

Heritage Areas System Acquisition, Development and Planning

1. **Question Ref:** Q_1378
Question Type: Threshold

Is the project within a designated Heritage Area with approved Management Plans identified under section 33.01 of the Parks, Recreation and Historic Preservation Law?

HELP SECTION

If the project is not located within the boundaries of an approved Heritage Area, it is not eligible for funding under the Heritage Areas program.

A list of all approved Heritage Areas can be found at <http://www.nysparks.com/historic-preservation/heritage-areas.aspx>

2. **Question Ref:** Q_1442
Question Type: Threshold

Is the proposed project consistent with one or more of the Heritage Areas System Program goals and the approved management plan, and does the applicant have the approval/endorsement of the project by the local heritage area management entity?

HELP SECTION

If the applicant is other than the local heritage area management entity, a written approval/endorsement of the project by the local heritage area management entity is required with the application.

3. **Question Ref:** Q_1598
Question Type: Threshold

Is the applicant a municipality, public authority, public benefit corporation, State agency or a Not-for-Profit organization formed pursuant to or subject to the Not-for-Profit Corporation Law and qualified for tax-exempt status under the Federal Internal Revenue code?

4. **Question Ref:** Q_1436
Question Type: Threshold

Does the applicant own in fee, or have an ownership interest in the property (deed, operating agreement, contract of sale, option agreement, letter of intent from the seller)?

5. **Question Ref:** Q_1437
Question Type: Threshold

Are all parties with an ownership interest in the property willing to sign the project agreement, and are all lien holders also willing to subordinate their interest to the State if a grant is awarded?

HELP SECTION

All parties with an ownership interest in the property are 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.

6. **Question Ref:** Q_1438
Question Type: Threshold

Is this a development and/or acquisition project that has the willingness of the property owner(s) to apply long term protections to the property via a Conservation Easement, Preservation Covenant or Public Access Covenant recorded against the property deed(s), or be subject to State Alienation Law if a grant is awarded; OR is this a stand-alone planning grant?

HELP SECTION

You must be able to answer "yes" to either part of the question.

7. **Question Ref:** Q_1439
Question Type: Threshold

Is the applicant able to provide the required match, and make expenditures prior to receiving reimbursements from the grant funds if an award is made?

HELP SECTION

You will NOT have to complete the entire project before any payments are made, but reimbursements are made after funds are expended. In addition, 10% of grant funds are held back until the project has been closed-out.

8. **Question Ref:** Q_1603
Question Type: Basic

Was this project or a phase of this project awarded funding in CFA Round I ?

9. **Question Ref:** Q_1604
Question Type: Basic

If yes, with which agency(s)?

10. **Question Ref:** Q_1605
Question Type: Basic

If funding was received in a prior round of the CFA, indicate the amount of funding received.

11. **Optional Question Header:**

Applicant Information

Question Ref: Q_546
Question Type: Basic

Legal Name of Applicant

12. **Question Ref:** Q_547
Question Type: Basic

Contact First Name

13. **Question Ref:** Q_549
Question Type: Basic

Type of Applicant (select all that apply)

14. **Question Ref:** Q_550
Question Type: Basic

If you are a DBA, what is your DBA name?

15. **Question Ref:** Q_551
Question Type: Basic

Applicant Street Address

16. **Question Ref:** Q_552
Question Type: Basic

Applicant City

17. **Question Ref:** Q_553
Question Type: Basic

Applicant State

18. **Question Ref:** Q_554
Question Type: Basic

Applicant Zip Code. (please use Zip+4 if known)

19. **Question Ref:** Q_555
Question Type: Basic

Applicant Email Address

20. **Question Ref:** Q_556
Question Type: Basic

Select an applicant ID type from the list below that you normally use to identify your organization on application forms.

HELP SECTION

Applicants will be required to provide the specified ID number upon request by the funding agencies.

21. **Question Ref:** Q_561
Question Type: Basic

Additional Contact Email Address

22. **Question Ref:** Q_562
Question Type: Basic

Additional Contact Phone Number. (please include area code)

23. **Question Ref:** Q_565
Question Type: Basic

Project City

24. **Question Ref:** Q_568
Question Type: Basic

Project State

25. **Question Ref:** Q_572
Question Type: Basic

Project Latitude

HELP SECTION

[Click HERE to determine Latitude](#)

26. **Question Ref:** Q_573
Question Type: Basic

Project Longitude

HELP SECTION

[Click HERE to determine Longitude](#)

27. **Optional Question Header:**

Project Description

- Question Ref:** Q_575
Question Type: Basic

Project Description. Concisely describe the project, indicating the location, what will be planned, designed, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.

28. **Question Ref:** Q_580
Question Type: Basic

Status of Permits

29. **Question Ref:** Q_582
Question Type: Basic

Estimated Service Life

HELP SECTION

List the estimated service life/useful life of capital expenditure that is the focus of this request.

30. **Question Ref:** Q_651
Question Type: Basic

Applicant Telephone Number, (please include area code)

31. **Question Ref:** Q_184
Question Type: Basic

NYS Assembly District(s) where the project is located. (please enter a number between 1 and 150 that represents your Assembly District)

HELP SECTION

Click [HERE](#) to determine your Assembly district.

32. **Question Ref:** Q_190
Question Type: Basic

NY Senate District(s) where the project is located. (please enter a number between 1 and 62 that represents your Senate District)

HELP SECTION

Click [HERE](#) to determine your Senate district.

33. **Question Ref:** Q_928
Question Type: Basic

Project Street Address: if the project does not have a definite street address, please skip to "Project without a Street Address" below.

34. **Question Ref:** Q_929
Question Type: Basic

Current State of Project Development (i.e. planning, preliminary engineering, final design, etc)

35. **Question Ref:** Q_930
Question Type: Basic

Explain what makes your project a regional economic priority - for example creates jobs, economic investment, sustainability and community revitalization, etc.

36. **Question Ref:** Q_969
Question Type: Basic

If you are a business, have you been certified as an Minority or Women-owned Business Enterprise (MWBE)?

37. **Question Ref:** Q_970
Question Type: Basic

Additional Project Contact Last Name

38. **Question Ref:** Q_971
Question Type: Basic

Project Without a Street Address: please enter a description of the project location. Include project starting/ending street addresses, cities & zip codes if applicable.

39. **Question Ref:** Q_972
Question Type: Basic

Project county or counties.

40. **Question Ref:** Q_973
Question Type: Basic

Status of State and/or Federal Environmental Review.

41. **Question Ref:** Q_975
Question Type: Basic

Estimated Project Timeline: including project start/completion dates, estimates for design, permitting and construction or other major steps.

42. **Question Ref:** Q_976
Question Type: Basic

Statement of Need

HELP SECTION

Provide a brief summary of the need for the project in the geographic area proposed, the project's financing needs, including funding gaps and, where applicable, describe the additional short and long term jobs that will be created through the development of the proposed project.

43. **Question Ref:** Q_1034
Question Type: Basic

Project Zip Code. (please use Zip+4 if known)

44. **Question Ref:** Q_1049
Question Type: Basic

Contact Last Name

45. **Question Ref:** Q_1050
Question Type: Basic

Contact Title

46. **Question Ref:** Q_1051
Question Type: Basic

Additional Contact Title

47. **Question Ref:** Q_1052
Question Type: Basic

Additional Project Contact First Name

48. **Question Ref:** Q_1053
Question Type: Basic

If project review pursuant to the National Environmental Policy Act (NEPA) has been completed has a Finding of No Significant Impact or Record of Decision been issued?

49. **Question Ref:** Q_1054
Question Type: Basic

If National Environmental Policy Act (NEPA) Record of Decision has been issued, please explain (include date of Record of Decision).

50. **Question Ref:** Q_1056
Question Type: Basic

If review of the project is underway pursuant to the State Environmental Quality Review Act (SEQRA), please indicate the lead agency (if applicable).

51. **Optional Question Header:**

Required Documentation

- Question Ref:** Q_1595
Question Type: Attachment

Project review pursuant to the State Environmental Quality Review Act (SEQRA) must be completed prior to the award of any state funds. For projects classified as Type I or Unlisted actions, submit a short or long Environmental Assessment Form. If review of the project has been completed pursuant to SEQRA, please submit the Negative Declaration or Findings Statement. If review of the project has not yet been completed pursuant to SEQRA, provide the status and timeframe for compliance. See "View Help" for links to forms.

HELP SECTION

Information and forms can be found at <http://www.dec.ny.gov/permits/357.html> and <http://www.dec.ny.gov/permits/6191.html>.

If you are a not-for-profit, complete and attach the following form:
<http://nysparks.com/grants/documents/cfa/EMBFormNFPGrants.pdf>.

52. **Optional Question Header:**

Required Documentation

Question Ref: Q_1591

Question Type: Attachment

Authorizing Resolution: A resolution in the appropriate form must be passed at an official meeting of the governing body of the applicant.

HELP SECTION

The resolution must be typed on the applicant's stationery and should hold the official seal. The name of the applicant must be stated as it is recorded in the incorporation documents. Use the appropriate phrase in brackets, depending on whether the applicant is a not-for-profit corporation or municipality.

If the governing body is not scheduled to meet prior to the application deadline, attach a copy of the proposed agenda for the meeting at which this will be considered.

The format for an acceptable authorizing resolution can be found at <http://nysparks.com/grants>.

53. Optional Question Header:

Required Documentation

Question Ref: Q_1593

Question Type: Attachment

Provide clear color images, both overviews and details, showing the property and illustrating existing conditions and areas to be impacted by proposed work. Photos should be labeled and keyed to a site plan. 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.

HELP SECTION

Photographs or digital images are acceptable; however, photocopies are not allowable substitutes.

For structural elements, key photos to floor plan and/or elevations and provide directional orientation (e.g., "Smith House, Jonesville, NY - deteriorated slate roofing and cornice, south elevation 3/10/12").

54. Optional Question Header:

Required Documentation

Question Ref: Q_1592

Question Type: Attachment

Maps: Submit a 1:24,000 scale USGS or DOT planimetric map with the subject property circled.

HELP SECTION

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.

55. Optional Question Header:

Required Documentation

Question Ref: Q_1594

Question Type: Attachment

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.

56. Question Ref: Q_1589

Question Type: Attachment

If all or part of the park facility is being sold, leased, exchanged, donated, disposed of or used for other than public park purposes, YOU MUST ATTACH legislation authorizing the alienation with this application.

HELP SECTION

Proposed or enacted legislation must be provided if parkland is being alienated.

57. Optional Question Header:

Required Documents

Question Ref: Q_1444

Question Type: Attachment

Provide a written approval/endorsement of the project from the local Heritage Area Management entity, if it is not the project applicant. If applicant is the Heritage Area Management entity, document as such.

58. Question Ref: Q_1449

Question Type: Attachment

If this application is from a partner group proposing to undertake work in a State Park or Historic Site, YOU MUST PROVIDE documentation of the affiliation AND a letter of support from the facility manager with this application.

HELP SECTION

These attachments are required for any property under the jurisdiction of the New York State Office of Parks, Recreation and Historic Preservation.

59. **Question Ref:** Q_1302
Question Type: Attachment

For projects that include acquisition, documentation of the owner's intent to sell is required with this application.

HELP SECTION

Owner's intent to sell can be demonstrated by a signed purchase contract, option agreement or letter of intent.

60. **Optional Question Header:**

Planning Initiatives

- Question Ref:** Q_318
Question Type: Attachment

Provide documentation of the local preservation designation (e.g., municipal list of designated properties, copy of the preservation designation, etc.) if applicable.

61. **Optional Question Header:**

Planning Initiatives

- Question Ref:** Q_1588
Question Type: Attachment

If the project is consistent with regional, municipal or community initiatives, or is within a local plan, submit highlighted copies of the relevant sections of the document, clearly identifying the page and source. In addition, for local plans provide a copy of the resolution adopting or reaffirming the local plan within the last five years. If the project is not identified in a formally adopted plan, provide written documentation clearly identifying community involvement.

HELP SECTION

If the plans are available electronically, you can provide a link to the documents; however, you will have to specifically reference the page and section supporting the project.

Community involvement can be documented by an official resolution by the governing body of the applicant, approving and/or endorsing the project and affirming public and community support for it; public outreach plan; press releases/announcements; fundraising campaign plans; evidence of public participation, public meetings, and/or events. Provide copies of official project endorsements, partnerships and letters of support.

Rating points can only be assigned when the planning efforts are documented.

62. **Question Ref:** Q_1585
Question Type: Attachment

If the proposed project involves a remediated brownfield, provide a certificate of completion or letter from the NYS Department of Environmental Conservation (DEC) that recognizes the successful removal of hazardous waste.

63. **Question Ref:** Q_1590
Question Type: Attachment

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 (e.g., lease, management agreement, etc.) must be provided, as well as documentation of the owner's agreement to execute the project agreement and long term protection agreement as guarantor. Document any restriction on the use or ownership of the property, site or facility that is subject to this grant proposal.

HELP SECTION

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).

Any lien holder must be willing to subordinate its interest to the long term protection agreement.

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.

64. **Question Ref:** Q_1448
Question Type: Attachment

Not-For-Profit Applicants: provide a copy of (1) determination letter from the IRS verifying tax-exempt status, and (2) proof of incorporation.

65. **Optional Question Header:**

Reasonableness of Cost

Question Ref: Q_359

Question Type: Attachment

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.

Required: No

Answer Type: Attachment

Choice Options:

Default Answer:

66. **Optional Question Header:**

Reasonableness of Cost

Question Ref: Q_372

Question Type: Attachment

Provide a draft or copy of the Request for Proposals or other materials proposed for soliciting services. If consultant selection has been completed, provide individual/firm resume, scope of services and documentation of the procurement process.

67. **Question Ref:** Q_361

Question Type: Attachment

For those managers and professionals already hired, attach resumes and document the procurement process. For future hires, describe qualifications sought and procurement/hiring method.

68. **Optional Question Header:**

Project Detail

Question Ref: Q_1426

Question Type: Standard Question

Describe the overall existing condition of the project, sites or facilities. Specifically note any proposed ground-disturbing activities, steps taken to identify historic and/or archeological resources that may be impacted by the project, and measures to protect and assure that there is no adverse impact to significant resources. Identify any structures over 50 years old in the project area, explain their significance, and describe how they will be affected by the project.

HELP SECTION

You will be asked at the end of this application to provide photos, keyed to a site plan, to document the existing conditions. These are part of the required attachments.

69. **Question Ref:** Q_1421

Question Type: Standard Question

In addition to the brief project description provided above, please break down the eligible project components and work proposed for each grant for which you are requesting funding. If the grant proposal is part of a larger project, describe the complete project and identify the portion proposed for current grant funding.

HELP SECTION

70. **Question Ref:** Q_407

Question Type: Standard Question

Is the applicant a sectarian entity?

HELP SECTION

State funding can only be applied to work that will have a public benefit, but not have a benefit to the congregation.

If an historic church needs a new roof, the state can pay for the difference between the basic cost of fixing the roof and doing an historically accurate restoration of the roof.

71. **Question Ref:** Q_342

Question Type: Standard Question

For projects involving acquisition of real property (either purchase or donation), describe the status of the acquisition, including current ownership and circumstances of sale. Also list any restrictions on the use or ownership of the property, site or facility that is the subject of the grant proposal. You will be asked at the end of this application to document the owner's intent to sell.

HELP SECTION

Owner's intent to sell can be demonstrated by a signed purchase contract, option agreement or letter of intent.

Explain any liens or restrictions on the use of the property, such as zoning limitations, utility rights-of-way, easements, covenants and grant obligations.

Upon award, formal, self-contained appraisals will be needed to document the value of the property. Two appraisals will be needed if the property is valued at \$300,000 or more.

72. **Question Ref:** Q_227

Question Type: Standard Question

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.

HELP SECTION

For example, list how the Table of Contents would appear in the final planning document.

For multiple planning documents, include a Table of Contents for each proposed plan.

73. **Optional Question Header:**

Resource Impact

Question Ref: Q_1447

Question Type: Standard Question

Describe and provide evidence of local need, and if applicable, describe how the project meets the needs for an aging population, encourages participation by youth, or responds to changes in the composition of the population and social condition of the community.

HELP SECTION

For local need, you may include information such as the number of similar facilities within the service area, amenities, size and condition of the facilities; accessibility and ADA compliance of existing facility; current use of the facility; anticipated maintenance, operation, and level of use of proposed facility.

For groups served, provide evidence, if available (for example, news articles, community reports, citations by State agencies, etc).

74. **Question Ref:** Q_1385

Question Type: Standard Question

Describe the public benefit that will result from completion of the project. Show why the State should participate in the cost of the project. What is the economic benefit of this project to the citizens and visitors of New York State?

HELP SECTION

For example, how will this project impact the community in terms of community revitalization, revenue generation, visual appeal, health and safety, job creation-retention or waterfront revitalization?

75. **Question Ref:** Q_1425

Question Type: Standard Question

Note any special or emergency situations or any State or Federal mandates affecting the need for the project. Describe any threats to the property from negligence, development pressure or inappropriate treatment; be specific as to the seriousness and immediacy.

HELP SECTION

Provide evidence, if available. For example, news articles, community reports, citations by State agencies, consent order issued by State or Federal agencies, etc.

76. **Question Ref:** Q_1596

Question Type: Standard Question

If the project will provide new access and/or ensure open and reasonable access to a property, describe how this will be accomplished. Also describe if new acquisition will provide a buffer or add capacity to existing property, or protect environmentally significant resources.

HELP SECTION

Examples: opening landlocked areas for public use, building a new boat launch on a lake where the public did not have prior access, providing a link to a trail system, or buffer to a historic resource, eliminate gaps in ownership between two or more parcels of public land, or protection of animal or plant species, wetlands, habitats, historical and/or cultural resources, preservation of significant viewshed.

77. **Question Ref:** Q_1423

Question Type: Standard Question

If the proposed project involves a remediated brownfield, describe how it will rehabilitate or restore the site.

HELP SECTION

You will be asked at the end of this application to provide a Certificate of Completion from the NYS Department of Environmental Conservation.

78. **Question Ref:** Q_1450
Question Type: Standard Question

Will the proposed project result in the creation of construction jobs? If so, estimate the number of construction jobs to be created.

Enter zero if not applicable.

79. **Question Ref:** Q_1459
Question Type: Standard Question

Will the proposed project directly or indirectly result in the creation of permanent jobs? If so, estimate the number of permanent full-time equivalent jobs that will be created.

Enter zero if not applicable.

80. **Optional Question Header:**

Planning Initiatives

- Question Ref:** Q_1429
Question Type: Standard Question

Explain how the project relates to/is consistent with Federal and New York State plans, including the Statewide Comprehensive Outdoor Recreation Plan (SCORP), NYS Open Space Conservation Plan, New York State Historic Preservation Plan, or any other relevant statewide or Federal preservation-related policies and programs (e.g., Heritage Areas System Management Plan, Preserve America, etc.). For these and any other Federal or State plans that apply, cite the internet address and the specific pages of the documents where the proposed project is referenced.

HELP SECTION

Descriptions should specifically reference the planning documents cited in your answer. You should reference page and section of the statewide plan that supports the project. [For example: "Page 14 of Section 4 of SCORP indicates that ____ facilities are in short supply in our area and that there is a high need for new ____."]]

81. **Question Ref:** Q_1431
Question Type: Standard Question

Explain how the project relates to and advances regional, municipal, or community planning initiatives (for example, Comprehensive Plan, Watershed Management Plan, Local Waterfront Revitalization Program, neighborhood plan, etc.) including historic preservation efforts.

HELP SECTION

You will be asked at the end of this application to provide relevant sections of the documents referenced in this answer. These sections must be highlighted or, if provided electronically, must specifically indicate the page and section of the reference cited.

82. **Question Ref:** Q_1432

Question Type: Standard Question

Describe how public and community support was accomplished through community participation and/or public outreach. Describe the role and experience of municipal agencies, private organizations, consultants, volunteers, and others involved in the project. Explain in detail the recreational or historical contribution of the project and how this will affect the vitality of the surrounding area or community.

HELP SECTION

You will be asked at the end of this application to provide relevant sections of the documents referenced in this answer. These sections must be highlighted or, if provided electronically, must specifically indicate the page and section of the reference cited.

83. **Optional Question Header:**

Reasonableness of Budget and Cost Certification

Question Ref: Q_1572

Question Type: Standard Question

Describe and document how the budget and cost were determined.

HELP SECTION

Identify the person(s) responsible for compiling the budget; include relevant experience and background of all parties. What method/approach was used to arrive at estimates? Points are awarded based on the answers you provide. Do not leave blanks.

For the Local Waterfront Revitalization Program, please refer to Evaluation of Budget and Cost in the Environmental Protection Fund Request for Applications <http://www.dos.ny.gov/funding/>

For the programs administered through OPRHP, please refer to the CFA Selection Criteria that can be found under Grant Program Information at <http://nysparks.com/grants/consolidated-funding-app.aspx>

84. **Question Ref:** Q_1573
Question Type: Standard Question

Describe and document how costs meet eligibility requirements of the program.

HELP SECTION

In addition to documenting eligibility of costs, budget narrative must demonstrate required matching funds will be provided. Points are awarded based on the answers you provide. Do not leave blanks. For the Local Waterfront Revitalization Program, please refer to Evaluation of Budget and Cost in the Environmental Protection Fund Request for Applications

<http://www.dos.ny.gov/funding/>

For the programs administered through OPRHP, please refer to the CFA Selection Criteria that can be found under Grant Program Information at <http://nysparks.com/grants/consolidated-funding-app.aspx>

85. **Question Ref:** Q_1574
Question Type: Standard Question

Describe and document how costs clearly relate to and support activities in the proposed work plan.

HELP SECTION

Budget narrative must demonstrate logical justification for all expenses proposed. Points are awarded based on the answers you provide. Do not leave blanks.

For the Local Waterfront Revitalization Program, please refer to Evaluation of Budget and Cost in the Environmental Protection Fund Request for Applications <http://www.dos.ny.gov/funding/>

For the programs administered through OPRHP, please refer to the CFA Selection Criteria that can be found under Grant Program Information at <http://nysparks.com/grants/consolidated-funding-app.aspx>

86. **Question Ref:** Q_1575
Question Type: Standard Question

Describe and document how the budget includes adequate detail for all project components involved, is cost-effective, presents necessary and realistic costs, and does not contain extraneous expenses.

HELP SECTION

Budget must be accurate and thorough with no extraneous or ineligible expenses. Budget narrative must include an explanation for the estimate of each budget line and clearly support the applicant's need for financial resources requested to achieve project outcomes.

Budget narrative must describe how the grant recipient will monitor expenditures during the life of the project to ensure that the project stays on schedule and within budget. Points are awarded based on the answers you provide. Do not leave blanks. For the Local Waterfront Revitalization Program, please refer to Evaluation of Budget and Cost in the Environmental Protection Fund Request for Applications <http://www.dos.ny.gov/funding/>

For the programs administered through OPRHP, please refer to the CFA Selection Criteria that can be found under Grant Program Information at <http://nysparks.com/grants/consolidated-funding-app.aspx>

87. **Optional Question Header:**

Reasonableness of Cost

Question Ref: Q_365

Question Type: Standard Question

Describe project status: steps already completed, next steps, and any obstacles to proceeding.

HELP SECTION

Specifically note previous or current measures to research and document the property, evaluate its existing conditions, develop strategies for addressing identified threats, and/or prepare construction documents. Include past or projected dates of these project-preparation activities and identify the person(s) responsible for undertaking such tasks; include relevant experience and background of all parties. If permits are required, identify the permitting agency and the status of the permit applications, with relevant dates.

88. **Question Ref:** Q_1606

Question Type: Standard Question

Summarize consultant selection process and schedule, noting whether it is completed, underway or proposed.

HELP SECTION

You will be asked at the end of this application to provide resumes and document the procurement process for those managers and professionals already hired.

89. **Question Ref:** Q_370
Question Type: Standard Question

Explain the strategy and resources for going forward after the project is complete; that is, for implementing grant-funded plans, developing and using grant-funded acquisitions, and maintaining grant-funded improvements.

90. **Question Ref:** Q_336
Question Type: Standard Question

For State/National Register listed properties, describe how the proposed scope of work will ensure the long-term protection of the property. Explain how the property will be operated and maintained in future. Identify any resources, such as dedicated endowments or sources of income, which will be used to maintain and preserve the property in future.

91. **Question Ref:** Q_1434
Question Type: Standard Question

Describe the administrative structures in place to administer the requested grant. Identify individuals who will be responsible for specific tasks, such as contract and grants administration, fiscal accounting, and project management. For those managers and professionals already hired, describe their qualifications. Summarize consultant selection process and schedule, noting whether it is completed, underway or proposed. For future hires, describe qualifications sought and procurement/hiring method.

HELP SECTION

This description should include relevant experience/background of all parties and their relationship to the applicant. Explain the qualifications of managers and professionals working on the project.

92. **Question Ref:** Q_1597
Question Type: Standard Question

Provide a timeline that identifies interim tasks and/or products, including raising funds for the required match, that will be generated in order to complete the project in a timely manner. Describe how the work is appropriate and will be accomplished according to accepted professional standards.

HELP SECTION

Points are based on the answers you provide. Do not leave blanks.

93. **Optional Question Header:**

Question Ref: Q_355

Question Type: Standard Question

How will the project result in ?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?

94. **Question Ref:** Q_697

Question Type: Standard Question

How will the project 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 already-protected state and local lands, historic sites, greenways, trails and waterways or provide or enhance public access to already-protected state and local lands, historic sites, greenways, trails and waterways?

95. **Question Ref:** Q_698

Question Type: Standard Question

How will the project involve special features and/or signage to improve access, programming and interpretation of the heritage area and its natural, cultural and/or historic resources or include landscape and trail improvements, that enhance the public?s access and attraction to and enjoyment of significant heritage area resources or historic properties?

96. **Optional Question Header:**

General Certifications

Question Ref: Q_1037

Question Type: Certification

By entering your name in the box below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for MBE/WBE participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

97. **Question Ref:** Q_1038

Question Type: Certification

By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the

written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

98. **Optional Question Header:**

Funding Sources (Enter dollar amounts below)

Question Ref: Q_657

Question Type: Budget

Total Project Cost

99. **Question Ref:** Q_659

Question Type: Budget

Amount provided directly by applicant toward project

100. **Question Ref:** Q_660

Question Type: Budget

State sources committed to project

HELP SECTION

For each source, list: program name, type of assistance (loan, grant, interest rate subsidy, etc), and amount of assistance. For loans, list interest rate and term.

101. **Question Ref:** Q_662

Question Type: Budget

Federal sources committed to project

102. **Question Ref:** Q_664

Question Type: Budget

Local (municipal) sources committed to project, if different than applicant.

103. **Question Ref:** Q_665

Question Type: Budget

Private sources committed to project

HELP SECTION

For each source, list: program name, type of assistance (loan, grant, interest rate subsidy, bond financing, sales tax exemption on construction materials and/or non-manufacturing machinery or equipment, mortgage recording tax waiver, etc), and amount of assistance. For loan and bond financing, list interest rate and term.

104. **Question Ref:** Q_668
Question Type: Budget

Not-for-Profit/foundation funding committed to project

105. **Optional Question Header:**

Expenditure Activities (Enter dollar amounts below)

Question Ref: Q_670
Question Type: Budget

Planning

106. **Question Ref:** Q_672
Question Type: Budget

Design

107. **Question Ref:** Q_674
Question Type: Budget

Construction/Renovation

108. **Question Ref:** Q_676
Question Type: Budget

Property Acquisition

109. **Question Ref:** Q_677
Question Type: Budget

Training

110. **Question Ref:** Q_679
Question Type: Budget

Marketing, Outreach, Advertising

111. **Optional Question Header:**

Budget Categories (Enter dollar amounts below)

Question Ref: Q_681

Question Type: Budget

Salaries and Wages

HELP SECTION

For each person assigned by the applicant, indicate the position, title, annual salary including fringe benefits, and dollar amount to be charged to the project. (Fringe benefits include social security, workers' compensation, unemployment insurance, health insurance, and any other benefits).

112. **Question Ref:** Q_682

Question Type: Budget

Supplies/Materials

HELP SECTION

State the cost and describe briefly the supplies and materials to be purchased by the applicant. Note that the donation of supplies and materials should be listed in Other

113. **Question Ref:** Q_684

Question Type: Budget

Equipment and Machinery

HELP SECTION

This category is for the purchase of equipment and machinery directly by the applicant. List each piece of equipment/machinery to be purchased outlining the purpose of its use with an estimated cost. Note that equipment/machinery rental and the value of the use or donation of equipment/machinery should be listed in Other.

114. **Question Ref:** Q_685

Question Type: Budget

Travel

HELP SECTION

State the purpose and the estimated cost of travel by the applicant

115. **Question Ref:** Q_686

Question Type: Budget

Contractual Services

HELP SECTION

State the cost and describe briefly the extent and purpose of contractual services to be procured directly by the applicant. Each activity should be listed separately, unless procured together under one subcontract.

116. **Question Ref:** Q_688

Question Type: Budget

Other

HELP SECTION

State the cost and describe briefly budget items that do not fit in the categories above

For actual costs to be incurred list the type of cost, purpose and total cost.

For Volunteer Services – provide a generalized description and the total value.

For Donated Professional Services - indicate the service being provided and the total value.

For Donated Supplies and Materials – indicate the supplies and materials being provided and the total value

For Equipment Usage or Donated Equipment - indicate the purpose of its use and the total value.

117. **Question Ref:** Q_719

Question Type: Budget

Furniture and Fixtures

118. **Question Ref:** Q_721

Question Type: Budget

Rent

HELP SECTION

State the terms and cost of rent to be incurred by the applicant.

119. **Question Ref:** Q_722

Question Type: Budget

Utilities

HELP SECTION

State the nature of utilities to be used and the costs to be incurred by the applicant.
