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### **FREQUENTLY ASKED QUESTIONS**

1. **Question:** Is there a matching requirement?

**Answer:** Yes, there is a matching requirement of 15% of the requested grant funds. You can find more information about the match on pages 4 and 22 of the RFA.

2. **Question:** Does the match have to be cash, or can it be in-kind (or a combination of both)?

**Answer:** Either cash or in-kind (or a combination of both) can be identified as match contribution.

3. **Question:** What is the project period of the grant?

**Answer:** The project period is two years, anticipated December 1, 2019 through November 30, 2021.

4. **Question:** Can the same applicant apply for more than one grant?

**Answer:** Yes, but there is a limit of up to three applications per applicant. Multiple applications cannot be for the same project or project location. Note the award limit condition in the RFA. Under this condition, applicants will be eligible to receive one award until all qualifying awards are made at one per grantee. In the event funding remains, additional grants for qualifying projects will be awarded to an entity already receiving a grant award in this grant round, starting with the next highest scoring application.

5. **Question:** Is there a way to print the application to review it before starting an application online?

**Answer:** No, you are only able to view the application after starting it in the Grants Gateway.

6. **Question:** Is digitizing maps eligible under this opportunity?

**Answer:** Map digitization can be conducted as part of a planning project, but maps on their own would not be a sufficient deliverable. The principal deliverable must be a plan.

7. **Question:** I am not sure how to complete the boxes in the personal services budget, such as % funded and # of months funded. Is there some guidance for completing this information?

**Answer:** Yes, there is a very thorough video that explains the personal services budget form and how to calculate these fields: <https://www.youtube.com/watch?v=0b1btPFdHMu>.

8. **Question:** In terms of calculating the 50% cap on water quality monitoring expenses, is the cap limited to expenses directly related to monitoring (such as monitoring equipment, supplies, and staff time to do monitoring), or does it also include expenses that would be considered more indirect, such as time to write the QAPP, time to coordinate and plan for the monitoring, or time to analyze and write up results?

**Answer:** Any expenses related to monitoring, whether direct or indirect, will be considered toward the 50% cap on monitoring expenses. It is recommended to identify which costs are associated with monitoring as separate line items in the budget, so that the allocation is clear.

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**9. Question:** We are a for-profit organization that is not eligible to receive a grant, but we would like to partner with an eligible organization. Is a list of eligible organizations available?

**Answer:** Records of previous Hudson River Estuary grants are posted at the bottom of the grants web page: <http://www.dec.ny.gov/lands/5091.html>. The postings are organized by year, and contain the information about the organization, location, amount, and project description of each grant.

**10. Question:** Are we able to submit letters of support after the deadline? I'm not sure if we will have all of our letters in time for the deadline.

**Answer:** We are only able to accept letters that are uploaded as part of the application in the Grants Gateway. Any letters sent outside the Grants Gateway, whether before or after the deadline, are not included in the application for review.

**11. Question:** When I try to view the application using the "Print Application" link on the Forms Menu, the Work Plan Properties section does not contain the information I entered in the Work Plan Properties Form. Is the work plan detail being saved in the application?

**Answer:** *This is a technical glitch in the system.* Work plan detail that is entered in the Work Plan Properties screen is being saved, and will be generated as part of the application file. The only way to view and/or print the work plan properties currently is on that page itself. If the system status changes, this FAQ will be updated accordingly. After submitting the application, you can review the application in full by downloading the PDF found under the "Application Versions" link on the Forms Menu.

**12. Question:** Do you have a sample letter of support or sample municipal resolution that can be used as a guide for this grant opportunity?

**Answer:** Yes, see the following sample, which can be modified as needed.

Example Letter:

To Whom It May Concern:

The [Name] Town Board enthusiastically supports the [Name] Conservation Advisory Council's (CAC) application for technical assistance from the NYSDEC Hudson River Estuary Program to help [create/update] a Natural Resources Inventory (NRI).

Information about the Town's natural resources – groundwater, streams, mineral resources, wetlands, farmland, habitats, plants, and wildlife – can inform land use planning and decision-making and serve as an education tool.

The NRI will be prepared by members of the CAC under the guidance of the NYSDEC Hudson River Estuary Program, which will help facilitate data acquisition and management and supervise a GIS intern to create a series of resource maps at no cost to the Town. [Some information about the CAC's qualifications to oversee the project].

Thank you for considering the Town of [Name]'s application to support this worthy project.

Sincerely,

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Signature

Example Resolution:

WHEREAS, the [Name] Conservation Advisory Council (“CAC”) has requested that the Town Board authorize the CAC to apply for a Natural Resources Inventory (“NRI”) technical assistance opportunity from the New York State Department of Environmental Conservation (“NYSDEC”) Hudson River Estuary Program, and

WHEREAS, an NRI contains information about a town’s natural resources – groundwater, streams, mineral resources, wetlands, farmland, habitats, plants, and wildlife – that can inform land use planning and decision-making and serve as an education tool, and

WHEREAS, the NYSDEC Hudson River Estuary Program will provide guidance and facilitation on the steps to create a basic NRI, facilitate data acquisition and management, and supervise a GIS intern to create a series of resource maps at no cost to the Town, and

WHEREAS, members of the CAC have committed to volunteer for the project and will be responsible for public outreach, local research, map review, and writing the NRI report,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Town Board of [Name] does hereby agree to participate in the application for the NRI technical assistance opportunity and authorizes the CAC on behalf of the Town to work with NYSDEC to help [create/update] a Natural Resources Inventory.