



# 2024 Agency Partner Grant (APG): Infrastructure Application Instructions & Guidance

## Program Overview

The Agency Partner Grant (APG) program awards funding to non-profit agencies based on their ability to demonstrate they can fill a gap where an existing community need exists. The needs for this grant program were established by taking into consideration conditions that limit 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. APG needs are reviewed biennially, and as a result, the needs may evolve from year to year.

A total of \$200,000 was appropriated in the 2024 Dutchess County Budget to support 501(c)(3) non-profit organizations' capital infrastructure initiatives. Nonprofit organizations implement critical programs that address service gaps and other identified needs of underprivileged populations. While the county has provided critical funding to support APG programming needs, there is an additional commitment to support capital infrastructure projects.

## Eligible Applicants

Any non-profit organization with an **IRS 501(c)(3) designation** providing a venue for youth programming in Dutchess County. Applicants must own or have a long-term lease (25+ years) for the facility that provides the space for the youth activity.

## Funding

- The total allocation for this initiative is \$200,000.
- Minimum Request: \$20,000
- Maximum Request: There is no maximum funding limit established; however, the county plans to fund multiple projects.
- Funds are available on a reimbursement basis. No advances.

## Compliance

**All project expenses must be made within the term of the grant (September 1, 2024 – February 28, 2026). Compliance with [Dutchess County's Procurement Policies and Procedures](#) (pages 7-8) is required. Please review this prior to submitting your application to ensure the proposed activity can meet the requirements. Failure to comply with these policies may affect your organization's ability to be reimbursed.**

## Timeline

April 12, 2024	Written questions and inquiries concerning this grant proposal must be submitted via email by 5:00 p.m. to <a href="mailto:communitygrants@dutchessny.gov">communitygrants@dutchessny.gov</a> .
April 19, 2024	All answers to the submitted questions will be posted on the Agency Partner Grant webpage and within the Dutchess County Grant Portal.
May 10, 2024	Applications are due by 3:00 p.m. via the <a href="#">Dutchess County Grant Portal</a> .
May – June 2024	Application review
July 2024	County Executive announcement of awards
September 1, 2024 – February 28, 2026	Program Year Term

## Eligible Expenses

**Capital Infrastructure:** Capital improvements to facilities owned<sup>1</sup> by eligible 501(c)(3) non-profit organizations in Dutchess County that improve the quality, efficiency and accessibility of non-profit human service organizations that provide programming for youth in Dutchess County. Capital Infrastructure is a project that helps maintain or improve an organization’s asset, such as a renovation, replacement, or expansion of an existing facility. Targeted investments include renovations or expansions of existing space used for direct programming.

### Eligible Expense Examples

- General capital infrastructure to facilities, including physical structures (roof, windows, doors, etc.) HVAC, plumbing, electrical, security, furniture, fixtures, and equipment that will be **used by clients for a specific activity**. Americans with Disabilities Act (ADA) improvements to promote accessibility and communication to ensure that people with disabilities have an equal opportunity to participate in a specific activity. (e.g., ramp, audio-loop for public meetings). [Additional details and examples can be found by clicking on this link](#).

## Program Year

The grant term will be September 1, 2024 – February 28, 2026.

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<sup>1</sup> This can include long-term leases (25+ years) which are comparable to an ownership interest.

## General Application Instructions

- Applications must be submitted electronically through the [Dutchess County Grant Portal](#) by **3:00 p.m. on Friday, May 10, 2024**.
- Only **one application per organization** can be submitted.
- An organization’s application should be submitted by the Executive Director (ED), Chief Executive Officer (CEO), or an individual authorized to submit on behalf of the ED/CEO. **Do not apply unless you received authorization from the ED/CEO.**
- Written questions and inquiries concerning this grant proposal must be submitted via email to [communitygrants@dutchessny.gov](mailto:communitygrants@dutchessny.gov) by 5:00 p.m. on April 12, 2024. **\*Please note, the FAQ section at the end of this document (pages 5-7) includes helpful information to reference as you prepare your grant application.**
- Dutchess County Department of Planning & Development staff cannot assist in developing your program design or in drafting your grant application.

## Required Application Forms

- [Activity Budget & Budget Narrative](#) (*Excel*) - For details pertaining to activity expenses, please review the [Contracted Services Policies & Procedures](#). Please include the full cost of the project, including any secured funding.
- [Organization Budget](#) (*Excel*) - Use either the above hyperlinked document or you may submit a comparable organization budget, if preferred.
- [Timeline](#) (*Excel*) – The timeline should demonstrate that your proposed activity has already taken the necessary steps to ensure the project will be complete within the term of the grant or clearly demonstrates the steps that will be taken to ensure the project will be complete within the term of the grant.
- [Organization Chart](#) (*pdf format*)
- [Most recent financial statement/IRS Form 990](#) (*pdf format*) – Audited, if available
- [Board of Directors List](#) (*pdf format*) – Must include each board member’s name, their employer and job title, address, phone number and term end date.
- [Memorandums of Understanding \(MOU\)](#) (*pdf format*) - If applicable

## Application Review

All applications will be reviewed to ensure compliance with the application instructions and guidance as outlined in this document.

The [Community Development Advisory Committee](#) (CDAC) will review eligible applications and make preliminary award recommendations to the County Executive for final review and approval.

## Priorities

The CDAC will consider the following when reviewing and ranking applications:

- Organizations who are requesting to use grant funds to continue/complete an existing capital infrastructure project.
- Requests from organizations that address critical community needs and serve high-risk populations (e.g., homelessness, mental health/wellness, disenfranchised youth programs, etc.).

## Application Submission

The application and all associated forms must be submitted through the [Dutchess County Grant Portal](#) from an individual within your organization authorized to submit on behalf of the **Executive Director (ED) or Chief Executive Officer (CEO)**. **Do not apply unless you have received authorization from the ED/CEO.**

### Grant Portal Instructions:

1. [Use this link to navigate to the Dutchess County Grant Portal webpage where you will login to your existing account or create an account if one does not already exist for your organization.](#)
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 will be brought to the 'Apply' page where you can click on the blue 'Apply' button that will bring you to the grant application.
5. Once you begin an application, it will be saved as a draft. You can re-enter the portal 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  
Email: [communitygrants@dutchessny.gov](mailto:communitygrants@dutchessny.gov)  
Website: [dutchessny.gov/planning](http://dutchessny.gov/planning)

## Frequently Asked Questions (FAQ)

**Q1:** Are matching funds required?

**A1:** Matching funds are not required; however, activities that provide matching funds will be ranked higher during the application review.

**Q2:** Are letters of support required and/or allowed?

**A2:** Letters of support are not required and should only be included to make a compelling case for your project. Memorandums of Understanding (MOUs) should be submitted, if applicable.

**Q3:** If a non-profit has several facilities (for their service population) in need of capital improvements, could one grant request "bundle" these projects?

**A3:** Yes, you can include capital improvement requests for several locations for the same organization in one application, as long as all of the locations are servicing Dutchess County residents. Please be sure to include specific details about each project in the application.

**Q4:** Can you include personnel expenses like project manager? What about partial salaries of employees that will work on the project or ancillary activities like ribbon cuttings?

**A4:** Yes, personnel costs should be charged as actual hours spent on the funded activity. If you are hiring a project manager/consultant, those costs should be listed as contractual/consulting services. Ancillary activities, such as ribbon cuttings, are not eligible expenses as part of the grant program.

**Q5:** On the budget form, should construction costs be listed under "Other"?

**A5:** Yes, please list construction costs in the 'Other' budget line.

**Q6:** For a large construction project, do we need to list every element by specific cost or can we describe the project in the narrative and ask for an overall cost?

**A6:** You can describe the project in the narrative and provide the overall cost. The specific costs for the project should be listed in the Activity Budget, including a description/explanation.

**Q7:** If we submit a significantly high grant funding request and the County would prefer to "spread out the funds," will it automatically reject our proposal or might it grant partial funding?

**A7:** The request would not be automatically rejected. There is no maximum funding limit established; however, the County plans to fund multiple projects. Depending on the number of requests received and the amount requested for each project, partial funding may be considered as the County does intend to fund multiple projects.

**Q8:** Please provide guidance as to what should be included in the timeline, given the request is for equipment installation, rather than a specific project or program.

**A8:** Please include in your timeline information when you expect to obtain quotes for the equipment purchase, when you will purchase the equipment, and when you will install the equipment, etc. Please make note of the Dutchess County Procurement Policies and Procedures chart below.

		Procedure <sup>1</sup>
\$1-\$4,999		No formal quotation is required. A purchase shall be made based on reliable market information such as catalogs, phone quotes, or previous quotes. The entity shall make reasonable efforts to obtain the best price.
\$5,000-\$19,999		Formal written quotation from at least three responsible vendors.
\$20,000 and over		Formal bidding via <a href="#">ESPG</a> .
<b>Public Works/Construction</b> (Municipal corporations and public agencies <sup>2</sup> are subject to NYS prevailing wage requirements contained in Section 220 and 220-b of the Labor Law of NYS)		
\$1-\$9,999		No formal quotation is required. A purchase shall be made based on reliable market information such as phone quotes or previous quotes. The entity shall make reasonable efforts to obtain the best price.
\$10,000-\$34,000		Formal written quotation from at least three responsible vendors.
\$35,000 and over		Formal bidding via <a href="#">ESPG</a> .
\$1-\$19,999		No formal quotation is required. A purchase shall be made based on reliable market information such as phone quotes or previous quotes. The entity shall make reasonable efforts to obtain the best price.
\$20,000-\$39,999		Formal written quotation from at least three responsible vendors.
\$40,000 or over		Formal request for proposal (RFP) <sup>3</sup> secured through <a href="#">ESPG</a> .
<sup>1</sup> For CDBG, procurement must include MBE/WBE outreach and purchases from state or federal contracts (i.e., piggybacking) is <b>not</b> permitted.		
<sup>2</sup> A municipal corporation includes a county, city, town, village, and school district (General Construction Law, Definitions, Section 66 (2)). A public agency is defined as “the state, any of its political subdivisions, a public benefit corporation, a public authority or commission or special purpose district board appointed pursuant to law, and a board of education” (Labor Law § 230[3]).		
<sup>3</sup> The County will consider a Request for Qualifications if the task requires more specialized experience than a general practitioner in the relevant field may be able to provide. The community will need to submit a written request with justification for the County’s review and approval.		

**Q9:** Given our proposal is a request for equipment and not an activity or program, would all the categories with the exception of ‘Equipment’ be non-applicable for our proposal submission? If not, please provide guidance about what information would be required for the other categories, such as Occupancy, Contractual, Client Costs, Indirect Costs, etc.

**A9:** Include all costs associated with your infrastructure project. This may only include equipment, but it can include other costs, if applicable, such as any staff time associated with the equipment purchase or if you are hiring any contractors to install the equipment. Include any and all costs associated with the project to paint the big picture of what the total cost is for the project.

**Q10:** What if the timeline for our project extends beyond the grant program term (September 1, 2024 – February 28, 2026)?

**A10:** Each awarded project will be reviewed on a case-by-case basis to determine if a grant term extension is permissible.

**Q11:** Are administrative expenses (indirect costs) eligible?

**A11:** No, indirect costs are not an eligible expense as part of the grant program.

**Q12:** Are vehicles and equipment necessary to advance agency work eligible?

**A12:** Vehicles are not eligible. Equipment that will be used by clients for a specific activity may be eligible.

**Q13:** Is replacement of antiquated computers and other related hardware eligible?

**A13:** This year's grant program will focus on supporting capital infrastructure initiatives only.

Replacement of antiquated computers and other related hardware falls under operating infrastructure which is not an eligible expense as part of this year's grant program.

#### **Questions Submitted as of April 19, 2024**

**Q1:** Are cost estimates required for the application submission by May 10<sup>th</sup>? And if so, can estimates be generated outside of ESPG (over a certain cost)?

**A1:** Yes, cost estimates should be included with your application. Please include the full cost of the project, including any secured funding. Estimates can be generated outside of [ESPG/Bidnet](#); however, if awarded funding, adherence to the [Dutchess County Procurement Policies and Procedures](#) (pages 7-8) must be followed.

**Q2:** Is the purchase and installation of security cameras, either inside or outside of our facility, an eligible expense?

**A2:** Yes, the purchase and installation of security cameras is an eligible expense; however, the County will not fund the ongoing maintenance costs for the cameras, including any software needed to store or review camera footage.

**Q3:** Are playgrounds an eligible expense?

**A3:** Yes, playgrounds are eligible; however, your application must detail how the playground is directly related to the youth program that is being provided.