GUIDELINES AND BID INSTRUCTIONS

New York State

Department of Environmental Conservation

Office of Environmental Justice

Community Impact Grant Program

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

NYS SFS Grants Management Bid Event ID No.:

EJCIG R13

AMENDMENT 1 – 6/29/26 – DEADLINE EXTENSION

Apply through the SFS Vendor Portal

Bid Due Date: ~~3:00 pm ET, July 1st, 2026~~ **3:00 PM ET, July 15th, 2026**

Timetable of Key Events:

Bidding Period Begins:	April 15th, 2026
Webinar:	April 29th, 2026, 1:00pm - 2:00pm
Question & Answer Period Ends:	June 17th th , 2026
Bids Due:	July 1st, 2026, 3:00pm ET
Award(s) Announced By (anticipated):	Quarter 3 (July-September) 2026

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1. Grant Information

The New York State Department of Environmental Conservation (DEC) is pleased to announce funding for projects that will support Disadvantaged Communities (DACs) and Potential Environmental Justice Areas (PEJAs) across New York State. This grant is designed to help small community-based organizations implement and fund projects and provide resources and education for the communities they serve. Projects can be varied, and a list of previously funded projects is available on our website. Environmental Justice Grant Programs - NYSDEC

A. Funding

Approximately $7,00,000 is available for CIG R13 Grants. Funding for this grant opportunity is provided by the New York State Environmental Protection Fund with dollars designated to Environmental Justice. Bidders may be awarded up to $200,000 each until funding has been exhausted.

B. Proposed Project Timeframes

All projects must have defined objectives, tasks, and deliverables that can be completed and invoiced within a **36-month contract period/term and will have a contract term of November 1st, 2026, to October 31st, 2029.** Costs outside of the contract period/term are ineligible. The New York State Contract for Grants contract must be fully approved by DEC, and if applicable, approved by the Attorney General and the State Comptroller. Time extensions beyond the contract term end date (up to one no cost time extension will be allowed) will be determined by the Department based upon written justification from the Bidder. Bidders should not submit a bid if they do not anticipate their project can be completed within the specified contract term.

C. Minimum and Maximum Award Amounts

Minimum award amount is $50,000. Maximum award amount is $200,000. Bids outside of this range may fail during eligibility determination.

D. Bid Limit/Award limit

Bidders may submit multiple bids, however only the first three bids submitted will be reviewed based on the timestamp of submission. Multiple bids may not be for the same project or project location. Additionally, bidders who submit more than one bid will only be eligible to receive one award in this grant round. If multiple bids are submitted, the bid with the highest score after review will be the one selected for potential funding. If an organization's bids have equal scores, the bidder will be asked which project they would like to have potentially funded. If an organization submits a bid as a fiscal sponsor for multiple groups or submits a bid for a project of their own in addition to acting as a fiscal sponsor, only the bid with the highest score after review will be selected for potential funding.

E. Project Locations

Eligible projects for grant funding must be located within or serve a Potential Environmental Justice Area (PEJA) and/or Disadvantaged Community (DAC) within New York State, 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).

A map of the boundaries is included in this RFA and may also be viewed at the following website: Maps & Geospatial Information System (GIS) Tools For Environmental Justice - NYSDEC. Previously awarded projects may be found on data.ny.gov, with the full dataset called "Office of Environmental Justice (OEJ) Grant Awards: Beginning 2006."

Organizations will be asked to provide a map with their project location and which communities they will serve with the proposed project. Please refer to our website under *For Applicants* > *Examples and Templates*.

2. Eligible Bidders

For this grant, applicants must be either:

- **A 501(c)(3) not-for-profit corporation (NFP).** To be eligible the NFP must also be a *Community-Based Organization* as defined below; or
- **A Tribal organization**. The Tribal organization must be recognized by the State of New York or the United States with a reservation wholly or partly sharing geography with New York State.

All NFP bidders must be registered and prequalified in the NYS SFS Grants Management System by the due date of this bid to be considered eligible for this grant opportunity.

Tribal organizations are required to be registered in SFS but are not required to prequalify.

New For CIG Round 13: In our ongoing effort to reach more organizations and communities, especially those in underrepresented regions, the OEJ has updated the conditions not-for-profits must meet to be to be considered Community based-organizations. Please review the updated qualifications carefully. If your organization was previously ineligible for CIG funding these updates may affect you. These changes may be reverted in future rounds of the CIG.

A community-based organization (CBO): provides educational, employment, or related services to individuals within the affected community. These organizations are typically run by local residents and focus on addressing the needs and priorities identified by the community itself.

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

- Serves the residents of a geographical area equal to or smaller than a NYS region outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City. Statewide or national organizations are not eligible for this grant.
- 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). 501(c)(3) organizations that are exempt from filing an IRS 990 must provide an external audit of their budget for the previous year noting their annual revenue, as well as the original exemption letter from the IRS. Exemption letters from other entities will not be accepted.

- Cannot have its charter revoked or otherwise be dissolved through the action of another organization; and
- Can 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.
- 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 are residing in the affected community.

New for CIG round 13 the office of environmental justice has expanded eligibility to allow for regional Organizations (such as organizations that serve rural communities in the Adirondacks) to be considered eligible CBOs. A regional organization must still meet all other eligibility guidelines and requirements listed in this RFA to be considered an eligible CBO. All organizations will be asked to prove their focus on environmental justice in the project proposal detailed in section 6 of this RFA.

Additional points may be awarded to organizations that have focused service areas 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 are also required to be in good standing and must have submitted all required progress reports for current open grants, and final narrative and financial reports for previously awarded Office of Environmental Justice grants, if applicable.

Eligible organizations who are unable to complete the application process may request the aid of a fiscal sponsor. Fiscal sponsors must be 501(c)(3) organizations but are not required to meet the Community Based Organization eligibility guidelines above.

Bidders must possess the knowledge, skills, and/or track record to successfully implement the project.

Fiscal Sponsor Agreement (as applicable)

In New York, a fiscal sponsor is an established 501(c)(3) not-for-profit organization (NFP) that applies for and manages a grant on behalf of an eligible applicant group. Eligible organizations may request the aid of a fiscal sponsor for various reasons, for example, if they lack the staff or administrative resources required to manage a grant. A fiscal sponsor typically provides administrative services such as accounting, human resources, and grants management. This enables the eligible organization to focus on project-related activities such as programming and outreach.

A NFP serving as a fiscal sponsor is not required to meet the same organizational and financial restrictions as the eligible organization carrying out the project. However, the eligible organization the fiscal sponsor is applying on behalf of **must** meet all eligibility requirements. **The fiscal sponsor should answer the eligibility questions based on the eligible organization.** Fiscal sponsors complete the application and upload documentation for the eligible organization. All documents and uploads should come from the CBO that is proposing and implementing the project. The fiscal sponsor should not provide any documentation for their

organization other than the Fiscal sponsor agreement. All required documents, eligibility questions, and project proposals should come from the CBO.

The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a DEC-funded project, receiving and disbursing funds related to the grant, and meeting the administrative requirements throughout the DEC grant process, including quarterly and final reporting of grant activity. The eligible NFP or Tribal community-based organization completes the project.

The fiscal sponsor must upload a letter of agreement. The letter of agreement must be between the qualifying, eligible NFP or Tribal community-based organization (CBO) and the NFP that will serve as the CBO's fiscal sponsor.

The agreement must:

- state the NFP will serve as the fiscal sponsor,
- state that the fiscal sponsor will assume responsibility for the project bid,
- briefly describe the performance of work by all parties consistent with this RFA, and
- assume responsibility for the execution of a State of New York Contract for Grants.

Any bid including a fiscal sponsor that does not provide a required fiscal sponsor agreement will be disqualified in the eligibility pass/fail review. Any change in the nature of the agreement will require prior DEC Program Manager approval.

Because the fiscal sponsor is the organization that applies for the grant, only one project the fiscal sponsor submits will be eligible for funding.

Ineligible bidders and collaborative projects:

The following organizations are not eligible to apply for OEJ grant opportunities.

- Municipalities
- Individuals
- Universities
- Government bodies
- Statewide, and National organizations

If an ineligible organization is interested in participating in projects for their communities, they are able to work with an eligible CBO for a **collaborative project.**

For collaborative projects, the CBO would be the lead bidder and assume responsibility for the project bid, contract execution, and reporting.

If the ineligible organization is receiving funding from this grant they would be considered a contracted entity and listed in the budget sections of the application. If the ineligible organization is not receiving funding from the grant, please tell us about the nature of their participation in the project proposal.

3. Inquiries & Designated Contact Information

For general information on completing this bid and for clarification of bid requirements, contractual terms and procedures, contact:

New York State Department of Environmental Conservation

Raymond Loftfield

Office of Environmental Justice, 3rd floor

625 Broadway, Albany NY 12233

ejgrants@dec.ny.gov Phone: 518-402-8556

For technical information regarding the Grants Management Bid Event, direct questions to:

NYS SFS Grants Management

Contact Information: helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737

The SFS Help Desk is open Monday-Friday, 8:00am to 5:00pm.

Include EJCIG R13 in the subject line of the email, and provide your SFS Vendor ID, as applicable. Questions regarding this grant opportunity will be accepted by the Department until C.O.B June 17th, 2026. All questions and answers will be uploaded to the Grants Management System bid event and the OEJ website for all bidders to view.

4. Bid Submission

Bids must be submitted through the NYS SFS Grants Management System. Using **a certified browser** to access the SFS Grants Management System (GM) is recommended. This includes Safari, Chrome, Edge, and Firefox. Using other browsers may cause errors. You may find a list of certified browsers here.

If you do not have access to the SFS Vendor Portal and if your organization is already established within the SFS Vendor portal, an **SFS Delegated Administrator** has been authorized within your organization to provision user login credentials and roles, unlock accounts, or reset passwords. Please reach out to your SFS Delegated Administrator directly. If you don't know who your Delegated Administrator is, please call the SFS Help Desk at 518-457-7717, or 855-233-8363.

If you do not have a login and 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.

Paper or emailed bids will NOT be accepted. Bidders are strongly encouraged to submit their bids prior to the bid deadline. Late bids will not be accepted. 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.

All Bidders must be Registered with SFS Grants Management to apply. Please visit the NYS SFS Grants Management System | Register your organization page to register.

In addition to registration, not-for-profits (NFPs) 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 can not be submitted.

PLEASE DO NOT DELAY IN BEGINNING AND COMPLETING THE PREQUALIFICATION PROCESS. PLEASE VISIT THE GRANTS MANAGEMENT Prequalification Page TO GET STARTED.

THE STATE RESERVES 5 DAYS TO REVIEW SUBMITTED PREQUALIFICATION APPLICATIONS. PREQUALIFICATION APPLICATIONS SUBMITTED TO THE STATE FOR REVIEW LESS THAN 5 DAYS PRIOR TO EJCIG R13 APPLICATION DUE DATE MAY NOT BE CONSIDERED.

BIDDERS SHOULD NOT ASSUME THAT THEIR PREQUALIFICATION INFORMATION WILL BE REVIEWED IF THEY DO NOT ADHERE TO THIS TIMEFRAME.

a) Bidder Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032 Revised, effective July 16, 2014, New York State has instituted key reform initiatives to the grant contract. Information on these initiatives can be found on the Grants Management Website.

All Bidders must be Prequalified in the SFS Grants Management System at the time and date that the bid is due. Bids from non-prequalified entities will be rejected. The system will not allow you to submit your bid.

The SFS Handbook: SFS Training for Vendors guide is available on SFS Coach and includes guidance for pre-qualification. Additional guidance is available via the SFS Grantee User Manual or on SFS Coach in the SFS Grants Management System.

5. Grant Opportunity General Information and Conditions

Grant Bid Requirements and Conditions

Please be sure to include information on the following requirements with your bid. You will be required to answer or provide the following:

Bid must meet the following minimum requirements to be eligible:

- Organization must meet all criteria of a community-based organization (CBO) as detailed in Section 2 of this RFA, unless acting as a fiscal sponsor.
- Organization must be in good standing with the Office of Environmental Justice.
- Organization must provide their previous year's IRS 990 or comparable documents outlined in Section 2 of this RFA.

- Project must be located within the defined geographic boundaries outlined in Section 2.
- Bidders must provide a map and photos of the current location and condition of the site (if applicable to the project).
- Workplan objectives, tasks, and performance measures show completion no later than the end date of the contract term.

Grantees must provide the requested information and documents as applicable for their project.

A. Evaluation Questionnaire (completed in SFS)

Bidders must complete all questions in SFS and provide all requested documentation for their bid to be reviewed. The evaluation questionnaire asks about your organization and the project you are looking to fund. Bidders will be asked to upload their project proposal as a PDF. The instructions, questions, and the scoring criteria can be found in Section 6 of this RFA.

B. Research Component (included in project proposal)(completed in final report)

State legislation requires that CIG projects include a research component. The research component of the project can either be the primary or secondary goal of the project. The research component must be included with the final narrative report and must be shared with the CBO's community. The research component is any type of information gathering or study done to help address the environmental health harms and or hazard of your community. The research will be shared publicly, and the information should be used to educate and reduce risks your community faces.

The research component can be completed by anyone working on the project, for example, students, employees, or contracted entities,

Overall, the research should help better address, explain, and provide statistical support for why your project is needed and the benefits it will bring.

C. Expenditure Based Budget (completed in SFS)

Bidders must complete an itemized budget in the SFS Grants Management that provides details of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the State grant share and other expenses comprising any optional match. The itemized budget should also include an appropriate level of information for the breakdown of costs for each budget item (depending on the budget category, this information is provided in the budget detail and/or budget narrative). Eligible and ineligible costs are identified in this RFA. A project's cost-effectiveness is at least 20% of the evaluation factor in the scoring of the bid. Therefore, attention to budget accuracy will increase your project score.

Project cost-effectiveness will account for at least 20% of a bid score as identified in the evaluation criteria section of this RFA.

D. Work Plan (completed in SFS)

Bidders must complete a work plan in the SFS Grants Management System (SFS GM) that provides a clear overview of the project. Bids must include proposed project objectives, tasks associated with meeting each objective, and the performance measures associated with each

task (performance measures can include desired project outcomes or deliverables). The work plan may include anticipated time frames in meeting project objectives, tasks and deliverables. Time frames must be consistent with the timeline bidders are required to upload in the GM.

E. Sexual Harassment Prevention Certification (Upload required)

State Finance Law §139-l requires all bidders 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.

Where applying for grant funding is required pursuant to statute, rule or regulation, every bid submitted to the state or any public department or agency of the state must contain the following statement: "By submission of this bid, each bidder and each person signing on behalf of the bidder certifies, and in the case of a partnering bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one g of the labor law."

Bids that do not contain the certification will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder may provide a signed statement with their bid detailing the reasons why the certification cannot be made. After review and consideration of such statement, the Department may reject the bid or may decide there are sufficient reasons to accept the bid without such certification.

Bidders are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their bid detailing the reasons why the certification cannot be provided. The certification form or statement must be signed by an authorized staff of the contractor and dated after the application start date.

F. Executive Order 16 (Upload required)

Executive Order No. 16 provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." The complete text of Executive Order No. 16 can be found at https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting. The Executive Order remains in effect while sanctions against Russia imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations. As defined in Executive Order No. 16, an "entity conducting business operations in Russia" means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership. Vendors responding to this solicitation are required to complete and submit the form entitled "Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia".

ALL bidders must download, complete, and save the Executive Order No. 16 Certification form, prior to uploading the completed form back into the GM. The certification form must be signed by an authorized member of the contractor and dated after the application start date.

G. Attachment G: Gender-Based Violence and the Workplace Certification (Upload required)

State Finance Law §139-m requires bidders on state procurements to certify that they have a written policy addressing gender-based violence and the workplace and have provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five, of executive law.

Where competitive bidding is required pursuant to statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, every bid made to the state or any public department or agency of the state must contain the following statement:

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five, of executive law.

Bids that do not contain the certification will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder shall provide a signed statement with their bid detailing the reasons why the certification cannot be made. After review and consideration of such statement, the Department may reject the bid or may decide that there are sufficient reasons to accept the bid without such certification.

Bidders are required to sign and upload the Gender-Based Violence and the Workplace Certification form, (Attachment G) If the bidder cannot make the certification, then a signed statement must be submitted with the bid detailing the reasons why the certification cannot be made. The certification form must be signed by an authorized member of the contractor and dated after the application start date.

H. SEQRA and Permits (if applicable to your project) (Upload required)

The bidder is responsible for assuring that any SEQR determinations, permits, approvals, lands, easements, and rights-of-way that may be required to carry out the activities of the project are obtained.

I. Letters of Permission/Municipal Endorsement for land or property use. (if applicable to your project) (Upload required)

Depending on the project, the bidder must own the property, or obtain an applicable access agreement, for the proposed project site.

- *If the property is owned by the bidder*– a copy of the current deed.
- *If the property owner is a municipality* – A resolution by the municipality supporting the project.

- *If the property is not owned by the bidder* – a formal written agreement between the bidder and landowner which allows the bidder access to the property, and represent the landowner, to accomplish the proposed project.
- *If the bidder is a not-for-profit proposing a project on municipal property* - a signed Municipal Endorsement. A municipal endorsement provides authorization for the not-for-profit to conduct the proposed project on municipal property.

J. Alignment with Regional Economic Development Council Priorities

New York State directed the establishment of Regional Economic Development Councils (REDCs) to analyze the most significant business clusters in their respective areas. Any grants awarded by the State of New York shall take into consideration the recommendation of the relevant REDC or the Commissioner's determination that the proposed project aligns within the regional strategic priorities of the region where the proposed project is located.

The Bidder can provide a brief narrative describing the economic benefits of the proposed project and how the project aligns with the strategies of the REDC plan for the project's region. The narrative must be included in the bid to receive points in the bid review.

Each region has a unique plan. Visit http://regionalcouncils.ny.gov for information on your region's Economic Development Council.

K. Historic Preservation Review Requirements (if applicable to your project)

For projects that involve properties listed on the State or National Registers of Historic Places, all work undertaken as part of a grant-assisted project must conform to the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

Questions about, or proposals for listing on the State or National Register should be directed to the OPRHP National Register Unit at (518) 237-8643. To ensure the public benefits from the investment of state funding, preservation covenants or conservation easements will be conveyed to the State (OPRHP) for all historic property grants.

L. Coastal Consistency Requirements (if applicable to your project)

SEQR Type I and Unlisted actions located within the NYS Department of State's coastal zone boundaries must meet the consistency requirements of the Secretary of State's Coastal Management Program. This consistency determination will be performed by the Department as part of the grant review process. If the proposed project is located within a municipality that has an approved Local Waterfront Revitalization Plan (LWRP), the policies of that LWRP apply. Projects in other areas will need to be consistent with the State's 44 coastal policies. The coastal policies can be found at https://dos.ny.gov/system/files/documents/2020/02/coastalpolicies.pdf. Bidders are encouraged to determine if their project is located within the coastal zone, and to include in their site plan or sketch map their project's location within the coastal zone boundaries if applicable. Maps of the coastal zone boundaries can be found at https://dos.ny.gov/coastal-consistency-review.

M. Match Requirement and Expenditures

There are no match requirements for this grant.

N. Secular Purpose

If services performed pursuant to the New York State Contract for Grants are secular in nature, or are performed by a secular organization, they shall be performed in a manner that does not discriminate on the basis of religious belief or promote or discourage adherence to religion in general or particular religious beliefs.

Information for after you submit your bid:

Debriefing Request

In accordance with section 163 of the NY State Finance Law, DEC must, upon request, provide a debriefing to any unsuccessful offeror that responded to the Program Overview, regarding the reasons that the proposal or bid submitted by the unsuccessful offeror was not selected for an award. An unsuccessful offeror wanting a debriefing must request a debriefing in writing, within fifteen calendar days of receipt of the notice that their proposal did not result in an award. Debriefings requested after fifteen calendar days may be denied.

Protest Procedure

DEC does not have a formal protest procedure; therefore, a bidder may file an initial protest with OSC's Bureau of Contracts (BOC) after the Department has made a contract award. The protest must be in writing and filed with BOC within ten business days of notice of the contract award or if a debriefing has been requested by the interested party, within five business days of the debriefing (whichever is later). If the interested party is not provided with notice of the contract award, the interested party may file a protest with BOC at any time after the contract award and prior to the Comptroller's final action on the contract.

Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest.

The protest must be filed with:

Bureau Director

at bidprotests@osc.ny.gov or

Bureau of Contracts

New York State Office of the State Comptroller

110 State Street, 11th Floor.

Albany, NY 12236

Department of Environmental Conservation Oversight

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Award an agreement for any or all parts of the RFA in accordance with the method of award or withdrawal of the RFA at any time at the Department's sole discretion.
- Award only one bid for funding in the event there are multiple bid submissions for a single project or for pieces of a single project.
- Award to the next highest scoring bid in the event bidder fails to negotiate a grant contract with the Department within 60 days of the grant award.
- Monitor the progress of all grant awards and withdraw grant funding if the bidder fails to make significant and timely progress on the project or fails to receive the necessary permissions and permits for the project.
- The Department reserves the right not to fund projects that are determined not to be consistent with NYS's Smart Growth Public Infrastructure Policy Act.
- The Department reserves the right not to fund projects that are determined not to be consistent with the Climate Change Leadership and Community Protection Act or its' implementing regulations.
- Reject any or all bids in response to the RFA at the agency's sole discretion
- The Department reserves the right not to fund vendors that are not in good standing with Office of Environmental Justice or the Department.

6. Bidder Evaluation, Scoring and Selection

All bids will be reviewed and scored by a review team in accordance with the evaluation and scoring criteria contained in this RFA. Bidders are strongly encouraged to read and address the Bid Review and Scoring Standards in the process of developing a bid. Knowledge of the scoring criteria is valuable for designing and proposing a relevant and quality project.

All uploads requested below must be in PDF Format. PDFs must be unsecured, and can not have electronic signatures. PDFs must be less than 15MB in size. You can not upload multiple attachments to a single question.

Application Completeness

Bidders are required to complete all questions and sections in SFS, as well as provide all required uploads.

Scoring consists of the following:

Step 1: Organization Eligibility Determination

Pass/Fail Criteria

Question 1. Good Standing

Returning bidders are required to be in good standing with the Office of Environmental Justice (OEJ). To be in good standing, grantees 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. If you are unsure of your standing, please contact the OEJ.

Question 2. Annual Operating Budget (Upload required)

Provide documentation showing that the organization's annual revenue for the **prior** fiscal year does not exceed $3,000,000. Preferred documentation is the organization's **prior** year's IRS 990 or 990-EZ. You are not required to upload your entire document. To keep file size small, please only provide the first page of your 990. Other accepted documents would be a 990-N, or an exemption letter from the IRS in addition to an externally audited budget for the prior year. Other documentation provided will be reviewed and approved at the discretion of the OEJ.

Question 3. Service Area (Upload required)

To be considered a CBO, eligible bidders must serve the residents of a geographical area equal to or smaller than a NYS region 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 Statewide or national organizations, are not eligible for this grant. Bidders must upload a map that highlights the PEJA and/or DAC that they serve. Upload your map to question 3 in SFS.

Step 2: Required Uploads and Organization Information

In SFS, you will be asked to provide the requested documents and information about your organization.

Question 4. Provide Mandatory Uploads (Upload required)

Details on mandatory uploads can be found in Section 5 of this RFA. Bidders are required to provide the following forms:

- Sexual Harassment Prevention Certification
- Executive Order 16
- Attachment G: Gender-Based Violence and the Workplace Certification

The eligible organization will complete and sign the documents. Documents should be saved as PDF in a single file and uploaded to question 4 in SFS.. Make sure your PDF is non-fillable, unsecured, and without digital signatures. Examples of all documents can be found in the appendix, the documents are available on our website under *For Applicants*: https://dec.ny.gov/environmental-protection/environmental-justice/grant-programs

Question 5. Provide Project-Specific Uploads

Bidders are required to provide the following information or forms *if they are relevant to their project proposal.* Do not include documents that are not relevant to your proposed project. Include a cover letter listing what documents you are including. Detailed information can be found in Section 5.

- **Letters of Permission/Municipal Endorsement:** provided by the municipality, there is no set templet. May be needed for projects utilizing municipal property.
- **SEQRA and Permits**: determine what permits are required for your project. May be needed for projects that involve building or renovating a structure.

- **Historic Preservation Review Requirements**: provide documentation that you are complying with the HPR. May be needed if you are renovating a historic building.
- **Coastal Consistency Requirements**: provide documentation you are complying with the CCR. May be needed if your project involves NYS coastlines.

Uploads should be saved as PDF in a single file and uploaded to question 5 in SFS. Make sure your PDF is non-fillable, unsecured, and without digital signatures.

Question 6. Fiscal Sponsor Agreement

A fiscal sponsor is responsible for submitting the bid as if they were the CBO. Please refer to Section 2 for more details. A Fiscal Sponsor agreement is a signed document or letter between the CBO and fiscal sponsor with the roles of all involved parties clearly explained and what work will be conducted by all parties. The primary role of a fiscal sponsor should be to manage the application process, contract execution, and payment requests. The eligible CBO will execute the proposed project and provide all required documents and answers for the project. To certify your fiscal sponsor arrangement, you must upload the Fiscal Sponsor Agreement to question 6 in SFS.

The answers to the below questions may be used to determine whether your organization is considered an eligible CBO as detailed in Section 2. Your answers may affect your CBO designation and eligibility.

Question 7. DEC Region

Select the region where your proposed project is located. You may find a map of DEC regions in Appendix D. The DEC region is not the same as your NYS region.

Question 8. NYS County

Select the NYS county where your organization is located. This should be the same County where your project will take place.

Question 9. Primary Office Location

Provide the physical address (no PO boxes) of your organization's primary office. Organizations with a primary office location outside of New York State are ineligible for this grant.

Question 10. Affiliation

Is your organization formally affiliated with a larger organization, such as a regional, state, national organization, college, university or alliance?

Question 11. Charter

Could your charter be revoked or otherwise be dissolved through the action of another organization?

Question 12. Independent Governing Body

Is your organization an independent governing body? Can your group enter contracts, grant agreements or loans, and take other significant actions without the approval of a larger organization?

Question 13. Declaration (mandatory upload)

Upload signed declaration that the community-based organization has:

- More than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the applicant community group reside in the affected community.
- The organization has not caused or contributed to the harms or risks relating to the project.

An example of this form can be found in appendix D. The form is available on the OEJ Grants website under *For Applicants*: https://dec.ny.gov/environmental-protection/environmental-justice/grant-programs

Step 3: Project Eligibility, Evaluation, Scoring, and Selection

If your bid meets all eligibility pass/fail criteria, it will be further evaluated and scored by a review team in accordance with the Evaluation and Scoring Standards contained in this RFA.

New to CIG Round 13:

Bidders will upload their project proposal as a PDF. Proposals should be clear, concise, and organized. Proposal requirements and requested information, along with scoring criteria, will be detailed below.

An example of possible proposal formatting can be found in Appendix B, as well as on our website under *For Applicants*: https://dec.ny.gov/environmental-protection/environmental-justice/grant-programs

Applicants are free to submit their proposal in whatever format they feel is most effective, saved as a PDF file.

Bidders will be required to answer the following questions, as well as provide their project proposal in a single PDF.

Question 14. Identify Project Type - Project proposal must identify which category of project type the proposal best fits under:

1) Water
2) Air
3) Community Garden/Urban Agriculture
4) Organic Waste/Composting
5) Habitat Restoration
6) Green Infrastructure
7) Capacity Building

8) Other (state type of project in a few words)

Question 15. Project Title – Provide the title of your project. Title must be under 250 characters; the project title will be used in print and digital media. This will also be required to be included in your project proposal.

Question 16. Brief Project Description – Project proposal must include a brief description, this description must be under 250 characters, the description will be used in print and digital media. This will also be required to be included in your project proposal.

Question 17. Project Proposal (upload mandatory) (up to 70 points) – For CIG Round 13, bidders are asked to provide a project proposal for review. Proposals should be uploaded as a PDF and under 15 Mb. To receive the maximum score, proposals should contain the following information.

a) **Organization introduction** – Tell us about your organization, be sure to include your organization's mission statement, The nature/purpose of your organization, and a history of how your organization has benefited your community. For maximum points, organizations should share their knowledge and background in Environmental Justice. Be sure to also tell us about your service area. Are you a regional organization or do you focus on a smaller community? Organizations that focus on smaller communities can be awarded additional points.
b) **Community harms and risks** – Tell us about the environmental challenges, harms, and risks that your community faces.
c) **Project proposal** –This will be the bulk of your proposal. Tell us about the project you are proposing, how will it help your community, what identified harms and risks does it address? How will your project be implemented? Who will benefit from your project and how? How are you planning on using the funding if you are awarded? For maximum points you are encouraged to include photos of your project site and include any supplemental material that you believe will be beneficial to reviewers.
d) **Knowledge and skills** – Tell us about who will be managing and implementing the project. What skills and experience do they have that will make your project a success? Has your organization conducted similar projects in the past, what were the results?
e) **Research and awareness** – CIG projects are required to have a research component. Describe the research component of the proposed project and how the proposed project and its results will: educate and/or raise awareness of the affected community and how that information will be communicated to the affected community. Tell us who will be doing the research. Research components may be a primary or secondary component of a project and should be related to the environmental harms

or risks in the affected community. Research components may be completed by organization staff, interns, students, volunteers, or a contracted researcher. The research component will need to be submitted in the final report and will be made available in print and digital media. For additional information on the research component see section 5.

f) **Timeline** – Include a timeline of your project, contracts are awarded for a three-year period, but projects can be executed and completed sooner if desired. Your timeline should reflect the work plan that is completed in SFS under Period Details.

Reviewers will be asked to score the project's overall goals and objectives by reviewing the project proposal, work plan, letters of support, and all supplemental materials that are provided by the bidder. Application completeness will be reviewed and scored.

The reviewer instructions and guidelines will be made available on our website at Environmental Justice Grant Programs - NYSDEC. We recommend reviewing it before writing your proposal to ensure all proposal components are included.

Bidders will be asked the following questions to provide additional information for their proposed budget. The budget is completed separately in SFS under the period details tab. The grant program manager will review and assess proposed projects based upon the cost-effective nature of the proposal. Providing the reviewer with clear and detailed budget justifications is an important aspect of demonstrating cost effectiveness for your project. Up to 20 points will be awarded for project cost effectiveness.

Question 18. Local/Community Letters of Support (Upload optional) (up to 5 points) – Letters of support are optional but encouraged.

Bids with a letter of support from a community member, elected official, government body, educational institution or other organization with knowledge or expertise related to the proposed project will receive additional points in the evaluation and score process. Support letters from the government body offering the grant, or institutions or organizations who are fiscal sponsors and/or will provide services under the grant, will not be considered and no points will be awarded.

Up to five letters of support will be eligible for points**.** Letters of support should be addressed to the designated contact of this RFA (Section 3). Support letters must be uploaded as a single PDF file in the GM by the bid due date. Physical, mailed, or emailed copies will not be accepted or counted. Letters will be read by all reviewers but will only be scored by the program manager.

Letters should be for the project being proposed. Letters that don't address projects for CIG R13 may not be accepted.

Question 19. Regional Economic Development Council - Select the REDC where your project will take place.

Question 20. Project Budget Narrative (upload mandatory) (up to 25 points) – Bidders will be asked to upload a concise explanation and overview for their proposed budget (budget completed separately in SFS). This document must be uploaded as a PDF. For maximum points be sure to provide the following information.

a) **Alignment with Regional Economic Development Council Priorities**. Start by telling us if or how your project will implement part of your REDC plan. Information on the REDC can be found in section 5 of this RFA. Projects are not required to implement or align with the REDC, but additional points may be awarded.
b) **Describe the budget and expenses of the proposed project**. A well-structured budget not only outlines projected expenses but also explains the rationale behind each line item. This transparency helps reviewers understand how funds will be allocated and why certain expenditures are necessary for achieving the project objectives.
c) **Provide proof of cost effectiveness.** Bidders may compare the project costs to other similar work and explain the balance of expenses across proposed budget categories. To receive full points and sufficiently respond to this question, bidders are encouraged to upload documentation to support specific budget items. Some examples of how to support budget requests within your bid include:
d) **Staff Salary**: If you are funding a salary, your budget narrative should articulate what the staff member will be doing for the project. Uploading documentation such as standard government wage rates for the role, or the cost of living in your area, will help explain a request for salary. You will also need to tell us what the staff members' annual salary is, as well as what percentage of their standard work week will be dedicated to this project, and how many months they will be working on the project.
e) **Contractual**: If a contractor is or will be selected to complete work related to your project, the budget narrative should discuss the process of selecting one contractor over others, and how a firm will be or was selected. Quotes from each potential contractor could be provided.
f) **Equipment**: if you are requesting funding to purchase equipment, provide proof and examples of the cost of the equipment.

   Not all budget requests will need supporting documentation. If nothing is available or relevant, then provide reasoning for your request.

g) **External or Additional Funding (if applicable)**. Explain if additional funding for this project has been acquired or has been requested. Match is not required, but if your project is being supported by additional funding or other organizations, briefly tell us who is funding it and what aspects of the project they are covering.

Budgets that are not cost-effective, or are sparse, confusing, extraneous, excessive, or not well-aligned with the project purpose will not receive points.

Please note – organizations that have one or more active grants with OEJ must provide additional explanation for budgets containing funds for staff working on multiple OEJ-awarded grant projects. To prevent overcommitting staff salaries across multiple awarded projects, bidders must clearly explain how staff will allocate their time across each project to not exceed 100% of an individual's effort.

Step 4: Period Details

In addition to completing the questionnaire section of the application in SFS you are required to complete the Budget and Work plan sections. Access to these sections is by clicking on **Period Details**.

The budget should reflect the budget narrative that was uploaded under Step 3. Please only request whole integer dollar amounts round your budget request to the nearest whole dollar. Eligible and ineligible expenses are covered in Section 9 of this RFA.

Your workplan should reflect your timeline that was included in your project proposal. Be sure to keep your workplan succinct. We recommend one to two objectives per contract year, with achievable tasks and performance measures. A brief project summary is required in this section; it may be the same explanation you included in your project proposal.

Instructions on how to complete the Budget and Workplan can be found in the SFS user manual, available on our website at:

https://dec.ny.gov/environmental-protection/environmental-justice/grant-programs

7. Method of Award

The total maximum score an application may receive is 100 points. The DEC reserves the right to not award funding to applications scoring less than 75 points.

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 applications for project funding in the following way:

All eligible applications will be individually evaluated and scored by at least three technical review team members. Individual reviewer scores will then be averaged for each application to determine an average score. Letters will be read by all reviewers but will only be scored by the program manager to ensure consistency. Cost effectiveness and letter points will be reviewed and scored by the program manager and added to the average technical score to determine the final score of the application.

Final scores will be ranked from highest to lowest and applicants having the highest final scores will be selected to receive grant funding until it is exhausted.

DEC reserves the right to ensure that no single part of the State receives a disproportionate share of the total amount of available OEJ 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 may decide not to fund the remaining applications ranked within the region. Remaining awards will be determined based on the highest to lowest ranked applications from other DEC regions. (See list of regions here: http://www.dec.ny.gov/about/50230.html)

Tie Breaker: If there is a numerical tie in the ranking of multiple applications, and there are insufficient funds to award grants to all the tied applications, DEC will select the project in the region that has received the lowest amount of grant funding. If there is still a tie after this step, the project that is determined to have greater cost effectiveness will receive funding.

8. Grant Program Payment

Advance payments of 30% of the awarded grant amount may be available to not-for-profit bidders once a State of New York Contract for Grants has been fully approved by all applicable State agencies. Only not-for-profits are eligible to receive advance payments under State Finance Law.

Project costs eligible for reimbursement and project match must be incurred between the contract term start and end dates. Costs incurred prior to the contract term start date or after the contract term end date will not be considered eligible for grant reimbursement or match. Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC for costs to be eligible for grant reimbursement.

In accordance with state contracting requirements, DEC will make all payments of grant contract funding by electronic transfer. Grant recipients (Grantees) will be required to set-up an electronic payment authorization with the Office of the State Comptroller at: http://www.osc.state.ny.us/epay/index.htm

1. **Advance Payments:** An initial advance payment, followed by subsequent advance payment requests, shall not at any time exceed a total of 30% of the grant award amount. Advance payment requests are subject to DEC's review and approval of the work the Grantee expects to implement with the advance payment. After the first advance payment, subsequent advances shall not be made until the previous advance is shown as expended and is documented to the DEC. Future payment requests will be held until all advance amounts are fully recovered within the contract term.
2. **Final Payment:** The final payment of 10% of the grant award amount will be provided on a reimbursement basis upon receipt of all remaining documentation and a final narrative report.

Project costs eligible for reimbursement must be incurred between the term start and end dates. Costs incurred prior to the term start date or after the term end date will not be considered eligible for grant reimbursement. Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC for costs to be eligible for grant reimbursement. Final payments shall be disbursed upon receipt of all required documentation.

9. Eligible and Ineligible Expenditures

Eligible Project Expenditures

Be sure to make all requests in whole integer amounts, round all requests to the nearest dollar.

- **Personal Services (Salary):** Cost of staff salaries, including fringe, directly devoted to the project implementation are eligible for 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. Grant funding allocated to each individual staff member, including fringe benefits, cannot exceed 30% of the total grant award.
- **Contractual Services:** Services provided by an individual or business directly related to the implementation of the project, depending on the amount awarded to the contractor, may be required to register with the VendRep System from the Office of the State Comptroller. Contractual staff time, including fringe benefits, paid to any one individual cannot exceed 30% of the total grant award. Contractors who receive more than $100,000 worth of funding from this grant will be required to complete the Vendor Responsibility Questionnaire with the Office of State Comptroller; contractors may also have separate MWBE requirements then the bidder.
- **Grant Administrator Salaries:** For the purposes of this RFA, administrative salaries can be up to 10% of the total grant award and should be clearly identified as “Administrative” costs. Administrative salaries are funded under Personal Services if they are organization staff, or under 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.
- **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.
- **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. Depending on the amount of the equipment, the sub-contractor may be required to register with the VendRep System from the Office of the State Comptroller.
- **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.
- **Land Acquisition Costs:** Where applicable, eligible costs must enable the acquisition of the land and may include a copy of the mortgage or deed, or appraisals by a certified appraiser, title searches, surveys and associated legal fees. The land must be owned by the grant bidders.

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 states 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

Grant funds are available for up to 100% of the requested budget. Bidders are not required to provide Match funds.

10. Grant Program Reporting

Quarterly Narrative Reports must be submitted in narrative form, no later than 30 days from the end of the calendar quarter. The reports will summarize how the project progressed toward meeting project objectives and deliverables during the respective quarters. Quarterly reports shall be submitted to SFS.

The project's Final Report narrative must be submitted and approved by the DEC prior to the release of the final contract payment to the Contractor. The Contractor must submit the Final Report no later than 60 days after the end of the contract period. The Final Report should report on all aspects of the project and detail how grant funds were used in achieving the goals set forth in the approved Contract Attachment C Work Plan. Final Reports should be submitted as a single PDF, written to be viewed by the public, and remove any personal, private, or sensitive information (PPSI). Final Reports will be uploaded upon completion of the contract to be viewable on DEC info Locator under the Public Involvement header, OEJ Grants. Copies of appropriate documents (i.e., inventory and/or management plan) must be submitted and approved by the DEC.

A DEC on-site inspection may be required to confirm all work was completed in accordance with the approved project work plan.

Any project involving volunteer time will be required to report on the number of volunteers and the number of volunteer hours in their project quarterly status reports. The total number of volunteers and volunteer hours for the entire project must be reported in the Final Report.

Projects already receiving funds from another NYS or Federal assistance grant program are not eligible to receive funding for the same project activities identified in this RFA.

11. What to Expect If You Receive an Award

A. Notification of Award

Bidders selected to receive a grant award will be notified by email and in an official Department award letter. The SFS GM will also provide you with an award status.

IMPORTANT NOTE: By accepting an award, the bidder agrees to abide by all New York State Contract for Grants or purchase order terms and conditions. Any changes to the terms and conditions will not be accepted and may affect bidder's award.

B. State of New York Contract for Grants

Bidders selected to receive a grant award will be required to execute a New York State Contract for Grants within 60 - 90 days from the time of their award notification. Failure to submit timely required documents could cause a bidder to lose their grant award. Bidders should review and be prepared to comply with all terms and conditions should grant funding be awarded. The New York State Contract for Grants attachments include:

- Grants Face Page
- New York State Contract for Grants- Standard Terms and Conditions
- Appendix A– Statewide Terms and Conditions
- Attachment A-1 Agency Specific Terms and Conditions
- Attachment A-2 Program Specific Terms and Conditions
- Attachment B-1 Expenditure Based Budget (project expense categories and detail)
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

IMPORTANT NOTE: Project related costs must be incurred within the term of the contract to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DEC until a contract is fully approved by the DEC, and as applicable the Attorney General and the State Comptroller. All contracts must be approved by the contract start date which will be determined at the time of an official award.

Bidders (referred to as “Contractor” following award of Grant Contract) Should Be Prepared to Comply with the Following contract Requirements:

C. Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the New York State Contract for Grants or LOA, Attachment A-2 Program Specific Terms and Conditions, and agree that each project consultant, project contractor and project subcontractor secures and delivers to the contractor appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. Policies must name the contractor as an additional insured, with appropriate limits, covering contractor’s public liability and property damage insurance, contractor’s contingency liability insurance, “all-risk” insurance and workers compensation/disability benefits coverage for the project.

I. Permit Requirements (if applicable)

Contractors agree to obtain all required permits, including but not limited to, local, state and federal permits prior to the commencement of any project-related work. The Contractor agrees that all work performed in relation to the project by the Contractor or its agents, representatives, or contractors will comply with all relevant federal, state and local laws, rules, regulations and standards, zoning and building codes, ordinances, operating certificates for facilities, or licenses for an activity.

II. State Environmental Quality Review (SEQR) Documentation

With respect to the project, the Contractor certifies that it has complied and shall continue to comply with all requirements of the State Environmental Quality Review Act (SEQRA). The Contractor agrees to provide all environmental documents as may be required by the DEC. The Contractor has notified, and shall continue to notify, the DEC of all actions proposed for complying with the environmental review requirements imposed by SEQRA.

D. Vendor Responsibility Questionnaire

Not-For-Profit contractors, Not-For-Profit subcontractors, and/or For-Profit subcontractors are subject to a vendor responsibility review by the State to ensure public dollars are being spent appropriately with responsible contractors. A vendor responsibility review may include a contractor and/or subcontractor to present evidence of its continuing legal authority to do business in NYS, integrity, experience, ability, prior performance, and organizational and financial capacity. To enroll in and use the NYS VendRep System, see the VendRep System instructions, or log in at https://onlineservices.osc.state.ny.us.

E. Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By entering into a Contract, the Contractor certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additional detail on the Iran Divestment Act can be found in the State of New York Contract for Grants, Attachment A-1 Agency Specific Terms and Conditions.

F. Minority and Women Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Requirements

The Department is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (MWBE Regulations) for all State contracts with a value (1) in excess of $25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of $100,000 for real property renovations and construction.

Bidders subject to executing a future New York State Contract for Grants agree, in addition to any other nondiscrimination provision of the contract and at no additional cost to the Department, to fully comply and cooperate with the Department in the implementation of New York State Executive Law Article 15-A. These requirements include Equal Employment Opportunities (EEO) for minority group members and women and contracting opportunities for certified Minority and Women Owned Business Enterprises (MWBEs). Contractor's demonstration of Good Faith Efforts (GFEs) pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") or other applicable federal, state or local laws.

Failure to comply with MWBE and EEO requirements may result in a department finding non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages, or enforcement proceedings.

Please refer to the New York State Contract for Grants - Article IV (J) and Attachment A-1 Agency Specific Terms and Conditions - Article X, to review MWBE and EEO requirements.

- The local government is responsible for designating someone to serve as their Affirmative Action representative. The governing body should make this designation through official means.

- A list of certified MWBE enterprises can be obtained via the internet from the NYS Empire State Development at: https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp

MWBE reporting for Department of Environmental Conservation contracts must now be completed using the New York State Contract System (NYSCS). https://ny.newnycontracts.com/.

All contracts of $25,000 or more will be assessed for MWBE goals. Contracts which meet the established MWBE-EEO thresholds require the Contractor to submit the Utilization Plan prior to the execution of the contract and Monthly Compliance Audits in the NYSCS after the contract is executed. To submit the required MWBE Utilization Plan, log-in to NYSCS and access the Utilization Plans section displayed on the user dashboard. Plans requiring action will be displayed in red.

All contractors shall complete an Equal Employment Opportunity (EEO) Policy Statement and Staffing Plan form and submit it prior to the execution of the contract.

For more information regarding MWBE compliance and reporting guidelines, and to download required forms, please visit: https://dec.ny.gov/about/doing-business/minority-women-owned-business-enterprise-mwbe.

• The following MWBE “Fair Share” goals are established as follows. Minority and Women Owned Business Enterprise (MWBE) Overall Participation Goals:

Construction/Engineering – up to 0%

Commodities – up to 0%

Services/Technologies –up to 0%

DEC MWBE Compliance Unit

NYS Department of Environmental Conservation

Bureau of Contract and Grant Development/MWBE Program

625 Broadway, 10th Floor.

Albany, New York 12233-5028

Mwbe@dec.ny.gov

Phone: (518) 402-9240

G. Service-Disabled Veteran-Owned Business (SDVOB) Participation Requirements

The Department is required to implement the provisions of New York State Veteran's Law Article 3. The contractor must make Good Faith Efforts to subcontract a goal of 0% of the contract amount to New York State Certified Service-Disabled Veteran-Owned Businesses (SDVOBs), for purposes of providing meaningful participation by SDVOBs.

The contractor is required to complete and submit a SDVOB Utilization Plan detailing how the contractor intends to meet the SDVOB goal. In addition, the contractor must complete and submit quarterly compliance reports detailing the amount spent on SDVOBs in the previous quarter. In addition, all forms and guidance can be located at; Division of Service-Disabled Veterans' Business Development Compliance and Reporting | Office of General Services (ny.gov). Please contact the Department's SDVOB compliance staff with any questions at:

DEC SDVOB Compliance Unit

NYS Department of Environmental Conservation

Bureau of Contract and Grant Development/SDVOB Program

625 Broadway, 10th Floor.

Albany, New York 12233-5028

SDVOB@dec.ny.gov

Phone: (518) 402-9240

H. Procurement of Contractors/Subcontractors

Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money. Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs.

I. Americans With Disabilities Act

In the event the monies defined herein are to be used for the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, the Contractor shall comply with all requirements for providing access for individuals with disabilities as established by Article 4A of the New York State Public Buildings Law, Americans with Disabilities Act, and relevant sections of the New York State Uniform Fire Prevention and Building Code. Standards for certain Recreation Facilities are found in the 2010 ADA Standards for Accessible Design while others are found in the Architectural Barriers Act Accessibility Guidelines for Outdoor Recreation Areas https://www.access-board.gov/guidelines-and-standards.

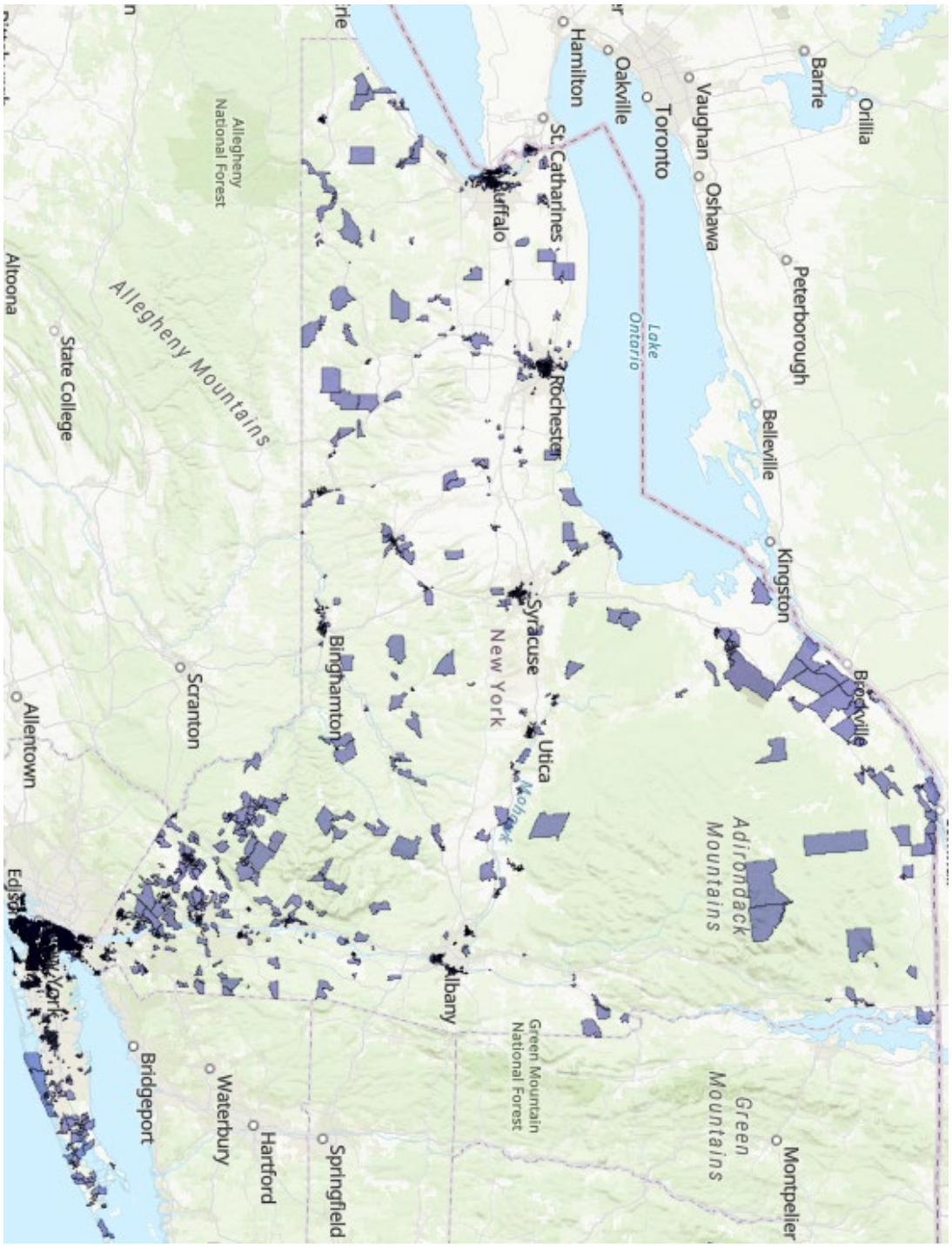
J. Diesel Emissions Reduction Act 2006

In 2007, New York State passed legislation establishing the Diesel Emissions Reduction Act 2006 (DERA). This Act amended the Environmental Conservation Law (ECL) by adding Section 19-0323 which requires the use of best available retrofit technology (BART) and ultra-low sulfur diesel fuel (ULSD) for heavy duty vehicles owned or operated by, including on behalf of, state agencies and state or regional public authorities. The Department has promulgated regulations (6 NYCRR Part 248) to provide guidance on provisions of the law. The regulations may be found on the Department's website at http://www.dec.ny.gov/regs/2492.html.

If applicable, the contractor must comply with the specifications and provisions of ECL Section 19-0323 and 6 NYCRR Part 248, which require the use of BART and ULSD, unless specifically waved by the Department. Qualifications for a waiver under this law are the responsibility of the Contractor.

Appendix A – Potential Environmental Justice Areas (PEJAs) in NYS

Maps & Geospatial Information System (GIS) Tools for Environmental Justice - NYSDEC



Appendix B – Sample Project Proposal:

Bidders are NOT required to use the same formatting as the example below for their project proposals however the Project title and brief project description are required to be included in your proposals. Your proposal can contain as much or as little information as you would like, we encourage you to read the reviewer instructions and this RFA to fully answer the proposal and receive maximum points. Photos and project images or plans are encouraged but not required.

A copy of this example can be found on our website at:

https://dec.ny.gov/environmental-protection/environmental-justice/grant-programs

*Project Title (under 250 characters)

***Brief Project description** (under 250 characters)

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Organization history and introduction

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Community history harms and risks

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Project Proposal

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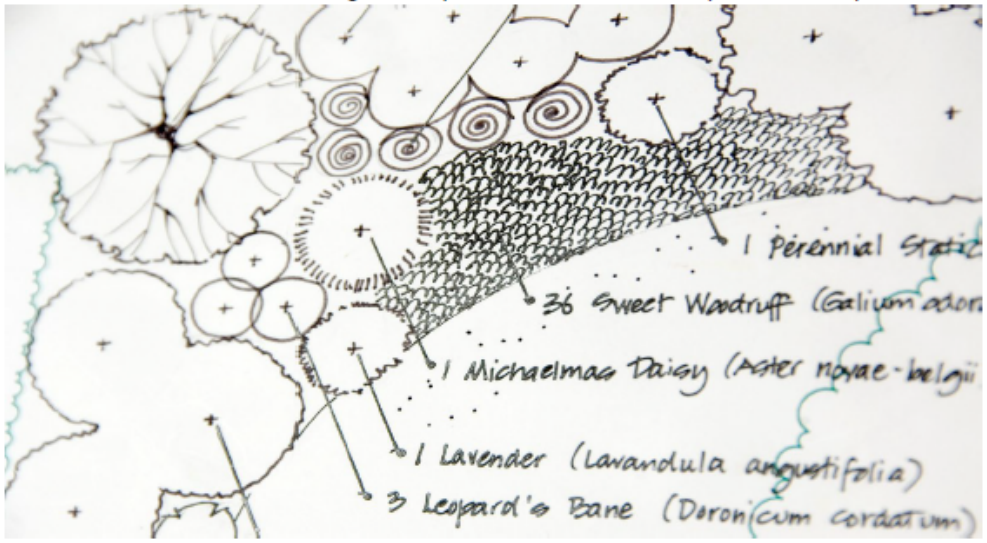

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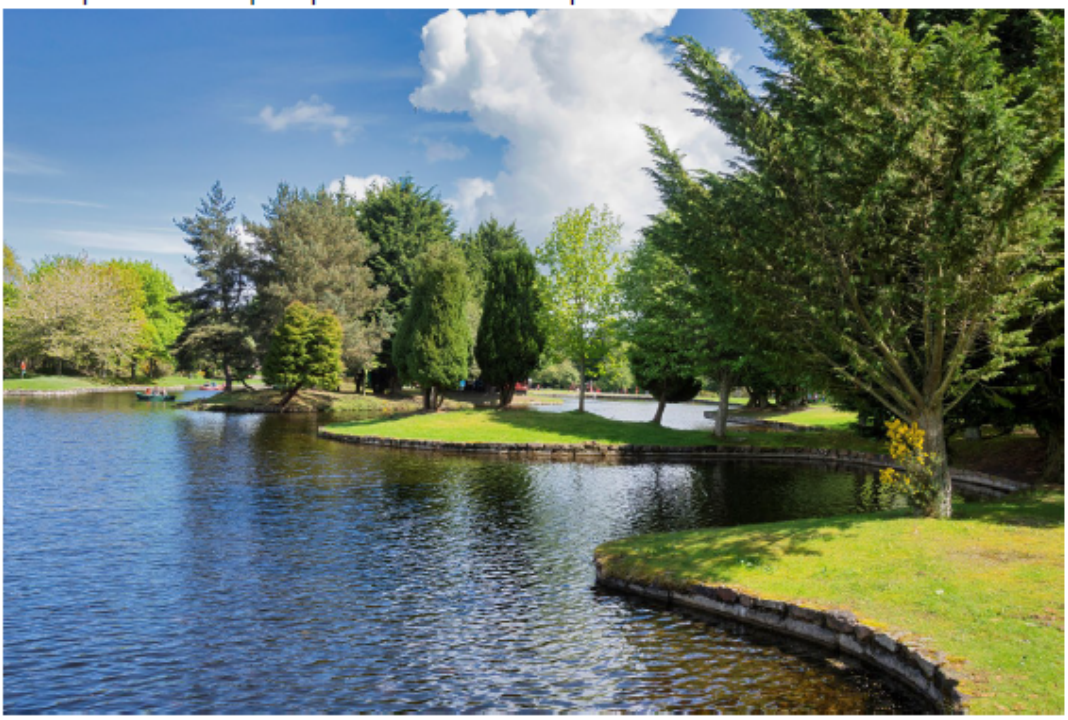

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Knowledge and skills

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Research and awareness

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Timeline

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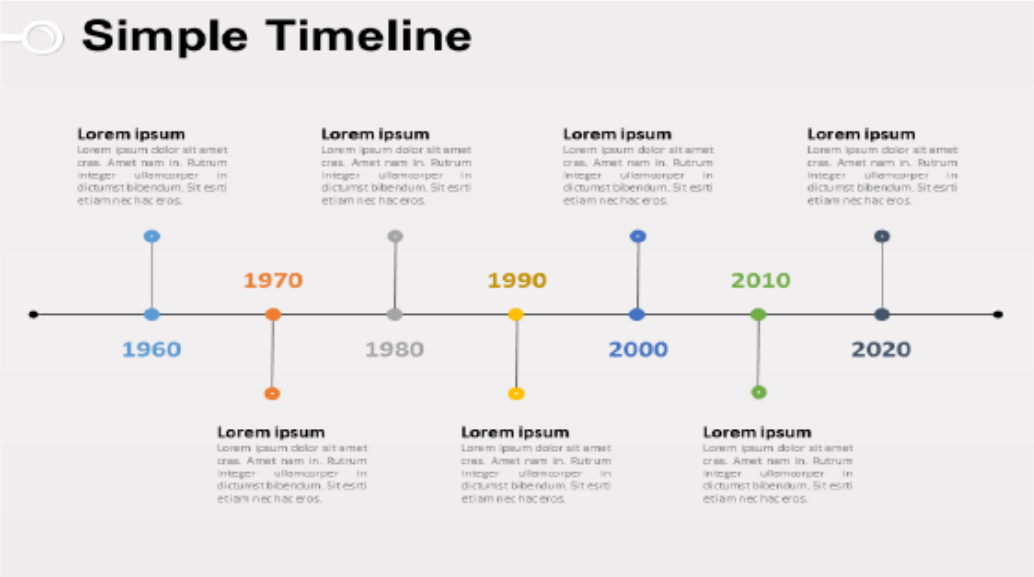
Year Two - Lorem ipsum dolor sit amet consectetur adipiscing elit. Sit amet consectetur adipiscing elit quisque faucibus ex. Adipiscing elit quisque faucibus ex sapien vitae pellentesque.

Year Three - Lorem ipsum dolor sit amet consectetur adipiscing elit. Sit amet consectetur adipiscing elit quisque faucibus ex. Adipiscing elit quisque faucibus ex sapien vitae pellentesqu



(Image credit: www.presentationgo.com)

* Required component. Must be under 250 characters.

Appendix C – Sign and upload EO 16, Attachment S, Attachment G

This form can be found on our website at:

https://dec.ny.gov/environmental-protection/environmental-justice/grant-programs

Certification Under Executive Order No. 16
Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

Executive Order No. 16 provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." The complete text of Executive Order No. 16 can be found here.

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an "entity conducting business operations in Russia" means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

☐ 1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.

☐ 2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)

☐ 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)

☐ 3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor's business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name: (legal entity) _____

By: (signature) _____

Name: _____

Title: _____

Date: _____

Sexual Harassment Prevention Certification form

This form can be found on our website at:

https://dec.ny.gov/environmental-protection/environmental-justice/grant-programs

Sexual Harassment Prevention Certification Form

By submission of this application, each applicant and each person signing on behalf of any applicant certifies, and in the case of a partnering application each party thereto certifies as to its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Applicant :_____

Signature:_____

Print Name and Title:_____

Date:_____

If the above certification cannot be made, the applicant must submit a signed statement below detailing the reasons why the the requirements of NYS Labor Law §201-G are not applicable or cannot be met

_____
_____
_____
_____
_____

Applicant :_____

Signature:_____

Print Name and Title:_____

Date:_____

Gender based Violence and the Workplace Certification

This form can be found on our website at:

https://dec.ny.gov/environmental-protection/environmental-justice/grant-programs

NEW YORK STATE | Office for the Prevention of Domestic Violence

DEC State Assistance Attachment G

Gender-Based Violence and the Workplace Certification

New York State Finance Law §139-M requires bidders on competitive state procurements to certify that they have a written policy addressing gender-based violence and the workplace and that such policy meets the following minimum requirements:

- **Share Information:** Employers must provide information regarding gender-based violence where employees can see and access it, including displaying the NYS Domestic and Sexual Violence Hotline information and a gender-based violence and the workplace poster.
- **Refer Employee-Survivors to Services:** The policy must require that the employer refer employees who disclose current or past victim status to the NYS Domestic and Sexual Violence Hotline and/or a local service provider. For bidders outside of New York State, referrals should be made to a local provider or statewide hotline. While referrals are required to be provided by the employer, it is not required for the employee to access services.
- **Prohibit Retaliation:** The policy must clearly state that discrimination or retaliation against employees who identify as victims or survivors of gender-based violence is prohibited.
- **Comply with Laws:** Ensure your policy follows State law. For employers based in New York State, this means that the policy must follow the SAFE Leave Act, New York State Human Rights Law, and any other relevant laws and regulations.
- **Offer Implementation Support:** OPDV is able to assist employers in developing and implementing this policy. Employers must provide information to supervisors and human resources, where available, about this technical assistance from OPDV. OPDV can be contacted at workplace@opdv.ny.gov.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

Organization's signature below certifies its compliance with State Finance Law §139-M.

Organization: _____

By (signature): _____

Name (Please Print): _____

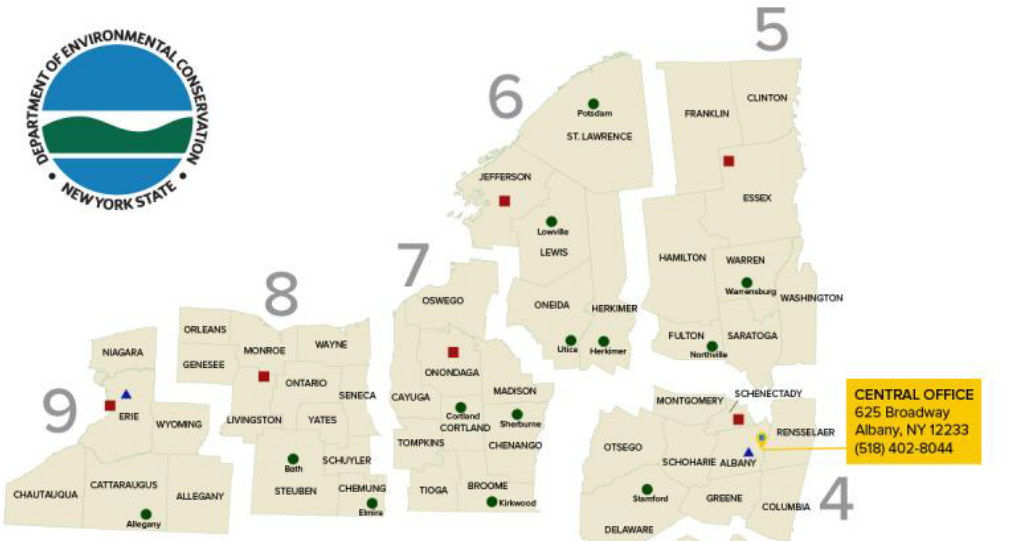
Title: _____

Date: _____

This form must be signed by an authorized executive or legal representative.

If the organization cannot make the above certification, they must provide an attached statement with their bid detailing the reasons therefor.

Appendix D - DEC regions



REGION 1

■ STONY BROOK
50 Circle Rd.
Stony Brook, NY 11790
(631) 444-0200

◆ MARINE RESOURCES HQ
123 Kings Park Blvd.
Nissequogue River State Park
Kings Park, NY 11754
(631) 444-0430

REGION 2

■ LONG ISLAND CITY
1 Hunter's Point Plaza
47-40 21st St.
Long Island City, NY 11101
(718) 482-4900

REGION 3

■ NEW PALTZ
21 S. Putt Corners Rd.
New Paltz, NY 12561
(845) 256-3000

● WHITE PLAINS
220 White Plains Road, Suite 110
Tarrytown, NY 10591
(914) 428-2505

REGION 4

■ SCHENECTADY
1130 N. Westcott Rd.
Schenectady, NY 12306
(518) 357-2234

▲ FIVE RIVERS
56 Game Farm Rd.
Delmar, NY 12054
(518)475-0291

● STAMFORD
65561 State Hwy. 10, Suite 1
Stamford, NY 12167
(607) 652-3501

REGION 5

■ RAY BROOK
1115 Route 86
PO Box 296
Ray Brook, NY 12977
(518) 897-1200

● WARRENSBURG
232 Golf Course Rd.
Warrensburg, NY 12885
(518) 623-1200

● NORTHVILLE
701 S. Main St.
PO Box 1316
Northville, NY 12134
(518) 863-4545

REGION 6

■ WATERTOWN
317 Washington St.
Watertown, NY 13601
(315) 785-2239

● UTICA
207 Genesee St.
Utica, NY 13501
(315) 793-2554

● HERKIMER
225 N. Main St.
Herkimer, NY 13350
(315) 866-6330

● LOWVILLE
7327 State Rte. 812
Lowville, NY 13367
(315) 376-3521

● POTSDAM
190 Outer Main St., Suite 103
Potsdam, NY 13676
(315) 265-3090

REGION 7

■ SYRACUSE
5786 Widewaters Parkway
Syracuse, NY 13214
(315) 426-7400

● CORTLAND
1285 Fisher Ave.
Cortland, NY 13045
(607) 753-3095

● SHERBURNE
2715 State Hwy. 80
Sherburne, NY 13460
(607) 371-7268

● KIRKWOOD
1679 NY Rte. 11
Kirkwood, NY 13795
(607) 775-2545

REGION 8

■ AVON
6274 E. Avon-Lima Rd.
Avon, NY 14414
(585) 226-2466

● BATH
7291 Coon Rd.
Bath, NY 14810
(607) 776-2165

● ELMIRA
100 N. Main St., Suite 104
Elmira, NY 14901
(607) 732-2214

REGION 9

■ BUFFALO
700 Delaware Ave,
Buffalo, NY 14209
(716) 851-7200

▲ REINSTEIN WOODS
93 Honorine Dr.
Depew, NY 14043
(716) 683-5959

● ALLEGANY
182 E. Union St., Suite 3
Allegany, NY 14706
(716) 372-0645

CENTRAL OFFICE
■ REGIONAL HEADQUARTERS
● REGIONAL SUB-OFFICE
▲ ENVIRONMENTAL EDUCATION CENTER
◆ MARINE RESOURCES

9/30/2025

Appendix E - Declaration

This form can be found on our website at:

https://dec.ny.gov/environmental-protection/environmental-justice/grant-programs

Environmental Justice Community Impact Grant Program Declaration

The undersigned, as an authorized official of the not-for-profit corporation, does hereby certify that:

- The community group has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the applicant community group reside in the affected community.
- The community group (and partner not-for-profit corporation, if applicable) has not caused or contributed to the harms or risks relating to the project proposed in this application.

The individual whose signature appears hereon is an authorized official of the applicant community group or partner not-for-profit corporation, if applicable, and has been authorized to submit this application for the applicant community group or partner not-for-profit corporation by such organization's executive board or board of directors.

_____ _____

Signature of Authorized Official of Not-for-Profit Corporation Date

_____

Title of Signer within Not-for-Profit Corporation

Appendix F - Reviewer instructions.

These are the instructions that are provided to reviewers when scoring your project proposals, please use this when writing your proposal so as to not lose points during the review process. A copy of the instructions can be found on our website Environmental Justice Grant Programs - NYSDEC

For CIG R13 reviewers will read the bidders Project proposal and any Letters of Support provided for the bid. Reviewers are encouraged to provide their comments and feedback. Comments should be saved in this Reviewer spreadsheet and in the comment section of SFS.		
	Numeric Response	Reviewer Comments
For the Letters of support please make sure the letters are for the organization submitting the bid and try to determine if the letter meets eligibility criteria. In order to be accepted LOS may not be from: Project partners; Groups who would receive a benefit either monetary or otherwise count as project partners. or, Government agencies providing funding or support for the project, including the DEC. After review the Grant manager will debrief the reviewers to confirm consensus on LOS, the Grant manager will enter the numeric score for the LOS under Level 2 review. Reviewers are asked to mark their score in their review spreadsheet and the comment section of SFS.		
How many LOS did the organization provide?		
	Points	**Comments**
Project proposal. For CIGr13 we asked bidders to submit a single project proposal as a PDF. There is no set formatting for these project proposals but bidders were requested to include certain information and details on their organization as well as the project they are requesting funding for. **Reviewers will be asked to read the project proposal and score the quality of the bid as well as the quality of the proposed project. A total of 70 points can be awarded to the project proposal and the proposal should contain the following information.**	**When awarding points for a category full points should be awarded if you believe the information was detailed, clear, relevant, and beneficial. If no information was provided for the associated section you can award 0 points. Points must be awarded in whole integers. If you believe the information was inadequate, lacking, or unclear you can award lower then the maximum based of the quality of the answer.**	**Please leave comments to justify the score you are providing.**
Organization history and mission. Up to 5 points Bidders were asked to tell reviewers about their organization, they should provide their mission statement. They should talk about their history with environmental Justice, they can tell us about how their organization has previously benefitted their communities. Reviewers should award up to 5 points depending on how they believe the bidder addressed this information		
Local CBO: Does the organization serve a region or are they focused on a single community smaller than a county? If they serve a single DAC/PEJA community award 2 points. If they are a regional organization award 0 points.		
Community Harms and risks. Up to 5 points The proposal should discuss the environmental harms and risks the community faces, were details and specific point sources mentioned? Reviewers should award up to 5 points depending on how much detail and information the organization provided.		

Project details. Up to 15 points The proposal should be clear and the project should lead to benefits for the community. Does the project address a harm or risk that effects the community? Reviewers should award up to 15 points depending on how they believe the project success could benefit the community.		
Supplemental material. Up to 5 points Did the proposal include supplemental material like photos? If they did reviewers should award up to 5 points depending on the relevance of the supplemental material.		
Knowledge and Skills. Up to 10 points The proposal should make it clear who will be managing and working on the project. Reviewers should award up to 10 points if they believe the project will be successful based of the knowledge and skills of who is working on the project		
Research and awareness. Up to 10 points Projects are required to have a research component that will be disseminated to the community. Reviewers should award up to 10 points if a clear research project was laid out, and a plan to provide that information to their communities was discussed.		
Timeline. Up to 10 points A timeline should be included that covers the full project. Award up to 10 points if the timeline is clear and seems achievable. Timelines don't have a format but they should be easy to understand.		
Overall goals and objectives. Up to 8 points What did you think of the proposal? Do you think the project will provide a benefit to the organizations community? Award up to 8 points depending on how you feel about the overall goals and objectives, as well as the quality of the proposal, was it easy to understand?		
Total score	0	
Level 2 review	Up to 25 points	
	Points	**Comments**
For the cost review bidders were asked to provide a budget narritive , there is no set format for the budget narritive but the following information should be included.		
REDC. 2 points Provide 2 points if the organization disscussed the REDC		
Budget Narritive. Up to 18 points Provide up to 18 points if a detailed narritive is provided for the requested budget in the period details		
Supplemental materials. Up to 5 points provide up to 5 points if relevent supplemental materials were provided to support the requested budget		
Total score		

Appendix G – SFS Attachment Best Practices

STATEWIDE FINANCIAL SYSTEM (SFS): ATTACHMENT REFERENCE GUIDE

This reference guide is intended to assist with common questions you may have while working with attachments in the Statewide Financial System. For general SFS troubleshooting tips, please refer to the SFS Troubleshooting Guide. SFS is an Oracle PeopleSoft product and follows PeopleSoft rules for file attachments. This includes attachment rules based on file size, file type, file naming, and potentially harmful content.

File Types

File types with the following file extensions are **not** allowed in SFS:

- *.exe
- *.sh
- *.jar
- *.htm
- *.msc
- *.pptm
- *.bat
- *.js
- *.html
- *.jnlp
- *.xlsm
- *.com
- *.lnk
- *.java
- *.mht
- *.docm

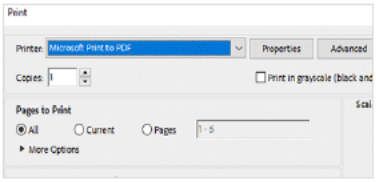
Guide to Financial Operations

Additional guidance on attachments can be found in the Guide to Financial Operations (GFO) XIV.9 Statewide Financial System Imaging and Attachment Guidance.

Fillable PDFs

SFS does not recommend users attach Fillable PDFs that have embedded fillable fields in SFS. Please convert Fillable PDFs by "Printing to PDF". Using the print to PDF option removes fillable fields, making the resulting PDF compatible with SFS. To complete this, please follow the below guidance:

- Open the PDF.
- Navigate to the Print option.
- Select Microsoft Print to PDF in the Printer drop down.
  - Save as PDF for Mac users.
- Save the resulting PDF to your local machine.
- Try to upload this newly created PDF.



Additional Attachment Guidance

Attachments in SFS must meet the following criteria to ensure they are accepted and attached:

- File Size must not exceed 20MB.
- File Name characters must be 64 characters or less.
- Special characters are not permitted in the file name.
- PDFs with mark up or comments are not allowed.

Questions? Contact the SFS Help Desk by emailing helpdesk@sfs.ny.gov.