



Department of  
Environmental  
Conservation

# REQUEST FOR APPLICATIONS

## 2022 Regenerate NY Forestry Practices Cost Share Grant Program (Round 2)

Open Period Begins: 2:00pm, April 29, 2022

### NYS Grants Gateway ID

DEC01-RNY2-2022

### Available NYS Grants Gateway Training Webinar Information:

Topic: NYS DEC Forestry Cost Share Program 2022 Application Webinar and Grants Gateway Instruction

Date: Friday, May 6, 2022

Time: 10:00AM, estimated 2 hours

Meeting number (access code): 161 635 1377

Meeting password: vyVVJRh4Y68

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To join the online meeting (Now from mobile devices!)  
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1. Go to <https://meetny.webex.com/meetny/j.php?MTID=m5cef4c41af36d73a4c404afce1951440> or join by phone (518-549-0500)
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password:
4. Click "Join".
5. After you join the webinar, you will see a button to join the audio conference from your phone.

NOTE: The phone conference may be muted when you join, and you may not hear any sounds until the presenter begins at 10:00 AM  
For assistance: please contact the Grants Gateway help desk at [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) or 518-474-5595

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# I. Introduction

Welcome to Round 2 of the Regenerate NY Forestry Practices Cost Share Grant Program! The goal of this grant opportunity is to establish successful forest regeneration on private forestland within New York State, in response to the need to regenerate private lands.

The New York State Department of Environmental Conservation (DEC) is pleased to announce available New York State Environmental Protection Fund (EPF) funding for qualifying, private forestland owners. Funds are to provide cost share reimbursement payments to forestland owners that implement approved forestry practice(s) that establish and/or protect tree regeneration on their forestland.

This is a reimbursement cost share grant program. **All costs must be incurred by Landowner or fiscal sponsor prior to reimbursement.**

## 1. Timetable of Key Events

Event	Date
Application Period Begins	Friday April 29 <sup>th</sup> , 2022, at 2:00 P.M EST
Grants Gateway Training Webinar and Program Informational Session (see details below)	Friday, May 6 <sup>th</sup> , 2022, at 10:00 A.M EST.
Question and Answer Period Ends	Friday, October 7, 2022, 5:00 P.M., EST.
Applications Deadline	DEC withdraws this request for applications, the funds are exhausted, or Friday, October 7, 2022, 5:00 P.M. EST, (whichever comes first)
Award(s) Announced	Rolling

## Inquiries and Designated Contact Information

For general information on this program contact:

**Jason Drobnack, DEC Program Coordinator, Private Lands Forestry**  
**Contact Information:** [RegenNY@dec.ny.gov](mailto:RegenNY@dec.ny.gov)

Include “**2022 Regenerate NY**” in the subject line of the email. Questions regarding this grant opportunity will be accepted by the Department until October 7<sup>th</sup>, at 5:00 PM EST. All questions and answers will be uploaded in the NYS Grants Gateway for all applicants to view.

For information about pre-qualification, registration and additional assistance with Grants Gateway, contact: Grants Reform Team: Email: [GrantsGateway@its.ny.gov](mailto:GrantsGateway@its.ny.gov)

### 3. Application Submission

All applicants must apply through the NYS Grants Gateway <https://grantsmanagement.ny.gov/apply-grant>. This includes answering all program questions and uploading completed and required program documents and forms. Paper applications will **NOT** be accepted. **All applicants must be registered with Grants Gateway to submit an application** <https://grantsmanagement.ny.gov/grantee-documents>. **This includes submission of a substitute W-9 form, and a notarized Grants Gateway registration document. Processing time can take up to 2 weeks. Applicants will not have access to the Grants Gateway until they have fully registered.**

Instructions on how to submit an application in the NYS Grants Gateway are available at: [vendor-user-manual-3.2-5.7.20.pdf \(ny.gov\)](#) and during the webinar.

Applicants are strongly encouraged to finish the online application at least one week prior to the deadline, allowing time to double check that all mandatory requirements have been completed and to correct any technical errors. This grant opportunity offers a rolling deadline, expiring when DEC withdraws this request for applications, funds are exhausted, or October 7<sup>th</sup>, 2022, whichever comes first. Applications submitted after October 7<sup>th</sup>, 2022, at 5:00 P.M. will not be accepted.

Generally, the eligible landowner will be the Applicant. Applicants may utilize a second party, such as their consulting forester to assist with preparing the grant application. A fiscal sponsor may serve as Applicant, on behalf of an otherwise eligible landowner.

**A note on grantee roles:** Only those logged in as Grantee may work on the application. Those logged in as a **Grantee Contract Signatory or a Grantee System Administrator can submit the application to the State.**

GRANTS GATEWAY APPLICATION AND ROLES: The Grants Gateway allows for several “permission levels” or “roles.” Roles cannot be merged. If an individual requires multiple roles, they will receive a separate account login for each role.

See summary of roles:

“**Grantee**” role can initiate, edit, or save a grant application. This user can NOT submit the application.

“**Grantee Contract Signatory**” role can initiate, edit, save, and submit (sign) a grant application.

“**Grantee System Administrator**” role can initiate, edit, save, and submit (sign) a grant application.

“**Grantee Delegated Administrator**” role creates users and assigns roles. This user can NOT initiate an application.

Each individual grantee or organization is required to have at least one Grantee Delegated Administrator, for the purpose of creating other user accounts. Generally, for this opportunity, the landowner will be the Grantee Delegated Administrator and Grantee System Administrator.

Each grantee organization is required to have **at least one** Grantee System Administrator or a Grantee Contract Signatory, for the purpose of submitting the application for review, and for signing the contract should the grantee receive an award. Generally, for this opportunity, the landowner will serve as the Grantee System Administrator or the Grantee Contract Signatory

Applicants may elect to establish a second party with the Grantee role. The Grantee role has capabilities

limited to creating, editing, and saving the grant application. Grantees are not able to submit the application. This is an ideal role for the consultant forester. Ideally, the consultant forester working for the landowner will serve in the Grantee role.

NOTE: the costs related to developing and submitting an application are not reimbursable.

Please visit the Grants Management website (<https://grantsmanagement.ny.gov>) or by email at: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov).

**PLEASE DO NOT DELAY IN BEGINNING AND COMPLETING THE GATEWAY REGISTRATION PROCESS.**

**THE STATE RESERVES 5 DAYS TO REVIEW SUBMITTED REGISTRATION APPLICATIONS. REGISTRATION APPLICATIONS SUBMITTED TO THE STATE FOR REVIEW LESS THAN 5 DAYS PRIOR TO THE 2022 REGENERATE NY DEADLINE MAY NOT BE CONSIDERED.**

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

## II. Applicant Eligibility

For the purposes of this grant program, the following entities are considered eligible applicants:

- 1) Any individual, partnership, for profit entity or not-for-profit entity that owns in fee 1,000 acres or less of forest land, or land suitable for establishing forest
- 2) Any not-for-profit (NFP) applying as a fiscal sponsor on behalf of an otherwise eligible applicant.

Ineligible Locations - Lands owned by the state, county, city or any other municipality or governmental entity are not eligible for this opportunity.

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.

A fiscal sponsor Applicant is a New York State not-for-profit organization that applies to DEC on behalf of a landowner that may not otherwise possess the knowledge, skills, and /or track record to successfully implement a project. In such cases, a letter substantiating the support and approval of the eligible Landowner of the subject Property must be uploaded to the Grants Gateway in a single PDF under the Program Question #3 - Applicant Type, authorizing the fiscal sponsor to apply. 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. A

fiscal sponsor assumes responsibility for the project application, performance of work consistent with this RFA, and the State of New York Master Contract for Grants.

### III. Grant Opportunity General Information and Conditions

#### 1. Funding

Up to \$250,000 is available for Regenerate NY Forestry Cost Share Practice 1- Afforestation/Reforestation and \$500,000 for Practice 2- Forest Stand Restoration, Practice 3-Competing Vegetation Control and Practice 4- Deer Enclosures. Should newly appropriated funding become available, the Department may make additional awards to fund applications received in this grant round. Funding for this grant opportunity is provided from the New York State Environmental Protection Fund. NYS cannot reimburse for sales tax for goods and services. Sales tax can be used as match.

#### 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 three-year contract 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. Project maintenance and monitoring required after project completion will be undertaken by the awardee at their expense.

Prior to MCG approval, awardees will be asked to submit insurance certificates appropriate for the project, including Workers Compensation and Disability (or exemptions). For projects performed by an Awardee who is not the landowner and the project is not contracted out, liability insurance may be requested.

Awardees must submit semi-annual progress reports and may seek partial expense reimbursement for work already completed.

The possibility of a one year, no cost time extension (NCTE) beyond the initial contract term end date will be determined by the Department based upon written justification from the Grantee. However, applicants should not submit an application if they do not anticipate their project can be completed within the specified contract term (3 years).

The activity for the request must fall within the contract term. Project expenditures prior to MCG start date and after the MCG end date are not eligible for reimbursement or match.

#### 3. Rolling Award Announcement

Applications may be submitted in Grants Gateway starting on Friday April 29<sup>th</sup>, 2022. The application will then be evaluated for eligibility. As a component of Eligibility, a DEC forester will contact the applicant to arrange a site evaluation visit. If the application is deemed eligible, the application will then be evaluated for a possible award and if approved, will be done in a timely manner. Applications will be evaluated until funding is exhausted, withdrawn, or the rolling award application deadline date of October 7, 2022, 5:00 P.M. EST is reached.

## 4. Minimum and Maximum Award Amounts

- Applicants may request a minimum grant amount of \$10,000, up to a maximum amount of \$50,000 per application during Round 2.
- Applicants are encouraged to request the amount of funding they deem appropriate and reasonable for their project and are prepared to pay out of pocket while awaiting reimbursement.

## 5. Application Limit

Applicants may submit up to a total of two applications, for separate locations, during Round 2. Multiple practices can take place on the same location under one application.

## 6. Eligible Practice Locations

Practices must be implemented on private forestland ownership of at least 10, but no more than 1,000, acres of forestland or land that is capable of establishing forest within one tax map parcel or multiple contiguous parcels of the same ownership within New York State. Applicants are required to upload a map of the project area in Grants Gateway as part of the required "Work Plan." Hand-drawn maps will not be accepted.

## 7. Tax Implications

Applicants / landowners are encouraged to contact their tax professional regarding any potential implications for income, property, or any other possible taxes associated with the acceptance of this grant, completion of work and reimbursement by New York State. Regarding sales tax, NYS cannot reimburse sales tax for goods and services. Sales tax can be used as match

## 8. Match Requirement and Expenditures

Match is the portion of the project not paid for with grant funds. Applicants must match twenty-five percent (25%) of the requested amount of grant funding. For example, a \$50,000 grant would require \$12,500 in match for a total project cost of \$62,500; with \$50,000 funded by the grant. Eligible sources of match funds cannot come from other NYS or federal funding sources. Note that the Grants Gateway expenditure budget form automatically calculates and the Department tracks match as a percentage of the grant amount. Eligible sources of match funds cannot come from other NYS or federal funding sources. Applicants will be required to provide the sources of all matching funds using the Match Worksheet in the Grants Gateway. NYS cannot be responsible for sales tax for goods and services. Sales tax can be used as match

Match can be from local and/or in-kind contributions. Local sources can include funding from other non-state and/or non-federal grant sources or from project partners. In-kind contributions are non-cash donations provided by non-state and/or non-federal third parties which can include salary, equipment, supplies, services, and other expendable property. Matching share contributions must support the objectives outlined in the practice plan.

Match in excess of 25% may be added for the applicant's own budget planning but it does not need to be accounted for or reported on for reimbursement.

## 9. Debriefing Request

In accordance with Section 163 of the NY State Finance Law, the Department must, upon request, provide a debriefing to any unsuccessful applicant that responded to the RFA, regarding the reasons that the application submitted by the unsuccessful applicant was not selected for an award. An unsuccessful applicant wanting a debriefing must request a debriefing in writing, within fifteen calendar days of receipt of the notice that their application did not result in an award.

## 10. Department of Environmental Conservation Oversight

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for projects consistent with these grant opportunities.
- Make an award, in whole or in part, in accordance with the method of award, or withdraw the RFA at any time at the DEC's sole discretion.
- Award a portion of a grant request based on the proposed work plan included in the application and ineligible project-related costs.
- 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.
- Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
- Rescind an award in the event a grantee fails to execute a grant contract with DEC within 60-90 days of a grant award.
- Not fund projects that are determined not to be consistent with NYS's Smart Growth Public Infrastructure Policy Act.
- Not fund projects that are determined not to be consistent with the Climate Change Leadership and Community Protection Act or its' implementing regulations.
- Seek clarification from an applicant to effectively evaluate a project proposal.
- Waive application requirement(s) if they cannot be met by any of the applicants.
- Reject any or all applications in response to the RFA at the Agency's sole discretion.

## IV. Application Evaluation and Selection

Applications will be reviewed for applicant and project eligibility on a pass/fail basis. Applications that fail one or more of the following eligibility criteria will be disqualified. Upon completion of eligibility review, including a DEC field visit, the application will be given a pass or a fail determination. Awards will be given to applications receiving a pass score in the order they are received in the Grants Gateway, based on the earliest submittal date and time recorded in the Grants Gateway, until DEC withdraws this request for applications, funds are exhausted, or October 7<sup>th</sup>, 2021, 3:00 P.M. EST, whichever comes first. Successful projects will need to A) establish new forest in non-forest areas and/or B) create the conditions necessary for successful regeneration on private forestlands. The proper light conditions in the project area must currently exist or may be created through silvicultural operations or from significant forest dieback from an existing or impending insect or disease agent. A submitted application that is disqualified for not completing successful eligibility questions may submit a second application prior to the deadline after consultation with a Regenerate NY program reviewer, if funding allows.

## 1. Eligibility Questions

Applications will be evaluated using the pass/fail based questions below. Applications will be reviewed in the order they are received in the Grants Gateway, based on the earliest submittal date recorded in the Grants Gateway. Please see Pre-Submission uploads in this application for submitting Project Templates

1. **Practice Type:** Please identify the eligible practices the project will implement for the 2022 Regenerate NY Forestry Cost Share Grant Program: (1) Afforestation/Reforestation, (2) Forest Stand Restoration, (3) Competing Vegetation Control, or (4) Deer Exclosure Fencing, or a combination of two or more practices.
2. **Project Description and Template(s)**
  - a. **Project Descriptions:** Concisely summarize the work proposed and the project goals. Describe the main tasks and objectives of the project and a general description of the location.
  - b. **Project Template:** Applicants are required to fill out the project template located in the Pre-Submission Uploads for all proposed practices. The template includes a project description and current forest stand data for areas where proposed practices will be installed. Practice details and specifications are required for each practice and need to follow specifications outlined in Section V. Identify presence of any rare, threatened or endangered species and provide mitigation strategies in project design and implementation. Please upload document in a single .pdf in Grants Gateway Pre-Submission Uploads.
3. **Applicant Type:** Are you the owner of the property or a fiscal sponsor? Is the subject property private forestland within New York State? Proof of ownership must be uploaded in PDF format and may be in the form of tax parcel id or tax bill. The application covers only one contiguous ownership. If the Applicant is a fiscal sponsor, a letter of support from the property owner must be included along with their proof of ownership. Please upload document in a single .pdf in Grants Gateway Pre-Submission Uploads.
4. **Other Funding:** Projects already receiving funds from another New York State or Federal assistance program for the same activities as those being proposed in this application are not eligible to apply for funding under this RFA. Is the project already supported by funds from another New York State or Federal assistance program for the same activities as those being proposed? (NOTE: Claiming a 480(a) Forest Landowner property tax exemption is not direct assistance for these activities and is not applicable to this eligibility question.)
5. **Project Location Description Map and Photos:** What is the location of the project and overall condition of the site? Is the project entirely on private land? If the project will take place over a large area, describe the boundaries of the extent of the area where all work will take place and the site conditions of each distinct location. Applicants must also upload a map and photos identifying the project site or sites in PDF format. The map should be clearly labeled and/or referenced in a way to make it easy for application reviewers to identify the project site(s) described in your response to this question. Required elements of a map include property owners name, location, property acres, practice acres delineated on the map. Hand-drawn maps are not eligible. Include details about the photos and how they relate to the project. Please upload document in a single .pdf in Grants Gateway Pre-Submission Uploads
6. **Competing Vegetation Control Practice Only: Herbicide** Are herbicides being applied under the Competing Vegetation Control Practice? Upload an Herbicide Application Plan, as required. Please upload document in a single .pdf in Grants Gateway Pre-Submission Uploads

7. **Project Estimates:** Informal estimates are required; Request for Quotes or going to bid are not required. One estimate must be provided for any contractor service, material order, or equipment over \$2500. Two estimates are required for equipment and supplies over \$5000. Estimates should be on letterhead, in email format, or as a website screen capture. Please upload document in a single .pdf in Grants Gateway Pre-Submission Uploads.
8. **Time Frame:** Will the project be completed within a three-year time frame?
9. **Use of a Forester, Certified Arborist and Natural Resource Professionals.** Will the project be overseen, guided, administered, or completed by a forester, certified arborist or natural resource professionals?
  - a. A forester can be utilized for all Regenerate NY practices. A forester means an individual who has earned an associate's or higher degree in a program recognized by the Society of American Foresters, or who possesses qualifications for the practice of forestry essentially equivalent to those possessed by a graduate of a school of forestry in a degree program recognized by the Society of American Foresters. Foresters who are currently on DEC's Cooperating Forester List and/or who are qualified to write 480a plans and submit prescriptions are prequalified and do not need to upload additional qualifications. Please provide name of the forester in the dialog box below. For foresters not on the DEC Cooperating Forester List or who do not work with 480a, please upload a CV document into a single .pdf in Grants Gateway Pre-Submission Uploads
  - b. A certified arborist or other natural resource professional can be used for establishing new forest areas under the Afforestation/Reforestation practice and for establishing deer protection around new forest areas under the Deer Exclusion practice. Qualified persons will need to have knowledge or experience in tree species selection and planting techniques for bare root and containerized. A certified arborist can be found at <https://nysarborists.com/for-everyone/find-an-arborist>. For other natural resource professionals, a Curriculum Vitae (CV) is required and should include relevant education and project experience to successfully guide, administer or complete a project to establish new forest areas. If using a certified arborist, please submit name and the International Society of Arboriculture Certification Number in text box. For other natural resource professionals, please upload a CV document in a single .pdf in Grants Gateway Pre-Submission Uploads.
10. **Field Evaluation:** A DEC Forester will visit the project location as part of the application evaluation. Confirm the DEC Forester is allowed access to project area(s).
11. **Work Plan:** Applicant should provide a robust description of project goals. A timetable for objectives, tasks and performance measures must be provided, including who is responsible for each task. As a condition of contract, supporting forestry data may be requested. Also include a discussion of budget costs and estimates. Provide mitigation measures for protected streams, wetlands and/ or waterbodies and provide mitigation strategies in project design and implementation. All projects must comply with all pertinent local, state or federal laws. Best Management Practices will be planned, installed, and maintained as part of project and contract agreement when necessary. A Work Plan Worksheet is available in Pre-Submission Uploads which can then be cut and paste to the text box in Grants Gateway.
12. **Long Term Maintenance Plan:** The Applicant must demonstrate in the Work Plan that this project will be supported and monitored over the next 10 years by acknowledging this responsibility and providing

a monitoring schedule and estimate of potential costs associated with upkeep? Applicant should include an Objective, Task and Performance Measure in Attachment C – Work Plan.

**13. Sexual Harassment (Attachment S):** Applicants are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their application detailing the reasons why the certification cannot be made, into the pre-submission uploads folder. If the applicant has no employees, certify the second section. Locate the Certification form in Grants Gateway Pre-Submission Uploads. Please upload document in a single .pdf in Grants Gateway Pre-Submission Uploads

## 2. Eligibility Review Criteria (Pass/Fail- Yes=Pass, No=Fail)

**1. Project Type:** Did the application address an eligible practice? Pass/Fail

**2. Project Description and Practice Template(s)** Did the applicant:

- a. Concisely summarize the project and give project goals in text box?
- b. Fill out the practice template for all proposed practices and upload in pre submission uploads? Pass/Fail

**3. Applicant Type:** Is the Applicant an eligible private forestland owner or a non-profit fiscal sponsor, and is proof of ownership uploaded? If applicable, is property owner support letter included? Pass/Fail

**4. Other Funding:** The proposed project is not already receiving funds from another New York State or federal assistance program for the same activities as those being proposed in this application. Pass/Fail No=Pass, Yes=Fail

**5. Project Location Description, Map and Photos:** Did the Applicant upload a map (and photos if required) clearly identifying the project area on private land (no hand-drawn maps)? Please upload document in a single PDF in Grant Gateway Pre-Submission Uploads. Pass/Fail

**6. Competing Vegetation Control Projects Only: Herbicide.** Has the Applicant uploaded a Herbicide Application Plan as a PDF in Pre-Submission Uploads in the Grants Gateway? Pass/Fail *If not applicable indicate N/A in the dialog box.*

**7. Project Estimates:** Has the Applicant uploaded estimates for this project? Please upload documents in a single PDF in Grant Gateway Pre-Submission Uploads. Pass/Fail

**8. Time Frame:** Will the project be completed within a three-year time frame? Pass/Fail

**9. Use of Forester, Certified Arborist, or Natural Resources Professional:** Will the Applicant utilize the services of a forester, certified arborist or natural resources professional as defined in the RFA? Did applicant provide name of DEC Cooperating Consulting Forester or forester working with RPTL 480a (Forest Tax Law) or a certified arborist in dialog box? If forester is not a DEC Cooperating forester or works with RPTL 480a, please upload proof of qualifications in the form of a CV in a single PDF in Grants Gateway Pre Submission Uploads. If a natural resource professional is working on the project, upload CV in a single PDF in the Grants Gateway Uploads. Required Upload- Pass/Fail

**10. Field Evaluation:** Has the Applicant agreed to give a DEC Forester access to the project location? Pass/Fail

**11. Work Plan:** Has the Applicant provided a robust work plan with clear objectives and tasks described in detail? Is a discussion of costs and cost estimates included? The work plan becomes part of the contract if funded, so providing a robust description is essential. Pass/Fail

**12. Long Term Maintenance:** Has the Applicant demonstrated how the project/s will be supported and monitored over the next 10 years by acknowledging this responsibility and providing a monitoring schedule? Pass/Fail

**13. Sexual Harassment Prevention Certification:** Has the Applicant signed and uploaded the Sexual Harassment Prevention Certification form or uploaded a signed statement with their application detailing the reasons why the certification cannot be made into the pre-submission uploads folder? If the applicant has no employees, did they certify the second section? Locate the Certification form in Grants Gateway Pre-Submission Uploads. When uploading more than one document, please include in a single .pdf file. Pass/Fail

## V. Eligible Practices

Regenerate NY practices must be one of the following four practices detailed below. Each practice has different requirements as reflected in standards and specifications. Applicants should carefully review the practice information below and the pass/fail eligibility criteria contained in this RFA to avoid disqualification. The project template form with basic stand information and practice specific information must be completed by the Applicant and uploaded to the Grants Gateway Pre-Submission Uploads under Eligibility question #2 to be considered for funding.

### 1. Afforestation/Reforestation

*The goal of this practice is to establish new forests, supplement regeneration in existing forest stands, and restore forests after a natural disturbance or harvest through the planting of trees. Planting is limited to the Regenerate NY Approved Trees Species List of species found in the Pre-submission uploads section of the Grants Gateway. This practice cannot be used to establish orchards, ornamental, nursery or Christmas trees farms.*

*NOTE: Applicant is required to complete the General Site Conditions and Afforestation/Reforestation Sections of the Project Template Form and upload it to the Pre-Submission uploads section of the Grants Gateway.*

#### **AFFORESTATION/REFORESTATION STANDARDS AND SPECIFICATIONS**

- This practice authorizes grant funds to be used for:
  - Establishing new forest areas
  - Reforestation of a previously forested area after a harvest or restore a forest after a disturbance
  - Supplement natural regeneration in an existing forest
- Materials and tasks that are approved for this practice include:
  - Purchase of bare root or containerized seedlings
  - Labor hours to prepare and plant seedlings on the site
  - Materials and labor for tree protection and survival (except deer fencing)
  - Rental equipment directly related to the planting and maintenance of tree seedlings

- Purchase of tools
- Funding will be approved only for species on the Department's Regenerate NY Approved Tree Species List. Substitutions may be allowed with Departmental approval. Plantings must consist of all trees; no shrub plantings are allowed.
- All hardwood plantings shall require protection which may include fencing or tree shelters.
- **Establishing New Forest Areas or Reforestation after a harvest or disturbance:**
  - The minimum density trees can be planted as follows:
    - Hardwood Plantings=Minimum of 436 trees per acre (10ft x10ft spacing)
    - Softwood Establishment=Minimum of 889 trees per acre (7ft x7ft spacing)
    - Mixedwood Plantings=Minimum of 436 trees per acre (10ft x 10ft spacing)
- **Supplemental Planting in existing forest areas:**
  - The Applicant will provide the number of trees or trees per acre required to adequately supplement existing regeneration. Site factors, current forest type, and light conditions are crucial for overall project success and will be used in the evaluation process.
- Afforestation/Reforestation practice cost estimates should be based on current USDA Natural Resource Conservation Service Environmental Quality Incentive Program (NRCS EQIP) rates for Federal Fiscal Year 2022 and local estimates. The NRCS EQIP rates can be found in the Pre-Submission Forms Section of the Grants Gateway.
- The Department's list of acceptable tree species is in the Pre-Submission Uploads section of the Grants Gateway. Tree species must conform with the current forest type or desired future forest type. A number of factors should be considered when selecting trees for planting including:
  - Site factors such as soil type, drainage and aspect
  - Hardiness zone
  - Ability to perform future maintenance, such as thinning and pruning
  - Landowner goals
  - Growth rates and/or carbon sequestration rates
- Select only viable, high-quality, and adapted plant materials. Select planting stock that conforms to established seed transfer protocols within the State and complies with minimum standards accepted by the American National Standards Institute (ANSI). Do not plant any species on the Federal or State invasive species or noxious weed lists.
- Choose appropriate planting dates and handling methods to increase rates of survival. Select planting techniques and timing appropriate for soil and site conditions. A guide for tree planting can be found here at [https://www.dec.ny.gov/docs/lands\\_forests\\_pdf/tftplantmaint.pdf](https://www.dec.ny.gov/docs/lands_forests_pdf/tftplantmaint.pdf)
- Total seedling survival must be **65%** or greater during the three-year contract period to receive full reimbursement for this practice.
- Evaluate the site to determine if mulching, supplemental water or other cultural treatments (e.g., tree protection devices, shade cards, brush mats, etc.) are needed to assure adequate survival and establishment. Minimize the need for supplemental water and/or nutrients by choosing site-adapted plant materials, planting methods, and planting seasons.

- Protect tree, seeded areas, and naturally regenerated areas, from unacceptable adverse impacts of pests, wildlife, livestock, and/or fire. Protect from pests, as necessary, by applying integrated pest management techniques for pest prevention, avoidance, monitoring, and suppression.

## **OPERATION AND MAINTENANCE PLAN**

### ***Operation***

- Supplemental water will be provided as needed to plantings. Watering systems can be used as match but will not be funded.
- Select proper equipment to perform site preparation work.
- Control erosion and maintain water quality during site preparation activities.

### ***Maintenance***

- After the project is completed, the landowner is expected to maintain this practice at their own cost to reach the long-term goal of establishing tree regeneration within 10 years. This includes performing the proper cleaning and thinning of planted areas to reduce competition, pruning and replacement of species necessary to maintain forest cover.
- The landowner will develop a long-term maintenance and cost plan for the lifespan of the practice.

### ***Monitoring***

- Once implemented to the specifications listed above, the landowner will monitor this practice throughout its lifespan (10 years) to evaluate success. Frequently inspect the site within the first 3 years of practice establishment to address threats to tree survival (i.e., insects, disease, browsing, etc.).
- Monitoring records should be maintained by the landowner throughout the lifespan (10 years) of the practice and available upon request by DEC. These records should provide the necessary information needed to enable the DEC to evaluate the site. DEC may also conduct on site monitoring throughout the lifespan of the project to evaluate project and program success.

## **2. Forest Stand Restoration**

*To regenerate forest stands currently in a degraded or otherwise unproductive condition. Approved treatments may include silvicultural sound regeneration methods such as seed tree, shelterwood, overstory removal, strip or patch clear-cut, uniform clear-cut and group selection or a combination of these methods designed to renew degraded forest stands. Practice size for a single clear-cut practice is limited to 39 acres or less for each submitted application.*

*NOTE: Applicant is required to complete the General Site Conditions and Forest Stand Restoration Sections of the Project Template Form and upload it to the Pre-Submission uploads section of the Grants Gateway.*

## **Standards and Specifications**

- The landowner objective is stated to perform a silvicultural treatment to open up the forest canopy to allow for sufficient light to reach the ground, stimulating the growth and establishment of desirable tree regeneration. Prescriptions are to be developed by a forester using the project template. Additional forms can be accepted as supplemental information, but the template form must be correct and complete.
- This practice targets low quality stands with a high percentage of unacceptable growing stock (UGS) that needs to be removed to meet the acceptable forestry stocking guide requirements. These stands will also have a sufficient likelihood of regenerating to improved growing stock within the next 10 years if this practice is applied correctly.
- Forest Stand Restoration practice cost estimates should be based on current USDA Natural Resource Conservation Service Environmental Quality Incentive Program (NRCS EQIP) rates for Federal Fiscal Year 2022 and local estimates. The NRCS EQIP rates can be found in the Pre-Submission Forms Section of the Grants Gateway.
- Work Plans should describe the extent or size and orientation of treatment area(s). Identify and retain preferred tree and understory species to achieve all planned purposes. Use available guidelines for species and species groups to determine spacing, density, size-class distribution, number of trees, and amount of understory species to be retained. Describe the current and desired future condition of each stand that will be treated. Include the species, cover type, and size-class distribution. Stocking will be described in terms of basal area per acre, trees per acre, between-tree spacing, or by any other appropriate and professionally accepted density or stocking protocol.
- The following treatment or combination of treatments are eligible under this practice to establish regeneration:
  - Eligible Even-aged regeneration treatments
    - Shelterwood systems
    - Seed Tree system
    - Overstory Removal
    - Clear-cut (including Patch and Strip Cutting)
  - Eligible Uneven-aged Treatments
    - Group Selection
  - Combination of silvicultural treatments or novel treatments documented in peer reviewed literature.

## **OPERATION AND MAINTENANCE PLAN**

### **Operation**

- Prescribed forest stand treatment is implemented to practice standards.

- Best Management Practices have been planned, installed and maintained to standards put forth in the New York State Voluntary Best Management Practice for Water Quality Guide-BMP Field Guide. Must be included in Work Plan.

### **Maintenance**

- After the project is completed, the landowner is expected to maintain this practice to reach the long-term goal of establishing tree regeneration within 10 years. This may include additional costs to the landowner with no reimbursement, if additional practices are needed to properly secure tree regeneration.
- The landowner will develop a long-term maintenance and cost plan for the lifespan of the practice.

### **Monitoring**

- Once implemented to the specifications listed above, the landowner will monitor this practice throughout its lifespan (10 years) to evaluate success. Frequently inspect the site within the first 3 years of practice establishment to address threats to tree survival (i.e., insects, disease, browsing, etc.).
- Monitoring records should be maintained by the landowner throughout the lifespan of the practice. These records should provide the necessary information needed to enable the DEC to evaluate the site. DEC may also conduct on site monitoring throughout the lifespan of the project to evaluate project and program success.

## **3. Competing Vegetation Control**

*To eradicate or limit the spread of native or exotic invasive plant species in forested environments which interfere with using management practices that support the forest owner's goals for regeneration. Funding can support mechanical removal or chemical control using herbicide registered in New York for targeted species. This practice is not for orchard, ornamental, nursery or Christmas tree purposes. Applicants are required to complete an Herbicide Application Plan to be considered for funding.*

*NOTE: Applicant is required to complete the General Site Conditions and Competing Vegetation Control of the Project Template Form and upload it to the Pre-Submission uploads section of the Grants Gateway.*

### **STANDARDS AND SPECIFICATIONS**

- Practices are authorized to enhance the regeneration of a forest stand by eradicating or reducing the spread of native or exotic plant species in forested environments which interfere with natural and naturalized forest regeneration.
- Project will be evaluated on the current light conditions and the desired tree species to be regenerated. Competing vegetation control may need to be paired with a silvicultural treatment and deer protection to be successful.

- Competing Vegetation Control practice cost estimates should be based on current USDA Natural Resource Conservation Service Environmental Quality Incentive Program (NRCS EQIP) rates for Federal Fiscal Year 2022 and local estimates. The NRCS EQIP rates can be found in the Pre-Submission Forms Section of the Grants Gateway.
- Work plans should describe the extent or size and orientation of treatment area(s) and clearly state the goals and objectives. Describe the current and desired future condition of each stand that will be treated. Include the species, cover type, and size-class distribution. Stocking will be described in terms of crop trees per acre, basal area per acre, trees per acre, between-tree spacing, or by any other appropriate and professionally accepted density or stocking protocol. Maps and narratives detailing/identifying areas to be treated, pattern of treatment (if applicable), and areas that will not be treated.
- Applicants must provide supporting documentation of control methods in the form of peer reviewed research or fact sheets by uploading them to the Pre submission uploads section of the grants gateway.
- For mechanical treatments, plans should describe the type of equipment, techniques or procedures to be followed and timing of treatment to achieve best results.
- For chemical treatments, an Herbicide Application Plan is required and needs to be uploaded to Pre-Submission Uploads Section of the Grants Gateway.
  - Plans should include:
    - Acceptable chemical treatment references for containment and management or control of target species.
    - Evaluation and interpretation of herbicide risks associated with selected treatment(s).
    - Acceptable dates or plant growth stage at application to best effect control and reduce reinvasion.
    - Any mitigation, timing considerations or other factors that must be considered to ensure the safest, most effective application of herbicide.
  - Application of herbicides must be done according to the label (labels attached) and manufacturer's safety instructions and in compliance with State regulations.
  - Chemicals must be legally registered in NYS as an herbicide to be used as such under this grant opportunity.
  - If the Grantee desires to contract for the herbicide application as part of this grant, the Grantee's Contractor must be a registered pesticide business that is currently registered with the NYS DEC and employs a certified applicator in the appropriate category (i.e.: Category 2). A pesticide applicator who is a holder of a N.Y.S. Commercial Applicator Permit (Category 2) must be present during the spraying operation.

## **Operation**

- As part of the project the applicant must evaluate post-treatment regrowth of target species to determine success of control. Length of evaluation periods will depend on the woody species being monitored, proximity of propagules (seeds, branches, and roots) to the site, transport mode of seeds

(wind or animals) and methods and materials used. Follow up treatments may be needed to successfully complete practice.

- All of the designated area must be treated uniformly and after the herbicide application, at least 80% or more of the target vegetation stems must be dead. The effectiveness of the herbicide application will be evaluated by the DEC after June 15<sup>th</sup> during the following growing season using six-foot radius sample plots. Fern and woody species will be evaluated separately for effectiveness of the herbicide application.
- Competing Vegetation Management treatments shall be applied using approved materials and procedures in compliance with all local, state, and federal laws and ordinances.
- If herbicides are to be used as part of this practice, an Herbicide Application Plan will be submitted in the Pre-Submission Uploads Section within the Grants Gateway. A template for the Herbicide Application Plan is provided on the Grants Gateway. The plan can be developed by the forester or a contracted applicator working for the landowner.

### **Maintenance**

- After the project is completed, the landowner is expected to maintain this practice to reach the long-term goal of establishing tree regeneration within 10 years. This may include additional costs to the landowner with no reimbursement if additional practices are needed to properly secure tree regeneration.
- The landowner will develop a long-term maintenance and cost plan for the lifespan of the practice.
- Following initial application, some regrowth of competing vegetation may be expected. To improve effectiveness, spot treatment of regrowth of individual plants or areas needing re-treatment should be completed.
- Review and update the plan periodically in order to incorporate new Integrated Pest Management technology and avoid the development of plant resistance to herbicide chemicals.

### **Monitoring**

- Once implemented to the specifications listed above, the landowner will monitor this practice throughout its lifespan (10 years) to evaluate success. Frequently inspect the site within the first 3 years of practice establishment to address threats to tree survival (i.e. insects, disease, browsing, etc.).
  - Monitoring records should be maintained by the landowner throughout the lifespan of the practice. These records should provide the necessary information needed to enable the DEC to evaluate the site. DEC may also conduct on site monitoring throughout the lifespan of the project to evaluate project and program success.

## **4. Deer Exclosures**

*To protect recently established and planned regeneration of tree seedlings from herbivory by white-tailed deer by preventing access to tree seedlings and saplings. Practice authorizes the use of tree tubes and/or deer fencing as effective methods for protecting tree seedlings from deer.*

*NOTE: Applicant is required to complete the General Site Conditions and Deer Fencing of the Project Template Form and upload it to the Pre-Submission uploads section of the Grants Gateway.*

## **DEER FENCING STANDARDS AND SPECIFICATIONS**

- Work plans should describe the extent or size and orientation of treatment area(s). The materials, type and design of installed fence will meet the management objectives and site challenges. Based on objectives, fences may be permanent, portable, or temporary.
- Deer Enclosure fencing practice cost estimates should be based on current USDA Natural Resource Conservation Service Environmental Quality Incentive Program (NRCS EQIP) rates for Federal Fiscal Year 2022 and local estimates. The NRCS EQIP rates can be found in the Pre-Submission Forms Section of the Grants Gateway.
- Slash Wall cost estimates may be determined using local sources.
- Fences shall be positioned to facilitate management requirements. Ingress/egress features such as gates shall be planned to meet management requirements. The fence design and installation should have the life expectancy appropriate for management objectives and shall follow all federal, state and local laws and regulations. To establish forest regeneration, the life expectancy of the fence should be at least 10 years.
- Fencing and gates for the purposes of property protection, aesthetics, or any other purposes other than for the protection of tree seedling from deer herbivory is not eligible
- Fences shall be designed, located, and installed to meet appropriate local wildlife and land management needs and requirements.
- Natural slash fences may qualify provided they meet the following specifications:
  - Fences must be designed to specific height and width to exclude deer access.
  - A gate allowing for the monitoring of the site must also be installed.
  - Deer inside the perimeter of the fence must be excluded.

### **Operation**

- Manmade fence or natural slash fences will be installed to specifications on the acres outlined on the project map.

### **Maintenance**

- After the project is completed, the landowner is expected to maintain this practice to reach the long-term goal of establishing tree regeneration within 10 years. This may include additional costs to the landowner with no reimbursement if additional practices are needed to properly secure tree regeneration.
- The landowner will develop a long-term maintenance and cost plan for the lifespan of the practice.
- Regular inspection of fences should be part of an ongoing maintenance program to ensure continuing

proper function of the fence. A schedule for regular inspections and inspection after storms and other disturbance events will provide for the following:

- Repair or replacement of loose or broken material, gates and other forms of ingress/egress
- Removal of trees/limbs
- Replacement of water gaps as necessary
- Repair of eroded areas as necessary
- Repair or replacement of markers or other safety and control features as required

### **Monitoring**

- A monitoring plan will be developed that identifies deliverables and the changes in the plant community that will be achieved.
- Once implemented to the specifications listed above, the landowner will monitor this practice throughout its lifespan (10 years) to evaluate success. Frequently inspect the site within the first 3 years of practice establishment to address threats to tree survival (i.e. insects, disease, browsing, etc.).
- Monitoring record and annual inspection reports should be maintained for the lifespan of the practice. These records should provide the necessary information needed to enable the DEC to evaluate the site. DEC may also conduct on site monitoring throughout the lifespan of the project to evaluate project and program success.

## **VI. Eligible Budget Costs - Reimbursement and Match**

### **1. Budget Costs Eligible for Reimbursement:**

*Personal Services:* Salaries directly devoted to the project implementation are eligible. Landowner salary should only be listed in this category under the work plan. 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. Landowners of the property where project activity will be located may charge an amount equivalent to the general NYS hourly volunteer rate calculated and reported by the organization, Independent Sector. The current (2021) rate is at <https://independentsector.org/value-of-volunteer-time-2021/>. Applicants should anticipate some landowner effort, and administrative staff time related to grant contract administration and reporting. This is an eligible expense, however amounts are subject to DEC approval or substitution prior to grant award.

*Contractual:* Costs for services rendered to the project under a written agreement with the grantee, such as consultant forester, hired equipment operator, logging companies etc.

Forester Expenses- Expenses related to the preparation of practice plan are allowed post award and post contract date.

*Equipment:* Costs for equipment purchase or rentals are eligible but are subject to DEC approval or substitution prior to grant award. Purchase of heavy equipment such as tractors, skidders, bulldozers, etc. will not be approved for reimbursement. Rentals are the preferred substitute. Two estimates are required for equipment costs over \$5000; one estimate is required for costs between \$2500-\$4999.

(Other) Materials and Supplies: Costs for materials and supplies directly related to the work plan. As an example, tree shelter, fencing, fertilizer, tools and follow up spraying would be eligible costs. Two estimates are required for costs over \$5000; one estimate is required for costs between \$2500-\$4999.

## 2. Budget Costs Eligible for Match, but NOT Eligible for Reimbursement

Match of at least twenty-five percent (25%) of the grant amount is required. Any costs eligible for reimbursement are also eligible for match.

Donated labor, equipment usage, and/or other items: Costs that are not paid by the grantee, such as volunteer labor, are not eligible for reimbursement, but may be used as match. Sales Tax: NYS cannot reimburse sales tax for goods and services; however, sales tax can be used as match.

## 3. Budget Costs NOT Eligible for Reimbursement OR for Match

Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, water, repairs, telephone bills, space/property, utilities; contingencies, and grant application preparation.

Outside contract term: Costs incurred prior to an award or prior to a contract start date or after the contract end date. A contract term start and end date will be determined by DEC at the time of an official award. Anticipate a contract start date to be approximately 60 – 90 days from the date of an official award.

Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement or match.

# VII. Grant Application Components and Requirements

All Applicants must apply through the NYS Grants Gateway. This includes answering eligibility questions, completing a proposed Work Plan (Appendix 2) and uploading required documents and forms. Paper applications will NOT be accepted for these grant opportunities.

With your application, be sure to include information in accordance with the following guidance and requirements. Wherever uploaded information is required, separate pages, files, documents etc. must be combined into and uploaded in a single pdf document.

Applicants must utilize the services of a forester as defined below to develop a forestry practice plan that is required to be submitted after approval of application.

# VIII. 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 DEC award letter.

**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 Regenerate NY application under the “Forms Menu” 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 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 DEC until a MCG is approved by DEC. All contracts must be approved by the contract term start date of which will be determined at the time of an official award.

### **Applicants should be prepared to comply with the following Master Contract for Grants and Requirements:**

#### **a. Long Term Site Access**

Grantees agree to provide Department staff access to the site(s) of funded projects for up to 10 years for monitoring purposes.

#### **b. Insurance Requirements**

Contractors will be required to carry appropriate insurance as specified in the MCG, 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.

#### **c. 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.

#### **d. 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/Offerors 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.

## IX. Grant Program Payment and Reporting

Semi-Annual Progress Reports must be submitted in Grants Gateway in narrative form, no later than 30 days from the end of the period. The reports will summarize how the project progressed toward meeting project objectives and deliverables during the respective period. The following are the reporting periods for this grant program:

- January 1 through June 30
- July 1 through December 31

If the Master Contract for Grants (over \$10,000) Contract Term date falls in the middle of a calendar quarter, the first progress report will not be due in that initial calendar quarter. Instead, the first progress report will be due at the end of the following calendar quarter and will incorporate all activity from the MCG term date through the close of the first full calendar quarter.

- 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 or 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 approved by DEC for costs to be eligible for grant reimbursement.
- 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.
- *Optional* - Expenditure Reports, detailed by object of expense as defined in the MCG Attachment B-1 Expenditure Based Budget, may accompany the semi-annual progress reports. These reports must correlate to vouchers submitted for payment. Approved project-required permits and permissions must be in place to submit a reimbursement request.
- Any project involving volunteer time as match will be required to report the number of volunteers and the number of volunteer hours in their expense reports, including landowner. The total number of volunteers and volunteer hours for the entire project must be reported in the final report. IF volunteer time is used as match the RNY program will require liability insurance.
- A DEC inspection will be required to confirm all work was completed in accordance with the approved project work plan prior to the final payment.
- A final report must be submitted in Grants Gateway and approved by DEC prior to the release of the final grant payment to the Grantee. The Contractor (Grantee) must submit the final report no later than 60 days after the end of the contract term. The final report should detail all aspects of the program and summarize how the use of grant funds was utilized in achieving the goals set forth in the approved MCG or C Work Plan. Copies of appropriate documents and deliverables (i.e. inventory and/or management plan, photographs, outreach results) must be submitted and approved by DEC.

# APPENDIX 1 – NYS DEC Service Foresters

The following people can provide professional guidance and provide work plan assistance in a geographic area.

Contact telephone numbers and regional maps: <https://www.dec.ny.gov/lands/97398.html>

## Region 1

John Wernet [john.wernet@dec.ny.gov](mailto:john.wernet@dec.ny.gov) Stony Brook

## Region 2

Tim Wenskus [timothy.wenskus@dec.ny.gov](mailto:timothy.wenskus@dec.ny.gov) Long Island City

## Region 3

Bob Mackenzie [robert.mackenzie@dec.ny.gov](mailto:robert.mackenzie@dec.ny.gov) New Paltz  
Matt Paul [matthew.paul@dec.ny.gov](mailto:matthew.paul@dec.ny.gov) New Paltz  
Timothy Yeatts [timothy.yeatts@dec.ny.gov](mailto:timothy.yeatts@dec.ny.gov) New Paltz

## Region 4

Scott Moxham [scott.moxham@dec.ny.gov](mailto:scott.moxham@dec.ny.gov) Schenectady  
Don Guest [donald.guest@dec.ny.gov](mailto:donald.guest@dec.ny.gov) Stamford

## Region 5

Seth Thomas [seth.thomas@dec.ny.gov](mailto:seth.thomas@dec.ny.gov) Northville  
Rich McDermott [rich.mcdermott@dec.ny.gov](mailto:rich.mcdermott@dec.ny.gov) Warrensburg  
Christi Barber [Christi.barber@dec.ny.gov](mailto:Christi.barber@dec.ny.gov) Ray Brook

## Region 6

Dan Welc [dan.welc@dec.ny.gov](mailto:dan.welc@dec.ny.gov) Herkimer  
Mike Giocondo [michael.giocondo@dec.ny.gov](mailto:michael.giocondo@dec.ny.gov) Lowville  
Rachel Hillegas [rachel.hillegas@dec.ny.gov](mailto:rachel.hillegas@dec.ny.gov) Lowville  
Steve Sherwood [steve.sherwood@dec.ny.gov](mailto:steve.sherwood@dec.ny.gov) Potsdam

## Region 7

Daniel Sawchuck [dan.sawchuck@dec.ny.gov](mailto:dan.sawchuck@dec.ny.gov) Altmar  
Matt Swayze [matthew.swayze@dec.ny.gov](mailto:matthew.swayze@dec.ny.gov) Cortland  
John Graham [john.graham@dec.ny.gov](mailto:john.graham@dec.ny.gov) Cortland  
Paul Romanenko [paul.romanenko@dec.ny.gov](mailto:paul.romanenko@dec.ny.gov) Sherburne

## Region 8

Gary Koplun [garrett.koplun@dec.ny.gov](mailto:garrett.koplun@dec.ny.gov) Avon  
Brice June [brice.june@dec.ny.gov](mailto:brice.june@dec.ny.gov) Avon  
Pat Lafler [Patrick.lafler@dec.ny.gov](mailto:Patrick.lafler@dec.ny.gov) Bath  
Cody Lafler [cody.lafler@dec.ny.gov](mailto:cody.lafler@dec.ny.gov) Bath

## Region 9

Nate Morey [Nate.Morey@dec.ny.gov](mailto:Nate.Morey@dec.ny.gov) Buffalo  
Chris Enser [chris.enser@dec.ny.gov](mailto:chris.enser@dec.ny.gov) Allegany  
Jeff Brockelbank [jeff.brockelbank@dec.ny.gov](mailto:jeff.brockelbank@dec.ny.gov) Dunkirk

## APPENDIX 2 – Attachment B – Budget and Match Sample

To complete your budget, please navigate to the budget section of the Forms Menu and click the budget category you wish to request fund for. The applicant can supply match from a different category. Match will also need to be detailed in the Match Worksheet at the bottom of the Budget Section of the Forms Menu.

### Forms

Status Page Name

#### Contract Documents

 [Contract Document Properties](#)

#### Application Information

 [Print Application](#)

 [Full Version of RFP](#)

 [Application Versions](#)

#### Program Information

 [Project/Site Addresses](#)

 [Program Specific Questions](#)

#### Expenditure Budget

 [Contractual](#)

 [> Contractual Narrative](#)

 [Travel](#)

 [> Travel Narrative](#)

 [Equipment](#)

 [> Equipment Narrative](#)

 [Other Expenses Detail](#)

 [> Other Narrative](#)

 [Expenditure Summary](#)

 [Match Worksheet](#)

#### Work Plan

In this example, we are requesting funds and supplying match in the Contractual Category

**CONTRACTUAL**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Contractual item has been saved successfully, select the **Add** button above to add additional Contractual items.
4. Click Forms Menu to return to the navigation links.

**Contractual Detail**

In the Contractual Services section should include costs for services rendered to the project under a format or written agreement such as direct provision of services by contractual arrangement. If Contractual is not applicable leave this section blank.

Details

Contractual - Type/Description	Herbicide application	*
Justification	Application of herbicide by contractor	*

Financial

Total Grant Funds	\$8,000.00	*
Total Match Funds	\$2,000.00	
Match %	0%	
Total Other Funds		
Line Total	\$10,000.00	
Category Total	\$10,000.00	

Click here to see a summary of the detail entered for this category.

[CATEGORY TOTAL SUMMARY](#)

In the Match Worksheet, the applicant must complete all required fields.

### **MATCH WORKSHEET**

**Instructions:**

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an match item has been saved successfully, select the **Add** button above to add additional match items.
4. Click Forms Menu to return to the navigation links.

### **Match Worksheet Detail**

Provide detail on the match amounts identified in the detail worksheets. Complete the Form of Documentation Provided column and provide required matching funds documentation with the application/contract package.

**Details**

**Source of Matching Funds**  \*

**Describe Match Source**  \*

(I.E. Local, State, Federal, or Private)

**Form of Documentation Provided**

**Financial**

<b>Match Amount</b>	<input type="text" value="\$2,000.00"/> *
Line Total	\$2,000.00
<b>Match Worksheet Detail Total</b>	\$2,000.00
<b>Budget Detail Match Total</b>	\$2,000.00

[| CATEGORY TOTAL SUMMARY |](#)

The Grants Gateway will automatically calculate the match entered and will not allow the applicant to submit the application for review if the match requirement is not met. This can be viewed on the Expenditure Summary Page.

**EXPENDITURE SUMMARY**

**Instructions:**

1. Save this form to display a roll-up of the category budget details.
2. Click Forms Menu to return to the navigation links.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	\$0	\$0	0%	0%	\$0	\$0
b) Fringe	\$0	\$0	0%	0%	\$0	\$0
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>
2. Non Personal Services						
a) Contractual	\$8,000.00	\$2,000.00	25%	0%	\$0	\$10,000.00
b) Travel	\$0	\$0	0%	0%	\$0	\$0
c) Equipment	\$0	\$0	0%	0%	\$0	\$0
d) Space/Property & Utilities	\$0	\$0	0%	0%	\$0	\$0
e) Operating Expenses	\$0	\$0	0%	0%	\$0	\$0
f) Other	\$0	\$0	0%	0%	\$0	\$0
<b>Subtotal</b>	<b>\$8,000.00</b>	<b>\$2,000.00</b>	<b>25%</b>		<b>\$0</b>	<b>\$10,000.00</b>
<b>Total</b>	<b>\$8,000.00</b>	<b>\$2,000.00</b>	<b>25%</b>	<b>25%</b>	<b>\$0</b>	<b>\$10,000.00</b>
<b>PERIOD TOTAL</b>	<b>\$0</b>					

## APPENDIX 3 – Attachment C - Work Plan Sample

### *Summary*

PROJECT NAME:	Eradication of hay-scented fern on Rainbow and Unicorn Farm, LLC	
CONTRACTOR SFS PAYEE NAME:	Guy Smiley	
WORK PLAN PERIOD:	From:	Contract start date
	To:	Contract end date

#### **PROJECT SUMMARY (5000 characters):**

*Provide an overview of the project to be completed under this grant funding, referencing the eligibility information such as an expansion of the Project Summary, description of the location and the need for funding. Be sure to address invasive and endangered species, wetland and other circumstances to be considered. Explain the project estimate and state the long-term goals and how the project will be managed over the next 10 years.*

The application site is located on Rainbow and Unicorn Farm, LLC, a 100ac forested property located in Fern Gully, NY. The treated area of this stand consists of a total of 25 acres of northern hardwood forest delineated on the treatment map as stand 1. The topography of this site consists of slight to moderate slopes. Target vegetation consists of hay scented fern which comprises close to 75% of the estimated ground cover and is preventing desirable forest regeneration from becoming established. The aim of this treatment is to eliminate the fern to allow for natural forest regeneration to be established. A commercial harvest under a single tree selection system is scheduled for this stand in 2024.

A check for rare, threatened or endangered species revealed the presence of naval corn salad, a rare plant located on the bank of the class A protected stream, Wiggly Flow. A 50-foot protection buffer is established, and no herbicide will be applied within this buffer.

The boundaries of the treatment are shown on the map and will be delineated with flagging before inspection. Application methods will be foliar spray for fern. Broadcast herbicide on the forest understory with but not limited to either an ATV or a

backpack sprayer. Hay scented fern will be treated with Accord XRT II (EPA Reg. No. 62719-517) and Oust XP (EPA Reg. No. 356-601). Herbicide application is required within the entire designated 25-acre area. The shape file for the herbicide area will be provided upon request. Target application dates for the fern treatment are from June 15th, 2022 to August 20<sup>th</sup>, 2022. Follow up treatments may be needed. A contractor will be retained for the application of herbicides.

**Organizational Capacity (4000 characters):**

*Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project*

***Grantee will describe how they select someone to do the work, or do the work themselves***

The owner will hire a consulting forester to evaluate and mark the areas to be treated on the ground. A commercial applicator will be hired to carry out the treatment of the project area. The applicator must be a registered pesticide business that is currently registered with the NYS DEC and employs a certified applicator in the appropriate category (i.e.: Category 2). A pesticide applicator who is a holder of a N.Y.S. Commercial Applicator Permit (Category 2) must be present during the spraying operation.

***Detail***

Add more rows for objective, task and Performance Measures as needed

To count characters – **Select the text block > Select Review menu > Click ‘Word Count’ option from ribbon**

<b>OBJECTIVE</b>	<b>TASKS Name</b> <i>(Max. 75 char)</i>	<b>TASK Description</b> <i>(Max. 250 char)</i>	<b>PERFORMANCE MEASURES Name</b> <i>(Max. 75 char)</i>	<b>PERFORMANCE MEASURES Description</b> <i>(Limit based on Data Capture type)</i>
1. Name <i>(Max. 75 char)</i> : Promote regeneration of northern hardwoods <i>(Max. 250 char)</i>	a. Hire NY Licensed Pesticide Applicator	Contractor is hired	i. Initial treatment hay scented fern	25 acres of hay scented fern is treated in Stand 1. Some eradication documented.
			ii. Subsequent 2 <sup>nd</sup> or 3 <sup>rd</sup> treatment of hay scented fern	At least 80% of hay scented fern is eradicated in stand 1
			iii.	
			i.	
			ii.	
			iii.	
			i.	
			ii.	
			iii.	

## APPENDIX 4 - Sexual Harassment Prevention Certification

State Finance Law §139-l requires bidders on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the minimum requirements of section two hundred one-g of the NYS Labor Law and Department of Labor's model policy and training standards) to all its employees.

Where competitive bidding is required pursuant to statute, rule or regulation, every bid made to the state or any public department or agency of the state must contain the following statement:

“By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.”

Bids that do not contain the certification will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder shall provide a signed statement with their bid detailing the reasons why the certification cannot be made. After review and consideration of such statement, the Department may reject the bid or may decide that there are sufficient reasons to accept the bid without such certification.

Bidders are required to sign and submit the Sexual Harassment Prevention Certification form, (Attachment S). If the bidder cannot make the certification, then a signed statement must be submitted with the bid detailing the reasons why the certification cannot be made.

**Attachment S**

**Sexual Harassment Prevention Certification Form**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

**Company Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Print Name and Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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If the above certification cannot be made, the bidder must submit a signed statement below detailing the reasons why the certification cannot be made.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Print Name and Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_