

## **OPRHP Municipal Grant Program Attachment Checklist**

**Attachments listed below in boldface are required. Applications lacking these attachments (or an acceptable explanation) are incomplete and cannot be rated.**

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 must be current to this grant cycle and be labeled with the project's CFA number. See "CFA Guidance Document" for additional information.

### **REQUIRED DOCUMENTATION:**

- 1) Proof of Ownership Documentation, including documentation of liens and restrictions, such as Title Policy**
- 2) SEQR compliance documentation**
- 3) Signed Authorizing Resolution**
- 4) Photos showing the project area**
- 5) 1:24,000 scale topographic or planimetric map with the subject property circled**
- 6) Schematic Site Plan**

**In addition to the above 6 items:**

- **Municipal Applicants must submit Legislative authorization of alienation, if applicable**
- **Not-for-profit applicants must submit:**
  - a) Proof of incorporation from NYS Department of State or NYS Board of Regents AND**
  - b) IRS Determination letter listing Federal ID number AND**
  - c) Signed Municipal Endorsement for park projects only**

### **SUPPORTING DOCUMENTATION:**

- Evidence of local historic preservation or landmark designation, written endorsement of the project from the local Heritage Area Director or Advisory Commission
- 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, including endorsement of facility manager if property is a State Park or State Historic Site
- For stand alone planning projects, submit documentation of components of final product and justification of budget estimate