RFA0219 Round 17 Farmland Protection Implementation Grants (FPIG) Program
Request For Applications – Dairy Transitions Farmland Protection Initiative – Phase 2
Grants Gateway Application 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 Management 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 applications. Refer to the [Grants Management 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" or "Grantee System Administrator" who can both start and submit an application.

 1.3.1   A user in the role of "Grantee" can also start an application. It is advised that you have the "Grantee" start the application and the "Grantee Contract Signatory" or "Grantee System Administrator" 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 Manual**: 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 manual](#).

1.5   **Training**: The Grants Management team offers webinars on how to apply for a grant. [Click to view the available training webinars](#).

1.6   **Videos**: The Grants Management 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
- Grantee System Administrator

NOTE: The "Grantee" role can only edit and submit the contract information. The "Grantee Contract Signatory" or Grantee System Administrator roles 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 Round 17 Farmland Protection Implementation Grants (FPIG) Request For Applications opportunity by selecting Department of Agriculture and Markets as the "Funding Agency" and typing a keyword such as "FPIG" or "Farmland" in the "Search by Grant Opportunity Name" field.

2.4   Click on the link to the Grant Opportunity, Round 17 Farmland Protection Implementation Grants (FPIG) Program Request For Applications. This will bring you to the Opportunity Funding Profile page.

Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date	Anticipated Release Date	Due Date
Department of Agriculture & Markets	Round 15 Farmland Protection Implementation Grants (FPIG) Program - Request For Applications	Available	Governmental Entity, Not-For-Profit	December 20, 2017	NA	

2.5   Please be sure to select the Grant Opportunity associated with the Round 17 Farmland Protection Implementation Grants Request For Applications. Begin your application by clicking on the [APPLY FOR GRANT OPPORTUNITY] button in the bottom left of that page.

3   Work through the Forms Menu

Everything that is required to be included in your application 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**
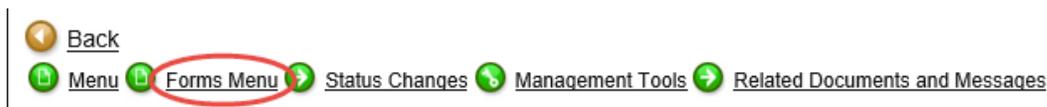
3.2   **System Timeouts**

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 application 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 (or, if your proposed project involves ***more than one*** Farm Operation), then enter the physical address of that largest property.

3.3.4   Please select the ONE region from the list of Agency Specific Regions that indicates the location of your proposed Conservation Easement Project and click the [SAVE] button.

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 and the (b) Potential Conflicts of Interest form. Both required documents must be completed and submitted as part of your application.

3.4.2   To download the Financial Worksheet, click on the "Click Here" link adjoining that Document Template. A completed Financial Worksheet will be submitted as part of your response to Program Specific Question #11.

3.4.3   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 #12.

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 application.

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

   Project File Approval

   Final Report Approval

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							$0
TOTAL	$2,000,000.00	$318,050.00	$0	15%	0%	$0	$2,318,050.00
Period Total	$0.00						

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NOTE: The 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

Since the State has defined the objective, tasks, and performance measures associated with each proposed Conservation Easement Project, there is no data to be entered by you in this section of your application. Simply return to the Forms Menu and proceed to the next available link to continue to build your online application.

3.7 **Program Specific Questions**

3.7.1 Return to the Forms Menu and click on the Program Specific Questions link.

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.

Program Specific Question #7 – Site Plan:
Please submit a site plan that covers the entire proposed Conservation Easement Project. Each site plan will be comprised of these components:

a) *context map:* Single page (11"x17" page size) that **reveals all component parcels** comprising the entire Conservation Easement Project AND **reveals any exclusion** that is embedded, adjoining, or in *close proximity* to any of the component parcels.
b) *detail map(s):* ONE page (11"x17" page size) **per easement area** (if your Conservation Easement Project is comprised of more than one conservation easement) *OR* ONE page (11"x17" page size) **per Agricultural Unit** (if the conservation easement associated with your Conservation Easement Project will refer to Agricultural Units therein). **Please do not use any shading or cross-hatching on any portion of any detail map.** Please select an appropriate scale and recent aerial imagery for each detail map to enable the reviewer to evaluate the landscape.
c) *narrative:* ONE page (8-1/2"x11" page size) **per detail map** that addresses (as applicable) the following –
   - rationale for the need of designated Use Areas (e.g., Farmstead Area, Rural Enterprise Area, Resource Protection Area, etc.);
   - rationale for the size of designated Use Areas;
   - rationale for the location of designated Use Areas;
   - rationale for any Use Area not designated but for which a right to establish each shall be reserved in the conservation easement – please be sure to address why the Use Area is not designated at this time as well as the need for and size of each such reserved Use Area;
   - rationale for the need for any exclusion;
   - rationale for the size of any exclusion; *and*
   - rationale for the location of any exclusion.

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 **P**ortable **D**ocument **F**ormat (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 application number each time you click on [SAVE].

4   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", "Grantee Contract Signatory", or "Grantee System Administrator" 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 one-page document with each section of your application 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 Application

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

Click on [CHECK GLOBAL ERRORS] (upper right portion of your screen) to have the system run a check for errors in your application, 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 application, you will see this screen:

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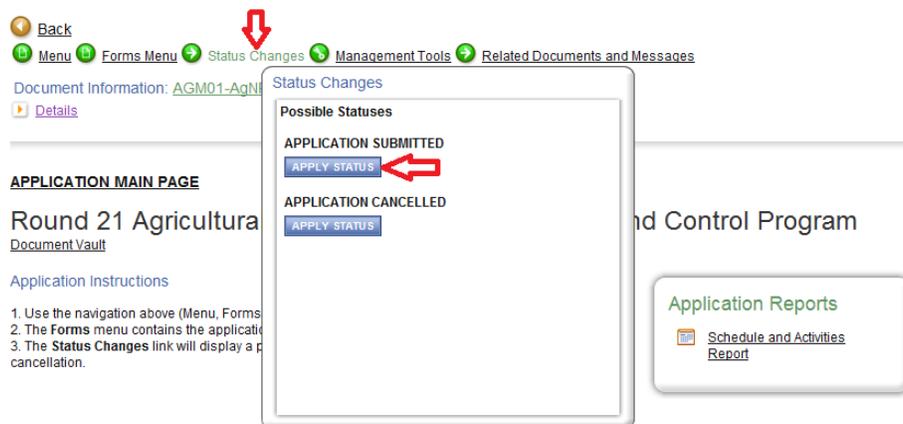
You will be asked to electronically sign the application and submit it for review. Click the [I AGREE] button to submit your application.

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]

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

You can verify that your application 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	Jeff's Soil & Water Conservation District	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 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.

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

6.2   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 Conservation	Grantee Contract Signatory	AGM01-AgNPS2-2015-00007-031215-144517.pdf 03/12/2015 02:45 PM