Instructions for Community Growers Request for Proposals - 2018

General

This document is intended to accompany the Community Growers Request for Proposals, (RFP) application published on the Grants Gateway. It may be supplemented by a hard copy version of the RFP posted on the website of the Department of Agriculture and Markets.

All questions about the Community Growers RFP may be submitted, in writing, by 4:30 pm on Monday, April 30, 2018 to:

> Meg McCabe
> NYS Department of Agriculture and Markets
> 10B Airline Drive
> Albany, NY 12235
> E-mail: meg.mccabe@agriculture.ny.gov

Answers will be posted on the Department website, www.agriculture.ny.gov under "Funding Opportunities" on or before Wednesday, May 2, 2018. **Proposals are due by 4:00 pm on or before Monday, May 21, 2018. *No late proposals will be accepted.***

All proposals must be submitted through the Grants Gateway. New York State vendors must register in the Gateway and establish users in the system. To start this process, from the Grant Opportunity Portal:

(https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx), under Registration, click "Request Access Now!" to view your options.

For existing NYS vendors, there is only one step. You must submit a Registration Form for Administrators identifying a Delegated Administrator responsible for managing your organization's profile and users.

To find out if your organization has already registered, enter its SFS Vendor ID number and search. If your organization is registered, the search result will include contact information for its delegated administrator, and you can contact this individual to request access to the system. If your organization is not registered, the search result will provide a link to the Request Form for Administrator, which you will need to complete and submit pursuant to the instructions provided.

If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 Form to obtain a NYS SFS Vendor ID, in addition to the Registration Form for Administrators, in order to register.

All not-for-profit organizations that intend to submit a proposal in response to this RFP must also be pre-qualified prior to the submission of your proposal(s). If you have not

pre-qualified with the Division of Budget by the time that you submit your proposal(s), each proposal you submit will be rejected and not considered for funding under this RFP. For more information regarding the pre-qualification process, please go to https://grantsreform.ny.gov/Grantees, and click on the quick link "FAQs about Prequalification" as provided by the New York State Grants Reform Team.

If you have not yet registered (or, as a not-for-profit, prequalified), please do so immediately.

For help with prequalification or submitting your application, please contact the Grants Gateway helpdesk. They can be reached by emailing grantsgateway@its.ny.gov, or by calling 518-474-5595.

Eligibility
Eligible Applicants
The following entities are eligible to apply for funding. Applicants must be prequalified in the NYS Grants Gateway prior to submitting an application.

- 501c3 not-for-profit organizations
- Educational Institutions
- Government Entities

The following entities are not eligible to apply for funding:

- for-profit entities
- individuals

Proposed projects must be completed within 18 months of the contract start date.

Eligible Costs
Grant funds may be used for any of the following purposes directly related to the completion of an eligible project. Eligible costs include but are not limited to:
- **Equipment**

    Examples include: gardening tools, rototillers

- **Supplies and materials**

    Examples include: fencing, irrigation supplies

- **Salaries and Wages**
- **Trainings Costs**
- **Contractor and or Consulting costs**

- **Soft Costs necessary to establish a community garden, school garden or urban farm**

    Examples include:

    - Insurance
    - Land use agreements necessary to access land
    - Permits, licenses, etc.
    - Soil testing

Ineligible Costs

Grant funds may not be used for the following:

- purchase of food
- salaries and wages unrelated to the proposal
- costs associated with preparing an application
- costs incurred prior to the award of funding at start of contract date

Program Specific Questions

In this section, you answer all seven questions posed. Answers should be responsive to the questions with quantitative data included. The content of the answer is more important than the length of the answer so be direct and limit extraneous material.

Letters of support are strongly encouraged, but not required. Please upload any letters of support on the Program Specific Questions page under question #6b.

Budget

All pages of the **EXPENDITURE BASED BUDGET *SUMMARY, JUSTIFICATION, DETAIL* and *NARRATIVE*** pages should be completed. Be sure to consider that the projects may be up to 18 months in duration. Make sure that all expenses are eligible.

Work Plan Overview Form

In the Project Summary box – Feel free to cut and paste from the answers in your application to this box. We realize this question has been answered in the application section, but is required by the Gateway, and should your organization be awarded a grant, this section would appear in your contract.

In the Organizational Capacity box – You may have already answered this question in the application section. Feel free to cut and paste, or simply put in N/A. The Gateway requires some text in that box.

To satisfy Grants Gateway application requirements, you will need to enter **one Objective**, **one Task**, and **one Performance Measure** in the Forms Menu. Please enter the following:

Objective: TBD

Task: TBD

Performance Measure: TBD

How to determine the amount of grant funding you can request:
1) Determine your total project cost
2) Multiply that number by 90% or .90
   a. If the result of #2 is greater than $25,000, you can ask for the state to provide a maximum of $25,000 in Grant Funds; your organization must cover the remaining amount in cash or in-kind contributions.
   b. If the result of #2 is less than $25,000, you can ask for the state to provide that amount, with the remaining 10% of the project cost being covered by your organization in cash or in-kind contributions.

Examples:

Project Cost	Project Cost x 90%	Grant Funds Requested	Grantee Match *
$ 100,000.00	$ 90,000.00	$ 25,000.00	$ 75,000.00
$ 50,000.00	$ 45,000.00	$ 25,000.00	$ 25,000.00
$ 30,000.00	$ 27,000.00	$ 25,000.00	$ 5,000.00
$ 25,000.00	$ 22,500.00	$ 22,500.00	$ 2,500.00

* Grantee Match is Project Cost minus Grant Funds Requested

Notes about the Expenditure Budget in the Grants Gateway

- You can enter budget line items for any category available to you in the Budget section of the Forms Menu in your Grants Gateway application.

- You can add multiple items to each category. Save one item and then hit the [ADD] button to add a new item to that category.

- The Expenditure Summary page will show a total amount of all items in all categories, and will show the total match amount. Please note that the match percentage shown on this page is not an accurate representation of the match requirements and if you have met them. You must ensure that your budget meets the match requirements by making sure the total Grant Funds Requested is no greater than $25,000, and no greater than 90% of the entire project cost.