NEW YORK STATE OF OPPORTUNITY | **Department of Environmental Conservation**

Frequently Asked Questions

Administration of Environmental Justice Capacity Building Grants

NYS Grants Gateway Application ID No.:

DEC01-EJCB-2018

UPDATED: January 11, 2019

New York State

Department of Environmental Conservation

Environmental Justice

Questions about:

Grants Gateway/Prequalification

Q: When I logged into our NY Grants Gateway account and pulled up the grant opportunity, however, there was no "Apply for Grant Opportunity" button.

The grants.gov website lists us as "Document Vault prequalified" and we are registered with grants.gov and signed in. Is there something else that we need to do to be able to access the "Apply" button? Or is this something that we need to address with the Grants Gateway help desk?

A: It sounds like you may be logged in as your Delegated Admin role. Make sure you are logged in as a role with the function to start an application. Please see below. Additionally, you can find New York State Grants Gateway Vendor's Quick Start Guide on How to apply for Opportunities here: https://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf

*Note to any applicants experiencing issues regarding applying, opening tabs, and using various functions in the gateway: **Please make sure that when logging in, the role is appropriate for the functions you are trying to perform, as many of them have restricted capability.** In many cases there has been confusion because applicants have been using roles that do not have access to particular functions. Below are some steps to walk you through once you have cleared that path.

Role	Create and Maintain user Roles	Initiate Application	Complete Application	Submit Application	Only view the Application
Delegated Admin	✓				
Grantee		✓	✓		
Grantee Contract Signatory		✓	✓	✓	
Grantee Payment Signatory		✓	✓		
Grantee System Administrator		✓	✓	✓	
Grantee View Only					✓

While logged in the appropriate role follow these steps:
- Click the **View Opportunities** button on the home page underneath the
- **View Available Opportunities** heading.
- Enter search criteria into the search fields to find the opportunity you wish to apply to.
- Click on the Grant Opportunity field of the opportunity you wish to apply to.

Review the information on the page to determine if you wish to apply to this opportunity. If you do wish to apply, click the **Apply for Grant Opportunity** button. You will be taken to the Application Main Page. Click on the **Forms** menu. The first actual question is **Project/Site Addresses**.

Q: We are registered on the NY State Grants Gateway and will be applying for this grant. However, we don't see a link to how to apply THROUGH the NYS Grants Gateway. Could you kindly advise the steps to get to the page on the NYS Grants Gateway where we can complete information and upload items?

A: The short answer is to make sure you are logged in as a role with the function to start an application. Please see below. Additionally, you can find New York State Grants Gateway Vendor's Quick Start Guide on How to apply for Online Opportunities here: https://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf

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Q: We are having trouble accessing the on-line application and the 'Presubmission Uploads' such as the Work Plan work sheet and the "itemized expenditure budget in the Grants Gateway" Any advice or direction you could provide would be appreciated.

A: The short answer is to make sure you are logged into a role that has the function to start and fill out the application such as the grantee or the grantee system administrator. Please see above question for more details.

Please email the grants gateway helpdesk at grantsgateway@its.ny.gov or call 518 474-5595 for any technical issues.

Applicant Eligibility

Q. Are we a good candidate for this grant?

A. The Request for Applications lists the eligibility criteria as well as how we will evaluate applications. We encourage applicants to review the eligibility criteria and evaluation criteria prior to beginning their applications. Strong candidates will have experience administering grant programs and addressing environmental justice issues.

Q: Can you accept applications from organizations who were incorporated in another state?

A: No, because of the following guidelines within the RFA: An eligible applicant must be a not-for-profit corporation (NFP). 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.

Q: Will incorporating a separate not-for-profit subsidiary in NYS, of a parent incorporated and already designated as a 501(c)(3) in a different US state work?

A: Everything that needs to be provided in the Gateway to prequalify as a NFP, the subsidiary will need its own certificate of incorporation in NY, a 501(c)(3) letter from the IRS, need to file a CHAR, etc. All those documents need to be in the name of the NFP, so the subsidiary cannot use documents from the parent to be an eligible applicant.

Budget

Q: How do you fill out the salary portion of the budget?

A: Here is a great 16 minute video that explains how to fill out the budget including how to complete salary calculations. https://www.youtube.com/watch?v=0b1btPFdHMU

Q: Would you let me know who I should contact with a specific budget question?

A: Please contact justice@dec.ny.gov and our grants administrator will send a prompt response to your question.

Project

Q: We'd like to apply to this opportunity to send staff to get professional development training, is that a good project for this grant?

A: Please see page 3 of the RFA for a full description of the grant opportunity. The DEC will award one NFP organization $1,000,000 to **develop and administer** capacity building grants. You can also find the scope of work on page 25 of the RFA.

Q: What is the proposed project timeframe?

A: The activity for the request must fall within the dates of June 18, 2019 to June 17, 2021.

How often will you update the Q & A?

Q: It would be very helpful to see the questions that are being asked for the grant, and know just how to prepare answers. Is there any way to see the questions and documents needed, while we are awaiting access to the Grants Gateway?

A: All applications must be completed on the grants gateway. The RFA contains more information. There is also an FAQ up that is being updated weekly.

Q: When/where will answers to other questions be posted on the website?

A: The Q and A for this grant opportunity will be posted on the Grant Opportunity Portal (the Grants Gateway) and are updated weekly.

Application Questions

Q: What is the application page limit, if any?

A: The application is through the Grants Gateway. You will see the character limits in the Gateway for each question which range anywhere from 500 characters to 4000 characters depending on the question. Some of the questions allow document uploads so you would be able to expand on some of your responses and provide additional information if the question allows for an upload

Q: Can you provide a link to the specific document that states the NYC REDC priorities? The website referred to in the RFA (regionalcouncils.ny.gov**) contains many related resources from which one could intuit the strategy, however I was not able to find the priorities document itself, nor a clear statement of the priorities within the related resources.**

A: The NYS REDC Priorities in the "2018 REDC Guidebook" which is on the landing page of the website. Here is a link to the Guidebook http://regionalcouncils.ny.gov/sites/default/files/2018-04/2018REDCGuidebook.pdf

Q: We are in process of applying for the Administration of Environmental Justice Capacity Building Grants, due on February 1. Can you point us toward the most recent strategies for the regional economic plan?

A: https://regionalcouncils.ny.gov/

What to expect if we are given an award/Reporting Requirements

Q: Must the project start as soon as the MCG is executed?.

A: Please see pages 3-4 of the RFA for Proposed Project Timeframes the activity for the request must fall within the June 18, 2019 to June 17, 2021 timeframe. The project does not need to start as soon as the MCG is executed but the project should be able to be completed during that timeframe.

Q: What kind of reporting requirements will be necessary if we are given an award?

A: Please refer to pages 19-20 of the RFA. If you are awarded a grant you will be expected to submit quarterly narrative and expenditure reports (ie. 3/30, 6/30, 9/30, 12/30 for each year of the grant). At the end of the grant period you'll be expected to submit a final report no later than 60 days after the end of the contract term or upon completion of the project.

Other Questions

Q. What do you mean by "technical assistance"?

A. The selected administrator will provide assistance to applicants throughout the grant application period, such as answering questions, and contract period.

Q: With this being such a large initiative, do you see any marketing or communications opportunities arising for a for-profit firm?

A: No, not through this grant opportunity.

Q: Could a State Agency serve as a joint applicant?

A: No, all applicants must meet ALL of the eligibility requirements. Since the Agency is not a not-for-profit that would make them ineligible.

Q: Could members of an agency sit on a review panel?

 A: Yes, agency members could sit on a review panel.