

2007 Adirondack Park Community Smart Growth Grant Program

Application and Instructions

Deadline: December 28, 2007

Governor Eliot Spitzer
Commissioner Alexander B. Grannis
New York State Department of Environmental
Conservation
September 2007



**New York State Department of Environmental Conservation
Commissioner Alexander "Pete" Grannis
Adirondack Park Community Smart Growth Grant Program
Environmental Protection Fund
2007-2008
REQUEST FOR APPLICATIONS (RFA)**

The Department of Environmental Conservation (DEC), in partnership with the Adirondack Park Agency and the Department of State, is soliciting Adirondack Park Community Smart Growth Grant applications from municipalities located wholly or partially within the Adirondack Park. Approximately \$1 million in funding will be made available from a State Fiscal Year 2007-2008 Environmental Protection Fund appropriation for **planning** initiatives which link environmental protection, economic development and community livability within the special conditions of the Adirondack Park. Projects submitted must be located wholly within the Park and must be consistent with the Smart Growth principles outlined in this RFA.

APPLICATION SUBMISSION

An application form is attached. **An original and 4 copies** of each application must be sent to:

**THE NEW YORK STATE ADIRONDACK PARK COMMUNITY SMART GROWTH
GRANT PROGRAM
New York State Department of Environmental Conservation
625 Broadway
Albany, NY 12233-4250**

**Applications must be postmarked by Friday December 28, 2007.
Hand delivered applications must be received by 4:00pm on December 28, 2007.**

**Incomplete Or Late Applications WILL NOT BE CONSIDERED.
Fax And E-Mail Transmissions WILL NOT BE ACCEPTED.**

Electronic versions of the Smart Growth grant application are located on the DEC Website at: www.dec.ny.gov. To request a copy of the application or for any additional questions on the application process, the eligibility of your grant application, or its content, please call the New York State Smart Growth Program at (518) 402-9405 or e-mail at fesheeha@gw.dec.state.ny.us. Questions and answers regarding the grant Program will periodically be updated on DEC's website as they become available.

Adirondack Park Community Smart Growth Program

Smart growth is planned growth that balances the need for economic development with the desire to enhance our natural and built environments. As an overriding principle, Smart Growth promotes, directs, and provides incentives for growth in populated, developed areas with the infrastructure and amenities to sustain it. The Adirondack Park (Park), the largest publicly protected area in the contiguous United States, consists of both public and private lands and presents unique challenges and opportunities that can greatly benefit from Smart Growth.

The Adirondack Park Community Smart Growth Program supports planning projects that apply professional Smart Growth principles adapted, as appropriate, to the special conditions found in the Adirondack Park. The State, through other programs, such as the Department of State's Waterfront Revitalization Program, has previously provided funding for community planning and revitalization. The Adirondack Park Community Smart Growth Program offers a range of planning opportunities, from visioning and long term plans to specific strategic planning for counties, towns and villages located wholly or partially within the Park. The Adirondack Park Community Smart Growth Program focuses complementary grant funding to the communities within the Park to provide technical assistance that will continue and enhance current and future efforts to plan successfully for the future.

I. SPECIAL CONDITIONS OF THE ADIRONDACK PARK

The Adirondack Park as a "park" is unique in the United States because it has a resident population in the form of more than 100 individual communities. Unlike traditional public estate parks like the National Parks, the Adirondack Park contains a mosaic of public and private land holdings and is larger, for example, than Yellowstone National Park. At the Park's 100th anniversary, it was called by the commemoration committee "a park of people and nature".

The special conditions of the six million acre Adirondack Park are constitutional, statutory, resource-related and demographic. The Park was established by State Law in 1892 when it was defined as land within a blue line in specified counties. In 1894, the public land within that blue line was designated to be "forever wild" under Article 14 of the State Constitution. More than 100 municipalities are wholly or partially within the Park and there are approximately 130,000 residents living within the Park.

While the Park has been a recreational destination since the 19th century, and forestry and mining activities have a long history in the Park, contemporary planning at the local and Park-wide levels did not begin to a great extent until the 1970s with the passage of the Adirondack Park Agency Act. The Act included the creation of a land use agency, the Adirondack Park Agency (APA), the establishment of the Adirondack Private Park Land Use and Development Plan and the Adirondack Park State Land Master Plan. The

New York State Wild, Scenic and Recreational Rivers Act and New York State Wetlands Act regulations also influence land use in the Park. Municipalities within the Park also have planning and zoning authority, but this is qualified by the Private Land Use and Development Plan, which includes density limits, review of classes of regional projects and special shoreline provisions. The Private Land Use and Development Plan anticipated Smart Growth principles by allowing greater development in hamlet areas and protecting resource management areas intended to be used for forestry and open space.

In the last decade, certain privately-held forestry land has been protected to maintain sustainable forestry, prevent development and provide for public recreational opportunities through State acquisition of Working Forest Conservation Easements. Nearly 3 million acres of State Forest Preserve land is managed by the DEC in accordance with the Adirondack Park State Land Master Plan, which includes a State land classification system developed by the APA.

The Park's mountains, forests, lakes, wildlife and rivers offer unique and highly valued recreational opportunities, renewable resources, protected water resources and health-related benefits to the people of the State. These natural resources are complemented in uniqueness and value by the rich heritage of Park communities and the tourism services and other economic and service-related activities provided by Park residents and businesses. The Park is noted for having a significant number of second homes, concentration of population in community centers like Lake Placid, Saranac Lake, Tupper Lake, Lake George and Old Forge, and having appropriately scaled development that fits the feel and needs of Park residents and visitors. While many conditions are therefore unique to the Park, communities in the Park share many problems found in communities outside the Park, including an aging population and need for Community housing, high property taxes, lack of value-added in the economy, aging community and environmental infrastructure, and difficulties adopting emerging technologies and retaining young people.

II. SMART GROWTH PRINCIPLES

Proposed eligible projects are to be for plans and strategies that will be consistent with the aforementioned conditions and applicable laws, rules and regulations of the State, and be consistent with the following general Smart Growth Principles adapted from the Smart Growth Network (www.smartgrowth.org) as they apply within the special conditions of the Adirondack Park.

Smart Growth Principles:

1. Mix land uses – A mix of land uses can convey substantial fiscal and economic benefits by placing commercial uses in close proximity to residential areas as a critical component of achieving viable places to live.

2. Take advantage of green building design – Smart Growth involves energy conservation measures such as proper building placement for passive solar heating and the use of locally produced building materials.
3. Create a range of housing opportunities and choices – Provide quality housing with efficient access to resources for people of all income levels.
4. Create walkable neighborhoods – Walkable communities make pedestrian activity possible by mixing land uses and building compactly, thus expanding transportation options, and creating a streetscape that better serves a range of users, including pedestrians, bicyclists, transit riders, and automobiles.
5. Foster distinctive, attractive communities with a strong sense of place – Smart Growth encourages communities to craft a vision and set standards for development and construction which respond to community values of architectural beauty and distinctiveness, as well as expanded choices in housing and transportation.
6. Preserve open space, forests, farmland, natural beauty, and critical environmental areas – Open space preservation bolsters local economies, preserves critical environmental areas, improves communities' quality of life, and guides new growth into existing communities.
7. Strengthen and direct development towards existing communities – Smart Growth directs development towards existing communities already served by infrastructure, seeking to utilize the resources that existing neighborhoods offer, and to conserve open space and irreplaceable natural resources on the urban fringe.
8. Provide a variety of transportation choices – Providing people with efficient and alternative transportation choices fosters greater community opportunities for housing, shopping, and jobs compliant with Smart Growth principles.
9. Make development decisions predictable, fair and cost effective – It is important to create a fertile environment for innovative, pedestrian-oriented, mixed-use projects, where government can provide leadership for Smart Growth.
10. Encourage community and stakeholder collaboration in development decisions – Collaborative efforts can lead to creative resolutions of development issues and greater community understanding of the importance of good planning and investment which results in great places to live, work, shop and play.
11. Foster long term comprehensive planning – Smart Growth involves reconciling local and regional plans to better protect natural and cultural resources and foster more efficient development and maintenance of infrastructure. Greater

comprehensive planning by municipalities will call for coordination between local, regional and state goals and should foster improved opportunities, such as having greater financial support for necessary local infrastructure.

12. Foster strong, sustainable businesses in community centers – Smart Growth involves fostering sustainable economic developments in urbanized areas as opposed to scattered economic development. In the case of the Adirondack Park, hamlets, and town and village centers are the center for services in a tourism economy and should have the ability to establish necessary infrastructure to support additional sustainable businesses.

III. GRANT TYPES

What types of projects are eligible for funding under the Adirondack Park Community Smart Growth Grant program?

Available funding for Adirondack Park Community Smart Growth Grants will be allocated to three project types. A municipality may apply for more than one grant, however, a separate application must be submitted for each grant proposal. You must select one of the three following project types on the grant application form.

Adirondack Park Community Smart Growth Grant Types

- **Local** - projects are those that involve one municipal government.
- **Regional** - projects are those that involve two or more municipalities in a similar geographic region of the Park.
- **Park-wide** - projects are those projects that involve multiple municipalities and have a Park-wide scope. Park-wide projects may be submitted by one or more municipalities (only one municipality can be designated as the lead applicant) and must address planning and conditions throughout the park for purposes including, but not limited to, tourism and marketing of the Park, environmental protection, capacity building or Community housing.

To maximize local impact while ensuring park-wide concerns are met, the DEC reserves the right to allocate funds among eligible grant types and/or to award a portion of a grant.

IV. PROJECT CATEGORIES

A. Are there grant project categories that are considered eligible for funding?

Yes, within the three grant types (Local, Regional and Park-wide) there are also three specific “project categories” that are eligible for funding under this Program. Project proposals may incorporate aspects of multiple categories; however, all eligible project proposals will be evaluated on both general scoring criteria and on category-specific criteria. Applicants are responsible for selecting the category that is most appropriate for the proposal. The proposal will be evaluated based upon specific criteria associated with the selected category. Applicants must select and check one of the following three project categories when completing the grant application form:

1. Village, Hamlet and Town Center Revitalization

Villages and Hamlets, including town centers, are the mainstay of the Adirondack economy and need to be integral features of the Park. These communities need to protect existing assets to maintain their historic, economic and aesthetic value and to add value to being service centers for visitors to the Park. Main street revitalization planning can enhance community quality-of-life, bolster tourism, attract private sector investment, and create jobs. Particular issues include work force housing, appropriately maintaining and expanding food, lodging and other service businesses, appropriately-sized infrastructure maintenance and improvements, improving the ability to address the needs of older residents, and developing strategies to retain young people in the Park. Consideration and analysis of spacial needs for future hamlet development are also eligible for funding under this category.

2. Sustainable Economic Development

Historically, the Adirondack’s remoteness was a barrier to development. Timber and mineral-based economies, as well as tourism, were the mainstays. Changes in technology and the general economy now provide challenges and opportunities for communities to develop a sustainable economy that is uniquely Adirondack. The region’s renewable resources have been largely preserved, enabling its superior environmental quality to be leveraged to gain compatible development. Sustainable Economic Development involves commercial and industrial activities that benefit communities by adding value to local resources, creating employment opportunities within the Park and keeping profits in the regional economy without detracting from the Park’s scenic, environmental and community character. A project may also include emerging technologies like renewable energy and information technology.

3. Cultural, Environmental and Natural Adirondack Resources

Adirondack local governments are on the front-line of historic, environmental, natural resource and scenic protection through enactment of local plans and

programs. Locally-significant open spaces enhance community livability and support economic initiatives. Protecting and enhancing open space and environmental resources, such as removal of invasive species, remediation of contaminated sites, and addressing climate changes and air pollution, can achieve several community objectives. Watershed planning programs protect water quality, public health and the economies of downstream communities, improve recreational opportunities and support tourism with its economic benefits.

The Park is distinguished by its significant cultural amenities, including regional museums (The Adirondack Museum and The Wild Center), Great Camps (Sagamore and Santanoni), art centers, theaters and artisans that strengthen the local tourism economy. Historic preservation activities also add value to the quality of life and economy of the Park.

B. Examples of eligible project activities that achieve the goals of the Smart Growth Program may include, but are not limited to the following:

1. Community participation techniques, such as public meetings, workshops or forums, designed to generate a broad understanding of community, Park and Forest Preserve issues, create a consensus for the future, and develop a strategy for the steps needed to advance the consensus.

2. Community inventory and analysis to describe existing conditions and to identify issues and opportunities related to infrastructure, resource protection, contaminated site remediation and economic revitalization. A build out analysis consistent with smart growth principles can identify the development potential for a community and the land needed and available, as well as the appropriate pattern for new development, including infill development.

3. Development or revision of a comprehensive plan as defined in Section 272-a of Town Law or Section 7-772 of Village Law, an economic development strategic plan or local land use program, as defined in Section 807 of the Adirondack Park Agency Act, for communities within the Adirondack Park.

4. Subject matter examples of plans to improve community resources include but are not limited to:

- Main streets in villages, hamlets and town centers, including streetscapes, bicycle and pedestrian access, and adaptive reuse of abandoned or underutilized buildings and sites, and mixed uses.
- Community housing.

- Waterfront access and facilities.
- Environmental resource protection: including watershed management, and habitat protection; wetland protection, fostering education about the detection and eradication of invasive species; identifying potential impacts of climate change and appropriate responses; cleaning contaminated sites; and protection of stream corridors.
- Recreation sites and public access improvements, including parks, trails, greenways or blueways.
- Scenic resource protection and improvement including viewsheds and scenic byways.
- Planning for expanding educational opportunities
 - Protection and management of historic and cultural resources including museums, art centers and theaters and historic sites.
 - Protection and management of open space, farmland and working forests.
 - Tourism and marketing, with a focus on resource-, recreation-, ecological- and heritage-based tourism.
 - Art facilities and programming such as seasonal festivals.
 - Identification and clean-up of contaminated sites
 - Planning for Park-wide or local interpretive system.

5. Development or revision of local laws, such as zoning, site plan review, subdivision, resource protection, design guidelines and design review, to implement the provisions of a new or revised community plan, including projects which address the adequacy of local land use controls.

6. Project-specific feasibility, design, or market planning for projects identified through a community visioning process and described in a community plan or intermunicipal revitalization strategy.

7. Capacity-building activities which may either strengthen and improve municipalities' governance, management administration and shared services or create alliances among governments and other organizations to address Smart Growth Principles and the Special Conditions of the Adirondack Park, and increase availability of technical assistance.

V. GENERAL APPLICATION GUIDELINES

Who is eligible to apply?

A "Municipality" for the purpose of this application shall mean a county, town, or village. The applicant and any municipal partner must be located wholly or partially within the geographic boundaries of the Adirondack Park (see Attachment C).

A Municipality may apply for more than one grant, however, a separate application must be submitted for each grant proposal.

Are partnership and inter-municipal applications encouraged?

Yes, partnership projects are encouraged between municipalities located wholly or partially within the Park, and between municipalities and not-for-profit organizations having significant experience in local and regional planning and other Smart Growth initiatives as they apply to the Adirondack Park. There can only be one municipal applicant named as the applicant on the grant application. If the project involves a partnership between multiple municipalities and/or multiple not-for-profit organizations, one municipality must be designated as the project applicant. If the designated project applicant ultimately receives a grant award, that applicant will be required to assume the responsibility for entering into a State assistance contract with the DEC, and the responsibility for any subcontracting associated with the project. A resolution will be required from the designated applicant and letters of support/commitment must be provided at the time of application from all participating partners stating they will participate in the proposed project.

What are the geographic boundaries of the Adirondack Park?

The geographic boundaries of the Adirondack Park are identified in subdivision 1 of section 9-0101 of the Environmental Conservation Law.

Are matching funds required?

No, Adirondack Park Community Smart Growth grants do not require applicants to provide matching funds. A state assistance grant may fund up to 100% of a project's costs.

Is there a maximum grant award amount?

Yes, the maximum grant award amount that an applicant may apply for will vary by grant type. Maximum grant award amounts are as follows:

- **Local projects** may request up to the maximum amount of \$50,000
- **Regional projects** may request up to the maximum amount of \$100,000
- **Park-wide projects** may request up to the maximum amount of \$200,000

When can a successful applicant begin work on their project?

Recipients of a grant will be notified of an official grant award via a letter of award signed by the Commissioner of the Department of Environmental Conservation. Work on the awarded grant project may begin once a State assistance contract (including a project budget, performance time line, project scope of work, Appendix A, Standard State Clauses, and Appendix B, DEC Standard Clauses) is executed between the grantee and the DEC. Contracts greater than \$50,000 will require approval by the Attorney General's Office (AG), and the Office of the State Comptroller.

Municipalities will be required to hire contractors in accordance with General Municipal

Law and any other applicable laws. Costs incurred by an applicant prior to the date of an award letter will not be eligible for reimbursement.

When will grant monies be made available to successful applicants?

This Program is a reimbursement grant program and grantees must plan their financial arrangements accordingly. Grantees will be required to document and provide copies all project-related expenditures in order to receive reimbursement of State assistance funds. No reimbursement payments will be made until a contract has been approved by DEC and if necessary the State Comptroller.

Will advance funding be made available to successful applicants?

No, pursuant State Finance Law, municipalities are not eligible to receive advance payment of funds.

How long will a successful applicant have to complete a grant project?

The DEC anticipates projects will be completed within a three-year term beginning with the date of the official grant notification award letter. However, the DEC may approve two additional one-year term extensions upon written request from a grantee justifying the need for an extension.

How does a successful applicant demonstrate progress?

It is imperative that the grantee complete the project as set forth in the agreed scope of work and performance time line. Failure to render satisfactory progress or to complete the project to the satisfaction of the State may be deemed an abandonment of the project and may cause the suspension or termination of any obligation of the State. Satisfactory progress toward implementation of your planning project includes, but is not limited to: executing contracts and submitting payment requests in a timely fashion, retaining consultants, and completing plans, designs, reports, or other tasks identified in the scope of work within the time allocated for their completion. The DEC may recapture awarded funds if satisfactory progress is not being made on the implementation of the grant project. Applicants should not submit applications if they do not expect to initiate the project within a reasonable time period after receiving an approved contract and complete the project within a three-year term.

Are there special requirements that grantees will be required to meet?

Yes, all grantees will be required to comply with Minority and Women-Owned Business Enterprises (M/WBE)/Equal Opportunity (EEO) goals. DEC staff can provide information on how these and other applicable M/WBE statutes may impact your project. Please see Attachment A for additional information.

What types of costs will be eligible for reimbursement?

Grant funds may only be used for **planning** purposes. Grant funds may be used for the following costs:

1. Direct salary costs for applicant employees while working directly on awarded project, including personal service salaries and fringe benefits.

2. Direct non-salary costs, including costs for printing (related to development of the proposed plan), photocopying, travel, materials, supplies, consultant and contractual services, legal and other goods and services **directly** associated with the project.

What types of costs are ineligible for reimbursement?

The following will **not** be paid with grant funds:

1. Capital construction or improvements and costs associated with land acquisition.
2. Indirect or overhead costs of the Municipality or Not-for-Profit, such as rent, telephone service, and general administrative support.
3. Salaries and other expenses of elected officials, whether incurred for purposes of project direction, execution, or legislation, are not an eligible cost.
4. Costs of preparing the grant application.
5. Print runs such as brochures and marketing pieces.

VI. GRANT EVALUATION AND SELECTION

A. What are the grant evaluation criteria?

All eligible applications will be reviewed in accordance to general evaluation criteria, cost effectiveness criteria and category-specific criteria. Proposals need not meet all of these grant selection criteria; however, proposals may score higher if all criteria is met. Each element of the grant selection criteria will be scored using the following numerical evaluation to assess the degree to which the application meets the grant selection criteria:

High - 5 points (substantially meets criterion)

Medium - 3 points (moderately meets criterion)

Low - 1 point (minimally meets criterion)

Does not meet criteria - 0 points (a resource or factor is present, but the proposal has been determined to have no value or to not have the intended benefit)

Not applicable - NA (a resource or factor is not present)

General Evaluation Criteria:

(All eligible applications will be scored on this criteria. Total number of points: 55)

1. Is the Project consistent with the aforementioned Special Conditions of the Adirondack Park?

2. Is the Project consistent with the aforementioned Smart Growth Principles?
3. Does the Project have one or more Not-for-Profit partners or professionals with skills and capabilities that will contribute and improve the project product?
4. Is there a likeliness of implementation of the recommendations, plans or designs produced as a result of the Project?
5. Will the Project increase or improve the capacity of municipalities to better plan and manage municipal services?
6. Will the Project foster public-private partnerships?
7. Will the Project foster partnerships between different levels of government?
8. Will the Project benefit the maintenance and/or improvement of the sustainable economy in the Adirondack Park?
9. Will the Project benefit the quality of life for residents of the Park and/or address social issues like care for the elderly?
10. Does the Project have a public participation element?
11. Is the Project likely to leverage other positive improvements?

Cost Effectiveness Criteria:

(All eligible applications will be scored on this criteria. Total number of points: 20)

1. Project's budget is exceptionally cost-effective, well-balanced and does not contain extraneous expenses. Funding is accurately described. 20
2. Project's budget is of average cost-effectiveness. 10
3. Project's budget is not cost-effective, or is extraneous or excessive. 0

Category-Specific Evaluation Criteria:

(Applicants must indicate on their application form, one of the following grant categories.)

Village, hamlet and town center revitalization. (Total number of points: 40)

1. Does the Project encourage economic activity on Main Streets?
2. Does the Project encourage a mix of land uses?

3. Does the Project promote walkability and/or mobility without use of the auto in hamlets, and town and village centers?
4. Will implementation of the Project enhance community appearance?
5. Will the Project encourage opportunities for increasing work force housing?
6. Does the Project address or take into consideration the effect upon or improvement of community water, sanitation and community infrastructure?
7. Does the Project address the market for future development and options for finding appropriate land for such development?
8. Does the Project address innovative approaches for the provision of community infrastructure?

Sustainable Economic Development. (Total number of points: 40)

1. Does the Project protect and capitalize on renewable resources including those related to the tourism industry?
2. Will the Project lead to benefits for communities by adding value to local resources and keeping profits in the region?
3. Does the Project promote tourism and recreational opportunities based on access to the Forest Preserve?
4. Does the Project encourage development that is compatible with resource protection and community character?
5. Does the Project target development to community centers?
6. Does the Project promote value-added opportunities associated with working forests and the agricultural land?
7. Does the Project involve emerging technologies in areas like renewable energy and information technologies?
8. Is project consistent with maintaining the environmental quality of the Park?

Cultural, environmental, educational and natural Adirondack Park resources.
(Total number of points: 40)

1. Does the Project promote and enhance community character through the preservation of cultural and historic resources?

2. Will the Project lead to greater educational opportunities for residents and/or visitors?
3. Will environmental quality be protected or improved?
4. Will Adirondack arts and crafts be fostered as a result of the Project?
5. Will linkages be made in protecting or capitalizing on Adirondack Park resources, such as plans for heritage trails and crafts trails?
6. Does the Project advance the number of seasons that the Park will be enjoyed by visitors?
7. Does the Project take into consideration underutilized resources of the Park?
8. Does the Project advance emerging ideas on eco-tourism and heritage tourism?

B. What will be the process for review and selection of grant projects?

All applications will first be reviewed according to the following:

1. Is the applicant an eligible municipality (must have a valid Federal ID number)?
2. Is the project located wholly within the defined geographical boundaries of the Adirondack Park?
3. Was the application received or postmarked by December 28, 2007?

If the answer to any of the above questions is "No", the application will not be considered eligible for further review or evaluation under this Program.

If the answer to all of the above questions is "Yes", the application meets eligibility criteria and will be further evaluated and scored by a review panel comprised of DEC and other involved State agency staff. The review panel will evaluate and score all eligible applications using each set of criteria: general evaluation criteria, cost effectiveness criteria, and category-specific criteria. (*Applicants must identify on their application form the category that will be used by the review panel to score the category-specific portion of their application.*) Reviewer scores will be averaged to produce a final raw score for each set of evaluation criteria. The raw score for each set of evaluation criteria will be weighted and then totaled to determine the total final score of the application. The raw scores will be weighted as follows:

- General criteria will account for 40% of the total weighted score.
- Cost effectiveness criteria will account for 20% of the total weighted score.
- Category-specific criteria will apply to the category identified by the applicant in the application and will account for 40% of the total weighted score.

Applications will then be ranked in order by **grant type** (Local, Regional and Park-wide) beginning with the highest down to the lowest scored proposals, regardless of the grant category. Applications will be selected for funding within each of the three grant types, beginning with the highest down to the lowest scored proposal, until available funding is exhausted.

To maximize local impact while ensuring park-wide concerns are met, DEC reserves the right to determine the amount of state assistance available for each grant type (Local, Regional and Park-wide) and the right to award a portion of the amount of grant funding requested.

VII. INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Part A. Applicant Information

- 1. Project Applicant:** The applicant is responsible for entering into a contract with the State and for any subcontracting associated with the project. For projects that have multiple partners, a municipal partner must serve as the applicant.
- 2. Project Applicant's Address and Telephone Number:** Provide the postal address, telephone and fax number of the applicant.
- 3. Federal Tax Identification Number:** Provide the municipal applicant's Federal Tax ID number. If a municipality is partnering with a not-for-profit that has a Charities Registration number, provide that also.
- 4-7. Contact Information:** Provide the name, telephone and fax number, e-mail and postal address (if different from the applicant) of the person to contact regarding the proposed project.

Part B. General Project Information

- 1. Project Name:** Provide a brief but descriptive name for your project.
- 2. Project Location:** Provide County. Please also provide a map of the project location.
- 3-4. Project Type and Category:** The applicant is responsible for selecting and identifying the project type and the project category for which they are applying. The project category selected will determine which set of Category-Specific Criteria the grant evaluator will use to rate the application.

Part C. Project Timing and Cost

- 1-2. Schedule:** Provide a performance time line for the project.
- 3-4. Project cost:** Provide an estimate of the total project cost and the amount of State Assistance requested. The dollar amounts entered must match what is calculated in the budget pages. (Parts J/K)

Part D. Resolution

The applicant must submit a certified resolution (see example below) of the governing body designating, by title (Mayor, Town Supervisor, Manager, etc.), the representative authorized to act on behalf of that body in all matters related to this financial assistance. All partners (municipal and not-for-profits) listed who have an active role in the project are also required to submit a resolution or letter of agreement with the application. The letter of agreement or resolution should contain an explanation of the specifics of the role of the partner and any commitment of resources from the partner. (For a sample resolution, see Attachment B.)

Part E. Project Summary

Provide a short and direct summary statement that describes the proposed project in three or fewer sentences. Include the project type, purpose and location; the need for the project and what will result if the project is undertaken. A more detailed explanation should be provided in the Scope of Work.

Part F. Project Co-Applicants

Provide the contact name, address and telephone number of each project co-applicant identified in the application. Briefly state their role in the project.

Part G. Project Personnel

Identify the key personnel who will work on the project and describe their qualifications and role in the project.

Part H. Scope of Work

Describe the proposed project, including a description of the objectives to be achieved and problem(s) to be addressed. Identify only the project's component tasks or stages to be funded by this Program, their costs as they relate to the amounts in the budget and a schedule for their completion. Please attach additional pages as necessary.

Part I. Grant Selection Criteria

Describe the extent to which the proposed project is consistent with the specific grant selection criteria outlined in the Grant Selection Criteria. This description is an important component of the application scoring by the grant reviewers.

Part J/K. Budget Summary and Detail

Include all project-related costs, including costs to be funded by the State assistance. All projects will be scored on the reasonableness of cost information.

Note: Make sure that all items of cost in the budget are clearly described in Part H - Scope of Work, and justified as necessary to the project.

1. Salaries and Wages

For each **applicant employee** assigned to this project, indicate the title, annual salary (if an hourly employee, please indicate rate and approximate number of hours to be worked on the project) including fringe benefits, and total dollar amount to be charged to the project. (Fringe benefits include social security,

workers compensation, unemployment insurance, health insurance and any other benefits.)

2. Travel

Describe the purpose, start and end points, mode of travel, costs and how they are calculated. (Vehicle mileage at the federal rate, fuel costs, commercial carrier costs, and other similar expenses must not exceed Federal Travel guidelines.)

<http://www.irs.gov/newsroom/article/0,,id=163828,00.html>

3. Supplies, Materials and Equipment

State the cost and describe briefly the supplies, materials, and equipment to be purchased.

4. Contractual Services

State the cost and briefly describe the extent and purpose of contractual services.

VII. CHECKLIST OF MANDATORY APPLICATION SUBMITTALS

Use the following checklist to review completeness of the application package, including required number of copies. If any application requirements are not included, the application may not be eligible for further review.

_____ Application Forms *(An original and four copies of each project application.)*

_____ Certified Resolution from the Governing Body *(must be received by DEC no later than January 18, 2008).*

_____ Certified Resolution from Municipal Partners *(A letter of commitment is acceptable at the time of application; however, a certified resolution must be received by DEC no later than January 18, 2008).*

_____ Letter(s) of support/commitment to document partnerships with not-for-profit organizations and community support, if applicable.

_____ Federal Tax ID Number

_____ A complete and accurate budget and scope of work

_____ Affirmative Action Goals Policy Statement (Attachment A)

_____ Map or written description of project location

ATTACHMENT B

Sample Governing Body Resolution of Support Authorizing Submission of Grant Application

The Department of Environmental Conservation is soliciting grant applications for the Adirondack Park Community Smart Growth Program from Municipalities located wholly or partially within the Adirondack Park. .

This Resolution authorizes the signing of a grant application in connection with the Adirondack Park Community Smart Growth Program.

RESOLVED:

That (*individual's name*), as (*title*), of [(*municipality*)], or such person's successor in office, is hereby authorized and directed to file an application for funds from the Adirondack Park Community Smart Growth Grants Program of the New York State Department of Environmental Conservation in an amount not to exceed \$ (*grant request*), and upon approval of said request to enter into and execute a project agreement with the Department of Environmental Conservation for such financial assistance to this [(*municipality name*)] for (*grant project name*).

That one (1) certified copy of this Resolution be prepared and sent to the New York State Department of Environmental Conservation, 625 Broadway, Albany, New York 12233, together with the application for State Assistance.

The attached Resolution shall take effect immediately.

CERTIFICATE OF RECORDING OFFICER

That the attached Resolution is a true and correct copy of the Resolution, authorizing the signing of a State Assistance Application for the Adirondack Park Community Smart Growth Grant Program, as adopted at a legally convened meeting of the

_____ (Name of Governing Body of Applicant)

duly held on the _____ day of _____

20_ ; and further that such Resolution has been fully recorded in the _____

_____ in my office.
(Title of Record Book)

In witness whereof, I have hereunto set my hand this ____ day of _____, 20_____.

If the Applicant has an Official Seal, Impress here.

Signature of Recording Officer

Title of Recording Officer

Attachment C: Eligible Applicant List

Clinton County

Altona
Au Sable
Black Brook
Dannemora
Ellenburg
Peru
Plattsburgh
Saranac
Village of Dannemora
Village of Keeseville

Essex County

Chesterfield
Crown Point
Elizabethtown
Essex
Jay
Keene
Lewis
Minerva
Moriah
Newcomb
North Elba
North Hudson
Schroon
St. Armand
Ticonderoga
Village of Lake Placid
Village of Port Henry
Westport
Willsboro
Wilmington

Franklin County

Bellmont
Brighton
Duane
Franklin
Harrietstown
Santa Clara
Tupper Lake
Village of Saranac
Lake
Village of Tupper
Lake
Waverly

Fulton County

Bleecker
Broadalbin
Caroga
Ephratah
Johnstown
Mayfield
Northampton
Oppenheim
Stratford
Village of Mayfield
Village of Northville

Hamilton County

Arietta
Benson
Hope
Indian Lake
Inlet
Lake Pleasant
Long Lake
Morehouse
Village of Speculator
Wells

Herkimer County

Ohio
Russia
Salisbury
Webb

Lewis County

Croghan
Diana
Greig
Lyonsdale
Watson

Oneida County

Forestport
Remsen

Saratoga County

Corinth
Day
Edinburg
Greenfield
Hadley
Providence
Village of Corinth

St. Lawrence

Clare
Clifton
Colton
Fine
Hopkinton
Lawrence
Parishville
Piercefield
Pitcairn

Warren County

Bolton
Chester
Hague
Horicon
Johnsburg
Lake George
Lake Luzerne
Queensbury
Stony Creek
Thurman
Village of Lake
George
Warrensburg

Washington County

Dresden
Fort Ann
Putnam