



FREQUENTLY ASKED QUESTIONS ZBGA CAPITAL GRANTS PROGRAM

Revised 8/16/2024

How is the funding determined?

This is a non-competitive application. If a proposal is deemed eligible, an award will be granted; however, the award amount depends on the total aggregate ask. If the overall grant ask surpasses \$20M, awards may be prorated.

What is the Match based on?

The match is based on the total project cost. If match is required, grant funds will reimburse up to **80% or 50%** of total eligible project costs, or the grant award total, whichever is less.

How do reimbursements work?

Reimbursements can be requested on an interim basis, as eligible costs accrue, up to 90% of the total grant award. The final 10% will be released upon approval of all closeout documents and final report.

Do we need to solicit Minority and Women Owned Business Enterprises (MWBE's)?

All grant recipients are subject to the terms of the State of New York Contract for Grants which includes provisions for Equal Employment Opportunities for Minorities and Women.

What will the contract term be?

The contract will be a fixed term 5-year contract. 4/1/2024-3/31/2029

When can I start work?

Successful applicants are advised **NOT to go to bid or to begin work** until a project agreement (including a budget, scope of work and performance timeline) has been formalized between OPRHP and the grant recipient, and OPRHP has issued all necessary approvals. Conditions of award will include environmental and historic preservation reviews, OPRHP acceptance/approval of plans and specifications and bidding documents, competitive bidding, etc. Proceeding without advance OPRHP approval could jeopardize grant reimbursement.

Are there Environmental Reviews?

Before any action to award grants, the requirements of the State Environmental Quality Review Act (SEQR) must be met. Specific requirements for SEQR, including the designation of lead agency and classification of actions, can be found at <https://parks.ny.gov/grants/consolidated-funding-app.aspx>.

- Final permits are not required at application stage, but if any are required, an approved copy needs to be submitted to OPRHP before any work can commence.

Are there Historic Preservation Requirements?

For projects that involve properties listed on or eligible for the State and/or National Register, all work undertaken as part of a grant-assisted project must conform to the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. ~~Any work involving a historic resource will require that a preservation covenant be conveyed to OPRHP.~~

If I have been awarded a separate NYS or Federal Grant, can those funds be used as match?

Other NYS & Federal grant funding can be used as match if that grant funding allows. Environmental Protection (EPF) funds cannot be used (ex. you are awarded an EPF CFA grant; those funds cannot match this grant). Work completed prior to award is not eligible for reimbursement or for match.

Are there Fiscal requirements?

All goods and services must be procured in a manner to assure the prudent and economical use of grant moneys. Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money (if NFP's do not have their own set procurement guidelines, it is suggested to follow General Municipal Law). Expenditures that do not meet these standards (including retroactive services and purchases) should not be included in the grant budget.

- As stated in our RFA/GUIDANCE:
 - If the Contractor is subject to General Municipal Law, documentation of the Contractor's compliance with the procurement and bidding requirements of General Municipal Law shall be included with the applicable request for reimbursement.
 - If the total amount of the goods or services is less than the dollar threshold for competitive bidding, or **if the Contractor is not subject to General Municipal Law, the Contractor must follow procurement procedures designed to achieve the purpose of this clause.** Such procedures may include, but are not limited to, competitive bidding, the solicitation of three price quotes, written requests for proposals, etc. When submitting a request for reimbursement, the Contractor must include a copy of the organizational procurement policy applicable to the relevant expenditures and/or documentation of the specific procurement process used for those expenditures.

Some sections of the RFA have character limits, do grantees need to abide by the limits?

The questions can be entered in the SFS template provided, or an applicant can upload a separate document to answer the question(s) if the character limit is exceeded.