

**Clean Water Initiative Program (CWIP) Ecosystem Restoration
Woody Buffer Block Grant - Pilot
Release Date: Monday, October 29, 2018
Proposals Due: Monday, December 3, 2018 by 4:00pm
Request for Proposals (RFP) Question & Answer Responses**

1. Does DEC anticipate executing grant agreements before April 1, 2019?

DEC's goal is to execute contracts within 60 days of award notification. This timeline is dependent on the applicant working closely with the DEC business office to ensure all necessary information is provided so the contract can be executed. Successful applicants can begin working on the projects 90 days prior to the contract being executed.

2. If grant agreements will be executed before April 1 2019, can the block grant be used for planting in both 2019 and 2020 spring planting windows? Context: Project development is largely complete for 2019 spring planting; projects are identified, landowner agreements are complete. Required funding of about \$20,000 has not been secured. The timeline and size of this CWI grant, in the context of our organization, lends itself to funding spring 2019 planting, summer 2019 stewardship, fall 2019 project development, spring 2020 planting.

Yes.

3. Can the funds be used for post-planting site stewardship? For example, returning to 2019 planting sites later in the season to clear weeds, install rodent barriers, water, etc.

Post-planting site stewardship is considered maintenance and is *not* an eligible project cost. Rodent barriers are eligible if included in the project implementation.

4. Are there any restrictions on the use of the funds with regard to typical planting program costs? For example, purchase of rodent barriers or materials to construct them, purchase of hand tools as needed, purchase of food/drink for volunteer labor, contract labor, staff time to recruit/organize volunteers, staff time for media outreach, staff mileage.

Tools, food and beverages, and labor supplies (such as apparel) are *not* eligible costs. Project implementation costs (rodent barriers if being included with project installation), plants, cost of labor (hourly + indirect, mileage) are *eligible* costs. The 15% program delivery costs include the administrative costs (e.g., managing the contract, reporting, financial oversight).

5. Please clarify the program delivery funding percentage. Under Scope of Work item (1.a) program delivery funding is indicated as 22.88% (1:4.37) of project implementation cost. Scope of Work item (1.k) indicates only 15% available funding for program delivery.

The ratio outlined in the Scope of Work item (1.a) details *Project Development* costs (getting the project planned and landowners on board) compared to the project implementation costs. Item 1.k discusses *Program Delivery* (e.g., managing the contract, reporting, financial oversight) which cannot exceed 15% of the overall project cost. Program delivery costs may come out of the overall budget (both implementation and project development funding), not only from project development funding.

6. Please clarify if \$40,000 is the maximum available for program development funding under this grant (which is 18.6% of the total \$215,000 grant amount)

That is correct, \$40,000 is the maximum available for *project development* costs (e.g., getting the project planned and landowners on board). *Program delivery* costs (e.g., managing the contract, reporting, financial oversight) may come out of the overall budget, not just the project development funding.

7. Are Project Development and Program Delivery used synonymously in the RFP?

No. *Project Development* refers to the \$40,000 funding available for planning projects and getting landowners on board. *Program Delivery* costs may include managing the contract, reporting, financials, etc., up to 15% of overall project cost.

8. Are there any restrictions/prohibitions of project development on sites enrolled in other grant programs (such as WRP, RCE, FRPP, WHIP)?

Yes, there may be within those existing programs. It is the responsibility of the applicant to evaluate the eligibility of project sites.

9. Can you provide a template Operations and Maintenance agreement?

Yes. The CWIP program is currently finalizing an operations and maintenance agreement template that will be made available to all CWIP funding programs, including Woody Buffer projects.

10. Is this funding for statewide proposals only (as in the group applying has to serve the entire state)?

No. While this funding is available for projects statewide, proposals may focus on project development and implementation within a specific area.

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12. Can you clarify for the Woody Buffer Block Grant which funds you would consider under program delivery and which would be included under implementation costs? We would hope that project management costs directly associated with the planting are considered implementation costs including developing the planting plan, tree order, developing an MOU with a landowner, volunteer recruitment or crew oversight and staff time on planting days. And that landowner outreach and project prioritization and scoping would be considered project development? Is that correct?

The 15% *program delivery* costs include the administrative costs (e.g., managing the contract, reporting, financial oversight). Correct, *implementation* costs include project management associated with planting such as developing the planting plan, ordering trees, developing an MOU with the landowner, recruiting and managing volunteers and labor, staff time on planting days. *Project development* includes conducting landowner outreach, getting landowners "on board," project prioritization and scoping.

13. On page two section 1.a. of you say program delivery funds, but the example is greater than 15%. Is that meant to say project development?

1.a. states, "Ratio of funding requested for project development funds (\$40,000 available) and implementation funds (\$175,000 available) must be 1:4.37." It goes on to provide an example, which incorrectly references "program delivery." It should read, "For example, a budget with a \$50,000 implementation request would be eligible for up to \$11,442 in *project development* funds for a total request of \$61,442."

14. Can you clarify under the procurement section that this is meant for groups receiving subawards? In that case, it would make sense for the subawardees to follow their own procurement policy, not that of the awardee. Is that correct?

DEC requires that organizations receiving funds from DEC follow their procurement policy (and all organizations receiving grants awards directly from us must have a procurement policy). If the Grantee elects to sub-award or sub-contract work, they need to determine what the procurement/insurance requirements are of the sub-awardee/sub-contractor (DEC does not impose requirements on sub-awardees/sub-contractors, however, note that if the Grantees wishes to sub-award/sub-contract, a Sub-approval Form must be submitted/approved by DEC before any

contracts/payments are put in place with the sub-awardee/sub-contractor). It is in the Grantee's best interest to have a granting plan or policy to assure that sub-awardees/sub-contractors use funds efficiently and to protect them from liability issues.

14. Do the groups receiving the sub awards all need to meet the insurance requirements?

That is up to the Grantee (DEC does not impose Certificate of Insurance requirements on sub-awardees/sub-contractors, however, note that if the Grantees wishes to sub-award/sub-contract, a Sub-approval Form must be submitted/approved by DEC before any contracts/payments are put in place with the sub-awardee/sub-contractor). It is in the Grantee's best interest to have a granting plan or policy to assure that sub-awardees/sub-contractors use funds efficiently and to protect them from liability issues.