

# Hudson Valley Agricultural Enhancement Program Grants Gateway Proposal Submission Instructions

## 1 Initial Conditions

- 1.1 **Registration:** All entities that wish to apply for grants in NY State must be registered in the Grants Gateway. This process includes filling out and mailing a signed and notarized registration form. Registration information can be found on the [Grants Reform website](#) or the [Grant Opportunity Portal](#).
- 1.2 **Prequalification:** All non-profit organizations applying for grants in NY State must be prequalified in the Grants Gateway prior to submitting their grant proposals. Refer to the [Grants Reform website](#) for prequalification information.
- 1.3 **System Roles:** At the very least, your organization is required to have a user in the role of “Grantee Contract Signatory” who can start and submit a proposal.
  - 1.3.1 A user in the role of “Grantee” can also start a proposal. It is advised that you have the “Grantee” start the proposal and the “Grantee Contract Signatory” review and submit it.
  - 1.3.2 A user in the role of “Grantee Delegated Administrator” can add new accounts.
  - 1.3.3 It is acceptable for one person to have multiple roles and thus multiple accounts; you can use the same email address and same password, but the user needs a new account for each role.
- 1.4 **Vendor User Guide:** This manual will guide you through user account management, how to locate a grant opportunity, and how to apply for a grant. [Click here to view the guide](#).
- 1.5 **Training:** The Grants Reform team offers regular training, including a webinar on how to apply for a grant. [Click to view the training calendar](#).
- 1.6 **Videos:** The Grants Reform team offers video guides on how to register your organization, how to complete your Document Vault, and how to apply for a grant. [Click to View available videos](#).

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## 2 Search for the Grant Opportunity

2.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee
- Grantee Contract Signatory

NOTE: The “Grantee” role can only edit and submit the contract information. The “Grantee Contract Signatory” role can edit and submit contract information, and also sign the contract.

2.2 On your home page there is a section called “View Available Opportunities”. Click on the [VIEW OPPORTUNITIES] button.



2.3 Search for the Hudson Valley Agricultural Enhancement Program opportunity by selecting Department of Agriculture and Markets as the “Funding Agency” and typing a keyword such as “Hudson” or “Agricultural” in the “Search by Grant Opportunity Name” field.

### Opportunities

Search by Grant Opportunity Name

Search by Due Date From:  To:

Search by Eligibility

Search by Funding Agency

2.4 Click on the link to the Grant Opportunity, Hudson Valley Agricultural Enhancement Program (HVAEP). This will bring you to the Opportunity Funding Profile page.

Funding Agency	Grant Opportunity	Status	Availability Date	Eligibility	Due Date
Department of Agriculture & Markets	<a href="#">Hudson Valley Agricultural Enhancement Program (HVAEP)</a>	Available	April 25, 2014	Governmental Entity, Not-For-Profit	Jan 7 2016 4:30PM

2.5 Begin your proposal by clicking on the [APPLY FOR GRANT OPPORTUNITY] button in the bottom left of that page.



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## 3 Work through the Forms Menu

Everything that is required to be included in your proposal will be found in the “Forms Menu.” The Forms Menu includes separate links to several pages of forms and documents that you must complete and submit. Each question that requires a response and/or upload is indicated by a red asterisk ( **\*** ) adjoining the field or upload into which a response is required.

**You will not be completing the forms in the order they are listed, but rather in the order shown below. After completing each section, click on the Forms Menu link to return to the main list of pages.**

### 3.1 Click on the “Forms Menu” link



### 3.2 System Timeouts

3.2.1 **PLEASE NOTE:** The system will time you out after 20 minutes of inactivity. When that occurs, any work that was not previously saved will be lost! Therefore, as you work through the Forms Menu, keep this timeout in mind. Please remember to click the [SAVE] button every 10-15 minutes to ensure your work on your proposal has been saved in the system. Also, it is best if you click the [SAVE] button after entering requested information on each page of the Forms Menu and also after entering requested information for each Program Specific Question.

### 3.3 Project/Site Addresses

3.3.1 Fill out the name/description of your project.

3.3.2 **PLEASE NOTE:** “Project Statewide” already indicates a response of “No” in that required field. That is the correct response for this grant opportunity. Please leave that response “as is.”

3.3.3 Fill out the physical address (not the mailing address, if different) of your proposed Conservation Easement Project and click the [SAVE] button.

If you have multiple locations associated with your proposed Conservation Easement Project, please do NOT enter multiple locations. Instead, please enter either the physical address of the Farm Operation or, if the landowner associated with the largest property comprising your project is not the owner/operator of the Farm Operation, then enter the physical address of that largest property.

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## 3.4 Pre-Submission Uploads

3.4.1 Return to the Forms Menu and select the Pre-Submission Uploads section. In this section, you will find the (a) Financial Worksheet, (b) Potential Conflicts of Interest form, and (c) Applicant Checklist for Proposal Completeness. Each of these three documents must be completed and submitted as part of your proposal.

Ensure that you select the appropriate Financial Worksheet, based on the estimated value of development rights for your project. There are two versions available. Version (1) is for use with projects having an estimated value of less than or equal to \$29,000 per acre. Version (2) is for use with projects having an estimated value of more than \$29,000 per acre. To download, click on the “*Click Here*” link adjoining the Document Template of the version you have selected to use for your project. Once filled out, the appropriate Financial Worksheet will be submitted as part of your response to Program Specific Question #12.

To download the Potential Conflicts of Interest form, click on the “*Click Here*” link adjoining that Document Template. The completed Potential Conflicts of Interest form will be submitted as part of your response to Program Specific Question #19.

To download the Applicant Checklist for Proposal Completeness, click on the “*Click Here*” link adjoining that Document Template. Once filled out and signed, the Applicant Checklist for Proposal Completeness will be submitted as part of your response to Program Specific Question #20.

## 3.5 Budget

3.5.1 Return to the Forms Menu and select the “Performance Budget” option.

3.5.2 To fill out the budget, please follow the detailed instructions provided in the “Instructions for Attachment B-2, Performance Based Budget Summary” portion of the Financial Worksheet that you completed for submission as part of this proposal.

3.5.3 Note that once you [SAVE] the data you entered for each “Deliverable/Outcome” in the budget, you must click the [ADD] button to add the next “Deliverable/Outcome” in the budget. In total, you will enter four such outcomes, including:

Contract Approval

Preliminary Approval

Final Report Approval

Project File Approval

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3.5.4 Once you have entered and saved the required data for all four “Deliverable/Outcome,” click on the “Performance Summary” link in the Forms Menu to see the total amount requested and to proofread your work.

### PERFORMANCE SUMMARY


**Instructions:**

1. If an available bonus is applicable **Available Bonus** should be completed.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

The **Performance Budget Summary** is a summarization of all **Performance Budget Detail** items. You may view the individual detail items by selecting the **Performance Budget Detail Link** in the **Forms Menu** or **Navigation Links** at the bottom of the page.

	Grant Funds	Match Funds	Match Funds Calculated	Match % Calculated	Match % Required	Other Funds	Total
Subtotal	\$2,000,000.00	\$318,050.00	\$0	15%	0%	\$0	\$2,318,050.00
Available Bonus	<input type="text"/>						\$0
<b>TOTAL</b>	<b>\$2,000,000.00</b>	<b>\$318,050.00</b>	<b>\$0</b>	<b>15%</b>	<b>0%</b>	<b>\$0</b>	<b>\$2,318,050.00</b>
Period Total	\$0.00						

4522824

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*NOTE!  
This calculated % is NOT  
the same as that calculated  
by the Financial Worksheet.*

*This calculated % has no  
relationship to the limits  
set in Article 25-AAA of AML.*

## 3.6 Work Plan

### 3.6.1 Work Plan Overview Form

Return to the Forms Menu and select the “Work Plan Overview Form” in the Work Plan section.

- **Work Plan Period:** You must enter “4/1/2016” in the left field and “3/31/2020” in the right field.
- **Project Summary:** You must enter the following text: “The proposed project will result in the conveyance of a perpetual conservation easement. If each performance measure is achieved, this Conservation Easement Project will be completed within two years of the date of State approval of the awarded funding agreement.”
- **Organizational Capacity:** Please enter “Refer to Program Specific Question #11” as your response here.

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### 3.6.2 Objectives and Tasks

The next item in the Forms Menu is the Objectives and Tasks. Click on this link and note that there is one Objective (Vendor Tasks - Conservation Easement Project) and seven Tasks provided for you. You must enter a Performance Measure for Tasks 2, 4, and 7 as described below. To enter each Performance Measure for that particular task, click on the "View/Add" link adjoining the task and enter the following:

**PLEASE NOTE:** *"Page Error(s) – Please complete the Performance Measure page" will appear after you click on the "View/Add" link.*

For Task 2 Performance Measure, you must enter:

Name = "Preliminary Review Package"

Narrative = "Preliminary review package submitted within 3 months of State approval of awarded funding agreement."

Click the [SAVE] button, then proceed.

For Task 4 Performance Measure, you must enter:

Name = "Project File"

Narrative = "Complete project file submitted within 18 months of State approval of awarded funding agreement."

Click the [SAVE] button, then proceed.

For Task 7 Performance Measure, you must enter:

Name = "Final Report"

Narrative = "Complete final report submitted within 120 calendar days of receipt of Interim Payment #2."

Click the [SAVE] button.

### 3.7 Program Specific Questions

3.7.1 Return to the Forms Menu and click on the Program Specific Questions link. This section includes required questions and optional bonus questions (#13a through #18d, each of which will be considered for bonus points if you respond to any of these).

Required questions include "a" through "g," #19, and #20, none of which are scored; and #1a through #12, all of which are scored.

3.7.2 Follow any detailed instructions provided within each question. You must upload a document as part of your response to some of the required questions. You must upload a document when responding to each optional bonus question.

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- 3.7.3 Succinct responses that provide detailed information requested in each question are encouraged. Each upload you submit must be no larger than 10MB in size. Recommended format of uploaded files (unless directed otherwise by a particular question) is Portable Document Format (i.e., PDF).
- 3.7.4 “Page Error(s)” message will appear each time you save your work whenever all required responses on that particular page have not yet been answered. However, the work you have completed on that page up to that point has been saved in the system for that particular proposal number each time you click on [SAVE].

### 4 Review Your Proposal

It is strongly suggested that you review your proposal 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 proposal and both view and edit your responses. If you would like an additional user to have this proposal 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 proposal 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 one-page document with each section of your proposal displayed in Forms Menu order.

Note that the documents you uploaded will not appear in this layout. It is strongly suggested that you (or a second person) click on each of the uploaded documents in the Program Specific Questions section to confirm you have uploaded the correct and complete document as required by each respective Program Specific Question.

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## 5 Sign and Submit Your Proposal

Before submitting your proposal, please be sure to have the system run a global errors check of your proposal.

Click on [CHECK GLOBAL ERRORS] (upper right portion of your screen) to have the system run a check for errors in your proposal, or global error(s) check. Doing so will let you know if you have missed any required fields or any required uploads. If any errors appear, you must click on the link to each of those items and complete the required fields or provide the required upload. If no global errors are found in your proposal, you will see this screen:

Document Information: [AGM01-HVAEP2-2015-00001](#)

[Details](#)

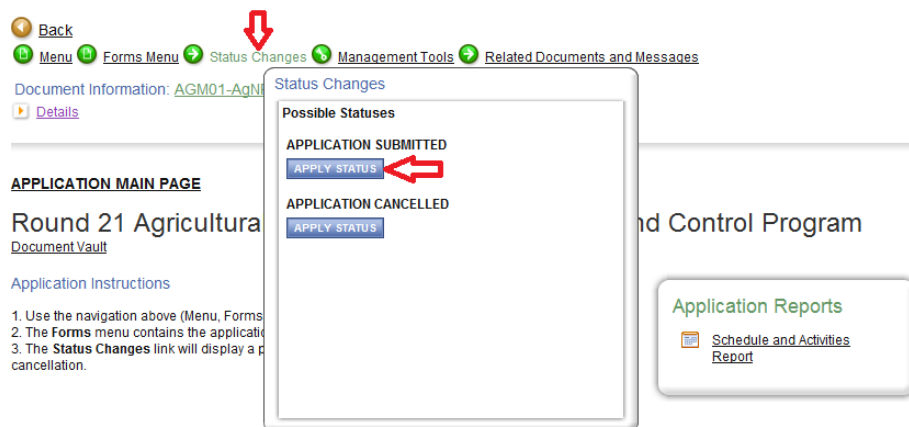
 No errors have been found.

[Return to the Forms Menu by clicking here.](#)

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

The Signatory can either locate the proposal 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 proposal.

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





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You will be asked to electronically sign the proposal and submit it for review. Click the [I AGREE] button to submit your proposal.

## 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.

Within a few minutes, you will receive an email message confirming that your proposal has been successfully submitted.

You can verify that your proposal has been submitted a few ways:

- 1) The Current Status in the details section of the page will have changed from “Application in Process” to “Assignment of Reviewers”

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Round 21 Agricultural Nonpoint Source Abatement and Control Program	<a href="#">Jeffs Soil &amp; Water Conservation District</a>	Grantee Contract Signatory	Assignment of Reviewers	N/A - N/A 03/31/2015 4:30PM EST

- 2) There will no longer be any status options listed under the “Status Changes” button described above.

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## 6 View and Save Your Complete Proposal

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

- 6.1 From the Forms Menu of your proposal 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

- 6.2 You will see a link to a PDF version of your proposal. 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 Conservation	Grantee Contract Signatory	<a href="#">AGM01-AqNPS2-2015-00007-031215-144517.pdf</a> 03/12/2015 02:45 PM