Frequently Asked Questions

Community Impact Grant Program

Round 12

for Communities Exposed to Multiple Environmental Harms and Risks in New York State

Last Updated: August 2025

New York State Department of Environmental Conservation

Office of Environmental Justice

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Statewide Financial System (SFS)

Q: How do I send in my application?

A: All applicants must apply through the New York Statewide Financial System Vendor Portal. New York State's Vendor Portal.

This includes answering all program questions and uploading completed and required program documents and forms (uploads in non-fillable PDF form only). Paper applications will NOT be accepted for this grant opportunity. Late applications will not be accepted. *The deadline for this grant opportunity is* ***August 13, 2025 at 3pm EST***.

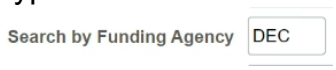
All Applicants must be **Registered** with SFS to submit an application. In addition to registration, not-for-profits must also be **Prequalified** at the time and date that the application is due. If you are not Prequalified at that time and date, your application will not be considered.

1. ***Register***: If you do not have a login and if you are new to the SFS Vendor portal, 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 for more information. The NYS SFS Grants Management system offers a Vendor User Manual, training videos and webinars for bidders requiring assistance. Please visit https://grantsmanagement.ny.gov/transition-SFS to get started.
2. ***Prequalify***: PLEASE DO NOT DELAY IN BEGINNING AND COMPLETING THE PREQUALIFICATION PROCESS. PLEASE VISIT THE GRANTS MANAGEMENT Prequalification Page TO GET STARTED.
    a. All Applicants must be Prequalified in the SFS Grants Management System at the time and date that the application is due. Applications from non-prequalified entities will be rejected. **The system will not allow you to submit your bid.**
    b. Tribal Organizations must be registered, but do not need to be prequalified to apply.
    c. The state reserves 5 days to review submitted prequalification applications. Prequalification applications submitted to the state for review less than 5 days prior to review submitted prequalification applications. Prequalification applications submitted to the state for review less than 5 days prior to any OEJ grant application due date may not be considered.

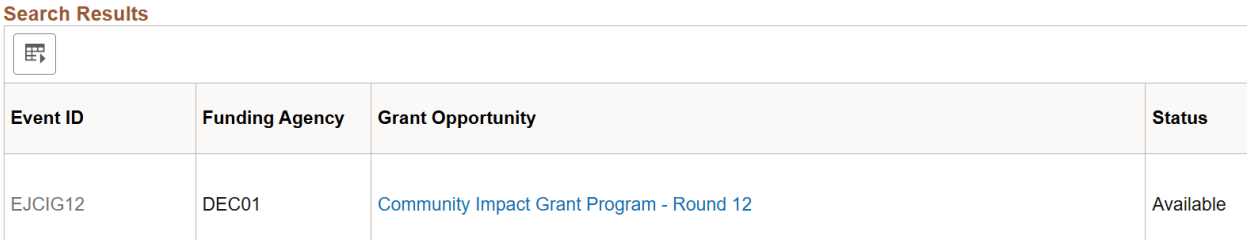
Once registered, you will receive an email from the Statewide Financial System to your organization's designated point of contact's email address that includes your login information.

You may locate the Request For Applications (RFA) with the following steps:

1. Click on the “Search for Grant Opportunities” tile, or use this link: [Search for Grant Opportunities (ny.gov).]
2. Type “DEC” into the field “Search by Funding Agency” and click the “Search” button



3. Locate the line that says “EJCIG12” and click on “Community Impact Grant Program – Round 12”



4. You may view a PDF of the RFA by clicking on the “View Grant Opportunity” button. The RFA will open in a separate tab on your browser.
    a. Please review eligibility requirements carefully on the RFA before logging in to SFS and applying.
5. To begin your application, click the “Log into SFS and Apply for Grant.”
    a. **Please note, staff with a *Bid Response Initiator* role can begin a bid, but only staff with the *Bid Response Submitter* role can submit the bid response.**

Eligibility

Q: I am working with two 501c3 nonprofits interested in partnering on a project for the Community Impact Grant. One is eligible to be the applicant, but the other is not. However, the eligible 501c3 is not registered in the Statewide Financial System and doesn't expect to make it through the process by the grant deadline. Can the noneligible 501c3 (already pre-qualified in SFS) serve as fiscal sponsor for the eligible 501c3? I know this is allowed for community orgs that aren't 501c3s but I'm not sure if a 501c3 can fiscally sponsor another 501c3.

A: The fiscal sponsor does not have to meet eligibility requirements, but the applicant must meet all other requirements. When applying, the fiscal sponsor should answer questions based on the eligible organization. Please keep in mind that the eligible organization MUST be the lead organization and the entity that is performing the proposed project.

Q: Could a county government apply? If not, could a sheriff's department be a partner/subcontractor in the grant, if a non-profit were the prime contractor?

A: Entities that are not eligible to apply and receive funding under this grant program are: individuals; universities; municipalities; government bodies; water districts or similar entities; large non-governmental organizations such as serving multiple counties, regional, state or national environmental groups and organizations.

However, an ineligible organization may be involved in a proposed EJ project by partnering as a subcontractor for an eligible organization.

Q: Are public school districts eligible for funding? We are not technically a 501(c)(3) but are a non-profit. Our revenues are through levied taxes and do exceed $3 million, but we are located in an Environmental Justice Community.

A: We cannot determine eligibility until after the bid event closes and bids are submitted for review. That said, your school district may partner with an eligible organization based on the below and the outlined RFA criteria. We encourage you to review the RFA, starting on page 4 under "Eligible Bidders" which states:

"For the purposes of this grant program, applicants must be either be a:

- A not-for-profit corporation (NFP) community-based organization. For this grant opportunity, a NFP is subject to New York State's Not-For-Profit Corporation Law, is qualified for tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue Code, has an IRS 501(c)(3) determination letter to be incorporated in New York State and is current in their charities reporting

requirements with the Office of the Attorney General. Additional organizational and financial requirements for NFPs are detailed below…."

And the following on page 5:

"For the purposes of this grant opportunity, a community-based organization is an organization
that:
…

- Has a total annual revenue that does not exceed $3,000,000 (three million dollars), based on the bidder's Internal Revenue Service (IRS) Form 990 filing from the previous year (line 12), or on their IRS 990 EZ (line 9). Note: To be eligible for this grant program, bidders must submit page 1 of their IRS Form 990 showing their annual revenue (line 12 for the prior year), or other authoritative documentation from the IRS such as a 990 EZ or 990-N (for exemptions); and…"

Further, entities that are not eligible to apply and receive funding under this grant program are: individuals; universities; municipalities; government bodies; water districts or similar entities; large non-governmental organizations serving multiple counties, regional, state, or national environmental groups and organizations. However, an ineligible not for profit may serve as fiscal sponsors for eligible community-based organizations or partner with eligible organizations.

Q: Are only agencies that were awarded Environmental Justice (EJ) grants in previous years eligible to apply?

A: Entities applying for the Community Impact Grant do not need to have received awards in previous years to receive funding for this grant opportunity.

Q: I wanted to confirm eligibility requirements for this grant, to apply the community-based organization has to have a total revenue under $3,000,000 is that correct? Our budget is over $5M, would that make us ineligible?

A: The RFA states that for this grant opportunity a community-based organization is an organization that has a total annual revenue that does not exceed $3,000,000 based on the applicant's IRS Form 990 filing from the previous year (line 12). That being said, an ineligible organization may be involved in a proposed EJ project by partnering as a subcontractor for an eligible organization.

Q: Our organizational budget is over $5 million but for the program that this would support the budget is much less. Would you consider funding us or is the $3 million requirement for overall organization?

A: According to the RFA on page 5 it says that *a community-based organization is an organization that:*

Has a total annual revenue that does not exceed $3,000,000, based on the bidder's IRS Form 990 filing from the previous year (line 12).

The RFA is looking at the organization's budget, not a program within the organization's budget. If your organization's total annual revenue from the *previous year's 990 (line 12) reads over $3 million*, then your organization would not be eligible. That said, an ineligible organization may be involved in a proposed EJ project by partnering as a subcontractor for an eligible organization.

Q: Our group has been delivering programs on the Hudson River from NYC to Albany for over 50 years. We serve communities up and down the Hudson River, the project we would like to submit for this grant would be a place-based, hands-on environmental justice education program for students in either Newburgh, NY, or Kingston, NY. The project would be geographically placed within designated EJ communities, as required by the RFP. How does this impact our eligibility for the Community Impact Grant Program?

A: Please refer to page 4-6 of the RFA. For the purposes of this grant opportunity, a community-based organization is an organization that serves the residents of an area equal to or smaller than one county outside of New York City, or an area equal to or smaller than one of the five boroughs in New York City. Organizations serving areas larger than indicated such as regional or national organizations are not eligible for this grant. However, ineligible not-for-profits many serve as fiscal sponsors for eligible NFP community-based organizations or partner with eligible organizations.

Q: If our project is local, but we serve a large area, are we eligible?

A: As it is stated in the RFA on page 16-17 under Map and Organization Location Information, "To be eligible, an organization must serve the residents of an area equal to or smaller than one county, or if within New York City, equal to or smaller than one borough. Note: Organizations serving areas larger than indicated such as regional or national organizations are not eligible for this grant.

Q: The state portal says that grants are available "for projects that address exposure of communities to multiple environmental harms and risks." Do environmental education and/or regenerative agriculture programs meet this criteria? Our belief is that teaching farming, gardening, foraging, and other nature-based skills can improve the resilience of individuals and their communities, but I know that environmental justice may have a more specific definition at the state level.

A: While we have funded projects similar to what you've described, we encourage you to review the attached RFA to determine whether you are eligible. Please closely review the organizational and project location requirements.

Also, due to the competitive nature of the grant, we cannot comment on specific project ideas, or whether we think your programming may meet the criteria or eligibility.

Please refer to the RFA for the full eligibility and grant information. We've also included a link here for our Open Data NY webpage that shows information about projects that have been funded in the past:
Office of Environmental Justice (OEJ) Grant Awards: Beginning 2006 | State of New York (ny.gov)

Finally, please feel free to visit our Office of Environmental Justice webpage at Environmental Justice - NYSDEC for more information about our office and how we support Environmental Justice in New York.

Q: We have received past support from NYS DEC Urban and Community Forestry grant program. This year, I would like to apply for the EJ grant. Some of our programs are city wide but if we apply for a grant that is specific to the Bronx does that qualify for Community Based?

A: Please refer to pages 3-6 of the RFA for the full list of eligibility criteria. These criteria include: 501(c)3 status, the location of the project and ensuring the applicant organization's primary office is located in the affected EJ area, the applicant organization's focus on addressing the environmental and/or public health problems of the affected community, and serving the residents of an area equal to or smaller than one county, or if within New York City, equal to or smaller than one borough. Organizations serving areas larger than indicated above are not eligible for this grant opportunity.

Q: Our project will include community education and outreach and an appeal to elected officials to support an environmental initiative. Will this grant allow these kinds of activities, or will this be considered lobbying?

A: Previous grant awardees have worked with their municipality and community leaders in the past to make them aware of their community-facing activities. Some groups have even partnered with municipalities to work on projects together.

Page 6 of the RFA states that, although municipalities are ineligible applicants, "An ineligible organization may be involved in a proposed EJ project by partnering as a subcontractor for an eligible organization." Also, if this is relevant to your project proposal, page 16 of the RFA states that bidders may obtain "A resolution by the municipality supporting the project."

I would strongly advise you to review the Eligible and Ineligible Expenditures section in the RFA, starting on page 27. Relevant to your question, we have the following language for Ineligible Expenses on page 28:

The following costs are not eligible for grant funding or reimbursement under this program:
• Costs that are paid from other state or federal funding sources are not eligible for reimbursement.
• **Indirect costs:** indirect (overhead) costs such as: utilities, office rent, insurance.
• Costs of preparing the EJ grant bid.
• Costs relating to the project that were incurred prior to the start date of the grant contract or after the termination date of the grant contract.
• Legal costs related to the commencement of, or participation in, any action before a municipal, state or federal court or other agency.
• State and/or federal funding: project costs funded from other state and/or federal funding sources are not eligible for grant reimbursement.

Q: Our original read was that the $3M cap only applied to orgs applying through a fiscal sponsor; reading again, however, I see that may not be the case. It's not totally clear. My organization has a budget just over $3M. Can you confirm whether or not we're eligible to apply, not as someone's sponsor but for our own award?"

A: For a community-based organization applying without a Fiscal Sponsor: Any amount over the $3,000,000 annual revenue will disqualify a bid. Therefore, only community-based organizations as defined in the RFA are eligible bidders. Here is the definition:

"For the purposes of this grant opportunity, a "community-based organization" is an organization that:

• Serves the residents of an area equal to or smaller than one county outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City. Organizations serving areas larger than indicated such as regional or national organizations are not eligible for this grant. However, ineligible not-for-profits may serve as fiscal sponsors for eligible NFP community-based organizations or partner with eligible organizations; and
• Has a total annual revenue that does not exceed $3,000,000, based on the bidder's IRS Form 990 filing from the previous year (line 12); and
• Cannot have its charter revoked or otherwise be dissolved through the action of another organization; and
• Is able to enter into legal agreements independent of any affiliated nonprofit organization, government body, university or other entity that would be ineligible to apply for this grant; and

• Focuses on addressing the environmental and/or public health problems of the residents of the community that is impacted by the multiple environmental harms and risks that are the focus of the project (the “affected community”); and
• Has its primary office location in the affected community; and
• Has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the bidder community group residing in the affected community; and
• Declares (along with a partner NFP fiscal sponsor, if applicable) it has not caused or contributed to the environmental harms or risks that are to be the subject of the proposed project. (Note: A declaration can be viewed on the last page of this RFA. The declaration must be signed and uploaded in the SFS Grants System.); and
• Is in good standing and will have submitted all required progress reports for current open grants and final narrative and financial reports for previously awarded Office of Environmental Justice grants where the term has expired.

Q: Our agency has a significant track record of pursuing and achieving environmental justice regarding health hazards, particularly airborne ones causing asthma and other respiratory conditions in underinvested and poorly maintained rental housing.

The mention of indoor air quality on p. 12 of the current RFP is linked to energy consumption. My question is this--would costs be fundable for efforts to improve indoor air quality linked to airborne pathogens due to leaks and mold? We are a city-wide leader in this area.

We are also expanding into work on interior air linked to energy as well as into partnerships focused on improving energy use and outdoor air quality. However, we would likely need to be able to cover costs for our asthma-related work as well as any of the latter proposed.

A: Due to the competitive nature of the grant opportunity, we cannot comment on a bidder organization’s potential eligibility, nor can we comment on potential project ideas. However, within the RFA we have included a list of eligible projects that have been funded in the past beginning on page 10. Projects surrounding indoor air have been funded in the past, and those projects can be found at Office of Environmental Justice (OEJ) Grant Awards: Beginning 2006 | State of New York (ny.gov).

Q: Would a joint or coalition project, i.e. one in which two or more independent non-profit organizations work together, be eligible for the Community Impact Grants?

A: Per the RFA on page 6, we do allow collaborative projects with the following conditions:

“Collaborative Projects (as applicable)
Collaborative projects are encouraged, however, if a proposed project involves a cooperative agreement or partners, only one eligible, designated lead bidder can submit the bid for grant funding. The lead bidder must assume the responsibility for the project bid, performance of work consistent with this RFA, and execution of a State of New York Master Contract for Grants or Letter of Agreement. Letters substantiating the collaboration from each partner are required, including information on the roles and responsibilities of each partner. These letters are to be uploaded to the Grants Management System in a single PDF under the appropriate Program Question for the bid.”

Please also note that the lead organization must comply with the Eligible Bidders conditions starting on page 4 and 5.

Q: I am trying to determine if my organization qualifies as a community-based organization for this grant. We consider ourselves small (5 employees), our total annual revenue is well below the $3 million threshold, and most of our programming is within Suffolk County. However, we have done some projects in New York and Westchester counties. Does this make us ineligible?

A: While we cannot determine an organization’s eligibility until the review process, per the RFA on page 5, the conditions for an organization to be eligible are the following:

“For the purposes of this grant opportunity, a “community-based organization” is an organization that:
• Serves the residents of an area equal to or smaller than one county outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City. Organizations serving areas larger than indicated such as regional or national organizations are not eligible for this grant. However, ineligible not-for-profits may serve as fiscal sponsors for eligible NFP community-based organizations or partner with eligible organizations; and…”

If you feel that your organization is ineligible, you can explore ways to partner as a Fiscal Sponsor, of which that information can be found at the end of page 5.

Q: We are confused about the operating budget limitation of $3 million in the Community Impact Grant Program bid instructions. Is this limitation for all community based organization applicants or just those who are being fiscally sponsored?

A: The fiscal sponsor does not have to meet the eligibility requirements, however the eligible organization that the fiscal sponsor is applying on behalf of must meet all

eligibility requirements. The fiscal sponsor should answer the eligibility questions based on the applicant organization and their information.

Q: I have a couple questions on clarification of bid requirements related to the NYS DEC Community Impact Grant Program.

1) **Would our organization, a NFP 501c3 corporation, serving as fiscal sponsor to a Tribal Organization (who is an EJ community, but does not accept grant funds directly), fit the eligibility requirements (assuming inclusion of a Fiscal Sponsor Agreement and the Tribal Organization satisfying the community-based organization criteria)?**
2) **If so, could we contribute directly to project implementation in addition to serving as fiscal sponsor, and thus be eligible to recoup expenditures beyond the administrative salary limit (while recognizing the need to adhere to the overall grant requirement of administrative salaries only up to 10% of total grant award, as well as overall personal services percentage limits, i.e., 30% of requested budget, 15% fringe, any individual person 30% max)?**

A: A fiscal sponsor may contribute to the implementation of the project as a subcontractor to the eligible NFP CBO. The fiscal sponsor agreement in the bid submission should clearly detail the specific allocation of funds and delineation of work between the eligible NFP CBO and the fiscal sponsor.

Referring to the RFA on pages 5-6 on fiscal sponsorship, please be aware that all of the requirements for fiscal sponsorship apply, including the fact that “the organization the fiscal sponsor is applying on behalf of must meet all eligibility requirements.”

Q: The eligibility requirements state that the organization "serves the residents of an area equal to or smaller than a county outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City." If our organization serves all of NYC, but our project proposal focuses on serving an area equal or smaller than one borough of NYC, would our organization and project still be eligible?

A: Organizations that serve areas larger than what is defined for CBOs may not be eligible. Referring to page 5 of the RFA: “For the purposes of this grant opportunity, a community-based organization is an organization that:

a. Serves the residents of an area equal to or smaller than a county outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City. Organizations serving areas larger than indicated such as regional or national organizations are not eligible for this grant. However,

ineligible not-for-profits may serve as fiscal sponsors for eligible NFP community-based organizations or partner with eligible organizations; and".

Q: I would appreciate clarification regarding the following eligibility requirement:

"Has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the bidder community group residing in the affected community."

Our organization's location is not a residential area, we interpret this requirement to refer to the broader community that benefits from the park's resources and programs. Our programming and capital improvements are designed to serve the local community, particularly those from underserved populations who rely on the park as a vital public space for recreation, wellness, and connection to nature.

A: This is an accurate interpretation – we do ask bidders to assess the community that benefits from the park resources in the bid, while also paying attention to, and commenting on, proximity to those communities served. The community must be able to access the resources described, and per your email, "[have] more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the bidder community group residing in the affected community."

Finally, we cannot comment on the eligibility of an organization, nor the proposal details. The RFA is seeking projects that address an environmental harm or health hazard faced by an eligible community and community-based organization. Eligibility is determined after the close of the bid opportunity.

Q: Although 100% of our population served are from disadvantaged communities, our project location and office are on prime farmland by necessity and not located within a disadvantaged community. Would we still be eligible for this funding?

A: While Question 8 asks whether your organization is located in the affected community, there is an opportunity to submit additional information here that can give us more information about office proximity to the affected community. As it reads, this doesn't necessarily disqualify bidders, however we cannot make that determination until after the bid opportunity is closed and we begin the review process.

Consider questions 7,8,11, and 15:

“7. Map and Organization Location Information. MANDATORY UPLOAD. Bidders must upload a map or other authoritative documentation (report or documentation issued by a local, state, or federal government agency) to supplement this answer. The map must clearly identify the area where the residents will be served, and the location of the project site(s). Please see example in Appendix E. To be eligible, an organization must serve the residents of an area equal to or smaller than one county, or if within New York City, equal to or smaller than one borough. Note: Organizations serving areas larger than indicated such as regional or national organizations are not eligible for this grant.

8. Primary Office Location: Provide the address of the eligible community-based NFP’s organization. Is the eligible organization’s primary office address located in the affected community?”

“11. Community Demographics Points will only be given to projects that serve a minority and/or low-income community as defined in DEC Commission Policy 29, Environmental Justice and permitting at http://www.dec.ny.gov/public/36929.html Bidders must serve the residents of an area equal to or smaller than one county outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City. For this question, please briefly describe:

- The environmental setting of the community where the project will be taking place.
- The demographic make-up of the community.”

“15. Population/Members Served: Do more than 50 percent of the community-based organization members, or for organizations that do not have members, have more than 50 percent of the people served by the organization, live in the affected community?”

Fiscal Sponsors

Q: How should we determine if we need a fiscal sponsor, and how do we go about selecting one if we do?

A: An organization can obtain a fiscal sponsor for various reasons, and for example, can be done if an organization lacks the staff or administrative resources required to manage the grant. An organization with a fiscal sponsor still must meet all of the eligibility requirements. However, if an organization is applying through a fiscal sponsor, the fiscal sponsor does not have to meet the eligibility requirements and can be a NFP with an operating budget over $3 million, or serve a larger area, however the eligible organization must have a budget under $3 million and meet all eligibility requirements. The fiscal sponsor should answer the eligibility questions based on the eligible organization. Please refer to fiscal sponsor details starting on pg. 5 to evaluate if a fiscal sponsor would be a good fit.

While we are unable to match organizations to fiscal sponsors, you may look at Open Data to see awarded projects that may have used a fiscal sponsor and can determine how you approach potential fiscal sponsors. What would work well with your organization and which one has the capacity to assist you for the full duration of the contract?

Q: We understand that only not-for-profit organizations are eligible to apply. Can the City act as a fiscal sponsor for an NFP, or can only endorse if the project takes place on City owned property?

A: According to our guidelines, an eligible applicant must be a Tribal Organization or not-for-profit corporation (NFP) community-based organization, or a community-based organization may partner with a NFP that will serve as their fiscal sponsor. The fiscal sponsor NFP would be responsible for submitting the online grant application (bid) in the Statewide Financial System and completing the pre-qualification requirements. The fiscal sponsor must also sign a contractual agreement with DEC on behalf of the community group should grant funding be awarded. Further, the fiscal sponsor must provide and upload an agreement in the bid that describes the partnership between the eligible organization and the fiscal sponsor. So, unless the city has a not-for-profit arm, they cannot serve as a fiscal sponsor. Ineligible organizations may partner with an eligible organization to work on a project. In this case, the city would then serve on the project as a contractor.

Q: If our fiscal sponsor has a revenue that is higher than $3 million but our revenue is under that, are we still eligible? We would have to submit their 990 that shows over $3 million.

A: If an eligible organization is applying through a fiscal sponsor, the fiscal sponsor does not have to meet the eligibility requirements and can have an operating budget over $3 million. However, the eligible applicant organization must have a budget under $3 million, submit their IRS 990 to show this, and meet all other eligibility requirements. The fiscal sponsor should complete the bid and answer the eligibility questions based on the eligible applicant organization.

Q: I have read the document, but want to confirm my understanding if it is correct. It states *ineligible not-for-profits may serve as fiscal sponsors for eligible NFP community-based organizations or partner with eligible organizations*. Does this mean a seminary (educational institution) could sponsor a CBO?

A: The fiscal sponsor agreement details start on pg 5 of the RFA. If I am understanding you correctly, you are not yet a not-for-profit 501(c)3? If this is correct, a fiscal sponsor would not be able to sponsor you. An organization that is being sponsored must meet the qualifications of an eligible bidder: "A not-for-profit corporation (NFP) community-based organization…" (further details on pg 4.)

If you can get your organization up to eligibility standards you could get a fiscal sponsor to assist you in the application process, or you could apply on your own. Once this is complete, you can register through SFS. Instructions for that are found on our website under "For Applicants" > "Register for the Statewide Financial System".

In general, an educational institution (should they meet the fiscal sponsor requirements listed on pg 5 of the RFA) would be able to sponsor an eligible bidder.

Q: Because my organization is not officially registered as a non-profit yet, we would need to be fiscally sponsored. I have an eligible partner organization who is willing to fiscally sponsor our organization for this grant. There is one potential issue, the partner organization is already planning on submitting its own proposal. Is it still possible for fiscal sponsor organization to submit its own grant proposal whilst fiscally sponsoring another organization?

A: Fiscal sponsors may only sponsor eligible 501(c)3 organizations, so your organization would have to be registered as a 501(c)3 to move forward through eligibility. More on fiscal sponsors can be found starting on page 5 of the RFA, which can be found on our website.

Per page 3 of the RFA, ”Bidders may submit up to three bids, however, only one bid per bidder may be funded. Multiple bids may not be for the same project or project location.”

We intend to release additional rounds of funding in the future for the CIG, so in the event that the timing isn’t right for this opportunity, there will be other rounds.

Q: Would our organization which is a NFP 501c3 corporation, serving as fiscal sponsor to the a Tribal Organization (who is an EJ community but does not accept grant funds directly), fit the eligibility requirements (assuming inclusion of a Fiscal Sponsor Agreement and the Nation satisfying the community-based organization criteria)?
If so, could our organization contribute directly to project implementation in addition to serving as fiscal sponsor, and thus be eligible to recoup expenditures beyond the administrative salary limit (while recognizing the need to adhere to the overall grant requirement of administrative salaries only up to 10% of total grant award, as well as overall personal services percentage limits, i.e., 30% of requested budget, 15% fringe, any individual person 30% max)?

A: A fiscal sponsor may contribute to the implementation of the project as a subcontractor to the eligible NFP CBO. The fiscal sponsor agreement in the bid submission should clearly detail the specific allocation of funds and delineation of work between the eligible NFP CBO and the fiscal sponsor.

Referring to the RFA on pages 5-6 on Fiscal Sponsorship, please be aware that all of the requirements for fiscal sponsorship apply, including the fact that “the organization the fiscal sponsor is applying on behalf of must meet all eligibility requirements.”

Q: I have two questions about who is responsible for signing documents because we have a fiscal sponsor.

1) Executive Order 16 Form (Question #12)
- Because the Vendor Name line says “Legal Entity,” should we have our fiscal sponsor fill this out?

2) Declaration (Question #13)
- This form also says “Signature of Authorized Official of Not-for-Profit Corporation,” so should we have our fiscal sponsor also sign this form?

A: We ask that you as the organization to perform the proposed project shall be the ones to sign all forms, not your fiscal sponsor. The fiscal sponsor will manage the bid and the uploading of all forms and questions. The fiscal sponsor answers questions on

behalf of the eligible organization with information produced as if the eligible organization was itself submitting the bid.

Application (Bid) Submission

Q: We are so excited to apply again and expand our programming. I had one question for you: we are really seeing some amazing momentum for both of our programs - are we able to apply for an expansion of both programs in two separate applications?

A: Due to the competitive nature of the grant program, we're not able to discuss specific project ideas with you. Organizations are welcome to submit up to 3 applications, however only one bid per bidder may be funded. RFA language on page 3:
"Bidders may submit up to three bids, however, only one bid per bidder may be funded. Multiple bids may not be for the same project or project location."

If this is an expansion of a previous project, you must have a new research component for applying to the Community Impact Grant program. The research component can be primary or secondary and should be related to the environmental harms or risks in the affected community. You can review more information on this in the RFA, starting on page 8.

Q: I had been looking in my SFS portal and cannot seem to find a document on which to answer the questions needed for this grant. There is one document, but it seems to only be a PDF of the FAQ's for the EJ Community Grant. Is there a way for me to be provided with or directed to the form on which I will answer the questions to potentially be awarded the grant?

A: Since you can reach the Q&A document at the bottom of the page, this guidance should take you to that same page, but you may have missed the buttons on the left.

In order to access the questions on the application (referred to as 'bid' on SFS):

1. Visit The Statewide Financial System of New York (ny.gov)
2. Click on "Vendors" to reach the Vendor Portal
3. Scroll down and click on "Search for Grant Opportunities"
4. Type "DEC" into the "Search by Funding Agency" text box and hit "Search"
5. Scroll down to Event ID "EJCIG12" and select the Grant Opportunity link for "Community Impact Grant Program – Round 12"

6. On the left side of the page, you may access the application (bid) with the button "Log into SFS and Apply for Grant" - this will open up a browser window with a login page for the SFS Vendor Portal. Log in, and you should be directed to the application (bid).

Just a quick note on our grant opportunities – we are happy to answer questions that seek to clarify what is included in RFAs, but we are unable to comment on specific project ideas, nor can we determine if organizations are eligible.

Therefore, we strongly encourage you to review RFAs for eligibility requirements, and if you feel you may be eligible and have intent to apply, please be sure to **Register** and **Prequalify** in SFS prior to starting any applications with our office. Registration and Prequalification as a process can take several weeks depending on a number of factors, so don't delay if you think this information will apply to you.

Projects

Q: I'm hopeful to learn more about the opportunity and your thoughts on an internship program that engages community members in a green project, such as community gardens?

A: Due to the competitive nature of the grant opportunity, we cannot comment on specific project ideas. Please review page 10 of the RFA that discusses previously funded project ideas and for a full list of past funded projects, organization, project title, project description and award amounts can be found at Open Data. The list can be exported into Excel and searched. https://data.ny.gov/Energy-Environment/Office-of-Environmental-Justice-OEJ-Grant-Awards-B/n4r8-9j2b

Q: Can we do a project that affects multiple project types?

A: Yes.

Per the RFA page 9, under (2) Identify Project Type – Project proposal must identify which category of project type the proposal best fits under:

(a) Water
(b) Air
(c) Community Garden/Urban Agriculture
(d) Organic Waste/Composting
(e) Habitat Restoration
(f) Green Infrastructure
(g) Capacity Building
(h) Other (please state type of project)

For projects that fit under multiple project types, you may select (h) Other, and please provide a short description in a few words of the type of project that you're proposing. If selecting Other, please do not provide more than a brief phrase describing the project.

Q: If we have multiple project ideas, should we do one application per project, or combine them into one application?

A: Projects can contain multiple elements, but they must serve to address an environmental harm for an affected community, and be able to communicate that harm via public outreach and education. Also, per the RFA on page 3, "Bidders may submit up to three bids, however, only one bid per bidder may be funded. Multiple bids may not be for the same project or project location."

Q: Our organization owns a camp for underprivileged children on a lake and over the past few years we have had increased erosion and damage to our launch ramp and seawall and now threatens our dining hall nearby. Would any DEC or EPA grant programs be able to assist us with mitigation of this problem?

A: The Office of Environmental Justice at DEC typically funds community-based, non-profit organizations that serve Environmental Justice communities as their primary focus. We cannot comment on specific project ideas, nor whether you may be eligible for our programs, however please review our open grant opportunity RFA.

Please note that, per page 5:

"For the purposes of this grant opportunity, a "community-based organization" is an organization that:

• Serves the residents of an area equal to or smaller than one county outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City. Organizations serving areas larger than indicated such as regional or national organizations are not eligible for this grant. However, ineligible not-for-profits may serve as fiscal sponsors for eligible NFP community-based organizations or partner with eligible organizations; and

• Has a total annual revenue that does not exceed $3,000,000, based on the bidder's IRS Form 990 filing from the previous year (line 12);…"

We are unaware of any potential EPA grants that you may qualify for, but you're welcome to see if any of their programs apply to your proposed project. I'm also including a few federal grant websites for your review:

Grants.gov, and Grantsolutions.gov

Q: Under the Community Impact Grant Program, can an eligible applicant apply for funding to deploy charging infrastructure to support their fleet EVs, or must charging infrastructure funded by this program be publicly accessible?

A: Due to our grant process being highly competitive, we are not able to tell applicants whether they are eligible nor are we able to discuss potential project ideas with you.

We can let you know that equipment costs are covered; however, it is a requirement for CIG projects to serve the community and have a research component (pg.10 of RFA).

For additional consideration of eligibility, we recommend that you consider whether your organization meets the non-profit requirements (pg. 4-6 of the RFA), serves a PEJA and/or DAC community, and aligns with the goals and requirements of the grant (starting on pg. 9 of the RFA). This will be a good start to see if your organization is likely to be eligible, but ultimately whether your organization or proposed project are eligible cannot be determined until after you submit an application.

DEC Info Locator tool and instructions can be used to determine if your organization is within or serves a PEJA and/or DAC community: https://dec.ny.gov/maps/interactive-maps/decinfo-locator

Please see this link to our website where you can find out more information about this opportunity and our other grant offerings (see the headers For Applicants > Applicant Information): https://dec.ny.gov/environmental-protection/environmental-justice/grant-programs

Ultimately for you to make the best determination, our recommendation is to read the RFA and see if it aligns with the goals of your organization and your potential project and if you meet the eligibility requirements.

Q: As we begin developing our application for this grant, I notice in the RFA it says that the project "will have a contract term of October 1, 2025 to September 30, 2028". Is that the eligible time period within which to complete the project, or does the project have to be the full 3-year period? Is a 2-year project eligible?

A: The project term you listed is correct. Project terms may be adjusted on a case-by-case basis, dependent on when awards are given and with what meets the needs of the awarded organization. The project can be completed anytime within the 3-year term. Please be sure to detail in your timeline, objectives, and workplan what time period your program will run and how you will achieve all goals within your selected time frame.

Q: Since awards won't be announced until December 2025, how can the contract term start October 1?

A: The contract execution date is independent of the contract term due to the varied time it takes to process and execute the contract once awards are announced. In order to give awardees a concrete date for expenses that can be applied to the grant award amount, we establish a contract term starting on October 1, 2025 for this opportunity.

Research Component

Q: How rigorous is the research component intended to be? For instance, would our firm be expected to secure IRB approval for collecting and reporting community feedback and perspectives on climate projects?

A: Using an example of tree plantings to illustrate the research component, an organization may seek to address the Urban Heat Island effect of a particular community and use tree plantings to assess the degree to which the community benefitted and how. This can be achieved by engaging the community in surveys, community meetings, etc. to obtain data that supports the original hypothesis or focus. Of course, this is but one method that could be used.

The key to a research component is that there is a hypothesis or focus related to mitigation of environmental harms and/or health hazards faced by a community that your project seeks to address, and a follow-through of research, understanding, analysis, and communication of results takes place that informs the community of your findings with next steps.

You do not have to adhere to the IRB policies and procedures for this grant opportunity. We do hope to see a thorough research component as I mentioned above, but there is no set structure.

Q: We are so excited to apply again and expand our programming. I had one question for you: we are really seeing some amazing momentum for both of our programs - are we able to apply for an expansion of both programs in two separate applications?

A: If this is an expansion of a previous project, you must have a new research component for applying to the Community Impact Grant program. The research component can be primary or secondary and should be related to the environmental harms or risks in the affected community. You can review more information on this in the RFA, starting on page 8.

Q: What do you imagine a research component would look like for a capacity building grant? Would evaluating the efficacy of our programming and sharing results from it with the community and city officials be sufficient?

A: Your research component must seek to address an environmental harm or hazard the community faces, and provide outreach and education to the affected community regarding the results of the research. You asked if evaluating the efficacy of your program and sharing results would be sufficient. Per the RFA, “a research component [should] be used to expand the knowledge and understanding of the environmental risks and/or harms on the affected community. This may be a primary or secondary component of a project and should be related to the environmental harms or risks in the affected community” (pg. 10)

Uploads

Q: Do we need to complete the mandatory Sexual Harassment Prevention Certification form?

A: Yes, the Sexual harassment Prevention Certification form is mandatory.

Sexual Harassment Prevention Certification*
State Finance Law §139-l **requires all applicants** of grant funding to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor’s model policy and training standards) to all its employees.

Applications that do not contain the certification will not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a signed statement with their application detailing the reasons why the certification cannot be made.

Applicants are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their application detailing the reasons why the certification cannot be made into the pre-submission uploads folder."

Q: Is there an official format or form needed for the budget for the Community Impact Grant? Should we just attach a spreadsheet of our making?
The application mentions an expenditure budget summary and detail sheets, however I cannot find a template for these in the RFA...Grants Gateway used to provide a fillable form for this.

A: The SFS Grantee User Manual provides steps for submitting your budget in the *Responding to Bid Event Expenditure Budget Types* section starting on page 65. If you're already logged in, you can find specific guidance with a full walkthrough of steps between page 65 and 76.

We've also included guidance on our website under For Applicants > Examples and Templates > Budget Example (PDF) on how to build your expenditure budget. You're also welcome to include a spreadsheet or other documentation of your choice with the expected categories. Please note that the system will only accept PDF uploads.

ATTACHMENT B-1 - EXPENDITURE BASED BUDGET
SUMMARY

PROJECT NAME:

CONTRACTOR SFS PAYEE NAME:

CONTRACT PERIOD: From:

To:

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1. Personal Services					
a) Salary			%		$0.00
b) Fringe			%		$0.00
Subtotal	$0.00	$0.00		$0.00	$0.00
2. Non Personal Services					
a) Contractual Services			%		$0.00
b) Travel			%		$0.00
c) Equipment			%		$0.00
d) Space/Property & Utilities			%		$0.00
e) Operating Expenses			%		$0.00
f) Other			%		$0.00
Subtotal	$0.00	$0.00		$0.00	$0.00
TOTAL	$0.00	$0.00		$0.00	$0.00

Contract Number: #

Page 1 of 5, Attachment B-1 – Expenditure Based Budget

ATTACHMENT B-1 - EXPENDITURE BASED BUDGET
PERSONAL SERVICES DETAIL

SALARY					
POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK (HOURS)	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	TOTAL
1.			0.00%		$ 0.00
2.			0.00%		$0.00
3.			0.00%		$0.00
4.			0.00%		$0.00
5.			0.00%		$0.00
6.			0.00%		$0.00
7.			0.00%		$0.00
8.			0.00%		$0.00
9.			0.00%		$0.00
10.			0.00%		$0.00
11.			0.00%		$0.00
12.			0.00%		$0.00
13.			0.00%		$0.00
14.			0.00%		$0.00
15.			0.00%		$0.00
				Subtotal	$ 0.00
FRINGE - TYPE/DESCRIPTION					
				PERSONAL SERVICES TOTAL	**$ 0.00**

Contract Number: #

ATTACHMENT B-1 - EXPENDITURE BASED BUDGET
NON-PERSONAL SERVICES DETAIL

CONTRACTUAL SERVICES - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	**$0.00**

TRAVEL - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	**$0.00**

Contract Number: #

EQUIPMENT - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	$0.00

SPACE/PROPERTY EXPENSES: RENT - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
SPACE/PROPERTY EXPENSES: OWN - TYPE/DESCRIPTION	**TOTAL**
1.	
2.	
3.	
TYPE/DESCRIPTION OF UTILITY EXPENSES	**TOTAL**
1.	
2.	
3.	
TOTAL	$0.00

OPERATING EXPENSES - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	$0.00

OTHER - TYPE/DESCRIPTION	TOTAL
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	$0.00

Contract Number: #

Q: We cannot find the workplan entry in the SFS Grants management, all it gives is an upload option. We would like to know where we can input our work plan, as the RFP states:

"Goals and Objectives (0,3,6,9,12 or 15 points): Complete the work plan section of the NYS SFS Grants Management System."

So when we go there, we come to that conundrum originally stated, there seems to be no clear place to input the work plan. Can you inform us of the best way to get the work plan included on the application?

A: The SFS Grantee User Manual provides steps for locating and providing your Work Plan in SFS. Pages 77-85 provide steps to locate the section for the Work Plan, and pages 91-96 have specific Work Plan entry guidance.

I've also attached a blank work plan should you wish to use it, but you're also welcome to include a spreadsheet or other documentation. Please know that the system will only accept PDF uploads.

ATTACHMENT C – WORK PLAN
SUMMARY

PROJECT NAME: _____

CONTRACTOR SFS PAYEE NAME: _____

CONTRACT PERIOD: From: _____

To: _____

Provide an overview of the project including goals, tasks, desired outcomes and performance measures:

Contract Number: #_____

ATTACHMENT C – WORK PLAN
DETAIL

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
1:		a.	i.
			ii.
			iii.
		b.	i.
			ii.
			iii.
		c.	i.
			ii.
			iii.

Contract Number: #_____

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
2:		a.	i.
			ii.
			iii.
		b.	i.
			ii.
			iii.
		c.	i.
			ii.
			iii.

Funding

Q: Is the maximum amount $200,000 for all 3 years or $200,000.00 per year?

A: The EJ Community Impact Grant is for a maximum grant of $200,000 for a 36-month contract period/term. More details can be found on page 3 of the RFA.

Q: Would it be possible to learn a little more about what specifically the grants funds support? For example, do the funds cover material goods such as water testing kits? Do the funds cover program instructor fees?

A: A list of eligible and ineligible project expenses can be found on pages 25-26 of the RFA:

Eligible Project Expenditures

Bidders must complete an expenditure budget in the SFS Grants Management and provide cost detail that includes only eligible project costs as defined below:

1. Personal Services (Salary): Cost of staff salaries, including fringe, directly devoted to the project implementation are eligible up to 30% of the requested budget. Itemize salaries according to job title and roles/responsibilities on the project. Bidders will be required to document time worked, tasks, pay ratio and payment. Fringe benefits are limited to 15% of the total staff salary. Paid staff, including fringe benefits, to any individual person cannot exceed 30% of the total grant award.

2. Contractual Services: The value of services provided by responsible professional and technical personnel and consultants directly related to the implementation of the project (i.e., engineering, and architectural services, surveys, plans and specifications, research, design and development of a project, consultant and legal services directly related to a project, feasibility study for a facility, archaeological field work, report writing, curation of artifacts and interpretation, etc.). Contractual staff time, including fringe benefits, paid to any individual person cannot exceed 30% of the total grant award.

3. Administrative Salaries: For the purposes of this RFA, administrative salaries can be up to 10% of the total grant award, should be clearly identified as “Administrative” costs. Administrative salaries are funded under Personal Services if organizational staff, or Contractual if non-organizational staff. Administrative costs incurred, including by a fiscal sponsor, for administering the grant or assisting in the project are limited to the following activities:
    - Management and recordkeeping of grant funds
    - Preparation of grant contract documents such as equal employment opportunity and women and minority business enterprises documentation.

- Preparation of mandatory quarterly narrative and expenditure reports on funded projects as specified in the grant contract.
- Preparation of payment reimbursement request forms and backup cost documentation.
- Preparation of Final Report upon project completion.

4. Travel: Costs for any necessary in-state travel required to carry out the project. Note: Out-of-state travel will not be covered under this grant program.

5. Equipment: Costs for equipment (purchase/rental) directly needed to implement the project. Note that any equipment purchased with funding provided by this grant program cannot be sold, transferred or used for other purposes without prior written approval from DEC.

6. Other: Additional project needs such as stipends, supplies, materials, training costs and non-periodic rental costs to hold a training or workshop, stipends, wraparound services, and/or advertising costs including publicity, promotion, and public education directly required to implement the project.

Ineligible Project Expenditures

- Indirect costs: Overhead or Operating Expenses (recurring costs such as space, monthly rent, utilities, insurance) cannot be funded through this grant.

- State and/or federal funding: Project costs funded from other state and/or federal funding sources are not eligible for grant reimbursement.
- Pre/post cost: Costs incurred prior and post contract, including preparation for this grant.

- Legal costs: Costs related to the commencement of, or participation in, any action before a municipal, state, or federal court or other agency.

Match Requirement and Expenditures

Matching funds are not a requirement for this Grant Opportunity.

Q: On hiring a researcher - would a researcher count as a staff member, and would the maximum 30% of the total grant award apply?

A: Yes, the maximum amount any one staff member can make, whether they are employees or contracted, is 30% of the total grant award amount. For example, if your total grant award is $200,000, you can pay each employee up to $60,000 in grant funds for the duration of the project.

Q: Is there a cap on the eligible costs for equipment?

A: No, so long as the equipment is used to support project objectives. There may be other requirements as outlined in the RFA.

Q: On salary being 30% of the total grant award - it looked like the 30% was for one employee. What if more than one employee works on this?

A: Please refer to page 29 of the RFA regarding Eligible Project Expenditures. Organizations and their contractors may allocate up to 30% of the total grant award to any one staff member, including fringe.

Cost of staff salaries, including fringe, directly devoted to the project implementation are eligible up to 30% of the requested budget. If organizations have multiple staff working on the proposed project, they may allocate up to 30% of the total grant award to each staff member.

Other Questions

Q: Will you open applications for this grant every year or only every 3 years?

A: The Office of Environmental Justice anticipates offering the Environmental Justice Community Impact Grant yearly.

Q: Will there be any webinars offered for this grant opportunity?

A: Yes, the Office of Environmental Justice offered a webinar on the Environmental Justice Community Impact Grant Program on May 15th, 2025. You are welcome to reach out to us, request we provide you the slides covered, and answer any clarifying questions you may have until the Q&A period ends on July 30th, 2025. After this time, we will refer you to our website and the RFA.

Q: I'm contacting you because I saw your contact was posted with grant opportunities and I'd like to help you get your desired tasks completed.

We've been in contact with many of the other non-profits in our database who want us to help them, either individually or through multi-charity project cooperatives, work on more focused projects and tasks.

One of the things that we are trying to do more of, is to combine multiple non-profits of similar category to work on projects more efficiently. One of the things that our organization can then offer is some ability to host better online communication and collaboration services for their use during the project. There is also some capacity options for "secondary oversight" and potentially outsourcing for skill specific, human resource when necessary.

We would need to discuss how you would want your contributed funds held during the project. We could either assign one of other non-profits to hold the funds and distribute them or we could distribute them throughout the project for you.

Since you have some funded tasks available, is there anything you would want us to apply for that you think would be a good fit with what we offer? If so, I can start connecting nonprofits together suited for the project.

I'm a bit confident that I could put something together for all of your posted grant opportunities so let me know what you want us to get to work on first.

A: Due to the competitive nature of the grant opportunity we cannot comment on which project you should apply with, however whichever project you do select, should you choose to apply, should address environmental harms and risks of the affected community and also include a research component that will be used to expand the knowledge or understanding of the affected community (General Information and Conditions can be found on page 8).

To help give you ideas of eligible projects A list of all the past projects OEJ has funded can be found here: Office of Environmental Justice (OEJ) Grant Awards: Beginning 2006 | State of New York (ny.gov)

Please be sure to read the organizational and location eligibility requirements beginning on page 4, and Grant Bid Requirements and Conditions on pages 8-13. If you have any follow up questions, we're happy to provide guidance.

Q: Do projects get compared to each other?

A: Referencing page 23 of the RFA, under Method of Award:

The total maximum score any bid may receive is 100 points. The DEC reserves the right to not award funding to bids scoring less than 65 points.

In an effort to distribute available funding across the state, and in the best interest of the state, DEC reserves the right to determine the best selection of bids for project funding in the following way:

Individual reviewer scores will be averaged for each bid to determine an average score. Regional Economic Development and cost effectiveness points will be added to the average score to determine the final score of the bid. Final scores will be ranked from highest to lowest and bidders having the highest final scores will be selected to receive grant funding.

DEC reserves the right to ensure that no single part of the state receives a disproportionate share of the total amount of available EJ grant funding. If any single DEC region receives at least 60 percent of the total amount of available funding during the scoring and funding decision process, DEC will not fund the remaining bids ranked within the region. Remaining awards will be determined based on the highest to lowest ranked bids from other DEC regions. (See list of regions here: https://www.dec.ny.gov/about/76070.html)

Tie Breaker: If there is a numerical tie between multiple bids, the bid that scores the highest in Cost-Effectiveness will determine placement on the ranked list. If a tie remains, the order bids were received will determine placement on the ranked list, with the earliest bid placing highest.

Q: What is an example of capacity building?

A: The Community Impact Grant can be used to support hiring additional staff or training additional staff to support the project objectives. Please note that the maximum amount any one staff member can make, whether they are employees or contracted, is 30% of the total grant award amount. For example, if your total grant award is $200,000, you can pay each employee up to $60,000 in grant funds for the duration of the project.

Q: I have some questions regarding the Environmental Justice Community Impacts Grants.

1. **I was unable to attend the webinar. Is it possible to get a copy of the slides that were covered?**
2. **We will be applying with a program within our county-wide organization, which is a subset of a statewide institution. Program revenues are roughly $443,000 annually, while the statewide institution's approaches $9 Million. Would the program be considered an eligible applicant despite our program's location within the statewide institution?**
3. **We would be applying for a community education campaign designed to reduce the local impacts of carbon emissions by informing residents of disadvantaged communities. Our campaign would cover communities throughout the county.**

I am not clear how this map https://www.arcgis.com/home/webmap/viewer.html?url=https://services6.arc

gis.com/DZHaqZm9cxOD4CWM/ArcGIS/rest/services/Potential_Environmental_Justice_Area__PEJA__Communities/FeatureServer&source=sd relates to the qualifying project area, as only portion of the county are shaded as "potential environmental justice area communities." For example, would our local address, as the applicant, need to be located in one of the shaded areas on the map?

A: We're happy to share the webinar slides for your review. We're unable to determine eligibility prior to any bid submission, but I strongly encourage you to review the eligibility requirements for Eligible Bidders on page 4 and 5 of the Request for Applications (RFA). Should you determine that your organization is ineligible, you may also partner with an eligible organization as a Fiscal Sponsor, with that information on page 5. The below may help to further answer this and the following question:

"For the purposes of this grant opportunity, a "community-based organization" is an organization that:

- Serves the residents of an area equal to or smaller than one county outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City. Organizations serving areas larger than indicated such as regional or national organizations are not eligible for this grant. However, ineligible not-for-profits may serve as fiscal sponsors for eligible NFP community-based organizations or partner with eligible organizations; and
- *Has a total annual revenue that does not exceed $3,000,000*, based on the bidder's IRS Form 990 filing from the previous year (line 12); and
- *Cannot have its charter revoked or otherwise be dissolved through the action of another organization*; and
- *Is able to enter into legal agreements independent of any affiliated nonprofit organization, government body, university or other entity that would be ineligible to apply for this grant*; and
- Focuses on addressing the environmental and/or public health problems of the residents of the community that is impacted by the multiple environmental harms and risks that are the focus of the project (the "affected community"); and
- Has its primary office location in the affected community; and
- *Has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the bidder community group residing in the affected community*; …"

Page 3 of the RFA states the following:

- "Eligible projects for grant funding must be located within ***or*** serve an EJ Community, as defined in DEC *Commissioner Policy 29, Environmental Justice and Permitting* (available on DEC's website at: https://dec.ny.gov/regulatory/guidance-and-policy-documents/commissioner-policy-29-environmental-justice-and-permitting) ."

Q: We have some questions as we are beginning to work on an application for the Environmental Justice Community Impact Grant on behalf of our organization based in New York City that works with youth in public schools.

- **Could you clarify what types of things would be covered if we were to apply for the capacity building support section? Would supplementing our staff's salaries and hiring additional staff be covered under this?**
    - **Similarly, what do you imagine a research component would look like for a capacity building grant? Would evaluating the efficacy of our programming and sharing results from it with the community and city officials be sufficient?**
- **We are applying with a fiscal sponsor. For question 3, should we fill this out with our fiscal sponsor's information, or should this be filled out with our information? From the RFA it seems like this should be the fiscal sponsor's information, but I wanted to confirm.**
- **What should we include in the fiscal sponsorship agreement? Is a letter detailing the relationship between us and our fiscal sponsor enough? I have attached what we typically submit that I could add our organization's name, address, contact information, and roles in the grant to as requested in question 4/the RFA. Would this be all we need to add?**
- **For question 8, uploading our annual operating budget, the 990 that we have is of our fiscal sponsor which has a budget higher than $3 million. Can we submit a spreadsheet showing our budget which is less than $3 million to show that we are eligible for the grant?**
- **Should our fiscal sponsor fill out the forms included in questions 11-14, or should we? They are the ones who legally employ us.**
- **For question 17, if we are applying for capacity building support, should we put our office address as the project address?**
- **Similarly, if we are using this for capacity building support, what should we put for the project site photos for question 22? Would this just be general program photos?**
- **The projects that we would be building capacity for with this grant take place on multiple properties. As this is not the project that we are applying for but we are instead applying to build capacity for these projects and our work in general, should we still submit land ownership documentation from these agencies as mentioned in question 23?**

A: Please be aware that this grant is for eligible 501(c)3 not-for-profit, community-based organizations that meet all of the criteria beginning on page 4.

“For the purposes of this grant opportunity, a community-based organization is an organization that:

Serves the residents of an area equal to or smaller than a county outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City. Organizations serving areas larger than indicated such as regional or national organizations are not eligible for this grant. However, ineligible not-for-profits may serve as fiscal sponsors for eligible NFP community-based organizations or partner with eligible organizations;…”

Regarding your questions, please see the below:

1. Please refer to the eligible and ineligible expenditures list starting on pg. 25. Eligible and ineligible expenditures are the same for capacity building. Using funding to support staff would be covered if they meet the requirements. These requirements are listed under contractual and administrative services.

2. Capacity building typically refers to paying for salary to support established or new projects. We have funded capacity building projects in the past and encourage you to look at Appendix F (pg. 33 in RFA) for examples or use Open Data to reference previously funded projects to use as examples. You said that you are doing capacity building work for NYC Public Schools and NYCHA property. Your research component must seek to address an environmental harm or hazard the community faces, and provide outreach and education to the affected community regarding the results of the research. You asked if evaluating the efficacy of your program and sharing results would be sufficient. Per the RFA, “a research component [should] be used to expand the knowledge and understanding of the environmental risks and/or harms on the affected community. This may be a primary or secondary component of a project and should be related to the environmental harms or risks in the affected community” (pg. 10)

3. Please refer to pg. 6 of the RFA for fiscal sponsorship agreement requirements. We laid out agreement requirements using bullet points. Please include as much detail as possible about the nature of work each entity will be providing.

4. Question 8 on SFS – should you meet all the eligibility requirements as the lead organization, we would need your organization’s IRS 990 or exemption documentation from the IRS. Should you choose to work with a fiscal sponsor, the fiscal sponsor should be completing the online bid, but refer to you as the lead organization, provide documentation and the project implementation regarding your eligible organization, and submit your IRS 990 for the budget to determine the previous year’s annual revenue.

5. Per pg. 5 and 6, the bid must be completed and submitted by the fiscal sponsor on behalf of the eligible organization, and the eligible organization's information is to be submitted for all required questions and uploads to support project work.
6. We request that the office address of the eligible organization is listed. You can also include the address(es) of any project work regarding your project locations.
7. General program photos are appreciated, including the eligible organization's photos and proposed capacity building and/or project activities to be funded.
8. Please refer to pg. 17 of the RFA, which states that "The bidder must provide proof of a formal written agreement describing land ownership and/or applicable landowner permission and/or municipal endorsement. Applicable proofs of land ownership are required to be in place and uploaded (in a single PDF file) in the SFS GM System at the time of bid." A formal written agreement shall include applicable landowner permission or municipal endorsement.

Q: 1.) Is the budget disbursed annually for the three years or does it include activities for three years? Meaning, is it a one time $200,000 budget for the entire 3 years? Also, can we reach out to other partners to supplement our budget during the 3 year bid period? If we are approved, can we use this as part of a matching fund and what are the parameters for doing so?

2.) Are we allowed to invite staff from the DEC to attend and or table the culminating event?

3.) How soon after bid submission do winning organizations know that their bids have been accepted?

4.) We planned our project prior to the announcement of this bid and our budget surpasses the bid amount. We would like to know if we can continue soliciting funds for our project if we win the bid? Should the total project cost be put on the budget accompanying the bid application or just the cost associated with the bid?

A:

1. This is a one-time award for a maximum of $200,000, and any future funding is not guaranteed and will require a separate bid in the next available round. We encourage you to accept funding from additional sources. Match is not a consideration for bids and we do not require match. Payments will be dispersed over the three years as you submit for payment showing expenses based on your budget line items. In total, you will get 4 payments split over the project duration. The first payment is a 30% advance of your total grant award after you receive the grant, to be followed by 2 more payments of the same amount after

you submit the necessary receipts and documentation, and then once last reimbursement payment of 10% of your total grant award.

2. Our DEC team performs site visits with our grantees, and also attends certain events for tabling. We cannot guarantee our attendance but will attempt to plan with advance notice.
3. We do not have an exact time frame to give you for when applicants will know but right now our target deadline is December of 2025.
4. The maximum award amount for this round of funding is $200,000. Therefore, when submitting a bid, you may not be awarded more than that amount. If you were to receive an award for the full amount and spent down your total allotted, you must reapply for further funding in the next available round and there is no guarantee of funding in subsequent rounds. Grantees who are in good standing (up to date with requirements) are able to apply for additional rounds of CIG (another bid in the future) and other grants that our EJ team offers, but if applying to CIG again, you would need a **different research component**.