

Long Island Sound Resilience Grant Writing Assistance Program

[Program Goal and Background](#)

[Program Description](#)

[Funding and Duration](#)

[Eligibility](#)

[Funding Opportunity Timeline & Review and Feedback Process](#)

[Evaluation Criteria](#)

[Award](#)

[Reimbursement](#)

[US EPA Funding](#)

Opportunity Announcement: November 15, 2022

Program Summary

With funding from US EPA through the Long Island Sound Study (LISS), New York Sea Grant (NYSG) and Connecticut Sea Grant (CTSG) announce a funding opportunity open to municipalities and community organizations to facilitate the hiring of grant preparation and writing support to assist with the development of a grant application for sustainable and resilience focused projects that will impact a community(ies) within or partially within the Long Island Sound Coastal boundary (within Westchester, Nassau, Suffolk counties, Western Connecticut, and Eastern Connecticut). See Eligibility section for more detail and [Sustainable and Resilient Communities webpage](#) for regions. The intent of the program is to reduce staffing and capacity barriers that municipalities and community organizations may face when applying for competitive funding opportunities. Funding is to be awarded in a range of \$5,000- \$9,950 per application directly to the grant preparation and writing support contractor on a cost reimbursable basis. Match will not be required.

Applications will be accepted on a rolling basis until all available funding is allocated, which may be no later than September 30, 2023. Applications should be submitted by filling out and submitting the Application at the linked [google form](#), or the attached [Application](#) via email to LISresilience@gmail.com or by mail (mailing address on Application).

Program Goal and Background

The work of the LISS Sustainable and Resilient Communities Work Group and dedicated NYSG and CTSG Sustainable and Resilient Communities Extension Professionals (SRC EPs) has shown

that for communities across New York (NY) and Connecticut (CT), obtaining funding is one of the main barriers to planning, designing, and implementing sustainable and resilience focused projects. We have also heard that there is a lack of capacity, expertise, and resources to prepare and apply for funding. Through this Long Island Sound Resilience Grant Writing Assistance Program opportunity, NYSG and CTSG will provide grant preparation and writing capacity to NY and CT communities that are pursuing funding for sustainable and resilience focused projects. This program aims to help communities develop successful sustainable and resilience focused project grant applications and for municipalities and community organizations to develop capacity for navigating the funding landscape. See more information about the [Long Island Sound Study and Sea Grant Programs](#).

Program Description

Communities that participate in this program can receive support for grant preparation and writing. This support may include, but is not limited to:

- Budget preparation
- Cost-benefit analysis
- Writing and narrative development
- Mapping
- Application preparation and submission

Projects eligible for this program should foster a sustainable and resilient Long Island Sound. Projects should advance a community's efforts to anticipate, absorb, accommodate, and recover from the effects of disturbances (e.g. sea level rise, storms and other extreme events, and human impacts), while achieving social, environmental, and economic well-being for all communities, particularly those communities with environmental justice concerns.

Projects in the Planning, Design, and Implementation phase are eligible under this program. [The 2020 LISS Comprehensive Conservation and Management Plan Implementation Actions \(IA\)s of focus for the Long Island Sound Resilience Grant Writing Assistance Program](#) are linked here for your reference. The type of projects eligible for this program must advance one or more of the IAs listed and examples include:

- Sustainability/Resilience Plans/Watershed Plans
- Green Infrastructure, stormwater management and low-impact development
- Improvements to infrastructure to increase resilience to sea level rise, storm surge, and intense storms and flooding
- Right-Sizing of Culverts/Dam Removal
- Nature-Based Solutions (e.g., living shorelines, wetland restoration, shellfish restoration, eelgrass restoration)
- Retreat, Relocation, and/or Land Acquisition to protect habitat in the floodplain
- Public Engagement and Knowledge, relating to the advancement of sustainable and resilient communities

Funding and Duration

Funding will be awarded in a range of \$5,000- \$9,950 per application directly to the grant preparation and writing support contractor on a cost reimbursable basis. Match will not be required.

Contract services supported through this grant program for grant preparation and writing support activities must be completed by the submittal date of the targeted grant application(s), which may be no later than September 30, 2023. Funding availability is subject to US EPA award terms and conditions.

Eligibility

This opportunity is open to municipalities, intermunicipal councils/organizations, nonprofits, non-governmental Organizations (NGOs), Private Voluntary Organization (PVOs), Community Based Organizations (CBOs), and State and Federally recognized, as well as non-recognized, Indigenous or Native Peoples/Communities in need of grant preparation services for sustainable and resilience focused projects that will impact a community(ies) within or partially within the Long Island Sound Coastal boundary (within Westchester, Nassau, Suffolk counties, Western Connecticut, and Eastern Connecticut). Eligible applicants must identify the grant writer/consultant that will provide the grant preparation services on their behalf when they apply. Funding will be provided directly to the selected grant writer/consultant who are listed as eligible vendors with Cornell University in NY or University of Connecticut in CT. Funding may not be awarded directly to municipalities. Additionally, the eligible applicant and grant writer/consultant should confirm that the intended grant awardee is eligible for and can accept the targeted grant(s) they intend to apply for.

Funding Opportunity Timeline & Review and Feedback Process

Activity	Date
Program announced and Open Feedback Period begins	November 15, 2022
Informational webinars	NY applicants - December 7, 2022 CT applicants - December 13, 2022
Awards to applicants begin (rolling basis)/MOU/POs begin (rolling basis)	Starting as soon as January 2023
Application Submission and Open Feedback Period Closes	When all the available funding has been allocated which may be no later than September 30, 2023

- Starting around mid-December 2022 project applications will be reviewed by NYSG and CTSG SRC EPs on a rolling basis in the order in which the applications are submitted. Applications will be reviewed based on the below Evaluation Criteria and feedback will be provided to all applicants in writing.
- An Open Feedback Period will be available to interested applicants (prior to application submission) starting November 15, 2022 through the time when the Application Submission closes, which may involve follow up phone calls/emails with applicants to determine eligibility and provide feedback.
- Virtual informational webinars will be held, one for NY applicants and one for CT applicants:
NY Applicant Informational Webinar - December 7, 2022 11:30 am - 12:30 pm
 Register for the Zoom Webinar by following the [registration link](#).
- **CT Applicant Informational Webinar** - December 13, 2022 2:00 - 3:00 pm
 Register for the Webex Webinar by following the [registration link](#).
- Starting as soon as January 2023, awards will be made to selected applicants on a rolling basis. See Award section for more detail.
- Application Submission period will close when all the available funding has been allocated which may be no later than September 30, 2023.

Evaluation Criteria

Starting around mid-December 2022 project applications will be reviewed by NYSG and CTSG SRC EPs on a rolling basis in the order in which the applications are submitted.

Applications will be reviewed based on the below Evaluation Criteria and feedback will be provided on all applications in writing.

1. Demonstration of project need and goal is well defined and supports the goals of the [LISS Sustainable and Resilient Communities](#) theme and in alignment with one or more of the [The 2020 LISS Comprehensive Conservation and Management Plan Implementation Actions \(IA\)s of focus for the Long Island Sound Resilience Grant Writing Assistance Program](#).
2. Demonstration of the project impact on a community within or partially within the Long Island Sound Coastal boundary (within Westchester, Nassau, Suffolk counties, Western Connecticut, and Eastern Connecticut). [See [Sustainable and Resilient Communities webpage](#) for regions].
3. Clarity and completeness of the required information, including the grant preparation and writing support funding request/budget detail.

Award

Through their respective institutions (depending on whether the community is located in NY or CT) once an application is selected for funding, NYSG (Cornell University)/CTSG (University of

Connecticut) will contract directly with the applicant's selected contractor. Fund dispersal to the selected contractor will take place in compliance with Cornell University/University of Connecticut's policies and procedures on a cost reimbursable basis. The funding will be awarded on a rolling basis until all the available funding has been allocated which may be no later than September 30, 2023.

The funding requested and scope of the contract with the selected contractor will be identified by the applicant and depend on the specific grant preparation and writing capacity/needs and the grant opportunity that the applicant is pursuing, recognizing that some grant applications are more involved than others. In all cases, the final required deliverables of the contract are 1) a copy of the submitted application for the targeted grant opportunity(ies) and 2) written confirmation of the submission of the application(s) to the targeted grant opportunity(ies).

Award and Contracting Process:

Cornell University/University of Connecticut will establish a purchase order (PO) with the applicant's selected contractor, or Vendor. A Memorandum of Understanding (MOU) will be established between either NYSG /CTSG (depending on whether the community is located in NY or CT) and the applicant to outline the agreement and expectations of the applicant, Vendor, and funding entity.

I. Cornell University/NY Award and Contracting Process:

The applicant and applicant's selected contractor or vendor are encouraged to review the requirements for becoming a service provider for Cornell at: <https://www.dfa.cornell.edu/procurement/suppliers/doing-business/service-provider>. A service is an activity in which labor is the major factor and not merely incidental to the production, acquisition, and/or delivery of a good. The procurement of services has unique requirements.

According to Internal Revenue Service guidelines, Cornell must determine if an individual or entity providing the service should be classified as an employee or an independent contractor (vendor). To comply with this IRS requirement, service providers are asked to complete a [Service Provider Questionnaire](#) each time they are hired to perform services. If Cornell engages you as an independent contractor, the following must occur **prior** to the services being performed:

- a. You will receive a contract for services which must be signed and returned.
- b. If you are a new vendor for Cornell, you will receive an email invitation to register as a Cornell vendor using our online registration tool; your taxpayer identification number will be collected at this time.
- c. Depending on the nature of the service(s) provided, you may be required to provide proof of insurance. Please see Cornell's [insurance requirements](#).

Basically, Cornell requires:

- i. Commercial general or professional liability – depends on the type of service.
 - ii. Auto liability – when a vehicle is used as part of the services for other reason than your personal transportation.
 - iii. Worker’s compensation – when a vendor has employees.
 - iv. Cyber risk – for software development or installation; electronic storage (including cloud computing); or hosting, using, or accessing Cornell data.
- d. After the steps above have been completed, Cornell will issue a PO for the services, which will include the executed contract for services.

Upon completion of services, per the instructions on the PO the Vendor will be instructed to submit an invoice.

II. University of Connecticut/CT Award and Contracting Process:

The applicant and applicant’s selected contractor are encouraged to review the requirements with the purchasing procedures used by The University of Connecticut: <https://purchasing.ubs.uconn.edu/vendor-guide/>.

If a selected contractor is not previously registered with The University of Connecticut as a supplier, then you will receive an email invitation to register, using the University’s online registration tool.

Once the supplier registration process is completed, a PO will be issued for the services, which will include the executed contract for services.

Upon completion of services, per the instructions on the PO the Vendor will be instructed to submit an invoice.

Reimbursement

Awards under this funding opportunity are administered as a Cost Reimbursable Award (CRA) and Vendors must submit invoices, with applicant approval in writing, to Cornell University/University of Connecticut for reimbursement. Fund dispersal to the Vendor will take place in compliance with Cornell University/University of Connecticut’s policies and procedures.

US EPA Funding

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement LI-96244521 to New York Sea Grant, Cornell University and assistance agreement LI-00A00578 to Connecticut Sea Grant, University of Connecticut. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document. Funding is subject to [Uniform Guidance \(2 C.F.R. Part 200\)](#).