APG: Infrastructure Initiative
2020 Application Instructions

Program Overview

The Agency Partner Grant (APG) Program awards funding to non-profit agencies based on their ability to demonstrate they are able to fill a gap where an existing community need exists. The needs for this grant program were established by taking into consideration conditions that limits individuals from achieving their fullest social, economic, or health related potential, with input from participating members of the Dutchess County Coalition of Nonprofits and other community stakeholders. The needs have evolved since the inception of the grant program and are reviewed annually, with input from the stakeholders.

Nonprofits implement critical programs that address service gaps and other identified needs to our neediest populations, and while the county has provided critical funding to support programing, the county identifies the need to support the organizational infrastructure needs of our community partners. Because of this, additional money was allocated to support nonprofit organization infrastructure initiatives as part of the budget process in 2019, and we anticipate a similar allocation in the 2020 budget.

Eligible Applicants

Any non-profit organization with an IRS 501 (c)(3) designation, who has an existing contract with the County of Dutchess, can apply for organizational infrastructure support under one of the below funding priorities.

Funding

The total allocation anticipated for this initiative is $200,000, subject to budget negotiations. The below chart outlines the minimum and maximum funding limits for each priority.   Applicants can apply under one (1) of the below listed priority/sub-categories. Applicants may apply for grant amounts that fall within the funding limits outlined below. Total expenses can be higher than your grant request.

Funding Limits	Capital Infrastructure	Operating Infrastructure	
	ADA	Capacity Building	High Risk Population Expenses
Minimum	$5,000	$2,500	$25,000
Maximum	$50,000	$19,999	$125,000

Eligible Activities

Each of the two (2) eligible activities listed below has subcategories. You can choose to apply for either 1a, 2a, or 2b. **Only one application per organization will be accepted**.

1. **Capital Infrastructure:** Improvements for facilities in Dutchess County owned* by non-profit agencies including:

    a. **Americans with Disabilities Act (ADA) Improvements**: To assist in making agency facilities more accessible, capital grants are available to fund ADA improvements (i.e., accessible crosswalk, ramp, audio-loop for public meetings). Additional details and examples can be found by clicking on this link. Funding under this category is limited to ADA improvements.

    *This can include long term leases (30+ years) which are comparable to an ownership interest.

2. **Operating Infrastructure:** Funding to support the necessary organizational tools, networks and systems that ensure the organization's mission is protected and strengthened.

    a. **High Risk Expenses**: Funding to support operating infrastructure for organizations that provide comprehensive services to high risk populations, including organizations that support the homeless or those struggling with substance abuse or mental health disorders.
       – Security (e.g., personnel, cameras, personal safety police alert fobs)
       – Behavioral health or other support services
       – Other personnel expenses deemed critical to ensuring and promoting the mission of the organization

    b. **Capacity Building Mini-Grants**: Funding to support activities that will strengthen the organization's capacity and compliance with existing legal, regulatory and financial reporting requirements will be considered.
       – Training
       – Consultant-led capacity building studies and implementation
       – Information technology upgrades (e.g., phone systems; websites; accounting, donor development and case management software; replacement of antiquated computers and other related hardware)

Ineligible Proposals

This grant does not support program implementation. Non-profit organizations in search of funding for program implementation should apply to the traditional Agency Partner Grant (APG) program.

Timeline

August 30, 2019	Request for applications and associated guidance is released
September 12, 2019	**Fundamentals of Grant Writing: Tips to Strengthen Your Proposal** at 8:45 a.m. to 1 p.m. at the Dept. of Behavioral & Community Health Training Room, 230 North Road., Poughkeepsie, NY 12601. **Participation is voluntary**.
October 3, 2019	Written questions and inquiries concerning this grant proposal can be submitted via email to communitygrants@dutchessny.gov, **by 5 p.m.**
October 7, 2019	Responses to written questions and inquiries will be posted as an addendum to this document.
October 16, 2019	**Applications due by 5 p.m.**
October - November 2019	Application Review
December 2019	County Executive Announcement of Awards
January 1, 2020	Start of the 2020 APG: Infrastructure Program Year

Program Year

The grant term will be January 1, 2020 - December 31, 2020. It will be incumbent upon the applicant to include a project timeline that clearly demonstrates their ability to complete the project by December 31, 2020, while ensuring compliance with the Dutchess County's Procurement Policies and Procedures**, as there will *be* no contract extensions.**

Policies and Procedures

All expenditures are subject to the Contracted Services Policies and Procedures.   Please review this prior to submitting your application to ensure the proposed activity can meet the requirements.

General Application Instructions

- The **2020 Agency Partner Grant (APG): Infrastructure Initiative** application must be submitted electronically within the Dutchess County Grant Portal **by 5:00 p.m. on Wednesday, October 16, 2019.**
- Only one (1) application per organization can be submitted under the APG: Infrastructure Initiative; however, applicants can submit requests to both the traditional APG and CDBG: Public Service programs. Review each grant program's application instructions and guidance for specifics relative to each program.
- Application should be submitted by the Executive Director (ED) or someone authorized to submit on behalf of the ED. **Do not apply unless you received authorization from the ED.**
- Written questions and inquiries concerning this grant proposal can be submitted via email to communitygrants@dutchessny.gov, by 5 p.m. on October 3, 2019. Staff cannot assist in developing your program design or in drafting your grant application.

Required Application Forms

The application must be submitted through the Dutchess County Grant Portal along with each of the below listed forms, which will be available for download within the grant portal, where applicable. When downloading excel documents, do so using Internet Explorer as opposed to Firefox or another browser to ensure full functionality.

- **Activity Budget & Budget Narrative** *(excel formal)*
  - o Complete white cells only, as all other fields are automatically calculated. Be sure to include a thorough description for each line item where funds are requested
  - o Allocate all expenses within the budget form
  - o For details pertaining to direct and indirect expenses, please review the Contracted Services Policies & Procedures
- **Organization Budget** *(excel format)* *
  - o Use either the above hyperlinked document or you may submit a comparable organization budget, if preferred.
- **Timeline** (excel formal)
- **Organizational Chart** *(pdf format)* *
- **Board of Directors List** *(pdf format)* *
- **Memorandums of Understanding (MOU)**, if applicable *(pdf format)*

*Only required for organizations who do not have an existing contract funded by the APG program.

Application Review

The Community Development Advisory Committee (CDAC) will review applications and make preliminary funding recommendations to the County Executive for final approval.

Reporting Requirements

Organizations awarded funding will be required to submit quarterly payment requests and progress reports as outlined in the Contracted Services Policies & Procedures.

Grant Portal Instructions:

1. Go to the Dutchess County Grant Portal webpage.
2. The ED or ED's authorized representative can "Create New Account", if one doesn't already exist. If a secondary account is needed, email communitygrants@dutchessny.gov to request a secondary logon, as all secondary accounts must be created by the Foundant administrator.
3. After successfully creating an account you'll be directed to the Apply page where you can click on the blue "Apply" button that will bring you to the grant applications.
4. Once you begin an application, it will be saved as a draft and you can re-enter any time prior to the submission deadline to complete the application.

Addendum 1

Questions and Answers (Q & A)

County of Dutchess
Department of Planning and Development
Phone: (845) 486-3600
Email: communitygrants@dutchessny.gov

2020 APG Infrastructure Application Cycle

DATED: October 7, 2019

Q1: We are a 501(c)(3) organization interested in applying for an Agency Partner Grant during the present grant cycle. The eligibility quiz in the grant portal asks which county department we have an existing contract with. Am I correct in presuming I should list Youth Services as our selection?

> A1: There are several grant opportunities open and available for 501(c)(3) organizations. The eligibility quiz is required for those applying for Agency Partner Grant: Infrastructure Initiative funds. If applying for funding under this grant program, you must be **both** a 501(c)(3) organization and have an existing contract with Dutchess County, so when asked, "which of the below county departments do you have a contract with", you should click on the appropriate department in the drop-down list. If applying for traditional Agency Partner Grant funds, the eligibility quiz is not required. A list of all current funding opportunities can be found in the News & Announcements section of the Planning & Development homepage.

Q2: We have several adult group homes and day habilitation sites that need ADA compliant retrofitting. Are these types of facilities eligible?

> A2: Any non-profit organization with an IRS 501 (c)(3) designation, who has an existing contract with the County of Dutchess, can apply to the APG Infrastructure grant program. Review the application instructions for funding parameters.

Q3: Would it be permissible to request funding for multiple items (within the maximum limit) that are for several programs within one organization?

> A3: Under the APG Infrastructure, one application per organization will be accepted under one (1) priority/sub-category: 1. Capital Infrastructure ADA Improvements; 2. Operating Infrastructure High Risk Expenses; or 3. Operating Infrastructure: Capacity Building Min-Grants. If the applicant wishes, they may apply for multiple items under one priority/sub-category, however, please be sure to review application instructions when applying for capital or operating infrastructure support to ensure eligibly.

Q4: Can we apply for both an APG Infrastructure Capacity-Building grant and an APG Program support grant for 2020?

> A4: Yes.

Revised October 7, 2019