

## Attachment Checklist

### OPRHP Municipal Grant Program

Attachments listed below in boldface are required of every application; applications lacking these attachments (or an acceptable explanation) will be deemed incomplete. Depending upon the particular circumstances of your project, other attachments may be required. Still other attachments, while not required, may be essential to support rating points. All documents should be current to this grant cycle. See below for additional guidance.

#### **REQUIRED DOCUMENTATION:**

##### **For ALL Applicants:**

- **SEQR compliance documentation** - Not-for-profits must fill out the Environmental Review Form available at <http://www.nysparks.com/grants>. Municipalities must document or describe where they are in the SEQR process.
- **Signed Authorizing Resolution** passed at an official meeting of the governing body of the applicant that names the contact for the grant and authorizes that contact to apply for the grant. A sample of an acceptable resolution is available at: <http://www.nysparks.com/grants>
- **Photos showing the project area**
- **1:24,000 scale topographic or planimetric map with the subject property circled**
- **Schematic Site Plan**

##### **For Municipal Applicants:**

- **Legislative authorization of alienation, if applicable**

##### **For Not-for-Profit Applicants applying under the Parks program:**

- **A Signed Municipal Endorsement.** A sample of an acceptable endorsement is available at: <http://www.nysparks.com/grants>

##### **For Heritage Area Applicants:**

- **Written approval/endorsement of the project by the local heritage area management entity is required with the application if it is not the project sponsor. If applicant is the Heritage Area Management entity, document as such.**

##### **For partner groups of State Parks or Historic Sites:**

- **Documentation of affiliation AND a letter of support from the facility manager**

#### **SUPPORTING DOCUMENTATION:**

- Ownership documentation
- Evidence of local historic preservation or landmark designation
- Highlighted excerpts from project-specific planning documents
- Highlighted excerpts from federal, statewide, regional or local planning documents
- Written documentation clearly identifying community involvement, including resolution that local plan was adopted or reaffirmed within 5 years, if in a formally adopted plan
- Documentation from State agencies regarding remediated brownfields, protected species, habitats, etc.
- Documentation of pre-construction planning, procurement of services, consultant qualifications, etc.
- Ground disturbance documentation
- Written estimate of fair market value (market valuation), for any property that will be acquired or used as match
- Permits
- Canal Corporation approval
- All official project endorsements, partnerships and letters of support
- For stand alone planning projects, submit documentation of components of final product and justification of budget estimate
- For Not-for Profit Applicants: A copy of the certificate of incorporation, IRS determination letter, and proof that NFP is current with pertinent filings under Section 501 of the United States Internal Revenue Code, and either Article 7-A of the New York Executive Law, or Section 8-1.4 of the New York Estates, Powers and Trusts Law, or Section 1508 of the New York Not-for-Profit Corporation Law, or Section 215 of the New York Education Law.