

Q & A as of 8/21/17

Finding and Starting the Application

Where do I find the grant application?

You may access the grant opportunity on the New York State Grants Gateway. Go to <https://grantsgateway.ny.gov> and log in if you are already registered with the Grants Gateway. If you are not registered please select the Request Access Now button under the Registration heading and follow the instructions. Once you are logged in you may select Search and enter “green jobs” into the search field. Or you may select Browse and scroll until you find the 2017 Environmental Justice Green Jobs for Youth in EJ Areas opportunity. The opportunity ID is DEC01-EJJobs-2017.

I am registered in the Grants Gateway and found the grant opportunity but I cannot start or access the application.

The most common issue with not being able to start the application is the role you are logged into the Grants Gateway. You must be logged in as either the Grantee, Grantee Contract Signatory, or Grantee System Administrator to start the application. Once you are logged in as one of the above roles you may select the Apply For Grant Opportunity button.

If your organization recently registered and received an email with log in information, the log in information is for the Delegated Administrator role. The Delegated Administrator does not have the ability to start an application. To start an application the Delegated Administrator must create and assign one of the following roles that have the “start application” ability: Grantee, Grantee Contract Signatory, or Grantee System Administrator.

For more information on starting the application and creating additional roles please reference the Grantee Quick Start Guide of the Grantee User Guide available here:

<https://grantsreform.ny.gov/Grantees>.

I am registered and logged in to the Grants Gateway in one of the three roles that can start the application (Grantee, Grantee System Administrator, or Grantee Contract Signatory) but the “Apply for Grant Opportunity” button has not appeared.

If you do not see the “Apply for Grant Opportunity” button please go to your home page and click on “View Opportunities” listed under View Available Opportunities. From that page you may search for “green jobs” to pull up the grant opportunity. Click on the 2017 Environmental Justice Green Jobs for Youth in EJ Areas opportunity. On the opportunity page you will see the “Apply for Grant Opportunity” link on the bottom left side of the page.

Applicant Eligibility

My public authority operates throughout the five boroughs of New York City. Would this disqualify us from being eligible to apply for this grant?

Please note the eligibility requirements found in the Request for Applications. To be eligible for this grant opportunity the applicant must be a not for profit community based organization or a community based organization with a not for profit fiscal sponsor. One of the eligibility requirements is that the community based organization: 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.

A public authority operating throughout all five boroughs of New York City is not eligible for this grant opportunity. However, the organization may partner with an eligible community based organization.

My organization has an existing program and receives funding from another entity. Can we apply for these funds?

Yes. Existing programs or projects that meet the eligibility criteria may be funded under this grant opportunity. In the budget section of the application current and pending financial sources that are intended to support the project should be identified and described. Costs that are paid from other state or federal funding sources are not eligible for reimbursement.

What is the difference between a nonprofit and a community based organization? Are there some sort of federal, state or composition that qualifies a nonprofit as a CBO?

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.

In order to receive funding under this grant opportunity the community based organization applicant must also be a not for profit meaning that: the organization 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.

An unincorporated community based organization may partner with an eligible not for profit organization known as a fiscal sponsor who may apply on behalf of an unincorporated community based organization. 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.

My organization does not have members. Do I meet the “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” eligibility criteria?

If your organization does not have membership please reference your population served. Another way to state the criteria is - more than 50% of the people served by your organization live in the same community your organization provides services.

What does “serves residents” mean for the applicant organization?

The eligibility requirement in question: “[s]erves 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” is looking at the geographic range of your organization. Another way to state it is that an eligible organization provides services in 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. If your organization is a New York City wide organization or a statewide organization or a county wide organization it would not be eligible for funding under this opportunity.

We are a 501c3 organization who is interested in applying for this grant but we are not sure what the difference is between the 501c3 and the NFP (Not-For-Profit Corporation). Can you clarify the difference or help us identify the CBOs if our organization can not apply for the grant on our own?

To be eligible for funding the applicant organization must be a not for profit. A not for profit (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.

If you are an organization that meets the rest of the eligibility requirements (below) but do not have 501c3 status you may have a fiscal sponsor apply on your behalf. A 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.

Eligibility Requirements:

- 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.

We do not want to appear as if we are endorsing a particular group because this is a competitive grant so we cannot identify community based organizations for you.

Location

According to the application process, we not only have to identify the location for the project by zipcode, "Applicants must upload a map or other authoritative documentation (report or documentation issued by a local, state, or federal government agency)" Can we submit the map that was provided by the RFP or do we have to obtain a different map from one of these sources?

You may upload any map that clearly identifies the location where you provide services.

Project Timeline/Grant Period

Please confirm that the 24 month project period for this program runs from January 1, 2018-December 31, 2020, as described on page 12 of the RFP, and not January 1, 2017, through December 31, 2019, as described on page 14 of the RFP.

The 24 month period for this program runs from January 1, 2018 to December 31, 2020. We will correct the discrepancy on page 14.

The period from January 1, 2018 through December 31, 2020 is a 36 month period. Please confirm whether the 24 month project period of an application may occur any time within this time period. For example, would a project period of July 1, 2017 – June 30, 2019 be an acceptable 24 month period?

Any period of time falling within the contract period is acceptable. Your project timeline may be shorter than the contract period.

Pre Bidder's Conference

What is the pre-bidders conference?

The pre-bidders conference is an interactive webinar that will cover the process of applying for the grant opportunity on the Grants Gateway. If you are not familiar with the Grants Gateway this webinar may be useful.

Application Limit

Regarding the application limit on the Green Jobs for Youth, the RFP states that an organization can submit up to 3 applications. It also says multiple applications may not be for the same project or project location. My organization would be applying for more than one project but they would both be servicing North/Central Brooklyn but at different locations in that neighborhood.

It would be within limits of RFA to submit for two distinct projects at two different locations in the same neighborhood.

If an organization is submitting 2 applications but the target location of the constituents to be served live in different zip codes, is this okay?

If you are submitting two separate applications the applications may be for different zip codes.

Fiscal Sponsor

Our non profit is pre-qualified in grantsgateway for this opportunity. Is it possible for us to be the fiscal sponsor for other organizations who would like To apply for a different green opportunity under this grant along with our Application?

You may be the fiscal sponsor to another organization and apply for your organization as long as the applications are not for the same project.

Per the RFA (p.4 and p.8) you can submit up to three applications but multiple applications may not be for the same project or project location. Since the fiscal sponsor is required to be the applicant in the Grants Gateway the application for the sub-organization would count towards one of the three allowed applications.

If an eligible CBO is also a 501c3 not-for-profit, may the CBO still elect to apply to this funding opportunity through a separate 501c3 Fiscal Sponsor, or is an incorporated CBO required to apply through its own incorporated 501c3?

An eligible CBO may partner with other CBOs or have a fiscal sponsor but the relationship must be identified and only one organization may be the applicant.

Upload Requirements

Is the Smart Growth upload a requirement?

Yes. All applicants must fill out the Smart Growth Form and upload the completed form to the Grants Gateway.

Is the Work Plan upload a requirement?

No. The work plan document is provided for your convenience to assist in organizing your proposed project objectives.

Budget

Are there any guidelines on the per participant cost? Is there an expectation or requirement to leverage funding on this application?

There is no match requirement for this grant. We do not have any guidelines on per participant cost but we do consider cost effectiveness of the project during application review. For further information on cost effectiveness please see below from the RFA.

Cost Effectiveness – 20 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 plan5 Points
- 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 Points
- c) Cost to benefit ratio is appropriate for the complexity and size of the project.....5 Points
- d) Anticipated benefits are at a scale and cost equivalent to the fair market value of the proposed

budget.....5
Points

e) Budget is not cost-effective, is confusing, extraneous, excessive or not well aligned with the project purpose.....0 Points

Does this grant cover stipends for trainees? If so, under what budget line should it be included?

Stipends for trainees are eligible costs and can be included in the Education/Training budget line.

Does equipment for the education / training contractor get included under education / training fee / budget, or is it part of the overall equipment budget?

Equipment that you are purchasing or renting using grant funds including those used for the contractor should be included as part of equipment budget.

Fringe Benefits: Page 20 states that fringe benefits are limited to 15 percent of the staff salary. Can you please confirm if the maximum fringe benefit allowance for staff is capped at 15%?

For the purposes of this grant opportunity, grant funds can be used for fringe benefits but are capped to 15 percent of the staff salary. Additionally, paid staff, including fringe benefits, to any individual person cannot exceed 30 percent of the total grant award.

Page 22 under “Ineligible Project Expenditures” states that indirect costs (overhead) such as utilities, office rent, and insurance are not allowed. Given that grant administration costs are allowable up to 10%, would our agency (which does not require a fiscal sponsor) be allowed to include any type of administrative costs in a project budget?

Administrative costs for management and recordkeeping of grant funds, preparation of grant contract documents and preparation and submittal of mandatory reports are allowable but cannot exceed more than 10% of the total grant award.

The Guidelines and Application Instructions mention cost matching in a number of places. What are the cost matching requirements for this funding program, if any?

There is no cost match requirement. The space is provided if your proposed project does have additional funding.