

ZOOS, BOTANICAL GARDENS and AQUARIUMS

Z B G A

GRANTS PROGRAM

FY 2016 – 2021

Request for Proposal

For a Five Year Contract Term

April 1, 2016 - 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 will be for a five year contract. The baseline for each institution's yearly award will be its 2015-16 award. In other words, if there is no change in the appropriation or filed of applicants, organizations will receive a yearly amount for the 2016-21 period that is the same as the 2015-16 award. However, if an organization has experienced a period of inordinate growth or contraction, in relation to other organizations, it may be reevaluated as a new organization.

New organizations or those organizations which received an initial, mid-cycle, minimum grant within the last two years will be evaluated based on their eligible, direct expenses in comparison to the range of expenses of existing organizations being funded. The projected award for these new and emerging organizations will be based on the most similarly-sized organizations that currently are receiving full funding; however, OPRHP may round to the nearest \$1,000. (See Appendix A) In the event these calculations result in a total amount of grants that is higher than available funding, awards for all organizations projected to receive more than the minimum will be pro-rated down to meet the appropriation authority.

Each organization's grant funding amount in years two through five will be a pro-rated share of the total ZBGA appropriation in those years in comparison to previous year's appropriation. In the event new, eligible institutions enter the program in years two through five, they will be given an introductory grant of \$30,000 until the next application cycle, contracts starting April 1, 2021. The deadline for new applicants in years two through five will be the March 15 prior to the start of the next fiscal year (e.g., March 15, 2017 for contracts that will start April 1, 2017).

To accommodate new eligible institutions, as well as make adjustments if any organizations drop out of the program in years two through five of this grant cycle, grants may be further pro-rated; however, no eligible organization will receive less than the \$30,000 minimum.

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.

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:

- have well-defined program goals;
- be organized as a public or private non-profit institution and exist on a permanent basis to act as or for a natural heritage institution with, as a primary purpose, ongoing education programs servicing children and adults;
- support a facility from which to operate these programs and interpret the collection which is open to the general public on a regular and predictable basis for at least seven consecutive months of the year with a continual full schedule of programs and services for the public during that time;
- support an organized and systematic program for care of the collection, in accordance with State and Federal standards;
- be a municipality or a not-for-profit organization;
- have proven financial, administrative and public service stability for a minimum of two 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:

- natural history or history museums or collections;
- science-technology centers/museum or collections;
- planetariums;
- gardens and plantings which are primarily decorative, ornamental or commercial;
- programs which deal primarily with interpretation, utilization and/or maintenance of genetically domesticated plants and/or animals;
- public school districts or their components;
- archeological or anthropological museums or collections;
- Federal agencies and their programs;
- New York State agencies and departments;
- research projects;
- land acquisitions;
- program activities solely restricted to or directed towards an organization's membership or clients;
- lobbying or political activities;
- fundraising activities;
- food services; or
- overhead and other indirect expenses.

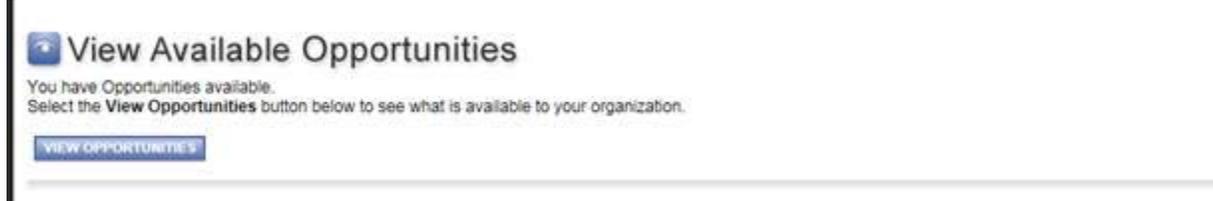
NOTE: Institutions with collections or programs which include both eligible and ineligible categories and otherwise meet all program eligibility criteria are eligible **ONLY** for assistance in areas **relating to the natural heritage portions** of their collections and public service programs.

APPLICATION, SUBMISSION AND REVIEW

Introduction

Log on to the Grants Gateway with your Grantee, Grantee Contract Signatory, or Grantee System Administrator role:
https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx

On the top of the screen, you'll see the following:



Click the **View Opportunities** button

In the **Search by Grant Opportunity Name** box, type **Zoos**

You will see the results listed below:

Funding Agency	Grant Opportunity	Status	Availability Date	Eligibility	Due Date
Division of Homeland Security and Emergency Services	Zoos, Botanical Gardens and Aquariums	Available	December 30, 2015	Governmental Entity, Not-For-Profit	Feb 29 2016 4:00PM

Click on the **Grant Opportunity Name** (Zoos, Botanical Gardens and Aquariums)

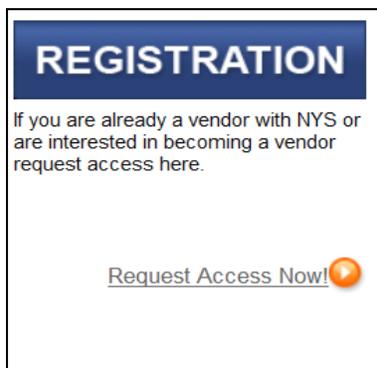
On the bottom left hand side of the screen, click the **Apply for Grant Opportunity** button



For other Gateway functions, a comprehensive system user manual (Grantee User Guide) can be found at
http://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf

Registration

To apply for the opportunity, you must be registered with the Grants Gateway. If your organization is not registered in the Grants Gateway, click on the Request Access Now link for instructions and form:



If your organization is a Not-for-Profit, you must be prequalified prior to the due date of the opportunity for your application to be reviewed. To read about the prequalification process, please visit www.grantsreform.ny.gov/grantees.

Once your Organization is registered and prequalified (if applicable) in the Grants Gateway, the User with the *Delegated Administrator* Role will have to create additional roles to initiate, complete, and submit the application in Grants Gateway. Please refer to “Section 4.2” of the “Grantee User Guide” located at www.grantsreform.ny.gov/grantees to learn how to create a user role in Grants Gateway system.

Applications must be fully completed and submitted by 4:00 PM on Monday, March 21, 2016. The opportunity will close at this time and no further access to the application will be possible.

An independent field survey of any **new** applicant institution will be conducted by OPRHP staff. Based on the criteria for funding, recommendations are transmitted to the Commissioner of OPRHP for final determination.

Application Instructions

Click on “Forms Menu” at the upper left. This will display the following:

Forms

Status	Page Name	Note	Created By	Last Modified By
Contract Documents				
	State of New York Master Grant Contract for Grants			
	Attachment A-1: Program Specific Terms and Conditions			
Application Information				
	Print Application			
	Full Version of RFP			
	Application Versions			
Program Information				
	Project/Site Addresses			
	Program Specific Questions			
Expenditure Budget				
	Personal Services - Salary			
	> Personal Services - Salary Narrative			
	Personal Services - Fringe			
	> Personal Services - Fringe Narrative			
	Contractual			
	> Contractual Narrative			
	> Travel Narrative			
	Equipment			
	> Equipment Narrative			
	Space/Property Rent			
	> Space/Property: Rent Narrative			
	Utilities			
	> Utilities Narrative			
	Other Expenses Detail			
	> Other Narrative			
	Expenditure Summary			
Work Plan: Grantee Defined				
	Work Plan Overview Form			
	Objectives			
Pre-Submission Uploads				
	Pre-Submission Uploads			

The links under “**Contract Documents**” are for information only and do not need to be completed at this time. Should you receive a grant, these will become the basis for your grant contract.

The links under “**Application Information**” are background documents.

What you need to complete starts at “**Program Information**.”

PROJECT/SITE ADDRESSES

Name/Description should be the facility name. In many cases, your organization’s incorporated name and facility name are the same. However, the facility name usually doesn’t include “Inc.” and such.

You can complete **Regional Council** and **Agency Specific Region** if you know them. They are based on the county of the facility, so it is important that at least that field is completed.

PROGRAM SPECIFIC QUESTIONS

These are the same questions that have been in previous applications.

All the screens under “**Expenditure Budget**” should be a summary of only your total, ZBGA eligible expenses.

This, in association with the IRS-990, financial statement and program materials, will determine the total, eligible budget used to calculate award amounts

For example, the “**PERSONAL SERVICES - SALARY**” screen should be completed as such:

Details

Position/Title should say “various.”

And

Role/Responsibility should say “Care and interpretation of the ZBGA eligible collection.”

Then list the total number of employees in the “**# in Title**” field and total amount for all these salaries in the “**Total Grant Funds**” field.

Please note there is a separate screen for fringe.

The remaining budget screens should also be completed to indicate only those expenses for the direct care and interpretation of the collection. They should not include any overhead or indirect costs. In cases (such as utilities) where a specific, exact, direct cost cannot be identified, please complete the associated narrative screen to detail how the figure that identifies the eligible portion of that budget category was derived. Again, these should be a summary of all eligible expenses.

Upon award, these screens will need to be completed in full detail, for each individual salary and work item, showing total cost and ZBGA share. This will allow development of a detailed contract budget.

The screens under “**Work Plan: Grantee Defined**” do need to be detailed. This will become the Attachment D of the contract and will determine compliance.

WORK PLAN OVERVIEW FORM

The work plan period is 4/1/2016 to 3/31/3021.

OBJECTIVES

These should reflect your established objectives for the contract period. You can upload such things as lesson plans, strategic plans, or other documents to indicate goals and objectives. In effect, it should reflect how you will evaluate whether you have had a successful period.

Pre-Submission Uploads

Please follow instructions to upload required documents.

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 basis.

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."

ZBGA CONTACT

For additional information contact:

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Appendix A

A new applicant has been evaluated and it has been determined that its eligible expenses are \$800,000.

An existing organization with eligible expenses of \$700,000 is receiving \$37,500.

An existing organization with eligible expenses of \$900,000 is receiving \$41,000.

The new organization can expect to receive around \$39,000.