

ERP 2018 FAQs

Question: How does my municipality access the Grants Gateway to apply?

Answer: If the municipality does not have access to the Grants Gateway it must apply for and receive a log-in and password for the “Grantee Delegated Administrator Role.”

To register your municipality visit:

https://grantsgateway.ny.gov/IntelliGrants_NYSGC/module/nysgg/goportal.aspx and click on the “Request Access Now” link in the bottom right of the web page, then click on #2 Grants Gateway Registration Form. The municipality must mail a hard copy of the registration form to the address on page 2. The Grantee Delegated Administrator will need to create roles for the “Grantee” and “Grantee Contract Signatory.” The Grantee is often the project manager or consultant who will upload all the required documentation and edit the work plan and budget. In a small community, the “Grantee” and “Grantee Contract Signatory” may be the same person; however, only the municipal CEO can legally sign the contract.

Question: I can see the opportunity but not the application in the Grants Gateway.

Answer: Completing an application in the Gateway requires the appropriate Gateway role for initiating an application – see the Quick Start Guide – Applications for more information.

Question: How many awards will there be?

Answer: It is not possible to determine the number of awards in advance.

Question: Will our application receive a more favorable ranking if we opt to have the Department undertake the project work?

Answer: No. All applications will be ranked using the same scoring process as outlined in the Request for Application on pages 20-23 regardless of whether the Department or the applicant will complete the work.

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

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

Question: What are the minimum and maximum awards?

Answer: The minimum and maximum award amounts are \$20,000 and \$3,000,000 respectively. These are listed on page 2 of the Request for Application.

Question: If the application applies for a specific dollar amount, but the applicant may be willing to accept an award at a lesser amount, while still able to meet all of the stated goals and objectives of the project, would there be an opportunity to discuss this (accepting less money) with the Department, prior to finalizing all of the grant awards?

Answer: No. Applicants are advised to put forward their best efforts in thoroughly completing and fulfilling all requirements of the RFA.

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

Answer: The identity of the contractor does not have to be known at time of application. It is expected that an applicant will need to follow appropriate procurement procedures to secure a contractor. For the purposes of this application, you may indicate "Contractor TBD" in the budget line. If you have multiple TBD contractors (these need to be itemized individually in the budget form), you should include one or two words to identify what the contractor will do, such as "Contractor TBD, engineer", or "Contractor TBD, construction services".

Question: Must specific quotations from contractors be submitted along with filing out the electronic application?

Answer: Uploading quotes is not necessary; however, the municipality should use estimates based on the Department's Record of Decision adjusted for inflation as discussed in the Request for Application.

Question: What is the timeline for getting an award and payment?

Answer: The timeline for award and payment depends on many factors. Time to complete a contract is potentially 6 months to a year but depends on the following factors, among others: how fast the community completes and submits their Remedial Action Work Plan, identifying and uploading the proper insurance certificates and obtaining new certificates, if needed; time between board meetings, where authorization to sign the contract can be given; the municipality's proficiency in using the Gateway, ability to provide all necessary information, maps, plans, etc., and submitting forms correctly filled out when vouchering.

Question: Is documentation of match required?

Answer: There is no separate match requirement beyond the grantee's percentage of project costs as outlined in the Request for Application document.

Question: What is the period of the grant?

Answer: The anticipated project period is _____ through _____.

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

Answer: Yes. Shortly after the awardees are announced, they will be posted at:

Question: If the DEC takes the lead on my project how long will it take to clean it up and have it ready for redevelopment?

Answer: The for length of time to cleanup that would depend on several factors including the implementation of the Record of Decision.

Question: If the DEC takes the lead on my project when do we have to pay our share of the costs to DEC?

Answer: As stated in the Request for Application, the Department will invoice periodically.

Question: Are salaries and benefits of employees who will perform construction work on the project eligible?

Answer: If specific work may be performed by the applicant's employees more effectively, it can be considered for force account. The Department must approve the use of force account in advance. Please refer to page 25 of the Request for Application.

Question: Will the prime contractor be able to divide a project so that it is management for the MWBE subcontractor to bid on the project?

Answer: Applicants must work with their contractors to ensure that MWBE goals are met for the project.

Question: Is the firm hired to do construction considered a subcontractor?

Answer: Yes, a firm hired by the awardee (prime contractor) is a subcontractor under this grant.

Question: Regarding subcontractors: We anticipate a bidding process for our capital project, so at the time of the application submission we will not know specific subcontracting entities. Please advise how we should address this issue?

Answer: If there are impediments to specifically identifying by name those subcontractors which will be involved in project execution, the applicant should note "To Be Determined" and, to the best of its ability, describe the type of work to be performed and the type of subcontractor.

Question: What are the consequences if a project is funded and initiated, but not completed?

Answer: The State reserves the right within the Master Contract to pursue available legal or equitable remedies.

Question: Can a developer enter the Brownfield Cleanup Program for our site and implement the remedy under that program and receive tax credits?

Answer: The Department would review any application submitted for the Brownfield Cleanup Program for the site and would make a determination at that time.

Question: After the site is cleaned up what can it be used for?

Answer: The site would be eligible to be used for the allowable use or uses identified in the Record of Decision.

Question: If awarded, can we receive an advance on grant funding?

Answer: No. This is a reimbursement grant. The awardee must incur eligible expenses and submit a Claim for Payment/Voucher and supporting documentation for reimbursement.

Question: Our municipality's project will require more funding than the maximum amount allowed. Are we still eligible to apply?

Answer: You may apply for funding to remediate a portion of your project up to the maximum amount allowed. A certificate of completion with a liability release would not be issued until the entire remedy is complete.

Question: The Request for Application document indicates we can adjust our original budget shown in the Record of Decision. Can I increase costs based on inflation?

Answer: You can adjust the value of the selected remedy in the site's Record of Decision, adjusted by Consumer Price Index to the current year. You cannot estimate for any potential increases beyond the current year, since the CPI rates are unknown.

Question: Can we provide letters or support, for example, from elected officials? If so, should we upload in the Grantee Document folder, or somewhere else?

Answer: Letters of Support are not a requirement of the RFA and are not part of the evaluation criteria.

Question: Are there character/word limits involved with each question and if so, what are they?

Answer: The response option limit is provided below each text box includes characters with spaces. Graphic elements (tables, charts, maps, etc..) may not be placed in the narrative text boxes for the Program Specific Questions in Grants Gateway. If an

applicant would like to submit additional documentation such as tables, charts, graphs and maps to support the narrative response, such documentation may be uploaded in a PDF document into the "Grantee Document Folder" in the Forms Menu of the online application. Please clearly label any uploaded files.

Question: I am not getting the "APPLY FOR GRANT OPPORTUNITY" button.

Answer: To access attachments and apply for the grant opportunity, a user must first be registered and logged into the Grants Gateway as a Grantee, Grantee Contract Signatory, or Grantee System Administrator. Once logged in, the user should click on the "View Available Opportunities" button available on their home screen and search for the Grant Opportunity by name. On the Opportunity Funding Profile page, click on "Apply for Grant Opportunity" to begin the application. If you are having difficulty, we recommend consulting the Grantee Quick Start Guide for applications:

http://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf or contact:

Grants Gateway Team Email: grantsgateway@its.ny.gov

Phone: 518-474-5595

Hours: Monday thru Friday 8am to 4:00pm

(Application Completion, Policy, and Registration questions)

Question: Could you please tell me if IDA's are eligible to apply for this opportunity? The property is owned by Syracuse Industrial Development Agency.

Answer: In the specific instance of the Syracuse Industrial Development Agency, it is eligible to apply because it owns a property that has a DEC-issued Record of Decision (ROD) issued under the Environmental Restoration Program. This is specified at 3.e) on page 2 of the "ERP Request for Application" document available on the Grants Gateway. This is the case for other IDAs that own a property that has a DEC-issued ROD.

Question: "Is there a match requirement and is documentation required?"

Answer: There is no separate match requirement beyond the grantee's percentage of project costs as outlined in the Request for Application document on page 12 under "Expenditure Based Budget".

Question: If a municipality chooses to have DEC perform the remediation at the site would we simply state in the application that we would elect to have the DEC undertake the work or do we need a more formal agreement put in place prior to submitting an application?

Answer: If you will request that DEC perform the remediation work, you are not required to obtain a formal agreement with DEC before submitting an application. If, ultimately, DEC offers a grant for your project, the municipality and DEC would enter

into a formal agreement regarding DEC performing the work at the time the Master Grant for Contracts is finalized.

Question: The application asks for cost estimates, project phasing/milestones, etc. so how would these be addressed if the work is primarily performed by the DEC?

Answer: An applicant cannot even submit the application without inputting a budget and workplan. DEC cannot exempt an applicant in the RFA from preparing a budget or workplan because the systems require they are completed. Each eligible site's Record of Decision (ROD) provides a general estimate of the cost of the selected remedy. It is recommended that an applicant develop a budget and Scope of Work in a generic sense (in other words, not assuming either DEC or the municipality would perform the remediation, but simply how the remedy specified in the ROD would be implemented), following the guidelines beginning on page 12 of the RFA.