

## **CONSOLIDATED FUNDING APPLICATION ECONOMIC DEVELOPMENT FUNDS - INFORMATION SHEET**

### **Environmental Protection Fund – Municipal Grants Program**

<b>HOW MUCH IS AVAILABLE?</b>	Up to \$12 million
<b>WHAT IS THE APPLICATION DEADLINE?</b>	October 31, 2011 at 4:00 p.m. Attachments are due no later than November 4, 2011 at 4:00 p.m.
<b>WHAT IS THE PURPOSE OF THE PROGRAM?</b>	Funding is available 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 October 19, 2011 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, public access covenants or preservation covenants recorded against the deeds.
<b>HOW ARE FUNDS PAID?</b>	This is a reimbursement program. Reimbursements will be based on documentation of eligible projects costs incurred by the sponsor.
<b>WHEN ARE MY COSTS ELIGIBLE FOR REIMBURSEMENT?</b>	Project costs are eligible for reimbursement once all project documentation has been reviewed and accepted by OPRHP. Expenditures are generally eligible from the date of award; some have an additional retroactivity eligibility. Successful applicants are encouraged not to begin work until a contract has been fully executed.
<b>WHAT TYPES OF PROJECTS ARE ELIGIBLE?</b>	<ul style="list-style-type: none"> <li>● <b>Park Acquisition, Development and Planning Program</b> - to preserve, rehabilitate or restore lands, waters or structures for park, recreation or conservation purposes and for structural assessments 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 <a href="http://www.nysparks.com/grants">http://www.nysparks.com/grants</a>.</li> <li>● <b>Historic Property Acquisition, Preservation and Planning Program</b> - to improve, protect, preserve, rehabilitate, restore or acquire properties listed on the State or National Registers of Historic Places and for structural assessments or planning for such projects. Properties not currently listed but scheduled for nomination review at the State Review Board meeting of October 19, 2011, 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 will be conveyed to the State (OPRHP) for all historic property grants.</li> <li>● <b>Heritage Areas System Acquisition, Development and Planning Program</b> - to 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. For exact Heritage Area boundaries, call (518)473-7787.</li> </ul>
<b>WHAT PROJECTS/ACTIVITIES ARE INELIGIBLE?</b>	This is a capital program. With a few exceptions, non construction costs are ineligible (e.g. equipment purchase, operating expenses, contingencies, and publicity). Work completed prior to award is not eligible for reimbursement or for match except: 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 may be applied toward the match.

<b>WHO CAN APPLY?</b>	<ul style="list-style-type: none"> <li>• Municipalities, including State Agencies, Public Benefit Corporations and Public Authorities</li> <li>• Not-for-profit Corporations <ul style="list-style-type: none"> <li>○ 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 (or equivalent document) from the NYS Department of State or NYS Board of Regents, a charities registration number from the NYS Office of the Attorney General, and proof of tax-exempt status under the IRS code. Copies of these documents must be submitted with the application.</li> <li>○ Not-for-profits must submit the endorsement of the municipality in which the park project is located. A sample of an acceptable endorsement is located at <a href="http://www.nysparks.com/grants">www.nysparks.com/grants</a>.</li> </ul> </li> </ul>
<b>WHAT ARE THE APPLICANT REQUIREMENTS?</b>	<p>REQUIRED DOCUMENTATION:</p> <ol style="list-style-type: none"> <li>1) Proof of Ownership Documentation, including documentation of liens and restrictions, such as Title Policy</li> <li>2) SEQR compliance documentation</li> <li>3) Signed Authorizing Resolution</li> <li>4) Photos showing the project area</li> <li>5) 1:24,000 scale topographic or planimetric map with the subject property circled</li> <li>6) Schematic Site Plan</li> </ol> <p>In addition to the above 6 items:</p> <ul style="list-style-type: none"> <li>• Municipal Applicants must submit Legislative authorization of alienation, if applicable</li> <li>• Not-for-profit applicants must submit: <ol style="list-style-type: none"> <li>a) Proof of incorporation from NYS Department of State or NYS Board of Regents <u>AND</u></li> <li>b) IRS Determination letter listing Federal ID number <u>AND</u></li> <li>c) Signed Municipal Endorsement.</li> </ol> </li> </ul> <p>Additional supporting materials may be submitted to document statements in the CFA application in order to receive maximum points. See Attachment Checklist.</p>
<b>HOW WILL PROJECTS BE SELECTED?</b>	<p>The grant will result from a competitive rating and ranking of the eligible CFAs completed and submitted as prescribed. This ranking will be determined by the overall score achieved by the proposed project during the evaluation process. Ranking will be based on a composite score where the recommendation/endorsement of the appropriate Regional Economic Development Council will constitute up to 20% (20 points) of the total score and the agency scoring will constitute up to 80% (80 points).</p>
<b>ARE THERE ANY OTHER PROGRAM LIMITS/ REQUIREMENTS?</b>	<ul style="list-style-type: none"> <li>• <b>LIMITATIONS:</b> 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 \$400,000 for 2011-12 awards.</li> <li>• <b>LONG RANGE GOALS:</b> Special consideration will be given to projects that are referenced in the State Comprehensive Outdoor Recreation Plan (SCORP). Additional consideration will be given to projects that are included in other state and local planning initiatives. The Commissioner's priorities for this grant program are: 1) Projects that include "green" improvements that restore, improve and maintain park lands and infrastructure and in doing so promote sustainability, increase energy conservation and/or efficiency and decrease long term maintenance and management costs; 2) Projects that enhance the public's access to parks and their environmental and recreational resources, including landscape and trail improvements to facilitate connections; 3) Projects that are undertaken by partner groups in State Parks and Historic Sites.</li> <li>• <b>PROJECT TERM COMPLETION DATES:</b> Conditions must be met before OPRHP can execute a contract and/or make payments to successful applicants. This includes environmental and historic preservation review (including archeological review), OPRHP acceptance of plans and specifications and bidding documents, competitive bidding, solicitation of Minority and Women-owned Business Enterprises (MWBs), etc. Once a contract is executed, all projects must be completed within five years from date of the <u>award of the grant</u>. OPRHP will monitor the progress of project work and will recapture awarded funds if significant progress is not made.</li> <li>• <b>MATCHING FUND REQUIREMENTS / DEADLINES:</b> This is a 50/50 reimbursement grant program. Successful applicants are reimbursed for 50 percent of their 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.</li> </ul>
<b>HOW DO I APPLY?</b>	<p>Please visit the Consolidated Funding Application website. The CFA is a web-based application accessible at <a href="http://www.nyworks.ny.gov">www.nyworks.ny.gov</a></p>
<b>WHERE CAN I GET MORE PROGRAM INFORMATION?</b>	<p>Contact Melinda Scott, Chief of Grants at the Bureau of Grants Management, New York State Office of Parks, Recreation and Historic Preservation, The Governor Nelson A. Rockefeller Empire State Plaza, Agency Building One, 16<sup>th</sup> Floor, Albany, NY 12238, call (518) 474-0427 or visit <a href="http://www.nysparks.com/grants">www.nysparks.com/grants</a>.</p>

