



Long Island Sound Resilience Grant Writing Assistance Program

Request for Proposals (RFP)

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Opportunity Announcement: The Long Island Sound (LIS) Resilience Grant Writing Assistance Program is open on a rolling basis until all the available funding has been allocated. Yearly updates may be made to the program.

NYSG and CTSG will provide grant preparation and writing capacity to NY and CT communities that are pursuing funding for sustainability and resilience-focused projects. This program aims to help communities develop successful sustainability and resilience-focused project grant proposals and for municipalities and community organizations to develop capacity for navigating the funding landscape.

Application Instructions Applicants are required to apply to the Grant Writing Assistance Program **a minimum of 6 weeks in advance of the targeted opportunity due date**, to allow for administrative processing in addition to time to prepare your grant proposal.

[FAQ Document](#) & [Flow Chart](#) For answers to Frequently Asked Questions (FAQ).

[Long Island Sound Resilience Resource Hub - Funding Database](#) Find a grant opportunity that the Grant Writing Assistance Program can be used to apply for. Review [CT](#) & [NY Funding Fact Sheets](#), updated annually.

[Contractor List](#) This list is intended to assist with identifying a grant preparation and writing support Contractor. It is the responsibility of the Applicant to talk with one or more Contractors to determine the best fit for their needs.

Program Summary

With funding from US EPA through the Long Island Sound Partnership (LIS Partnership), New York Sea Grant (NYSG) and Connecticut Sea Grant (CTSG) announce a funding opportunity open to municipalities and community organizations to facilitate the hiring of a grant preparation and writing support service provider (hereafter referred to as the “Contractor”) to assist with the development of grant proposals for sustainability and resilience-focused projects that will impact communities within or partially within the [Long Island Sound \(LIS\) Coastal Boundary](#). The intent of the program is to reduce staffing and capacity barriers that municipalities and community organizations may face when applying for competitive funding opportunities. Funding is to be awarded up to \$9,950 per Application directly to the Contractor on a cost reimbursable basis. Match is not required.

Please note that support provided through this program should alleviate capacity issues for eligible groups working within the LIS Coastal Boundary, and the primary impact of projects ultimately receiving grant funding should benefit communities within the LIS Coastal Boundary. See Eligibility section for more details.

Application Instructions

Applications will be accepted on a rolling basis until all available funding is allocated. To apply, you may: (1) Fill out and submit the online [Application Google Form](#) or (2) Download, fill out, and attach the [Application Document](#) via email to LISresilience@gmail.com. For reference, see [Example Application](#). *Applicants are required to apply to the Grant Writing Assistance Program a minimum of 6 weeks in advance of the targeted opportunity due date.*

Contractors should not submit the Application Form on the Applicant’s behalf.

Goal and Background

The work of the LIS Partnership Sustainable and Resilient Communities Work Group and dedicated NYSG and CTSG Sustainable and Resilient Communities Extension Professionals (SRC EPs) has shown that for communities across New York (NY) and Connecticut (CT), obtaining funding is one of the main barriers to planning, designing, and implementing sustainability and resilience-focused projects. We have also heard that there is a lack of capacity, expertise, and resources to prepare and apply for funding. Moreover, additional support for identifying,

conceptualizing, and developing projects is needed to implement more sustainability and resilience-focused projects.

To address these barriers, the SRC EPs have established two Programs – the Long Island Sound Resilience Grant Writing Assistance Program and the Long Island Sound Resilience Planning Support Program to assist communities within the LIS Coastal Boundary across NY and CT. See more information about both Programs on the [LIS Resilience Resource Hub](#).

Program Details

Communities that participate in this Long Island Sound Resilience Grant Writing Assistance Program can receive support for grant preparation and writing for sustainability and resilience-focused projects. This support may include, but is not limited to:

- Budget preparation
- Cost-benefit analysis
- Writing and narrative development
- Mapping
- Proposal preparation and submission

Projects eligible for this program should help foster a sustainable and resilient Long Island Sound, by empowering Long Island Sound communities to plan for and respond to environmental challenges in ways that prioritize well-being for all.

The type of projects eligible for this program will advance SRC Objective 2 or 3 and associated Actions in the 2025 LIS Partnership Comprehensive Conservation and Management Plan (CCMP) (see [LIS Partnership CCMP](#), *Goal 3: Sustainable and Resilient Communities*, PDF pages 25-28). We recommend reviewing the [SRC Resilience Planning Guide](#) PERSISTS Criteria to understand projects that may be eligible for this program, adopted and adapted from Connecticut Institute for Resilience and Climate Adaptation Resilient Connecticut Planning Framework (2020).

Examples of eligible project types include:

- Development of Vulnerability Assessment and Adaptation Plans, Resilience Plans, or Watershed Plans.
- Design and/or implementation of infrastructure improvements to increase community sustainability and resilience to flooding and other climate impacts. This may include installing, upgrading, improving, re-sizing, relocating, or removing infrastructure in a manner that maximizes sustainability; generally excluding repair or construction of seawalls, groins, jetties, and bulkheads.
- Design and/or implementation of nature-based solutions to address flooding and other climate impacts. This may include protecting and restoring coastal, riparian, and upland habitats; implementing living shorelines and green infrastructure projects; and evaluating the use of nature-based solutions as an option or component of resilience projects.
- Development and implementation of monitoring, maintenance, and adaptive management strategies.

- Retreat, relocation, and/or land acquisition projects that aim to reduce flooding risk, restore ecosystem function, and/or protect habitat in the floodplain.

Eligibility

This opportunity is open to municipalities, intermunicipal councils/organizations, nonprofits, non-governmental Organizations (NGOs), Private Voluntary Organization (PVOs), Community Based Organizations (CBOs), Academic entities, and Federally and State recognized Tribes/Nations as well as unrecognized indigenous communities in need of grant preparation services for sustainability and resilience-focused projects where the primary impact benefits communities within the [LIS Coastal Boundary](#) (within Westchester, Bronx, Queens, Nassau, Suffolk Counties in New York, western Connecticut, and eastern Connecticut)- See Figure 1. *Please note the support provided through this Program should alleviate capacity issues for eligible entities working within the LIS Coastal Boundary.*

Eligible entities who apply for funding through this program (hereafter referred to as the “Applicant”) must identify both the funding opportunity(ies) and the Contractor that will provide the grant preparation services when they apply. **Please note that the Contractor has to be a separate entity from the Applicant.**



Figure 1: LIS Coastal Boundary shown in pink.

Funding and Duration

Funding will be awarded up to \$9,950 per Application directly to the Contractor on a cost reimbursable basis (awards have typically been between \$5,000 - \$9,950). Match is not required. Applicants are limited to \$9,950 per application, per fiscal year (October 1 - September 30). Each Application should focus on one discrete project.

Contract services supported through the LIS Resilience Grant Writing Assistance Program should not commence before a purchase order (PO) is established with your Contractor and must be

completed by the submittal date of the targeted grant proposal(s). Funding availability is subject to US EPA award terms and conditions.

Funding may not be awarded directly to the Awardee. Additionally, the Applicant and Contractor should confirm that the intended grant awardee is eligible for and can accept the targeted grant(s) they intend to apply for.

It is recommended that the Applicant consult with the appropriate grant opportunity contact(s) to get feedback on the project and suitability of the project for the identified grant opportunity before applying to this Program.

Applications to Multiple Grant Opportunities

Grant preparation and writing support activities can include applying to multiple grant opportunities for one discrete project identified by the Applicant, but the total award to a given Contractor for that discrete project shall not exceed \$9,950.

Grant Opportunities with Pre-Proposals

Applicants may use funds to apply for two-step grant opportunities (e.g., opportunities that require a pre-proposal and then invite selected Applicants to apply via full proposals). If a pre-proposal prepared using funds for the LIS Resilience Grant Writing Assistance Program is not invited to submit a full proposal, the Contractor (with the Applicant's approval) can ask to modify the PO and apply for another grant opportunity for that same project. In order to modify the PO, the Applicant will need to request approval from the SRC Team for the newly selected grant and for any necessary updates to the Contractor scope.

Review and Feedback Process

- An Open Feedback Period will be available to interested Applicants (prior to Application submission), which may involve follow up phone calls/emails with an SRC EP to determine eligibility and provide feedback.
- Applications will be reviewed based on the below Evaluation Criteria by NYSG and CTSG SRC EPs on a rolling basis in the order in which the Applications are submitted.
- Application award determination and feedback (e.g., awarded funding, not awarded funding, or the SRC EPs need more information in order to make a determination) will be provided to all Applicants in writing, generally within one week of Application submission.
- Following award notification, it generally takes between 3-5 weeks to establish the PO with the Contractor. See Award section below for detail on award/contracting process.

Evaluation Criteria

Applications will be reviewed based on the below Evaluation Criteria and feedback will be provided on all Applications in writing.

1. Demonstration of project need and goal is well defined, and supports the advancement of sustainable and resilient Long Island Sound communities. Projects should empower

Long Island Sound communities to plan for and respond to environmental challenges in ways that prioritize well-being for all.

2. Project is in alignment with one or more of the 2025 Long Island Sound Partnership Comprehensive Conservation and Management Plan (CCMP) Sustainable & Resilient Communities (SRC) Objective 2 or 3 and associated Actions (see [LIS Partnership CCMP, Goal 3: Sustainable and Resilient Communities, PDF pages 25-28](#)).
3. Demonstration of the primary project impact on a community(ies) within the [LIS Coastal Boundary](#) (within Westchester, Bronx, Queens, Nassau, Suffolk Counties, western Connecticut, and eastern Connecticut).
4. Clarity and completeness of the required information, including the grant preparation and writing support funding request/budget detail.
5. Applicant has the authority to implement projects related to the proposed work.

Conflict of Interest Statement:

While Applicants are encouraged to reach out to their SRC EP for guidance, to avoid any perceived conflict of interest SRC EPs will not help write or review prepared grant proposals prior to submission to a targeted grant opportunity. In the case that the SRC EPs participate in the review of grant proposals supported by the LIS Resilience Grant Writing Assistance Program, the SRC EPs will not write a letter of support and the evaluation will be completed objectively, based on the scientific and technical merits or other relevant aspects of the proposal.

Award and Reimbursement

Once an application is selected for funding through the LIS Resilience Grant Writing Assistance Program, the selected Applicant (hereafter referred to as the “Awardee”) will be sent an Acceptance of Assistance Letter by NYSG/CTSG that outlines the agreement and expectations of the Awardee, Contractor, and NYSG/CTSG. Once signed by NYSG/CTSG, NYSG (Cornell)/CTSG (UConn) will contract directly with the Awardee’s selected Contractor (depending on whether the community is located in NY or CT).

The funding requested and scope of the contract with the selected Contractor will be identified by the Awardee and depend on the specific grant preparation and writing capacity/needs and the grant opportunity that the Awardee is pursuing, recognizing that some grant proposals are more involved than others.

Award and Contracting Process

Cornell/UConn will establish a purchase order (PO) with the Awardee’s selected Contractor. Generally, the registration and contracting process takes 3-5 weeks. **To reduce the amount of time between the award and contract, an applicant’s selected grant preparation and writing support Contractor is encouraged to follow the necessary steps to register in advance of an Application submission.**

- I. Cornell University/NY Award and Contracting Process:

The applicant and applicant's selected Contractor are encouraged to review the requirements for becoming a service provider for Cornell at: <https://www.dfa.cornell.edu/procurement/suppliers/doing-business/service-provider>. A service is an activity in which labor is the major factor and not merely incidental to the production, acquisition, and/or delivery of a good. The procurement of services has unique requirements.

According to Internal Revenue Service guidelines, Cornell must determine if an individual or entity providing the service should be classified as an employee or an independent Contractor. To comply with this IRS requirement, service providers are asked to complete a [Service Provider Questionnaire](#) each time they are hired to perform services. If Cornell engages you as an independent Contractor, the following must occur **prior** to the services being performed:

- a. You will receive a contract for services which must be signed and returned.
- b. If you are a new Contractor for Cornell, you will receive an email invitation to register as a Cornell Contractor using our online registration tool; your taxpayer identification number will be collected at this time.
- c. Depending on the nature of the service(s) provided, you may be required to provide proof of insurance. Please see Cornell's [insurance requirements](#).
Basically, Cornell requires:
 - i. Commercial general or professional liability – depends on the type of service.
 - ii. Auto liability – when a vehicle is used as part of the services for other reason than your personal transportation.
 - iii. Worker's compensation – when a Contractor has employees.
 - iv. Cyber risk – for software development or installation; electronic storage (including cloud computing); or hosting, using, or accessing Cornell data.
- d. After the steps above have been completed, Cornell will issue a PO for the services, which will include the executed contract for services.

Upon completion of services, per the instructions on the PO the Contractor will be instructed to submit an invoice.

II. University of Connecticut/CT Award and Contracting Process:

The Applicant and Applicant's selected Contractor are encouraged to review the requirements with the purchasing procedures used by The University of Connecticut: <https://purchasing.ubs.uconn.edu/vendor-guide/>.

If a selected Contractor is not previously registered with The University of Connecticut as a supplier, then you will receive an email invitation to register, using the University's online registration tool.

Once the supplier registration process is completed, a PO will be issued for the services, which will include the executed contract for services.

Upon completion of services, per the instructions on the PO the Contractor will be instructed to submit an invoice.

Awards under this funding opportunity are administered as a Cost Reimbursable Award (CRA) and Contractors must submit invoices, with Awardee approval in writing, to Cornell/UConn for reimbursement. Fund dispersal to the Contractor will take place in compliance with Cornell/UConn's policies and procedures. In all cases, the final required deliverables of the contract are 1) a copy of the submitted proposal for the targeted grant opportunity(ies) and 2) written confirmation of the submission of the proposal(s) to the targeted grant opportunity(ies). **Note all grant proposals in our records will be kept confidential.*

US EPA Funding

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