

ZOOS, BOTANICAL GARDENS and AQUARIUMS

Z B G A

GRANTS PROGRAM

Request for Applications

For a Two Year Contract Term

April 1, 2019 - March 31, 2021



**Parks, Recreation
and Historic Preservation**

State of New York
Andrew M. Cuomo, Governor

Office of Parks, Recreation and
Historic Preservation
Rose Harvey, Commissioner

An Equal Opportunity/Affirmative Action Agency

ZBGA GUIDELINES

INTRODUCTION

The Zoos, Botanical Gardens and Aquariums Program (ZBGA) is administered by the New York State Office of Parks, Recreation and Historic Preservation (OPRHP). The ZBGA Program, which is funded through annual appropriations from the state Environmental Protection Fund (EPF), provides the stimulus to develop educational, cultural and recreational programs interpreting our natural heritage as well as support for the permanent collections of eligible institutions, throughout the State of New York. ZBGA grants provide eligible local governments and not-for-profit organizations timely and stable annual funding for operating and program support. Applicants will be evaluated based on the administrative and fiscal strength of the organization, the quality and care of its collections, and the level of service to the public.

FUNDING CYCLE

This grant application is for mid-cycle entrance into a five year grant program that began with SFY 2016-17.

New eligible institutions that enter the program in years four and five will be given an introductory grant of \$15,000 until the next application cycle, contracts starting April 1, 2021. The deadline for new applicants in year four is March 29, 2019.

To accommodate new eligible institutions, as well as adjust if any organizations drop out of the program in years four and five of this grant cycle, grants may be further pro-rated; however, no eligible organization will receive less than the \$35,000.

Each organization will need to submit all necessary materials to allow contracting and payment before the end of each fiscal year. Failure to accomplish this may result in funds being forfeited for that year. Those funds will be added to the available appropriation to determine the pro-rated share for the subsequent year. However, in no case will an organization forfeit funds if it had less than 60 days to comply with a requirement. Once in compliance, the organization will be eligible for its full, pro-rated share for that current year.

Regardless of the results of the grant award calculations, in no case will an institution receive an award more than one third of the organization's total operating budget. In addition, there will be a maximum award to any applicant/parent organization of no more than one third of the annual appropriation. Organizations with less than \$45,000 in operating expenses are not eligible.

ELIGIBILITY

Municipalities and not-for-profit organizations which own, house or care for living or systematically organized collections of objects of natural origin and which primarily provide such services to the general public on a regular and predictable basis are eligible for funding under the Zoos, Botanical Gardens and Aquariums Program.

For narrative purposes within this application, such organizations are referred to as NATURAL HERITAGE INSTITUTIONS, and the collections which they own, manage and interpret for the public are referred to as NATURAL HERITAGE COLLECTIONS. Both of these terms are defined below as they are applied to the Zoos, Botanical Gardens and Aquariums Program:

Definition: *Natural Heritage Institution*

Zoos, botanical gardens, herbariums, arboretums, aquariums, bird sanctuaries, natural habitat preserves, natural science museums, and nature and environmental centers which own, care for and interpret for the public living or systematically organized collections of biological specimens.

Definition: *Natural Heritage Collections*

- (a) preserved and systematically organized biological objects such as vascular and nonvascular plants, vertebrate and invertebrate animals and fossils which are interpreted in conjunction with living collections;
- (b) living animals and plants which are cared for and interpreted for the public in artificial or substitute habitats as captives or transplants;
- (c) natural habitats of New York State which are formally dedicated in perpetuity to be maintained as viable, natural ecological associations for wild animals and plants, and which are interpreted for the public.

In addition, each applicant must meet **ALL** of the following criteria in order to be eligible for the program:

- be a municipality or a not-for-profit organization;
- exist on a permanent basis to act as or for a Natural Heritage Institution;
- have, as a primary purpose, an ongoing and robust education program that:
 - services children and adults,
 - utilizes the Natural Heritage Collection and,
 - adhere to the Standards and Practices for Interpretive Methods as set forth by the National Association for Interpretation;
- support a facility from which to operate these programs and interpret the collection that is:
 - open to the general public on a regular and predictable basis for at least seven consecutive months of the year,
 - and has a continual full schedule of programs and services for the public during that time;
- have well-defined program goals;
- support an organized and systematic program for care of the collection, in accordance with State and Federal standards;

- have proven financial, administrative and public service stability for a minimum of three years;
- conduct all institutional operations in accordance with requirements of Title VI of the Federal Civil Rights Act of 1964 and of the Rehabilitation Act of 1963, as amended, which bar discrimination on the basis of race, age, color, nationality, handicap or place of residence;
- hold all captive animals and plants in accordance with State and Federal laws and maintain them in accordance with current professional standards of humane treatment and conservation;
- if affiliated with a larger organization, the applicant must have a separate budget; and
- comply with the Equal Employment Opportunity (EEO) and Minority and Women-Owned Business Enterprise (M/WBE) requirements of Article 15A of the Executive Law.

PROGRAM RESTRICTIONS

The following entities, programs and activities **are not eligible** for funding under the Zoos, Botanical Gardens and Aquariums Program:

Ineligible Entities and Programs

- natural history or history museums or collections;
- art museums;
- science-technology centers, museums or collections;
- planetariums;
- cemeteries;
- for-profit organizations;
- gardens and plantings that are primarily commercial;
- programs primarily concerned with horticulture (the culture of plants for food, comfort, or beauty);
- programs which deal primarily with interpretation, utilization and/or maintenance of genetically domesticated plants and/or animals;
- public school districts or their components;
- archaeological or anthropological museums or collections;
- Federal agencies and their programs;
- New York State agencies and departments;

Ineligible Activities

- research projects;
- land acquisitions;
- program activities solely restricted to or directed towards an organization's membership or clients;
- lobbying or political activities;
- fundraising activities;
- collection acquisitions;
- rescue and/or rehabilitation;
- food services;
- overhead and other indirect expenses.

NOTE: Institutions with collections or programs which include both eligible and ineligible categories and otherwise meet all program eligibility criteria are eligible ONLY for assistance in areas **relating to the natural heritage portions** of their collections and public service programs.

DISBURSEMENT OF FUNDS

Once OPRHP has finalized the grant awards, the agency will provide each eligible organization a formal contractual agreement. After the organization's agreement is fully executed, vouchers for payment will be processed according to terms and conditions outlined in Attachment D of the contract agreement.

OPRHP will reimburse expenses on a quarterly or annual basis, dependent upon the award amount.

REPORTS

Prior to receiving funds for each year of this award, the recipient ZBGA institution must submit to the Albany Office one copy of a report containing a reconciliation of the contract as written compared to the project as completed. Further details of interim and final report requirements are outlined in the contract Appendix C. For the most part, they will consist of a Final Report Certification signed by the authorized official, Grant Payment Summary Sheet, and a brief narrative explaining what was accomplished with grant funds.

AFFIRMATIVE ACTION

OPRHP is committed to programs of Affirmative Action and agency staff will assist organizations in undertaking Affirmative Action initiatives. Article 15A of the Executive Law pertains to Minority and Women-owned Business Enterprises (MWBE) and Equal Employment Opportunity (EEO). State agencies are required to insure that all state contracts in excess of \$25,000 comply with EEO requirements. Projects in excess of \$25,000 for labor, services, supplies, equipment, materials or a combination thereof, or \$100,000 for capital construction projects may be assigned specific goals for participation by MWBEs. These goals will be based on the scope of the project and the availability of MWBEs to perform work in the project area. The grantee will be required to report on their utilization of MWBEs with each payment request and final report.

Projects which fall below the \$25,000 threshold for goods and services and \$100,000 for capital construction will be requested to show "good faith efforts" to solicit MWBEs during the project and document these efforts with each payment request and final report.

ACKNOWLEDGEMENT

All materials, public information and publications developed with funds from the ZBGA grant must acknowledge funding assistance by inclusion of the phrase; "This project was funded by the Zoos, Botanical Gardens and Aquariums Grant Program which is administered by the New York State Office of Parks, Recreation and Historic Preservation."

GRANTS GATEWAY PREQUALIFICATION

Not-for-profit organizations must take the additional step of prequalifying by completing a basic profile and storing organizational documents. **Both registration and prequalification must be completed by not-for-profit organizations before the application deadline. Failure to do so will mean that their applications will not be reviewed.** Not-for-profit organizations will be able to submit their responses online, and, once reviewed and approved by a state agency prequalification specialist, the not-for-profit organization will be able to apply for grants, and all information will be stored in a virtual, secured vault. Not-for-profit organizations will have to maintain their pre-qualification status on a yearly basis by providing up to date IRS 900, CHAR 500 and audit review documents.

For additional information on registration and prequalification, please visit Grants Management Website at <https://grantsmanagement.ny.gov/get-prequalified>

IMPORTANT INFORMATION FOR APPLICANTS

GRANTS MANAGEMENT

On May 15, 2013, a web-based grants management system, the Grants Gateway, was launched at <https://grantsgateway.ny.gov> as part of Governor Cuomo's transformation initiative to reform the State's grant contracting process by simplifying and streamlining the grants management process. The Grants Gateway is an online system that allows vendors to browse and apply for grant opportunities and will improve the way grants are administered by the State of New York. The Grants Gateway system capabilities include the following:

- **Opportunity Portal** – A one-stop location to search for available and anticipated grant opportunities from all New York State agencies. Sign up to receive notification when specific types of grant opportunities are posted.
- **Document Vault** – A secure online document repository for vendors/grantees to store and share commonly requested documents with State agencies. The Document Vault is utilized for the Vendor Prequalification Process. All not-for-profit organizations must be prequalified in the Grants Gateway system to be considered eligible to apply for a grant opportunity.
- **Online Contracts** – Ability for vendors/grantees to develop and execute contracts online.
- **Online Claims and Reporting (made available September 2017)** – Ability for contractors/grantees to develop and submit payment requests, supporting cost documentation, and project reports.

Grants Reform procedures require all applications to be developed and submitted online through the NYS Grants Gateway.

GRANTS GATEWAY REGISTRATION AND PREQUALIFICATION

All NYS grant applicants must be registered in the NYS Grants Gateway to be eligible to:

- Apply for a NYS grant opportunity.
- Enter into a grant contract, an amendment to an existing contract, or a letter of agreement.
- Apply for future grant payments.

In addition to registering, not-for-profit organizations must also complete the Vendor Prequalification process in the Grants Gateway to be considered eligible to apply for this grant opportunity. Government entities and public authorities are currently not required to complete the Vendor Prequalification Process.

CREATING ROLES IN THE GRANTS GATEWAY SYSTEM

Once your Organization is registered and prequalified (if applicable) in the Grants Gateway, the User with the Delegated Administrator Role must create additional roles to initiate, complete, and submit the application in Grants Gateway. Refer to Section 2.2 of the "Vendor User Manual", located on the Grants Management website at <https://grantsmanagement.ny.gov/apply-grant>, for instructions on creating user roles in the Grants Gateway system. **This step MUST be completed to submit an application in the Grants Gateway.**

GRANTS GATEWAY REGISTRATION INSTRUCTIONS

Registration is NOT an online process. Register now to allow time for processing!!

- 1.) On the Grants Management Website at <https://grantsmanagement.ny.gov/register-your-organization> download a copy of the Registration Form for Administrator.
- 2.) Complete the form according to the instructions provided. The completed form must be signed and notarized.
- 3.) Mail the signed and notarized original form at the address provided in the registration form.
- 4.) After the form is received and reviewed, you will be provided with a Username and Password allowing you to access the Grants Gateway.
- 5.) Log in to the Grants Gateway at <https://grantsgateway.ny.gov>. You will be prompted to change your password at the bottom of your Profile page. Enter a new password and click the SAVE button located on the top, right-hand side of the page.

If you have previously registered and do not know your Username please email grantsgateway@its.ny.gov. If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

NOT FOR PROFIT PREQUALIFICATION INSTRUCTIONS

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant application and contract processes. These initiatives require not-for-profit organizations to complete the Vendor Prequalification process to be considered eligible to apply for a grant.

Below is a summary of the steps to complete the prequalification requirements. The **Vendor User Manual** on the Grants Management website at <https://grantsmanagement.ny.gov/get-prequalified> provides additional information and instruction.

- 1.) Complete your Prequalification Application.
 - Log in to the Grants Gateway at <https://grantsgateway.ny.gov>. If this is your first time logging in, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click the SAVE button located on the top, right-hand side of the page.
 - Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
 - Answer the questions in the *Required Forms* and upload the *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Applications.
 - Specific questions about the prequalification process should be referred to your agency representative or to the Grants Management Team at grantsgateway@its.ny.gov.
- 2.) Submit Your Prequalification Application
 - After completing your Prequalification Application, click the *Submit Document Vault* button located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted, the status of the Document Vault will change to *In Review*.
 - If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
 - Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Additional registration and prequalification information, including a video tutorial, is available on the Grants Management website at <https://grantsmanagement.ny.gov/>

PROPOSAL SUBMISSION INSTRUCTIONS

Applications due by 5:00 p.m. ET on March 29, 2019

Applications are due by March 29, 2019. All required components of applications must be entered in the Grants Gateway by that date and time for further consideration. Mailed, emailed, hand delivered or faxed submissions ***will not be accepted***. Applications received after the application due date and time will not be accepted.

The Grants Gateway can be accessed at: grantsgateway.ny.gov

ZBGA CONTACT

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