

## **CFA Guidance Document**

### **Eligible Uses of CFA Economic Development Funds**

#### **Environmental Protection Fund Municipal Grant Program**

**DESCRIPTION:** Title 9 NYSCRR sections 439.1 – 443.4 implement the Environmental Protection Fund (EPF) Act of 1993 (title 9 of article 54 of the Environmental Conservation Law) and created OPRHP's Municipal Grant Program.

“In enacting the Environmental Protection Act, the New York State Legislature found that preservation, enhancement, restoration, improvement and stewardship of the State’s environment are among the government’s most fundamental obligations and that appropriate actions to make the State’s invaluable natural and historic resources available for public use, enjoyment or benefit are key components of the environmental and social policy of the State. And, it further found the State has the capacity to protect the environment and public health, safety and welfare by providing assistance to State agencies, public benefit corporations, public authorities, municipalities and not-for-profit corporations for park, recreation, historic preservation or heritage area projects.” (Section 439.1 Title 9 NYSCRR)

Funding is available under the EPF Municipal Grant Program for the acquisition, planning, development, and improvement of parks, historic properties, and heritage areas. Municipalities and not-for-profit organizations with an ownership interest in the property are eligible to apply. Historic properties must be listed on the State or National Registers of Historic Places. Properties not currently listed but scheduled for nomination review at the State Review Board meeting of June 14, 2012 or September 20, 2012 are eligible to apply. Heritage Areas projects must be identified in the approved management plans for Heritage Areas designated under section 33.01 of the Parks, Recreation and Historic Preservation Law. All grant awards under this program come with long term protections, either through parkland alienation law, conservation easements or covenants recorded against the deeds.

#### **ELIGIBLE TYPES OF APPLICANTS:**

- Municipalities
- State Agencies
- Public Benefit Corporations
- Public Authorities
- Not-for-profit Corporations

Not-for-profit corporations are subject to New York State's Not-For-Profit Corporation Law. In order to apply under this program, a not-for-profit corporation must have proof of incorporation, proof of tax-exempt status under the IRS code, and be 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 .

To be eligible for this funding category, the following documentation is required and must be submitted by the application deadline (see “Additional Resources” below for more information):

**For All Applicants:**

1. **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 is located at <http://www.nysparks.com/grants>.
2. **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.
3. **Photos showing the project area**
4. **1:24,000 scale topographic or planimetric map with the subject property circled**
5. **Schematic Site Plan**

**For Municipal Applicants:**

Legislative authorization of alienation, if applicable

**For Not-for-Profit Applicants Applying under the Parks Program:**

The endorsement of the municipality in which a park project is located. A sample of an acceptable Municipal Endorsement is located 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

**For Partner Groups of State Parks or Historic Sites:**

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

**ELIGIBLE ACTIVITIES / PROGRAM BENEFIT REQUIREMENTS:** Funding under the EPF Municipal Grant program is available for the following grant categories and project elements:

- **Park Acquisition, Development and Planning Program** - for the acquisition, development and planning of parks and recreational facilities to preserve, rehabilitate or restore lands, waters or structures for park, recreation or conservation purposes and for structural assessments and/or planning for such projects. Examples of eligible projects include: playgrounds, courts, rinks, community gardens, and facilities for swimming, boating, picnicking, hunting, fishing, camping or other recreational activities. To ensure the public benefit from the investment of state funds, public access covenants will be conveyed to the State for all park development projects undertaken by not for profit corporations. Conservation easements will be conveyed to the State for park acquisition projects undertaken by not-for-profit corporations. Any park project undertaken by municipalities is subject to the State's Parkland Alienation Law. The Parkland Alienation Handbook is available at <http://www.nysparks.com/grants>.
- **Historic Property Acquisition, Preservation and Planning Program** - to improve, protect, preserve, rehabilitate, restore or acquire properties listed on the State or National Registers of Historic Places and for structural assessments and/or planning for such projects. Properties not currently listed but scheduled for nomination review at the State Review Board meeting of either June 14, 2012 or September 20, 2012, are eligible to apply for funding. Questions about or proposals for listing on the State or National Register should be directed to the OPRHP National Register Unit at (518) 237-8643. All work must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties. To ensure the public benefit from the investment of state funds, preservation covenants or conservation easements will be conveyed to the State (OPRHP) for all historic property grants.
- **Heritage Areas System Acquisition, Development and Planning Program** - for projects to acquire, preserve, rehabilitate or restore lands, waters or structures, identified in the approved management plans for Heritage Areas designated under section 33.01 of the Parks, Recreation and Historic Preservation Law and for structural assessments or planning for such projects. The designated Heritage Areas with approved Management Plans are listed below. For exact Heritage Area boundaries, contact the Heritage Area or call (518) 473-7787.

* Albany	* Harbor Park (NYC)	* Sackets Harbor	* Seneca Falls
* Buffalo	* Ossining	* Schenectady	* Syracuse
* Kingston	* Rochester	* Saratoga Springs	* Whitehall

  - \* Hudson-Mohawk (Cohoes, Colonie, Green Island, Troy, Waterford Town/Village, Watervliet)
  - \* Lake Erie Concord Grape Belt (portions of Chautauqua County)
  - \* Long Island North Shore Heritage Area (Nassau and Suffolk Counties north of Rte. 25/1-495)
  - \* Mohawk Valley Heritage Corridor (Oneida, Herkimer, Montgomery, Fulton, Schenectady, Schoharie, Saratoga, and Albany Counties, excluding Adirondack Park)
  - \* Susquehanna (Broome and Tioga Counties)
  - \* Western Erie Canal Heritage Corridor (Erie, Niagara, Orleans, Monroe and Wayne Counties)

### Pre-Development Planning and Design

- Design Fees and other Professional Fees are allowed for the preparation of construction documents and to satisfy other pre-construction requirements. Pre-development costs must be incurred during the project term or in the three years prior to the application deadline. Consultant contracts in excess of \$25,000 must be awarded on a competitive basis. If you use a consultant selected on a non-competitive basis, the cost of that contract will not be eligible for grant reimbursement. In general, pre-development costs should not exceed fifteen percent of the construction costs.
- Archeology includes field work, report writing, curation of artifacts and interpretation. If your project includes any ground-disturbing activity (e.g., trenching, grading, demolition, new construction, etc.), it is very likely that an archeological survey will be required unless you can provide adequate documentation of prior ground disturbance. Your budget should take into account the need for an archeological survey. Contact your regional grants administrator (RGA) to determine the need and anticipated costs for archeology.

Construction - Include only work items related to this grant application.

### Acquisition

- Provide a breakdown for each parcel showing the type of interest acquired (fee simple, lease, easement, etc.) and method of acquisition (purchase, donation or transfer from another use), number of acres and estimated fair market value of the parcel(s) as determined by a qualified appraiser. A written estimate of value (windshield appraisal/market valuation) for each parcel must be included. Include the value of any land that will be acquired through donation to the project or converted from other purposes. Acquisition costs must be incurred during the project term or up to one year prior to the application deadline. If a grant is awarded, the value of each parcel must be established by a full, self-contained appraisal, the standards for which can be found at <http://www.nysparks.com/grants> (under Grants, click on Forms & Resources). For any parcel valued at \$300,000 or more, two full, self-contained appraisal reports are required.
- Associated acquisition costs should also be included under this category. Eligible items include the cost of appraisals, surveys, title search, legal fees, title insurance (required for this grant) and, where a conservation easement is required, the cost of title continuation and recordation.

### Administration

- Construction Supervision costs are those associated with the coordination, supervision and scheduling of work and may be provided by a qualified member of the applicant's staff, the design professional who prepared the construction documents, or a clerk of the works.
- Grant Administration costs include expenses associated with administering the grant after it is awarded, such as preparing the project agreement, affirmative action, MWBE, and payment request documentation. The cost of preparing this application is NOT eligible. In general, these costs should not exceed ten percent of the grant amount.

- Procurement Costs include costs for assuring competitive pricing, such as costs for distributing Requests for Proposals and for public advertising for bids, including the cost of advertising in specialty publications, such as minority newspapers and appropriate construction publications.
- Audit: Upon completion of the project, an accounting of expenditures and revenues is required. Based on the grant award and complexity of the project, this will be in the form of either an independent audit or agreed upon procedure review performed by a Certified Public Accountant, or an expense summary audit. Prior to final reimbursement, the audit must be submitted to and approved by OPRHP.
- Project Sign: All grant-funded projects must have a project sign noting the funding assistance. Signs are available for purchase through the State for approximately \$120.

**PRE-APPLICATION REQUIREMENTS:** The checklist for required and supporting documentation is provided below under “Additional Resources” and is also available at OPRHP’s website <http://www.nysparks.com/grants> .

**SUCCESSFUL APPLICANT REQUIREMENTS:** Successful applicants are advised NOT to begin work until a project contract has been fully executed. Certain conditions of award must be met before a contract can be executed. These will include environmental and historic preservation reviews (including archeological review) and OPRHP acceptance of plans and specifications, bidding documents, competitive bidding, and solicitation of Minority and Women-owned Business Enterprises (MWBs), etc. Proceeding without advance OPRHP approval will jeopardize grant reimbursement.

Archeology is required in any project that will result in any ground disturbance and must be included in the project budget. An audit of project expenditures and revenues is required and must be included in the budget in order to be reimbursed. Title insurance is required for acquisition projects, whether funded by the grant or as part of the match, and must be included in the project budget in order to facilitate Attorney General review of clear title documentation. The State will share in these expenses.

All parties with an ownership interest in the property will be required to sign the project agreement. All lien holders must subordinate their interests to those of the State, and may be required to sign the project agreement.

Long term protections are required under this grant program. Any work involving a historic resource will require that a preservation covenant be conveyed to OPRHP. Any not-for-profit corporation undertaking a park development project will be required to convey a public access covenant to OPRHP. Any not-for-profit acquiring land for recreation or conservation purposes must grant the State a permanent conservation easement to the property. All park projects undertaken by municipalities are subject to State alienation law. The Alienation Handbook is available at <http://www.nysparks.com/grants> for more information.

Project costs will be eligible for reimbursement only if grant work meets State standards and the expenditures are made in compliance with State requirements, including Article 15A of the Executive Law, Minority and Women-owned Business Enterprises/Equal Employment Opportunity. Grant recipients will be required to solicit MWBEs before commencing work and to document efforts involving MWBEs during the project term. Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money. All reimbursements for historic preservation projects must be satisfactorily documented so that the State Historic Preservation Office can ensure work was done to the Secretary of the Interior Standards. Failure to comply with these requirements could jeopardize full reimbursement.

OPRHP staff will conduct periodic inspections, including a final inspection of the project and post completion inspections to ensure the public benefit is maintained.

**FUNDING PRIORITIES:** Priority projects are those that clearly demonstrate and document:

- Impact – For park projects, the importance of the project to the community in terms of economic stimulus, impetus to community renewal, revenue generation, visual appeal, health and vitality to the community and community involvement and support of the project. For historic preservation, describe the extent to which the project will contribute to preservation of a historically significant property. For Heritage Areas, describe the extent to which the project will contribute to the local Heritage Area.
- Community support and consistency with state/region/community plans, including and especially the State Outdoor Recreation Plan (SCORP).
- Sound administrative infrastructure/Reasonableness of costs, including demonstration of project planning, administrative structures and a budget that reflects fiscal prudence and readiness to proceed.
- The Commissioner’s priorities for the grant program:
  - Projects that include “green” improvements that restore, improve and maintain park lands, historic properties and heritage area resources and infrastructure, and in doing so promote sustainability, increase energy conservation and/or efficiency and decrease long term maintenance and management costs.
  - Projects that enhance the public’s access to parks and their environmental and recreational resources (including landscape and trail improvements to facilitate connections and special features or signage to improve programming and interpretation), create physical and functional connections among, or provide or enhance public access to, already-protected state and local lands, historic sites, greenways, trails and waterways to bring visitors back.
  - Projects that are undertaken by partner groups in State Parks and Historic Sites.

**INELIGIBLE ACTIVITIES:** Work completed prior to award is not eligible for reimbursement or for match. There are two exceptions: 1) Professional services and materials purchased or donated but not installed up to three years prior to the application deadline may be applied toward the

matching share and 2) Acquisition costs retroactive no more than one year prior to the application deadline are eligible costs.

**SELECTION CRITERIA:** Each application will be reviewed for eligibility and, if determined eligible, will be rated according to the Grant Selection Criteria. Within each region, applications are ranked according to project category, competing only against others in their region and category. The Grant Selection Criteria are:

**I. Poverty Level (0-5 predetermined, based on zip code)**

**II. Resource Impact (0-25)**

For Parks Projects:

A1. Community Impact (0-10)

A2. Local Commitment and need (0-15)

For Historic Preservation Projects:

B1. Level of Significance (0-10)

B2. Severity/Immediacy of Threat (0-15)

For Heritage Area Projects:

C1. Addresses current Heritage Area programs (0-10)

C2. Addresses Heritage Area goals (0-15)

For Acquisition Projects:

D1. Environmental and Recreational Contribution (0-10)

D2. Surrounding Area Contribution and Impact and Protection of Historic Resources (0-15)

**III. Planning Initiatives (0-10)**

For Parks Projects:

A1. Statewide Index of Need (0-5 predetermined by SCORP)

A2. Consistent with Plans (0-5)

For Historic Preservation and Heritage Area Projects:

B1. Community Support

B2. Consistent with Plans

For Acquisition Projects:

C1. Community Support

C2. Consistent with Plans

**IV. Reasonableness of Cost (0-20)**

A. Budget

B. Readiness

C. Feasibility

**V. OPRHP Commissioner Priorities (0-10)**

- A. Green improvements
- B. Enhanced access, connections, resources
- C. Partners to State Parks

**VI. Regional Economic Development Council Assessment (0-20)**

**VII. Statewide Assessment (0-10)**

- A. Geographic Distribution
- B. Maximize Use and Accessibility
- C. Special Engineering, Environmental, Preservation Benefits
- D. Past Performance

**TOTAL (0-100)**

**VIII. PROJECT IN A HUDSON RIVER GREENWAY COMPACT COMMUNITY (5% bonus)**

**AWARD CRITERIA DETAILS**

ELIGIBLE AREA, CITY, COUNTY POPULATION LIMITS OR POPULATION TARGET TYPES: \$6.5 million of the \$16 million appropriation must be awarded to projects located in Inner City/Underserved areas. {Note: \$725,000 is directed to Buffalo-area Parks and Niagara/Erie Historic Preservation, leaving \$15,275,000 available for the competitive award program.}

- **LIMITATIONS:** There is no statutory limit on the number of grants one property or one applicant may receive, but in the interest of equity and fairness and in consideration of applicant capacity, applicants that have more than three open grants with OPRHP should not receive additional awards. There is an administrative cap of \$500,000 for 2012-13 awards. Should project costs increase post award, the grant award will not be adjusted upward.
- **LONG RANGE GOALS:** Special consideration should be given to projects that are referenced in the State Comprehensive Outdoor Recreation Plan (SCORP). Additional consideration should be given to projects that are included in other state and local planning initiatives. The Commissioner's priorities for this grant program are:
  - Projects that include "green" improvements that restore, improve and maintain park lands, historic properties and heritage area resources and infrastructure, and in doing so promote sustainability, increase energy conservation and/or efficiency and decrease long term maintenance and management costs.
  - Projects that enhance the public's access to parks and their environmental and recreational resources (including landscape and trail improvements to facilitate connections and special features or signage to improve programming and interpretation), create physical and functional connections among, or provide or

- enhance public access to, already-protected state and local lands, historic sites, greenways, trails and waterways to bring visitors back.
  - Projects that are undertaken by partner groups in State Parks and Historic Sites.
- **PROJECT TERM COMPLETION DATES:** All conditions of award must be met before OPRHP can execute a contract with successful applicants. This includes environmental and historic preservation reviews (including archeological review) and OPRHP acceptance of plans and specifications, bidding documents, competitive bidding and solicitation of Minority and Women-owned Business Enterprises (MWBEs), etc. When these materials are provided and are deemed satisfactory, OPRHP can develop a contract with the applicant. Once a contract is executed, all projects must be completed within five years from date of the award of the grant. OPRHP will monitor the progress of project work and will recapture awarded funds if significant progress is not made. Successful applicants are expected to raise their full share within one year of the grant award. Failure to do so could result in the recapture of the grant award in order to fund viable, ready projects.
- **MATCHING FUND REQUIREMENTS / DEADLINES:** Successful applicants are reimbursed for 50 percent of their eligible expenditures. For projects located in impoverished areas (as defined by 10 percent or more of the population below the poverty level according to most recent Census data), the reimbursement can be up to 75 percent of the project cost. All applicants are expected to raise their share within one year of the award, or risk cancellation of the grant.

Principal types of applicant share are:

**Cash:** Includes grants other than this grant request.

**Force Account** (Payroll of applicant): Itemize according to job title or job assignment (on project). At the time of the reimbursement request, grant recipients will be required to document time worked, tasks, pay ratio and payment (including components and percentage of fringe benefit rate).

**Professional Services:** The value of services provided by professional and technical personnel and consultants. Three-year retroactivity applies.

**Supplies and Materials:** The current market value of items warehoused (not yet installed). Three-year retroactivity applies; use value current at time items were obtained.

**Volunteer Labor:** Skilled and professional labor can be computed at the job rate. Unskilled labor and work performed by professionals or skilled laborers in an area outside of their area of expertise must be computed at the minimum wage. (For example, a lawyer donating legal services may compute the value based on the standard billing rate, but the same lawyer donating time painting walls must calculate the value using minimum wage).

**Equipment Usage:** Compute the value according to its fair market rental value in project location.

**Real Property:** The value of all property acquired, donated or converted from other purposes should be included in the project schedule. One year retroactivity applies to all three categories:

**Owned by the applicant and converted from other purposes.** The value of such property may be included under the EPF budget, provided it has not been previously designated as parkland or otherwise used for purposes related to this project.

**ADDITIONAL RESOURCES:** For more information, eligible applicants should contact Melinda Scott, Chief of Grants at the Bureau of Grants Management, New York State Office of Parks, Recreation and Historic Preservation, Albany, NY 12238, call (518) 474-0427 or visit <http://www.nysparks.com/grants>. Or contact the OPRHP Regional Grant Administrator for your county:

Allegany Region

Lynn LeFeber  
Allegany State Park  
ASP Rte 1, Salamanca, NY 14779  
(716) 354-9101, FAX (716) 354-2255  
COUNTIES: Allegany, Cattaraugus and Chautauqua

Central Region

Jean Egenhofer  
Clark Reservation State Park  
6105 East Seneca Turnpike  
Jamesville, NY 13078-9516  
(315) 492-1756, FAX (315) 492-3277  
COUNTIES: Broome, Chenango, Cortland, Delaware, Herkimer, Madison, Oneida, Onondaga, Oswego, and Otsego

Finger Lakes Region

Laurie Moore  
2221 Taughannock Park Road  
Trumansburg, NY 14886  
(607) 387-7041, FAX (607) 387-3390  
COUNTIES: Cayuga, Chemung, Ontario, Seneca, Schuyler, Steuben, Tioga, Tompkins, Wayne and Yates

Genesee Region

Lynn LeFeber (see Allegany Region)  
COUNTIES: Livingston, Wyoming  
  
Noelle Kardos (see Niagara Region)  
COUNTIES: Genesee, Monroe, Orleans

Long Island Region

Traci Christian  
Belmont Lake State Park  
PO Box 247  
Babylon, NY 11702  
(631) 321-3543, FAX (631) 321-3721  
COUNTIES: Nassau and Suffolk

Niagara Region

Noelle Kardos  
Niagara Reservation State Park  
PO Box 1132  
Niagara Falls, NY 14303-0132  
(716) 278-1761, FAX (716) 278-1744  
COUNTIES: Erie and Niagara

New York City Region

Merrill Hesch  
NYS OPRHP  
Adam Clayton Powell, Jr. State Office Building  
163 West 125<sup>th</sup> Street, 17<sup>th</sup> Floor  
New York, NY 10027  
(212) 866-2599, FAX (212) 866-3186

Palisades and Taconic Regions

Erin O'Neil  
NYS OPRHP  
Taconic Regional Office  
9 Old Post Road  
Staatsburg, NY 12580  
(845) 889-3866, FAX (845) 889-8321

COUNTIES: Bronx, Kings, New York, Queens and Richmond

Saratoga/Capital District Region

Danielle Dwyer  
Saratoga Spa State Park  
19 Roosevelt Drive  
Saratoga Springs, NY 12866-6214  
(518) 584-2000, FAX (518) 584-5694  
COUNTIES: Albany, Essex, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and Washington

COUNTIES: Orange, Rockland, Sullivan, Ulster Columbia, Dutchess, Putnam, Westchester

Thousand Islands Region

Gayle Underhill-Plumb  
Keewaydin State Park  
Alexandria Bay, NY 13607  
(315) 482-2593, FAX (315) 482-9413  
COUNTIES: Clinton, Franklin, Hamilton, Jefferson, Lewis, and St. Lawrence

**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**

**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.

**Ownership Documentation**

Provide a clear and legible copy of the current recorded deed to the property, showing Liber and Page number or electronic filing number of recording. In addition, if the applicant has less than fee simple ownership in the property, a clear and legible copy of the documentation showing such interest in the property (i.e., lease, management agreement, etc.) must be provided. If there are any restrictions on the use or ownership of the property, provide documentation of such liens or restrictions (e.g., Title Policy Schedule B). If acquisition is proposed, describe the status of purchase negotiations and document the owner's intent to sell (signed purchase contract, option agreement, or letter of intent).

**State Environmental Quality Review Act Compliance (SEQR)**

**NOT-FOR-PROFIT CORPORATIONS:** Complete the Environmental Review Form available online at <http://www.nysparks.com/grants>, Grants, Forms & Resources. Also include with your

application clear drawings, maps, or plans of existing and proposed natural and man-made conditions on the site and the areas immediately adjacent to the site.

*MUNICIPALITIES:* The municipality will be SEQR lead agency if OPRHP is the only other agency involved, or will be responsible for initiating lead agency designation procedures if there are other involved agencies (e.g., the Department of Environmental Conservation (DEC) via a required permit). The lead agency is required to classify projects under SEQR as follows: If your project is Type II, it is not subject to SEQR. If this is the case, provide a statement as to the classification of your project and the reason. If any permits are required, list them in your statement.

If your project is subject to SEQR, consult SEQR regulations to determine if it is classified Unlisted or Type I. If it is Unlisted, submit a completed Short Environmental Assessment Form (EAF) (Parts I-III). If the project is classified Type I, submit a completed Full Environmental Assessment Form and either a negative declaration or a Final Environmental Impact Statement (FEIS) and SEQR Findings.

If the project's impacts have been previously reviewed under SEQR, supporting documentation must be submitted (e.g., FEIS and SEQR Findings Statement).

#### Photos

Provide images (photographs or digital print-outs; photocopies are not acceptable substitutes) showing the overall project area and documenting existing conditions. Include photos of any structures more than 50 years old within, or immediately adjacent to, the project area. Provide views to these features from the project site, as well as views of the project site from them. Key all images to a schematic site plan (see below).

#### Map

Submit a 1:24,000 scale USGS or DOT planimetric map with the subject property circled. An 8½" x 11" section, copy, or printout is acceptable, so long as it shows at least 1:24,000 scale and is clearly marked as to scale and source, including Quad Name and/or Code. Go to the NYS GIS Clearinghouse [www.nysgis.state.ny.us/gisdata/quads/](http://www.nysgis.state.ny.us/gisdata/quads/) for downloadable, printable maps.

#### Schematic Site Plan

Provide a plan and/or elevations that depict the project site and its immediate surroundings identifying both existing conditions and proposed project elements as described in the project narrative.

#### Project-specific Planning Documents

Provide highlighted excerpts in support of the project narrative, clearly citing date and source, or a link if posted online.

#### Local, State and Federal Planning Documents

Provide highlighted excerpts in support of the project narrative AND either a copy of the resolution adopting or reaffirming the local plan within the last five years OR if the project is not specifically identified in a formally adopted plan, provide written documentation clearly identifying community involvement (e.g., an official resolution by the governing body of the

applicant, approving and/or endorsing the project and affirming public and community support for it, evidence of public participation, public outreach plan, press releases/announcements, public meetings, events, fundraising campaign plans). Provide copies of official project endorsements, partnerships and letters of support.

#### Permits

Depending on the project scope, some grant projects will require permits from agencies such as the NYS Department of Environmental Conservation (DEC) or the US Army Corps of Engineers (COE). Contact the permitting agencies directly to determine if any permits are needed, especially if your project is located in or adjacent to a water body (e.g., stream, river, lake, wetland, canal).

#### Canal Corporation Approval

Any project that is approved for funding and is located on land under the jurisdiction of the Canal Corporation must receive all necessary approvals of the Canal Corporation prior to the final execution of a project agreement.

#### Stand Alone Planning Grants

If the grant proposal is for a planning project other than the preparation of contract documents (plans and specifications), identify in detail the components of the final product. Submit a draft table of contents or equal.

For planning budgets involving just the preparation of plans and specifications, provide at least two professional estimates for construction costs or submitted construction bids to justify the proposed consultant costs. For other planning projects (condition studies, etc.) submit justification for consultant costs.