



Department of  
Environmental  
Conservation

# GUIDELINES AND APPLICATION INSTRUCTIONS

New York State  
Department of Environmental Conservation  
Environmental Justice

Vital Brooklyn Green Job Training Grant

**NYS Grants Gateway Application ID No.:**  
[DEC01-EJVB-2017](#)

**Timetable of Key Events:**

| <b>Event:</b>                 | <b>Date:</b>   |
|-------------------------------|----------------|
| Application Period Begins     | March 23, 2018 |
| Webinar                       | April 10, 2018 |
| Question & Answer Period Ends | June 8, 2018   |
| Award(s) Announced By         | August 9, 2018 |

**Application Due Date: 3:00 pm, June 15, 2018**

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## **1. 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) and 518-402-8556

For technical information regarding Grants Gateway, direct questions to:

Help Desk

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

Include "Vital Brooklyn Green Job Training RFA in the subject line of the email. Questions regarding this grant opportunity will be accepted by the Department until C.O.B. June 8th, 2018 All questions, and answers, will be uploaded in the Grants Gateway application for all applicants to view.

## **Applicant Eligibility**

### **Applicant Eligibility**

An eligible applicant must be a not-for-profit corporation (NFP) community-based organization, or a community-based organization may partner with a NFP that will serve as their fiscal sponsor.

Applicants whom received funding through the 2017 Environmental Justice Green Jobs for Youth RFA are not eligible to apply for this opportunity.

For the purposes of this grant opportunity, a community based organization is an organization that:

- Serves the residents of an area equal to or smaller than a town or city outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City; and
- Cannot have its charter revoked or otherwise be dissolved through the action of another organization; and
- Is able to enter into legal agreements independent of any affiliated nonprofit organization, government body, university or other entity that would be ineligible to apply for this grant; and
- Has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the applicant community group residing in the affected community.

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.

Individuals, municipalities, universities, and unincorporated groups may not apply, but an eligible nonprofit organization, known as a fiscal sponsor, may apply on behalf of an unincorporated community based organization. A community based organization may partner with a New York State nonprofit organization (NFP) that will serve as their fiscal sponsor. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a DEC-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the DEC grant process, including final reporting of grant activity. The unincorporated group completes the project activity.

**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.**

A NFP serving as a fiscal sponsor to an eligible community-based organization must provide, at the time of application, a fiscal sponsor agreement between the community group, otherwise the application will be disqualified in the application pass/fail review. The fiscal sponsor must assume the responsibility for submission of the on-line grant application and must sign a contractual agreement with DEC on behalf of the community group should grant funding be awarded. The NFP fiscal sponsor is not required to have members in the affected community.

### **Fiscal Sponsor Agreement (as applicable)**

A fiscal sponsor letter of agreement must be uploaded with the application by the application due date (if applicable). The letter of agreement must be between the qualifying, eligible community group and the NFP that will serve as the community group's fiscal sponsor. The agreement must state the NFP will serve as the fiscal sponsor and will assume the responsibility for the project application, the performance of work consistent with this RFA and execution of a State of New York Master Contract for Grants or Letter of Agreement. The letter of agreement should be addressed to the NFP applicant serving as the

fiscal sponsor.

## **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 nonprofits to register in the Grants Gateway and complete the Vendor Prequalification process for applications to be evaluated. Information on these initiatives can be found on the Grants Reform Website.

All Applicants must be Prequalified in the Grants Gateway at the time and date that the application is due. Applications received from nonprofit 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 Reform 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 Reform website (<http://www.grantsreform.ny.gov/Grantees>) or contact the Grants Reform Team ([grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov)) for more information about Grants Gateway and Prequalification. The Grants Reform help desk/hotline can be reached at (518) 474-5595.**

### **1. Register for the Grants Gateway**

- On the Grants Reform Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the NYS Grants Reform 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 Reform Team at grantsreform@its.ny.gov. The Grants Reform 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. Refer to Grants Reform Guide entitled [Monitoring and Updating Your Organization's Prequalification Status](#). **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 Reform 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 Reform website - Training Calendar](#)

The Grants Reform 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 Reform Team for additional assistance:

Phone: (518) 474-5595

Email: GrantsReform@its.ny.gov

## **Grant Opportunity General Information and Conditions**

The New York State Department of Environmental Conservation (DEC) is pleased to announce funding for projects that will develop plans and projects to provide job training programs in the green economy to service Central Brooklyn.

### Background

Through Governor Andrew Cuomo's leadership, New York is targeting investment into communities most in need. Central Brooklyn is a New York neighborhood lagging on a number of health indicators including high unemployment and lack of access to green space. This area of Brooklyn is also identified as a potential environmental justice area. Part of the strategy to funnel investment into New York communities is to work with grassroots and community based organizations to empower communities with the keys to improving their environment, including providing environmental education and preparing residents for careers in the green economy. To further the above strategy, DEC is requesting proposals for job training programs in the green economy targeting New Yorkers residing in Central Brooklyn.

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 underserved communities and address disproportionate adverse environmental impacts in those communities.

### Project Objectives

To promote health and environmental improvement in Central Brooklyn, this RFA seeks proposals for job training programs in the green jobs sector. Education plays an important role in the success of communities to promote healthy living and improve environmental quality. As part of a larger investment in healthy food, education and youth development, and job creation in these communities, the Governor increased investments in creative education programs and DEC is requesting applications for the development of programs to provide new opportunities in Central Brooklyn in the green job sector. Applicants should submit proposals for education and training projects for occupational skills sought by employers in the above fields and should demonstrate local and industry demand for the skill set.

Proposals demonstrating a partnership with employers and proposals demonstrating that the proposed training will lead to the acquisition of a nationally-recognized green certification, a skill set certificate, a certificate degree, or a comparable award will receive additional points.

Some examples of fields within the green jobs sector are:

#### Clean Energy

Clean energy comes from sources such as the sun and wind, which are renewable and do not pollute the environment. Training programs in clean energy can be in the fields of energy efficiency, renewable

energy, and advanced technologies. Jobs in clean energy promote energy efficiency, renewable energy, reduced waste and pollution, and improved transit.

### Green Infrastructure

Green infrastructure are strategically planned and managed networks of natural lands, working landscapes, and other open spaces that conserve ecosystem values and functions and provide associated benefits to human populations. Job training in green infrastructure may include the development and implementation of various green infrastructure projects such as rain gardens, permeable pavers, and urban forests. Training may also include planning and conducting restoration of land, including general botanical classes or introductory horticultural classes related to land and stream restoration or indigenous species and native plant re-vegetation; landscaping; and soil science.

### Urban Agriculture

Urban agriculture is defined as growing food and raising animals in cities, accompanied by complementary activities such as processing and distributing food, and collecting and reusing food waste and rainwater. Examples of urban agriculture include: community gardens, urban farms, urban apiary, rooftop farms, vertical farming, backyard chickens for egg production, aquaponics, and hydroponics. Training programs in urban agriculture may include the use of compost and soil amendments and associated sampling, testing, and design considerations, and management techniques.

### **Project Eligibility**

Proposals funded under this RFA will support environmental workforce development and job training programs that will recruit, train, and provide residents of Central Brooklyn with the skills needed to secure full time employment in the green sector such as clean energy, green infrastructure, or urban agriculture. Project proposals and work plans MUST address ALL of the following criteria:

1. Proposals must be for education or training in occupational skills in the green sector. Examples include clean energy, green infrastructure, and urban agriculture; and
2. Proposals must demonstrate that their methods and curricula are aligned with the full skill set sought by employers in the chosen green sector; and
3. Proposals must demonstrate recruitment strategies for participants currently residing in an area meeting the geographic scope; and
4. Proposals must demonstrate local demand for the provided skill set and strategies for job placement and job search assistance; and
5. Eligible projects for grant funding must be located in the Assembly Districts listed below. Maps of the Assembly Districts included in this RFA are provided in Appendix I.  
Proposals must be for proposed programs located in or directly benefitting one of or a combination of the following Assembly Districts (AD) listed under Eligible Project Locations:

Your application must include the following details:

- a.) The exact street location(s) where the project is to be implemented (no P.O. Box) or where the benefit will be provided; and
- b.) A brief (few sentences) description of how the project will benefit the residents of the AD(s) identified.



## **1. Funding**

Approximately \$250,000 is available for Vital Brooklyn Green Job Training Grants. Funding for this grant opportunity is provided from the State's Environmental Protection Fund.

## **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.

The activity for the request must fall within the September 13, 2018 to September 12, 2020. Project expenditures prior to Master Contract for Grants (MCG) start date and after the MCG end date are not eligible for reimbursement or match.

## **3. Minimum and Maximum Award Amounts**

Minimum grant amount is \$25,000; Maximum grant amount is \$50,000

## **4. Application Limit**

Applicants may submit up to three applications, however, only one application per applicant may be funded. Multiple applications may not be for the same project or project location.

## **5. Eligible Project Locations**

Eligible projects for grant funding must be located in the Assembly Districts listed below. Maps of the Assembly Districts included in this RFA are provided in Appendix III.

Proposals must be for proposed programs located in or directly benefitting one of or a combination of the following Assembly Districts (AD):

AD 42 – Assemblymember Rodneyse Bichotte

AD 43 – Assemblymember Diana C. Richardson

AD 53 – Assemblymember Maritza Davila

AD 54 – Assemblymember Erik M. Dilan

AD 55 – Assemblymember Latrice Walker

AD 56 – Assemblymember Tremaine Wright

AD 57 – Assemblymember Walter T. Mosley

AD 58 – Assemblymember N. Nick Perry

AD 60 – Assemblymember Charles Barron

Your application must include the following details:

- a.) The exact street location(s) where the project is to be implemented (no P.O. Box) or where the benefit will be provided.
- b.) A brief (few sentences) description of how the project will benefit the residents of the AD(s) identified.

## **6. 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.
- Award an agreement for any or all parts of the RFA in accordance with the method of award, or withdraw of the RFA at any time at the Department's sole discretion.
- 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 60-90 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.
- The Department reserves the right to reject any or all applications in response to the RFA at the agency's sole discretion.

## **Grant Application Requirements and Conditions**

Applications must meet the following minimum requirements to be eligible:

**Required Qualifications:** The applicant chosen for this project should be a not-for-profit, community based organization located in or providing services in the geographic scope of this proposal. The successful applicant should have a strong track-record of and process for facilitating successful plans and projects. Selection will be based on the scoring criteria identified below and in the Application Evaluation, Scoring and Selection section. Applicants are encouraged to read and understand the criteria before developing a project concept or proposal. Attention to detail in meeting the scoring requirements is strongly advised.

Proposals should address all elements described in the scoring criteria provided below and in the

Application Evaluation, Scoring and Selection section.

**Proposals** that do not contain all of the information requested and/or do not meet the format requirements will be eliminated from the competition

**Timeline:** Provide a detailed timeline for meeting project objectives and identified tasks and listed deliverables. Projects should be completed within the period identified for this RFA. All timelines should be stated in terms of Month #1, #2, #4, etc. rather than specific dates.

**Schedule:** The education and training programs should take approximately 24 months or less, with all final reports and required deliverables received by August 15, 2020. The estimated timeline for this RFA is shown below. Although the project start date is anticipated to be August 16, 2018 this date may change based on the time the actual agreement is established.

|  |                    |
|--|--------------------|
| Proposals Due to OEJ                     | June 15, 2018      |
| Applicants Notified of Funding Decisions | August 9, 2018     |
| Approximate Project Start                | September 13, 2018 |
| End Date                                 | September 12, 2020 |

## 1. Expenditure Based Budget

Applicants must complete an itemized budget in the NYS Grants Gateway that provides details and brief justification of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the State grant share and expenses comprising other funding sources. 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). Include an explanation of how indirect costs are calculated. Justify subcontracts, if any. 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.

Identify and describe current and pending financial resources (including the source) for any cost share or matching funds that are intended to support the project. While cost share or matching funds are not required, proposals including cost share 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.

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 including vendor quotes.

## 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

may include anticipated time frames in meeting project objectives, tasks and deliverables. Time frames must be consistent with the timeline applicants are required to upload (if applicable) in the Grant Gateway.

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 demonstrating partnerships with employers or other organizations will receive additional points. Letters demonstrating the partnership must be uploaded as a single pdf file in the Grants Gateway by the application due date.

### **4. 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.

### **5. Pre-Submission Upload: Smart Growth Infrastructure Policy Act**

New York State's Smart Growth Public Infrastructure Policy Act (ACT), Environmental Conservation Law Article 6, requires the Department and all State infrastructure agencies to assess whether each public infrastructure project that receives state funding is consistent with the State Smart Growth Public Infrastructure criteria specified in the Act, or that compliance is considered to be impracticable, before making any commitment to fund such project(s).

In the Grants Gateway pre-submission upload section of the application, ALL applicants must download, complete and save the Smart Growth Assessment form, prior to uploading the completed form back into the Grants Gateway. Important note: Be sure to check the form after uploading to ensure the correct file is uploaded, and is completed as required.

## **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 pass/fail criteria, it will receive further evaluation and scoring by at least three 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 115 points. The DEC reserves the right to not award funding to applications scoring less than 60 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. Partnership, REDC, skill set certification, 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 applicants having the highest final scores will be selected to receive grant funding.

**Tie Breaker:** If there is a numerical tie in the ranking of multiple applications and there are insufficient funds to award grants to all of the tied applications, DEC will select the application having the earliest application electronic submission date and time.

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

#### **PASS/FAIL EVALUATION CRITERIA:**

An eligible application for the Vital Brooklyn Green Jobs 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 and applicable 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 to be considered eligible, including a NFP who will serve as the eligible community-based organization’s fiscal sponsor. Was the NFP applicant prequalified in the Grants Gateway by the application due date? (pass/fail)
- **Fiscal Sponsor Agreement:** A NFP fiscal sponsor is responsible for submitting the application on behalf of the eligible community-based organization. The NFP sponsor must have their own Grants Gateway registration and document vault prequalification and must have uploaded a signed fiscal sponsor agreement with the eligible community-based organization. Did the applicant provide, if applicable, a fiscal sponsor agreement? (pass/fail)
- **Does the community-based organization meet all of the following eligibility criteria?** (pass/fail)
  - Serves the residents of an area equal to or smaller than a town or city outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City; **and**
  - Cannot have its charter revoked or otherwise be dissolved through the action of another organization; **and**
  - Is able to enter into legal agreements independent of any affiliated nonprofit

- organization, government body, university or other entity that would be ineligible to apply for this grant; **and**
  - Has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the applicant community group residing in the affected community. (A NFP serving as a fiscal sponsor is not required to have members in the affected community.)
- Location: Is the proposed project located in one of or a combination of the following Assembly Districts (AD)? (pass/fail)
  - AD 42 – Assemblymember Rodneyse Bichotte
  - AD 43 – Assemblymember Diana C. Richardson
  - AD 53 – Assemblymember Maritza Davila
  - AD 54 – Assemblymember Erik M. Dilan
  - AD 55 – Assemblymember Latrice Walker
  - AD 56 – Assemblymember Tremaine Wright
  - AD 57 – Assemblymember Walter T. Mosley
  - AD 58 – Assemblymember N. Nick Perry
  - AD 60 – Assemblymember Charles Barron

**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:

**EVALUATION CRITERIA (A maximum of 75 points)**

**DEC will award projects up to 75 points based on the following criteria:**

- 1) Training Program Description: Describe the proposed job training program including the occupational skills to be acquired.
  - a. The proposal demonstrates that their methods and curricula are aligned with the full skill set sought by employers in the targeted field.....15 points
  - b. The program will provide training in some skills sought by employers in the targeted field .....7 points
  - c. The program will not provide training in skills sought by employers in the targeted field or the program and methods are poorly described.....0 points
  
- 2) Placement/Retention: Describe the local and industry demand for the skill set your program will provide and discuss the job search support and resources for participants of your job training program including how your program will assist with initial job placement and support and track graduates.
  - a. The applicant demonstrated local and industry demand for the skill set their program will provide and provided a detailed job search, placement, and support services plan for program participants.....15 points
  - b. The applicant discussed general demand for the skill set their program will provide and generally described job search, placement, and support services .....7 points
  - c. The applicant did not demonstrate demand for the skill set their program will provide or their job search, placement, and support services are poorly described.....0 points
  
- 3) Knowledge and /or Skills: Does the applicant demonstrate the knowledge and skills

and/or track record to successfully undertake a project of this nature?

- a. Very well qualified and/or proven track record for this type of project.....15 Points
- b. Qualified and /or satisfactory track record.....7 Points
- c. Project methods are not described in detail to determine their potential effectiveness, not well qualified and/or poor track record .....0 Points

4) Implementation: Provide timelines, roles and responsibilities for implementing the proposed training and describe your proposed program’s goals and objectives including how you plan to evaluate the outputs and outcomes of the training program. For example, discuss the number of anticipated participants you expect to enroll, the number of students anticipated to complete the program, and your targeted job placement rate for graduates.

- a. The project’s goals and objectives are clearly defined and the applicant appears to have the capability and expertise to achieve the project within the proposed time frame and with other sources of funding described in the budget.....15 points
- b. The project’s goals and objectives are not clearly defined but seem reasonable, or the applicant appears to be able to achieve most but not all of the goals and objectives from this grant and other funding sources described in the project budget.....7 points
- c. The project does not have reasonably achievable goals and objectives, or the applicant does not appear to have the capability or expertise to accomplish at least half of the project’s goals.....0 points

5) Recruitment and Screening: Describe the marketing strategy of your training program and steps you will take to recruit students. Discuss the screening, retention, and attrition strategies and processes you will use to select and maintain students.

- a. The project is likely to successfully recruit and train the applicant’s targeted number of participants and the applicant provided a detailed recruitment plan and strategies for screening, retention, and attrition .....15 points
- b. The project may be successful in recruiting the applicant’s targeted number of participants and the recruitment, screening, retention, and attrition strategies were generally described.....7 points
- c. The project will not be successful in recruiting the applicant’s targeted number of participants or the recruitment, screening, retention, and attrition strategies were not well described.....0 points

**Cost Effectiveness – 25 points**

Provide the budget for the proposed training program including thorough details of the estimated project-related costs. Proposed projects with clearly written budgets that are deemed cost effective will receive higher points. How well does the budget demonstrate value for cost? Cost effectiveness will be evaluated from the standpoint of both cost and value. Eligible costs are provided below in the Eligible and Ineligible Expenditure section. To sufficiently respond to this question, applicants are encouraged to upload documentation to support specific budget items, such as standard government wage rates, current market prices for equipment and cost-estimates from potential contractors.

- a) Budget is well-balanced, does not contain any extraneous expenses and supports objectives, tasks and performance measures identified in the project work plan.....10
- b) Applicant provided more than one quote from vendors/contractors for the work to be completed, and the lowest cost estimate was used for the application.....5
- c) Cost to benefit ratio is appropriate for the complexity and size of the project.....5
- d) Anticipated benefits are at a scale and cost equivalent to the fair market value of the proposed budget.....5
- e) Budget is not cost-effective, is confusing, extraneous, excessive or not well aligned with the project purpose.....0 Points

**Partnerships – 5 points**

Describe your plan for involving the affected community, academic institutions, and the employer community in the development of your proposed training program and in the implementation of your program. Discuss any partnerships you have with employers to hire graduates of your proposed program. Please provide letters of support from prospective employers and community partners.

Has the applicant demonstrated a partnership or described a plan to involve the affected community, academic institutions, and the employer community in the development and implementation of their training program?.....5 Points

**Skill Set Certification – 5 points**

Indicate whether your job training proposal will lead to acquisition of a nationally-recognized green certification, a skill set certificate, a certificate degree, or a comparable award.

Has the applicant demonstrated that that the job training proposal will lead to acquisition of a nationally-recognized green certification, a skill set certificate, a certificate degree, or a comparable award?.....5 points

**Regional Economic Development Benefit - 5 points**

Has the applicant demonstrated the project implements part of a Regional Economic Development Council (REDC) Plan and has the necessary supporting REDC application information been provided?.....5 Points

**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

Provide a complete, detailed budget. Along with this budget, provide a brief justification for the proposed costs in terms of meeting project objectives. Include an explanation of how indirect costs are calculated. Justify subcontracts, if any. Identify and describe current and pending financial resources (including the source) for any cost share or matching funds that are intended to support the project.

1. **Personal Services Salary.** Personal refers to employees working directly for the grantee and may include project coordinators, faculty/instructors, in-house education/training staff, and support staff such as lab or teaching assistants. Staff who spend a portion of their time working directly for the grant must maintain time records documenting the amount of time performing grant-related work.
2. **Fringe Benefits.** Fringe benefits consist of allowances and services provided by employers to their employees as compensation other than salaries of staff whose salaries are directly charged to this grant. Fringe benefits include the costs of leave, employee insurance, pensions, and unemployment benefit plans. 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. **Contractual.** Contractual services include all services performed by individuals or firms considered to be professional or semiprofessional in nature. A written agreement is required. Contractual services (e.g., an adjunct professor or guest lecturer) related directly to education/training 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. **Curriculum Development.** Curriculum development includes all contractual, personal and fringe benefit direct costs directly attributable to the development or modification of curricula to be used in program courses and should be categorized under Contractual or Personal Services respectively.
6. **Recruitment.** Recruitment refers to finding and referring individuals to training programs. If this work is completed by a staff member it should be categorized under personal services salary/fringe, while any non-staff time/services spent on recruitment should be categorized under Contractual.
7. **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 (including on-the-job training), etc. and should be categorized in the B-1 Summary according to expense type. Applicants may budget a portion of funds for basic skills education/training, including adult basic education, developmental education, and related services.
8. **Support Services.** Support services include services such as transportation, child care, dependent care, and needs-related payments that are necessary to enable an individual to participate in training activities. They, however, do not include wage subsidies. Applicants may budget up to 5 percent of funds for support services. Support services should be categorized under

Other.

9. Placement/Retention Services. Placement services refer to activities that assist in placing participants in employment and may include assisting participants with resumes, hosting job fairs or otherwise engaging employers, and referring participants to employers. Retention services refer to supportive services to ensure that participants, once placed, remain employed. This should be categorized under Personal Services or Contractual Services.

10. Travel. Travel expenses are incurred specifically to carry out the performance of this grant. Examples of travel costs are transportation, lodging, subsistence, and related items incurred by employees traveling on official business to carry out the performance of this grant. Note that the grant will not pay for travel to conferences or other professional meetings or any travel outside New York State.

11. Supplies and other direct costs. Supplies or other direct costs referred to in this category include all tangible and expendable personal property other than equipment, such as pens, pencils, paper, printers, ink, textbooks, etc. Supplies should be categorized under Other.

12. Grant Administration Costs: Administrative costs incurred by a fiscal sponsor for administering the grant or assisting in the project. Costs claimed by the fiscal sponsor to administer the grant that are paid from grant funds are limited to management and recordkeeping of grant funds, preparation of grant contract documents and preparation and submittal of mandatory reports on funded projects as specified in the grant contract. Administrative costs cannot exceed 10 percent of the total grant award and should be clearly identified as 'Administrative' costs in the Personal Services or Contractual Services budget category.

## **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. Indirect costs: indirect (overhead) costs such as: utilities, office rent, insurance). Rent for facility or space use outside of your office for the proposed project may be included and should be categorized under Other.
3. Costs of preparing the 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 grant contract.
5. Legal costs related to the commencement of or participation in any action before a municipal, state or federal court or other agency.

## **Grant Program Reporting**

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.

Quarterly Expenditure Reports, detailed by object of expense as defined in the MCG Attachment B-1 Expenditure Based Budget, must accompany the quarterly Narrative Reports, no later than 30 days from the end of the calendar quarter. 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 - 90 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 HRE 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 MGC 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/>, 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 are waived for this opportunity**

The Department is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (“M/WBE 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 (“M/WBEs”). 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%

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. 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**



















