



**Department
of State**

Long Island South Shore Estuary Reserve Local Assistance Grants Request for Applications

Release Date: March 2, 2017

(Updated) Question Due Dates: March 15 and April 4, 2017

(Updated) Updates & Responses to Questions Posted Date: March 17 and April 11, 2017

Application Due Date: 4:00pm, May 3, 2017

CONTACT INFORMATION

General Program Information & Inquiries

Jeremy Campbell
NYS Department of State
Office of Planning and Development
One Commerce Plaza
99 Washington Avenue, Suite 1015
Albany, New York 12231
opd@dos.ny.gov
(518) 474-6000

Application Submission

Chet Fiske, Contracts Management Specialist
Attention: RFA #16-LWRP-17
NYS Department of State
Bureau of Fiscal Management
One Commerce Plaza, Suite 1110
99 Washington Avenue
Albany, NY 12231

Table of Contents

1.00	General Information	1
1.10	Background	1
1.20	Funding Availability.....	1
1.30	RFA Related Questions and Updates	1
1.40	Submission of Application	2
1.50	Contract Period	2
2.00	South Shore Estuary Reserve Local Assistance Grants.....	3
2.10	Eligible Activities	3
2.20	Eligible Applicants	4
2.30	Eligible Expenses	5
2.40	Ineligible Expenses	5
3.00	Applying for a South Shore Estuary Reserve Local Assistance Grant	6
3.10	Application Materials	6
3.20	Application Instructions	6
3.30	Grant Selection Criteria	9
4.00	Awards and Grant Administration	11
4.10	Award Announcements	11
4.20	Contract Requirements.....	11
4.30	Project Administration	14
4.40	Schedule of Payments	14
4.50	Required Reports	14
4.60	General Specifications	14
4.70	Satisfactory Progress.....	16

1.00 GENERAL INFORMATION

1.10 Background

The Long Island South Shore Estuary Reserve (Reserve) features vast stretches of sandy beaches, numerous marinas, and abundant parks and nature preserves that provide opportunities to swim, boat, fish, hike, observe wildlife, and relax. Home to 1.5 million people, the Reserve is an anchor for Long Island's tourism, seafood, and recreation industries. The New York Department of State (DOS) Office of Planning and Development (OPD) administers and provides funding for the implementation of the Long Island South Shore Estuary Reserve Comprehensive Management Plan (CMP) in cooperation with the 23-member Long Island South Shore Estuary Reserve Council, which is comprised of State and local governments, non-profit and academic organizations, and other stakeholders.

This Request for Applications (RFA) is soliciting applications from municipalities to the Long Island South Shore Estuary Reserve Local Assistance Grant Program for projects that implement the CMP's recommendations, advance a Reserve Council priority, or increase resiliency of the Reserve from climate change impacts. Although not formally part of the CMP, resiliency is a need of utmost importance following the devastation caused by Superstorm Sandy. The Reserve is one of the most vulnerable regions in the State to climate change impacts due to its low relatively flat terrain, sandy erodible soils, and dependence on fragile barrier islands for protection from damaging hurricanes, nor'easters, tidal surges, and heavy precipitation. The Reserve is also impacted by an increase in nuisance tidal flooding related to sea level rise and land subsidence. Communities in the Reserve need to become more resilient in order to recover quickly from a disaster and sustain ecological services, life support systems, biological diversity, and economic vitality.

1.20 Funding Availability

Up to \$800,000 is available with a maximum award amount of \$50,000. No match is required.

1.30 Updates, and Questions

Any updates and/or modifications to this RFA will be posted on the Department's website at: <http://www.dos.ny.gov/funding>.

Questions and answers will be posted on the RFA Updates and Responses Posted date as stated on the cover of this RFA. Questions on this grant program should be directed by e-mail or in writing to Jeremy Campbell, as shown below. When corresponding by e-mail, clearly indicate the subject as: "17-SSER RFA Questions". To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Questions received will be posted with answers on the Department's website at: <http://www.dos.ny.gov/funding>.

Jeremy Campbell
Office of Planning and Development, RFA # 16-LWRP-17
New York State Department of State
One Commerce Plaza, 10th Floor, Suite 1015
99 Washington Avenue
Albany, NY 12231
opd@dos.state.ny.us

1.40 Submission of Application

All applications must be submitted by the date and time listed on the front page of this RFA. One signed and complete original application, plus two exact paper copies of the complete application, must be submitted by the applicant and received at:

Application Submission

Chet Fiske, Contract Management Specialist
Attention: RFA #16-LWRP-17
NYS Department of State Bureau of Fiscal Management
One Commerce Plaza, Suite 1110
99 Washington Avenue
Albany, NY 12231

All submissions must contain the complete application to be considered for review. Email or fax copies will not be accepted.

1.50 Contract Period

Contracts for approved activities will be awarded for a term of 24 months.

2.00 LONG ISLAND SOUTH SHORE ESTUARY RESERVE LOCAL ASSISTANCE GRANTS

The Long Island South Shore Estuary Reserve Local Assistance Grant Program will provide up to \$50,000 to a municipality (county, city, town, or village) located within the Reserve, as defined by the Long Island South Shore Estuary Reserve Comprehensive Management Plan (CMP) and Executive Law, Article 46 as the lands draining into the south shore bays.

2.10 Eligible Grant Activities and Project Types

Eligible grant activities include one or more of the following:

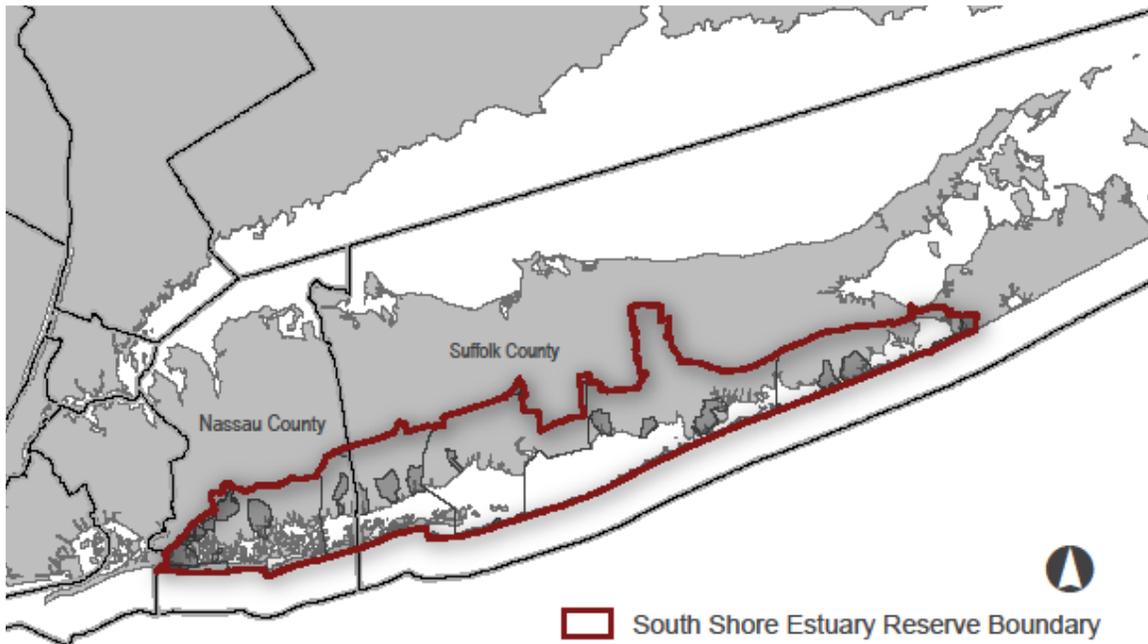
- Implementation of resilient plans for community sustainability and adaptation to flooding, sea level rise, and increased erosion
- Advancement of one or more Reserve CMP recommendations or other emerging council priorities
- Fortification of shorelines with natural protective features
- Water quality improvements including the installation of green infrastructure and advanced on-site wastewater treatment
- Restoration and enhancement of natural resources and degraded ecological systems
- Improve the Reserve related economy
- Enhance public use of the Reserve's resources

Applicants can propose any of the following eligible types of projects to address eligible activities:

- Demonstration/pilot projects
- Capital improvement projects
- Scientific research
- Water quality monitoring

2.20 Eligible Applicants

Applicants must be a municipality (county, town, city or village) located within the Reserve. Municipalities may collaborate with nonprofit and for-profit organizations as appropriate. The following map outlines the South Shore Estuary Reserve and lists the eligible applicants.



Municipalities within the South Shore Estuary Reserve:

Towns (from west to east):

Hempstead
Oyster Bay
Babylon
Islip
Brookhaven
Southampton

Counties (from west to east):

Nassau
Suffolk

Cities:

Long Beach

Villages:

Amityville	Island Park	Saltaire
Atlantic Beach	Islandia	Southampton
Babylon	Lawrence	West Hampton Dunes
Bellport	Lindenhurst	Westhampton Beach
Brightwaters	Lynbrook	Woodsburgh
East Rockaway	Malverne	
Farmingdale	Massapequa Park	
Freeport	Mastic Beach	
Hempstead	Ocean Beach	
Hewlett Bay Park	Patchogue	
Hewlett Harbor	Quogue	
Hewlett Neck	Rockville Centre	

2.30 Eligible Costs

This is a reimbursement grant program and all expenses must be reasonable, relevant, and directly related to the activities in an approved OPD contract. Grant funds may be used to cover direct costs including, but not limited to:

- a) Personal Services – direct salaries, wages, and fringe benefits for activities related to project work by municipal employees and grant administration for the preparation of reports, vouchers, contract related administration, compliance with grant record keeping and reporting requirements and project management required by the OPD. (Grant administration may not exceed 15% of the award amount.)
- b) Non-Personal Services – supplies and materials, travel, equipment, consultant and/or other contractual services for direct project related costs and limited grant administration, and other goods and services. (Limited grant administration may not exceed 15% of the award amount.)

2.40 Ineligible Costs

No part of the grant funds shall be used for:

- a) Indirect or overhead costs of the municipality, such as rent, telephone service, general administrative support, computers, office equipment, general office supplies, general operations costs, membership fees, or subscription costs;
- b) Salaries and other expenses of elected officials, whether incurred for purposes of project direction, execution, or legislation;
- c) Fund raising events/expenses;
- d) Match for other state and federal assistance;
- e) Match for Environmental Protection Fund (EPF) awards;
- f) Land acquisition;
- g) Taxes, insurance, fines, or deficit funding;
- h) Bond interest and associated fees. The interest associated with a Bond or Bond Anticipation. *Note: (BAN) cannot be calculated into project cost;*
- i) Contingency costs;
- j) Lobbying expenses;
- k) Costs incurred prior to the contract start date; or,
- l) Costs that are not adequately justified or that do not directly support the project.

3.00 APPLYING FOR A LONG ISLAND SOUTH SHORE ESTUARY RESERVE LOCAL ASSISTANCE GRANT

Applicants must use the Grant Application Form to apply for funding. Applicants may attach additional sheets of paper as needed if responses exceed the space allowed on the form. Grant application information is used to score the application and to determine an applicant's eligibility for funding.

3.10 Application Materials

A complete application for a Reserve Local Assistance Grant includes the following:

- Part A – Applicant Information
- Part B – Resolution and Certification
- Part C – General Project Information
- Part D – Project Narrative
- Part E – Budget Summary and Detail
- Part F – Smart Growth Public Infrastructure Policy Act Questions
- Part G – General Certifications

3.20 Grant Application Instructions

Part A. Applicant Information

- **Contact Information:** For the municipality, provide the municipality's name, postal address, website, telephone and fax numbers, email address, and Federal Tax Identification Number; and, for the chief elected official, grant administrator, and project manager provide the name, title, postal address, telephone and fax number, and e-mail for each.
- **Project Partner(s):** Provide the name, postal address, website, telephone and fax numbers, and, e-mail for any project partners.
- **NYS Legislative Districts:** List NYS Senate and Assembly district(s), elected officials, and identify where the proposed project is located.
- **Project Title:** Provide a title for the proposed project.
- **Project Summary:** Provide a short description of proposed project, no more than five (5) sentences.
- **Schedule:** Provide the proposed starting date and the expected completion date of the project. *Note: Completion of the project shall not exceed 24 months from the start date of the contract.*
- **Project Location:** Provide the location of the project including facility name, physical address or watershed, and latitude and longitude.

**Include a map of the project location along with the project application*

Part B. Applicant Resolution and Certification

The applicant must submit a formal resolution of the governing bodies designating, by title (County Executive, Town Supervisor, Mayor, City Manager, etc.), the representative authorized to act on behalf of that body in all matters related to this financial assistance. The applicant authorized by the Resolution must sign the certification pertaining to the information contained in this application.

~~These documents must be submitted along with the application. Failure to submit these documents will result in the application being deemed ineligible.~~

While the Applicant Resolution may be submitted with the application, it is not required to be submitted with the application, it is now required to be received no later than July 6, 2017.

Resolutions may be emailed to opd@dos.ny.gov or faxed to 518-473-2464.

Part C. General Project Information

- **Grant Administration:** Identify those individuals who will be responsible for specific tasks, such as grant administration, fiscal accounting, and project management; note their experience and expertise. If consultants will be hired for the project, summarize consultant selection process and schedule, noting whether it is completed, underway, or proposed.
- **Project Readiness:** Explain the status of the project and, if relevant, how work needed to advance the proposed activity or construction project to the next phase has been completed (i.e., designs prepared, permits and/or other approvals obtained).
 - **Regulatory Reviews:** Explain the status of any State, federal, and/or local regulatory reviews or permits that are required.
- **Service Life:** Estimate the service/useful life of capital expenditures that are the focus of this request.
- **Project Cost:** Provide an estimate of the total project cost. The dollar amounts entered must match what is calculated in the budget page(s), Part E.

Part D. Project Narrative

Describe the proposed project in detail including the objectives to be achieved and problem(s) to be addressed. Clearly define what is being proposed: demonstration, construction, research, etc.

Describe the need for and the expected impact of the project. This information will be used to determine eligibility and the relationship of the proposed grant request to other Reserve research and/or projects.

Part E. Budget Summary and Detail

Only include costs to be funded by the grant, broken out by category.

1. **Salaries and Wages** - Identify the key personnel who will work on the project and their role. For each employee assigned to this project, indicate the title, annual salary (if an hourly employee, please indicate rate and approximate number of hours to be worked on the project) including fringe benefits, and total dollar amount to be charged to the project. (Fringe benefits include social security, workers compensation, unemployment insurance, health insurance, and any other benefits.)
2. **Travel** - Describe the purpose, start/end points, mode of travel, how costs are calculated.
3. **Supplies, Materials** - State the cost, briefly describe the supplies and materials to be purchased.
4. **Equipment** - State the cost, briefly describe the equipment to be purchased.
5. **Contractual Services** - State the cost, briefly describe the extent and purpose of contractual services.
6. **Other** - Costs that do not fall under any of the categories listed above are reflected in this category. State the cost, briefly describe the extent and purpose of items in this category.

Part F. New York State Smart Growth Public Infrastructure Policy Act

Awards made through this grant program shall be consistent with the State's Smart Growth Public Infrastructure Policy Act (Environmental Conservation Law, Article 6), where applicable. Answer all questions regarding smart growth in this section of the grant application.

Part G. General Certifications

Signature certifies: signatory is authorized on behalf of the applicant and its governing body to submit this application, all requested funds for project costs are reasonable and necessary, all information contained in this application is true, correct, and complete to the best of signatory's knowledge, and signatory is authorized by the municipality's governing body to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts.

3.30 Grant Selection Criteria

Applications will be reviewed according to specific grant selection criteria with a maximum of 100 points available. Points will be assigned based on information provided in the application narrative.

The grant selection criteria are based on how well the applicant describes the following project attributes:

1. South Shore Estuary Reserve (Reserve) Significance (Maximum - 36 points)

- a. Does the project advance a recommendation or implementation action of the South Shore Estuary Reserve Comprehensive Management Plan and/or a South Shore Estuary Reserve Council priority; address a current or emerging issue facing the Reserve; or increase resiliency of the Reserve from climate change impacts or implement groundwater protection measures? (36 points)
- b. Does the project improve or protect resources of state or regional significance, Coastal Erosion Hazard Area, designated Significant Coastal Fish and Wildlife Habitat or a natural protective feature (wetland, floodplain, active river area, beach, dune) in the Reserve? (18 points)
- c. Does the project improve or protect resources or protect ecosystem integrity or implement the New York State Coastal Nonpoint Pollution Control Program in the Reserve? (9 points)
- d. Does not meet criteria. (0 points)

2. Local Significance (Maximum - 24 points)

- a. Does the project advance an approved or substantially completed Local Waterfront Revitalization Program (LWRP), NY Rising Community Reconstruction Plan (NYRCR), watershed management plan, water quality initiative, harbor management plan, maritime center management plan, community comprehensive plan, or local strategy? (24 points)
- b. Does the project incorporate/advance measures to address climate change and/or hazard mitigation; enhance natural systems; improve public access and spaces; or connect people through pedestrian, bicycle, and non-motorized vessel trails; educate the public about water quality Best Management Practices (BMP's) or environmentally-friendly resiliency measures that can be installed on private property; and/or, ensure predictability in land use regulations and procedures? (12 points)
- c. Does the project build on and advance local priorities consistent with the South Shore Estuary Reserve Comprehensive Management Plan or make efficient use of and/or protect public investment and infrastructure? (6 points)
- d. Does the project support the public use and enjoyment of the Reserve? (3 points)
- e. Does not meet criteria. (0 points)

3. Budget and Cost (Maximum - 20 points)

- a. Is the budget cost-effective, present necessary and realistic costs, free from extraneous expenses and leverage additional resources (i.e., NYS grants, federal grants or public, nonprofit or private funds) and/or complement other projects/activities in the Reserve? (20 points)
- b. Is the budget cost-effective, present necessary and realistic costs, free from extraneous expenses and/or complement other projects or activities in the Reserve? (10 points)
- c. Do the costs meet eligibility requirements of the program and clearly relate to and support the activities identified in the proposed workplan? (5 points)
- d. Does not meet criteria. (0 points)

4. Economic and Public Value (Maximum - 9 points) – Applicants may receive points from criteria a, b and c.

- a. Does the project support South Shore Estuary Reserve Comprehensive Management Plan goals for water-dependent and water-enhanced commercial and recreational uses? (3 points) and/or
- b. Does the project encourage economic development or redevelopment in existing maritime centers and areas where infrastructure is readily available? (3 points) and/or
- c. Does the project support businesses in areas previously flooded or currently susceptible to floods? (3 points)
- d. Does not meet criteria. (0 points)

6. Partnerships (Maximum - 7 points)

- a. Does the project create or advance any regional, inter-municipal, intergovernmental, public, private, or nonprofit partnerships/collaborations within the Reserve to address Reserve issues? (7 points)
- b. Does not meet criteria. (0 points)

7. Green Infrastructure (Maximum - 4 points) – Applicants may receive points from criteria a and b.

- a. Does the project incorporate and advance resilient “green” infrastructure? (2 points)

Examples:

- living shorelines;
- preservation and restoration of natural landscapes;
- community landscaping with native plant species;
- tree-planting and urban forestry;
- pedestrian and bike trails that connect people to parks, nature and public spaces;
- public recycling bins;
- accessible neighborhood parks, greens and/or squares;
- community gardens;
- mitigation of “heat island” effects;
- policies/legislation that reduce watershed imperviousness and preserve groundwater infiltration.

- b. Does the project advance resilient “green” building principles? (2 points)

Examples:

- energy efficiency;
- renewable energy;
- water conservation and re-use;
- recycling;
- use of recycled materials and the use of local products.

4.00 AWARDS AND GRANT ADMINISTRATION

AWARD METHOD

A maximum total of 100 points is possible for any application. Applications receiving the highest scores will be awarded funding until the funds are exhausted.

4.10 Award Announcements

Applicants will be notified directly of awards.

4.20 Contract Requirements

All successful applicants will be required to enter into a contract with the State of New York. The State contract details the obligations of the applicant/contractor. Contracts shall not exceed 24 months from the start date of the contract. State contracts must be returned to the Office of Planning and Development from the grantee within thirty (30) days from their receipt to ensure that funds go to applicants that are ready to move forward with the proposed activities.

Standard Cost Reimbursement Contract

Each successful applicant must enter into a standard cost reimbursement contract with the State. This includes:

- This Request for Applications, the successful applicant's proposal, an agreed upon work program, any other attachments or exhibits, and the standard clauses required by the NYS Attorney General for all state contracts including Attachment A along with Article 15-A of the New York Executive Law.
- All necessary municipal resolutions and certifications must be received prior to entering into contracts.

The contract will be:

- Subject to approval by the Attorney General and State Comptroller;
- Required to submit final products in both hard copy and electronic format; and,
- Subject to payment only upon proper documentation and compliance with reimbursement procedures; and all other contractual requirements. (A copy of a standard contract along with Attachment A and Article 15-A is available from the Department.)

To ensure that funds are awarded to applicants that are ready to move forward, the Department of State reserves the right to rescind an award if the state contract is not signed and returned within a reasonable amount of time. There will be no contract advance available to grantees. Expenses incurred prior to the start date of the state contract cannot be reimbursed.

Compliance with Procurement Requirements

All contracts by municipalities for service, labor, and construction involving not more than \$35,000 and purchase contracts involving not more than \$20,000 are subject to the requirements of General Municipal Law §104-b, which requires such contracts to comply with the procurement policies and procedures of the municipality involved. All such contracts shall be awarded after and in accordance with such municipal procedures, subject to the Minority or Women-Owned Business Enterprise (MWBE) requirements as set forth below and any additional requirements imposed by the State as set forth in Attachment C of the Master Contract.

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify to the OPD that applicable public bidding procedures of General Municipal Law §103 were followed for all service, labor, and construction contracts involving more than \$35,000 and all purchase contracts involving more than \$20,000. In the case of contracts by municipalities service, labor, and construction contracts involving not more than \$35,000 and purchase contracts involving not more than \$20,000, the municipal attorney, chief legal officer or financial administrator shall certify that the procedures of the municipality established pursuant to General Municipal Law §104-b were fully complied with, in addition to the MWBE requirements.

The municipal attorney, chief legal officer, or financial administrator for the municipality shall certify to the OPD that alternative proposals and/or quotations for professional services were secured by use of written requests for proposals through a publicly advertised process. This certification will verify that the procurement requirements were met and ensure the prudent and economical use of public funds for professional services of maximum quality at reasonable cost.

Contracts must also comply with the Service-Disabled Veteran-Owned Business (SDVOB) Act that recognizes veterans' service to, and sacrifice for, our nation, declares that it is New York State's public policy to promote and encourage the continuing economic development of service-disabled veteran-owned businesses, and allows eligible veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB). Each State Agency has a 6% goal for procurement expenditures to be made with SDVOBs by State Agencies. A full list of SDVOB businesses can be found at the following website at: http://www.ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf.

Record Retention and Audits

The successful applicant shall establish and maintain, in paper or electronic format, complete and accurate books, records, documents, receipts, accounts, and other evidence directly pertinent to its performance under the Master Contract with the Department of State. Payment requests may be subject to periodic reviews. The successful applicant will be required to agree to produce and retain for the balance of the term of the Master Contract, and for a period of six years from the later of the date of the Master Contract and the most recent renewal of the Master Contract, any and all Records necessary to substantiate upon audit, the proper deposit and expenditure of funds received under the Master Contract. Such records may include, but not be limited to: original books of entry (e.g., cash disbursements and cash receipts journal), and the following specific records (as applicable) to substantiate the types of expenditures noted:

- personal service expenditures: cancelled checks and the related bank statements, time and attendance records, payroll journals, cash and check disbursement records including copies of money orders and the like, vouchers and invoices, records of contract labor, any and all records

- listing payroll and the money value of non-cash advantages provided to employees, time cards, work schedules and logs, employee personal history folders, detailed and general ledgers, sales records, miscellaneous reports and returns (tax and otherwise), and cost allocation plans, if applicable,
- payroll taxes and fringe benefits: cancelled checks, copies of related bank statements, cash and check disbursement records including copies of money orders and the like, invoices for fringe benefit expenses, miscellaneous reports and returns (tax and otherwise), and cost allocation plans, if applicable,
- non-personal services expenditures: original invoices/receipts, cancelled checks and related bank statements, consultant agreements, leases, and cost allocation plans, if applicable,
- receipt and deposit of advances and reimbursements: itemized bank stamped deposit slips, and a copy of the related bank statements.

Minority and Women-Owned Business Enterprise Participation

Applicants will be required to comply with and certify that the requirements of Article 15-A of the New York State Executive Law. For purposes of this solicitation, the Department has established an overall goal of 30% for MWBE participation, 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs). If your project is selected for an award, you will be required to comply with all the contractual requirements, including demonstrating that a good faith effort is made to meet the goals for certified MWBE firms participation as stated in your contract and in accordance with Article 15-A.

Successful applicants will be required to create a plan for compliance with the Certified Minority-And Women-Owned Business Enterprises and Equal Employment Opportunities for Minority Group Members and Women requirements. The plan will include a detailed statement, with the project description, on how you intend to meet the MWBE goals with your project, including:

- The project’s MWBE goal amount, determined by using the MWBE GOALS CALCULATION Template.
- The names of general circulation, trade association, and M/WBE-oriented publications in which you plan to solicit certified M/WBEs for the purposes of complying with the participation goals related to your project.
- A list identifying the date(s) that all solicitations for certified M/WBE participation plan to be published in any of the above publications
- A list of all certified M/WBEs appearing in the NYS Directory of Certified Firms that will be solicited for purposes of complying with your certified M/WBE participation goal (The Directory can be viewed at: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?XID=7637&TN=ny>).
- Descriptions of the notices, dates of contact, letters, and any other correspondence that will be made to all certified M/WBEs.
- A description of any contract documents, plans, or specifications to be made available to certified M/WBEs for bid solicitation purposes and the proposed date and manner in which these documents will be made available.

All MWBE Requirements, Procedures and Forms are available on the NYS Department of State website at <http://www.dos.ny.gov/funding/rfa-16-lwrp-17/index.html>

4.30 Project Administration

If an applicant is awarded a grant, the project must be managed in accordance with the terms and conditions of the state contract. In addition, contractors must follow state and local procurement policies. Failure to render satisfactory progress or to complete the project to the satisfaction of the State may be deemed an abandonment of the project and may cause the suspension or termination of any financial obligation of the State. Satisfactory progress includes, but is not limited to, execution of the state contract and submission of all necessary documents for execution by the state, submitting timely payment requests in accordance with the payment schedule in the state contract, completing satisfactory work products, and other tasks identified in the approved state contract.

4.40 Schedule of Payments

The Long Island South Shore Estuary Reserve Local Assistance Grant Program is a reimbursement program. Expenses incurred on or after the contract start date are eligible for reimbursement provided that the applicant has an executed state contract. Expenses incurred prior to the start date of the state contract cannot be reimbursed. Requests for reimbursement may be submitted at 30 day intervals. The grant contractor may be required to submit payment requests every six months.

4.50 Required Reports

Each project must achieve results that substantially meet the objectives outlined in the approved work plan. Project close-out requires completion of activities outlined in the state contract and all deliverables identified in the work plan. Staff from the Office of Planning and Development will monitor each grant-funded project, and will review interim and draft products, and make site visits during the course of the project to determine the rate and quality of progress. Notification of meeting schedules and submission of photos and other media will be required.

4.60 General Specifications

1. By signing the "Grant Application Form" each applicant attests to its express authority to sign on behalf of the applicant and to the accuracy of the information contained therein. Applications containing false or inaccurate information may be disqualified upon verification of information.
2. Contractors will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.
3. Submission of any application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including the terms and conditions of the contract.
4. Provisions upon default:
 - a. The services to be performed by the applicant shall be at all times subject to the direction and control of the Office of Planning and Development as to all matters arising in connection with or relating to the contract resulting from this RFA.
 - b. In the event that the applicant, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFA, the Office of Planning and Development acting for and on behalf of the State, shall thereupon have the right to terminate the contract by giving notice of the fact and date of such termination to the applicant.

- c. If, in the judgment of the Office of Planning and Development, the applicant acts in such a way which is likely to or does impair or prejudice the interests of the State, the Office of Planning and Development, acting on behalf of the State, shall thereupon have the right to terminate any contract resulting from this RFA by giving notice of the fact and date of such termination to the contractor. In such case, the contractor shall receive equitable compensation for such services as shall, in the judgment of the Office of Planning and Development, have been satisfactorily performed by the contractor up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work in which the contractor was engaged at the time of such termination, subject to audit by the State Comptroller.
- d. The Department of State reserves the right, including but not limited, to:
- Reject any or all applications received in response to this RFA;
 - Withdraw the RFA at any time, at the agency's sole discretion;
 - Make an award under the RFA in whole or in part;
 - Disqualify any applicant whose conduct and/or application fails to conform to the requirements of the RFA;
 - Seek clarifications and revisions of applications;
 - Use proposal information obtained through site visits, management interviews and the State's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA;
 - Prior to the application due date, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;
 - Prior to the application due date, direct applicants to submit proposal modifications addressing subsequent RFA amendments;
 - Change any of the scheduled dates;
 - Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
 - Waive any requirements that are not material;
 - Negotiate with applicants responding to this RFA within the scope of the RFA to serve the best interests of the State;
 - If unsuccessful in negotiating a State contract with the selected applicant within an acceptable time frame, the Office of Planning and Development may begin state contract negotiations with the next ranked qualified applicant(s) in order to serve and realize the best interests of the State;
 - Utilize any and all ideas submitted in the proposals received;
 - Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of the solicitation;
 - Waive or modify minor irregularities in applications received;
 - Not fund an application that fails to submit a clear and concise work plan or budget;

- Adjust or correct cost figures with the consent of the applicant if errors exist and can be documented to the satisfaction of the Department of State and the State Comptroller;
- Award grants based on geographic or regional considerations to serve the best interests of the state;
- Award more than one contract resulting from this RFA;
- In its sole discretion, determine the total number of awards to be granted pursuant to this RFA.

4.70 Satisfactory Progress

It is imperative that the grant recipient complete the project as set forth in the agreed upon work program and individual monitoring plan. Failure to render proof of satisfactory progress or to complete the project to the satisfaction of the State may be deemed an abandonment of the project and may cause the suspension or termination of any obligation of the State. Satisfactory progress toward implementation includes, but is not limited to, executing contracts and submitting status reports and payment requests in a timely fashion, retaining consultants, written certification of compliance with procurement requirements, completing plans, reports, or other tasks identified in the work program within the time allocated for their completion. The Office of Planning and Development may recapture awarded funds if satisfactory progress is not being made on the implementation of a grant project. Applicants should not submit applications if they do not expect to initiate the project within a reasonable time period after receiving an executed contract and will not be able to complete the project within the time period cited in the application.