

NEW YORK CITY ENVIRONMENTAL FUND

2018 REQUEST FOR PROPOSALS

Full Proposal Due Date: January 8, 2019 by 11:59 PM Eastern Time

OVERVIEW

The New York City Environmental Fund (NYCEF) is an environmental grant program created by the New York State Department of Environmental Conservation (DEC) to foster community stewardship of waterways, shorelines, parklands and open spaces in New York City. Funds for the NYCEF were obtained by DEC pursuant to Orders on Consent with the City of New York and the Consolidated Edison Company of New York, Inc. and are to be used for Environmental Benefit Projects (EBP) that

- Protect, preserve, restore, benefit, or improve the environment;
- Facilitate the public's access to and enjoyment of natural resources;
- Increase opportunities for public stewardship of natural resources benefitting local communities; and
- Enhance the public's awareness, knowledge and understanding of ecology, natural resources, and other environmental issues.

National Fish and Wildlife Foundation (NFWF) was selected by DEC to manage the day-to-day operations of the NYCEF on its behalf.

GEOGRAPHIC FOCUS

To be eligible for funding, projects must occur within the following boundaries:

- NYCEF funding will be awarded to projects in the five boroughs of New York City: Brooklyn, the Bronx, Manhattan, Staten Island, and Queens.
- NYCEF: Newtown Creek funding will be awarded to environmental education and stewardship projects, with a priority given to projects for communities in and around Greenpoint, Brooklyn and along Newtown Creek, encompassing the following zip codes: 11101, 11211, 11222, 11237 or 11378.
- NYCEF: North River funding will be awarded to projects around the North River Wastewater Treatment Plant in West Harlem within the area of Manhattan Community Board 9.

To be eligible for funding, projects must occur within the boundaries of the interactive maps corresponding to [NYCEF](#), [NYCEF: Newtown Creek](#), and [NYCEF: North River](#).

See the Funding Availability and Match section below for a summary of funding opportunities.

PROGRAM PRIORITIES

The following list broadly reflects the type of EBPs sought for funding under the NYCEF:

Protect, preserve, restore, benefit, or improve the environment. Program priorities include:

- **Improving water quality** by reducing combined sewer overflows, stormwater runoff, and nonpoint source pollution. *Project examples include, but are not limited to:*
 - Delivering green infrastructure and green streets projects such as installing rain gardens, replacing impervious surfaces with pervious concrete or other permeable materials, expanding tree boxes, planting street trees, installing tree pits, creating or enhancing native plant gardens, installing green roofs/ blue roofs, and installing rainwater harvesting systems (cisterns/rain barrels)
 - “Greening” buildings, facilities and infrastructure to reduce environmental impacts, both inside and out, of schools, libraries, community centers, firehouses, and other community buildings
 - Developing green infrastructure engineered designs sufficient to inform permitting and construction and set the stage for project implementation. *Alternatives analysis and/or feasibility assessments to inform the development of potential projects are not eligible for funding.*
 - Identifying and monitoring local pollution sources into NYC waterways. Water quality monitoring must: 1) be related to the nature of the local impairment as designated under the Clean Water Act, Section 305(b) in [New York](#); 2) demonstrate how the data collected will be used to address local and regional use impairments; 3) describe how the project will manage data so it is accessible to citizens and public resource managers; and 4) provide a quality assurance plan and/or describe the processes the organization will use to structure its data quality system as well as define and assign quality assurance and quality control responsibilities.
- **Restoring and conserving coastal habitats and wildlife** to maintain resilience and function; and to foster diverse, balanced and abundant populations of fish, birds and wildlife. *Project examples include, but are not limited to:*
 - Restoring one or more of important coastal habitats e.g., tidal and non-tidal marsh, beaches and dunes, coastal forests, shellfish reefs, riparian zones to enhance biodiversity and increase populations of species representative of system health such as coastal birds and fish
 - Enhancing the resilience of coastal habitat by: 1) removing barriers to the natural resources of these habitats to migrate inland; and 2) replacing armored shorelines or stabilizing shorelines with living shorelines to mitigate shoreline erosion while sustaining habitat that can adapt to sea level rise
 - Restoring habitat connectivity to increase biodiversity, habitat migration, and migratory pathways that promote species dispersal (measured by contiguous acres of restored coastal habitat)

- Reducing the impact of invasive species through targeted management and eradication programs supported by ongoing invasive species management operating together to prevent re-invasion or the introduction of new invasive, exotic species
- Developing engineered restoration plans sufficient to inform permitting and construction and set the stage for project implementation. *Alternatives analysis and/or feasibility assessments to inform the development of potential projects are not eligible for funding.*
- **Facilitating public access to and enjoyment of natural resources.** Deliver environmentally sustainable recreational and educational activities in parks, greenways, open spaces and wild areas of New York City. *Project examples include, but are not limited to:*
 - Establishing or improving public access to the natural resources of waterfronts, waterways, parks and open spaces (e.g., human-powered craft launch, public access easements, community gardens, providing greater Americans with Disabilities Act compliance)
 - Enhancing the usability of the waterfront through green projects, e.g. green infrastructure
 - Stabilizing shorelines to improve access, e.g. living shorelines
 - Delivering nature and environmentally-based outdoor recreation programs and trips with hands-on activities for target audiences
 - Engaging sustainable use of New York City natural resources through blueways, bikeways, and greenways
- **Increasing public stewardship of natural resources benefitting local communities.** Involve the public in cleanup, species conservation, and ecological restoration or enhancement activities. *Project examples include, but are not limited to:*
 - Engaging the public in stewardship of local and regional natural resources and wildlife at parks and other open spaces
 - Implementing campaigns to reduce floatable litter, and conducting community cleanups to promote trash-free waters
 - Providing "green jobs" training and work experience opportunities for young people
- **Enhancing public awareness, knowledge and understanding of ecology, natural resources, and other environmental issues.** All public engagement and education projects must provide hands-on activities for target audiences. *Project examples include, but are not limited to:*
 - Delivering programs to increase public understanding and appreciation of local and regional natural resources and the environment
 - Launching behavior change campaigns to tackle issues such as pet waste, car idling or littering
 - Conducting field-ecology based community courses
 - Increasing environmental and conservation-related instruction in classrooms and in field-based and on-the-water experiential learning programs

PROJECT METRICS

To better gauge progress on individual grants and to ensure greater consistency of project data provided by multiple grants, the NYCEF has a list of metrics in Easygrants for full proposal applicants to choose from for future reporting. We ask that applicants select only the most relevant metrics from this list for their project (all possible program metrics are shown in the table below).

Project Activity	Recommended Metric	Additional Guidance
Outreach to the public or stakeholders intended to increase knowledge	Capacity, Outreach, Incentives- Outreach/ Education/ Technical Assistance- # of people with knowledge	Provide # and type of participant. In notes, describe expected results, % increase in awareness or knowledge from the outreach and education
Outreach to the public or stakeholders intended to increase knowledge	Capacity, Outreach, Incentives- Outreach/ Education/ Technical Assistance- # of people targeted	Enter # of people and community targeted e.g., students, municipal officials, seniors, community, cultural or social organizations etc.
Volunteer engagement in hands-on activities	Capacity, Outreach, Incentives- - # of volunteers participating	Provide # and describe nature of volunteer engagement
Interpretive signage describing project purpose	Capacity, Outreach, Incentives- Outreach/ Education/ Technical Assistance- # of educational signs installed	Enter # and describe content of the signs
Social media and websites developed and employed to educate about project purpose	Capacity, Outreach, Incentives- Outreach/ Education/ Technical Assistance- # of websites, social media tools	Enter # of websites, Facebook, Twitter, blogs etc.
Trainings, events, and meetings developed and delivered to educate about project purpose	Capacity, Outreach, Incentives- Outreach/ Education/ Technical Assistance- # workshops, webinars, meetings	Enter #, type, and purpose of events
Amount of land (e.g., parks, open space, natural areas, waterfront etc. or access points) open to public access	Capacity, Outreach, Incentives- Public Access - # of acres opened to public access	Enter the number of acres (percentage of acres) to be open to public access as a result of the acquisition/easement
Best management practice (BMP) to reduce marine debris and floatable pollution (e.g., community cleanup day, bring your own bag programs, litter traps etc.)	Habitat Management- BMP implementation for stormwater runoff- lbs. of floatables reduced	Enter lbs. of floatable debris prevented from entering waterbodies
BMP to treat or reduce polluted stormwater runoff	Habitat Management- BMP implementation for stormwater	Enter volume (gal.) treated or reduced and source of stormwater e.g., parking lot, rooftop, street etc.

	runoff- Volume (gal.) stormwater prevented	
Remove impervious asphalt	Habitat Management- Green Infrastructure- Sq. ft. impervious surface removed	Enter sq. ft. of impervious surface removed
Install green infrastructure BMPs e.g., bioretention basin, rain garden, bioswale etc.	Habitat Management- Green Infrastructure- Sq. ft. of bioretention installed	Enter the square footage of bioretention BMP installed, provide # and specific type of green infrastructure to be installed
Number of trees planted as part of Green Infrastructure, urban forestry, restoration and/or enhancement activities	Habitat Management- Green Infrastructure, # trees planted	Enter the number of trees planted
Describe the amount of greenspace created or improved	Habitat Management- Green Infrastructure- Acres of neighborhood green space created or improved	Enter the number of acres (or percentage of acres) of neighborhood green space created or improved
Describe the number of public access points developed or improved	Habitat Management- Green Infrastructure- Number of public access points developed/improved	Enter the number of public access points developed/improved, describe type of access point and where it will be located
Restoring or enhancing habitat	Habitat Restoration- Land/wetland restoration- Acres restored	Provide # of acres and type of habitat restored. If different types of habitat are to be restored within the same project provide # acres for each habitat type. Also provide the number of contiguous acres of restored coastal habitat that would result from the project
Removing invasive plant species	Habitat Restoration- Removal of Invasives- Acres restored	Provide # of acres and type of invasive removed
Planning to produce permit and construction-ready designs	Habitat Restoration- Planning/design/permitting- Acres restored	Provide # (percentage of acres) and type of habitat to be addressed in planning. If different types of habitat are to be addressed in planning, then provide # of acres and list each individual type
Monitoring programs developed and implemented	Planning, Research, Monitoring- Monitoring- # monitoring programs	Enter # of monitoring programs established or underway, describe type of monitoring to occur e.g., parameters, species

ELIGIBILITY

Eligible and Ineligible Entities

- Eligible applicants include non-profit 501(c) organizations, municipal government, and academic and educational institutions. Groups without 501(c) non-profit status may partner with an eligible applicant, including a [fiscal agent](#). Fiscal agents are non-profit organizations that enable the movement of resources from funders to organizations that share the fiscal agent's mission. The fiscal agent handles donations and assumes fiduciary responsibility for the grant.
- Ineligible applicants include individuals and for-profit businesses.

Ineligible Uses of Grant Funds

- Funds and matching contributions may not be used to support political advocacy, fundraising, lobbying, litigation, terrorist activities or Foreign Corrupt Practices Act violations.
- Funds may not be used to support ongoing efforts to comply with legal requirements, including but not limited to permit conditions, mitigation and settlement agreements. However, grant funds may be used to support projects that enhance or improve upon existing baseline compliance efforts.
- Funds may not be used for: research projects, marketing efforts that serve to generally promote the applicant organization and its initiatives, capital campaigns, creation of endowments, event sponsorships, and re-granting of NYCEF funds.

Other Grant Guidelines

- Do not request funds *below* the minimum or *above* the maximum allowable award amount as specified in the Funding Availability and Match section of this Request for Proposals.
- To ensure long-term sustainability of project outcomes, projects should include local partners who have technical expertise, local knowledge, and/or a demonstrated commitment to the community being served by the project. These partnerships may include non-profit organizations, local businesses and associations, government agencies, as well as residents.
- Projects led by organizations and agencies that are not based in the community must demonstrate local partnerships.
- Projects must be consistent with the terms of the DEC's [Environmental Benefit Projects Policy](#).
- The application must be completed in the name of the applicant organization or, in the case where an application is to be submitted by a fiscal agent, the name of the fiscal agent. The application must be fully and properly executed by an authorized official of the applicant or where a fiscal agent is being used the authorized representative of that agent.
- Projects selected may be subject to requirements under the ADA. For more information, follow the link to [ADA guidelines and Standards for Accessible Design](#).

FUNDING AVAILABILITY AND MATCH

Funding availability: Approximately \$750,000 will be available for projects in 2019:

- \$290,000 for NYCEF projects throughout the five boroughs of New York City;
- \$180,000 for NYCEF: Newtown Creek projects; and
- \$280,000 for NYCEF: North River projects.

Grant requests may range in value from \$15,000 to \$100,000.

Match: Matching funds are not required, but are highly valued to increase the impact of grants provided by the NYCEF. Matching contributions may consist of cash, in-kind contributions of staff and volunteer time, work performed, materials and services donated, or other tangible contributions to project objectives and outcomes and raised and spent for the project during the period of performance. Additionally, partner in-kind or cash contributions may serve as match. Eligible indirect costs (that would not be paid with requested grant funding) may be applied as match. *Projects able to meet or exceed a 1:1 match ratio will be more competitive.*

Grant Period: Contracting must be completed within two months after notification of grant award. Projects must start within six months and be completed within 18 months after notification of grant award. Notification of award is projected to be in March 2019.

EVALUATION CRITERIA

All proposals will be screened for relevance, accuracy, completeness and compliance with NFWF and NYCEF policies as described in this RFP. Proposals will then be evaluated based on the extent to which they meet the criteria described below. The scores, and associated review comments, will be used by DEC to guide its decision-making on the selection of projects to receive funding.

- **Environmental Results:** The project has specific, quantifiable performance metrics to evaluate project success.
- **Program Priorities:** The project addresses one or more of the Program Priorities in this RFP.
- **Technical Merit:** The project is technically sound and feasible, and the proposal sets forth a clear, logical, and achievable work plan and timeline.
- **Budget:** Costs are allowable, reasonable and budgeted in accordance with NFWF's Budget Instructions cost categories.
- **Qualifications:** The project engages appropriate technical experts throughout project planning, design and implementation to ensure activities are technically-sound and feasible. The applicant experience is relevant to delivery of the project, and/or entity has a proven track record of success in implementing conservation projects with specific measurable results.
- **Community Partnerships:** An appropriate community-based partnership exists to support and sustain the project.



- **Communication:** The project includes a detailed plan to communicate information about the project to community served by the project and other appropriate audiences.

Matching contributions are not required and applicants who are not able to provide match will not receive a lower overall score. If match is offered it will be evaluated by comparing total funding request and the dollar value (in-kind or cash) of the match. *Projects able to meet or exceed a 1:1 match ratio will be more competitive.*

OTHER

Publicity and Acknowledgement of Support: Award recipients will be required to grant NFWF the right and authority to publicize the project and DEC's financial support for the grant in press releases, publications and other public communications. Recipients may also be asked by NFWF to provide high-resolution (minimum 300 dpi) photographs depicting the project.

Receiving Award Funds: Award payments are primarily reimbursable. Projects may request funds only after completing a signed agreement with NFWF. Once an agreement has been executed with NFWF, funds may be requested in accordance with the procedures listed within the agreement. An advance of funds may only be granted due to an imminent need of expenditure. Advanced funding requests must detail how the funds will be used and provide justification and a timeline for expected disbursement of these funds.

Permits: Successful applicants will be required to provide sufficient documentation that the project expects to receive or has received all necessary permits and clearances to comply with any Federal, state or local requirements.

TIMELINE

Dates of activities are subject to change. Please check the program page of the NFWF website for the most current dates and information about the [New York City Environmental Fund](#).

Applicant Webinar	11/1/2018, 2:00 PM – 3:30 PM Eastern
Applicant Webinar	11/5/2018, 2:00 PM – 3:30 PM Eastern
Proposal Due Date	Wednesday, 1/8/2019 by 11:59 PM Eastern
Review Period	Winter 2019
Awards Announced	March 2019

HOW TO APPLY

All application materials must be submitted online through National Fish and Wildlife Foundation's Easygrants system.

1. Go to easygrants.nfwf.org to register in our Easygrants online system. New users to the system will be prompted to register before starting the application (if you already are a registered user, use your existing login). Enter your applicant information. Please disable the pop-up blocker on your internet browser prior to beginning the application process.



2. Once on your homepage, click the “Apply for Funding” button and select this RFP’s “Funding Opportunity”, “*New York City Environmental Fund*” from the list of options.

3. Follow the instructions in Easygrants to complete your application. Once an application has been started, it may be saved and returned to at a later time for completion and submission.

APPLICATION ASSISTANCE

A PDF version of this RFP can be [downloaded here](#).

A *Tip Sheet* is available for quick reference while you are working through your application. This document can be [downloaded here](#).

For more information or questions about this RFP, please contact:

Michiko Gustafson

Coordinator, Impact-Directed Environmental Accounts

National Fish and Wildlife Foundation

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202-857-0166

For issues or assistance with our online Easygrants system, please contact:

Easygrants Helpdesk

Email: Easygrants@nfwf.org

Voicemail: 202-595-2497

Hours: 9:00 am to 5:00 pm Eastern, Monday-Friday

Include: your name, proposal ID #, e-mail address, phone number, program you are applying to, and a description of the issue