

Grants Gateway Application Instructions

Appraisals for Conservation Projects Grant RFP0172_Land Trust Grants -Round 2

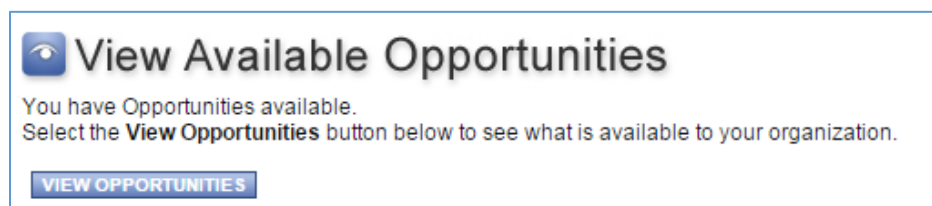
1 Initial Conditions

- 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 **Prequalification:** All non-profit organizations applying for grants in NY State must be prequalified in the Grants Gateway prior to submitting their grant proposals. Refer to the [Grants Reform website](#) for prequalification information.
- 1.3 **System Roles:** At the very least, your organization is required to have a user in the role of “Grantee Contract Signatory” or “Grantee System Administrator” who can both start and submit a proposal.
 - 1.3.1 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.
 - 1.3.2 A user in the role of “Grantee Delegated Administrator” can add new accounts.
 - 1.3.3 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.
- 1.4 **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](#).
- 1.5 **Training:** The Grants Reform team offers regular training, including a webinar on how to apply for a grant. [Click to view the training calendar](#).
- 1.6 **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

Be sure you are logged in as a Grantee System Administrator, Grantee Contract Signatory, or Grantee before you proceed.

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



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- 2.2 Search for the Land Trust Grants Program opportunity by selecting Department of Agriculture and Markets as the “Funding Agency” and typing the keyword “appraisals” in the “Search by Grant Opportunity Name” field.

Opportunities

Search by Grant Opportunity Name

Search by Due Date From: To:

Search by Eligibility

Search by Funding Agency

- 2.3 Click on the link to the Grant Opportunity, Appraisals for Proposed Conservation Easement Projects. This will bring you to the Opportunity Funding Profile page.

<u>Funding Agency</u>	<u>Grant Opportunity</u>	<u>Status</u>
Department of Agriculture & Markets	Appraisals For Proposed Conservation Easement Projects	Available

- 2.4 Begin your proposal by clicking on the [APPLY FOR GRANT OPPORTUNITY] button in the bottom left of that page. If you do not see the below graphic, you may be logged in in a different role. If you do not know how to proceed please contact Grants Reform.



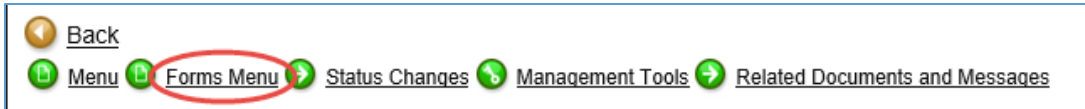
3 The Forms Menu (Home Base for Applicants)

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

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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.

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 after entering requested information for each Program Specific Question.

3.3 Project/Site Addresses

- 3.3.1 Fill out the Name/Description field using your organizations name.
- 3.3.2 Fill out the physical address (not the mailing address, if different) of your organization and click the [SAVE] button.

3.4 Pre-Submission Uploads

3.4.1 Active Farmer Certification Return to the Forms Menu and scroll down to select Pre-Submission Uploads. In this section, you will find the **Active Farmer Certification** form to be downloaded, completed and submitted as a response to Program Specific Question #5. To download form, click on the “Click Here” link adjoining that Document Template (see below).



3.4.2 Acknowledgement of Consistency With Local Plans This form is to be signed by a representative or employee of the Town that **each** appraisal project will occur. Each project must have a signed Acknowledgement uploaded in response to Program Specific Question #8.

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3.4.3 Summary Worksheet This worksheet is a required response to Program Specific Question #10. Please fill out completely and respresent the projects and dollar values associates with your Proposal. Also, the values used to populate your Performance Based Budget will be automatically calculated in this Worksheet.

3.5 Budget

3.5.1 Return to the Forms Menu and select “**Performance Budget**”. Applicants must build the budget by Adding and Naming each of 3 Deliverables/Outcomes as follows:

- “**Contract Approval**” = Initial Payment
- “**Project File Approval**” = Interim Payment
- “**Final Report Approval**” = Final Payment

Find these values in the lower right corner of the Summary Worksheet found in Pre-Submission Uploads. Fields will populate as you develop the budget.

		\$	2,000
	Total Award:	\$	50,000
	Total Project Costs	\$	52,000
<i>Use For Performance Based Budget :</i>			
	<i>25% Advance Payment</i>	\$	<i>12,500.00</i>
	<i>65% Interim Payment</i>	\$	<i>32,500.00</i>
	<i>10% Final Payment</i>	\$	<i>5,000.00</i>

3.5.2 Matching Contributions Matching contributions are not required for this opportunity. Please include letters of support in a single PDF in response to Program Specific Question # 9 if you intend on documenting Match.

To calculate and record your matching contributions on the budget please follow below:

Contract Approval

- Total Amount Per Unit** = 25% Grant Funds + **Cash Matching Contributions**
- Grant Amount Per Unit** = 25% of Total Grant Funds
- Number of units** = 1
- Total Grant Funds** = 25% of Total Grant Funds (Cell L22 on Summary Worksheet)
- Total Match Funds** = Cash Match Contributions
- Match %** = Ignore
- Other Funds** = Do Not Use

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Project File Approval

Total Amount Per Unit = 65% Grant Funds + In-Kind Matching Contributions
Grant Amount Per Unit = 65% of Total Grant Funds Requested
Number of units = 1
Total Grant Funds = 65% of Total Grant Funds (Cell L23 on Summary Worksheet)
Total Match Funds = In-Kind Match Contributions
Other Funds = Do Not Use

Final Report Approval

Total Amount Per Unit = 10% of Total Grant Funds (Cell L24 on Summary Worksheet)
Grant Amount Per Unit = 10% of Total Grant Funds
Number of units = 1
Total Grant Funds = 10% of Total Grant Funds (Cell L24 on Summary Worksheet)
Total Match Funds = Do Not use
Match % = Ignore
Other Funds = Do Not Use

3.6 Grant Opportunity Defined Work Plan

3.6.1 Work Plan Overview Form

Return to the Forms Menu and select the “**Work Plan Overview Form**”. The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed project. It is made up of three sections:

- *Work Plan Period:* Please enter “**3/31/2019**” and “**3/30/2022**”
- *Project Summary:* Please add narrative. A 50,000-character limit applies.
- *Organizational Capacity:* Please add narrative. A 4,000-character limit applies. This narrative will contribute to your score.

3.6.2 Objectives and Tasks

The Objectives and Tasks have been prescribed for the application.

Identify any project specifics in the *Project Summary 3.6.1*

3.6.3 Performance Measures

The Performance Measures have been prescribed for the application.

Identify any project specifics in the *Project Summary 3.6.1*

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3.7 Program Specific Questions

Return to the Forms Menu and click on Program Specific Questions. Failure to answer a question or respond with an appropriate upload may result in an incomplete proposal.

3.7.1 Project Title: “Name of Land Trust” Appraisal Projects

3.7.2 Follow any instructions provided within each question. Brief responses that provide detailed information to each question are encouraged as character limits may apply. Each upload you submit must be no larger than 10MB.

3.7.3 NOTE: Please upload and save each response individually to avoid errors. Also, saving your files as a PDF may avoid upload issues.

3.7.4 “Page Error(s)” message may appear each time you save your work whenever all required responses on that page have not yet been answered. However, the work you have completed on that page up to that point has been saved in the system for that proposal number each time you click on [SAVE].

3.8 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 do this.

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.

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.

4.1 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 proposal, you will see the following screen:

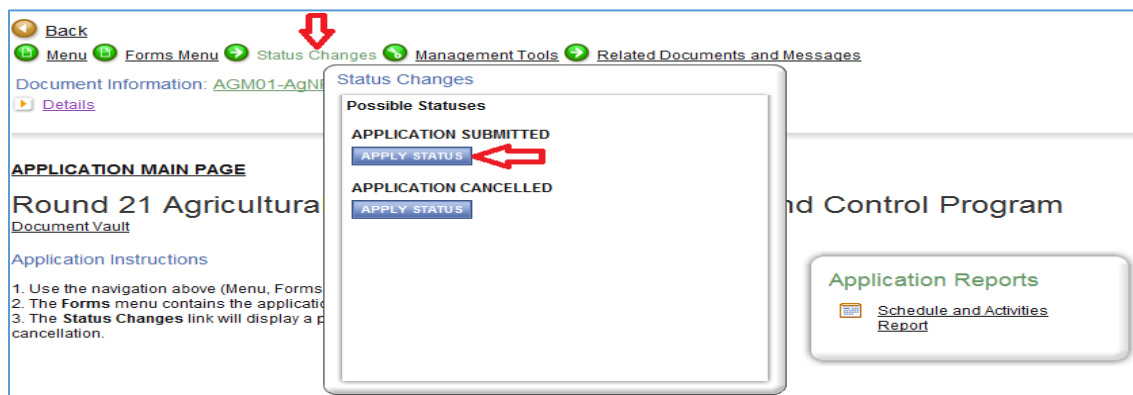
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4.2 Once you are sure that your proposal is complete, it is up to the “Grantee Contract Signatory” to submit the proposal.

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.



4.3 You will be asked to electronically sign the proposal and submit for review. Click the [I 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.

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

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

- 1) The Status Changes 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	Jeff's Soil & Water Conservation District	Grantee Contract Signatory	Assignment of Reviewers	N/A - N/A 03/31/2015 4:30PM EST

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”.

Application Information	
	Print Application
	Full Version of RFP
	Application Versions
Grant System 3/12/2015 2:46:24 PM	

- 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.

APPLICATION VERSIONS			
Instructions:			
<ul style="list-style-type: none"> • Click a link below to view the version of the application. 			
Version	Submitted by	Role	File Link
Submission 1	Jeff Conservation	Grantee Contract Signatory	AGM01-AqNPS2-2015-00007-031215-144517.pdf 03/12/2015 02:45 PM