

*NYSP2I Community Grants Program  
2017-2018 Request for Applications*



## ***2017-2018 Request for Applications (RFA)***

The New York State Pollution Prevention Institute (NYSP2I) is pleased to invite applications from New York State based community organizations, municipal departments, and other public sector and non-profit entities to the Community Grants Program. The goal of the Community Grants Program is to support projects that raise awareness and understanding of pollution prevention practices and lead to implementation at the local level.

### ***Introduction:***

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NYSP2I is a state-wide research and technology transfer center whose mission is to make New York State more sustainable for workers, the public, the environment, and the economy through:

- reductions in toxic chemical use
- the efficient use of raw materials, energy and water
- reductions in emissions to the environment and waste generation

NYSP2I recognizes that the engagement of community organizations in promoting pollution prevention (P2) initiatives in New York State is critical. By providing financial and technical support for community-based projects, the Community Grants Program is one vehicle through which NYSP2I contributes to the improvement of the health, environmental quality, and economic vitality of New York State communities.

For more information about NYSP2I or to download a copy of this RFA please visit our website at: [www.nysp2i.rit.edu/community-grants-program](http://www.nysp2i.rit.edu/community-grants-program)

### ***Eligible Organizations***

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Organizations that are eligible for funding under the Community Grants Program must either be a community organization or local government agency as defined below.

Community organizations are defined as any non-profit group based in New York State that conducts the majority of its work within the state. Eligible organizations may include, but are not limited to: organizations with a focus in environmental, public health, or occupational health protection; academic institutions, neighborhood associations; environmental justice organizations; community development

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corporations; health centers; local unions and labor organizations. Community organizations do not need to be 501(c)(3) organizations however, *all community organizations must submit a W-9 form with their application.*

Local government agencies are defined as offices or departments of a city, town, county, or primary and secondary schools in New York State. Specifically these may include but are not limited to: local environmental agencies, boards of health, departments of public works, local emergency response offices, town commissions, planning and zoning boards, libraries, and schools.

***Eligible Projects***

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**Submitted proposals must meet the following criteria and guidelines to be considered:**

- ✓ Increase awareness, understanding and/or lead to implementation of pollution prevention practices and/or behaviors at the community or municipal level.
- ✓ Demonstrate a clear and actionable project plan (see 'Application Format' for project plan requirements on page 7).
- ✓ Be able to measure program outcomes (see Metrics Reporting on Page 6 for details)
- ✓ Result in one or more concrete deliverables (past examples include training or public education workshops; demonstration projects; implementation of a new policy, technology, or practice; creation and dissemination of brochures, videos or a website).
- ✓ Will be completed in accordance with the budget guidelines provided in the 'Budget Guidelines, Size of Awards, and Distribution of Funds' section.
- ✓ 2017-2018 project timeline may not exceed 12 months. Project timeline is July 1, 2017 through June 30, 2018 (projects cannot be extended past this date).

The Community Grants Program provides support for projects that raise awareness and understanding and lead to implementation of pollution prevention practices and/or behaviors at the local level with the goal of improving the health, environmental quality, and economic vitality of New York State communities. NYSP2I encourages applicants to review past projects on the NYSP2I website (<http://www.rit.edu/affiliate/nysp2i/community-programs/community-grants>).

In addition to new projects, NYSP2I also supports the expansion or replication of past projects in New York State as well as projects that support NYSP2I program initiatives. Please review past project summaries carefully to determine whether any are replicable in your community. Past applicants are also welcome to apply for funding to expand past projects. If replicating or expanding a past project, reference the project and project results in your application.

NYSP2I will review each application to determine that the proposed project meets the eligibility requirements below. In addition, members of the NYSP2I Advisory Board will be asked to review and provide feedback on applications. It is expected that any referenced material be cited with appropriate links in the event NYSP2I needs to refer to such information.

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For the purposes of the NYSP2I Community Grants Program, pollution prevention (P2) is defined as reducing or eliminating waste at the source by modifying production processes, promoting the use of non-toxic or less-toxic substances, implementing conservation techniques, efficiently and effectively utilizing resources such as energy, water and raw materials and re-using materials rather than putting them into the waste stream.

**Preference** will be given to projects that:

- ✓ Utilize partnerships and collaborations with other organizations
- ✓ Demonstrate a broad community impact
- ✓ Are replicable and transferrable to other organizations
- ✓ Can demonstrate funding from additional sources

***Ineligible Projects:***

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- ✓ Projects that do not meet the definition of or are not focused on pollution prevention. Ineligible projects include recycling, pollution control, or waste management.
- ✓ Projects conducted solely by a for-profit organization
- ✓ Lobbying or enforcement activities. The term "lobbying" or "lobbying activities" shall mean and include any attempt to influence:
  - (i) the passage or defeat of any legislation or resolution by either house of the state legislature including but not limited to the introduction or intended introduction of such legislation or resolution or approval or disapproval of any legislation by the governor;
  - (ii) the adoption, issuance, rescission, modification or terms of a gubernatorial executive order;
  - (iii) the adoption or rejection of any rule or regulation having the force and effect of law by a state agency;
  - (iv) the outcome of any rate making proceeding by a state agency;
  - (v) any determination:
    - (A) by a public official, or by a person or entity working in cooperation with a public official related to a governmental procurement, or

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- (B) by an officer or employee of the unified court system, or by a person or entity working in cooperation with an officer or employee of the unified court system related to a governmental procurement;
- (vi) the approval, disapproval, implementation or administration of tribal-state compacts, memoranda of understanding, or any other tribal-state agreements and any other state actions related to Class III gaming as provided in 25 U.S.C. § 2701, except to the extent designation of such activities as "lobbying" is barred by the federal Indian Gaming Regulatory Act, by a public official or by a person or entity working in cooperation with a public official in relation to such approval, disapproval, implementation or administration;
- (vii) the passage or defeat of any local law, ordinance, resolution, or regulation by any municipality or subdivision thereof;
- (viii) the adoption, issuance, rescission, modification or terms of an executive order issued by the chief executive officer of a municipality;
- (ix) the adoption or rejection of any rule, regulation, or resolution having the force and effect of a local law, ordinance, resolution, or regulation; or
- (x) the outcome of any rate making proceeding by any municipality or subdivision thereof.

For more information on [New York State's Lobbying Guidelines](http://www.jcope.ny.gov/about/lob/Lobbying%20Guidelines%204_24_12revised2.pdf), visit:  
[http://www.jcope.ny.gov/about/lob/Lobbying%20Guidelines%204\\_24\\_12revised2.pdf](http://www.jcope.ny.gov/about/lob/Lobbying%20Guidelines%204_24_12revised2.pdf)

***Budget Requirements, Size of Awards, and Distribution of Funds***

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***Budget Requirements***

Grant recipients will be required to establish and maintain complete and accurate records pertinent to the performance of the funded program. Expenses must be auditable to their original source and documentation must be maintained. Grant recipients will be required to provide periodic financial status reports, including back-up documentation for all expenses when requested.

Grant funds may not be used for the following:

- Alcoholic beverages
- Entertainment
- Goods or services for personal use
- Cost of selling or marketing products

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- The purchase of equipment\*, machinery, land, renovation, or construction costs

*\*For purposes of this award, equipment is defined as real property, equipment, or tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.*

Overhead Costs (Finance & Administrative Costs): Overhead recovery (indirect costs) will be limited to 5% of the total direct costs. *Standard Clauses for New York State Contracts* will be applicable to this grant and can be found at: <https://ogs.ny.gov/About/AppendixA.asp>

Travel costs are allowable in accordance with NYS travel guidelines and can be found at: <http://www.osc.state.ny.us/agencies/travel/travel.htm>

***Size of Awards***

An organization may submit more than one application. However, each application must be for a specific project, although the project may contain several elements. Typical grant awards will range between **\$10,000 - \$20,000** per project. The maximum grant award will be \$20,000 per project. Funding is contingent upon availability of program funds. NYSP2I may make grant offers at amounts lower than those for which the applicant proposed.

***Distribution of Funds***

Grantees will submit invoices to NYSP2I on a monthly or quarterly basis, along with a project progress report. Once an invoice has been approved, it is anticipated that payment will be made within 30 days.

***Reporting and Other Requirements***

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***Kick-off Meeting***

Grantees will attend a **mandatory** project kick-off meeting on **Thursday, June 1, 2017** via conference call/webinar. At this meeting, a review of project expectations will be discussed as well as detailed information regarding budget and invoicing. Please plan to include finance personnel at the kick-off meeting as pertinent budget information will be discussed. Awardees will be expected to provide a brief summary of their project at the meeting.

***Reporting***

*Progress Reports:*

Grantees will be required to submit **Quarterly Progress Reports**. Progress reports must include a list of project tasks and deliverables and their completion status to date, a list of milestones remaining to be undertaken, and outline of goals and objectives attained since the project started. NYSP2I will provide a progress report template. Reports will be due on October 5, 2017, January 5, 2018 and April 5, 2018.

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***Progress Report Conference Calls:***

Grantees will participate in quarterly project update conference calls to discuss project status. The date and times of these calls will be arranged between the grantee and NYSP2I; the calls will be held prior to the submission of each quarterly report on October 5, 2017, January 5, 2018 and April 5, 2018.

***Metrics Reporting:***

Throughout the grant period, grantees will be required to track and submit the following metrics as applicable to their project:

- Number of events, trainings, workshops, meetings, conferences and/or roundtables conducted (any planned event drawing attendance from multiple facilities and designed to disseminate P2 information)
- Number of attendees at each session (any training provided as part of the grant work)
- P2 Information developed (any publication designed to be disseminated to inform others about P2)
- Number of P2 informational materials distributed
- Number of clients reporting that they implemented P2 suggestions (requires follow-up)
- Number of clients reporting adoption of P2 policies
- Number of clients reporting increased awareness and understanding of P2 opportunities
- Any measurable environmental outcomes such as pounds of waste or emissions reduced

***Final Report:***

A Final Report will be due by the project end date, which will be no later than June 30, 2018. A Final Report template will be provided.

***Public Dissemination***

All project materials funded by or developed under NYSP2I's Community Grants Program **must be submitted** to NYSP2I for review **and approval prior** to public dissemination. Materials must include an approved NYSP2I logo as well as disclaimer verbiage from the NYS Department of Environmental Conservation. These materials will be provided by NYSP2I to grantees.

***NYSP2I Support***

In alignment with our mission and overall goal for the Community Grants Program, NYSP2I will provide professional, technical, outreach and press-related support to the grantees, including assistance in completing the grant application itself, if needed.

***Application Format***

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- 1) **Community Grants Proposal Cover Page:** Complete Appendix A
- 2) **Proposal** – (Total 100 points) Please use the following format and ensure all references are properly cited.
  - a) **Executive Summary/Abstract:** One (1) page overview to include the following:
    - i) The submitting organization name

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- ii) A brief description of the proposed project, including the pollution prevention aspect
- iii) The total cost of the project and the Community Grant Program funding amount requested

**b) Organizational Background (5 points):** (maximum 1 page)

- i) Describe your organization (history, mission, accomplishments, etc.)
- ii) Describe the project leader (include title and contact information) and participating staff's background and capabilities. Resumes are not required, but are recommended.

**c) Project Description and Plan (50 points):** (maximum 6 pages)

- i) Project Description
  - (1) Project goals and objectives
  - (2) Environmental issue(s) addressed by the project, specifically pollution prevention measures **(significant weight applied to this item)**
  - (3) Who or what will be affected, trained and/or impacted by the project and how
  - (4) Replicable and transferability to other NYS organizations and communities
  - (5) Expected short and long term impacts of the project
- ii) Project Plan
  - (1) Tasks necessary to complete the project. If applicable, explain your plan for dissemination of project materials. If the project involves outreach and education event(s), describe your target audience and your event promotion plan (i.e. how will you ensure a good show rate/reach the intended audience)
  - (2) Project deliverables (e.g. two workshops conducted, 500 educational pieces disseminated, proposed number of participants)
  - (3) Targeted Outcomes (e.g. 1000 re-posts on social media)
  - (4) Key resources participating in developing/implementing the project and their role

**d) Project Evaluation & Expected Results (20 points):**

- i) Expected qualitative and quantitative results of the project and how you will measure them.
- ii) Explain how you will evaluate whether your overall project is successful. Please include who will conduct the evaluation and the criteria and/or measures used **(significant weight applied to this item)**.

**e) Partnership and Collaborative Efforts (10 points):**

- i) List the project partners and their contact information.
- ii) Submit **letters of commitment** from each project partner describing their commitment to the project, their role, estimated time on the project and whether they will be paid with this grant funding.
- iii) Submit **letters of support** from a government body, educational institution, or other established entity expressing support for the grant application. **(Optional)**

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**f) Timeline (5 points):**

- i) Outline project milestones (indicate start and completion date)
  - Add tentative dates for any planned events (if applicable)

**g) Budget (10 points):**

- i) State total project cost and amount of Community Grant Program funding requested. Describe any other sources of funding that will be used toward the project costs and whether they have already been secured/committed.
- ii) Provide a brief description and justification of expenses. Please note: if hard copy materials such as books, brochures, cards, etc. will be created, NYSP2I requests 50 copies of each creation. Please account for this in the budget.
- iii) Complete and submit all three sheets of Appendix B Community Grants Program Budget Form. If you are not planning travel, please enter zeros on the travel sheet. **This Budget Form should only include items to be funded through NYSP2I**, not your total project expenses.

**3) Required Forms:**

- a) RFA Appendix A: Community Grants Program Proposal Cover Page (as noted above)
- b) RFA Appendix B: Community Grants Program Budget Form
- c) W9 Form
- d) New Supplier Setup form
- e) Attachment 3 Contact Form

***Application Submission Timeline***

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Applications must be received by NYSP2I by:

**5pm EST on Friday, March 31, 2017.**

Late applications will not be reviewed.

The NYSP2I Community Grant award announcements are anticipated on or about May 15, 2017. Grantees will be required to sign a Community Grant Program Scope of Work for their project, which will contain flow down terms and conditions of the NYSP2I state contract. Project work may begin once the applicant is officially notified of their award in writing by NYSP2I, the required Community Grant Program documents are fully executed, and a purchase order is issued by Rochester Institute of Technology (the administrator of the NYSP2I).

***Submission Information***

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Submit complete application package electronically as one PDF file via email to: [nysp2icgp@rit.edu](mailto:nysp2icgp@rit.edu) with the following subject line: **2017- 2018 CGP Application**

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***Applications submitted without all required forms will not be reviewed.***

***Contact Information***

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All questions about this Request for Applications should be directed to:

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The New York State Pollution Prevention Institute (NYSP2I) is a state-wide research and technology transfer center whose mission is to make New York State more sustainable for workers, the public, the environment, and the economy.

NYSP2I is led by Rochester Institute of Technology (RIT) and is a partnership between RIT, Clarkson University, Rensselaer Polytechnic Institute, University at Buffalo and the NYS Manufacturing Extension Partnership Centers (MEP)

To learn more about NYSP2I visit: [www.nysp2i.rit.edu](http://www.nysp2i.rit.edu)

