

# FUNDING OPPORTUNITY

## New York State Department of Agriculture and Markets Request for Applications

### **2025 Urban Farms & Community Gardens Grant Program**

RFA 0344

Statewide Financial System Opportunity AGM-UFCG25

<b>GRANT PROGRAM COVER SHEET</b>	
Release Request for Applications (RFA)	July 23, 2025
Informational Webinar	July 29, 2025 at 12:00pm
Question & Answer Period Duration	July 23, 2025 to August 20, 2025 at 4:00pm
Questions and Answers Posted	August 22, 2025
Funding Available	\$2,500,000 Total Available Individual Awards of \$25,000 - \$50,000
Funding Match Required	None
<b>Deadline for Applications</b>	<b>September 5, 2025 at 4:00pm</b>
Estimated Announcement of Grant Awards	December 2025
Project Term	January 1, 2026 – June 30, 2027
Program Manager:	Kendall Hough NYS Department of Agriculture and Markets 55 Hanson Place Brooklyn, NY 11217 Fax: (518) 457-2716 <a href="mailto:UrbanAgriculture@agriculture.ny.gov">UrbanAgriculture@agriculture.ny.gov</a>

# REQUEST FOR APPLICATIONS OVERVIEW

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# REQUEST FOR APPLICATIONS

## I. PROGRAM OVERVIEW

- a. Program Description:** The New York State Department of Agriculture and Markets (the Department) is pleased to announce funding available for the Urban Farms and Community Gardens Grant Program to support the development and expansion of community gardens, school gardens, and urban farms across the state.

For the purposes of this grant program, Urban Agriculture is defined as growing food and raising animals in moderate to heavily populated areas. Urban farms are often accompanied by complementary activities such as processing and distributing food, collecting and reusing food waste and rainwater, and educating, organizing, and employing local residents.

Across New York State, there are thousands of community growing spaces in both rural and urban landscapes, and there is demand to establish more and expand existing sites. There is little capital to help maintain these plots and coordinators of these spaces are often not-for-profits with limited support to expand and sustain capacity, develop infrastructure, and secure reliable tenancy to the land. This funding is intended to address these needs and support growing spaces.

Projects must advance the goal of the Urban Farms and Community Gardens grant program, which is to support the development and expansion of community gardens, school gardens, and urban farms across the state, focusing on food production, food safety, and food distribution while creating a lasting impact on local food resiliency.

The Department continuously seeks feedback on the greatest needs and ways for this funding to create a lasting impact on local food resiliency. Please contact the grant program manager to provide feedback.

- b. Funding Available:** A total of \$2,500,000 is available for this grant program. A maximum of \$50,000 is available per award. The minimum grant amount is \$25,000.

- c. Eligible Applicants:** Eligible applicants include:

- Not-for-profit organizations
- Not-for-profit educational institutions, including K-12 schools and universities
- Municipal government entities
- Community-led groups can work with a fiscal sponsor to apply
- Indian tribal organizations

Past Urban Farms and Community Gardens awardees are eligible for 2025 funding. Previous projects must be complete and contracts closed by the start of the grant term (January 1, 2026).

- d. Ineligible Applicants:** The following entities are not eligible to apply for funding:

- For-profit organizations

- Individuals
- e. **Number of Applications:** Applicants may only submit one application per funding period.

f. **Eligible Projects:**

Eligible projects must:

- Establish new or expand current community gardens, school gardens, or urban farm projects.
- Include at least one subaward to a community organization to support start-ups and capacity building.

Projects may include but are not limited to:

- Personnel expenses including salaries, internships, stipends, and training opportunities
- Purchase of materials, equipment, and tools
- Planning and consulting
- Improvements to infrastructure related to food production (growing), food storage, food distribution areas

Projects and expenses must be kept separate and distinct from other grant-funded projects, and expenses may not overlap with other grant funding, such as SNAP-Ed funding.

- g. **Project Term:** Projects must be completed within the **January 1, 2026 - June 30, 2027** project term.

- h. **Eligible Costs:** Grant funds may be used for any of the following purposes directly related to the completion of an eligible project, including but not limited to:

Category	Example Eligible Costs
Salary/Wages	<ul style="list-style-type: none"> <li>• Salary/wages for farm or garden workers, internships, student stipends entered as annual salary x % effort funded or as hourly wage x number of hours</li> <li>• Grantor administrative costs to distribute sub-awards</li> </ul>
Fringe	<ul style="list-style-type: none"> <li>• Insurance related to personnel</li> </ul>
Contractual	<ul style="list-style-type: none"> <li>• Contractual expenses for staff training, planning, legal, or pest control services</li> <li>• Re-granting and sub-awards</li> </ul>
Travel	<ul style="list-style-type: none"> <li>• Mileage from one project location to another</li> <li>• Travel to related conferences or training</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Equipment for food storage, including: reach-in refrigerator, food storage bins, and shelves</li> <li>• Equipment for food production and gardening, including: costs for the rental or purchase of garden equipment</li> </ul>

	<ul style="list-style-type: none"> <li>and tools (e.g., tractor, rototiller, cultivator, greenhouse, hydroponic system, trellis)</li> <li>Equipment for food distribution, including: wagon, refrigerated food distribution vehicle (3 quotes required), transportation bins</li> </ul>
Space/Property/Utilities	<ul style="list-style-type: none"> <li>Utilities such as water, electricity, gas, or phone bills that directly support the project and where a separate meter and billing exist for the project-related expenses</li> </ul>
Operating Expenses	<ul style="list-style-type: none"> <li>Operating expenses including seeds, plants, pollinator plants, fencing, irrigation supplies, garden maintenance</li> </ul>
Other	<ul style="list-style-type: none"> <li>Scholarships and on-site training costs</li> </ul>

**i. Ineligible Costs:** Grant funds may not be used for the following:

Category	Example Ineligible Costs
Salary/Wages	<ul style="list-style-type: none"> <li>Salaries and wages unrelated to the project</li> <li>Costs associated with the preparation of an application</li> </ul>
Fringe	<ul style="list-style-type: none"> <li>Fringe costs for personnel unrelated to the project</li> </ul>
Contractual	<ul style="list-style-type: none"> <li>Costs associated with the preparation of an application</li> </ul>
Travel	<ul style="list-style-type: none"> <li>Travel costs unrelated to the project</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>Cell phones, tablets or laptops</li> <li>Non-task specific road-legal vehicles (e.g., car, truck, or motorcycle)</li> </ul>
Space/Property/Utilities	<ul style="list-style-type: none"> <li>Rent payments for a garden site or office space</li> <li>Purchase of land</li> </ul>
Operating Expenses	<ul style="list-style-type: none"> <li>Operating expenses unrelated to the project</li> </ul>
Other	<ul style="list-style-type: none"> <li>Purchase of food</li> <li>Indirect costs, including administrative</li> <li>Costs incurred outside of the awarded grant term</li> </ul>

**II. PRE-APPLICATION OVERVIEW**

- a. Question & Answer Period:** All questions about this RFA must be submitted in writing (fax or e-mail) within the duration listed on the cover sheet. Applicants must note that all clarifications are to be resolved prior to the submission of an application.

All questions about this RFA must be submitted in writing (fax or e-mail will be accepted to: Kendall Hough ([UrbanAgriculture@agriculture.ny.gov](mailto:UrbanAgriculture@agriculture.ny.gov))).

All questions must be submitted by **August 20, 2025 at 4:00pm.**

A list of questions about the program that are received from potential applicants, 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, [www.agriculture.ny.gov](http://www.agriculture.ny.gov) on or before the date listed on the cover sheet. Such official addenda are the only authorized method used to communicate substantive information, including the clarification or modification of the timeline, terms, or other requirements of this RFA.

All applicants are responsible for keeping informed of any revisions to this invitation. All addenda shall be incorporated into the RFA, which will be part of the awarded contract.

- b. Statewide Financial System Registration:** Applicants must be registered and pre-qualified in the Statewide Financial System Grants Management System, and the organizations’ document vault must be up to date. Applicants who are not registered or whose document vault have expired will be disqualified. See below for instructions on registering, qualifying, and maintaining pre-qualification. Registration and prequalification may take several weeks to complete, it is recommended to start the process as soon as possible.

Public schools are exempt from pre-qualification.

For entities that have never accessed SFS:

- If the entity is new to the SFS Vendor portal, does not have a login, and would like to establish an account for the purposes of doing business with the State of New York, contact the SFS Help Desk at 518-457-7717, 855-233-8363 or [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov) for more information.

For entities with access to the SFS Vendor Portal:

- If you have access to login to the SFS Vendor Portal and are interested in applying for this grant, click the Log into SFS and Apply for Grant button to access the SFS Vendor Portal at: <https://www.sfs.ny.gov/>.
- If your entity is already established within the SFS Vendor portal, a Primary Contact (PC) has been authorized by your entity to provision user login credentials, unlock accounts, or reset passwords. Please reach out to your PC directly.

SFS offers a Vendor Manual, training videos and webinars for applicants requiring assistance. Please visit <https://grantsmanagement.ny.gov/transition-SFS>.

- c. New York State Charities Bureau Registration:** All not-for-profits organizations contracting with NYS or serving as a fiscal agent must be registered with the New York State Charities Bureau unless a proper exemption is obtained. All applicants must therefore provide either:

- The organization's charitable registration number and written documentation from the Office of the Attorney General that the charitable organization is currently up-to-date with its Charities Registration; or
- A statement from the applicant that the organization is exempt pursuant to one of the categories indicated on the Office of the Attorney General's Request for Registration

Exemption (Schedule E). The statement must identify the specific category under which the charitable organization is exempt.

To obtain written documentation of an organization's charities registration status, or if you have questions regarding the statutory requirements for registration, contact the New York State Office of the Attorney General, Bureau of Charities Registration, 120 Broadway, New York, NY 10271-0332, or call (212) 416-8402, email [charities.bureau@oag.state.ny.us](mailto:charities.bureau@oag.state.ny.us) or visit their website at <https://www.charitiesnys.com/home.html>.

Eligible 501c(3) not-for-profit corporations acting as the applicant must have a New York State Attorney General Charities Bureau Registration number or an Exemption Certificate issued by the York State Attorney General Charities Bureau explaining why the organization is exempt from registering with the Charities Bureau.

- d. Workers' Compensation & Disability Insurance:** New York State Workers' Compensation Law sections 57 and 220 require that the Department of Agriculture and Markets 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.

Please visit the New York State Workers' Compensation Board website: [www.wcb.ny.gov](http://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.

- e. Application Deadline:** Applications are due by **September 5, 2025 at 4:00pm**. Late applications will not be accepted.

### III. APPLICATION OVERVIEW

- a. Application Format:** Applications must be submitted through the Statewide Financial System Grants Management System (SFS GM), <https://www.sfs.ny.gov/> All sections of the application must be completed for you to submit your digital application.

All applications must be submitted online through the SFS by **4:00pm on September 5, 2025**. Applicants and not computers or servers are responsible for the timely submission of applications.

Applications will not be accepted via fax, e-mail, hardcopy, or hand delivery. Late applications will not be accepted under any circumstances. It is advised to submit applications in advance of the due date, especially if the applicant is new to using SFS GM. Please see the **Pre-Application Overview, Statewide Financial System Registration section II. b.** above for information on obtaining access to SFS.

- b. Award Process:** Awards will be made to eligible, qualifying projects in order of receipt of complete applications until funding is exhausted. A complete application includes applicant registration and pre-qualification in SFS.

The program manager may contact applicants via email during the review process to correct a minor deviation in the project proposal. Applicants must respond to the program manager's request for additional information within the timeframe stated in the email to maintain their position in the review queue.

If there is insufficient funding available to fund all eligible and complete applications received on the same day and time, those applications will be placed in a lottery and chosen for funding at random.

#### IV. APPLICATION DETAILS

Applicants must respond to each of the sections as provided in the Statewide Financial System Grants Management System (SFS GM), <https://www.sfs.ny.gov/> to create an application to be submitted to the Department. Each application is comprised of responses to "Applicant Questions", a complete budget, scope of work, and required attachments.

- a. **Project Budget:** The Project Budget in SFS should include essential funding to implement the project, within the defined parameters of the RFA. Please review the cover sheet and Program Overview > Eligible Projects to guide the development of your budget and consider how the project will be sustained beyond this funding opportunity.

Budget categories may include: Salary/Wages, Fringe, Travel, Space/Property/Utilities, Operating Expenses, and Other. **A narrative justification must be included for each budget category.**

If you have questions about the budget categories, please reach out to the program manager listed on the cover sheet.

The Urban Farms & Community Gardens Grant Program does not require a match.

- b. **Project Scope of Work:** The Project Scope of Work in SFS will include an intended plan for your project, written through the lens of Objectives, Tasks, and Performance Measures.

*The goal of the Urban Farms & Community Gardens Grant Program is to support the development and expansion of community gardens, school gardens and urban farms across the state focusing on food production, food safety and food distribution while creating a lasting impact on local food resiliency.*

A wide variety of Objectives, Tasks, and Performance Measures may be proposed to meet this Goal. Applications must include at least one Objective, one Task, and one Performance Measure. Each Task must be accompanied by one or more Performance Measures. Performance Measures should be clearly defined results against which the project can be evaluated. These can be quantitative or qualitative.

An example is shown below:

Objectives	Tasks	Performance Measures
Establish a new community garden in XYZ town.	Recruit garden committee	# Members recruited # Meetings held
	Secure land access	Lease reviewed by legal Lease signed
	Purchase supplies	Items purchased
	Open garden	Launch event held Training completed
	Record project data	# Lbs produce grown # Gardeners

**c. Attachments:**

1. **Project Narrative:** A Project Narrative template is provided. **The template must be saved as a PDF and uploaded to SFS. Only PDFs will be accepted.** Applicants must complete all sections to be considered for funding.

1. Project Description:

- a. Provide a brief background on your organization and the community it serves.
- b. Describe the need for this project and how the proposed project activities will serve the intended beneficiaries.
- c. Clearly state the project goals and how they align with the grant program goal.
- d. This program requires at least one subaward to a community organization to support start-ups and capacity building. Please share your plans to re-grant funding.

2. Project Team and Outside Support:

- a. Provide the names, titles, and backgrounds of the key members of your organization and their roles in the project.
- b. Describe the support for this project from the community and external partners.
- c. Describe your organization's ability and capacity to manage a contract with NYS. Identify the primary contact for Department staff if the project is funded.

3. Project Impact:

- a. Provide baseline metrics for measuring project impact and describe who will be responsible for monitoring project performance throughout the grant term.
- b. Clearly describe the project's intended short and long-term impacts.

- c. List other anticipated co-benefits of the project, including but not limited to environmental, personal development, and public health benefits.
  - d. Describe how you will manage unexpected project challenges, such as delays and staffing changes.
4. Project Sustainability:
- a. Provide a plan to sustain the project beyond the grant term to create a lasting impact on local food resiliency.

**2. Letter of Support:** Applicants must include at least one letter of support that validates the project's viability and impact.

## V. AWARD DETAILS

The following applies to awarded contracts.

- a. New York State 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 program, and awardees are responsible for complying with the terms and conditions contained therein. The Master Contract can be found at: <https://www.budget.ny.gov/guide/bprm/h/h-1032-nys-contract-for-grants-2024.pdf>. Attachments to the Master Contract will include: (A-1) Agency Specific Terms and Conditions"; (A-2)"Program Specific Terms and Conditions"; (B-1) "Expenditure Budget"; (C) "Work Plan"; and (D) "Payment and Reporting Schedule".
- b. Project Contract:** A contract defining all terms and conditions and responsibilities of the awardee will be developed by the Department after funds have been awarded. The contract will incorporate the work plan and budget included in the awardee's project application, among its provisions. Upon execution of the contract by the awardee and the Department, it will be submitted for approval to the Attorney General of the State of New York and the Comptroller of the State of New York.
- c. Project Payments:** Once the contract is fully executed, grant funds will be disbursed by reimbursement only. Awardees may request, at the discretion of the Department, an initial payment of up to twenty- five percent (25%) of the total grant award. The Department shall retain ten percent (10%) of the budget amount to be disbursed to the contractor until such time as the final report is accepted.

A New York State Claim for Payment Form must be submitted to the Department for the contractor to be reimbursed for funds expended. Proper backup documentation must be included with any Claims for Payment.

Payment to the contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner of Agriculture and Markets, at 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 State Comptroller of New York's procedures to authorize electronic payments. Contractor acknowledges that it will not receive payment

on any Claim for Payment Form submitted under this agreement if it does not comply with the State Comptroller of New York's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

The Department and State Comptroller's Office reserve the right to audit the applicant's books and records relating to the performance of the project during and up to six years after the completion of the project.

- d. **Reporting Requirements:** The Department requires the following reporting during the contract term to ensure proper contract compliance.
- **Reimbursement Reports:** The Department will monitor contract performance. A Reimbursement Request Report summarizing work completed on the project shall accompany each Claim for Payment submitted for reimbursement of project expenses. A Reimbursement Request Report template will be provided by the Department to generate the reports.
  - **Quarterly Progress Reports:** Awarded applicants will be required to submit Quarterly Progress Reports to the Department to provide timely information on the success of the project. A Quarterly Progress Report template will be provided by the Department to generate the reports. Claim for Payment Forms submitted will not be processed for projects that are not up to date with the filing of their quarterly reports.
  - **Final Report:** A Final Report will be required within sixty (60) days following completion of the project. The Final Report shall include a detailed description of the work completed; an assessment of the potential for future viability of the project; and a description of problems encountered, if any, which affected completion of the project. In addition to the Final Report, the Department reserves the right to conduct a follow-up survey of funded projects to determine long-term impacts.
- e. **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.

## VI. OTHER REQUIREMENTS

Applicants should also take into consideration the following when submitting an application.

- a. **NYS Office of Parks, Recreation & Historic Preservation:** Projects which include ground-disturbing activities, construction of new buildings, or modification of buildings over 50 years old will be subject to further review by the New York State Office of Parks, Recreation and Historic Preservation (OPRHP). The Department reserves the right to request such additional information as is necessary to allow OPRHP to make a determination regarding the potential impacts of the project on historical sites or artifacts and possible alternatives which avoid or mitigate adverse impacts.
- b. **NYS Environmental Quality Review:** Some projects may be subject to review under the New York State Environmental Quality Review Act (SEQRA). The Department reserves the right to request additional information as needed to comply with SEQRA requirements.
- c. **Minority and Women Owned Business Enterprises:** Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules

and Regulations the Department of Agriculture and Markets (Department) is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBES”) and the employment of minority group members and women in the performance of the Department contracts.

- d. New York Certified Disabled Veteran Owned Businesses:** Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (“SDVOB”), thereby further integrating such businesses into New York State’s economy. The Department recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of Department contracts. In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Contractors are expected to consider SDVOBs in the fulfillment of the requirements of the Agreement. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.
- e. Equal Employment Opportunity:** By submission of a bid or application in response to this solicitation, the respondent agrees with all the terms and conditions of [Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women. The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

**Please Note:** Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

## VII. OTHER CONSIDERATIONS

- a. Department Rights:** The Department reserves the right to:
- reject any or all proposals received with respect to this RFA;
  - waive or modify minor irregularities in applications received after prior notification and concurrence of the applicant;
  - utilize any or all ideas submitted in the applications received unless those ideas are covered by legal patent or proprietary rights;

- 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 posted on the Department's website;
- 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.

- b. Freedom of Information:** All applications submitted and all related contracts and reports may be subject to disclosure under the Freedom of Information Law.
- c. Debriefing:** Pursuant to section 163(9)(c) of the State Finance Law, an unsuccessful bidder has the right to a debriefing regarding the reasons its application was not selected for award. Upon request, the Department will provide a debriefing to any unsuccessful applicant as to the reasons that the proposal submitted was not selected for an award. To request a review of an unsuccessful application, contact John Ross, Division of Fiscal Management, via e-mail at [procurement.info@agriculture.ny.gov](mailto:procurement.info@agriculture.ny.gov). A review should be requested by an unsuccessful applicant within fifteen (15) calendar days of the date of the notice that its proposal was not selected for an award.
- d. Bid Protest Procedures:** Bidders who receive a notice of non-award may protest the award decision subject to the following:
1. The protest must be in writing and must contain specific factual and/or legal allegations setting forth the basis on which the protesting party challenges the contract award by the Department.
  2. The protest must be filed within ten (10) business days of receipt of a debriefing, or ten (10) business days of receipt of the notice of non-award, whichever is later. The protest letter must be filed with John Ross at:
 

NYS Department of Agriculture and Markets  
 Division of Fiscal Management  
 10B Airline Drive  
 Albany, NY 12235  
 Or via email: [procurement.info@agriculture.ny.gov](mailto:procurement.info@agriculture.ny.gov)
  3. The Department's Division of Fiscal Management will convene a review team that will include at least one staff member from each of: the Department's Counsel's Office, the Department's Division of Fiscal Management, and the Department's Division of Agricultural Development. The review team will review and consider the merits of the protest and will decide whether the protest is approved or denied. Counsel's Office will provide the bidder with written notification of the review team's decision within fourteen (14) business days of receipt of the protest. The original protest and decision will be filed with OSC when the contract procurement record is submitted for approval, and Fiscal

Management will advise OSC that a protest was filed.

4. Fiscal Management in consultation with Counsel's Office may summarily deny a protest that fails to contain specific factual or legal allegations, or where the protest only raises issues of law that have already been decided by the courts. An unsuccessful bidder may also protest the award by filing a protest, in writing, with:

The Office of the State Comptroller  
Bureau of Contracts  
110 State Street, 11th Floor  
Albany, New York 12236

More information on the Office of the State Comptroller's (OSC) Contract Award Protest Procedures can be found in OSC's Guide to Financial Operations (GFO), Chapter XI.17, available on the internet at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>.