



Department of
Environmental
Conservation



GUIDELINES AND BID INSTRUCTIONS

New York State

Department of Environmental Conservation

Office of Environmental Justice

Community Impact Grant Program

For Communities Exposed to Multiple Environmental Harms and
Risks in New York State

Grants Management Bid Event ID No.:

EJCIG R 11

**Grants Management Bids are now in the Statewide Financial
System [Vendor Portal](#)**

Bid Due Date: 3:00 pm ET, August 7, 2024;

Timetable of Key Events:

Bid Period Begins	April 29, 2024
Webinar	May 16, 2024; 2:00pm-3:00pm
Question & Answer Period Ends	July 24, 2024
Bids Due	August 7, 2024; 3:00pm ET
Award(s) Announced By	Late November 2024 (anticipated)

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1. Grant Information

The New York State Department of Environmental Conservation (DEC) is pleased to announce funding for projects that will implement state assistance funding through the Environmental Justice Community Impact Grant program to not-for-profit corporation (NFP) community-based organizations for projects that address exposure of communities to multiple environmental harms and risks (“projects”).

a) Funding

Approximately **\$7,337,509** is available for Community Impact Grants. Funding for this grant opportunity is provided from the Environmental Protection Fund with dollars designated to Environmental Justice. Bidders may be awarded up to \$100,000 each until funding has been exhausted to fund as many eligible projects as possible.

b) 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 **36-month contract period/term and will have a contract term of October 1, 2024 to September 30, 2027**. Costs outside of the contract period/term are ineligible. The Master Contract for Grants (MCG) must be fully approved by DEC, and if applicable approved by the Attorney General and the State Comptroller. Up to two, optional, one-year time extensions beyond the contract term end date will be determined by the Department based upon written justification from the Grantee. Bidders should not submit a bid if they do not anticipate their project can be completed within the specified contract term.

c) Minimum and Maximum Award Amounts

Minimum grant amount is \$50,000; Maximum grant amount is \$100,000.

d) Bid Limit/Award limit

Bidders may submit up to three bids, however, only one bid per bidder may be funded. Multiple bids may not be for the same project or project location.

e) Eligible Project Locations

Eligible projects for grant funding must be located within or serve an EJ Community, as defined in DEC *Commissioner Policy 29, Environmental Justice and Permitting* (available on DEC’s website at: <https://dec.ny.gov/regulatory/guidance-and-policy-documents/commissioner-policy-29-environmental-justice-and-permitting>) . Bidders can identify EJ Communities in the following ways:

- Refer to maps showing these areas in the link below:
 - <http://www.dec.ny.gov/public/911.html>

- Refer to census tracts and block numbering areas which have a poverty rate of at least 20 percent and an unemployment rate of at least 125 percent of the New York State unemployment rate.
- Refer to census tracts and block numbering areas which have a poverty rate of at least two times the poverty rate for the county in which the tract is located.
- Refer to the Empire State Development Corporation's (ESDC) designated environmental zones. Maps of environmental zones in each county can be found on the ESDC Brownfield Redevelopment website at:
 - https://www.arcgis.com/home/webmap/viewer.html?url=https://services6.arcgis.com/DZHaqZm9cxOD4CWM/ArcGIS/rest/services/Potential_Environmental_Justice_Area__PEJA__Communities/FeatureServer&source=sd
 - Note: The ESDC has designated the Environmental Zones for the purpose of providing tax incentives for brownfield redevelopment. The Environmental Justice Community Impact Grants ARE NOT related in any way to the Brownfield Redevelopment tax incentives. The link to the ESDC Brownfield Redevelopment website is provided here only as a reference to the Environmental Zone maps.
- Refer to the final criteria for identifying Disadvantaged Communities established by the Climate Justice Working Group pursuant to the Climate Leadership and Community Protection Act.
 - <https://www.nyserda.ny.gov/ny/disadvantaged-communities>
- Refer to other authoritative documentation demonstrating the community's low income population or minority population. The bidder must provide authoritative documentation to support their community demographics in a single pdf upload in the SFS Grants Management System. In this context, "**authoritative documentation**" means any map, report or document issued by a local, state or federal government agency.

2. Eligible Bidders

- An eligible bidder must be a not-for-profit corporation (NFP) community-based organization, or a community-based organization may partner with a NFP that will serve as their fiscal sponsor. 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.

All NFP bidders must be registered and prequalified in the NYS SFS Grants Management System by the due date of this bid to be considered eligible for this grant opportunity. The system will not allow you to submit if you are not prequalified.

A NFP serving as a fiscal sponsor to an eligible NFP community-based organization must provide, at the time of bid, an agreement between the fiscal sponsor and the community-based organization, otherwise the bid will be disqualified in the bid pass/fail review. The

NFP fiscal sponsor must assume the responsibility for submission of the on-line grant bid and must sign a contractual agreement with DEC on behalf of the NFP community-based organization should grant funding be awarded. The NFP fiscal sponsor is not required to have members in the affected community.

Fiscal Sponsor Agreement (as applicable)

A fiscal sponsor letter of agreement must be uploaded with the bid by the bid due date (if applicable). The letter of agreement must be between the qualifying, eligible NFP community-based organization and the NFP that will serve as the community group's fiscal sponsor. The agreement must state the NFP will serve as the fiscal sponsor and will assume the responsibility for the project bid, the performance of work consistent with this RFA and execution of a State of New York Master Contract for Grants. Any bid that does not include a required fiscal sponsor agreement will be disqualified in the eligibility pass/fail review. The letter of agreement should be addressed to the NFP bidder serving as the fiscal sponsor.

Fiscal sponsors do not have to meet eligibility requirements. However, the organization the fiscal sponsor is applying on behalf of must meet all eligibility requirements.

For the purposes of this grant opportunity, a "community-based organization" is an organization that:

- Serves the residents of an area equal to or smaller than one county outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City. Organizations serving areas larger than indicated such as regional or national organizations are not eligible for this grant. However, ineligible not-for-profits may serve as fiscal sponsors for eligible NFP community-based organizations or partner with eligible organizations; and
- Has a total annual revenue that does not exceed \$3,000,000, based on the bidder's IRS Form 990 filing from the previous year (line 12); and
- Cannot have its charter revoked or otherwise be dissolved through the action of another organization; and
- Is able to enter into legal agreements independent of any affiliated nonprofit organization, government body, university or other entity that would be ineligible to apply for this grant; and
- Focuses on addressing the environmental and/or public health problems of the residents of the community that is impacted by the multiple environmental harms and risks that are the focus of the project (the "affected community"); and
- Has its primary office location in the affected community; and
- Has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the bidder community group residing in the affected community; and
- Declares (along with a partner NFP fiscal sponsor, if applicable) it has not caused or contributed to the environmental harms or risks that are to be the subject of the proposed project. (Note: A declaration can be viewed on the last page of this RFA. The declaration must be signed and uploaded in the SFS Grants System.); and

- Is in good standing and will have submitted all required progress reports for current open grants and final narrative and financial reports for previously awarded Office of Environmental Justice grants where the term has expired.

Ineligible Bidders

Entities that are not eligible to apply and receive funding under this grant program are: individuals; universities; municipalities; government bodies; water districts or similar entities; large non-governmental organizations such as serving multiple counties, regional, state or national environmental groups and organizations.

An ineligible organization may be involved in a proposed EJ project by partnering as a subcontractor for an eligible organization.

Collaborative Projects (as applicable)

Collaborative projects are encouraged, however, if a proposed project involves a cooperative agreement or partners, only one eligible, designated lead bidder can submit the bid for grant funding. The lead bidder must assume the responsibility for the project bid, performance of work consistent with this RFA, and execution of a State of New York Master Contract for Grants or Letter of Agreement. Letters substantiating the collaboration from each partner are required, including information on the roles and responsibilities of each partner. These letters are to be uploaded to the Grants Management System in a single PDF under the appropriate Program Question for the bid.

3. Inquiries & Designated Contact Information

For general information on completing this bid and for clarification of bid requirements, contractual terms and procedures, contact:

Marilyn Moore, Program Manager

Contact Information: justice@dec.ny.gov and 518-402-8556

For technical information regarding the Statewide Financial System bid, direct questions to:

NYS Grants Management

Contact Information: helpdesk@sfs.ny.gov_518-457-7737

Include “2024 Community Impact Grant Program” in the subject line of the email. Questions regarding this grant opportunity will be accepted by the Department until C.O.B. July 24, 2024. All questions, and answers, will be uploaded in the SFS Grants Management System bid for all bidders to view.

4. Bid Submission

Bids must be submitted through the NYS [SFS Grants Management System](#).

If you do not have access to the SFS Vendor Portal and if your organization is already established within the SFS Vendor portal, an SFS Delegated Administrator has been authorized within your organization to provision user login credentials, unlock accounts, or reset passwords. Please reach out to your SFS Delegated Administrator directly.

Also, if you do not have a login and if you are new to the SFS Vendor portal, and would like to establish an account for the purposes of doing business with the State of New York, contact the SFS Help Desk at 518-457-7717, 855-233-8363 or HelpDesk@sfs.ny.gov for more information.

The NYS SFS Grants Management system offers a Vendor User Manual, training videos and webinars for bidders requiring assistance. Please visit <https://grantsmanagement.ny.gov/transition-SFS>.

Paper bids will NOT be accepted. Bidders are strongly encouraged to submit their bids prior to the bid deadline. Late bids will not be accepted. Please note, staff with a *Bid Response Initiator* role can begin a bid, but only staff with the *Bid Response Submitter* role can submit the bid response.

All bidders must be Registered with SFS Grants Management to apply. Please visit <https://grantsmanagement.ny.gov/transition-SFS> to register.

In addition to registration, not-for-profits must also be Prequalified at the time and date that the bid is due. If you are not Prequalified at that time and date, your bid will not be considered.

PLEASE DO NOT DELAY IN BEGINNING AND COMPLETING THE PREQUALIFICATION PROCESS. PLEASE VISIT THE GRANTS MANAGEMENT [Prequalification Page](#) TO GET STARTED.

THE STATE RESERVES 5 DAYS TO REVIEW SUBMITTED PREQUALIFICATION BIDS. PREQUALIFICATION BIDS SUBMITTED TO THE STATE FOR REVIEW LESS THAN 5 DAYS PRIOR TO REVIEW SUBMITTED PREQUALIFICATION BIDS. PREQUALIFICATION BIDS SUBMITTED TO THE STATE FOR REVIEW LESS THAN 5 DAYS PRIOR TO **2024 COMMUNITY IMPACT GRANT PROGRAM** BID DUE DATE MAY NOT BE CONSIDERED.

BIDDERS SHOULD NOT ASSUME THAT THEIR PREQUALIFICATION INFORMATION WILL BE REVIEWED IF THEY DO NOT ADHERE TO THIS TIMEFRAME.

a) Bidder Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032 Revised, effective July 16, 2014, New York State has instituted key reform initiatives to the Master Contract for Grants contract. Information on these initiatives can be found on the Grants Reform Website.

All bidders must be Prequalified in the SFS Grants Management System at the time and date that the bid is due. Bids from non-prequalified entities will be rejected. The system will not allow you to submit your bid.

The SFS Handbook: SFS Training for Vendors guide is available on SFS Coach and includes guidance for prequalification. Additional training is available on SFS Coach.

If you are not familiar with SFS Grants Management, there are many resources available to help you register and become Prequalified on the NYS Grants Management Website <https://grantsmanagement.ny.gov/transition-sfs> including:

- Video tutorials on Grants Management Registration or Prequalification
- SFS Handbook: SFS Training for Vendors includes walkthroughs for the Bid process

PLEASE NOTE: The information included here regarding Prequalification is not intended to be exhaustive. The SFS Grants Management help desk/hotline can be reached at (518) 457-7717 and HelpDesk@sfs.ny.gov, Monday through Friday 8 AM through 4 PM.

4.1.1 Register for the Statewide Financial System

- On the SFS Grants Management Website (<https://grantsmanagement.ny.gov/register-your-organization-sfs>), download a copy of the Registration Form for SFS Vendors. A signed, notarized original form must be sent to the NYS Grants Reform Team at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the SFS Grants Management Vendor Portal.

4.1.2 Complete your Prequalification Bid

- Log in to Statewide Financial System (SFS) Grants Management. If this is your first time logging in, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.

5. Grant Opportunity General Information and Conditions

a. Grant Bid Requirements and Conditions

Please be sure to include information on the following requirements with your bid, if applicable to your project:

Bids must meet the following minimum requirements to be eligible:

Project proposals and work plans MUST address ALL of the following criteria, in addition to additional requirements discussed in Section 6 Bid Evaluation, Scoring and Selection.

- (1) **Describe Your Community's Harms and Risks** - Project proposal must provide a description of communities' exposure to multiple environmental harms and risks*. Multiple harms and risks can occur in several ways:
 - (a) a community has multiple sources of environmental harms and risks;
 - (b) a community has multiple sources that contribute to a single environmental harm or risk; or
 - (c) a community experiences health impacts or risks from a single source of environmental harm (air and water contamination from a single source).

- (2) **Identify Project Type-** Project proposal must identify which category of project type the proposal best fits under:
 - (a) Water
 - (b) Air
 - (c) Community Garden/Urban Agriculture
 - (d) Organic Waste/Composting
 - (e) Habitat Restoration
 - (f) Green Infrastructure
 - (g) Capacity Building
 - (h) Other (please state type of project)

- (3) **Identify Mission Statement** - Project proposal must include short mission statement describing the not-for-profit corporation or community-based organization's overall goals or objectives.

- (4) **Define Project Location** - Project proposal must be located within the EJ community served by the eligible bidder community-based organization (see community demographics on page 19); AND

- (5) **Brief Project Description** - Project Proposal must include a brief description (250 *CHARACTERS* or less) of the project.

- (6) **Research Component** - Project proposal must include a research component that will be used to expand the knowledge or understanding of the affected community.

For current grantees: please note that this **must** be a **NEW** research component. Previously approved research components will not be accepted.

The research component can be primary or secondary and should be related to the environmental harms or risks in the affected community.

**NOTE: There are many possible examples of multiple harms and risks. If you are unsure whether the situation in your community can be categorized as multiple harms and risks, please call the Office of Environmental Justice at 1-866-229-0497 or 518-402-8556.*

Successful projects DEC has previously funded through Community Impact Grants have included the following:

- An inventory of environmental harms and risks in the community such as: inventory of industrial, municipal, or commercial facilities in the community; identification of related environmental or public health harms and risks and development of a community education program to address some or all of the harms and risks.
- Mobile source emission tracking and monitoring (traffic counts, diesel vehicle idling counts) and development of a program to address some or all of the harms and risks.
- Demonstration projects for green infrastructure or energy conservation, i.e., green rooftops, urban tree planting, energy conservation or alternative energy projects. The data from such demonstration projects must be used to expand the community's knowledge and understanding of how such projects may mitigate exposure to environmental impacts.
- Projects to identify and reduce harms and risks to subsistence fishing populations that use waters restricted for fish consumption, i.e. research habits of fishing populations, develop means to educate populations about associated harms and risks and recommend means to provide safe fishing access to such populations.
- Projects to identify industrial, commercial, or municipal processes that result in pollution which impacts the community, research these processes and study and develop potential methods to reduce such exposure.
- Projects to identify lead hazards for children and pregnant women, prevent lead-related housing risks and/or promote lead safe work practices by homeowners and contractors involved in residential renovation and remodeling.
- Projects to identify sources of household hazardous waste within the affected community, identify local hazardous waste facilities, educate community residents on proper disposal and alternative non-hazardous products such as green cleaning products and encourage use of alternative non-hazardous products.
- An inventory of open space in the affected community and construction of community gardens or other park-like features to demonstrate beneficial use of that open space.
- Projects that encourage a connection to nature and the urban environment for inner-city students, develop hands-on stewardship projects for students to help them understand natural processes, and inventory community environmental harms and risks.

For more information on projects funded by the EJ Grant program in previous years, see the full dataset on Open Data NY called: [Office of Environmental Justice \(OEJ\) Grant Awards: Beginning 2006](#)

For further project guidance, below is a list of additional project suggestions community organizations can focus on.

Addressing Water Impacts:

- Projects can include conducting a community survey to determine the location of waterbodies that have been diverted into a culvert, pipe or drainage system. This research can be used to build public interest in daylighting streams - redirecting them into above-ground channels - to restore them to a more natural state.
- Floatables (litter) and pathogens (animal feces) are problematic in storm water. A potential project can include conducting a campaign to educate community residents on the negative effects and how picking up litter and cleaning up after animals can improve waterbodies close to home.

Addressing Organic Waste Impacts:

- Local community composting projects (equipment training, education).
- Local food diversion projects such as food pantry and soup kitchens use and support assistance including equipment, transportation to and from, storage, routing evaluation, and collection logistics.
- Local dispersion of compost, including community education of available materials and storage if needed.
- Backyard composting diversion, including revitalize backyard composting efforts by providing education, bins and workshops.

Addressing Air Impacts:

- Sampling (mobile source emissions) street-level air quality in an urban neighborhood park.
- Air sampling of neighborhood impacts from local sources using biomass fuel for heat.
- Air sampling in vicinity of frequently used diesel generators.
- Air sampling of neighborhood electric generator (<79.9 MW) used during peak usage periods of electricity.
- Neighborhood air sampling in the vicinity of:
 - multiple auto body shops (volatile organic compounds)
 - waste transfer station (particulate matter and/or volatile organic compounds)
 - sewage treatment facility (hydrogen sulfide)
 - compost facility
 - asphalt facility
 - landfill
 - high traffic density and/or traffic congestion
 - metals recycling facility
 - shipping ports
 - airports

- major freight corridors
- Assessment of air quality near multiple diesel sources such as bus and train depots.
- Community sampling of volatile organic compounds near natural gas pipeline compressor stations.
- Neighborhood education program on anti-idling and community efforts to find solutions for idling vehicles which transport refrigerated goods.
- Collaborative efforts to resolve odor and/or noise issues between neighborhood residents and local industrial sources. For example, resolution may involve installation of noise wall barrier, tree planting or restriction on times for idling.
- Community project researching best walking or biking areas in terms of air quality for children. Existing air quality data from the NYC Community Air Survey could be used.

Addressing Green Infrastructure Impacts:

- Tree planting
- Enhanced tree pits for storm water capture
- Analyzing environmental services in the community and identifying opportunities for enhancements
- Green walls
- Green roofs
- Naturalized landscaping
- Swales
- Rain gardens and rain barrels
- Projects that enhance wildlife habitat, e.g., connecting greenspaces
- Riparian restoration
- Permeable pavement
- Community gardens
- Urban wood waste utilization
- Natural coastal protection

Addressing Climate Change Impacts:

- Programs to improve the energy performance of multi-family dwellings by supporting the efforts of building owners, tenants and community leaders to access technical and financial support. This could include identifying barriers to participation in existing programs or developing effective materials to connect communities to programs and increase access. Areas of focus could include energy efficiency and weatherization, smart grid, clean (low or no emission) energy such as shared solar, or indoor air quality in the context of apartment buildings.
- Programs to reduce emissions and air pollution from transportation, increase access to low emission transportation or integrate low or no-emission options into planning for community resilience. Some examples are educational and outreach campaigns or

organizing community involvement in transit or transit-oriented development plans, multi-modal transportation programs, programs to expand access to electric vehicles and charging infrastructure or plans to integrate electric vehicles into resiliency planning.

- Assessments or educational campaigns focused on the health or social impacts from air pollution or climate change in the affected communities.
- Inventories of energy use or air emissions from sources such as fuel oil and wood boilers, diesel-powered electricity generators or high-volume vehicle traffic areas.

DEC encourages bidders to be creative and to seek assistance from other state agencies, such as NYS Energy Research and Development Authority (NYSERDA), local governments, utilities or other outside parties on project ideas, partnerships and other available funding.

b. Expenditure Based Budget

bidders must complete an itemized budget in the SFS Grants Management system that provides details of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the State grant share and expenses comprising the match. The itemized budget should also include appropriate level of information for the breakdown of costs for each budget item. Eligible and ineligible costs are identified in this RFA. A project's reasonableness of costs is at least 20% of the evaluation factor in the scoring of the bid; therefore, attention to budget accuracy will increase your project score.

c. Match Requirement and Expenditures

Matching funds are not a requirement under this Grant Opportunity.

d. Work Plan

Bidders **must** complete a work plan in the SFS Grants Management system that provides a clear overview of the project. Bids must include proposed project objectives, tasks associated with meeting each objective, and the performance measures associated with each task. The work plan may include anticipated time frames in meeting project objectives, tasks and deliverables. Time frames must be consistent with the timeline bidders are required to upload in the Statewide Financial System.

Note: A Work Plan 'worksheet' is available for bidders in the appendix.

e. Department of Environmental Conservation Oversight

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Award an agreement for any or all parts of the RFA in accordance with the method of award or withdraw of the RFA at any time at the Department's sole discretion.

- Award only one bid for funding in the event there are multiple bid submissions for a single project or for pieces of a single project.
- Award to the next highest scoring bid in the event a grantee fails to negotiate a grant contract with the Department within 60 days of a grant award.
- 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.
- The Department reserves the right not to fund projects that are determined to be inconsistent with NYS's Smart Growth Public Infrastructure Policy Act.
- The Department reserves the right not to fund projects that are determined to be inconsistent with the Climate Change Leadership and Community Protection Act or its' implementing regulations.
- Reject any or all bids in response to the RFA at the agency's sole discretion.

f. Debriefing Request

In accordance with section 163 of the NY State Finance Law, DEC must, upon request, provide a debriefing to any unsuccessful offeror that responded to the Program Overview, regarding the reasons that the proposal or bid submitted by the unsuccessful offeror was not selected for an award. An unsuccessful offeror wanting a debriefing must request a debriefing in writing, within fifteen calendar days of receipt of the notice that their proposal did not result in an award. Debriefings requested after fifteen calendar days may be denied.

g. Protest Procedure

DEC does not have a formal protest procedure, therefore a bidders may file an initial protest with OSC's Bureau of Contracts (BOC) after the Department has made a contract award. The protest must be in writing and filed with BOC within ten business days of notice of the contract award or if a debriefing has been requested by the interested party, within five business days of the debriefing (whichever is later). If the interested party is not provided with notice of the contract award, the interested party may file a protest with BOC at any time after the contract award and prior to the Comptroller's final action on the contract.

Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest.

The protest must be filed with:

Bureau Director
 at bidprotests@osc.ny.gov or
 Bureau of Contracts
 New York State Office of the State Comptroller
 110 State Street, 11th Floor
 Albany, NY 12236

h. Sexual Harassment Prevention Certification

State Finance Law §139-l requires all bidders of grant funding to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

Where applying for grant funding is required pursuant to statute, rule or regulation, every bid submitted to the state or any public department or agency of the state must contain the following statement: "By submission of this bid, each bidders and each person signing on behalf of the bidders certifies, and in the case of a partnering bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidders 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 may 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 there are sufficient reasons to accept the bid without such certification.

Bidders are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their bid detailing the reasons why the certification cannot be made into the pre-submission uploads folder.

i. Executive Order 16

Executive Order No. 16 provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." The complete text of Executive Order No. 16 can be found at <https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting>. The Executive Order remains in effect while sanctions against Russia imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations. As defined in Executive Order No. 16, an "entity conducting business operations in Russia" means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership. Vendors responding to this solicitation are required to complete and submit the form entitled "Certification Under Executive Order No. 16

Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia”. ALL bidders must download, complete and save the Executive Order No. 16 Certification form.

j. SEQRA and Permits (if applicable to your project)

The bidder is responsible for assuring that any SEQR determinations, permits, approvals, lands, easements and rights-of way that may be required to carry out the activities of the project are obtained. (you may require bidders to upload approved permit cover letters (in a single PDF file) into the NYS SFS Grants Management System program question).

k. Letters of Permission/Municipal Endorsement

The bidder must own the property, or obtain an applicable access agreement, for the proposed project site.

- **If the property is owned by the bidder** – a copy of the current deed.
- **If the property owner is a municipality** – A resolution by the municipality supporting the project.
- **If the property is not owned by the bidder**– a formal written agreement between the bidder and landowner which allows the bidder access to the property, and represent the landowner, to accomplish the proposed project.
- **If the bidder is a not-for-profit proposing a project on municipal property** - a signed Municipal Endorsement. A municipal endorsement provides authorization for the not-for-profit to conduct the proposed project on municipal property. A sample municipal endorsement can be found in the appendix.

l. Project Area Map and Photos Bidders **MUST** upload a map showing the proposed project area as well as photographs to support the project bid.

m. Local/Community Letters of Support

Letters of support are optional but strongly encouraged. Bids with a letter(s) of support from an elected official, government body, educational institution or other organization with knowledge or expertise related to the proposed project will receive additional points in the evaluation and score process. 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. Support letters must be uploaded as a single pdf file in the Statewide Financial System to the letter of support question by the bid due date. **Hard copied, mailed letters of support will not be accepted.** *(Each letter will receive one point for a maximum of 5 points).*

n. Quality Assurance (Required for Water Quality Assessment and Monitoring Projects)

Quality assurance applies to all programs/projects that involve the collection, generation or use of environmental data associated with the mapping, modeling, monitoring, and

assessment of water quality data intended for use by the New York State Department of Environmental Conservation (DEC) for its regulatory purposes. This includes the design or use of water quality focused environmental technology. Guidance and resources for DEC's quality assurance can be found on [DEC's quality assurance webpage](#). Activities associated with these types of programs/projects, conducted in the field or laboratory, shall be:

1. Performed in accordance with an effective quality system for planning and assessing environmental measurements and tests, and for conducting required quality assurance and quality control procedures to promote and maintain the accuracy and reliability of environmental measurements and test results. An effective Quality System includes a Quality Assurance Project Plan (QAPP) based on guidance provided by the USEPA Guidance for Quality Assurance Project Plans (QA/G-5 May 2006), or American National Standard ASQ/ANSI E4:2014: Quality management systems for environmental information and technology programs—Requirements with guidance for use, approved February 4, 2014.
2. The fulfillment of the data verification, validation, and usability component of QAPP is to be documented in the Data Usability Assessment Report (DUAR).
3. Performed by a laboratory certified by the New York State Department of Health (NYSDOH) under the Environmental Laboratory Approval Program (ELAP) pursuant to Section 502 of the Public Health Law. This requirement shall not apply to specific parameters where NYSDOH ELAP has not issued a certificate for the specific parameter.
4. Performed in a manner that ensures all requisite quality control and calibration requirements are met, including field testing, sample collection, preservation, and record-keeping. Basic quality assurance and quality control requirements defined in 40 CFR Part 136.7 shall be followed as well as any specific method requirements.
5. Required to submit environmental monitoring data electronically to US EPA Water Quality Exchange (WQX) following the guidance as set by US EPA's WQX Submission Instructions.
6. Covered under the Publicity clause (article IV.G.) of the Master Contract for Grants – Standard Terms and Conditions. Specifically, the Contractor agrees that any work products, including but not limited to, water quality data or environmental information; measured, generated, or developed under this contract shall not be released, published, cited, or shared in draft or final form without prior written authorization from the Department.
7. At a minimum, performed in accordance with water quality standards in 6 NYCRR Part 703 and/or guidance values in Technical and Operational Guidance Series (TOGS) 1.1.1. projects designed to assess water quality or inform regulatory

decisions must measure parameter with applicable water quality standards and/or guidance values.

o. Alignment with Regional Economic Development Council Priorities

New York State directed the establishment of Regional Economic Development Councils (REDCs) to analyze the most significant business clusters in their respective areas. Any grants awarded by the State of New York shall take into consideration the recommendation of the relevant REDC or the Commissioner's determination that the proposed project aligns within the regional strategic priorities of the region where the proposed project is located.

The bidder can provide a brief narrative describing the economic benefits of the proposed project and how the project aligns with the strategies of the REDC plan for the project's region. The narrative must be included with the Bid to receive points in the bid review.

Each region has a unique plan. Visit <http://regionalcouncils.ny.gov> for information on your region's Economic Development Council.

p. Smart Growth Infrastructure Policy Act (if applicable to your project)

New York State's Smart Growth Public Infrastructure Policy Act (ACT), Environmental Conservation Law Article 6, requires the Department and all State infrastructure agencies to assess whether each public infrastructure project that receives state funding is consistent with the State Smart Growth Public Infrastructure criteria specified in the Act, or that compliance is impracticable, before making any commitment to fund such project(s).

q. Historic Preservation Review Requirements (if applicable to your project)

For projects that involve properties listed on the State or National Registers of Historic Places, all work undertaken as part of a grant-assisted project must conform to the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

Questions about or proposals for listing on the State or national Register should be directed to the OPRHP National Register Unit at (518) 237-8643. To ensure the public benefit from the investment of state funding, preservation covenants or conservation easements will be conveyed to the State (OPRHP) for all historic property grants.

r. Coastal Consistency Requirements, (if applicable to your project)

SEQR Type I and Unlisted actions located within the NYS Department of State's coastal zone boundaries must meet the consistency requirements of the Secretary of State's Coastal Management Program. This consistency determination will be performed by the Department as part of the grant review process. If the proposed project is located within a municipality that has an approved Local Waterfront Revitalization Plan (LWRP), the policies of that LWRP apply. Projects in other areas will need to be consistent with the State's 44 coastal policies. The coastal policies can be found at <https://dos.ny.gov/system/files/documents/2020/02/coastalpolices.pdf>. Bidders are encouraged to determine if their project is located within the coastal zone, and to include in their site plan or sketch map their project's location within the coastal zone boundaries if applicable. Maps of the coastal zone boundaries can be found at <https://dos.ny.gov/coastal-consistency-review>.

6. Bid Evaluation, Scoring and Selection

All bids will be reviewed and scored by a review team in accordance with the evaluation and scoring criteria contained in this RFA. Bidders are strongly encouraged to read and address the Bid Review and Scoring Standards in the process of developing an bid. Knowledge of the scoring criteria is valuable for designing and proposing a relevant and quality project. Scoring consists of:

Step 1: Bids and Project Eligibility Determination

Pass/Fail criteria – An eligible bid for a Community Impact Grant must satisfy **all** the following Pass/Fail criteria.

A “Fail” to any of the following criteria will disqualify the bid.

1. **Bidder Prequalification:** Not-For-Profit 501(c)(3) (NFP) organizations must be prequalified in the SFS Grants management System by the EJ grant opportunity due date to be considered eligible, including a NFP who will serve as the eligible community-based organization’s fiscal sponsor. Was the NFP bidder prequalified in the NYS SFS Grants Management System by the bid due date? (pass/fail)
2. **Fiscal Sponsor Agreement:** A NFP fiscal sponsor is responsible for submitting the EJ bid on behalf of the eligible community-based organization. The NFP sponsor must have their own SFS GM registration and document vault prequalification and must have uploaded a signed fiscal sponsor agreement with the eligible community-based organization. Did the bidder provide, if applicable, a fiscal sponsor agreement? (pass/fail) **Define Project Location:** Project proposal must be located within the EJ community served by the eligible bidder community-based organization (see community demographics on page 19). Did they define their project location? (pass/fail)
3. **Project Type:** The bidder must select a project type that best fits the type of work they will complete with their contract. Did they select a project type? (pass/fail)
4. **Organization Mission Statement:** Project proposal must include short mission statement describing the not-for-profit corporation or community-based organization’s overall goals or objectives.
5. **Purpose:** The community-based organization should address environmental or public health problems of the residents of the affected community as a major part of their purpose or mission. For this question, please describe in detail:
 - The nature/purpose of the community-based organization and how it relates to the mission of your organization.
 - How your organization addresses the environmental and/or public health problems faced by the residents of the affected community.

6. **Brief Project Description:** Project Proposal must include a brief description (250 CHARACTERS or less) of the project. Bidders that do not identify a mission statement will not be considered for an award.
7. **Map and Organization Location Information. MANDATORY UPLOAD.** Bidders must upload a map or other authoritative documentation (report or documentation issued by a local, state, or federal government agency) to supplement this answer. The map must clearly identify the location where residents will be served. To be eligible, an organization must serve the residents of an area equal to or smaller than one county, one town, one city, or a New York City borough.
8. **Primary Office Location:** Is the eligible community-based organization primary office located in the affected community?
9. **Project Site Photo(s). MANDATORY UPLOAD.** Upload photograph(s) of the proposed project site to supplement your project bid. Did you upload a photograph of the project site?
10. **Proof of Land Ownership** The bidder must provide proof of land ownership and/or applicable landowner permission and/or municipal endorsement. Applicable proofs of land ownership are required to be in place and uploaded (in a single PDF file) in the SFS GM System at the time of bid.
11. **Community Demographics** Points will only be given to projects that serve a minority and/or low-income community as defined in DEC Commission Policy 29, Environmental Justice and permitting at <http://www.dec.ny.gov/public/36929.html> Bidders must serve the residents of an area equal to or smaller than one county outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City. For this question, please briefly describe:
 - The environmental setting of the community where the project will be taking place.
 - The demographic make up of the community.
12. **Annual Operating budget.** Upload documentation showing that the organizations' annual revenue does not exceed \$3,000,000 based on the IRS form 990.
13. **Charter.** If the community group is formally affiliated with a larger organization, such as a regional, state or national organization or alliance, please describe:
 - The nature of the affiliation
 - If the organization's charter can be revoked or otherwise dissolved through action of another organization. The organization's charter cannot be revoked.
 - If your organization is not affiliated with a larger organization, you should answer this question with 'not applicable'.

14. **Independent Governing Body.** The organization is its own independent government body and can enter into legal agreements.
15. **Population/Members Served:** Do more than 50 percent of the community-based organization members, or for organizations that do not have members, have more than 50 percent of the people served by the organization, live in the affected community?
16. **Sexual Harassment Prevention Certification uploaded MANDATORY UPLOAD**
17. **Executive Order 16: MANDATORY UPLOAD.** Vendors responding to this solicitation are required to complete and submit the form entitled “Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia”.
18. **Declaration. MANDATORY UPLOAD.** Upload signed declaration that the community based-organization has not caused or contributed to the harms or risks relating to the project.
19. **Good standing.** Current grantees must be in good standing and will have submitted all required progress reports for current open grants and final narrative and financial reports for previously awarded Office of Environmental Justice grants where the term has expired.
20. **Environmental harms/public health risks.** Does the project addresses the environmental and/or public health problems of the residents of the community that is impacted by the multiple environmental harms and risks that are the focus of the project? (pass/fail)
21. **Research Component:** Does the project include a NEW research component that will expand the community residents’ knowledge or understanding of the affected community about the multiple environmental harms and risks? (pass/fail)

Step 2: Project Evaluation, Scoring and Selection

If your bid meets all eligibility pass/fail criteria it will be further evaluated and scored by a review team in accordance with the Evaluation and Scoring Standards contained in this RFA. These include:

DEC will award projects up to 105 points based on the following criteria:

22. Letters of Support (0 to 5 points):

The bid includes a letter of support from another organization, official or institution.....5 Points (Each letter will receive one point for a maximum of 5 points).

23. **Environmental Benefits and Risks/Public Health Benefits and Risks (0,5,10 or 14 points):**

Provide a detailed description of the environmental harms and/or public health risks the project will address. Please explain:

- The multiple environmental harms and/or public health problems the community residents are exposed to.
- What adverse impacts these environmental harms and/or public health risks have on community residents.

Provide a detailed description of the environmental and/or public health benefits provided by the project. Please explain:

- Any environmental benefits to the affected community as a result of the project.
- Any public health benefits to the affected community as a result of the project.

DEC will review and assess how the proposed project examines or addresses the affected community's environmental and/or public health risks and the benefits from the project.

Points assigned:

- 14 points if the project is likely to result in substantial improvements to the environmental conditions or public health of the affected community.
- 10 points if project is likely to result in significant improvements to the environmental conditions or public health of the affected community.
- 5 points if the project is likely to result in minor improvements to the environmental conditions or public health of the affected community.
- 0 points the project is likely to result in no improvements to the environmental conditions or public health of the affected community.

24. **Research and Awareness (0,5,10 or 14 points):**

Describe the required research component of the proposed project and how the proposed project and its results will:

- educate and/or raise awareness of the affected community about the multiple environmental harms and risks; and
- how that information will be communicated to the affected community.

DEC will review and assess proposed projects' research component and whether the project will expand the community residents' knowledge or understanding about the environmental harms or public health risks of the affected community.

Assign the following points:

- 14 points if the project is likely to substantially expand the community residents' knowledge or understanding about the environmental harms or public health risks of the affected community;
- 10 points if project is likely to significantly expand the community residents' knowledge or understanding about the environmental harms or public health risks of the affected community;
- 5 points if the project provided minor details about the research component, the community residents' knowledge or understanding about the environmental harms or public health risks of the affected community may be expanded with the project's research component;
- 0 points if the project is likely to not expand the community residents' knowledge or understanding about the environmental harms or public health risks of the affected community.

25. **Knowledge and /or Skills (0,5,10 or 14 points):** Describe the knowledge, skills and/or experience that both the organization and key staff members possess to successfully implement the proposed project. Please include the following:

- The staff member(s) titles, qualifications, education level, professional certifications, experience etc.
- Include details on the bidder's track record for implementing the proposed type of project.

Does the bidder demonstrate the knowledge and skills and/or track record to successfully undertake a project of this nature?

- 14 points if the bidder is very well qualified and/or has a proven track record for this type of project;
- 10 points if the bidder is qualified and/or has a satisfactory track record for this type of project;
- 5 points if the bidder is somewhat qualified and/or has a limited track record for this type of project;
- 0 points if the bidder is not well qualified and/or has a poor track record for this type of project.

26. **Goals and Objectives (0,5,10 or 14 points):** Complete the work plan section of the NYS SFS Grants Management System.

Does the project have clear goals and objectives that can be achieved within the proposed project time frame?

Assign the following points:

- 14 points if the project's goals and objectives are clearly defined and the bidder appears to have the capability and expertise to achieve the project within the proposed time frame;

- 10 points if the project's goals and objectives are somewhat defined and seem reasonable, or the bidder appears to be able to achieve most of the goals and objectives within the proposed time frame;
- 5 points if the some of the project's goals and objectives are not clearly defined or the bidder appears to be able to achieve most but not all of the goals and objectives or it is not clear that the project will be completed in the proposed time frame;
- 0 points if the project does not have reasonably achievable goals and objectives, or the bidder does not appear to have the capability or expertise to accomplish at least half of the project's goals in the proposed time frame.

27. Regional Economic Development Benefit (0 or 4 points):

Describe how the project will implement part of the Regional Economic Development Council (REDC) plan. The plans are available at the following web site <http://regionalcouncils.ny.gov> Provide a brief narrative describing the economic benefits of the proposed project and how the project aligns with the strategies of the REDC plan. If the project will not implement an REDC plan, you must answer the question with "N/A."

Has the bidder demonstrated the project implements part of a Regional Economic Development Council (REDC) Plan and has the necessary supporting REDC bid information been provided?... 4 Points

Bidder does not demonstrate how the project will implement part of a REDC Plan..... 0 Points

28. Cost Effectiveness (up to 35 points):

Describe the cost-effectiveness of the proposed project. Include cost estimates, tangible quotes, etc., for the project. The NYS SFS Grants Management System Expenditure Budget summary and detail sheets must reflect the total amount of requested grant funds as well as any additional funding (no match is required) secured and available for the project.

DEC will review and assess proposed projects based upon the cost-effective nature of the proposal. Proposed projects with clearly written budgets that are deemed cost effective will receive higher points. How well does the budget demonstrate value for cost? Cost effectiveness will be evaluated from the standpoint of both cost and value.

Bidders may compare the project costs to other similar work and explain the balance of expenses across proposed expenditure budget categories.

To sufficiently respond to this question, bidders are encouraged to upload documentation to support specific budget items, such as standard government wage rates, current market prices for equipment and cost-estimates from potential contractors. Budgets that are not cost-effective, confusing, extraneous, excessive or not well aligned with the project purpose will not receive points.

1. **Project Cost-Effectiveness and Funding:** Upload optional but highly recommended.

Greater cost-effectiveness points are available for projects which provide tangible quotes, cost estimates, and additional funding.

- 15 points if the budget is well-balanced, does not contain any extraneous expenses, and supports objectives, tasks and performance measures identified in the project work plan. Support materials provided.
 - 10 points if the budget provides some detail and is generally balanced does not contain any extraneous expenses, and supports objectives, tasks and performance measures identified in the project work plan. Some support materials provided.
 - 5 points if the budget provides little detail and it is unclear of how the budget will support all of the objectives, tasks, performance measures outlined in the project work plan.
 - 0 points if the budget does not provide detail and the budget is unclear or contains extraneous expenses, or if it does not support the goals and objectives of the program.
2. Supplemental materials. Did the bidder provide supplemental evidence of cost effectiveness such as providing more than one quote from vendors/contractors, standard government wage rates, current market prices for equipment, comparison to similar work, etc., and did the bidder demonstrate that the lowest cost estimates were used for the bid?
 - 10 points if the bidder provided adequate supplemental evidence of cost effectiveness.
 - 5 points if the bidder provided some supplemental evidence of cost effectiveness.
 - 0 points if the bidder provided no evidence of cost effectiveness.
 3. The Cost to benefit ratio is appropriate for the complexity and size of the project.
 - Assign 5 points if the cost to benefit ratio is appropriate for the size of the project.
 - Assign 0 if the cost to benefit ratio is not appropriate.
 4. The anticipated benefits are at a scale and cost equivalent to the fair market value of the proposed budget.
 - Assign 5 if the anticipated benefits are at a scale and cost equivalent to the fair market value of the proposed budget.
 - Assign 0 if the benefits are less than fair market value of the proposed budget.

All eligible bids will be individually evaluated and scored by at least three technical review team members.

7. Method of Award

The total maximum score any bid may receive is 105 points. The DEC reserves the right to not award funding to bids scoring less than 70 points.

In an effort to distribute available funding across the state, and in the best interest of the state, DEC reserves the right to determine the best selection of bids for project funding in the following way:

Individual reviewer scores will be averaged for each bid to determine an average score. Regional Economic Development and cost effectiveness points will be added to the average score to determine the final score of the bid. Final scores will be ranked from highest to lowest and bidders having the highest final scores will be selected to receive grant funding.

DEC reserves the right to ensure that no single part of the state receives a disproportionate share of the total amount of available EJ grant funding. If any single DEC region receives at least 60 percent of the total amount of available funding during the scoring and funding decision process, DEC will not fund the remaining bids ranked within the region. Remaining awards will be determined based on the highest to lowest ranked bids from other DEC regions. (See list of regions here: <https://www.dec.ny.gov/about/76070.html>)

Tie Breaker: If there is a numerical tie in the ranking of multiple bids and there are insufficient funds to award grants to all of the tied bids, DEC will select the bid having the earliest bid electronic submission date and time.

8. Grant Program Payment

Advance payments of up to 30% of the awarded grant amount may be available to not-for-profit grantees once a Master Contract for Grants (MCG) has been fully approved by all applicable State agencies. Only not-for-profits are eligible to receive advance payments under State Finance Law.

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 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 audited and approved by the DEC for costs to be eligible for grant reimbursement.**

In accordance with state contracting requirements, DEC will make all payments of grant contract funding by electronic transfer. Grant recipients (Grantee) will be required to set-up an electronic payment authorization with the Office of the State Comptroller at: <http://www.osc.state.ny.us/epay/index.htm>

This is a scheduled payment grant program. Upon DEC's full approval of a Master Contract for Grants (MCG) (awards above \$10,000 and below \$50,000) and OSC's approval (awards above \$50,000) or Letter of Agreement (LOA) (awards \$10,000 and below) funding may be advanced to the Grantee in the following increments:

1. Advance Payments: An initial advance payment, followed by subsequent advance payment requests, shall not at any time exceed a total of 30 percent of the grant award amount. Quarterly advance payment requests are subject to DEC's review and approval of the work the Grantee expects to implement with the advance payment. After the first advance payment, subsequent advances shall not be made until the previous advance is shown as expended and is documented to the DEC. Future payment requests will be reduced until all advance amounts are fully recovered within the contract term.

2. Final Payment: The final payment of 10 percent of the grant award amount will be provided on a reimbursement basis.

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 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 audited and approved by the DEC for costs to be eligible for grant reimbursement.

9. Eligible and Ineligible Expenditures

Eligible Project Expenditures

Bidders must complete an expenditure budget in the Grants Management and provide cost detail that includes only eligible project costs as defined below:

1. **Personal Service and Fringe:** Cost of staff salaries, including fringe, directly devoted to the project. 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. Fringe benefits are limited to 15 percent of the staff salary. Paid staff, including fringe benefits, to any individual person cannot exceed 30 percent of the total grant award.
2. **Contractual:** Costs for the value of services provided by responsible, professional and technical personnel and consultants directly related to the implementation of the project. Contractual staff time, including fringe benefits, paid to any individual person cannot exceed 30 percent of the total grant amount.
3. **Travel:** Expenses for any necessary travel required to carry out the project. Note that the EJ grant will not pay for travel to conferences or other professional meetings or any travel outside New York State.
4. **Equipment:** Costs for equipment (purchase or rental). Note that any equipment purchased with funding provided by this grant program cannot be sold, transferred or used for other purposes without written approval from DEC.

5. **Communication Costs:** Costs associated with communication directly related to informing the community about the project such as telephone services, postage, messenger, Internet service, printing, etc. Communication costs should be categorized under Other.
6. **Other:** Other reasonable costs must be directly devoted to implementation of the project such as costs for the purchase, upgrade and maintenance of computer hardware and software required to implement the project, rental of meeting space, printing, postal, supplies and materials, and training costs related to training staff or volunteers that are required for the project.
7. **Grant Administration Costs:** Administrative costs incurred by a fiscal sponsor for administering the grant or assisting in the project. Costs claimed by the fiscal sponsor to administer the grant that are paid from EJ grant funds are limited to management and recordkeeping of grant funds, preparation of grant contract documents and preparation and submittal of mandatory reports on funded projects as specified in the grant contract. Administrative costs cannot exceed 10 percent of the total grant award and should be clearly identified as 'Administrative' costs in the personal service budget category.

a. Ineligible Project Expenditures

The following costs are not eligible for grant funding or reimbursement under this program:

- Costs that are paid from other state or federal funding sources are not eligible for reimbursement.
- **Indirect costs:** indirect (overhead) costs such as: utilities, office rent, insurance.
- Costs of preparing the EJ grant bid.
- Costs relating to the project that were incurred prior to the start date of the grant contract or after the termination date of the grant contract.
- Legal costs related to the commencement of, or participation in, any action before a municipal, state or federal court or other agency.
- State and/or federal funding: project costs funded from other state and/or federal funding sources are not eligible for grant reimbursement.

b. Match Requirement and Expenditures

Matching funds are not a requirement for this Grant Opportunity.

10. Grant Program Reporting

Quarterly Narrative Reports must be submitted in narrative form, no later than 30 days from the end of the calendar quarter. The reports will summarize how the project progressed toward

meeting project objectives and deliverables during the respective quarter. Quarterly progress reports may be emailed directly to the Program Manager.

Final Payment and Report: The final payment will be provided on a reimbursement basis. The Grantee shall submit a final report which shall be approved by the DEC prior to the release of the final ten percent reimbursement payment. The Grantee shall submit a final report no later than 60 days after the end of the contract term or upon completion of the project. The final report shall report on all aspects of the program and detail how the use of grant funds were utilized in achieving the goals set forth in the contract project work plan. If applicable to the project, copies of appropriate documents - i.e. inventory and/or management plan shall be approved by the DEC. A DEC on-site inspection may be required to confirm all work was completed in accordance to the approved project work plan.

Any project involving volunteer time will be required to report the number of volunteers and the number of volunteer hours in their project quarterly status reports. The total number of volunteers and volunteer hours for the entire project must be reported in the Final Report.

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.

11. What to Expect If You Receive an Award

a. Notification of Award

Bidders selected to receive a grant award will be notified by email and in an official Department award letter. The SFS Grants Management system will also provide you with an award status.

IMPORTANT NOTE: By accepting an award, bidder agrees to abide by all Master Contract for Grants (MCG) or purchase order terms and conditions. Any changes to the terms and conditions will not be accepted and may affect bidder's award.

b. State of New York Master Contract for Grants (MCG)

Bidders 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. Bidders 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 NYS SFS Grants Management System HRE bid under the screen named 'Contract Document Properties'. The MCG and attachments include:

- MCG Grants Face Page
- Appendix A Standard Terms and Conditions (NYS standard terms and conditions)
- Attachment A-1 Agency Specific Terms and Conditions

- Attachment A-2 Program Specific Terms and Conditions
- Attachment A-3 Federally Funded Grant Terms and Conditions (optional)
- 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 the DEC until a MCG is fully approved by the DEC, and as applicable the Attorney General and the State Comptroller. All contracts must be approved by the contract start date of which will be determined at the time of an official award.

Bidders (referred to as “Contractor” following award of Grant Contract) Should Be Prepared to Comply with the Following MCG Requirements:

I. Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the MGC or LOA, Attachment A-1 Agency 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.

II. 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.

III. State Environmental Quality Review (SEQR) Documentation

With respect to the project, the Contractor certifies that it has complied, and shall continue to comply with all requirements of the State Environmental Quality Review Act (SEQRA). The Contractor agrees to provide all environmental documents as may be required by the DEC. The Contractor has notified, and shall continue to notify, the DEC of all actions proposed for complying with the environmental review requirements imposed by SEQRA.

c. Vendor Responsibility Questionnaire

Not-For-Profit contractors and/or subcontractors are subject to a vendor responsibility review by the State to ensure public dollars are being spent appropriately with responsible contractors. A vendor responsibility review may include a contractor and/or subcontractor to present evidence of its continuing legal authority to do business in NYS, integrity, experience, ability, prior performance, and organizational and financial capacity. To enroll in and use the NYS VendRep System, see the VendRep System instructions, or log in at <https://onlineservices.osc.state.ny.us>.

d. Charities Bureau

Organizations awarded funding must be up to date with their charity filings. Most organizations that hold property of any kind for charitable purposes or engage in charitable activities in New York State and/or solicit charitable contributions (including grants from foundations and government grants) in New York are required to register with the Attorney General's Charities Bureau. If you are unsure as to whether or not your organization is required to register, please contact the Charities Bureau directly at (212) 416-8401 or charities.bureau.ag.ny.gov and staff will help you determine whether New York Law requires registration of your organization.

e. 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/Offerers 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 Agency Specific Terms and Conditions.

f. Minority and Women Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Requirements

The Department is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (MWBE Regulations) for all State contracts with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.

Bidders subject to executing a future NYS Master Contract for Grants (MCG) agree, in addition to any other nondiscrimination provision of the MCG and at no additional cost to the Department, to fully comply and cooperate with the Department in the implementation of New York State Executive Law Article 15-A. These requirements include Equal Employment Opportunities (EEO) for minority group members and women and contracting opportunities for certified Minority and Women Owned Business Enterprises (MWBEs). Contractor's demonstration of Good Faith Efforts (GFEs) pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") or other applicable federal, state or local laws.

Failure to comply with MWBE and EEO requirements may result in a Department finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages, or enforcement proceedings.

Please refer to the NYS MCG - Article IV (J) and Attachment A-1 Agency Specific Terms and Conditions - Article X, to review MWBE and EEO requirements.

- The local government is responsible for designating someone to serve as their Affirmative Action representative. The governing body should make this designation through official means.

- A list of certified MWBE enterprises can be obtained via the internet from the NYS Department of Economic Development at <https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

MWBE reporting for Department of Environmental Conservation contracts must now be completed using the New York State Contract System (NYSCS). <https://ny.newnycontracts.com/>.

All contracts of \$25,000 or more will be assessed for MWBE goals. Contracts which meet the established MWBE-EEO thresholds require the Contractor to submit the Utilization Plan prior to the execution of the contract and Monthly Compliance Audits in the NYSCS after the contract is executed. To submit the required MWBE Utilization Plan, log-in to NYSCS and access the Utilization Plans section displayed on the user dashboard. Plans requiring action will be displayed in red.

All contractors shall complete an Equal Employment Opportunity (EEO) Policy Statement and Staffing Plan form and submit it prior to the execution of the contract.

For more information regarding MWBE compliance and reporting guidelines, and to download required forms, please visit <https://www.dec.ny.gov/about/61016.html#MWBE>.

- The following MWBE “Fair Share” goals are established as follows:
- **Minority and Women Owned Business Enterprise (MWBE) Overall Participation Goals:**

- Construction/Engineering – up to 0%
- Commodities – up to 0%
- Services/Technologies –up to 0%

DEC MWBE Compliance Unit
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/MWBE Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
Mwbe@dec.ny.gov
Phone: (518) 402-9240

Fax: (518) 402-9023

g. Service-Disabled Veteran-Owned Business (SDVOB) Participation Requirements

The Department is required to implement the provisions of New York State Veteran’s Law Article 3. The contractor must make Good Faith Efforts to subcontract a goal of 0% of the contract amount to New York State Certified Service-Disabled Veteran-Owned Businesses (SDVOBs), for purposes of providing meaningful participation by SDVOBs.

The contractor is required to complete and submit a SDVOB Utilization Plan detailing how the contractor intends to meet the SDVOB goal. In addition, the contractor must complete and submit quarterly compliance reports detailing the amount spent on SDVOBs in the previous quarter. Please upload all required forms to the SFS Grants Management System. In addition, all forms and guidance can be located at; [Division of Service-Disabled Veterans' Business Development Compliance and Reporting | Office of General Services \(ny.gov\)](#). Please contact the Department’s SDVOB compliance staff with any questions at:

DEC SDVOB Compliance Unit
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/SDVOB Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
SDVOB@dec.ny.gov
Phone: (518) 402-9240

h. Procurement of Contractors/Subcontractors

Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money. Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs.

i. Americans With Disabilities Act

In the event the monies defined herein are to be used for the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, the Contractor shall comply with all requirements for providing access for individuals with disabilities as established by Article 4A of the New York State Public Buildings Law, Americans with Disabilities Act, and relevant sections of the New York State Uniform Fire Prevention and Building Code. Standards for certain Recreation Facilities are found in the 2010 ADA Standards for Accessible Design while others are found in the Architectural Barriers Act Accessibility Guidelines for Outdoor Recreation Areas <https://www.access-board.gov/guidelines-and-standards>.

j. Signage

For infrastructure projects, the contractor shall install signage on-site that identifies the site as a clean vehicle charging/refueling facility; promotes public use of the facility; and acknowledges rebate funding from the Department of Environmental Conservation through Title 15 of the New York State Environmental Protection Fund. Signage developed for use at a rebate-funded facility shall be subject to review and approval by the Department prior to installation.

k. Diesel Emissions Reduction Act 2006

In 2007, New York State passed legislation establishing the Diesel Emissions Reduction Act 2006 (DERA). This Act amended the Environmental Conservation Law (ECL) by adding Section 19-0323 which requires the use of best available retrofit technology (BART) and ultra-low sulfur diesel fuel (ULSD) for heavy duty vehicles owned or operated by, including on behalf of, state agencies and state or regional public authorities. The Department has promulgated regulations (6 NYCRR Part 248) to provide guidance on provisions of the law. The regulations may be found on the Department's website at <http://www.dec.ny.gov/regs/2492.html>.

If applicable, the contractor must comply with the specifications and provisions of ECL Section 19-0323 and 6 NYCRR Part 248, which require the use of BART and ULSD, unless specifically waived by the Department. Qualifications for a waiver under this law are the responsibility of the Contractor.

l. Public Access and Useful Life

Where EJ funding is awarded for green roofs and other green spaces such as community gardens, the contractor or the community group responsible for implementing the project must maintain and operate the green space for a period of not less than five years and allow appropriate public access to any facilities or amenities funded by the grant.

m. Acknowledgement/Credits/Photo Rights

The grantee must agree to give DEC appropriate credit for its support and shall note the following in all printed documents, video materials and /or program advertisements resulting from this work: "Funding for this project was provided from the NYS Environmental Protection Fund as administered by a grant from the New York State DEC Environmental Justice Community Impact Grant Program." In addition, the grantee must agree to give DEC permission to use any photos, maps and other materials sent to us as a part of the bid or report for the purposes we deem necessary.

Appendix A: Declaration (Mandatory Upload)

The undersigned, as an authorized official of the not-for-profit corporation, does hereby certify that:

- The community group has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the bidder community group reside in the affected community.
- The community group (and partner not-for-profit corporation, if applicable) has not caused or contributed to the harms or risks relating to the project proposed in this bid.

The individual whose signature appears hereon is an authorized official of the bidder community group or partner not-for-profit corporation, if applicable and has been authorized to submit this bid for the bidder community group or partner not-for-profit corporation by such organization's executive board or board of directors.

Signature of Authorized Official of Not-for-Profit Corporation	Date
----------------------------------------------------------------	------

Title of Signer within Not-for-Profit Corporation

Appendix B: Sexual Harassment Prevention (Mandatory Upload)

Attachment

Sexual Harassment Prevention Certification Form

By submission of this application, each applicant and each person signing on behalf of any applicant certifies, and in the case of a partnering application each party thereto certifies as to its own organization, under penalty of perjury, that the applicant 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.

Applicant : _____

Signature: _____

Print Name and Title: _____

Date: _____

If the above certification cannot be made, the applicant must submit a signed statement below detailing the reasons why the requirements of NYS Labor Law §201-G are not applicable or cannot be met

Applicant : _____

Signature: _____

Print Name and Title: _____

Date: _____

Appendix C: Executive Order 16 (Mandatory Upload)

Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

- 1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.
- 2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)
- 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)
- 3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor’s business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name: _____
(legal entity)

By: _____
(signature)

Name: _____

Title: _____

Date: _____

Appendix D: Work Plan Worksheet

ATTACHMENT C – WORK PLAN SUMMARY

PROJECT NAME: _____

CONTRACTOR SFS PAYEE NAME: _____

CONTRACT PERIOD: From: _____

To: _____

Provide an overview of the project including goals, tasks, desired outcomes and performance measures:

ATTACHMENT C – WORK PLAN DETAIL

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
1:		a.	i.
		ii.	
		iii.	
		b.	i.
		ii.	
		iii.	
		c.	i.
		ii.	
		iii.	

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
2:		a.	i.
			ii.
			iii.
		b.	i.
			ii.
			iii.
		c.	i.
			ii.
			iii.

Contract Number: # _____
Page 3 of 3, Attachment C – Work Plan

Appendix E: REDC Information

The Regional Economic Development Councils can be contacted as follows:

Western New York

Allagany, Cattaraugus, Chautauqua, Erie and
Niagara counties

95 Perry Street, Suite 500

Buffalo, NY 14203-3030

Phone: (716) 846-8200

Fax: (716) 846-8260

Email: nys-westernny@esd.ny.gov

Website: [http://regionalcouncils.ny.gov/
content/western-new-york](http://regionalcouncils.ny.gov/content/western-new-york)

Southern Tier

Broome, Chemung, Chenango, Delaware,
Schuyler, Steuben, Tioga and Tompkins counties

Binghamton Office

State Office Building

44 Hawley Street, Suite 1508

Binghamton, NY 13901

Phone: (607) 721-8605

Fax: (607) 721-8613

Elmira Office

Empire State Development

c/o Small Business Administration

Elmira Savings Bank, 4th Floor

333 East Water Street

Elmira, NY 14901

Phone: 607-426-2999

Fax: (607) 734-2698

Email: nys-southerntier@esd.ny.gov

Website: [http://regionalcouncils.ny.gov/
content/southern-tier](http://regionalcouncils.ny.gov/content/southern-tier)

Mohawk Valley

Fulton, Herkimer, Montgomery, Oneida,
Otsego, and Schoharie counties

207 Genesee Street

Utica, NY 13501

Phone: (315) 793-2366

Fax: (315) 793-2705

Email: nys-mohawkval@esd.ny.gov

Website: [http://regionalcouncils.ny.gov/
content/mohawk-valley](http://regionalcouncils.ny.gov/content/mohawk-valley)

Capital Region

Albany, Columbia, Greene, Saratoga,
Schenectady, Rensselaer, Warren and
Washington counties

Hedley Park Place

433 River Street, Suite 1003

Troy, NY 12180

Phone: (518) 270-1130

Fax: (518) 270-1141

Email: nys-capitaldist@esd.ny.gov

Website: [http://regionalcouncils.ny.gov/
content/capital-region](http://regionalcouncils.ny.gov/content/capital-region)

New York City

Bronx, Kings, New York, Queens and Richmond
counties

633 Third Avenue, 31st Floor

New York, NY 10017

Phone: (212) 803-3130

Fax: (212) 803-3131

Email: nys-nyc@esd.ny.gov

Website: [http://regionalcouncils.ny.gov/
content/new-york-city](http://regionalcouncils.ny.gov/content/new-york-city)

Finger Lakes

Genesee, Livingston, Monroe, Ontario, Orleans,
Seneca, Wayne, Wyoming and Yates counties

400 Andrews Street, Suite 300

Rochester, NY 14604

Phone: (585) 399-7050

Fax: (585) 423-7570 DED

Phone: (585) 423-7571

Email: nys-fingerlakes@esd.ny.gov

Website: [http://regionalcouncils.ny.gov/
content/finger-lakes](http://regionalcouncils.ny.gov/content/finger-lakes)

Long Island

Nassau and Suffolk counties

150 Motor Parkway
Hauppauge, New York 11788
Phone: (631) 435-0717
Fax: (631) 435-3399
Email: nys-longisland@esd.ny.gov
Website: [http://regionalcouncils.ny.gov/
content/long-island](http://regionalcouncils.ny.gov/content/long-island)

Central New York

Cayuga, Cortland, Madison, Onondaga and
Oswego counties
620 Erie Boulevard West, No. 112
Syracuse, NY 13204
Phone: (315) 425-9110
Fax: (315) 425-7156
Email: nys-centralny@esd.ny.gov
Website: [http://regionalcouncils.ny.gov/
content/central-new-york](http://regionalcouncils.ny.gov/content/central-new-york)

Mid-Hudson

Dutchess, Orange, Putnam, Rockland, Sullivan,
Ulster and Westchester counties
33 Airport Center Drive, No. 201
New Windsor, NY 12553
Phone: (845) 567-4882
Fax: (845) 567-6085
Email: nys-midhudson@esd.ny.gov
Website: [http://regionalcouncils.ny.gov/
content/mid-hudson](http://regionalcouncils.ny.gov/content/mid-hudson)

North Country

Clinton, Essex, Franklin, Hamilton, Jefferson,
Lewis and St. Lawrence counties

Plattsburgh Office

401 West Bay Plaza
Plattsburgh, NY 12901
Phone: (518) 561-5642
Fax: (518) 561-8831

Watertown Office

Dulles State Office Building
Watertown, NY 13601
Phone: (315) 785-7907

Fax: (315) 785-7935
Email: nys-northcountry@esd.ny.gov
Website: [http://regionalcouncils.ny.gov/
content/north-country](http://regionalcouncils.ny.gov/content/north-country)

For further information, contact the Office of
Environmental Justice at (518) 402-8556, (866)
229-0497 (toll free in New York State), or
justice@dec.ny.gov

Appendix F: Municipal Endorsement (if applicable to the project)

SAMPLE MUNICIPAL ENDORSEMENT

The Municipal Endorsement is for non-municipal projects located on municipal property and must accompany the completed application. (Acceptable municipal endorsement for use when applicant is not a municipality.)

Resolution No. _____

WHEREAS, the (applicant name) is applying to the New York State Department of Environmental Conservation for a project grant under the Southern Pine Beetle Community Recovery Program to be located (insert location), a site located within the territorial jurisdiction of this (Board, Council or Legislature); and

WHEREAS, as a requirement of these programs, said (type of applicant) must obtain the "approval/endorsement of the governing body of the municipality in which the project will be located",

NOW, THEREFORE, be it resolved that the (Board, Council or Legislature) of (municipality) hereby does approve and endorse the application of (applicant name) for a grant under the Southern Pine Beetle Community Recovery Program for a project known as (project title) and located within this community.

(Date of Adoption and Certification of Clerk)

Appendix G: Environmental Justice Community Impact Grant Bid Checklist

Use this checklist as a tool to ensure bidder eligibility, project eligibility, and proper bid completion.

This Checklist should **NOT** be uploaded back into the SFS Grants Management System.

Incomplete or ineligible bids will not be evaluated for funding.

Step 1: PASS/FAIL CRITERIA – Your bid must “pass” all of the following criteria to be reviewed.

1. **Prequalification.** Bidders must be prequalified in the SFS GM system by the bid due date, and up-to-date with a charities registration number and required filings.
2. **Fiscal Sponsor Agreement (if applicable).** If a fiscal sponsor submitted the bid on behalf of an eligible community-based organization, the fiscal sponsor must have their own SFS Grants Management registration and document vault prequalification and must have uploaded a signed fiscal sponsor agreement with the eligible community-based organization.
3. **Project Type.** The bidder must select a project type that best fits the type of work they will complete with their contract.
4. **Organization Mission Statement.** Project proposal must include short mission statement describing the not-for-profit corporation or community-based organization’s overall goals or objectives.
5. **Purpose.** The community-based organization should address environmental or public health problems of the residents of the affected community as a **major part of their purpose or mission.**
6. **Brief Project Description.** Project Proposal must include a brief description (250 CHARACTERS or less) of the project.
7. **Map and Organization Location Information. MANDATORY UPLOAD**
Bidders must upload a map or other authoritative documentation (report or documentation issued by a local, state, or federal government agency) to supplement this answer. The map must clearly identify the location where residents will be served.

8. **Primary Office Location.** Is the eligible community-based organization primary office located in the affected community?

9. **Project Site Photo(s). MANDATORY UPLOAD** Upload photograph(s) of the proposed project site to supplement your project bid.

10. **Proofs of Land Ownership.**

Upload a municipal endorsement if applicable to your proposed project. Proofs of land ownership are required to be in place and uploaded (in a single PDF file). If proof of land ownership is not required or necessary to implement the proposed project (air water sampling, etc..), please explain why it is not applicable to your project.

11. **Community Demographics.** Points will only be given to projects that serve a minority and/or low-income community as defined in DEC Commission Policy 29, Environmental Justice and permitting at <http://www.dec.ny.gov/public/36929.html>

12. **Annual Operating Budget. MANDATORY UPLOAD.** Upload documentation to show your organization's annual revenue does not exceed \$3,000,000.

13. **Charter.** Bidder Organization cannot have its charter revoked or dissolved through the action of another organization.

14. **Independent Governing Body.** Bidder can enter into legal agreements independent of any affiliated NFP.

15. **Population/Members Served.**

Do more than 50 percent of the community-based organization members, or for organizations that do not have members, have more than 50% of the people served by the organization, live in the affected community?

16. **Sexual Harassment Prevention Certification. MANDATORY UPLOAD.**

Upload the Sexual Harassment Prevention Certification form OR a signed statement with your bid detailing the reasons why the certification cannot be made.

17. **Executive Order 16. MANDATORY UPLOAD.** Executive Order No. 16 provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia."

18. **Declaration. MANDATORY UPLOAD.**

Upload a signed declaration that the community-based organization has not caused or contributed to the harms or risks relating to the proposed project.

19. **Good standing.** If you are a past recipient of a grant from the Office of Environmental Justice, are you in good standing?

20. Environmental Harms and Risks.

Does the project address the environmental and/or public health problems of the residents of the community that is impacted by multiple harms and risks that are the focus of the project? Detail to be provided in question 23.

21. Research Component.

Project proposal must include a research component that will be used to expand the knowledge or understanding of the affected community. Does your proposal contain a NEW research component/ Detail to be provided in question 24.

Step 2: Bid Review - 105 total possible points

If your bid meets **all** eligibility pass/fail criteria listed above it will be further evaluated and scored by a review team.

22. Letters of Support. Upload letters of support. A letter of support is optional, but highly encouraged. Support letters must be uploaded as a single PDF file by the bid due date. (Each letter will receive one point for a maximum of 5 points). Upload as a single PDF file all letters of support received for the project.

23. Environmental Benefits and Risks/Public Health Benefits and Risks

Provide a detailed description of the environmental harms and/or public health risks the project will address. Please explain:

- The multiple environmental harms and/or public health problems the community residents are exposed to.
- What adverse impacts these environmental harms and/or public health risks have on community residents.

Provide a detailed description of the environmental and/or public health benefits provided by the project. Please explain:

- Any environmental benefits to the affected community as a result of the project.
- Any public health benefits to the affected community as a result of the project.

DEC will review and assess how the proposed project examines or addresses the affected community's environmental and/or public health risks and the benefits from the project.

24. **Research and Awareness.** Project proposal must include a research component that will be used to expand the knowledge or understanding of the affected community. For current grantees: please note that this must be a NEW research component. Previously approved and funded research components will not be accepted.
25. **Bidders Knowledge, Skills and Experience.** Describe the knowledge, skills and/or experience that both the organization and key staff members possess to successfully implement the proposed project.
26. **Work Plan, Objectives and Project Timeline. MANDATORY UPLOAD.** Complete work plan and work plan properties (objectives, tasks, performance measures) in the SFS Grants Management and **upload a PDF of an anticipated timeline** to support the completion of the proposed project work plan.
27. **Regional Economic Development Plan.** Describe how the project will implement part of the Regional Economic Development Council (REDC) plan. The plans are available at the following web site <http://regionalcouncils.ny.gov> Provide a brief narrative describing the economic benefits of the proposed project and how the project aligns with the strategies of the REDC plan. If the project will not implement an REDC plan, you must answer the question with "N/A".
28. **Project Cost Effectiveness. Upload optional but highly recommended.** Greater cost-effectiveness points are available for projects which provide tangible quotes, cost estimates, and additional funding. Bidder's may upload in a single PDF file additional supporting cost documentation which may help increase their score.