

**FREQUENTLY ASKED QUESTIONS**

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

**Answer:** Yes, there is a matching requirement of 15% of the requested grant funds. You can find more information about the match on pages 4 and 21 of the RFA.

2. **Question:** Does the match have to be cash, or can it be in-kind (or a combination of both)?

**Answer:** Either cash or in-kind (or a combination of both) can be identified as match contribution.

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

**Answer:** The project period is two years, anticipated December 1, 2018 through November 30, 2020.

4. **Question:** Can the same applicant apply for more than one grant?

**Answer:** Yes, but there is a limit of up to three applications per applicant. Multiple applications cannot be for the same project or project location. Note the award limit condition in the RFA. Under this condition, applicants will be eligible to receive one award until all qualifying awards are made at one per grantee. In the event funding remains, additional grants for qualifying projects will be awarded to an entity already receiving a grant award in this grant round, starting with the next highest scoring application.

5. **Question:** Who are the “Local Hudson watershed organizations and communities,” which are eligible to apply for this grant??

**Answer:** The definition of an eligible applicant is as follows:

Governmental Entities, Municipalities, and Quasi-Governmental Entities, including but not limited to Counties, Cities, Towns, Villages, or Indian nation or tribe recognized by the state or the United States with a reservation wholly or partly within the boundaries of New York State, or any combination thereof, Public Benefit Corporations, Public Authorities, Municipal Corporations, Soil and Water Conservation Districts, School Districts, and Community Colleges, and 501(c)(3) not-for-profit corporations whose projects are located within the eligible geographic boundaries defined in this RFA.

For this grant opportunity, a “Not-For-Profit Corporation” (NFP) is subject to New York State’s Not-For-Profit Corporation Law and 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.

Individuals and unincorporated groups are not eligible for this grant opportunity. However, an eligible applicant may apply on behalf of an individual or unincorporated group as a fiscal sponsor. The fiscal sponsor accepts responsibility of the grant, and serves 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.

\*FINAL\*

The eligible boundary can be viewed at:

[www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/hregrantmap.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/hregrantmap.pdf).

A searchable Google map is posted at:

<http://www.dec.ny.gov/pubs/103459.html> (Data Set titled “Hudson River Estuary Grant Program boundaries” listed under the “Misc. Environmental Maps” Section).

If you are not already registered and prequalified with the Grants Gateway, it is recommended you complete that as early as possible.

**6. Question:** How does an organization access the actual on-line application? Does a non-for-profit have to be prequalified to access the application? Where are the Program Questions and Pre-Submission uploads?

**Answer:** An organization has to be registered in the Grants Gateway in order to access the application ([https://grantsreform.ny.gov/sites/default/files/registration\\_form\\_for\\_administrator.pdf](https://grantsreform.ny.gov/sites/default/files/registration_form_for_administrator.pdf)).

Prequalification does not have to be complete before starting an application. The organization must complete prequalification before the deadline. Prequalification resources can be found in the lower left hand area of the quick links posted on <https://grantsreform.ny.gov/Grantees>.

Additional resources are available on the Grants Reform site for gaining access to the Grants Gateway, and assigning appropriate roles for individuals, under the organization. The Grantee User Guide <https://grantsreform.ny.gov/sites/default/files/nys-grants-gateway-vendor-user-guide-V2031615.pdf> provides various tutorials, Section 4 addresses role assignment.

The Application Quick Start Guide will help with starting the application:

[https://grantsreform.ny.gov/sites/default/files/grantee\\_quick\\_start\\_guide.pdf](https://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf).

The Program Questions and Pre-Submission Uploads are found in the application. You will have to start the application in order to access that information.

**7. Question:** Where do I upload cost documentation for Program Question 15? There is no field to upload documents.

**Answer:** The upload field for Program Question 15 was omitted in error. If you would like to upload documentation for this Program Question, you can upload it either in the “Grantee Document Folder”, or there is also a “Place Holder” upload field in the Pre-Submission Uploads area. Either of these locations is acceptable as an alternative for the upload.

**8. Question:** Can you explain this sentence, from Key Stakeholder Engagement (page 13 of the RFA)? “Support letters from the government body offering the grant, or institutions or organizations who are fiscal sponsors and/or will provide services under the grant, will not be considered and no points will be awarded.”

**Answer:** The sentence is meant to clarify that points will not be awarded for letters that could be viewed as a conflict of interest, such as letters from staff within the agency awarding the grant (the DEC), an organization that is serving as the fiscal sponsor for the application, or other entities that are providing a paid service under the grant.

\*FINAL\*

**9. Question:** Where can I find a list of previous HRE-funded projects?

**Answer:** Listings of previous HRE grants, by year, are published at the bottom of the Hudson River Estuary grants web page: <http://www.dec.ny.gov/lands/5091.html> (under “Grants Program History”).

**10. Question:** What form of documentation is required for match?

**Answer:** At a minimum, match needs to be described in the Match Worksheet in the Grants Gateway. Documentation of match is not required. If you want to provide back-up documentation of match, you can do that in any form you wish.

**11. Question:** Are “partners” collaborators (like a co-application) on the project or participants/stakeholders who provide services under the grant (could also serve on steering committee) and included in budget either as cost item (contract) or in kind?

**Answer:** Partners are collaborators who have a significant role in the conduct of the project. The partner could have a line item in the budget, should that be appropriate to the project and budget.

**12. Question:** If a contractor is not identified yet, but a few cost proposals have been received, do those cost proposals need to be uploaded in the application, or can the costs just be described in the budget and/or the cost effectiveness program question?

**Answer:** Cost proposals can be included in the application if desired. It is not required to provide the cost proposals.