Q & As from the Pre-Application Information Session
December 4, 2023

Q1: How do we confirm if our organization has an existing account in the Grants Management System (GMS)?

A1: When you try to set up a new user in the grants portal and enter your organization's Employer Identification Number (EIN) you will get an error notice Since EIN is unique to every organization if the EIN is in the GMS, the error message means that there is an existing account.

Q2: What are your recommendations for getting a Certificate of Clean Hands?

A2: The RFA for this grant opportunity describes how to get a Certificate of Clean Hands as well as other relevant required documents. This step is important to complete as grant funds cannot be awarded without an up-to-date certificate of Clean Hands.

Q3: Does the grantee have to build the mapping tool and, if so, can the grant be split into two parts – one for building the mapping tool and the other for community outreach?

A3: The grantee is not responsible for building the mapping tool. DOEE will build the tool. The grantee is responsible for working with the Air Quality Advisory Board to decide what should be included in the tool and solicit community input on the tool, including how to ensure that it is accessible to residents.

Q4: What is the timeline envisioned for the project? Should the grantee be advising on the mapping tool first?

A4: No, the grantee should first organize and convene the Air Quality Awareness Board and then work with the Board to gather and provide input for the tool.

Q5: Is there a way to get a list of the application questions and word or character limits upfront, so that we can prepare all of our responses before logging into the online portal to submit the proposal?

A5: Please respond to the RFA by including information in Section 3 and addressing the scoring criteria. There is no word or character limit.