Climate Resilient Farming

Pilot Round

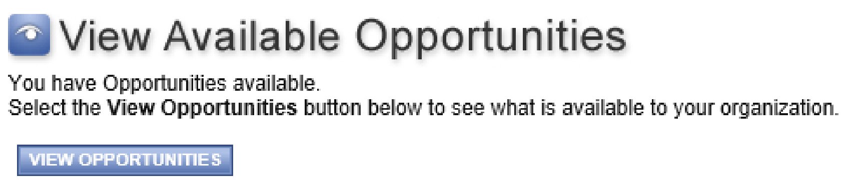
Application Instructions:

Thank you for applying for the Climate Resilient Farming grant opportunity! We have worked to make the application as easy as possible so that you can focus on the meat of the projects and not on the paperwork.

A. Locate the Opportunity and Start Your Application

1. Log in to the Grants Gateway system either as a “Grantee” or as a “Grantee Contract Signatory.” NOTE: The “Grantee” role can only start and edit an application. The “Grantee Contract Signatory” role can start, edit, and submit an application to the State. At the minimum you will need someone in the “Grantee Contract Signatory” role, but it is suggested that you also have someone in the “Grantee” role so that the Grantee can start the application and the Signatory can review, edit, and submit the application.

2. Click on [View Opportunities] in the “View Available Opportunities” section.



3. Search for the opportunity in the “search by grant opportunity name” menu. Type “CRF” and click search, then click on the “Climate Resilient Farming” opportunity.

4. Read the details about the opportunity, and then scroll to the bottom where it says “apply for grant opportunity.” This will start a new application for you.

5. Click on the “Forms Menu” link. This is where you will find the various pieces to the RFP to submit. After you complete each section of the RFP, return to the Forms Menu to complete the next item.

B. Project/Site Address

Click on the Forms Menu and select the “Project/Site Addresses” link in the “Program Information” section. Enter the name of your conservation district, and the address information. The Regional Council and Agency Specific Region fields can be left blank.
Hit the [SAVE] button.

C. Program Specific Questions

Click on the Forms Menu and select the "Program Specific Questions" link. Answer the questions as asked. **Note: Certain questions are track specific! Please be sure to fill out the appropriate questions for your track**.

- Questions 36-37 are specific to Track 1.
- Questions 38-40 are specific to Track 2.
- Questions 41-43 are specific to Track 3.

Copy your answers to question 35 and the track-specific questions into a separate word document. This will make it easier to complete the Work Plan section.

Press "Save" as you go. You may get an error message if you have not completed the required questions. That is fine—you just need to complete it all before you submit.

D. Uploads

Click on the Forms Menu and select the "Pre-Submission Uploads" link. The first upload is instructions for the newly revised SW form workbook. ***Please download those instructions*** and use them to complete the SW-3, SW-4, and SW-2 forms.

1. The new SW workbook is all one file. The SW-2, SW-3, and SW-4 forms are now connected as part of one workbook, and are designed so that the SW-3 and SW-4 will automatically populate portions of the SW-2. The workbook sheets are protected and will not allow you to make changes to formulas. These changes should make the process easier while also reducing errors.

   Download the template and then re-upload it when you have completed it. You must use this workbook rather than separate SW form sheets from the AgNPS program. Please follow the instructions on how to fill it out correctly.

2. You may also upload supporting documentation, including:
   - county/municipal emergency management plans/maps that locate the farm in a high risk area
   - farm operation's emergency management plan
   - watershed plans and associated documents
   - watershed map
   - before/after photographs or other documentation from a previous flood event
   - AEM strategic plan
   - any other supporting documentation

3. The final item is the Project Completion Checklist. The checklist certifies that you have completed everything correctly, including your budget and work plan. If you have not yet completed those, save the checklist and return to it when you are done with the application.

E. Budget

In this section, you will fill out an expenditure budget based on the information from your SW-2 Form.

We are requiring a simplified budget proposal for the purposes of the application—all of the information will be entered into the "Contractual" worksheet. You do not need to enter any information into any other budget form at this time. If your proposal is selected and goes to contracting, we will expand on the budget here to include more information currently included on the SW forms.

1. **Contractual**: Click on the Forms menu and select "Contractual."
   a. Contractual – Type/Description: enter "see SW worksheet"
   b. Justification: enter "see SW worksheet"
   c. **Total Grant Funds**: enter the total amount being requested from NYS AGM (**State Requested** column)
   d. **Total Match Funds**: enter the total amount put up by the local sponsor (SWCD) (**Sponsor Contribution** column)
   e. **Total Other Funds**: enter the total amount put up by the landowner (**Landowner Contribution** column)

2. **Expenditure Summary**: Click on the Forms Menu and select "Expenditure Summary"
   a. Now that you have entered all of your budget information, the total on this page should equal the total on your SW-2 form.
   b. There will be a red error message at the top of this page, this is because you need to now fill out the Match Worksheet.
3. **Match Worksheet:** Click on the Forms Menu and select "Match Worksheet"

NOTE: The "Match" referred to here is just the Sponsor Match amount. It does not take into account the Landowner Contribution, which should be covered on the SW-2 worksheet.

   a. In the "Source of Matching Funds" field enter "See SW worksheet"
   b. In the "Describe Match Source" field enter "See SW worksheet"
   c. In the "Match Amount" field, enter the total amount of your match. You will see that below in the "Budget Detail Match Total."
   d. Click to save. Now all three totals at the bottom of the page should be the same.
   e. Click on the Forms Menu and go back to the "Expenditure Summary" page. The red error should be gone and you should be able to click on the save button.

F. Work Plan

The Work Plan includes the following sections:

- Project Summary: this is an up to 50,000 character text box—follow the instructions below to include the appropriate information.
- Organizational Capacity
- Project Details (Objectives, Tasks, and Performance Measures)

Project Summary:

1. Enter the “Work Plan Period.” This is your expected contract period. You can select the dates or type them in manually.
2. In the “Project Summary” box, please copy and paste your answers to the following questions (this will be much easier if you copied your answers from that section into a separate word document, but if you did not, you can go back and copy them now):
   a. For Track 1, please copy your answers to questions 35-37 from the “program specific questions” section
   b. For Track 2, please copy your answers to questions 35 and 38-40 from the “program specific questions” section
   c. For Track 3, please copy your answers to questions 35 and 41-43 from the “program specific questions” section

Organizational Capacity:

3. Fill out the “Organizational Capacity” section with the information requested.

Project Details (Objectives, Tasks, and Performance Measures):

4. Each one of your BMP systems should be recorded as an objective, and each component practice in that system should be recorded as a task.
   a. Pick your first BMP system, and enter it under “Objective Name.” You do not need to add an objective description.

   b. Click on “add task.” Under “Task Text,” enter the first component practice for that BMP system. Click on “View/add” under “Performance Measures.” Then write “yes” or “BMPs Completed” for “Performance Measure Name” and “Performance Measure Narrative,” as below. (If your application results in an awarded contract, this section will be expanded during the contract negotiations process.) Repeat this step, starting with each task, until all components of the BMP system are listed.

   c. Repeat steps (a) and (b) until all BMP systems and component practices are listed. Please be sure to check for consistency between this list and your SW-3 form.

G. Review Your Application

It is strongly suggested that you review your application again before you submit it. Best practice is to have a second person do this.

Anyone at your organization with the “Grantee” or “Grantee Contract Signatory” role can search for this application and both view and edit your responses. If you would like an additional user to have this application in their “My Tasks” box, use the “Add Edit People” option under the “Management Tools” menu. Check the checkbox next to the name you want to add and click save.

You can review your application by clicking on each page in the “Forms Menu” or clicking on the “Print Application” button in the Forms Menu. This option will open a new tab in your browser and show you a linear layout of your application.

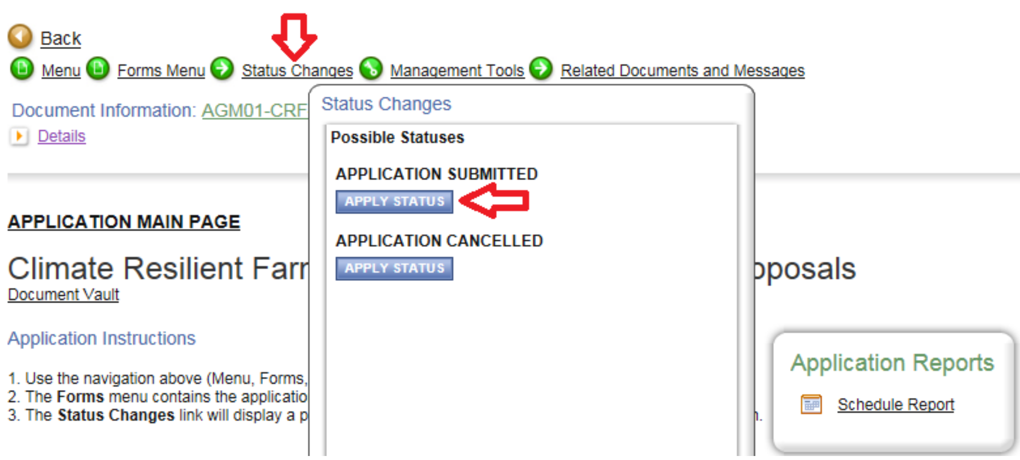
Note that the attachments will not appear in this layout. It is strongly suggested that you (or a second person) clicks on each of the attachments in the Pre-Submission Uploads section to confirm you have uploaded the correct and complete document.

H. Sign and Submit your Application

Once you are sure that your application is complete, it is up to the “Grantee Contract Signatory” to submit the application.

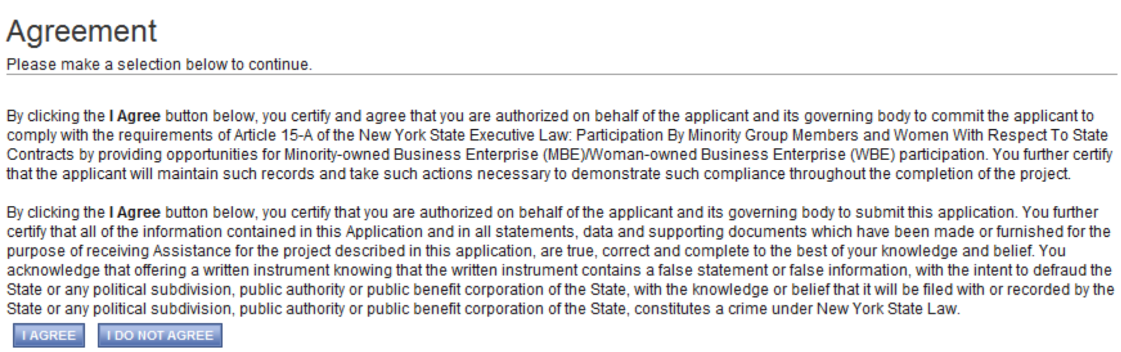
The Signatory can either locate the application themselves by searching for it in the “Applications” section, or you can assign it to them by using the “Add/Edit People” option in the “Management Tools” section of your application.

Once the Signatory has accessed the application, it can be submitted by hovering your mouse pointer over “Status Changes” and clicking the [APPLY STATUS] button under “Application Submitted” to submit your application.



The system will run global error checks and let you know if you have missed any required fields. If you have, you must click on the links to those items and complete the required fields.

Once the Global Errors check passes, you will be asked to electronically sign the application and submit it for review. Click the [I AGREE] button to submit your application.



Agreement

Please make a selection below to continue.

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

I AGREE   I DO NOT AGREE

You can verify that the application has been submitted a few ways:

1) There will no longer be any status change options
2) The Current Status in the details section of the page will have changed from "Application in Process" to "Assignment of Reviewers"

Menu   Forms Menu   Status Changes   Management Tools   Related Documents and Messages

Document Information: AGM01-CRF-R1-2015-00001

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Climate Resilient Farming Pilot Round Request for Proposals	Jeff's Soil & Water Conservation District	Grantee Contract Signatory	Assignment of Reviewers	N/A - N/A 11/19/2015 4:30PM EST

I. Save your Application

After about 5 minutes, a PDF of your complete submitted application will be created by the system and can be accessed via the forms menu.

From the Forms Menu of your application and in the "Application Information" section, click on "Application Versions".

Application Information		
Print Application		
Full Version of RFP		
Application Versions		Grant System 3/12/2015 2:46:24 PM

You will see a link to a PDF version of your application. You can click on that link to view and save the PDF file.

APPLICATION VERSIONS

Instructions:

- Click a link below to view the version of the application.

Version	Submitted by	Role	File Link
Submission 1	Jeff WaterSig	Grantee Contract Signatory	AGM01-CRF-R1-2015-00001-093015-132800.pdf 09/30/2015 01:27 PM