

# County/ Municipal Agriculture and Farmland Protection Planning Grants

## APPLICATION INSTRUCTIONS

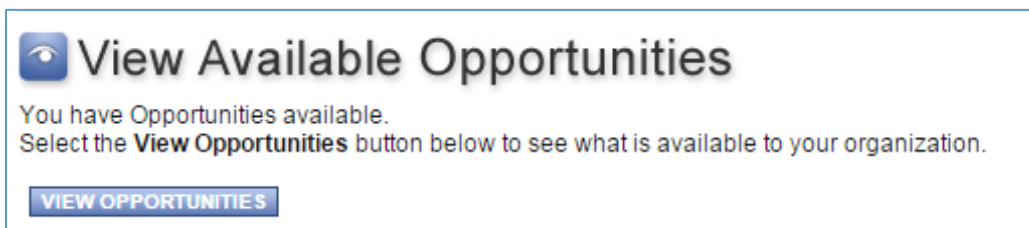
- **Before you apply, be sure to develop a dialogue with the Planning Grants Program, please contact Jeff Kehoe @ 518-457-4626**

### 1 Initial Conditions

- 1.1 **Registration:** All entities that wish to apply for grants in NY State must be registered in the Grants Gateway. This process includes filling out and mailing a signed and notarized registration form. Registration information can be found on the [Grants Reform website](#) or the [Grant Opportunity Portal](#).
- 1.2 to have a user in the role of “Grantee Contract Signatory” or “Grantee System Administrator” who can both start and submit a proposal.
  - 1.2.1 A user in the role of “Grantee” can also start a proposal. It is advised that you have the “Grantee” start the proposal and the “Grantee Contract Signatory” or “Grantee System Administrator” review and submit it.
  - 1.2.2 A user in the role of “Grantee Delegated Administrator” can add new accounts.
  - 1.2.3 It is acceptable for one person to have multiple roles and thus multiple accounts; you can use the same email address and same password, but the user needs a new account for each role.
- 1.3 **Vendor User Guide:** This manual will guide you through user account management, how to locate a grant opportunity, and how to apply for a grant. [Click here to view the guide](#).
- 1.4 **Training:** The Grants Reform team offers regular training, including a webinar on how to apply for a grant. [Click to view the training calendar](#).
- 1.5 **Videos:** The Grants Reform team offers video guides on how to register your organization, how to complete your Document Vault, and how to apply for a grant. [Click to View available videos](#).

### 2 Search for the Grant Opportunity

- 2.1 On your homepage, there is a section called “View Available Opportunities”. Click on the [VIEW OPPORTUNITIES] button.



- 2.2 Click on the link to the Grant Opportunity, Municipal Agriculture and Farmland Protection Plan. This will bring you to the Opportunity Funding Profile page.

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<u>Funding Agency</u>	<u>Grant Opportunity</u>	<u>Status</u>	<u>Availability Date</u>	<u>Eligibility</u>	<u>Due Date</u>
Department of Agriculture & Markets	<a href="#">Farmland Access Outreach Activities Grant</a>	Available	January 2, 2018	Not-For- Profit	Feb 21 2018 4:00PM

- 2.3 Begin your proposal by clicking on the [APPLY FOR GRANT OPPORTUNITY] button in the bottom left of that page.



### 3 Work through the Forms Menu

Everything that is required to be included in your proposal will be found in the “Forms Menu.” The Forms Menu includes separate links to several pages of forms and documents that you must complete and submit. Each question that requires a response and/or upload is indicated by a red asterisk (\*) adjoining the field or upload into which a response is required.

**You will not be completing the forms in the order they are listed, but rather in the order shown below. After completing each section, click on the Forms Menu link to return to the main list of pages.**

- 3.1 Click on the “Forms Menu” link



### 3.2 System Timeouts

- 3.2.1 **PLEASE NOTE:** The system will time you out after 20 minutes of inactivity. When that occurs, any work that was not previously saved will be lost! Therefore, as you work through the Forms Menu, keep this timeout in mind. Please remember to click the [SAVE] button every 10-15 minutes to ensure your work on your proposal has been saved in the system. Also, it is best if you click the [SAVE] button after entering requested information on each page of the Forms Menu and also after entering requested information for each Program Specific Question.

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### 3.3 Project/Site Addresses

- 3.3.1 Fill out the name/description of your project.
- 3.3.2 Fill out the physical address (not the mailing address, if different) of your organization and click the [SAVE] button.

### 3.4 Budget

Return to the Forms Menu and select the “**Expenditure Budget**” option.

- 3.4.1 Note that once you [SAVE] the data you entered for each “Deliverable/Outcome” in the budget, you must click the [ADD] button to add the next “Deliverable/Outcome” in the budget. In total, you will enter four such outcomes, including:
- 3.4.2 Once you have entered and saved the required data for all four “Deliverable/Outcome,” click on the “Performance Summary” link in the Forms Menu to see the total amount requested and to proofread your work.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
<b>1. Personal Services</b>						
a) Salary	\$12,000.00	\$0	0%	100%	\$0	\$12,000.00
b) Fringe	\$2,000.00	\$0	0%	100%	\$0	\$2,000.00
<b>Subtotal</b>	<b>\$14,000.00</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$14,000.00</b>
<b>2. Non Personal Services</b>						
a) Contractual	\$14,000.00	\$0	0%	100%	\$0	\$14,000.00
b) Travel	\$12,000.00	\$0	0%	100%	\$0	\$12,000.00
c) Equipment	\$0	\$0	0%	0%	\$0	\$0
d) Space/Property & Utilities	\$7,000.00	\$0	0%	100%	\$0	\$7,000.00
e) Operating Expenses	\$0	\$0	0%	0%	\$0	\$0
f) Other	\$3,000.00	\$0	0%	100%	\$0	\$3,000.00
<b>Subtotal</b>	<b>\$36,000.00</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$36,000.00</b>
<b>Total</b>	<b>\$50,000.00</b>	<b>\$0</b>	<b>0%</b>	<b>0%</b>	<b>\$0</b>	<b>\$50,000.00</b>
<b>PERIOD TOTAL</b>	<b>\$0</b>					

NOTE: the calculated % is NOT the same as that calculated by the Financial Worksheet. This calculated % has no relationship to the limits set in Article 25-AAA of AML.

**Match Worksheet Detail**  
Provide detail on the match amounts identified in the detail worksheets. Complete the Form of Documentation Provided column and provide required matching funds documentation with the application/contract package.

**Details**

Source of Matching Funds \*

Describe Match Source \*  
(I.E. Local, State, Federal, or Private)

Form of Documentation Provided

**Financial**

Match Amount \*

Line Total	\$0.00
Match Worksheet Detail Total	\$0.00
Budget Detail Match Total	\$14,400.00

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### 3.5 Work Plan

#### 3.5.1 Work Plan Overview Form

Return to the Forms Menu and select the “Work Plan Overview Form”. For this opportunity, your uploaded response to Ques. #5 will serve as your proposals scope of work. To create the Grant Defined Work Plan, please follow instructions below to copy and paste response.

*Work Plan Period:* Please enter an approximate 3-year date range in the following format: **4/16/2018** and **4/15/2021**. *This range is approximate and will be corrected by Grant Administrator once contract is executed.*

- *Project Summary:* Please copy and paste the following text:

**The proposed project will result in the development or update of a Municipal (County) Agriculture and Farmland Protection Plan.**

- *Organizational Capacity:* Please provide a brief overview of key project personnel responsible for the development of the plan, including any experience developing Agriculture and Farmland Protection Plans, and Zoning or Land Use Policy as it relates to Agricultural Protections. (Character limits apply)

#### 3.5.2 Objectives and Tasks

The Objectives and Tasks have been prescribed for the application. Below, Performance Measures must be copied and pasted in by the applicant

To enter each prescribed Performance Measure, click on the “View/Add” link adjoining the task and enter the following:

***PLEASE NOTE:*** “Page Error(s) – Please complete the Performance Measure page” may appear after you click on the “View/Add” link.

- Objective: **Municipal Agriculture and Farmland Protection Plan**
  - Task 1: Vendor hosts a pre-planning training seminar to be conducted by Farmland Protection Planning Grants Program staff, and shall include all key personnel involved in plan development.
    - *For Performance Measure Name, you must enter:* “**Pre-Planning Conference**”
    - *For Performance Measure, you must enter:* “**To be conducted within 6 months after award date.**”

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- Task 2: “Vendor compiles draft of required plan components and suite of maps to be submitted as the Draft Plan”
  - *For Performance Measure Name*, please enter: “**Draft Plan**”
  - *For Narrative*, please enter: “**To be submitted within 24 months of award date.**”
  
- Task 3: Vendor compiles the finalized Plan and local and county adopting resolutions to be submitted as part of the Final Plan.
  - *For Performance Measure Name*, please enter: “**Final Plan**”
  - *For Narrative*, please enter: “**To be submitted within sixty days of end of contract period.**”

### 3.6 Program Specific Questions

Return to the Forms Menu and click on the Program Specific Questions link. A response is required for each question. For convenience, we suggest that you copy and paste your response from a word document that has been prepared before you begin your application in grants Gateway.

- 3.6.1 Follow any detailed instructions provided within each question. You must upload a document in response to Program Specific Questions 5,6, and 7. If you have multiple documents to upload for a specific question, please scan into a single PDF and upload.
- 3.6.2 Brief responses that provide detailed information are encouraged. Each upload you submit must be in PDF, Microsoft Excel, or Microsoft Word format and no larger than 10MB in size.

### 3.7 Review Your Proposal.

It is strongly suggested that you review your proposal again before you submit it. Best practice is to have a second person review the application before submission.

Anyone at your organization with the “Grantee” or “Grantee Contract Signatory” role can search for this proposal and both view and edit your responses. If you would like an additional user to have this proposal in their “My Tasks” box, use the “Add Edit People” option under the “Management Tools” menu. Check the checkbox next to the name you want to add and click [SAVE].

You can review your proposal by clicking on each page in the “Forms Menu” or clicking on the “Print Application” button in the Forms Menu. This option will open a new tab in your browser and show you a one-page document with each section of your proposal displayed in Forms Menu order.

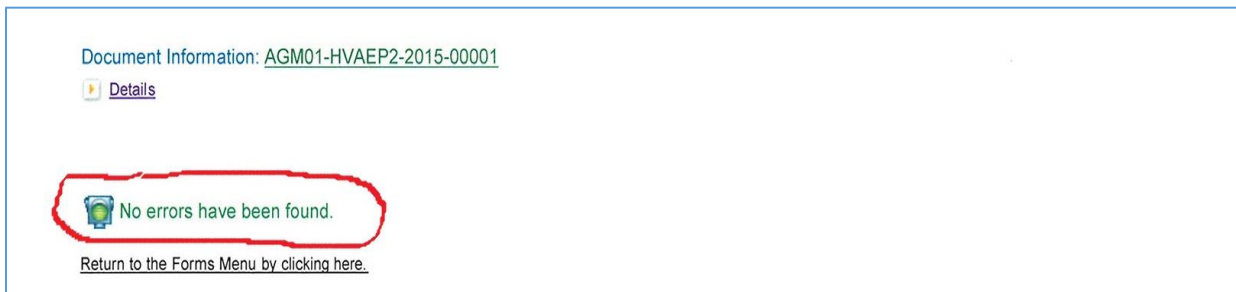
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Note that the documents you uploaded will not appear in this layout. It is strongly suggested that you (or a second person) click on each of the uploaded documents in the Program Specific Questions to check for completeness.

### 4 Sign and Submit Your Proposal

Before submitting your proposal, please be sure to have the system run a Global Errors check of your proposal.

Click on [CHECK GLOBAL ERRORS] (upper right portion of your screen) to have the system run a check for errors in your proposal, or global error(s) check. Doing so will let you know if you have missed any required fields or any required uploads. If any errors appear, you must click on the link to each of those items and complete the required fields or provide the required upload. If no global errors are found in your proposal, you will see this screen:

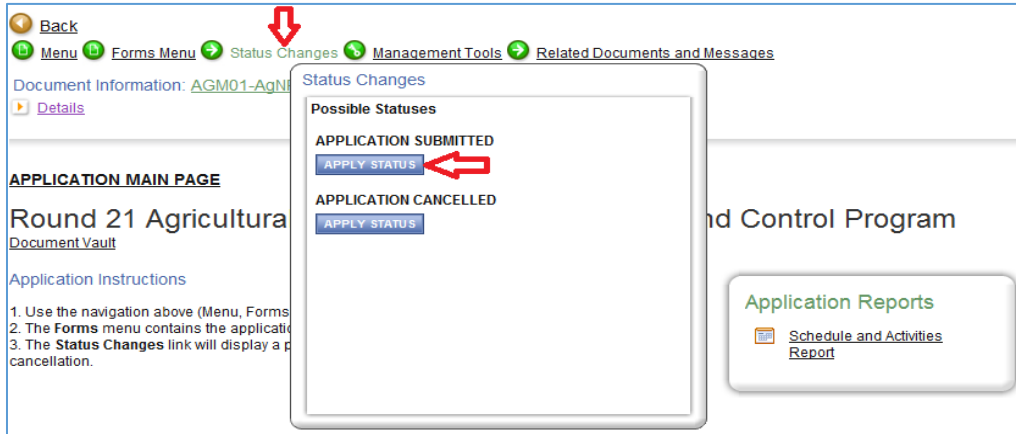


Once you are sure that your proposal is complete, it is up to the “Grantee Contract Signatory” to submit the proposal.

The Signatory can either locate the proposal themselves by searching for it in the “Applications” section, or you can assign it to them by using the “Add/Edit People” option in the “Management Tools” section of your proposal.

Once the Signatory has accessed the proposal, it can be submitted by hovering your mouse pointer over “Status Changes” and clicking the [APPLY STATUS] button under “Application Submitted” to submit your proposal.

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You will be asked to electronically sign the proposal and submit it for review. Click the [ **AGREE** ] button to submit your proposal.

### Agreement

Please make a selection below to continue.

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

Within a few minutes, you will receive an email message confirming that your proposal has been successfully submitted.

You can verify that your proposal has been submitted a few ways:

- 1) The Current Status in the details section of the page will have changed from "Application in Process" to "Assignment of Reviewers"

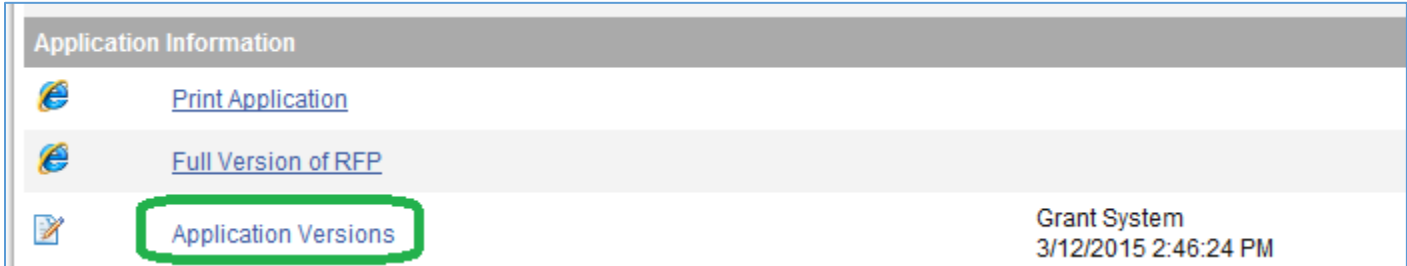
Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Round 21 Agricultural Nonpoint Source Abatement and Control Program	<a href="#">Jeff's Soil &amp; Water Conservation District</a>	Grantee Contract Signatory	Assignment of Reviewers	N/A - N/A 03/31/2015 4:30PM EST

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## 5 View and Save Your Complete Proposal

After about 5 minutes, a PDF of your complete submitted proposal will be created by the system and can be accessed via the forms menu.

- 5.1 From the Forms Menu of your proposal and in the “Application Information” section, click on “Application Versions”.



- 5.2 You will see a link to a PDF version of your proposal. You can click on that link to view and save the PDF file.

<b>APPLICATION VERSIONS</b>			
<b>Instructions:</b>			
• Click a link below to view the version of the application.			
Version	Submitted by	Role	File Link
Submission 1	Jeff Conservation	Grantee Contract Signatory	<a href="#">AGM01-AqNPS2-2015-00007-031215-144517.pdf</a> 03/12/2015 02:45 PM