



Agriculture and Markets

DEPARTMENT OF AGRICULTURE AND MARKETS
REQUEST FOR APPLICATIONS
for State Assistance Payments for
Community Resiliency Training Programs

The New York State Department of Agriculture and Markets invites applications for financial assistance in the delivery of Community and Municipality-based Training Events to increase resiliency to future flooding and outbreaks of harmful algal blooms in high-risk waterbodies.

Open Enrollment as of
May 2019

Community Resiliency Training Programs

Table of Contents

Section	Title	Page
1	Application Submission Requirements	3
2	Questions and Answers	3
3	Applicant Eligibility	3
4	Project Eligibility	4
5	Project Funding	6
6	Proposal Duration	6
7	Eligible Costs	6
8	Application Format	7
9	Project Review Criteria	7
10	Funding PrioritY	8
11	Awards	8
12	Contracts	8
13	Payments	8
14	Reporting Requirements	9
15	Liability	9
16	Other Considerations	9
17	Freedom of Information	9
18	NYS Master Contract	10
19	NYS Environmental Quality Review Act Requirements	10
20	Workers' Compensation and Disability Requirements	10
21	Grants Management Information for Applicants	10
A1	Application	11
A2	Sample Budget	13

Important Dates

Release Request for Applications (RFA)	May 2019
Deadline for Questions	Open
Questions and Answers Posted	Continual
Deadline for Applications	Open until February 2022
Announce and Award Grants	Continual

INTRODUCTION

The New York State Soil and Water Conservation Committee (State Committee) in partnership with New York State Department of Environmental Conservation (DEC) invites Soil and Water Conservation Districts, working in partnership with regional watershed groups/coalitions, to submit applications for funding under the Community Resiliency Training Programs opportunity. Program funds are available for Post Flood Emergency Stream Intervention, North Atlantic Aquatic Connectivity Collaborative (NAACC) and Roadside Ditch Maintenance training events.

1. APPLICATION SUBMISSION REQUIREMENTS

Proposals for funding must conform to the format provided through the [Grants Gateway](#). **APPLICATIONS will be accepted in Grants Gateway until funds are exhausted.** Faxed, mailed or e-mailed proposals will not be accepted.

2. QUESTIONS AND ANSWERS

Prospective applicants with questions concerning this RFA should present those questions to:

Lauren Prezorski
New York State Soil and Water Conservation Committee
10 B Airline Drive, Albany, New York 12235
Phone: (518) 457-7076
Email: lauren.prezorski@agriculture.ny.gov

Questions must be submitted in writing (e-mail will be accepted). Applicants should note that all clarifications are to be resolved prior to the submission of a proposal. A list of questions about the program and answers to those questions, as well as any changes, additions or deletions to the RFA, will be posted in the “Funding Opportunities” section of the Department’s website, under the heading: Community Resiliency Training Programs Frequently Asked Questions (FAQ), along with the electronic version of this RFA. Questions and responses will be posted as questions are received. **Applicants should check the Department’s website frequently for notices of any changes, additions or deletions to the RFA.** All questions and answers shall become a formal addendum to the RFA.

3. APPLICANT ELIGIBILITY

New York State Soil and Water Conservation Districts working in partnership with regional watershed groups or coalitions are eligible to submit applications for funding under this RFA. Regional watershed groups include any watershed-based organization with established by-laws for which Soil and Water Conservation Districts are considered members. Training may be conducted anywhere in the watershed and may be provided by any qualified member of the group/coalition.

4. PROJECT ELIGIBILITY

There are three categories of training that are eligible under this opportunity. Applicants may apply for one or more categories and they may request to hold multiple events of any one or more category. To receive funding, applicants must demonstrate a feasible training strategy that encompasses the needs of the watershed for which they are applying.

Category 1 – Post Flood Emergency Stream Intervention (ESI) Training

There are four (4) different levels of ESI training options available, each customized to address specific target audience needs. They are as follows:

- A. 2-Hour Introductory Course - This program was created to provide potential target audiences an overview of the more comprehensive three-day training so that they can better evaluate investing the time and resources to commit to attending the three-day session. This program is aimed at any number of different audiences including: County, Town and Village municipal officials; Department of Public Works staff; contractors, environmental and conservation groups; and the general public. It is a stand-alone training session and consists of three sections: an overview of stream function; a historic perspective on some of the causes of stream channel instability we are faced with; and an overview of the three-day ESI training program. *The maximum allowable funding is \$1,500 per training.*
- B. 6- Hour Training Session – This training session is specifically targeted to those involved with design and project reviews such as regulatory agencies and engineering groups, County, Town and Village Department of Public Works staff, and contractors. This program is essentially the first day of the three-day ESI training program and includes a classroom and outdoor field component. Participants will be able to apply concepts they learned during the morning classroom lecture in the field later that day. *The maximum allowable funding is \$3,000 per training.*
- C. 3-Day Training Session – This program is targeted to those first responders in the community that are involved in the emergency stream work, the individual(s) that are assessing, planning and conducting the work. It combines both the classroom overview with practical hands on field experience. The first part of day 1 consists of an overview of: stream function; causes of channel instability; impacts of human activity on stream health; flood response and documentation; appropriate levels of intervention in response to emergency stream needs; and an introduction to regional curve tools utilized to appropriately size and design stream problem correction. The second part of the first day is spent in the field orienting participants in the appropriate manner to gather stream dimension measurements; determining appropriate levels of intervention; and laying out a project. The second day (partial day) of the session brings participants on-site during the construction of an ESI project to experience firsthand proper construction methods as well as water quality considerations. The final (partial) day is viewing a completed project and wrap

up of the training in a class room setting. *The maximum allowable funding is \$9,000 per training.*

Qualification for Trainers: Must have completed an ESI Train-the-Trainer course and be experienced in stream restoration practices.

Category 2 – North Atlantic Aquatic Connectivity Collaborative (NAACC)

The intended audience for this training is Soil and Water Conservation Districts/Watershed group members. There are two different levels of NAACC training options available, each customized to address specific needs. They are as follows:

- A. 1.5-Hour Introductory NAACC Training - An in-classroom session intended to provide background, description and application of NAACC tools to uninitiated audiences. This will utilize existing PowerPoint presentations to demonstrate NAACC. Incorporated in presentations will be online demonstrations of NAACC data forms, use of the public database and/or Stream Crossing Explorer tools, web-based barrier prioritization tools by The Nature Conservancy, and results and implications of Cornell flood risk modeling. Attendees should develop an understanding of NAACC based functions and capacities with the intention to pursue full NAACC training if desired. *The maximum allowable funding is \$1,500 per training.*
- B. 2-Day Field & Shadowing Training for Lead Observers in NAACC – This training will provide the required field & shadowing training necessary to qualify prospective persons as Lead Observers (LO) within NAACC. To become a LO, an online training program must first be completed and then followed with field-based demonstrations and shadowing of 20 actual NAACC surveys. Classroom based trainings must demonstrate the use and functions of the NAACC database. Key components of the “Introductory NAACC Training” should be included. Online training via NAACC OWL must be coordinated for attendees. *The maximum allowable funding is \$3,000 per training.*

Qualification for Trainers: Must be certified as Level 1 Coordinators and experienced in the NAACC protocol.

Category 3 – Roadside Ditch Maintenance Training using Rural Roads Active Management Program (RRAMP)

The training manual and presentation for the statewide RRAMP is currently under development. The final version of this training program will be based on the RRAMP manual developed by the Champlain Watershed Improvement Coalition of New York (CWICNY). Applicants may apply for funding for RRAMP training, however, no events may be scheduled until the final version of all training materials are made available to Soil and Water Conservation Districts statewide. Once the training materials are available and the applicants have met the training qualifications, training events may be scheduled and reimbursed. Exceptions will be made only if applicants submit and receive pre-approval for a presentation.

- A. 4- Hour Training Session – This training will assist local municipalities identify opportunities to protect infrastructure and natural resources in rural areas. It is targeted to local Highway Departments, decision makers and anyone else involved with road ditch maintenance and repair. The information provided should be presented as guidance material. It is not intended to take the place of engineering designs and/or project reviews. The 4-hour training session will be an overview of the statewide RRAMP manual, including inventory and assessment protocol for rural roads, recommended Best Management Practices and maintenance recommendations. This training includes 4 hours of classroom education. *The maximum allowable funding is \$2,000 per training.*
- B. 6- Hour Training Session – This training involves the 4-hour classroom training followed by a field component. Participants will be able to apply concepts they learned during the morning classroom lecture in the field later that day. *The maximum allowable funding is \$3,000 per training.*

Qualification for Trainers: Must have completed an RRAMP Train-the-Trainer course and be experienced in roadside ditch maintenance practices; OR must have received approval by the Department.

5. PROJECT FUNDING

Each training session has an established maximum allowable funding amount. Funding will be provided on a reimbursement basis. Only actual expenses will be allowable for reimbursement. Applications may not exceed \$25,000. Only one contract per watershed organization may be open at any given time during the time frame of this RFA; regardless of the applicant. If a group completes all the deliverables and successfully closes a contract, that group will be eligible to reapply for additional funding if desired.

6. PROJECT DURATION

Proposed projects should be completed within twenty-four (24) months.

7. ELIGIBLE COSTS

Funds distributed pursuant to this RFA may be used for any of the following purposes directly related to the completion of eligible training events:

- personal services directly related to the organization and delivery of eligible training events;
- contractual services (*i.e.* instructor costs);
- travel (at State government rates);
- supplies/materials (*i.e.* printing manuals and handouts); and
- other expenses as necessary (*i.e.* venue rental, meal expenses if necessary).

All expenses must be pre-approved by the State Committee. Only actual expenses will be reimbursed.

Ineligible Costs: Ineligible expenses include costs paid from other State resources and costs incurred prior to contract approval from the Department. These expenses will not be reimbursed by the State. In addition, costs associated with conference attendance (*i.e.* time and travel) is only eligible for the presenter and organizer.

8. APPLICATION FORMAT

Proposals must be submitted through Grants Gateway, which follows the questions on page 11 of this RFA. General instructions for using Grants Gateway can be found at <https://grantsgateway.ny.gov>.

In addition to completing all the questions within the application, all applicants must submit an authorizing resolution which includes the signature of the chair of their Soil and Water Conservation District. Applicants must also submit a letter of support, signed by the Chair of the represented watershed organization.

9. PROJECT REVIEW CRITERIA

Grant applications will be accepted on a continuous basis. The RFA will remain open and awards will be made until available funds are fully committed, or the RFA is closed.

All applications will be reviewed on the following pass/fail criteria. Any application that fails any one of these criteria will be rejected:

- Proposal is submitted by an eligible applicant, as described in Section 3: Applicant Eligibility, on page 3 of this RFA.
- Application is complete, including any required uploads.
- Resolution from applicant Conservation District is included and signed.
- Letter of support for the project from the represented watershed is provided and signed by the Chair of such organization.
- Key Personnel listed meet the appropriate qualifications for the course(s) listed.
- The proposed quantity of training is reasonable for the size of the watershed.
- The timeline for the proposed training is reasonable.
- Sufficient evidence is provided to document that the proposed training will benefit the entire watershed and not a single County.
- Budget submitted in Grants Gateway is complete.
- Funding request does not exceed \$25,000.

10. FUNDING PRIORITY

Priority for funding will be determined by the date an application is determined eligible and complete. If available funding for projects is exhausted, all eligible applicants will be notified. If available funding is not adequate to fully fund a project, the applicant will be given the option to pro rate the application for the funding available.

11. AWARDS

All applications will be reviewed for eligibility and completeness upon receipt. Eligible applicants shall receive funding for approved project costs until all funds designated for this purpose are exhausted. Awarded applicants must comply with all applicable federal, State and local laws and rules and regulations for funding to be awarded. Evidence of such compliance may be required.

Applicants whose proposals are approved for funding will be notified as soon as possible. Once the contract has been fully executed, State funds will be disbursed on a reimbursement basis per completed training session.

12. CONTRACTS

Once an application has been selected for funding, the Department will notify the sponsor of the need to provide information necessary to initiate a contract with the Department. Work may begin once the signed contract is received.

If the Department is unsuccessful in negotiating an agreement which will achieve the deliverables in a manner consistent with the proposal as approved and any applicable laws or regulations, the Department reserves the right to rescind its approval of the proposal for funding and instead award the funding to other eligible proposals.

The standard term for all projects will be two years plus three months for project administration and completion of the final report. The project start date will be the date of issue on the Contract. Funding of proposals that extend over more than one State fiscal year will be subject to the reappropriation of funds.

13. PAYMENTS

Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the Comptroller of the State of New York's procedures to authorize electronic payments. Contractor acknowledges that it will not receive payment on any invoices submitted under this Agreement if it does not comply with the Comptroller of the State of New York's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

14. REPORTING REQUIREMENTS

The Department of Agriculture and Markets will monitor contract performance. For each training event held, a detailed cost-estimate must be submitted and approved prior to any expenditures. An interim progress report will be required for all training event reimbursement requests. The report must summarize the event, provide actual expenses and documentation, attendance lists and training announcement. A final report must be submitted no later than sixty (60) days after the contract end-date. The final report shall include a detailed description of the work completed under the contract, and a description of any problems encountered which affected completion of the project.

15. LIABILITY

The Department shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of an application or for any work performed prior to the formal execution of a contract.

16. OTHER CONSIDERATIONS

The Department reserves the right to:

- reject any or all applications received with respect to this RFA;
- withdraw the RFA at any time, at the Department's discretion;
- waive or modify minor irregularities in applications received;
- request from an applicant additional information as deemed necessary to more fully evaluate its application;
- amend the program's specifications after their release, with appropriate written notice to all potential applicants by posting amendments on the Department web site (www.agriculture.ny.gov) with the RFA;
- waive any requirements that are not material;
- select only certain portions of applications for State funding;
- make all final decisions with respect to the amount of State funding and the timing of payments to be provided to an applicant; and
- negotiate the terms of the budget.

All applications submitted in response to this RFA will become the property of the New York State Department of Agriculture and Markets.

17. FREEDOM OF INFORMATION

All applications submitted, and all related contracts and reports may be subject to disclosure under the Freedom of Information Law.

18. NYS MASTER CONTRACT

New York State has developed a standard “Master Contract” containing standard clauses required in all State Contracts. The Master Contract will be executed for all projects awarded under this RFA, and applicants are responsible for complying with the terms and conditions contained therein.

19. NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT REQUIREMENTS

Some projects may be subject to review under the New York State Environmental Quality Review Act (SEQRA). Municipalities should go to the New York State Department of Environmental Conservation web site www.dec.ny.gov for further information regarding applicability.

20. WORKERS’ COMPENSATION AND DISABILITY INSURANCE REQUIREMENTS

New York State Workers’ Compensation Law sections 57 and 220 require that the Department not enter into a contract unless proof of Workers’ Compensation and Disability Insurance in a form satisfactory to the New York State Workers’ Compensation Board has been secured.

Recipients of grants under this RFA will be required to produce proof of Workers’ Compensation and Disability Insurance in a form satisfactory to the New York State Workers’ Compensation Board prior to the execution of the contract.

Please refer to the Workers’ Compensation and Disability Insurance Requirements posted on the Department’s website, www.agriculture.ny.gov under the heading of this RFP or visit the New York State Workers’ Compensation Board website, www.wcb.ny.gov for more information. You may contact the Board’s Bureau of Compliance with any questions related to workers’ compensation or disability insurance at (866) 298-7830.

21. GRANTS MANAGEMENT INFORMATION FOR APPLICANTS

As of December 4, 2018, the NYS Grants Reform website has been relaunched and rebranded as Grants Management. Grants Gateway can be accessed through the Grants Management website. All Grants Gateway registrations, Usernames and passwords will continue to work under the Grants Management website. To access applications, please go to <https://grantsmanagement.ny.gov/apply-grant>. If you have forgotten your Username or need assistance accessing applications, Grants Management provides training and assistance; including live help desk support. Information can be found at <https://grantsmanagement.ny.gov/contact-grants-management>.

Community Resiliency Training Programs APPLICATION FORM

Instructions: This application must be completed using the Grants Gateway, found at <https://grantsmanagement.ny.gov>

1. Watershed Organization: _____
2. Address: _____
3. Chairperson: _____

Applicant Principal Contact:

4. Name: _____
5. Address: _____
6. Phone: _____
7. E-Mail: _____
8. Amount of State funding requested: _____

Project Budget:

Complete the project budget found in the Forms Menu, using the following deliverables and training unit amounts. (A complete sample budget summary is provided in Appendix 2)

Grant Category	Training Event (Deliverable)	Maximum Grant Amount per Training (Unit)	Number of Events (Units)	Total
1A	2- Hr ESI	\$1,500		
1B	6- Hr ESI	\$3,000		
1C	3 - Day ESI	\$9,000		
2A	1.5 Classroom NAACC	\$1,500		
2B	2 - Day Field NAACC	\$3,000		
3A	4- Hr RRAMP	\$2,000		
3B	6- Hr RRAMP	\$3,000		
TOTAL				
ESI: Post Flood Emergency Stream Intervention				
NAACC: North Atlantic Connectivity Collaborative				
RRAMP: Rural Roads Active Management Program				

9. Project Narrative:

In the Work Plan Overview Form found in the Forms Menu, describe your project.

Be sure to:

- Summarize the watershed's overall goal and anticipated outcome for this proposed project.
- Key personnel
- Locations of proposed event(s); Target audiences and anticipated attendance levels.

- Provide a detailed timeline for how this project will be implemented.

10. Resolutions

Applications must include both:

- SWCD Board Resolution authorizing this project application; and
- Letter of support for the project from the represented watershed signed by the Chair of such organization.

A2 – Sample Budget

**ATTACHMENT B-2: PERFORMANCE BASED BUDGET
SUMMARY**

Project Name: _____

SFS Payee Name: _____

#	DELIVERABLE/OUTCOME	TOTAL AMOUNT PER UNIT	GRANT AMOUNT PER UNIT	NUMBER OF UNITS	GRANT FUNDS	MATCH FUNDS	MATCH % CALCULATED	OTHER FUNDS	TOTAL
1	2-Hr. ESI	\$1,500	\$1,500	4	\$6,000				\$6,000
2	3- Day ESI	\$9,000	\$9,000	1	\$9,000				\$9,000
3	4-Hr. RRAMP	\$2,000	\$2,000	3	\$6,000				\$6,000
Subtotal					\$21,000				\$21,000
Available Bonus					\$0				\$0
Total					\$21,000				\$21,000