GUIDELINES AND BID INSTRUCTIONS

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

Round 51
2026 Hudson River Estuary Grants
for
Local Stewardship Planning

NYS SFS Grants Management Bid Event No.:
HRER51

Apply through the SFS Vendor Portal

Webinar Date: Thursday, October 8, 2026, 10:00-11:30 AM
https://meetny-gov.webex.com/weblink/register/rc1316ce407c2435fe7db03f903b1e5f4

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.

Applications, now known as Bids, must be submitted through the State Financial System (SFS) Grants Management System (https://esupplier.sfs.ny.gov/). Paper bids will NOT be accepted. Applicants, now known as Bidders or Vendors, are strongly encouraged to submit their bid 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; 10:00 a.m. ET
Question & Answer Period Ends	December 10, 2026
Bid Due	December 17, 2026; 3:00 p.m. ET
Award(s) Announced By (anticipated)	Approximately May 2027

Bidder Eligibility

For the purposes of this grant program, the following entities are considered eligible Bidders: 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 Community Colleges, and 501(c)(3) not-for-profit corporations 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 $350,000 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 August 1, 2027 through July 31, 2030. Costs outside of the contract period/term are ineligible. The New York State Contract for Grants must be fully approved by DEC and, if applicable, approved by the Attorney General and the State Comptroller. Time extensions beyond the contract term end date will be determined by the DEC based upon written justification from the Grantee. 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 $50,000.

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 15% of the grant funding amount. Bidders providing 25% 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
- The maximum grant amount is $50,000.

- Bidders providing 25% match or more will receive additional points in the scoring.
- Revisions were made to the eligible project types. Review descriptions of project types carefully.
- 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.
- Scoring and method of award were updated. Thoroughly review these sections 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 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 51 Stewardship 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 the Grants Management System Bid Event for all Bidders to view.

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 awards for bids within a single DEC region to 60% of available funding so that no single region in the Hudson River Estuary Management Program area receives a disproportionate share of the total amount of available funding.
- 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 BID 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 Local Stewardship Planning seeks to assist Hudson Valley municipalities and organizations build their capacity to implement the *2026-2030 Hudson River Estuary Action Agenda* (https://dec.ny.gov/nature/waterbodies/oceans-estuaries/hudson-river-estuary-program/action-agenda):

Hudson River Estuary Action Agenda Goals:

- A Vital River Ecosystem
  - Robust estuarine fisheries
  - Robust river habitats
  - Clean Hudson River water
- A Thriving & Resilient Watershed
  - Healthy tributaries
  - Climate-adaptive communities
  - Conserved natural areas
- People Living Well with Nature
  - An informed and engaged public
  - An accessible Hudson River Estuary for all

The objective of this RFA is to help local organizations and communities prepare plans, studies, and policies, and engage the public in stewardship that will lead to conservation outcomes in the eligible project types. Projects should contribute to *Action Agenda* measures of success and deliver progress toward long-term *Action Agenda* goals.

Throughout this RFA, the word "plan," as used to describe a deliverable, is deemed to include the following plans and planning processes:

- Plans
- Visioning statements
- Feasibility studies
- Assessments
- Inventories
- Designs

2. Minimum Eligibility (Pass/Fail criteria)

Level 1 Review:

- The Bidder must be eligible, as shown on page 3 of this RFA. A not-for-profit organization must also be prequalified in SFS Grants Management by the bid due date to be determined eligible under this grant opportunity.
- The project must be located within the defined geographic boundaries of the Hudson River Estuary. The bidder must provide a map of the site, uploaded to 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.
- Quality Assurance requirements for sampling are demonstrated to be met or are not applicable.
- The uploaded project timeline indicates completion of project objectives, tasks and deliverables on

or before July 31, 2030.

- All project funding comes from eligible sources and at least 15% in eligible match is identified.
- If applicable, letters of collaboration are provided from all Bidder partners, which must include "Lead" Bidder designation.
- 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 project types to meet the above Project Objectives. Bidders must identify which Project Type for which they are applying.

(1) Climate adaptation and resilience planning and actions to adapt to climate risks using natural and nature-based solutions while considering social equity.

Bidders may apply for municipal or inter-municipal planning projects in the Hudson River estuary watershed to adapt to climate change, including flooding, sea-level rise, extreme weather, heat, and drought, in alignment with the Climate-Adaptive Communities goal in the *Hudson River Estuary Action Agenda*. Projects must include ecologically-sound principles that conserve natural resources while also protecting human life and property, and must inclusively engage community members, consider impacts on social equity, and include opportunities to improve environmental justice https://dec.ny.gov/get-involved/environmental-justice. Elements of the following climate adaptation project types can be combined into one Bid.

Eligible projects are:

- Create a community-led Climate Change Adaption and Resilience Plan (CCARP) or chapter in a relevant plan. Plans should include a Climate Vulnerability Assessment.
- Increase design flood elevation, update flood maps, increase freeboard elevation and/or extend freeboard requirement area to improve community resilience to flooding and sea-level rise.
- Develop (or update) a plan for strategic relocation out of flood-prone areas, create zoning or other regulations to implement one or more strategies from the relocation plan, and/or establish a buy-out program or participate in an existing buy-out program for properties in the flood zone.
- Develop and adopt one or more local laws to increase resilience, reduce flood vulnerabilities, or address other impacts of climate change.
- Feasibility study report or conceptual design for green infrastructure projects that address local flood risks using natural or nature-based features. The project must be designed by a NYS licensed Professional Engineer in accordance with the 2024 New York State Stormwater Design Manual (https://extapps.dec.ny.gov/docs/administration_pdf/crrafloodriskmgmtgdnc.pdf) and follow the DEC Nonpoint Source Planning Grant Green Infrastructure and Stormwater Retrofit Engineering Feasibility Report Outline (https://dec.ny.gov/sites/default/files/2024-05/npggireq24.pdf).
- Feasibility study report or conceptual design for nature-based shoreline or streambank stabilization to reduce erosion, enhance flood resilience, and improve water quality and riparian/coastal habitats. The project must be designed by a NYS licensed Professional Engineer and follow the DEC Nonpoint Source Planning Streambank/ Shoreline Stabilization Engineering Feasibility Report Outline (https://dec.ny.gov/sites/default/files/2024-05/npgstreamoutline24.pdf).

The following resources may be useful in developing a bid:

- Climate-Adaptive Communities in the Hudson River Estuary Watershed webpage [https://dec.ny.gov/nature/waterbodies/oceans-estuaries/hudson-river-estuary-program/climate-adaptive-communities]
- NYS Water Resources Institute Resources for Adapting webpage [https://cals.cornell.edu/water-resources-institute/watersheds/hudson-river-estuary/climate-change/resources-adapting]
- NYS Climate Smart Communities Certification Actions [https://climatesmart.ny.gov/actions-certification/actions]
- New York State Climate Impacts Assessment [https://nysclimateimpacts.org]
- NYS Community Risk and Resiliency Act (CRRA)
    - Model Local Laws to Increase Resilience [https://dos.ny.gov/model-local-laws-increase-resilience]
    - Using Natural Measures to Reduce the Risk of Flooding [https://www.dec.ny.gov/docs/administration_pdf/crranaturalmeasuresgndc.pdf]
    - NYS Flood Risk Management Guidance (SFRMG) [https://www.dec.ny.gov/docs/administration_pdf/crrafloodriskmgmtgdnc.pdf]
    - Estimating Guideline Elevations [https://www.dec.ny.gov/docs/administration_pdf/crraestelevguidelines.pdf]
    - Guidance for Smart Growth Public Infrastructure Assessment [https://www.dec.ny.gov/docs/administration_pdf/crrasmartgrowth.pdf]
    - Sea-level Rise Projections (6 NYCRR Part 490) [https://dec.ny.gov/environmental-protection/climate-change/new-york-response/crra]
- NY Sea Grant's Hudson Dynamic Shorelines Storymap on flooding and shoreline resiliency [https://storymaps.arcgis.com/collections/804750dafc1a4ef9a4a230134303e9cb]
- Climigration Network's Lead with Listening: A Guidebook for Community Conversations on Climate Migration [https://www.climigration.org/guidebook]
- Resilient New York Flood Mitigation Reports [https://dec.ny.gov/environmental-protection/water/water-quantity/resilient-ny]
- Floodplain Development and Floodway Guidance [https://dec.ny.gov/environmental-protection/water/water-quantity/dam-safety-coastal-flood-protection/floodplain-management]
- Hudson River Sustainable Shorelines guidance [https://hrnerr.org/sustainable-shorelines/]
- Inclusive Community Engagement Primer https://climatesmart.ny.gov/fileadmin/csc/documents/InclusiveEngagement-Primer-CSC-Cert-2022-09-01.pdf

(2) Planning for conservation of habitats and contiguous natural areas by creating a natural resources inventory, open space inventory/index, open space plan, conservation overlay zone, open space funding feasibility study, or connectivity plan

Bidders may apply for projects that inventory, prioritize, plan, and/or develop land-use or conservation policies that take a municipal, inter-municipal, or regional approach to protecting important lands and waters in the estuary watershed and/or preserve or restore the interconnectedness of habitats on the landscape, in alignment with the Conserved Natural Areas goal in the *Hudson River Estuary Action Agenda*. Elements of the following conservation planning project types can be combined into one Bid.

Eligible projects are:

- A natural resources inventory (NRI) that compiles, describes, and maps important natural resources in a municipality, county, watershed, or region. The NRI can be a stand-alone document or be included in a municipal comprehensive plan, open space plan, conservation plan,

or a watershed plan. An NRI may include scenic and cultural resources as long as natural resources are fully covered by the NRI.

- An open space inventory (OSI) that analyzes data on natural areas (e.g., an NRI) and community input, and lists priorities for acquisition, preservation, or restoration. The OSI can be a stand-alone document or part of an NRI or open space planning process.
- An open space plan (OSP) or community preservation plan (CPP) that identifies priorities and strategies for conserving municipal, inter-municipal, or regional open space values, especially important lands and waters. The OSP can be a stand-alone plan or a component of a municipal comprehensive plan. The CPP should be consistent with Community Preservation Fund legislation. The development of OSPs and CPPs can be combined with inventory (NRI) and prioritization (OSI) for efficiency.
- A conservation overlay zone or natural resource protection regulations for priority lands and waters identified as important in a municipal or inter-municipal plan, with standards designed to accomplish conservation objectives such as preserving intact habitat or protecting forests, wetlands, and watercourses. Regulations may take the form of a stand-alone local law or may be integrated into the zoning and subdivision laws.
- A critical environmental area (CEA) for priority lands and waters identified as important in a municipal or inter-municipal plan, with required submission materials for designation and guidance for municipal planners on implementation to achieve the intended conservation goals.
- An open space funding feasibility study that evaluates public financing options for a municipality to preserve priority open spaces and natural areas that have been identified in a community's OSP. It can include a cost of community services study.
- A connectivity plan that identifies opportunities, strategies, and recommendations for acquiring lands and waters to preserve important connections for wildlife habitat, stream corridors, large forests, and overall ecological resiliency. The analysis should be science-based and can include field-based data collection. It is recommended that the project include at least two municipalities, or a municipality with a conservation partner such as a land trust.

Depending on the needs and interests of the community, the NRI, OSI, and OSP can be developed individually or in combination.

Communities may choose which resources are included in the inventory, plan, or conservation policy; however, to be eligible for this RFA, they must include the following:

- Natural areas recognized for biodiversity values including wildlife habitat.
- Water resources and natural areas important for climate resilience and adaptation.

It is recommended that consideration also be given to:

- Watersheds of drinking water supplies.
- Conservation priorities that cross more than one municipal boundary.
- Open space in urban communities such as parks, community gardens, and tree canopy.

These may factor into the evaluation of the conservation and social impact of the project.

Bidders should refer to any existing municipal inventories or plans that will provide foundations for the grant project, or which are proposed to be updated, and refer to specific plan recommendations that would be implemented by the proposed project. Bids should also include a process for public participation and/or education to engage diverse and under-represented groups and community members and build support for implementation, and address how the grant-funded inventory, plan, or conservation policy will be adopted and implemented.

Funding-related feasibility studies should ascertain optimal financing mechanisms for open space

conservation for a particular municipality or municipalities, and explore outcomes, including the likelihood of success. The study should include recommendations to officials on the appropriate timing of introducing a financing initiative, outreach language, and selection of the most appropriate finance tool and funding request level to meet community conservation goals.

The following resources may be useful in developing a bid:

- Conservation Planning in the Hudson River Estuary Watershed website [https://hudson.dnr.cals.cornell.edu/]
- Creating a Natural Resources Inventory: A Guide for Communities in the Hudson River Estuary Watershed [extapps.dec.ny.gov/docs/remediation_hudson_pdf/nriall.pdf]
- New York State's Local Open Space Planning Guide [https://dos.ny.gov/system/files/documents/2024/09/local-open-space-planning-guide.pdf]
- Creating Conservation Overlay Zoning: A Guide for Communities in the Hudson River Estuary Watershed [https://extapps.dec.ny.gov/docs/remediation_hudson_pdf/overlayzones.pdf]
- Best Practices for Adopting Conservation Inventories and Plans: A Guide for Communities in the Hudson River Estuary Watershed [https://extapps.dec.ny.gov/docs/remediation_hudson_pdf/nriospadoption.pdf]
- NYS Climate Smart Communities Certification Actions [https://climatesmart.ny.gov/actions-certification/actions]
- Model Local Laws to Increase Resilience [https://dos.ny.gov/model-local-laws-increase-resilience]
- The Hudson River Estuary Wildlife and Habitat Conservation Framework https://extapps.dec.ny.gov/docs/remediation_hudson_pdf/hrebcfexec.pdf [
- Biological Data for the Estuary Watershed [https://hudson.dnr.cals.cornell.edu/maps-data]
- Hudson Valley Natural Resource Mapper [https://dec.ny.gov/nature/waterbodies/lakes-rivers/hudson-river/hudson-valley-natural-resource-mapper]
- Climate Smart Communities Inclusive Engagement Primer [https://climatesmart.ny.gov/fileadmin/csc/documents/InclusiveEngagement-Primer-CSC-Cert-2022-09-01.pdf]Community Preservation Fund Legislation – General Municipal Law [https://www.nysenate.gov/legislation/laws/GMU/6-S]
- Natural Resources Protection in the Hudson Valley: Municipal Conservation Stories [https://dec.ny.gov/sites/default/files/2024-06/naturalresourcesprotectionhv.pdf]

(3) <u>Watershed-based stewardship and planning for Hudson River estuary tributaries, including water quality monitoring; road stream crossing inventory and planning; flood mitigation study; riparian assessment and restoration; and source water protection</u>

Bidders may apply to plan, develop, and implement a diverse range of projects that are focused on protecting, restoring, and maintaining the quality and condition of Hudson River estuary tributaries and their surrounding watersheds, in alignment with the Healthy Tributaries and Clean Hudson River Water goals in the *Hudson River Estuary Action Agenda*. These projects aim to promote active engagement in river stewardship and contribute to dedicated protection and restoration strategies, and the long-term well-being of surface waterbodies. Funds for watershed-based projects can only be spent within New York State, even if the watershed includes other states. Elements of the following watershed-based project types can be combined into one Bid.

Eligible projects are:

- Monitor water quality in tributaries to understand ambient conditions and inform local actions. Bids must identify the goal of monitoring, have clearly defined outcomes including how the data will be used for future improvement projects, and follow requirements for water quality monitoring

projects listed under section 17, Quality Assurance.

- Develop a watershed characterization using available information (e.g., water quality, habitat, recreation, access, barriers, land use, historical, and/or socioeconomic information) to present baseline current conditions of waterbodies. Bids must explain the goal of the effort beyond the grant.
- Develop a watershed-based land use policy or intermunicipal cooperative agreement to protect and manage tributaries and their headwaters.
- Develop a road-stream crossing (RSX) municipal management plan using North Atlantic Aquatic Connectivity Collaborative (NAACC) assessment data. RSX plans will prioritize inventoried and assessed sites and rank crossings based on aquatic organism barrier severity storm passability and local concerns. Plans must include conceptual designs for 3 priority structures that right-size a barrier assessed to be moderate, significant, or severe by NACCC protocols; or are shown to be undersized through past flooding, justifiable structural deterioration, or modeling. RSX plans should also incorporate an inventory of dams.
- Develop a watershed-based flood mitigation study meeting the Resilient NY standard in a flood-prone watershed or implement a specific recommendation from a Resilient NY or DEC-approved comparable flood study. Flood studies will identify the causes of flooding within the watershed, and develop, evaluate, and recommend effective and ecologically sustainable mitigation projects (including nature-based approaches) using hydrologic and HEC-RAS or similar hydraulic modeling, incorporating future flow conditions under climate change, including sea level rise and storm surge where applicable. Flood study reports must be prepared by a NY licensed Professional Engineer and follow DEC's generic scope of work for Resilient NY comparable studies, available at https://dec.ny.gov/sites/default/files/2025-04/resilientnycomparablefs.pdf.
- Develop a municipal or watershed-based riparian assessment that identifies priority locations for stream buffer restoration and protection.
- Implement riparian buffer/corridor restoration projects, including developing and implementing a local or watershed-based riparian restoration program that supports planting and maintaining restoration sites. The Bid must meet minimum requirements for riparian buffer revegetation under the Climate Smart Communities Certification Action PE7: Riparian Buffers (https://climatesmart.ny.gov/actions-certification/actions#open/action/98).
- Implement one or more priority actions in a DEC-accepted drinking water source protection program (DWSP2) plan, such as source water monitoring and research with clearly defined outcomes; outreach and education for water customers and residents in source watersheds; and the enactment of land-use tools and regulations that protect source water. Outreach and educational activities must demonstrate longevity beyond the grant period and may comprise up to 50% of the grant request. Bids including monitoring must follow requirements for water quality monitoring projects listed under section 17, Quality Assurance. Eligibility is limited to projects focused on surface water sources of drinking water and groundwater under the influence of surface water source waters supplying community water systems.

Please note the following when applying for Category 3, watershed stewardship, projects.

- If applying for a watershed implementation project, submit a copy of, or link to, the watershed plan (e.g., DEC accepted DWSP2 source water protection plan or Resilient NY study).
- Projects focusing on watersheds where existing watershed planning or management efforts are underway must demonstrate collaboration with partner groups including watershed groups, municipalities, and/or local community-based organizations and interested community members in the watershed.

The following resources may be useful in developing a bid:

- New York State (NYS) Department of Health (DOH) and Department of Environmental Conservation (DEC), Drinking Water Source Protection Program (DWSP2) [https://dec.ny.gov/environmental-protection/water/water-quality/dwsp2]
- NYS DWSP2 Framework: [https://www.dec.ny.gov/docs/water_pdf/dwsp2draftframework.pdf]
- US Environmental Protection Agency (EPA) Source Water Protection [https://www.epa.gov/sourcewaterprotection]
- NYS DOH, Source Water Assessment Program [https://www.health.ny.gov/environmental/water/drinking/swap.htm]
- New York Rural Water Association [https://www.nyruralwater.org/]
- NYS DEC Water Quality Improvement Program [https://dec.ny.gov/get-involved/grant-bidbids/wqip-program]
- NYSDEC Nonpoint Source Guidance and Technical Assistance [https://dec.ny.gov/environmental-protection/water/water-quality/nps-program/guidance-and-technical-assistance]
- NYS DEC and NYS Department of State (DOS), Watershed Plans: Protecting and Restoring Water Quality [https://dos.ny.gov/major-components-watershed-plan]
- NYS DEC, Clean Water Plans (e.g., Total Maximum Daily Load (TMDL), Nine Element Watershed Plans) [https://dec.ny.gov/environmental-protection/water/water-quality/clean-water-plans]
- NYS DEC, Nine Element Watershed Plan Reviewer Guidance [https://www.dec.ny.gov/docs/water_pdf/reviewguidance19.pdf]
- NYS DOS Watershed Planning Framework and Watershed Management Plans [https://dos.ny.gov/water-resources-management]
- NYS Resilient NY Program [https://dec.ny.gov/environmental-protection/water/water-quantity/resilient-ny]
- NYSDEC Consolidated and Assessment Listing Methodology [https://dec.ny.gov/nature/waterbodies/watersheds/management/assessment]
- EPAs Healthy Watersheds Program [https://www.epa.gov/hwp/what-epa-doing-healthy-watersheds]
- NYS DEC's Water Quality Monitoring and Assessment [https://dec.ny.gov/environmental-protection/water/water-quality/monitoring]
- NYS Climate Smart Communities Certification Actions [https://climatesmart.ny.gov/actions-certification/actions]
- NYS DECinfo Locator Map [https://gisservices.dec.ny.gov/gis/dil/]
- Hudson Valley Natural Resource Mapper [https://dec.ny.gov/nature/waterbodies/lakes-rivers/hudson-river/hudson-valley-natural-resource-mapper]
- Climate Smart Communities inclusive Engagement Primer [https://climatesmart.ny.gov/fileadmin/csc/documents/InclusiveEngagement-Primer-CSC-Cert-2022-09-01.pdf]
- NYS DEC Non-Agricultural Nonpoint Source Planning Grants [https://dec.ny.gov/get-involved/grant-bidbids/non-agricultural-nonpoint-source-planning-ms4-mapping-grant]
- USGS Stream Stats (to delineate watersheds) [https://streamstats.usgs.gov/ss/]
- NYS Source Water Assessment Program reports (contact the appropriate county health department) [https://www.health.ny.gov/contact/contact_information/]
- NYS DEC's Hudson River Estuary Program, Hudson River Estuary Watershed [https://dec.ny.gov/nature/waterbodies/oceans-estuaries/hudson-river-estuary-program/watershed]
- New York Natural Heritage Program Riparian Opportunities Assessment [https://www.nynhp.org/projects/statewide-riparian-assessment/]

- NYS Water Resources Institute Aquatic Connectivity and Barrier Removal [https://cals.cornell.edu/water-resources-institute/watersheds/hudson-river-estuary/watershed-management/aquatic-connectivity-and-barrier-removal]
- Hudson River Watershed Alliance Watershed Needs Assessment Report [https://hudsonwatershed.org/wp-content/uploads/HRWA-Watershed-Needs-Assessment-Report.pdf]
- Hudson River Watershed Alliance – Watershed Characterization Guidance [https://hudsonwatershed.org/watershed-characterization-planning-workshop]
- Resilient NY Comparable Studies Fact Sheet and Scope of Work [https://dec.ny.gov/sites/default/files/2025-04/resilientnycomparablefs.pdf]
- Riparian Assessment Example [https://cals.cornell.edu/water-resources-institute/watersheds/hudson-river-estuary/watershed-management/riparian-buffers-streamside]

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, Methods, and Conservation Impact

Describe the objective for the proposed project, including methods, deliverables, and how it addresses local needs. Explain the conservation impact of the project and how completing this work would help you make future decisions or implement a conservation action, and why. Projects must set the stage for future implementation of conservation projects. Higher points will be awarded to projects that have a regional conservation impact.

For purposes of this RFA, "**regional**" is defined as two or more municipalities, a county-wide or borough-wide area, OR a HUC12 watershed or larger area.

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 Timeline

Bidders **MUST** provide a timeline for meeting project objectives and identified tasks between August 1, 2027 and July 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 consultation with Estuary Program Staff for project management purposes as step one in the timeline.

8. Bidder Partners

The Bidder Partner is a collaborator who has a significant role in the project and is fundamentally a co-Bidder for the grant regardless of whether or not the partner is included in the budget. Projects involving a Bidder Partner (i.e. multi-partner and inter-municipal projects, page 3) require letters substantiating the commitment to collaborate that include 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.

9. Permit Requirements

If applicable, projects that will require a permit must be designed to 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

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.

10. Partner and Community Support

Projects should demonstrate support from key partners and community representatives whose support is needed for the project to succeed and for planning to be implemented, and at a minimum, must include those whose support is essential to project success. Partners may consist of, but are not limited to, county and local planning officials as well as organizations, community or watershed groups, property owners, or individuals whose contribution, approval, endorsement, etc. is integral to successful conduct of the project. Bidders are encouraged to engage a variety of local, county, or state appointed or elected officials in their bid process to generate awareness of the project and its objective and demonstrate support at the local level for the project and implementation of future conservation actions.

Brief letters indicating such support from key partners will improve the scoring of a bid (higher points are available for Bidders submitting such letters). Support letters from Bidder Partners (see #8 above) will NOT qualify for key partner points since letters from Bidder Partners are required to substantiate a commitment to collaborate on the proposed project, and are evaluated under pass/fail criteria. Likewise, 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, the letters must be submitted at the time of bid. Bidders will be asked in SFS Grants Management to upload, in a single PDF file, a copy of all letters of key partner support.

11. Public Engagement Methods

Projects should be publicized to community members that may be affected and provide opportunities for public engagement and input where applicable (e.g., public outreach, community meetings, surveys, education programs/displays, etc.). Describe the proposed public engagement and outreach strategy and activities in detail. Higher points are available for bidders that include inclusive public engagement strategies to reach underrepresented groups. Wherever possible, Bidders should strive to employ multiple methods of outreach when engaging partners. Partner and public engagement should also be included in the work plan component of SFS Grants Management, where applicable.

References for inclusive community engagement methods:

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

- Inclusive Planning for Community Resilience webpage: https://cals.cornell.edu/water-resources-institute/watersheds/hudson-river-estuary/climate-change/resources-adapting/inclusive-planning-community-resilience

12. Knowledge, Skills and Experience (Qualifications)
Bidders must possess the knowledge, skills, and/or track record to successfully implement the project. Describe any past relatable projects that the Bidder has completed. If the Bidder plans on hiring a contractor, please describe their knowledge, skill and track record. Reviewers will also consider performance of bidders with current and prior Estuary Grants, including quality and timeliness of grant reporting, progress on performance schedules, and completion of deliverables. Priority is given to Bidders with excellent qualifications or a successful track record with this type of project.

13. 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 25% eligible match or more above the minimum 15% may be eligible for additional points for cost effectiveness (see Appendix III).

14. 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 http://regionalcouncils.ny.gov for information on your region's Economic Development Council.

Priority for Projects Benefitting 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).
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 a 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.

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.

Support from State Officials
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 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 in the scoring.

15. Expenditure Based Budget
Bidders must complete an itemized budget in 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.

16. Work Plan
Bidders must complete a work plan in 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 the SFS Grants Management.

17. Quality Assurance
Required for Water Quality Assessment and Monitoring projects
Quality assurance applies to all programs/projects that involve the collection, generation or use of environmental data associated with the mapping, modeling, monitoring, and assessment of water quality data intended for use by the New York State Department of Environmental Conservation (DEC) for its regulatory purposes. If a proposed project includes collection of environmental water quality data, a DEC-approved Quality Assurance Project Plan (QAPP) is required to ensure that proper sampling methods are being followed, and that traceable, reproducible results are generated. Bids including water quality data collection must include an initial meeting with DEC staff prior to development of the QAPP. If the Bidder proposes to collect data for assessment and listing purposes, the data quality and quantity requirements outlined in the NYSDEC Consolidated Assessment and Listing Methodology (CALM) must be followed.

Guidance and resources for DEC's quality assurance can be found on DEC's quality assurance webpage (https://dec.ny.gov/environmental-protection/water/water-quality/assurance). Activities associated with these types of programs/projects, conducted in the field or laboratory, shall be:

a. Performed in accordance with an effective quality system for planning and assessing environmental measurements and tests, and for conducting required quality assurance and quality control procedures to promote and maintain the accuracy and reliability of environmental measurements and test results. An effective QAPP based on guidance provided by the USEPA Standard for Quality Assurance Project Plans (CIO 2105-S-02.1, August 2023), or American National Standard ASQ/ANSI E4:2014: Quality management systems for environmental information and technology programs—Requirements with guidance for use, approved February 4, 2014;
b. The fulfillment of the data verification, validation, and usability component of QAPP is to be documented in a Data Usability Assessment Report (DUAR) or Modeling Usability Assessment Report (MUAR);
c. Performed by a laboratory certified by the New York State Department of Health (NYSDOH) under the Environmental Laboratory Approval Program (ELAP) pursuant to Section 502 of the Public Health Law. This requirement shall not apply to specific parameters where NYS DOH ELAP has not issued a certificate for the specific parameter;
d. Performed in a manner that ensures all requisite quality control and calibration requirements are met, including field testing, sample collection, preservation, and record-keeping. Basic quality assurance and quality control requirements defined in 40 CFR Part 136.7 shall be followed as well as any specific method requirements;
e. Required to submit environmental monitoring data electronically to US EPA Water Quality Exchange (WQX) following the guidance as set by US EPA's WQX Submission Instructions.
f. Covered under the Publicity clause (article IV.G.) of the State of New York Contract for Grants – Standard Terms and Conditions. Specifically, the Contractor agrees that any work products, including but not limited to, water quality data or environmental information; measured, generated, or developed under this contract shall not be released, published, cited, or shared in draft or final form without prior written authorization from the Department; and
g. At a minimum, performed in accordance with water quality standards in 6 NYCRR Part 703

and/or guidance values in Technical and Operational Guidance Series (TOGS) 1.1.1. Projects designed to assess water quality or inform regulatory decisions must measure parameters with applicable water quality standards and/or guidance values.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

Method of Award

The total maximum score an application may receive is 100 points. A bid must score a minimum of 40 points to be eligible for funding. To distribute available funding across the Hudson River Estuary Management Program boundary, and in the best interest of the State, DEC reserves the right to determine the best selection of applications for project funding in the following way:

All eligible 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.

Based on the average score for Project Objective, Impact, and Methods (Question #8 in the Bid Application Form and evaluation criteria #I, questions 1-3 in Appendix III of this RFA), applications will be assigned to one of five tiers.

Tiers are determined as follows:

Primary Project Objective Score Thresholds by Tier		
Tier Number	Lowest Average Score	Highest Average Score
Tier 1	32.0	40.0
Tier 2	20.0	31.9
Tier 3	10.0	19.9
Tier 4	3.0	9.9
Tier 5	0.0	2.9

Tier placement and final composite score will be used to determine which projects receive funding. Applications will be selected for funding based on the highest to lowest scoring projects within each Tier as follows: Applications in Tier 1 will be the priority for funding, followed by Tier 2, Tier 3, and then Tier 4. Tier 5 Bids or Bids with final composite score under 40 points will NOT be funded. Based on the scoring and evaluation process, these projects are deemed to be sufficiently flawed and should not be implemented with state funds. The Department may, at its discretion, decide to fund only one grant project if multiple applications are received for the same project.

Award limit – Bidders will only be eligible to receive one grant award in this grant round (the Bidder's highest scoring Bid). However, in the event additional funding remains after all qualifying grant awards are made (at one per Bidder), additional grants for qualifying projects will be awarded to an entity already receiving a grant award in this grant round, starting with the next highest scoring bid. In the event there is a tie among remaining bids submitted by same organizations, the tie breaker will be addressed as described in the following paragraph.

Region limit - DEC reserves the right to ensure that no single region in the Hudson River Estuary Management Program area receives a disproportionate share of the total amount of available Hudson River Estuary grant funding. If any single DEC region receives at least 60 percent of the total amount of available funding during the scoring and funding decision process, DEC may decide not to fund the remaining applications ranked within the region. Remaining awards will be determined based on the highest to lowest ranked applications from other DEC regions within the program area. (See map of regions here: https://dec.ny.gov/about/contact-us/map-of-dec-offices)

Tie breaker – If there is a numerical tie in a Bid's final score, the Bid that scores the highest in "Project Objective, Impact, 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 for Grants has been fully approved by all applicable State agencies. Only not-for-profits are eligible to receive advance payments under State Finance Law.

Project costs eligible for reimbursement and project match must be incurred between the New York State Contract for Grants term start and end dates. Costs incurred prior to the New York State Contract for Grants 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. 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.). Equipment and other non-property rentals directly required to implement the project.
- Supplies and materials: Directly needed to implement the project.
- Equipment: Equipment that is directly necessary to implement the project.
- Facility Use Fees: Facility use, room, or event fees directly related to holding an event or meeting to implement the project.
- Travel: Travel costs directly required to implement the project (within New York State only).

Ineligible Project Expenditures

- Indirect costs: Overhead or operating expenses (space, real property, rent, utilities, insurance, etc.).
- Travel: Out-of-state travel costs, and any travel not directly required to implement the project.
- State and/or federal funding: project costs funded from other state and/or federal funding sources are not eligible for grant reimbursement.

Match Requirement and Expenditures

Bidders must provide at least **15% in match funds based on the amount of grant funds.** Bidders who provide double the minimum match (25%) or more will qualify for extra points in the scoring.

Formula: Requested Budget x 15% = 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.
- Travel: Travel costs directly required to implement the project (within New York State only).
- Facility Use Fees: Facility use, room, or event fees directly related to holding an event or meeting to implement the project.
- Administrative Salaries: Administrative salaries must be documented 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, insurance, etc.).
- Travel costs: Out-of-state travel costs, and any travel not directly required to implement the project.
- 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. 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.

c. 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.

d. 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.

e. Iran Divestment Act

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

f. 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

g. 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

h. Procurement of Contractors/Subcontractors

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

i. Americans With Disabilities Act

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

j. Diesel Emissions Reduction Act 2006

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

k. 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.

l. Protest Procedure

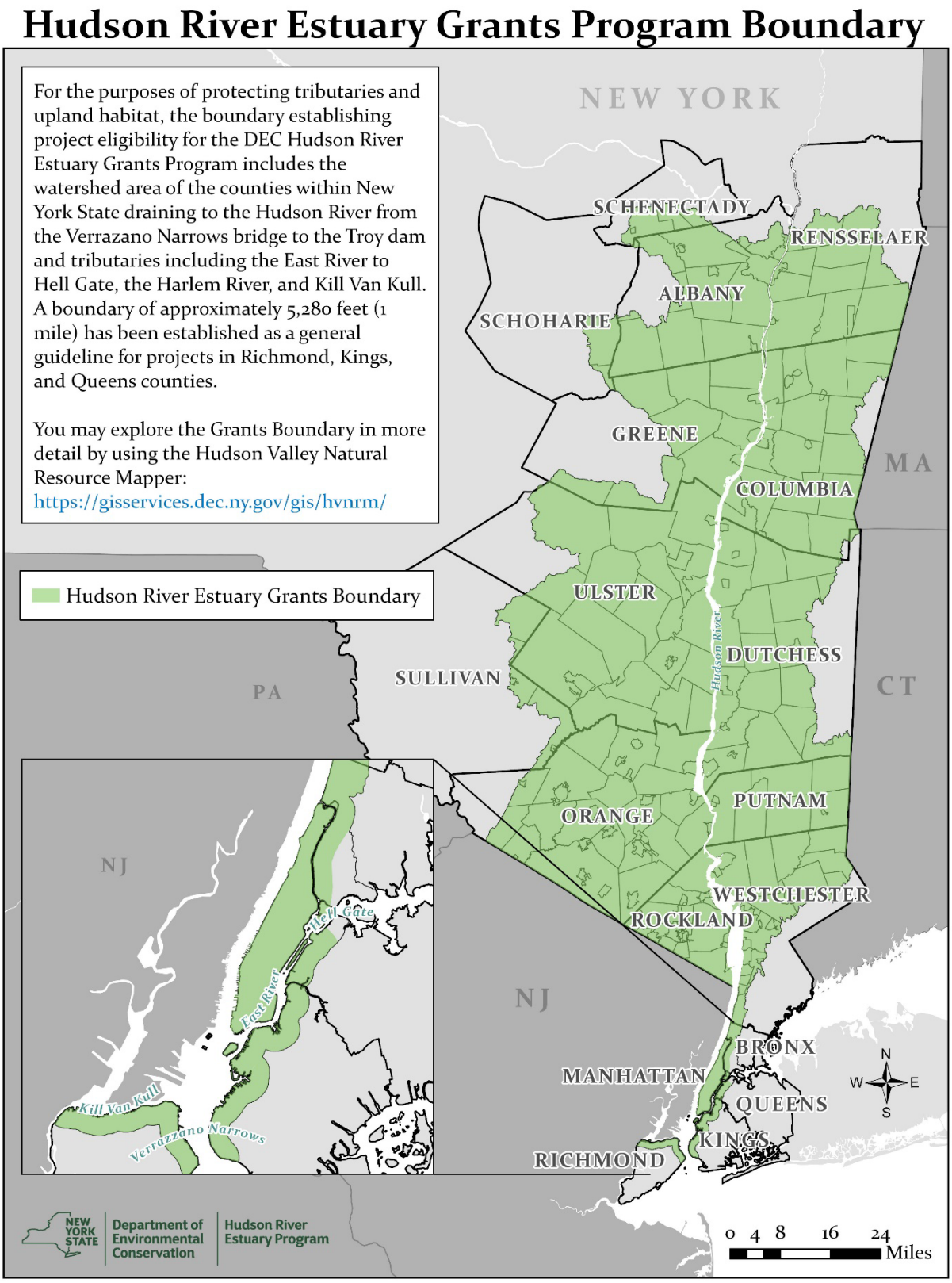
DEC does not have a formal protest procedure, therefore a Bidder may file an initial protest with OSC's Bureau of Contracts (BOC) after the Department has made a contract award. The protest must be in writing and filed with BOC within ten business days of notice of the contract award or if a debriefing 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 and Work Plan Guidance

BUDGET

General:

Eligible expenditures for grant and match are noted on pages 23-25 of this RFA.

The following item should be included in the budget (as applicable):

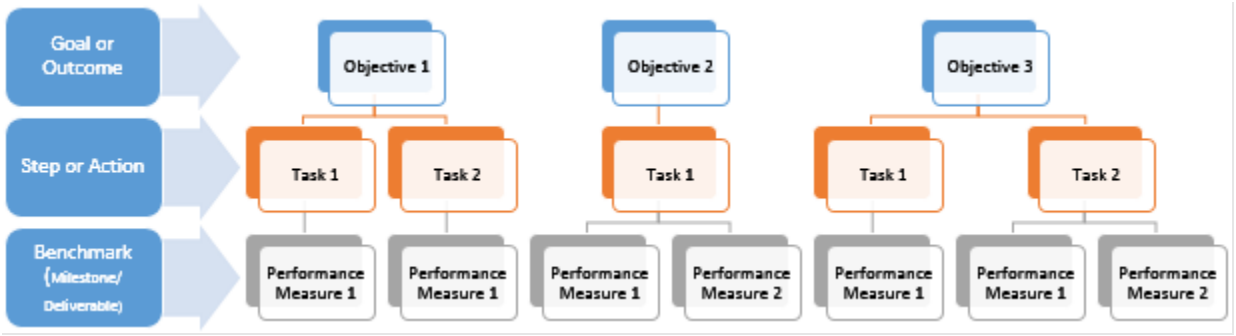
- Projects that include monitoring:

  A QAPP is required for all projects that include monitoring. Funds may be allocated toward QAPP development if a QAPP is not submitted at time of bid.

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:

At a minimum, consultation of Hudson River Estuary Program Staff must be included in the Work Plan for project management purposes. It is strongly encouraged to incorporate opportunities for Estuary Program staff to attend public engagement meetings and to provide technical assistance in the planning process.

Projects that include monitoring:

A QAPP is required for all projects that include monitoring. If a QAPP is not submitted at time of bid

(see the Event Comments and Attachments section for the template), then QAPP Development must be included ***at the beginning of the Work Plan and must be approved before monitoring commences.*** Example as follows:

OBJECTIVE	TASKS	PERFORMANCE MEASURES
1: Develop QAPP for DEC Review and Approval	a. Draft and Submit QAPP - Draft a QAPP and submit it to DEC's Quality Assurance Officer for review and approval.	i. QAPP Submitted - QAPP is submitted to DEC's Quality Assurance Officer for review and approval.
	b. Approved QAPP - As needed, work with DEC's Quality Assurance Officer to modify QAPP until it is approved.	i. QAPP approved - QAPP is approved by DEC's Quality Assurance Officer, and the remaining Work Plan Objectives can move forward.

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

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 SFS Grants Management by the bid due date to be determined eligible under this grant opportunity.
- The project must be located within the defined geographic boundaries of the Hudson River Estuary. The bidder must provide a map of the site, uploaded to 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.
- Quality Assurance requirements for sampling are demonstrated to be met or are not applicable.
- The uploaded project timeline indicates completion of project objectives, tasks and deliverables on or before July 31, 2030.
- All project funding comes from eligible sources and at least 15% in eligible match is identified.
- If applicable, letters of collaboration are provided from all Bidder partners, which must include "Lead" Bidder designation.
- 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 OBJECTIVE, IMPACT, AND METHODS

Scoring Criteria 1. Project Objective and Conservation Impact (maximum 20 points):

How well does the project, its location, statement of need, methods, commitment to implementation, and deliverables fulfill the objective of this RFA and the selected project type, and how significant is the likely conservation impact?

- Project as scoped (location, need, methods, commitment to implementation, deliverables, budget details) clearly addresses the RFA objective for the project type and demonstrates high commitment to implementation, and is likely to result in an exceptional conservation impact ..... 20 Points
- Project as scoped (location, need, methods, commitment to implementation, deliverables, budget details) clearly addresses the RFA objective for the project type and demonstrates moderate to high commitment to implementation, and is likely to result in a strong conservation impact ..... 15 Points
- Project as scoped (location, need, methods, commitment to implementation, deliverables, budget details) adequately addresses the RFA objective for the project type and demonstrates moderate commitment to implementation, and is likely to result in a moderate conservation impact ..... 10 Points
- Project as scoped (location, need, methods, commitment to implementation, deliverables, budget details) adequately addresses the RFA objective for the project type, and is likely to have a beneficial conservation impact, but implementation commitment is uncertain .....

5 Points

- Application meets one or more of the following: (i) the project as scoped (objectives, needs, methods, and/or deliverables) is poorly defined and insufficiently described to determine impact, or does not implement one of the three eligible project types; (ii) application does NOT address how the proposed project sets the stage for future implementation; (iii) the project duplicates work in progress or already completed by others based on public information; (iv) the project does not implement a measure of success or strategy in the *Hudson River Estuary Action Agenda* 0 Points

Scoring Criteria 2: Methods and Work Plan (maximum 15 points):

Are the project methods and work plan robust and thoroughly documented?

- The project is thoroughly scoped and planned in detail, and proposes sound, scientifically supported, and/or DEC-recommended approach and methods 15 Points
- The project is well planned with sufficient details, and proposes acceptable approach and methods 10 Points
- The project is adequately planned but missing some important details, and/or proposes experimental or unproven approach or methods 5 Points
- The project is inadequately described and/or proposes questionable approach or methods 0 Points

Scoring Criteria 3: Regional Impact (5 points):

What is the geographic extent of the proposed project? (maximum 5 points):

- Regional - spans two or more municipalities, a county or borough, OR a USGS HUC12 watershed or larger area 5 Points
- Non-Regional - spans an area less than two municipalities or smaller than a USGS HUC12 watershed 0 Points

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II. PROJECT SUCCESS FACTORS

Scoring Criteria 4: Partner and Community Support (maximum 7 points):

How well does the project identify and demonstrate support from key partners and/or community representatives whose support is needed for the project to succeed and for planning to be implemented? **Note: letters from Bid Partners (see page 14) will not count toward evaluation of partner engagement since documenting an Bid Partner's commitment to the project is a pass/fail criterion and is required by the application.**

- Bid identifies key partners necessary for success in planning as well as implementation of project results and explains their role(s). Partner engagement is demonstrated with letters of support describing how they will be involved in the project, AND key partners and local or county elected/appointed officials (who are not the bidder) have provided a letter of support 7 Points
- Bid identifies key partners necessary for success in planning as well as implementation of project results and explains their role(s). Partner engagement is demonstrated with letters of support describing how they will be involved in the project, but the letters do NOT include local or county elected/appointed officials or a key partner necessary for success 5 Points
- Bid identifies key partners necessary for success in planning as well as implementation of project results. However, partner roles are not adequately described, and/or letters of support are NOT provided 2 Points
- Known, crucial partners are not identified, or partner support appears insufficient to ensure project success 0 Points

Scoring Criteria 5: Public Engagement Methods (maximum 6 points):

Projects should be publicized to community members that may be affected and provide opportunities for public engagement and input where applicable (e.g., public outreach, community meetings, surveys, education programs/displays, etc.). Describe the outreach and engagement methods and activities in detail, including inclusive public engagement strategies to reach underrepresented groups.

- Bid includes robust public engagement methods reflected in the workplan and timeline, describes how key partners will be engaged, and includes multiple inclusive engagement strategies to reach underrepresented groups..... 6 Points
- Bid describes adequate public engagement methods reflected in the workplan and timeline, describes how key partners will be engaged, and includes at least one inclusive engagement strategy to reach underrepresented groups..... 4 Points
- Bid describes some public engagement, but the workplan lacks sufficient details about the engagement methods, and/or no strategies are included to reach underrepresented groups..... 2 Points
- Bid describes minimal or insufficient public engagement to ensure project success..... 0 Points

Scoring Criteria 6. 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? The Bidder should describe their qualifications and any past relatable projects that they have completed. (If the Bidder plans on hiring a contractor, please describe their knowledge, skill, and track record). Track record includes 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..... 5 points
- Qualified and/or satisfactory track record..... 3 points
- Bidder not qualified and/or has a poor track record..... 0 Points

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III. PROJECT COST EFFECTIVENESS

Scoring Criteria 7. 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 explain each line item in the budget and upload documentation to support specific budget items such as standard government wage rates, current market prices for equipment, and cost-estimates or quotes 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.

Scoring Criteria 7.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 7.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 of the details listed above ..... 3 points
- The budget contains an inadequate level of detail to assess cost effectiveness ..... 0 points

Scoring Criteria 7.C. Project Cost Effectiveness and Funding, Additional match: How much match is contributed in the application?

- Funds above and beyond the minimum match are provided (total of 25% match or more) ..... 5 points
- Project meets minimum match requirement (15%) ..... 0 points

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IV. STATEWIDE PRIORITY POINTS

Scoring Criteria 8. 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 9. 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 10. Bidders who do not have open (uncompleted) grants with the Estuary Program:

Is the Bidder an organization or municipality that does not have an open (uncompleted) Hudson River Estuary grant?

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

Scoring Criteria 11. Support from State Elected Officials:

Above and beyond essential project support, does the bid demonstrate support from state elected officials?

- 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: Robust 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

1. 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.

2. 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.

3. Goal: Conserved 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.

People Living Well with Nature

1. 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.

2. Goal: An accessible Hudson River Estuary for all

- 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.

Appendix V: ELAP AND QAPP Requirement Worksheet

This worksheet is required to be uploaded in SFS Grants Management for all applications.
If you answer "no" to the first question, you do not need to complete the remainder of the form.
https://dec.ny.gov/environmental-protection/water/water-quality/assurance

1. ELAP Requirements (Part 1): Does your project include any water quality monitoring requirements?

   ☐ YES ☐ NO – If no, you do not need to continue filling out this worksheet.

2. ELAP Requirements (Part 2): Do the parameters being monitored have New York State Department of Health (NYSDOH) Environmental Laboratory Approval Program (ELAP) certified methods?

   ☐ YES ☐ NO – If the answer to this Question is "No," itemize the parameters being monitored in the text field below.

   Click or tap here to enter text.

3. ELAP Requirements (Part 3): Are you using a laboratory certified by the New York State Department of Health (NYSDOH) under the Environmental Laboratory Approval Program (ELAP)?

   ☐ YES – Provide the ELAP Certified Lab information: Click or tap here to enter text.

   ☐ NO – If the answer to this Question is "No," explain in the text field below. Note a project will not be eligible for funding if a NYSDOH certified laboratory is not used when testing parameters that have ELAP certified methods.

   Click or tap here to enter text.

4. QAPP Requirements: Does your project include a monitoring component?

   ☐ YES ☐ NO

   If the answer to this Question is "Yes," a Quality Assurance Project Plan (QAPP) is required for the project. You may submit a QAPP as an upload under the appropriate Vendor Bid Factor in SFS Grants Management, or you may include QAPP development as the first deliverable in the Work Plan. A template for the QAPP is provided in SFS Grants Management, and also is available at https://dec.ny.gov/environmental-protection/water/water-quality/assurance.

5. Have you uploaded the QAPP for your project in SFS Grants Management, or included the QAPP as the first deliverable in the Work Plan?

   ☐ YES ☐ NO

Appendix VI: 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 VII: 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 VIII: 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 IX: 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 SFS Grants Management as an eligible Bidder for this program.
  2.☐ *NOT-FOR-PROFIT ORGANIZATIONS*: Bidder is prequalified in SFS Grants Management by the bid due date.
  3.☐ Project is located within the defined geographical boundaries of the Hudson River Estuary, and a map of the project location is uploaded.
  4.☐ Project implements one or more of the specified eligible project types.
  5.☐ ELAP requirements are met, or are not applicable, for projects that propose sampling.
  6.☐ Project workplan includes consultation with Hudson River Estuary Program staff for project management.
  7.☐ Project timeline indicates completion of project objectives, tasks and deliverables within a three-year contract term, and consultation with Estuary Program staff is included for project management purposes.
  8.☐ All project funding sources are eligible and at least 15% in eligible match has been identified.
  9.☐ If applicable, letters of collaboration are provided for all Bidder partners.
  10. ☐ The required certification for sexual harassment prevention is uploaded.
  11. ☐ The required certification for Executive Order 16 is uploaded.
  12. ☐ The required certification for Gender-Based Violence and the Workplace is uploaded.
  13. ☐ 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 questions are answered and applicable/required documents are uploaded for each question. (Mandatory)
  Mandatory uploads: (All must be in *PDF*)
    a. ☐ The Bid Application Form is completed in full and is uploaded in SFS.
    b. ☐ Location map showing the project area.
    c. ☐ A project timeline, showing project start date of August 1, 2027 with a completion date of July 31, 2030. Engagement of the Estuary Staff should be included as an element in the timeline.
    d. ☐ QAPP Worksheet (applicability)
    e. ☐: This *Bid Checklist* is completed and uploaded.
  Optional uploads, as applicable: (All must be in *PDF*)
    a. ☐ QAPP document for monitoring projects.
    b. ☐: Letters of support as evidence of partner and community support.
    c. ☐: Documentation (i.e. vendor quotes) for cost-effectiveness.
    d. ☐: Above and beyond letters of 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.***