

Agency Partner Grant Program: Infrastructure Initiative Application Instructions & Guidance



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.

Through the 2019 budget process, additional money was allocated to the APG Program to support nonprofit infrastructure initiatives. 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 programming, the county identifies the need to support the infrastructure needs of our community partners.

Eligible Applicants

Any non-profit organization with an IRS 501 (c)(3) designation, who has an existing contract with the County of Dutchess.

Priorities

Below are two priorities, Capital Infrastructure and Operating Infrastructure, each of which has sub categories. **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.](#)

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

2. **Operating Infrastructure:** Funding to support the necessary tools, networks and systems that ensure the organization’s mission is protected and strengthened.
- a. **High Risk Expenses:** Expenses related to providing comprehensive services to high risk populations who may be homeless or struggling with substance use or mental health disorders, including but not limited to:
 - 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)

Funding

The total allocation for this initiative is \$200,000. The below chart outlines the minimum and maximum funding limits for each priority.

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

Compliance with the [Dutchess County’s Procurement Policies and Procedures](#) is required.

Program Year

The grant term will be April 1, 2019 - December 31, 2019. It will be incumbent upon the applicant to include a project timeline that clearly demonstrates their ability to complete the project by December 31, 2019, while ensuring compliance with the [Dutchess County’s Procurement Policies and Procedures](#). **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.

Timeline

January 29, 2019	Application released
February 5, 2019	Written questions and inquiries concerning this grant proposal can be submitted via email by 5 p.m. to communitygrants@dutchessny.gov .
February 7, 2019	All answers to the submitted questions will be posted on the APG webpage and within the grant portal.
February 28, 2019	Applications due by 3:00 p.m.
March 2019	Application review
April 2019	County Executive announcement of awards
April 1 – December 31, 2019	Program Year Term

Application Review

All applications will be reviewed for completion. If an application lacks required items or contains a technical error the applicant will be notified by email to correct the error. If the applicant fails to submit the missing material by the deadline the application will be determined ineligible.

The [Community Development Advisory Committee](#) (CDAC) will review applications and make preliminary award recommendations to the County Executive for final review and approval. Funding recommendations will be based on the quality of the application, the organization's ability to fulfill the need(s), prior performance (if applicable), the cost benefit, the quality of the outcomes and the CDBG Public Service Review Criteria available on the website.

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.

- **Activity Budget:** Be sure to include all program expenses and revenues, if applicable. Review the [Contracted Services Policies and Procedures](#) to ensure your direct and indirect expenses are acceptable.
- **Organization Budget***
- **Organizational Chart***
- **Board List***
- **Memorandums of Understanding (MOU),** if applicable

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

Additional Information

- Application submissions may come from someone within your organization other than the authorized certifying official, but you will be asked to certify that the Executive Director/Chief Operating Official has authorized the grant submission. **Do not apply unless you received authorization from the Executive Director/Chief Operating Official.**

Grant Portal Instructions:

1. [Use this link to navigate to the Dutchess County Grant Portal webpage where you will create an account.](#)
2. **Please only create one account per organization; therefore, you should consider using your organization’s general email and a shared password to be used by anyone within your organization who might work on an application within the grant portal, now or in the future.**
3. Once on the Logon Page, select “Create New Account” and complete all required* fields marked with an asterisk* symbol.
4. After successfully creating an account you’ll be brought to the Apply page where you can click on the blue “Apply” button that will bring you to the grant applications.
5. 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.

For more information, contact:

Dutchess County Department of Planning & Development
85 Civic Center Plaza, Suite 107
Poughkeepsie, NY 12601
Phone: 845-486-3600
Fax: 845-486-3610

Email: communitygrants@dutchessny.gov

Website: <http://www.co.dutchess.ny.us/CountyGov/Departments/Planning/22115.htm>

Addendum 1
Questions and Answers (Q&A)

County of Dutchess

Department of Planning and Development

Phone: (845) 486 -3600 Email: communitygrants@dutchessny.gov

2019 Agency Partner Grant (APG) Application Cycle

APG: Infrastructure Initiative

APG: At-Risk Youth Initiative

DATED: February 7, 2019

Below are questions related to the 2019 APG Application Cycle. Where similar questions were submitted, we have answered only one question.

Q1: Can an agency apply for both the infrastructure grant and the at-risk youth grant?

A1: Yes. Eligible applicants can submit 1 grant application to **each** grant program.

Q2: Is my organization eligible to apply for funding to support the operating expenses associated with an ADA compliant vehicle under the Capital Infrastructure: Americans with Disabilities Act (ADA) Improvements priority of the APG Infrastructure Initiative grant program?

A2: No. The capital infrastructure, ADA improvements priority is to assist in making facilities more accessible. This may include funding to support improvements/modifications to an ADA accessible vehicle (i.e., installing vehicle hand controls), but this priority would not support general operating expenses relative to the vehicle. Grants in this category are available to fund ADA improvements and removal of barriers (i.e., accessible crosswalk, ramp, audio-loop for public meetings). [Additional details and examples can be found by clicking on this link.](#)

Q3: Would my organization be eligible to apply under one of the two available grant programs even though we are already receiving 2 APG grants in 2019?

A3: Yes. Any non-profit organization with an IRS 501 (c)(3) designation, who has an existing contract with the County of Dutchess is eligible to apply.

Q4: If an applicant chooses to apply under the Infrastructure Initiative where there are 2 priorities and 3 funding categories, must the applicant select only one funding category? Or would the applicant be able to apply under 2 or even 3 categories of funding?

A4: Applicants can apply under one priority/category.

Q5: Under the Infrastructure Initiative, capital infrastructure priority, is the funding limited to ADA improvements or would other types of improvements to an eligible site be permissible.

A5: Funding under this priority is limited to ADA improvements.

Q6: The RFP clearly indicates that this is one-time, non-renewable funding and all projects must be complete by December 31, 2019. If an applicant were to propose a project that would benefit from ongoing funding would it be possible to submit an application for consideration in the 2020 APG RFP cycle.

A6: Funding for the 2020 APG program will be awarded to organizations on a competitive basis based on their ability to demonstrate they can fulfill an unmet community need, so if the project fits one of the 2020 APG needs, then yes, organizations can apply for funding. However, it should be noted that while we expect the at-risk youth grant priorities to be eligible needs in 2020, we do not expect APG infrastructure funding to be available.

Q7: Can the 2019 grant program fund requests overlap with current APG/County contracts -- that is, can we request additional funds to support programs that are already supported by APG or other County agencies?

A7: Yes.

Q8: Do the expenditure thresholds apply to the amount being requested of Dutchess County or of the entire cost of the project (supported by other funding plus the request for funding by Dutchess)?

A8: Applicants may apply for grant amounts that fall within the funding limits outlined in the *Funding* sections of Application Instructions & Guidance for each available grant program. Total program expenses can be higher than your grant request.