GUIDELINES AND BID INSTRUCTIONS

New York State
Department of Environmental Conservation
Hudson River Estuary Management Program

Round 49
2026 Hudson River Estuary Grants
for
River Access

NYS SFS Grants Management Bid ID No.:
HRER49

Apply through the SFS Vendor Portal

Webinar Date: Thursday, October 8, 2026, 3:00-4:30 PM
https://meetny-gov.webex.com/weblink/register/r02083b69f18128c4acbc0579f9ec1e19

Bid Due Date: (3:00 P.M. EST, December 17, 2026)

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Introduction

The New York State Department of Environmental Conservation is pleased to announce funding for projects that implement priorities of the *Hudson River Estuary Action Agenda* to conserve, restore and revitalize the estuary and its ecosystem.

Bids must be submitted through the State Financial System (SFS) Grants Management System (https://esupplier.sfs.ny.gov/). Paper bids will NOT be accepted. Bidders are strongly encouraged to submit their bids prior to the bid deadline. Late bids will not be accepted.

Grant bid information is also available on the Department's website at https://www.dec.ny.gov/nature/waterbodies/oceans-estuaries/hudson-river-estuary-program/grants-funding-opportunities.

Timetable of Key Events

Event:	Date:
Bid Period Begins	September 23, 2026
Webinar	October 8, 2026; 3:00 p.m. ET
Question & Answer Period Ends	December 10, 2026
Bids Due	December 17, 2026; 3:00 p.m. ET
Award(s) Announced By (anticipated)	Approximately June 2027

Bidder Eligibility

For the purposes of this grant program, the following entities are considered eligible bidders: 501(c)(3) not-for-profit corporations, Governmental Entities, Municipalities, and Quasi-Governmental Entities, including but not limited to Counties, Cities, Towns, Villages, or Indian nation or tribe recognized by the state or the United States with a reservation wholly or partly within the boundaries of New York State, or any combination thereof, Public Benefit Corporations, Public Authorities, Municipal Corporations, Soil and Water Conservation Districts, School Districts, and Universities and Colleges whose projects are located within the eligible geographic boundaries defined in this RFA.

For this grant opportunity, a "Not-For-Profit Corporation" (NFP) is subject to New York State's Not-For-Profit Corporation Law and is qualified for tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue Code, has filed a Certificate of Incorporation to be incorporated in New York State and is current in their charities reporting requirements with the Office of the Attorney General.

Individuals and unincorporated groups are not eligible for this grant opportunity. However, an eligible bidder may apply on behalf of an individual or unincorporated group as a fiscal sponsor. The fiscal sponsor accepts responsibility of the grant and serves as a fiscal conduit for a DEC-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the DEC grant process, including final reporting of grant activity.

For Multi-Partner and Inter-Municipal Projects: If a proposed project involves a cooperative agreement or partners, only one eligible, designated lead bidder must submit the bid for grant funding. The lead bidder must assume the responsibility for the project bid, performance of work consistent with this RFA, and the New York State Contract for Grants. Letters substantiating the collaboration from each partner are required.

Grant Opportunity General Information and Conditions

1. Funding
Approximately $250,000 is available from the NYS Environmental Protection Fund.

2. Proposed Project Timeframes
All projects must have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within a three-year contract period/term of September 1, 2027 through August 31, 2030. Bidders should not begin their projects or incur costs until a New York State Contract for Grants has been fully approved by DEC, and if applicable approved by the Attorney General and the State Comptroller. Time extensions beyond the contract term end date will be determined by the DEC based upon written justification from the Vendor. Bidders should not submit a Bid if they do not anticipate their project can be completed within the specified contract term.

3. Minimum and Maximum Award Amounts
The minimum grant amount is $10,500. The maximum grant amount is $100,000.

4. Bid Limit
Bidders may submit up to two (2) Bids. Multiple Bids may not be for the same project or project location.

5. Eligible Project Locations
Eligible projects for grant funding must be located within defined geographic boundaries of the Hudson River Estuary watershed (see map in Appendix I). "Hudson River Estuary" refers to the legislatively designated Hudson River Estuarine District established in Environmental Conservation Law §11-0306, which extends from the Troy dam to the Verrazano Narrows and includes Upper New York Bay to Kill Van Kull and the East River to Hell Gate, focused on the tributaries that flow into any of these waters. The map of eligible boundaries may also be viewed at https://dec.ny.gov/sites/default/files/hregrantmap.pdf. To find out if a potential project is located within these boundaries, please type the location of the project into the Hudson River Estuary Grant Program Interactive Boundary Map on the NYS GIS Clearinghouse at https://data.gis.ny.gov/maps/385d9cc6311946ac84425734327f6f6a. The Hudson River Estuary Grant Program Boundaries are also available on the interactive Hudson Valley Natural Resource Mapper at https://gisservices.dec.ny.gov/gis/hvnrm/.

6. Match Requirement and Expenditures
Match is the portion of project expenditures not paid for with grant funds. Match can be from local and/or in-kind contributions. Local sources can include funding from other non-state and/or non-federal grant sources or from project partners. In-Kind contributions are non-cash donations provided by non-state and/or non-federal third parties, which can include equipment, supplies, services, and other expendable property. Matching share contributions must support the objectives outlined in the Work Plan.

For this grant opportunity, bidders must match at least 10% of the grant funding amount. Bidders providing 15% match or more will receive additional points in the scoring.

Eligible sources of match funds cannot come from other New York State or federal funding sources. Bidders will be required to provide the sources of all matching funds using the Match Worksheet in SFS Grants Management.

7. New for this Grant Round
- A Bid Application Form was developed to help address formatting challenges and simplify writing the Bid. Some questions that were previously published directly in the electronic SFS Application Form are now asked in the Bid Application Form.

- Minimum required match has been updated to 10% of the grant funding amount. Bidders providing 15% match or more will receive additional points in the scoring.
- Revisions were made to the eligible project types. Review descriptions of project types carefully.
- Flood resiliency requirements were added.
- Revisions were made to scoring. Review Appendix III to understand how bids will be evaluated.
- Appendix IV: Reporting on Measures of Success is updated to reflect the *Hudson River Estuary Action Agenda 2026-2030.*

8. Inquiries & Designated Contact Information

For general information on completing this Bid and for clarification of Bid requirements, contractual terms and procedures, contact: Susan Pepe, Hudson River Estuary Program Grants Coordinator; HREPgrants@dec.ny.gov.

For technical information regarding the NYS SFS Grants Management Bid Event, direct questions to: NYS SFS Grants Management, helpdesk@sfs.ny.gov or 518-457-7737; 877-737-4185 (toll-free).

Include **2026 Round 49 Access RFA** in the **subject line** of the email. Questions regarding this grant opportunity will be accepted by the DEC until **C.O.B. December 10, 2026**. All questions, and answers, will be uploaded in NYS SFS Grants Management Bid for all Bidders to view by COB December 14, 2026.

9. 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;
- Partially fund a bid if the partially-funded portion can be demonstrated to meet the criteria for this RFA;
- Award an agreement for any or all parts of the RFA in accordance with the method of award or withdraw of the RFA at any time at the Department's sole discretion.
- Reject any or all bids in response to the RFA at the agency's sole discretion.
- Reduce an award from the amount requested in the bid, so long as the reduced funding does not jeopardize the viability of the project to proceed at the reduced funding level.
- Limit all or some funding for a project in the final scored ranked list if the same activities have been awarded funding by another funding source.
- Reduce an award from the amount requested in the bid, should the project budget contain costs considered ineligible under this grant program.
- Refuse to fund projects that are determined to be inconsistent with NYS's Smart Growth Public Infrastructure Policy Act.
- Refuse to fund projects that are determined to be inconsistent with the Climate Change Leadership and Community Protection Act or its implementing regulations.
- Award an agreement for any or all parts of the RFA in accordance with the method of award, or withdraw the RFA at any time, at DEC's sole discretion.
- Award to the next highest scoring bid in the event a grantee fails to execute a grant contract with DEC within 60 days of a grant award.
- Deny a change in workplan tasks from the application project description because of fairness to competitive process.
- Monitor the progress of all grant awards and withdraw grant funding, if the grantee fails to make significant and timely progress on the project or fails to receive the necessary permissions and permits for the project.

10. Bid Submission

Bids must be submitted through the NYS SFS Grants Management System. Using **Google Chrome** to access the SFS Grants Management System (GM) is recommended. Using other browsers may cause errors.

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, unlock accounts, or reset passwords. Please reach out to your SFS Delegated Administrator directly. Also, if you do not have a login and if you are new to the SFS Vendor portal, and would like to establish an account for the purposes of doing business with the State of New York, contact the SFS Help Desk at 518-457-7717, 855-233-8363 or HelpDesk@sfs.ny.gov for more information.

Paper 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 response.

All bidders must be Registered with SFS Grants Management to apply. Please visit https://grantsmanagement.ny.gov/transition-SFS to register.

In addition to registration, not-for-profits must also be Prequalified at the time and date that the bid is due. If you are not Prequalified at that time and date, your bid will not be considered.

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 BIDS. PREQUALIFICATION BIDS SUBMITTED TO THE STATE FOR REVIEW LESS THAN 5 DAYS PRIOR TO THIS BID 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 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 prequalification. Additional training is available on SFS Coach.

Grant Bid Requirements and Conditions

1. Project Objectives

This Hudson River Estuary Grant RFA for River Access seeks to assist Hudson Valley municipalities and organizations build their capacity to implement the *Hudson River Estuary Action Agenda 2026-2030* goal "An Accessible Hudson River Estuary for All," and to help achieve the following Measures of Success:

- AR1: General access and/or Americans with Disabilities Act (ADA) accessibility will be improved at 10 sites along the Hudson River estuary and tidal tributaries, with 50% serving Potential Environmental Justice Areas (PEJAs) or Disadvantaged Communities (DACs), geographically or programmatically.
- AR2: Ecologically sound flood resiliency plans will be developed for 10 access sites in the 100-year floodplain, with 50% located in PEJAs or DACs. Implementation of resilience projects will be complete or underway at three sites.
- AR3: An updated swimming-access feasibility study will be completed, vulnerabilities at existing Hudson River beaches will be assessed, and planning for at least one new swimming area improvement on the Hudson River will be initiated.

Access site resiliency projects may also implement the following Action Agenda measures of success:

Goal: Robust River Habitat

- RH2: Habitat value (increased structural complexity and vegetation) will be increased for at least one new mile of shoreline, and at least 75% of permitted shoreline projects will incorporate sustainable shoreline best management practices (BMPs).

Goal: Climate Adaptive Communities

- CC4: Five CaD visioning processes will be completed and five conceptual designs of final engineering plans based on CaD processes will be developed to enhance climate resilience.
- CC5: Five climate-adaptive shoreline projects will be implemented to increase Hudson River waterfront resilience to sea level rise and flooding.

Visit https://dec.ny.gov/nature/waterbodies/oceans-estuaries/hudson-river-estuary-program/action-agenda for an overview of the Hudson River Estuary Action Agenda and Measures of Success. *Action Agenda* Measures of Success, by goal, can be found in Appendix IV of this RFA..

Funding is available to improve access to the tidal waters of the Hudson. It may be used to support development of plans, purchase of equipment, and/or construction of physical improvements, as described in greater detail on pages 9-11 under "Project Types."

Throughout this RFA, the word "plan," as used to describe a deliverable, is broadly deemed to include: plans, community engagement, assessments, feasibility studies, designs (e.g., final and conceptual design, landscape design renderings), engineering, related permitting activities, implementation plans, cost estimates, bid documents, spec sheets, and monitoring and maintenance plans, etc. For projects to design or develop plans, preparing permit materials is an eligible activity covered by the grant.

Programming to engage user groups or target audiences in the design, use and/or roll-out of the funded river access may be included as part of the project scope of work. There is a cap of 20% on personal services as a condition of this RFA (see page 21).

Consideration of long-term resiliency to sea-level rise and flooding is strongly encouraged as an element

*of project design for **all** eligible project types.* New York State Projected Sea-level rise can be found in 6 NYCRR Part 490 (https://dec.ny.gov/environmental-protection/climate-change/new-york-response/crrahttps://www.dec.ny.gov/regulations/103877.html).

All projects must be consistent with the Americans with Disabilities Act (ADA) 2010 Standards for Accessible Design, and the US Access Board's Standards for Accessible Design, regardless of eligible project type. Bidders are encouraged to think about all components of accessibility and be inclusive of the region's diverse communities. Please see Appendix VI of this RFA for more information on ADA Standards.

2. Minimum Eligibility (Pass/Fail criteria)

- The Bidder must be eligible, as shown on page 3 of this RFA. A not-for-profit organization must also be prequalified in NYS SFS Grants Management by the Bid due date to be determined as eligible under this grant opportunity.
- The project must be located within the defined geographic boundaries of the Hudson River Estuary. Project locations must be publicly accessible properties immediately adjacent to the tidal Hudson River estuary, including the tidal portion of its tributaries or Upper NY Bay, up to the first barrier. Projects are not eligible if they are located on land owned by New York State, unless the land is managed by a local government under a formal agreement with the State. The bidder must provide a map of the site, uploaded to SFS Grants Management.
- The project must provide or improve direct public access to the Hudson River estuary or tidal portions of its tributaries for boating, swimming, fishing, and/or wildlife viewing and enjoyment of nature on the estuary for people of all abilities. Shoreline stabilization projects that are needed to secure the eroding shoreline of public river access sites, or to make river access sites more resilient to flooding and sea level rise, are eligible if they follow the principles outlined in the criteria for the project type specified below.
- The Bidder must provide photos of the current location and condition of the site, uploaded to NYS SFS Grants Management.
- Projects must implement one of the eligible project types identified in this RFA.
- Projects must include consultation with Estuary Program Staff for project management purposes as step one in the timeline (e.g. a project kick-off meeting). Additionally, Bidders are strongly encouraged, but are not required, to invite Estuary Program staff to attend partner or community engagement meetings and to provide technical assistance in the planning process.
- The uploaded project timeline indicates completion of project objectives, tasks and deliverables on or before August 31, 2030.
- All project funding comes from eligible sources and at least 10% in eligible match is identified. Project matching funds must be fully secured, and success of the grant should not depend on funding that is not yet secured.
- If applicable, letters of collaboration that include the "Lead" Bidder designation are provided from all Bidder partners.
- Construction projects must have all required permits in place at the time of Bid.
- For projects involving work on property owned by an entity that is not the Bidder, the Bidder must provide as an upload to the Bid, written documentation from the landowner indicating willingness for the project to take place on their property. For example, a "Friends of the Park" group must have documentation from the park owner.
- The Bidder must provide the required certification for sexual harassment prevention ("Attachment S"), as required by State Finance Law §139-l.
- The Bidder must provide the required EO 16 Certification.
- The Bidder must provide the required Gender-Based Violence and the Workplace Certification ("Attachment G") as required by State Finance Law §139-m.

- Bid completeness: Bidders must complete the electronic bid and upload any required documentation. See the checklist in this RFA as a reference.

3. Project Types

Funding must be used to implement one of the following two project types to meet the above Project Objectives. Bidders must identify which Project Type for which they are applying.

(1) Access site improvements for swimming, boating, fishing, wildlife viewing, and accessibility improvements for people with disabilities

Bidders may apply for planning and/or implementation of projects to create or improve direct public access to the Hudson River estuary or tidal portions of its tributaries for boating, swimming, fishing, and/or enjoyment of nature or wildlife-related recreation on the estuary, including accessibility improvements for people with disabilities. Proposed projects must consider long-term resiliency to sea-level rise and flooding.

Eligible projects may include one or more of the following activities:

- Planning or construction of physical improvements for boating, fishing, or wildlife viewing. Planning may include community engagement, assessments, feasibility studies, designs (e.g., final and conceptual design, landscape design renderings), engineering, implementation plans, permitting activities, and monitoring and maintenance plans;
- Planning or construction of physical improvements for swimming access in the estuary or tidal tributaries, including feasibility study, beach sanitary survey, design, construction, or improvement of a bathing beach or river pool. Swimming access projects must comply with applicable bathing beach regulations and permitting requirements, including Subpart 6-2 of the New York State Sanitary Code (https://regs.health.ny.gov/content/subpart-6-2-bathing-beaches) and applicable local regulations. Beach sanitary survey projects must follow the Nonpoint Source Planning Grant outline (https://extapps.dec.ny.gov/docs/water_pdf/beachsurvey22.pdf) and EPA's guidance for Sanitary Surveys for Recreational Waters.
- Accessibility improvement planning or implementation including:
    - Provision of accessible bathroom facilities, including port-a-potties;
    - Constructing accessible shelters or pavilions;
    - Acquiring accessible picnic tables and/or grills to meet the standards;
    - Installing accessible docks, piers and/or swimming areas;
    - Purchasing adaptive equipment, such as accessible beach walkway systems, fishing equipment, all terrain or beach wheelchairs, or watercraft transfer systems;
    - Developing adequate parking facilities and other needs for buses and accessible vans, including ADA designated parking and clear pathways for travel that specifically improve the use of the site for boating, fishing, swimming, and/or wildlife-related viewing and recreation on the estuary for people of all abilities;
    - Creating interpretive signage, web content, or site interpretation in a variety of languages with accommodations for people with visual disabilities; and
    - Retrofits to existing structures such as railings, picnic tables, pathways, curb cuts, to meet ADA standards.
    - The full scope of an accessibility project should include accessible parking and pathway to the new element or a reference that these already exist.

The following are **not** eligible improvements for this funding opportunity:

- Playgrounds and ball courts;

- Non-accessible picnic tables and grills;
- Fees associated with long-term rental of facilities such as port-a-potty rental fees or fees associated with a temporary/removable accessible ramp rental; or
- Paving and parking not directly related to access for boating, fishing, swimming, and/or wildlife-related recreation on the estuary for people of all abilities.

(2) Access Site Resiliency to Flooding and Sea Level Rise

Bidders may apply for planning and/or construction of resiliency improvements or shoreline stabilization projects at Hudson River estuary and tidal tributary public access sites addressing the hazards of intense storms, flooding, and shoreline loss due to climate change and sea-level rise. Planning may include community engagement, assessments, feasibility studies, designs (e.g., final and conceptual design, landscape design renderings), engineering, implementation plans, cost estimates, bid documents, spec sheets, permitting activities, and monitoring and maintenance plans. Projects may include post-construction monitoring of stabilized shorelines at public access sites.

Proposed projects must include or build on a prior community engagement, consider future climate projections and be designed to withstand flood and erosion risk over the life of the project. Proposed projects must also align with Sustainable Shoreline principles by protecting or enhancing habitat value, such as use of native vegetation that can stabilize shorelines and withstand flooding, while reducing the impacts of intense storm events and sea-level rise. Other examples may include stormwater green infrastructure and floodable parks, structures, and infrastructure. Where possible, projects are encouraged to conserve existing natural features on the site and potential pathways for tidal wetlands to migrate upland over time with sea-level rise.

Any proposed hard structural shoreline measures must include an alternatives analysis of nature-based features and incorporate them to the greatest extent possible. Any proposed green infrastructure practices must be designed in accordance with the current NYS Stormwater Design Manual (https://dec.ny.gov/environmental-protection/water/water-quality/stormwater/construction-stormwater-toolbox#Design).

The following resources may be useful in developing a Bid:

- NYS Community Risk and Resiliency Act (CRRA)
  - NYS Sea-Level Rise Projections: https://dec.ny.gov/environmental-protection/climate-change/new-york-response/crra
  - NYS Flood Risk Management Guidance: https://extapps.dec.ny.gov/docs/administration_pdf/crrafloodriskmgmtgdnc.pdf
  - Estimating Guideline Elevations: https://extapps.dec.ny.gov/docs/administration_pdf/crraestelevguidelines.pdf
  - Using Natural Measures to Reduce Risk of Flooding and Erosion: Using Natural Measures to Reduce the Risk of Flooding and Erosion: https://extapps.dec.ny.gov/docs/administration_pdf/crranaturalmeasuresgndc.pdf
- NOAA Sea Level Rise Mapper: https://coast.noaa.gov/slr/
- Sustainable Shorelines Guides & Tools: https://hrnerr.org/sustainable-shorelines/when-to-implement-sustainable-shorelines/planning-for-shoreline-restoration/monitoring-lessons-learned/best-management-practices/guides-tools/
- The Flood Resilience Handbook for Public Access Sites Along the Hudson River from Troy to Yonkers: https://www.dec.ny.gov/docs/remediation_hudson_pdf/hrefldhndbk.pdf
- Nature Based Solutions – Science and Resilience Institute: https://srijb.org/nature-based-solutions/
- Climate-adaptive Design Regional LookBook: https://trophic.design/cad/

- Inclusive Community Engagement Primer
  https://climatesmart.ny.gov/fileadmin/csc/documents/InclusiveEngagement-Primer-CSC-Cert-2022-09-01.pdf

4. Bid Application Form

A Bid Application Form (Word Document template available for download in SFS) was developed to help streamline the application process. Several questions that were previously published directly in the electronic SFS Application Form are now asked in the Bid Application Form. The intention of the Bid Application Form is to help reduce some of the cumbersome aspects of the electronic SFS Application Form. Bid questions are now addressed in the Bid Application Form, with the electronic SFS Application Form acting primarily as a repository for document uploads.

5. Project Objective and Impact

Describe the objective for the proposed project, including methods, deliverables, and the need for the project. Projects that are likely to have a strong positive impact on boating, swimming, fishing, enjoyment of nature or wildlife-recreation for users of all abilities and/or related access site resiliency to floods, storms and sea level rise will be priority.

Projects are expected to address storm resiliency (as applicable) and be supported through appropriate maintenance after the grant is completed. Projects should also be sustainable without substantial maintenance.

6. *Action Agenda* Measures of Success

Describe how the project will help achieve one or more Measures of Success as outlined in the *2026-2030 Hudson River Estuary Action Agenda*. *Action Agenda* Measures of Success, by goal, can be found in Appendix IV of this RFA. *As noted in Appendix IV, reporting for grants arising under this RFA will require updates on how the project is achieving specific Measure(s) of Success.*

7. Project Audience

Describe the target audience of the project (i.e. user groups, such as elementary school students, seniors, families, bird-watchers, anglers, specific organizations or clubs, the general public, etc.), including the number of people to be served by the proposed project.

8. Project Timeline

Bidders **MUST** provide a timeline for meeting project objectives and identified tasks between September 1, 2027 and August 31, 2030. **Project expenditures prior to the New York State Contract for Grants start date and after the end date are not eligible for reimbursement or match.**

All project timelines must include:

(i) Consultation with Estuary Program Staff for project management purposes as step one in the timeline; and
(ii) Opportunities where end-users are engaged and involved in the development of the project.

For projects that propose a combination of planning and construction, the project timeline should include an activity to complete the permit process, including State Environmental Quality Review Act (SEQR) review (see #13 Permit Requirements).

For projects that propose planning only, the project timeline should include an activity to complete a NYSDEC jurisdictional review with the applicable regional permit administrator (see #13 Permit Requirements).

9. Bidder Partners
The Bidder Partner is a collaborator who has a significant role in the conduct of the project and is fundamentally a co-Bidder for the grant. Projects involving a Bidder Partner (i.e. multi-partner and inter-municipal projects, page 3) require letters substantiating the commitment to collaborate, that includes the designation of a "Lead" Bidder from each Partner. A single PDF file of all letters should be uploaded to meet this requirement, if applicable for your project.

10. Building upon Prior Planning
Bidders will be awarded points for building upon prior planning as follows:

a) Taking the next step in a previously funded and successfully implemented Hudson River Estuary planning project;
b) Implementing access improvements and inclusivity recommendations included in municipal or regional recreational planning documents, including the NYS OPRHP SCORP, or ADA transition plans; and
c) Implementation of recommendations in Local Waterfront revitalization plans, Greenway Plans, Climate-Adaptive Designs (CAD) or other related plans.

11. End-User Benefit and Engagement
Projects should demonstrate effective engagement of the user group(s), key stakeholders, and target audience (collectively, end-users) that will benefit as a result of the project. Bidders who clearly identify the end-users, and the value of the project to end-users, as well as specify opportunities for end-users to be engaged (in the project timeline), will receive points. The scope of work should describe how end-users will be engaged and informed during and after project completion.

Bidders are encouraged to engage local stakeholders such as the Centers for Independent Living (see www.ncil.org for a directory), local schools and special education teachers, neighborhood groups, and disability advocate groups such as United Cerebral Palsy (https://ucp.org/find-us/), The ARC (http://www.thearc.org/find-a-chapter), Little People of America (http://www.lpaonline.org/local-info), Paralyzed Veterans of America (http://www.pva.org/), and others.

Letters stating how they will use the grant project are a good indication of support from end-users whose support or involvement is necessary for the project to succeed (key stakeholders) and will improve the scoring of an Bid (additional points are available for Bidders submitting letters). 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. If letters are submitted, letters must be submitted at the time of Bid. Bidders will be asked in the NYS SFS Grants Management to upload, in a single PDF file, a copy of all letters of support.

12. Engagement of Hudson River Estuary Staff
At a minimum, project timelines must include consultation with Estuary Program Staff for project management purposes as step one in the timeline (e.g. a project kick-off meeting). Additionally, Bidders are strongly encouraged, but are not required, to invite Estuary Program staff to attend project meetings and/or to provide technical assistance. An invitation for such additional participation should be included as a step in the project timeline schedule and deliverables. Estuary Program staff may choose to participate, or not, in response to the invitation, as time allows. Please note that engagement of Estuary Program staff is not a substitute for stakeholder or end-user engagement by the Bidder.

Should an award be made, Bidders will be required to connect with the applicable Estuary Program Project Manager (to be assigned during the contracting stage) before work is started on the project.

13. Permit Requirements

If applicable, the Bidder agrees 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 Bidder agrees that all work performed in relation to the project by the bidder or its agents, representatives, or sub-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.

See Appendix II of this RFA for more information on potential permit requirements. It is strongly encouraged for Bidders to request a NYSDEC jurisdictional review from the applicable regional permit administrator (https://dec.ny.gov/about/contact-us/permit-administrators) to confirm what permit needs may apply.

For projects requiring a permit, engineering designs must meet the minimum requirements of applicable local, state, or federal permit requirements, as applicable, including but not limited to:

- Protection of Waters Program: https://dec.ny.gov/regulatory/permits-licenses/waterways-coastlines-wetlands/protection-of-waters-program#Application_Checklist
- Tidal Wetland Permit Program: https://dec.ny.gov/regulatory/permits-licenses/waterways-coastlines-wetlands/tidal-wetlands-permit-program
- Freshwater Wetland Permits: https://dec.ny.gov/regulatory/permits-licenses/waterways-coastlines-wetlands/freshwater-wetlands
- NYS's Coastal Consistency requirements: https://dos.ny.gov/coastal-consistency-review

Permit requirements for all projects proposed under this RFA are as follows:

- *Shovel-ready construction projects*: Construction projects **MUST** have all required permits in place at the time of Bid, if applicable. Permit requirements are typically underestimated by Bidders; most construction projects on or near the water will require some type of permit. Bidders will be asked in the NYS SFS Grants Management to upload, in a single PDF file, a copy of the cover letter(s) received for approved permit(s) or substantiate why no permits are needed.

- *Projects that propose planning and construction*: For projects that propose a combination of planning and construction, preparing permit application materials is considered to be an appropriate work activity covered by the grant. Bidders should include preparation for the permit process as an activity in the Work Plan and project timeline.

- *Planning projects*: For projects that propose planning only, if applicable, Bidders should include an activity to complete a NYSDEC jurisdictional review with the applicable regional permit administrator in the Work Plan and project timeline.

14. Flood Resiliency Requirements

Any projects within a 0.2% (500-year) or 1% (100-year) FEMA floodplain must include the following in the planning and design of the project, if applicable:

- A site plan with the contours indicating the Special Flood Hazard Area (1% floodplain), Coastal High Hazard Area, or 0.2% floodplain
- Location of and elevation of non-critical and critical equipment
- Certification of floodproofing
- A floodway analysis with a no-rise certificate, if the project is within a regulated floodway.
- Projects that occur in the regulatory floodway may require a hydrological and hydraulic (H&H) analysis conducted by a New York State licensed Professional Engineer demonstrating the proposed project will have 0.00 feet of rise in the base flood elevation when comparing pre- and post-project conditions. If the rise cannot be mitigated, a Federal Emergency Management

Agency (FEMA) Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR) would be required.

Floodplain and floodway maps are available from the FEMA Flood Map Service Center: https://msc.fema.gov/portal/home. Additional guidance and information for meeting this requirement is available at: https://dec.ny.gov/get-involved/grant-applications/wqip-program.

15. Availability to the Public and Landowner Permission

Projects must be open and available to the public. For projects involving work on property owned by an entity that is not the Bidder, the Bidder must provide as an upload to the Bid, written proof from the landowner (signed letter, formal written agreement, municipal endorsement or resolution, etc.) indicating willingness for the project to take place on their property and remain available to the public. For example, a "Friends of the Park" group must have documentation from the park owner. A single PDF file of all written documentation of proof of permission should be uploaded to meet this requirement, if applicable for your project. **To avoid disqualification, Bidders must provide proof of landowner permissions at the time of Bid**.

Open and available to the public shall mean:

Projects will be available to the public at large for unrestricted public access without any use or fee differentiation based on residency (no residency requirements). Projects will provide free or affordable use. For boat launching at trailered launches, user fees, if levied, will be applied uniformly to all users without regard to residency, and will not be prohibitive. Cartop launching should be free.

Projects are not eligible if they are located on land owned by New York State, unless the land is managed by a local government under a formal agreement with the State.

16. Knowledge, Skills and Experience (Qualifications)

Bidders must possess the knowledge, skills, and/or track record to successfully implement the project. Bidders must identify lead staff who will be working on the project. Priority is given to Bidders with excellent qualifications or a successful track record with this type of project.

For purposes of this RFA, experience and track record include performance on current and prior Estuary grants, including quality and timeliness of grant reporting, progress on performance schedules, and completion of deliverables.

17. Project Cost Effectiveness

The cost-effectiveness of the proposed project will be evaluated as provided in the Bid Review and Scoring Standards in Appendix III. The answer to this question, as well as the information provided in the Expenditure Budget will be used to determine scoring for cost effectiveness. Cost effectiveness will be evaluated from the standpoint of budget detail, cost match, balance, and value. Bidders may compare the project costs to other similar work and explain the balance of expenses across budget categories. To sufficiently respond to this question, bidders are encouraged to upload documentation to support specific budget items, such as standard government wage rates, current market prices for equipment, and cost-estimates from potential contractors / vendors. If you are funding a salary, describe what staff will be doing for the project and the estimated time they will be dedicated to the project. If a contractor is or will be selected to complete work related to your project, discuss the process of selecting the contractor and upload documentation for cost estimates or contractor quotes, where applicable. Not all budget requests will need supporting documentation. If nothing is available or relevant, then provide reasoning for your request. Bidders that provide 15% eligible match or more above the minimum 10% may be eligible for additional points for cost effectiveness (see Appendix III).

18. Statewide Priority

- **Alignment with Regional Economic Development (REDC) Strategies**

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 with the bid to receive points in the bid review.
Each region has a unique plan. Visit https://regionalcouncils.ny.gov/ for information on your region's Economic Development Council/

- **Priority for Projects Affecting Environmental Justice (EJ) and Disadvantaged Communities**

DEC is committed to underserved and vulnerable populations, and providing remedies for communities that may be burdened by negative environmental consequences. Environmental Justice (EJ) is defined by the DEC as the fair treatment and meaningful involvement of all people, regardless of race, color or income, with respect to the development, implementation and enforcement of environmental laws, regulations and policies.

Potential Environmental Justice Areas (PEJA) are U.S. Census block groups of 250 to 500 households each that, in the Census, had populations that met or exceeded at least one of the following statistical thresholds: at least 52.42% of the population in an urban area reported themselves to be members of minority groups; or at least 26.28% of the population in a rural area reported themselves to be members of minority groups; or at least 22.82% of the population in an urban or rural area had household incomes below the federal poverty level.

Disadvantaged Communities (DAC) are identified by New York's Climate Justice Working Group (CJWG) using indicators that include climate-related risks, environmental burdens, health vulnerabilities, and socio-economic factors.

Maps of PEJA and DAC areas in New York State are available at: https://dec.ny.gov/get-involved/environmental-justice/gis-tools and https://climate.ny.gov/resources/disadvantaged-communities-criteria/, respectively, , as well as in the Reference layers on the Hudson Valley Natural Resource Mapper at: https://dec.ny.gov/nature/waterbodies/lakes-rivers/hudson-river/hudson-valley-natural-resource-mapper. Bidders may also serve an EJ community, as defined in DEC Commissioner Policy 29, Environmental Justice and Permitting (available on DEC's website at: https://dec.ny.gov/get-involved/environmental-justice/related-policy-regulations).

Bidders can identify EJ communities in the following ways:

- Refer to maps on DEC's website showing these areas: https://dec.ny.gov/get-involved/environmental-justice/gis-tools.
- Refer to census tracts and block numbering areas which have a poverty rate of at least 20 percent and an unemployment rate of at least 125 percent of the New York State unemployment rate.
- Refer to census tracts and block numbering areas which have a poverty rate of at least two times the poverty rate for the county in which the tract is located.
- Refer to other authoritative documentation demonstrating the community's low-income population or minority population. Demonstrate low income or minority populations. The bidder must provide authoritative documentation to support their community demographics in a single pdf upload in the Statewide Financial System (SFS). In this context, "authoritative documentation" means any map, report or document issued by a local, state, or federal government agency.

Projects can integrate EJ principles into projects through meaningful and inclusive engagement with affected community members and with place-based projects that address climate equity-related challenges, water quality issues, health disparities, lack of access to green spaces, environmental education, or other such impacts.

Projects that are located within a PEJA or DAC, or projects that provide direct benefits to PEJA or DAC areas are eligible to receive will “EJ and DAC Benefits” points in the evaluation of a bid, To qualify for “EJ and DAC Benefits” points, your bid must: specify the exact street location(s) where the project is to be implemented (no P.O. Box) or where the benefit will be provided, and provide a summary narrative describing how project activities will benefit populations in PEJA or DAC areas.

19. Additional Points

- **Community Support**

Bidders are encouraged to engage public officials in their Bid process to generate awareness of the project and its objectives. Bids which demonstrate support from a variety of local, county, or state appointed or elected officials above and beyond those essential to the project, as evidenced by letters of support uploaded with the Bid, will receive points.

- **Points for Bidders who do not have open (uncompleted) grants with the Estuary Program**
  (Awarded based on Hudson River Estuary Program records as of the RFA deadline)

In order to help new Bidders to receive grants and to encourage speedy completion of grants, points are available for Bidders who do not have an open, uncompleted grant with the Estuary Program. To determine if the Bidder has an open grant or not, a Bidder with an existing grant must have submitted its final report and invoice and have received confirmation of completion by the deadline date for which this RFA is due.

20. Expenditure Based Budget

Bidders must complete an itemized budget in NYS 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 expenses comprising the match. The itemized budget should also include 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 reasonableness of costs is at least 20% of the evaluation factor in the scoring of the Bid; therefore, attention to budget accuracy will increase your project score.

21. Work Plan

Bidders must complete a Work Plan in NYS SFS Grants Management 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 should include desired project outcomes or deliverables). The Work Plan should 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 SFS Grants Management.

22. Sexual Harassment Prevention Certification

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.

23. Executive Order 16

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 staff of the contractor, and dated after the application start date.

24. Attachment G: Gender-Based Violence and the Workplace Certification

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 the 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 the 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 submit 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 staff of the contractor, and dated after the application start date.

25. Smart Growth Infrastructure Policy Act
New York State's Smart Growth Public Infrastructure Policy Act (ACT), Environmental Conservation Law Article 6, requires the DEC and all State infrastructure agencies to assess whether each public infrastructure project that receives state funding is consistent with the State Smart Growth Public Infrastructure criteria specified in the Act, or that compliance is considered to be impracticable, before making any commitment to fund such project(s). ALL bidders must complete and save the Smart Growth Assessment form, prior to uploading the completed form back into SFS Grants Management. Important note: Be sure to check the form after uploading to ensure the correct file is uploaded and is completed as required.

26. 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 benefit from the investment of state funding, preservation covenants or conservation easements will be conveyed to the State (OPRHP) for all historic property grants.

27. Coastal Consistency Requirements
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/coastal-consistency-review. 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/using-coastal-atlas-gis-gateway.

28. 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

Bid 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 Appendix III in the process of developing a Bid.** Knowledge of the scoring criteria is valuable for designing and proposing a relevant and quality project. Scoring consists of:

Step 1: Bid and Project Eligibility Determination
Pass/Fail criteria – please refer to the Bid Evaluation and Scoring Standards in Appendix III.

Step 2: Project 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. These include:

- Evaluation of the project type, methods, budget and Bidder qualifications; and
- Assessment of the project impact, and priority project eligibility.

All eligible Bids will be individually evaluated and scored by at least 3 technical review team members. Technical reviewer scores will be averaged and statewide priority points will be added to the average score to determine a final composite score.

A bid must score a minimum of 40 points to be eligible for funding.

Tie breaker – If there is a numerical tie in a Bid's final score, the Bid that scores the highest in "Project Objectives and Methods" in the evaluation criteria will determine placement on the ranked list. If a tie remains, the Bid that scores the highest in "Project Success Factors" in the evaluation criteria number will determine placement on the ranked list. If there is a numerical tie between multiple Bids within a funding category, the Bid that scores the highest in Cost-Effectiveness will determine placement on the ranked list. If a tie remains, the order Bids were received will determine placement on the ranked list, with the earliest Bid placing highest.

Grant Program Payment

Advance payments of up to 25% of the awarded grant amount may be available to not-for-profit grantees once a New York State Contract 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 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.

Eligible and Ineligible Expenditures

Eligible Project Expenditures

- ***Personal Services: Staff salaries including fringe benefits, directly devoted to the project implementation are eligible up to 20% of the requested budget***. Itemize salaries according to job title and roles/responsibilities on the project. Grantees will be required to document time worked, tasks, pay ratio and payment.
- Administrative salaries: Staff salaries devoted to grant administration including preparing the final workplan (DEC contract), preparation of quarterly narrative and expenditure reports, reimbursement request documentation, and preparation of the final report upon project completion. Administrative salaries may not exceed 10% of the total grant request.
- Contractual Services: The value of services provided by responsible professional and technical personnel and consultants (i.e. engineering and architectural services, surveys, plans and specifications, research, design and development of a project, consultant and legal services directly related to a project, feasibility study for a facility, archaeological field work, report writing, curation of artifacts and interpretation, etc.).
- Construction enhancements: Costs directly associated with facility improvements.
- Supplies and materials: Directly needed to implement the project. Construction projects should include funds to cover required signage (see 3.b. on page 25).
- Equipment: Equipment (purchase/rental) that is directly necessary to implement the project, however, long-term rental fees for facilities such as port-a-potties or temporary/removable accessible ramps are not allowable for reimbursement.
- Advertising costs: Publicity, promotion and public education directly related to an operating or functioning project.
- Land accessibility costs: Eligible direct project costs such as appraisals by a certified appraiser, title searches, surveys and associated legal fees. The land must be owned by the grant Bidder.
- Travel: Travel costs directly required to implement the project (within New York State only).
- Training costs: Costs are eligible if they are directly related to holding a training or workshop that will improve estuary stewardship outcomes.

Ineligible Project Expenditures

- Indirect costs: Overhead or operating expenses (space, real property, rent, utilities, etc.).
- Travel: Out-of-state travel costs, and any travel not directly required to implement the project.
- Land: Value of land.
- Equipment: Long-term rental of facilities such as port-a-potties or temporary/removable accessible ramps.
- State and/or federal funding: project costs funded from other state and/or federal funding sources are not eligible for grant reimbursement.

Budget limitations:

- ***No more than 20% of the grant request may be allocated to personal services (the total of salary and fringe benefits).***

Match Requirement and Expenditures

Bidders must provide **10% in match funds based on the amount of grant funds.** Projects that provide 15% match or more will qualify for extra points in the scoring.

Formula: Requested Grant Funds x 10% = Required Match

Eligible Forms of Match

- Cash: Includes other grants from non-state or non-federal funding sources.
- Personal Services: Staff salaries devoted to the project, including fringe benefits expenses. Itemize salaries according to job title or job assignment on the project. Grantees will be required to document time worked, tasks, pay ratio and payment.
- Contractual Services: The value of services provided by responsible professional and technical personnel and consultants (i.e. engineering and architectural services, surveys, plans and specifications, research, design and development of a project, consultant and legal services directly related to a project, feasibility study for a facility, archaeological field work, report writing, curation of artifacts and interpretation, etc.).
- Supplies and materials: The current market value of items warehoused (not yet installed); use value current at time items were obtained.
- Volunteer Labor: Skilled and professional labor can be computed at the job rate. Unskilled labor and work performed by professionals or skilled laborers in an area outside of their area of expertise must be computed at the minimum wage (For example, a lawyer donating legal services may compute the value based on the standard billing rate, but the same lawyer donating time painting walls must calculate the value using minimum wage).
- Equipment: Compute the value according to its fair market value in the project location. Within the contract period, long-term rental of facilities such as port-a-potties or temporary/removable accessible ramps is allowable as match.
- Land accessibility costs: eligible direct project costs such as appraisals by a certified appraiser, title searches, surveys and associated legal fees. The land must be owned by the grant Bidder.
- Travel: Travel costs (within New York State) directly required to implement the project.
- Administrative Salaries: Administrative salaries must be documented and identified by task and must fall within the grant contract term to be eligible as match. For the purposes of this RFA, administrative salaries are defined as follows:

    - Preparation of equal employment opportunity and women and minority business enterprises documentation.
    - Preparation of quarterly narrative and expenditure reports.
    - Preparation of payment reimbursement request forms and backup cost documentation.
    - Preparation of Final Report upon project completion.

    Bidders must clearly identify administrative salaries to be used towards match in the personal services detail section of the expenditure budget.

Ineligible Forms of Match

- Indirect costs: Overhead or operating expenses (space, real property, rent, utilities, etc.).
- Travel costs: Out-of-state travel costs, and any travel not directly required to implement the project.
- Land: Value of land.
- Other State or Federal funding: Project costs paid from other state and/or federal funding sources.

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 quarter.

Quarterly Expenditure Reports, detailed by object of expense as defined in the Attachment B-1 Expenditure Based Budget, must accompany the quarterly Narrative Reports, no later than 30 days from the end of the calendar quarter. These reports must correlate to subsequent vouchers submitted for payment.

Quarterly payment reimbursement requests will be accepted prior to submission of a final closeout reimbursement request. An approved project design, required permits, and landowner permissions must be in place to submit a reimbursement request.

Final Report must be submitted and approved by the DEC prior to the release of the final contract payment to the Grantee. 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 program and detail how the use of grant funds were utilized in achieving the goals set forth in the approved Attachment C Work Plan. 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 (including the installation of interpretive signage, if applicable, at the project site).

Any project involving volunteer time will be required to report 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.

What to Expect If You Receive an Award

1. Notification of Award

Bidders selected to receive a grant award will be notified by email and in an official DEC award letter. NYS SFS Grants Management will also provide you with an award status.

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

2. State of New York Contract for Grants

Bidders selected to receive a grant award will be required to execute a within 60 - 90 days from the time of their award notification. Failure to submit timely required documents could cause a grantee 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 and attachments include:

- Grants Face Page
- New York State Contract 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 fully approved by the contract start date of

Bidders (referred to as "Contractor" following award of Grant Contract) Should Be Prepared to Comply With the Following Requirements:

a. Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the Contract, Attachment A-1 Agency 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.

b. Signage Requirements (if applicable)

The Department will require project signs for construction projects under this RFA (see Appendix V for specifications). All signs shall be constructed in accordance with the specifications identified in the New York State Contract for Grants (size: 24" wide by 18" high or as appropriate to sign location, construction materials: aluminum blank sign boards with vinyl

sheeting). The cost of the sign is a reimbursable project cost and should be included in the "other" category in the expenditure-based budget. The Department may, in its discretion, waive this requirement if the sign cannot be reasonably maintained, the sign is not consistent with other laws, or the location of the sign would not provide a public purpose.

c. 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.

d. State Environmental Quality Review 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.

e. Vendor Responsibility Questionnaire

Not-For-Profit contractors and/or 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 available at http://www.osc.state.ny.us/vendrep/enroll.htm, or go directly to the VendRep System at https://onlineservices.osc.state.ny.us/Enrollment/login?0.

f. 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 New York State Contract for Grants, Attachment A-1 Program Specific Terms and Conditions.

g. Minority/women Business Enterprises (M/WBE) and Equal Employment Opportunities (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 NYS 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 of 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 NYS 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 M/WBE enterprises can be obtained via the internet from the NYS Department of Economic 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#MWBE.

The following M/WBE-EEO "Fair Share" goals are established as follows:

Minority and Women Owned Business Enterprise (MWBE) Overall Participation Goals:

Construction/Engineering – up to 30%
Commodities – up to 30%
Services/Technologies – up to 30%

DEC M/WBE Compliance
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

h. Service-Disabled Veteran-Owned Business 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 6% 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 https://ogs.ny.gov/veterans/division-service-disabled-veterans-business-development-compliance-and-reporting. 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

i. 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.

j. 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.

k. 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 https://dec.ny.gov/regulatory/regulations/chapter-iii.

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 waived by the Department. Qualifications for a waiver under this law are the responsibility of the Contractor.

l. 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.

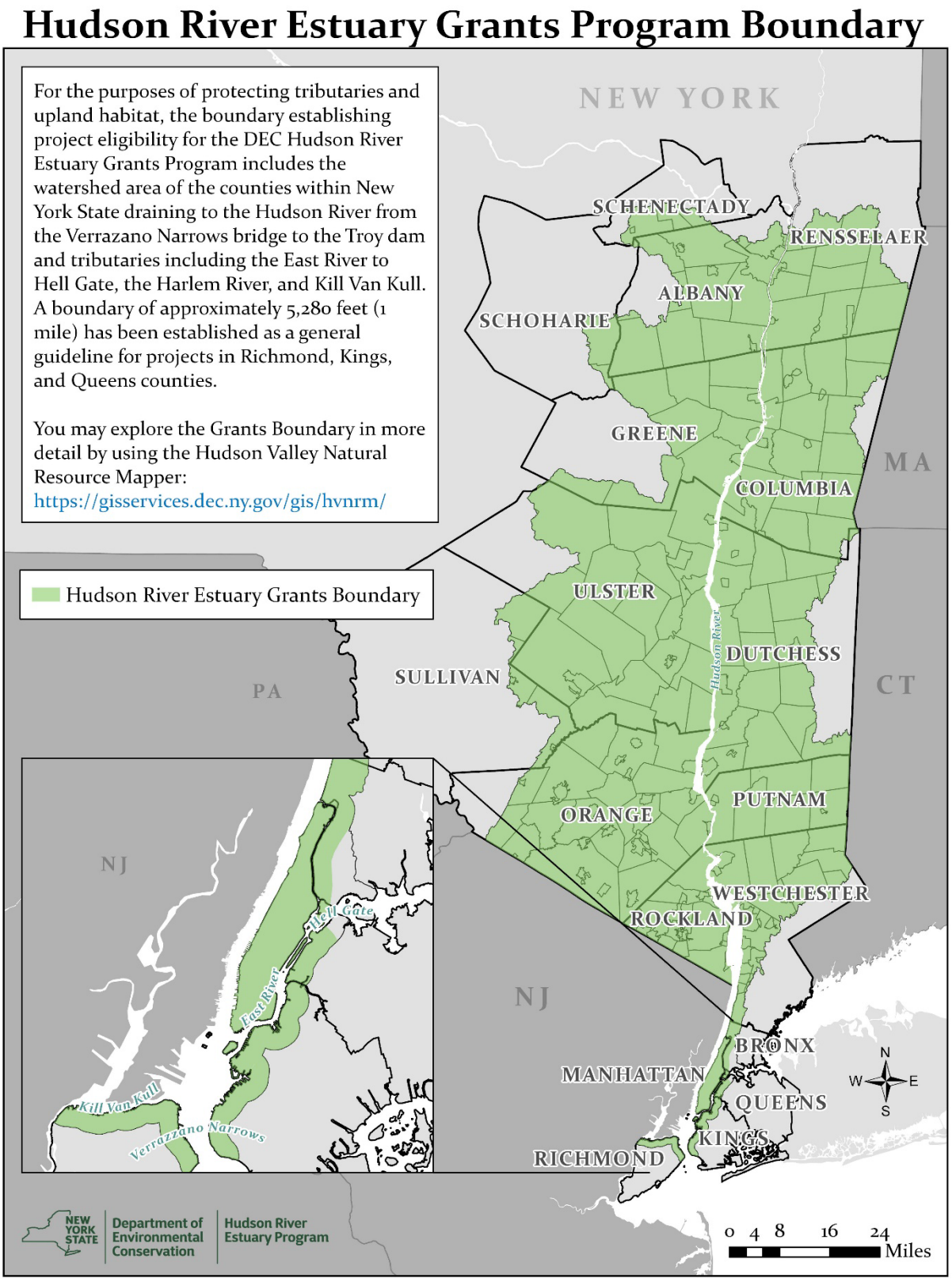
m. Protest Procedure

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

Appendix I: Map of Eligible Project Locations



Appendix II: Budget, Work Plan, and Permit Requirement Guidance

BUDGET

General:

Eligible and ineligible expenditures for grant and match are noted on pages 21-23 of this RFA.

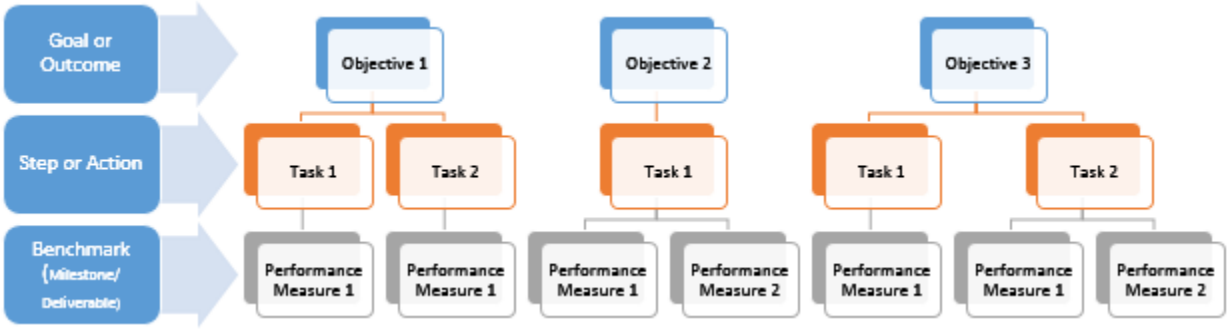
Budget limitation:

No more than 20% of the grant request may be allocated to personal services (the total of salary plus fringe benefits).

WORK PLAN

General:

The Work Plan is an outline of the project plan and consists of Objectives, Tasks, and Performance Measures. Objectives are essentially the goals or outcomes of the project. Tasks are the detailed steps or actions required to meet the Objective. Performance Measures are the benchmarks used to determine if the corresponding task is achieved (often a milestone or deliverable that will identify task completion). The majority of the detail should be included at the task level.



The Work Plan Summary should be a brief Statement of Work that provides an overview of the project. The bulk of the information about the project should be input in the Work Plan Detail as Objectives, Tasks, and Performance Measures.

The following items must be included in the Work Plan:

All projects:

For all projects, the work plan should include tasks for consultation with:
(i) Estuary Program Staff for project management purposes as step one in the timeline.
(ii) Opportunities where end-users are engaged and involved in the development of the project.

It is strongly encouraged to incorporate opportunities for Estuary Program staff to attend stakeholder meetings and to provide technical assistance in the planning process.

Projects proposing a combination of Planning and Construction:

For projects that propose a combination of planning and construction, securing the necessary

permits is considered to be an appropriate work activity covered by the grant. Bidders should include an activity to complete the permit process in the Work Plan and project timeline.

Projects proposing Planning:

For projects that propose planning only, Bidders should include, in the Work Plan and project timeline, an activity to complete a NYSDEC jurisdictional review with the applicable regional permit administrator (https://dec.ny.gov/about/contact-us/permit-administrators).

Permit Requirements that may apply to your project:

Overview and links to permits that may be required (from DEC Division of Environmental Permits):

- https://dec.ny.gov/regulatory/permits-licenses/environmental-permits/forms-requirements
- https://dec.ny.gov/regulatory/permits-licenses/environmental-permits/forms-requirements/jurisdictions-other-agencies

A Freshwater Wetlands Permit is required to conduct any regulated activity in a jurisdictional New York State freshwater wetland or its adjacent area. For more information, visit: https://dec.ny.gov/nature/waterbodies/wetlands/freshwater-wetlands-program.

A Tidal Wetlands Permit is required to conduct any regulated activity in a jurisdictional New York State tidal wetland or its adjacent area For more information, visit: https://dec.ny.gov/regulatory/permits-licenses/waterways-coastlines-wetlands/tidal-wetlands-permit-program.

A Protection of Waters Stream Disturbance permit is required to physically disturb the bed or banks (up to 50 feet from stream) of any streams identified as "protected," and a permit for **Excavation and Fill in Navigable Waters** for any excavation or fill below the mean high-water line of any waterbodies and contiguous wetlands identified as "navigable." Any structures on, in or over waterbodies may require a **Docks and Moorings permit**. For more information, visit: https://dec.ny.gov/regulatory/permits-licenses/waterways-coastlines-wetlands/protection-of-waters-program.

Most of the underwater lands of the Hudson River are the property of the State of New York. Administration of the lands underwater is the responsibility of the Office of General Services and a license or **permit may be required for installation of a structure on or over NYS-owned lands underwater** (https://ogs.ny.gov/real-estate/lands-now-or-formerly-underwater). If an OGS permit or license is required, then a Docks and Moorings permit is waived.

Any work within Waters of the United States or associated wetlands may require a permit from the **Army Corps of Engineers pursuant to Section 404** of the Clean Water Act). If a Section 404 permit is required, then a **Section 401 Water Quality Certification** is required. Issuance of these certifications in New York is delegated to DEC. All of these projects are in the Coastal Management Zone and if a federal permit is required, then a **Coastal Consistency determination** by NYS Department of State, Office of Planning & Development will be required. https://dos.ny.gov/coastal-consistency-review-federal-agency-actions.

Any work in the vicinity of known occurrences of threatened or endangered species may require a **permit for Incidental Taking** (https://dec.ny.gov/nature/animals-fish-plants/biodiversity-species-conservation/endangered-species/regulations); this includes loss of habitat and interference with essential behaviors such as nesting or foraging. Measures to avoid a take may be required.

A local Floodplain Development Permit may be required for a project that occurs in the Federal Emergency Management Agency (FEMA) designated regulatory floodway. This permit may require a hydrological and hydraulic (H&H) analysis conducted by a professional engineer demonstrating the proposed project will have 0.00 feet of rise in the base flood elevation when comparing pre- and post-project conditions. If the rise cannot be mitigated, a FEMA Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR) would be required. Floodplain and floodway maps are available from the FEMA Flood Map Service Center: https://msc.fema.gov/portal/home. Additional guidance and information for meeting this requirement is available at: https://dec.ny.gov/get-involved/grant-applications/wqip-program.

Appendix III: Bid Evaluation and Scoring Criteria, in No Particular Order

PROJECT PASS/FAIL CRITERIA: a "Fail" to any statement will disqualify the Bid

- The Bidder must be eligible, as shown on page 3 of this RFA. A not-for-profit organization must also be prequalified in NYS SFS Grants Management by the Bid due date to be determined as eligible under this grant opportunity.
- The project must be located within the defined geographic boundaries of the Hudson River Estuary. In general, for purposes of this RFA, as defined in the eligible project types, that means projects will be on, near or tightly-focused on the tidal Hudson, including the tidal portion of its tributaries or Upper NY Bay, up to the first barrier. Projects are not eligible if they are located on land owned by New York State, unless the land is managed by a local government under a formal agreement with the State. The bidder must provide a map of the site, uploaded to SFS Grants Management.
- The project must provide or improve direct public access to the Hudson River estuary or tidal portions of its tributaries for boating, swimming, fishing, and/or wildlife viewing and enjoyment of nature on the estuary for people of all abilities. Shoreline stabilization projects that are needed to secure the eroding shoreline of public river access sites, or to make river access sites more resilient to flooding and sea level rise, are eligible if they follow the principles outlined in the criteria for the project type specified below.
- The Bidder must provide photos of the current location and condition of the site, uploaded to NYS SFS Grants Management.
- Projects must implement one of the eligible project types identified in this RFA.
- Projects must include consultation with Estuary Program Staff for project management purposes as step one in the timeline (e.g. a project kick-off meeting).
- The uploaded project timeline indicates completion of project objectives, tasks and deliverables on or before August 31, 2030.
- All project funding comes from eligible sources and at least 10% in eligible match is identified. Project matching funds must be fully secured, and success of the grant should not depend on funding that is not yet secured.
- If applicable, letters of collaboration that include the "Lead" Bidder designation are provided from all Bidder partners.
- Construction projects must have all required permits in place at the time of Bid.
- For projects involving work on property owned by an entity that is not the Bidder, the Bidder must provide as an upload to the Bid, written documentation from the landowner indicating willingness for the project to take place on their property. For example, a "Friends of the Park" group must have documentation from the park owner.
- The Bidder must provide the required certification for sexual harassment prevention ("Attachment S"), as required by State Finance Law §139-l.
- The Bidder must provide the required EO 16 Certification.
- The Bidder must provide the required Gender-Based Violence and the Workplace Certification ("Attachment G") as required by State Finance Law §139-m.
- Bid completeness: Bidders must complete the electronic bid and upload any required documentation. See the checklist in this RFA as a reference.

I. PROJECT OBJECTIVES AND IMPACT

Scoring Criteria 1. Project Objective and Impact (maximum 35 points):

How well does the project, its location, statement of need, methods, and deliverables impact the objective of this RFA for its project type: To provide or improve direct access to the tidal waters of

the Hudson River Estuary, including the tidal portion of its tributaries, for boating, swimming, fishing, and enjoyment of nature or wildlife-related recreation for people of all abilities and/or address related access site resiliency to floods, storms and sea level rise?

- Project as scoped (location, need, methods, commitment to implementation, deliverables, budget details) clearly addresses the RFA objective for the project type and will have an exceptional impact on boating, swimming, fishing, and enjoyment of nature or wildlife-related recreation on the estuary, and/or related access site resiliency to floods, storms and sea level rise ..... 35 Points
- Project as scoped (location, need, methods, commitment to implementation, deliverables, budget details) clearly addresses the RFA objective for the project type and is likely to result in a strong impact on boating, swimming, fishing, and enjoyment of nature or wildlife-related recreation on the estuary, and/or related access site resiliency: ..... 25 Points
- Project as scoped (location, need, methods, commitment to implementation, deliverables, budget details) clearly addresses the RFA objective for the project type and is likely to have a beneficial impact on boating, swimming, fishing, and enjoyment of nature or wildlife-related recreation on the estuary, and/or related access site resiliency: ..... 15 Points
- Project as scoped (location, need, methods, users, commitment to implementation, deliverables, budget details) clearly addresses the RFA objective for the project type, but the impact on boating, swimming, fishing, and enjoyment of nature or wildlife-related recreation, and/or related access site resiliency, is modest ..... 5 Points
- Bid meets one or more of the following:
  (i) one or more aspects of the methodology is flawed in some way that affects meeting the primary RFA objective;
  (ii) the proposed project method, statement of need, and/or deliverables are insufficiently described to determine objective or impact;
  (iii) long-term sustainability/durability of the project is not substantiated;
  (iv) project does not adequately address concerns for flood and/or storm resiliency, if applicable;
  (v) project scope does not address the RFA objective for the project type; and/or
  (vi) impact on boating, swimming, fishing, and enjoyment of nature or wildlife-related recreation, or resiliency is insignificant.
  ..... 0 points

Scoring Criteria 2. Points for building on prior planning (maximum 5 points):

Does the project narrative demonstrate that the project builds on prior planning as described in the RFA on page 12?

- Yes ..... 5 points
  No ..... 0 points

II. PROJECT SUCCESS FACTORS

Scoring Criteria 3. End-User Benefit and Engagement (maximum 13 points):

How well does the project engage and inform the type of user group(s), who will benefit from the project (for example: kayakers, crew teams, motorboat users, swimmers, anglers, people with disabilities, etc.)?

- End-users whose support or involvement is necessary for the project to succeed are clearly documented, and the Bidder describes robust approach to engaging end-users in the project narrative and project timeline. Letters of support are provided from key partners, including

end-users ..... 13 points

- End-users whose support or involvement is necessary for the project to succeed are clearly documented, and the Bidder describes satisfactory approach to engaging end-users in the project narrative and project timeline. Letters of support are provided from key partners, but do not include end-users ..... 8 points
- End-users whose support or involvement is necessary for the project to succeed are clearly documented, and the Bidder describes limited engagement of end-users. No letters are provided from key partners or end-users ..... 4 points
- End-users are not clear or unidentified, and/or engagement is insufficient to assure that project success is likely ..... 0 points

Scoring Criteria 4. Knowledge, Skills and/or Experience (maximum 8 points):

Does the Bidder demonstrate the knowledge, skills, and/or track record to successfully undertake a project of this nature? Experience and track record include performance on current and prior Estuary grants, including quality and timeliness of grant reporting, progress on performance schedules, and completion of deliverables.

- Exceptionally well-qualified and/or superior track record for this type of project ..... 8 points
- Very well-qualified and/or established track record for this type of project ..... 6 points
- Qualified and/or satisfactory track record ..... 4 points
- Not well-qualified and/or has a poor track record ..... 0 points

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III. PROJECT COST EFFECTIVENESS

Scoring Criteria 5. Project Cost Effectiveness (Maximum 20 points):

How well does the budget demonstrate value for cost? Cost effectiveness will be evaluated from the standpoint of both cost match, balance, and value. Bidders may compare the project costs to other similar work and explain the balance of expenses across budget categories. If applicable, provide justification for costs that exceed what is customary for the work to be completed. To sufficiently respond to this question, Bidders are encouraged to upload documentation to support specific budget items, such as standard government wage rates, current market prices for equipment, and cost-estimates from potential contractors / vendors.

Scoring Criteria 5.A. Project Cost Effectiveness and Funding, Budget balance and cost-benefit ratio: How well does the budget demonstrate value for cost?

- Budget is well-balanced and does not contain any extraneous expenses. Cost-to-benefit ratio is exceptional for the complexity and size of the project, compared to other similar projects ..... 10 points
- Budget is well-balanced and does not contain any extraneous expenses. Cost-to-benefit ratio is appropriate for the complexity and size of the project ..... 7 points
- Budget appears well-balanced, but cost-to-benefit ratio is unclear or not well-defined for the complexity and size of the project ..... 3 points
- Budget does not appear to be cost effective or well-aligned with the project as proposed, and/or the budget contains ineligible expenses ..... 0 points

Scoring Criteria 5.B. Project Cost Effectiveness and Funding, Budget detail: Does the budget detail adequately reflect and correspond to the work needed to produce the deliverables?

- The budget contains an exceptional level of detail to assess cost effectiveness, including explanation for each line item, documentation for cost estimates and contractor quotes, where

applicable, and explanation of staff time dedicated to the project ..... 5 points

- The budget contains sufficient level of detail to assess cost effectiveness, but is missing some details ..... 3 points
- The budget contains an inadequate level of detail to assess cost effectiveness ..... 0 points

Scoring Criteria 5.C. Project Cost Effectiveness and Funding, Additional match: How much match is contributed in the Bid?

- Funds above and beyond the minimum match are provided (total of 15% match or more) ..... 5 points
- Project meets minimum match requirement ..... 0 points

IV. STATEWIDE PRIORITY POINTS

Scoring Criteria 6. Regional Economic Development Plan:

Has the Bidder demonstrated the project implements part of a Regional Economic Development Council (REDC) Plan?

- If yes, add ..... 5 points

Scoring Criteria 7. Environmental Justice and Disadvantaged Communities:

Will the proposed project benefit a Potential Environmental Justice Area and/or a Disadvantaged Community, and is the benefit to the population(s) documented?

- If yes, add ..... 10 points

V. ADDITIONAL POINTS

Scoring Criteria 8. Community Support:

Does the Bid demonstrate support from a variety of local, county, or state appointed or elected officials?

- If yes, add ..... 2 points

Scoring Criteria 9. Open/Current Grant Workload (uncompleted grants) with the Estuary Program:

Bidder doesn't have any open or current grants with the Hudson River Estuary Program.

- If yes, add ..... 2 points

TOTAL ELIGIBLE POINTS ..... 100 points

Appendix IV: Reporting on Measures of Success

As part of reporting requirements for a grant under this RFA, grantees will be expected to report on how their project is helping to achieve the Measures of Success outlined in the *2026-2030 Hudson River Estuary Action Agenda*. Measures of Success, by Goal, are bulleted below. Goal(s) that apply to this specific grant opportunity are highlighted in yellow.

A Vital River Ecosystem

1. Goal: Sustainable estuarine fisheries
    - EF1: Three actions from ASMFC Atlantic sturgeon assessment priority recommendations will be implemented, and an abundance index is developed annually and used to complete a population analysis.
    - EF2: Monitoring of acoustic-tagged shortnose sturgeon will be used to minimize impacts to the species.
    - EF3: River herring populations will be sustainable through the implementation of the NYS-approved ASMFC Sustainable Fishery Management Plan for New York River Herring Stocks.
    - EF4: Five actions in the Shad Recovery Plan are implemented.
    - EF5: An index of abundance for the Hudson River striped bass spawning stock will be developed and incorporated into ASMFC management. Factors contributing to the recent decline of striped bass populations have been determined. Continued implementation of the community science cooperative angler program will help collect data on recreational use of the resource and develop regulations.
    - EF6: Progress towards sustainable management of Hudson River blue crabs.
    - EF7: Contaminants (PCBs, dioxins, cadmium, mercury) in fish will approach a level that is safe for human consumption, as established by the NYS Department of Health (DOH).
    - EF8: Impacts of non-native and invasive taxa will be minimized through preventive measures such as education, outreach, regulatory efforts, and control projects.
    - EF9: An assessment of impacts of bycatch of select Hudson River fish occurring in ocean fisheries will be completed and actions to reduce impacts to the recovery of signature Hudson River fish will be identified.
    - EF10: All industrial and municipal facilities operating water intakes on the estuary will have minimized mortality to all life stages of fish.
    - EF11: Data from eel monitoring efforts are incorporated into future stock assessments and used to support fisheries management decisions and at least two migratory habitat enhancement projects.

2. Goal: Robust river habitats
    - RH1: The Hudson River Aquatic Invasive Species Task Force's priority lists and resources will be used to monitor and manage invasive species to protect native plant and animal communities. Partner programs within the Task Force will manage or prevent the establishment of at least five invasive species on the Task Force's priority list.
    - RH2: Habitat value has been increased for at least 1 mile of shoreline, and at least 75% of permitted shoreline projects will incorporate sustainable shoreline BMPs.
    - RH3: Intertidal, shallow water (less than 6 ft deep at low tide), and benthic habitats will be increased by 15 acres through restoration and enhancement, and an additional 15

acres of habitat restorations will be designed with bid documents and all necessary permits.
- RH4: Three hundred seventy-five acres of floodplain pathway for wetland migration will be conserved or protected to provide future habitat in response to sea level rise.
- RH5: Contaminated sites in the Hudson will be prioritized for remediation and restoration using geospatial data on contaminants and fish and wildlife habitats.
- RH6: Ten new acres of deep (greater than 6 ft at low tide) benthic habitat will be enhanced and/or restored.

3. Goal: Clean Hudson River water
    - CW1: The water quality assessment for the lower Hudson River will be updated based on new monitoring by DEC and U.S. Geological Survey (USGS), and results will be communicated to the public.
    - CW2: A study will be underway to understand possible impacts of future salt-front shifts to water supply resilience and fisheries.
    - CW3: HRECOS will be evaluated and updates will be assessed so that the system is incorporated into all Hudson River estuary monitoring programs by researchers to evaluate river conditions and used by educators to communicate the value of the Hudson River.

A Thriving & Resilient Watershed

4. Goal: Healthy tributaries
    - HT1: Ten monitoring projects that support community interests to better understand ambient water quality conditions in tributaries will be completed
    - HT2: Ten municipalities or watersheds will have new or updated road-stream crossing management plans, riparian assessment plans, or dam removal reconnaissance and feasibility plans that include priority actions.
    - HT3: Five or more new miles of streamside vegetation will be planted through the Hudson Estuary Trees for Tribs program, with least 5 miles of the 30 miles planted since 2007 demonstrating effective riparian buffer function.
    - HT4: Twenty miles of stream will be restored through at least 10 projects that reconnect habitat and improve stream integrity through dam removal and culvert replacement.
    - HT5: Fifteen local projects addressing priority actions identified in source water protection plans or relevant drinking watershed-based studies or plans will be completed, with 35% in or serving PEJAs or DACs.
    - HT6: Ten watersheds will have one or more of the following studies, plans, or policies created: a watershed-based characterization, flood mitigation study, flood mitigation plan, or intermunicipal cooperative agreement.

5. Goal: Climate-adaptive communities
- CC1: 100 CSC adaptation and resilience actions will be completed and 150 municipalities will have completed a CSC adaption or resilience action since 2021.
- CC2: 25 Climate Change Adaptation and resilience plans or adaptation chapters in a climate action plan will be completed, with 9 (35%) plans in or serving PEJAs or DACs.
- CC3: 25 practices, plans, policies, or projects will be implemented locally to reduce flood vulnerabilities.
- CC4: Five municipalities will develop conceptual designs to enhance waterfront resilience (CaD Phase II or a similar process).

- CC5: Five climate-adaptive shoreline projects will be implemented to increase Hudson River waterfront resilience to sea level rise and flooding.

6. Goal: onserved natural areas
- CA1: Five new connectivity planning projects will be completed to support landscape-scale conservation, regional biodiversity priorities, and habitat connections.
- CA2: 5 municipalities in the Hudson River estuary watershed will establish new local conservation financing programs (e.g., Community Preservation Act or open space bond) for the protection of priority lands and waters, and 50% of municipalities with conservation financing established since 2021 will have made successful acquisitions.
- CA3: New or updated conservation practices, plans, and policies will be completed in 25 municipalities, including at least 10 located in Significant Biodiversity Areas, on the estuary shoreline or in other areas identified as conservation priorities and at least 9 (35%) in or serving PEJAs or DACs.
- CA4: Fifty percent of municipalities with NRIs completed since 2015 will use their NRIs for a conservation plan or policy (e.g., open space plan or conservation overlay zone) or comprehensive plan

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People Living Well with Nature

7. Goal: An informed and engaged public
- EP1: Effective curricula and programs will engage 125,000 students, educators, and volunteers within the school districts and communities of the Hudson River Watershed and NY–NJ Harbor area
- EP2: Ten or more locally based facilities for learning about the river will be enhanced with state-of-the-art exhibits and improved programs, materials, field trips, hands-on learning modules, and visitor experiences.
- EP3: At least 35% of participants engaging in education programs delivered by the Hudson River Estuary Management Program or through grants and technical assistance to partners will be from DACs or PEJAs—an increase over the 25% since 2020 baseline.
- EP4: At least 10,000 people will participate in community science and/or public programs focused on the Hudson River and its watershed.
- EP5: At least 80% of educators annually participating in Hudson River Estuary Program trainings (including Teachers on the Estuary) will use our professional development content in their classrooms.
- EP6: Annually, at least three programs will continue to be supported that build student engagement through intensive research programs for young adults, such as TIDES—inspiring a more diverse conservation movement.
- EP7: Ten Programs will be piloted and curricula will be developed or updated to align with NYS standards and to introduce youth to their drinking water sources and the watershed management that goes into protecting drinking water, drinking water treatment processes, wastewater treatment processes, and the careers associated with those functions.

8. Goal: An accessible Hudson River for people of all ages and abilities
- AR1: General access and/or Americans with Disabilities Act (ADA) accessibility will be improved at a minimum of 10 sites along the Hudson River estuary and tidal tributaries, with 50% serving PEJAs or DACs (geographically or programmatically).

- AR2: Ecologically sound flood-resiliency plans have been developed for 10 access sites in the anticipated 100-Year floodplain, with 50% located in PEJAs or DACs. Implementation of resilience projects will be underway at three new sites by 2030.
- AR3: An updated swimming-access feasibility study will be completed, vulnerabilities at existing Hudson River beaches will be assessed, and planning for at least one new swimming area improvement on the Hudson River will be initiated, and planning for at least one new swimming area improvement on the Hudson River will be initiated.

Appendix V: Credit Sign Specifications

NYS ENVIRONMENTAL PROTECTION FUND
Hudson River Estuary Management Program

Size: Horizontal format - 24" wide by 18" high or as appropriate to sign location

Construction Materials: Aluminum blank sign boards with vinyl sheeting

Inserts: "Project Site Name," "Local Project Sponsor" indicate position, size and topography for specific project names and sponsor to be inserted.

Color Scheme:

NYS logo and text – "DEPARTMENT OF ENVIRONMENTAL CONSERVATION" - Pantone 350 C

Text: Environmental Protection Fund	PMS 3005 C
Hudson River Estuary Management Program	PMS 3005 C
Project Site Name/Local Project Sponsor	Pantone 350 C

Type Specifications: All type is Arial 540, with the exception of the logo type.
Format is: center each line of copy with small caps and initial caps.

Production Notes: 24" wide by 18" high (or as appropriate to sign location)
Aluminum blanks will be covered with vinyl sheeting to achieve background color. Copy and logo will be silk screened on this surface.

Grant recipients must provide a project site name, and the local project sponsor to be inserted on the sign.

Example Sign:

Appendix VI: Accessibility Requirements and Sources

ACCESSIBILITY REQUIREMENTS

DEC requires that all projects, involving the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, are compliant 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. See https://www.access-board.gov/guidelines-and-standards to find the relevant standards for your project.

U.S. ACCESS BOARD
www.access-board.gov
The U.S. Access Board is designated by the Americans with Disabilities Act (ADA) as the agency responsible for developing minimum accessibility guidelines to ensure that new construction and alteration of facilities covered by ADA are accessible and useable by people with disabilities. The Access Board has put out the following guidelines that should be used by *Access to Recreation* Bidders to determine the criteria they must meet to achieve accessibility:

- Recommendations for Accessibility Guidelines for Outdoor Developed Areas
  https://www.access-board.gov/ada/guides/

Summary of Accessibility Standards for Federal Outdoor Developed Areas at https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/a-summary-of-accessibility-standards-for-federal-outdoor-developed-areas.

The Access Board also has a website that provides links to a number of organizations whose mission is to provide access for persons with disabilities at:
https://www.dol.gov/odep/topics/disability.htm

United States Access Board
1331 F Street, NW, Suite 1000
Washington, DC 20004-1111
Voice: (800) 872-2253 TTY: (800) 993-2822 FAX: (202) 272-0081

Bid of the Americans with Disabilities Act (ADA)
The Americans with Disabilities Act of 1990 (ADA), along with the Architectural Barriers Act of 1968 (ABA) and the Rehabilitation Act of 1973, Title V, Section 504, has a profound effect on the manner by which people with disabilities are afforded equality in their recreational pursuits. The ADA is a comprehensive law prohibiting discrimination against people with disabilities in employment practices, use of public transportation, use of telecommunication facilities, and use of public accommodations.
Consistent with ADA requirements, DEC incorporates accessibility for people with disabilities into siting, planning, construction, and alteration of recreational facilities and assets supporting them. In addition, Title II of the ADA requires, in part, that services, programs, and activities of DEC, when viewed in their entirety, are readily accessible to and usable by people with disabilities. DEC is not required to take any action which would result in a fundamental alteration to the nature of the service, program, or activity, or would present an undue financial or administrative burden. When accommodating access to a program, DEC is not necessarily required

to make each existing facility and asset accessible, as long as the program is accessible by other means or at a different facility.

In accordance with the US Department of Justice's ADA Title II regulations, all new DEC facilities, or parts of facilities, that are constructed for public use are to be accessible to people with disabilities. Full compliance is not required where DEC can demonstrate that it is structurally impracticable to meet the requirements [28 CFR § 35.151 (a)]. Compliance is still required for parts of the facility that can be made accessible to the extent that it is not structurally impracticable, and for people with various types of disabilities. In addition, all alterations to facilities, or part of facilities, that affect or could affect the usability of the facility will be made in a manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities [28 CFR § 35.151 (b:1-4)].

DEC uses the Department of Justice's 2010 Standards for Accessible Design in designing, constructing, and altering buildings and sites. For outdoor recreational facilities not covered under the current ADA standards, DEC uses the standards provided under the ABA to lend credibility to the assessment results and to offer protection to the natural resource (ABA Standards for Outdoor Developed Areas (https://www.access-board.gov/files/aba/guides/outdoor-guide.pdf); Sections F201.4, F216.3, F244 to F248, and 1011 to 1019).

Appendix VII: Certification for Sexual Harassment Prevention

Attachment S

Sexual Harassment Prevention Certification Form

By submission of this Bid, each Bidder and each person signing on behalf of any 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.

Company Name:_____

Signature:_____

Print Name and Title:_____

Date:_____

If the above certification cannot be made, the Bidder must submit a signed statement below detailing the reasons why the certification cannot be made.

_____
_____
_____
_____
_____

Company Name:_____

Signature:_____

Print Name and Title:_____

Date:_____

Appendix VIII: Executive Order 16 Certification

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:_____

Date: _____ _____

Appendix IX: 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 X: Bid Checklist

Use this checklist to ensure Bidder eligibility, project eligibility, and proper Bid completion. Incomplete or ineligible Bids will not be evaluated for funding.

- **PASS/FAIL CRITERIA**
  (Check the following boxes (☐) to indicate the item is addressed in the Bid, or is N/A)
  1. ☐ Bidder is registered in NYS SFS Grants Management as an eligible Bidder for this program.
  2. ☐ *NOT-FOR-PROFIT ORGANIZATIONS ONLY*: Bidder is prequalified in NYS SFS Grants Management by the Bid due date, and up-to-date with a charities registration number and required filings.
  3. ☐ Project is located within the defined geographical boundaries of this RFA, and a map, and photos of the current location and condition of the site are uploaded.
  4. ☐ Project provides or improves direct access to the tidal waters of the Hudson River Estuary, including tidal portions of its tributaries, for boating, swimming, fishing, and/or enjoyment of nature or wildlife-related recreation, as defined in eligible project types.
  5. ☐ If the project is wholly or partially in a 0.2% (500 year) or 1% (100 year) annual chance of occurrence floodplain, the applicable floodplain map with the location of the project indicated is uploaded.
  6. ☐ Project implements one or more of the specified eligible project types.
  7. ☐ Project workplan includes consultation with Hudson River Estuary Program staff for project management.
  8. ☐ Project timeline indicates completion of project objectives, tasks and deliverables within a 3-year contract term.
  9. ☐ All project funding is from eligible sources and at least 10% in eligible match has been identified.
  10. ☐ If applicable, letters of collaboration that include the "Lead" Bidder designation are provided from all Bidder partners.
  11. ☐ Construction projects have all required permits in place.
  12. ☐ For projects involving work on property owned by an entity that is not the Bidder, written documentation from the landowner indicating willingness for the project to take place on their property is uploaded.
  13. ☐ The required certification for sexual harassment prevention is uploaded.
  14. ☐ The required certification for Executive Order 16 is uploaded.
  15. ☐ The required certification for Gender-Based Violence and the Workplace is uploaded.
  16. ☐ Bid is complete in SFS Grants Management.

- **FORMS (Program Information, Expenditure-Based budget, and Work Plan)**
  (Check the following boxes (☒) to indicate the item is addressed in the Bid, or is N/A)

1. ☐ Program Information: Project site information is provided, and ALL program-specific questions are answered and applicable/required documents are uploaded for each question. (Mandatory)

Mandatory uploads:

a. ☐ **Completed Program Bid Application Form**
b. ☐ Location map showing the project area.
c. ☐ A project timeline, showing project start of September 1, 2027 with a completion date of August 31, 2030. Engagement of the Estuary Staff should be included as an element in the timeline.
d. ☐ The *Smart Growth Assessment Form* has been completed and uploaded.
e. ☐ This *Bid Checklist* is completed and uploaded.

Optional uploads, as applicable:

f. ☐ Letters of support as evidence of end-user engagement.
g. ☐ Availability to the public/landowner permission provided.
h. ☐ Support for cost-effectiveness (i.e. vendor quotes).
i. ☐ Letters demonstrating "above and beyond" community support.

2. ☐ The expenditure-based budget is completed, including justifications for all budget items.
3. ☐ The Work Plan is provided with clear objectives, tasks, and performance measures.

* ☒ ***CHECK ALL DOCUMENTS AFTER UPLOADING TO ENSURE THE CORRECT DOCUMENT IS UPLOADED.***