

**FREQUENTLY ASKED QUESTIONS**

1. **Question:** Is engineering, design, or planning an eligible expense for culvert mitigation/right sizing (HREP Project Type 5 / DMR Project Type 7)?

**Answer:** Engineering, design, or planning for culvert mitigation/right sizing is not eligible under the RFA. Funding for Project Type 5 and Project Type 7 is limited to shovel-ready projects.

2. **Question:** Are fish ladders an eligible project in the Hudson River Estuary?

**Answer:** No, fish ladder projects are not eligible in the Hudson River Estuary. Fish ladders are eligible in the Division of Marine Resources priority areas (DMR Project Types 4-6).

3. **Question:** Is the Mecox Bay watershed in Long Island an eligible location for a project?

**Answer:** Yes, the Mecox Bay watershed is included in the DMR priority areas.

4. **Question:** Would a project to restore eel habitat in the Upper Delaware River be eligible?

**Answer:** No, this area is outside of the eligible boundaries of the RFA.

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

**Answer:** Yes, there is a matching requirement of 5% of the requested grant funds. You can find more information about the match on pages 5 and pages 23-24 of the RFA.

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

**Answer:** The anticipated project period is October 1, 2018 through September 30, 2021.

7. **Question:** Is it possible for the DEC to reimburse contractors directly, or does the DEC have to reimburse the grantee first (who then will reimburse its contractors)?

**Answer:** The grant is reimbursable to the prime grantee only. The state is not able to reimburse a grantee's contractors directly. In reporting, the grantee will need to demonstrate that contractors were paid before the reimbursement can be made.

8. **Question:** Will the DEC provide information on the awardees of this grant opportunity?

**Answer:** Shortly after the awardees are announced (anticipated later this summer) HREP will post an updated awardee list for 2018 at the bottom of this web page: <http://www.dec.ny.gov/lands/5091.html> (under "Estuary Grants Program History", "Past Recipients and Their Projects").

9. **Question:** How do we include a contractor in the budget if that contractor is not known at this time?

**Answer:** The identity of the contractor does not have to be known at time of application. It is expected that an applicant will need to follow appropriate procurement procedures to secure a contractor, and most of the time that does not occur until the project is already underway. For purposes of the application, you may indicate "Contractor TBD" in the budget line. If you have multiple TBD contractors

(these need to be itemized individually in the budget form), you should include one or two words to identify what the contractor will do (such as “Contractor TBD, engineer” or “Contractor TBD, construction services”).

**10. Question:** Where can I find the eligible boundaries and priority culvert data for the Hudson River Estuary?

**Answer:** The Hudson River Estuary boundary can be queried using the searchable map available at <http://www.dec.ny.gov/pubs/103459.html> (Data Set titled “Hudson River Estuary Grant Program boundaries” listed under the “Misc. Environmental Maps” Section).

Data on assessed crossings in the Hudson watershed is available using the web map at <https://wri.cals.cornell.edu/hudson-river-estuary/watershed-management/aquatic-connectivity-and-barrier-removal-culvert-dams>.

**11. Question:** Where can I find the sample municipal endorsement noted on page 14 of the RFA?

**Answer:** The sample municipal endorsement is attached to this FAQ.

**12. Question:** Can you clarify whether all three of the following documents are required as proof of permission if the property is not owned by the applicant, and the property owner is a municipality?

- i. A resolution by the municipality supporting the project.
- ii. A signed Municipal Endorsement. A municipal endorsement provides authorization for the not-for-profit to conduct the proposed project on municipal property. A sample municipal endorsement can be downloaded and viewed in the Pre-submission Upload section in the Grants Gateway.
- iii. A letter on municipal letterhead from the municipal chief operating officer providing authorization for the applicant to conduct the proposed project on municipal property.

**Answer:** You do not need to provide all three versions of proof. Only one is required.

**13. Question:** What Grant Opportunity do I choose in the Grants Gateway to submit my application?

**Answer:** There are two separate grant opportunities in the Grants Gateway for this RFA. Applications for projects in the Hudson River Estuary should be submitted under DEC01-HRER23-2018, “Hudson River Estuary Program Round 23 2018 Grants for Tributary Restoration and Resiliency.” Applications for projects in the Marine Resources Priority Areas should be submitted under DEC01-DMRTRB-2018, “2018 Division of Marine Resources Grant for Tributary Restoration and Resiliency.” Make sure you choose the appropriate grant opportunity for your application.

**14. Question:** Please explain what is required for the percent effort and number of months funded fields of the Expenditure Budget.

**Answer:** The “percent effort” and “number of months funded” calculations should show the total effort the individual is contributing toward the grant, including grant funds and match funds. Example: A Project Manager works full time and is paid \$80,000 annual salary. They will spend 25% of their time on the project, with 15% as reimbursable and 10% as match. There are two different ways to present the data, depending on how the work will be performed:

**\*FINAL\***

ROUND 23 TRIBUTARY RESTORATION & RESILIENCY

HUDSON RIVER ESTUARY PROGRAM (HREP)  
and DIVISION OF MARINE RESOURCES (DMR)

Employee will devote 25% of their time over the course of the whole year:

% Funded = 25%

# of Months Funded = 12.0 months

Grant Funds = \$12,000.00 (15% of \$80,000)

Match Funds = \$8,000.00 (10% of \$80,000)

Line Total = \$20,000.00

Employee will devote 100% of their time over the course of 25% of the year:

% Funded = 100%

# of Months Funded = 3.0 months (25% of 12 months)

Grant Funds = \$12,000.00 (15% of \$80,000)

Match Funds = \$8,000.00 (10% of \$80,000)

Line Total = \$20,000.00

### **Sample: Municipal Endorsement**

The Municipal Endorsement is required for non-municipal projects located on municipal property. This endorsement must accompany the completed application. (Acceptable municipal endorsement for use when applicant is not a municipality.)

Resolution No. \_\_\_\_\_

**WHEREAS**, the (*applicant name*) is applying to the New York State Department of Environmental Conservation for a project grant under the Hudson River Estuary Program to be located (*insert location*), a site located within the territorial jurisdiction of this (*Board, Council or Legislature*); and

**WHEREAS**, as a requirement of this program, said (*type of applicant*) must obtain the “approval/endorsement of the governing body of the municipality in which the project will be located”,

**NOW, THEREFORE**, be it resolved that the (*Board, Council or Legislature*) of (*municipality*) hereby does approve and endorse the application of (*applicant name*) for a grant under the Round 23 Hudson River Estuary Program for a project known as (*project title*) and located within this community.

(Date of Adoption and Certification of Clerk)