of \$50,000 per project), in coordination with the Department, for environmental justice community-based organizations to improve competencies and skills that can make them more effective and sustainable in protecting environmental and public health in their communities. The capacity building and grants program will focus on:

- Advocacy: such as strengthening the ability of organizations to participate in public debates and government decision-making processes; issue-based campaigning; and new mediums of communications.
- Professional Development: such as staff training and education; leadership development; and mentorship.
- Technical Development: such as developing citizen science and crowd-sourced community problem-solving; performing environmental or health assessments; reviewing environmental impact statements and other technical documents; navigating environmental review and permitting procedures; and developing communication techniques for complex science and complex environments.
- Operational and Administrative Development: such as financial management; fundraising strategies; creating effective partnerships; and volunteer management.
- Organizational Development: such as organizational assessments/evaluation of effectiveness; strategic planning; board development; strengthening management systems; and succession planning.

**Request for Applications** - Contractor shall prepare a request for applications targeting environmental justice community-based organizations in New York State within 60 days of execution of a MCG.

**Promote Opportunity** - Contractor shall promote the grant opportunity and conduct outreach to community-based organizations in all regions of New York.

**Review Applications** - Contractor shall collect the grant applications and form a review panel to review the applications. Applications must be reviewed for merit. A representative from the Department shall be a member of the panel. The Department reserves the right to approve each award, and can restrict funding, without cause or justification.

**Technical Assistance/Trainings** - Contractor shall provide technical assistance and work with stakeholders to develop the capacity building program, foster strong proposals, help guide the funded projects, and provide consultation about advocacy, not-for-profit management, strategic planning, board-staff relations, financial management, ethical decision making, fundraising, and public relations.

Deliverables:

1. Develop and implement a capacity-building grant program;
2. Develop and distribute Request for Applications for the grant opportunity;
3. Promote the grant opportunity and conduct outreach;
4. Conduct application review process;
5. Submit voucher for grant funds, announce grants with the Department, enter into grant agreements with grantees, and distribute grant funds; and
6. Provide ongoing support to grantees, and ensure reporting is received from grantees in a timely manner.

Budget

**Amount to be administered to community-based organizations - \$900,000**

**Overhead (10%) [including program administration and Technical Assistance] - \$100,000**

The Department agrees to pay and not to exceed an amount of \$1,000,000 to the Contractor for all services stated in this Contract. The Contractor shall distribute \$900,000 and retain the remaining \$100,000 for program administration/overhead and technical assistance.

In the event that all funding is not used, the funds will be returned to the Department. The Contractor will be required to make a refund to the Department of any portion of amounts advanced under this Contract which are not used or needed to accomplish the Project, based on the Department's determination. A report of why the projects failed or were unable to be accomplished must accompany the unused funds when returned to the Department.

If the Contractor fails to submit a final report within sixty (60) days after the expiration of this Contract, further reimbursements may be withheld by the Department, and upon a determination by the Department that the Contract has been abandoned, all funds previously advanced under this Contract may be due and owing.

Total administrative and technical assistance costs may not exceed \$100,000 (10% of total sum to Contractor for grants). Upon Contract approval the Contractor may request an advance payment of up to 25% of the total amount available for administrative costs. The Contractor may request, on a quarterly basis, advance payments of the remaining balance of the \$100,000 total amount available for administrative and technical assistance costs. The final payment will be paid as a reimbursement. All payment requests must be accompanied by appropriate supporting documentation.

Upon contract approval the Contractor will submit a list of approved grant recipients and the dollar amount to be awarded to each. The Department will review this list prior to making payment. The payment will be in the amount of the total proposed awards.