

New York State Department of  
Environmental Conservation

Habitat/ Access Stamp Funding Program  
(Fiscal Year 2006-07)

Application and Instructions

Deadline: June 22, 2007  
5:00 PM

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**Map of New York State  
DEC Regional Boundaries**  
(See page 4 for Regional contact information)



## ***2006-07 Habitat/Access Stamp Funding Program Information for Applicants***

***Purpose:*** To provide funding through reimbursement for fish and wildlife habitat management and the improvement and development of public access for hunting, fishing, trapping and other fish and wildlife related recreation and study.

### ***Who may apply?***

Eligible recipients include municipalities, not-for-profit corporations (NPC), and private landowners applying through a municipality or NPC.

**“Municipality”** means a local public authority or public benefit corporation, a county, city, town, village, school district, community college, supervisory district, district corporation, improvement district within a county, city, town or village, or Indian nation or tribe recognized by the state or the United States with a reservation wholly or partially within the boundaries of New York State, or any combination thereof.

**“Not-forProfit Corporation”** means a corporation formed pursuant to the not-for-profit corporation law and qualified for tax-exempt status under the federal internal revenue code.

### ***What are the geographic boundaries for the habitat / access stamp program?***

Projects are eligible anywhere within the political boundaries of New York State. Projects will be grouped within NYS DEC Regional boundaries for review and award purposes. The Department reserves the right to equally distribute funding between each of the 9 DEC Regions, and also reserves the right to award a portion of the available funds or none of the funding if it is in the best interest of the State to do so.

### ***Program Funding Categories:***

Grants are available in two categories:

- 1) Fish and Wildlife habitat management and/or improvement
- 2) Access projects which provide access to hunting, fishing, trapping or other fish and wildlife related recreation and study.

Projects deemed eligible for Federal Sportfish and Wildlife Restoration Funding will not be considered for this grant program.

***Program Funding Period:***

Reimbursement funding will be available for three years from the date of the official notification by the Department of a grant award. Extension of the funding period will only be made with the approval of the Director of the Division of Fish, Wildlife, and Marine Resources (Director). The Director may request whatever information is necessary to make such an approval.

***Is there a minimum or maximum grant amount?***

Although the Department is not limiting an applicant's total project cost, grants will be awarded for a minimum of \$1,500 and will not exceed a maximum of \$15,000. Grant funding will be distributed on a reimbursement basis only. Due to the limited amount of grant money available for this program, additional weight will be given to eligible projects requiring the least amount of grant funding. The Department anticipates a total allocation of \$100,000 to be available from State fiscal year 2006-07 funds for this grant program.

***Are matching funds required?***

Matching funds are not required. State assistance may reimburse up to 100 percent (not to exceed the maximum grant amount of \$15,000) of the eligible, approved project costs. Project scoring will consider economic factors such as additional funding supplied by project proponents.

***What types of costs are eligible for reimbursement?***

The following costs are eligible for reimbursement if related to the Habitat/Access Stamp Funding Program:

- costs for engineering and architectural services, surveys, plans and specifications, research, design and development of project;
- costs for directly related consultant and legal services;
- costs for construction and/or upgrade and other approved directly related expenses;
- costs for staff time/municipal work force time directly devoted to the project;
- costs for special equipment (purchase/rental) and materials required to execute the project;
- land acquisition costs directly related to the grant application, appraisals by a certified appraiser, surveys and legal fees.

***Ineligible Costs***

The following costs incurred as part of project planning, construction or implementation of a Habitat/Access Stamp Funding Program project will not be eligible for reimbursement:

- grant application expenses;
- costs incurred prior to the award of the grant;
- costs defrayed by other outside funding.
- fringe and indirect costs

***What are the criteria for review and selection of projects?***

Applications will be sorted by DEC Region and by funding category (habitat and/or access). Complete applications will be evaluated and scored by a Department review panel in accordance with the criteria contained in Appendix A of this application. Applications will be ranked and selected highest to lowest score within the funding category and Region. Grants will

be awarded from the highest ranked habitat and/or access project for each region beginning with Region 1. The objective will be to select at least one habitat and/or one access project in each of the 9 DEC Regions as funding allows.

**Applications must be postmarked no later than June 22, 2007 or hand delivered no later than 5:00 P.M. on that day to the address listed on page 15.**

Any application received by the Department after the deadline will not be considered for funding. If an application is determined by the Department to be incomplete (based upon application checklist, page 15), the applicant will not have an opportunity to resubmit until the next grant cycle.

***When can I start work?***

Work may begin once the grant is awarded and a contract (including a budget, performance time line and scope of work) is formalized between the Department and the grantee. Construction documents may require Department review before work can begin.

***When are the grant monies available?***

This is a reimbursement grant program. Successful applicants must document their project expenditures in order to receive funding. As a result, grantees must plan their financial arrangements accordingly. Reimbursement will be made after the Project has been successfully completed in accordance with the scope of work and budget from the grantee's contract, including a final on-site inspection by a representative of the Department. The grantee must submit a State Aid voucher that includes documentation (i.e. copies of invoices, cancelled checks, receipts, etc.) to support all eligible project-related costs.

***Do I need to comply with the State Environmental Quality Review Act (SEQRA)?***

With respect to SEQRA, the Recipient must work with state and local governments to insure that the requirements of SEQRA are being met. The Recipient agrees to provide all environmental documents as may be required by the Department. The Recipient shall continue to notify the Department of all actions proposed for complying with the environmental review requirements imposed by SEQRA. Prior to commencement of construction activities, the Recipient shall submit detailed plans for the project, SEQRA compliance documentation, and a workplan to the Department for written approval.

Applicants for this grant should include, to the best of their knowledge, any environmental issues, permits or governmental approvals that apply to their proposal.

***Are there other requirements that need to be met?***

The following guidelines apply to all applicants and projects. Grants will be awarded on the condition that all necessary permits needed to implement the project will be acquired prior to construction. All statutes, laws and regulations applicable to the Project must be met, including but not limited to:

**Historic Review Requirements**

For projects that involve properties listed on, or eligible for, the State/National Register, all work undertaken as part of a grant-assisted project must conform to the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. Information on these standards and guidelines is available from the grants administrator.

**Ground Disturbance:**

Describe to what extent, if any, ground disturbance will be involved in the proposed project (such as for grading, installation of underground utilities, etc.). Submit any maps or site plans that show the areas to be disturbed. Describe the relevant sections of any archeological studies that have been conducted or archeological proposals that have been prepared for this project/property.

**Coastal Consistency Requirements**

Projects located in coastal areas must meet the consistency requirements of the Secretary of State's Coastal Management Program. Coastal area means the State's coastal waters and the adjacent shorelands. It includes Lakes Erie and Ontario, the St. Lawrence and Niagara Rivers, the Hudson River south of the Federal dam at Troy, the East River, the Harlem River, the Kill van Kull and Arthur Kill, Long Island Sound and the Atlantic Ocean, and their connecting waterbodies, bays, harbors, shallows and marshes.

**Accessibility**

Projects involving the development of facilities must comply with all requirements for providing barrier free access for those with disabilities as established by Article 4A of the New York State Public Buildings Law, relevant sections of the New York State Uniform Fire Prevention and Building Code, the Americans with Disabilities Act and the Americans with Disabilities Act Accessibility Guidelines.

Projects undertaken with Habitat Access Stamp Grant monies must be open for public access. Successful applicants must complete and submit Attachment F, the "Certification of Public Access" with the application.

***What type of grant assistance is available?***

For information and technical assistance related to the Habitat Access Stamp Program contact the DEC Regional Fisheries, Wildlife, Habitat or Marine Habitat Manager at the telephone numbers listed below:

**Regional Offices**

Region 1 Suffolk and Nassau counties (631) 444-0204

Region 2 Manhattan, Bronx, Queens, Brooklyn and Staten Island (718) 482-4900

Region 3 Sullivan, Ulster, Orange, Dutchess, Putnam, Rockland and Westchester counties (845) 256-3000

Region 4 Montgomery, Otsego, Delaware, Schoharie, Schenectady, Albany, Greene, Rensselaer and Columbia counties (518) 357-2234

Region 5 Franklin, Clinton, Essex, Hamilton, Warren, Fulton, Saratoga and Washington counties (518) 897-1200

Region 6 Jefferson, St. Lawrence, Lewis, Oneida and Herkimer counties (315) 785-2239

Region 7 Oswego, Cayuga, Onondaga, Madison, Tompkins, Cortland, Chenango, Tioga and Broome counties (315) 426-7400

Region 8 Orleans, Monroe, Wayne, Genesee, Livingston, Ontario, Yates, Seneca, Steuben, Schuyler and Chemung counties (585) 226-2466

Region 9 Niagara, Erie, Wyoming, Chautauqua, Cattaraugus and Allegany counties (716) 851-7000

**Central Offices**

Division of Fish, Wildlife and Marine Resources

625 Broadway, 5<sup>th</sup> Floor

Albany, New York 12233-4750

Telephone: (518) 402-8924

Bureau of Marine Resources Central Office

205 North Belle Mead Road, Suite 1

East Setauket, New York 11733

Telephone: (631) 444-0430

This application is available on-line and can be downloaded at:  
**<http://www.dec.state.ny.us/website/dfwmr/habstamp/>**

Applications may not be filed on-line.

# ***2006-07 Habitat/Access Stamp Funding Program***

## ***Application Instructions***

An eligible applicant may apply to the Department for state assistance. Please read this entire packet of information and include all required documentation at the time the application is submitted. If an application is determined by the Department to be incomplete, the applicant will not have an opportunity to resubmit until the next grant cycle. Handwritten applications are acceptable as long as they are legible. The format for the application, including the budget page, is to be used as it appears in the application package. The following elements are required for a complete application: Application Form and Attachments A,B,C,D,E, F and other requirements as described below and listed in the checklist on page 15.

***Deadline:*** Applications must be postmarked no later than June 22, 2007 or be hand delivered no later than 5:00 P.M. on that day to the address listed on page 15.

## ***Instructions for Completing Application Package***

### **1. Application Form**

#### **Part A. Applicant Information**

**Applicant:** Enter the name and address information for the Municipality or Not-for-Profit organization (NPC) that is sponsoring the project. All applicants must include their Federal Employer ID number. NPC's must also include their Charities Registration number.

**Authorized Official:** The person authorized by the Resolution to sign legal documents. This person should receive official notification about decisions regarding this application.

**Contact Person:** Person who should be contacted for additional information or questions about this application.

**Part B. Grant Category** - Access or Habitat improvement/restoration. Select one.

#### **Part C. Project Information**

**Project Name:** Determined by applicant. Should concisely state project purpose and location (e.g. "Improved Access at Mud Lake" or "Habitat Restoration in the Town of Royalton").

**Project Location:** Should include street or address (if known), municipality (township, town, village, or city), and county where project site is located.

**Classification of Land:** Indicate if project site is located entirely on public land, private land, or a combination of both.

**Owner(s):** List owner(s) of all lands contained within the project area. If the owner is not the applicant, the landowner(s) must stipulate that he/she will enter into a legally binding agreement with the applicant if one is not already in place. An authorizing letter from the landowner(s) must be included in the application.

## **Part D. Project Timing and Costs**

**Project Start and Completion Dates:** Enter estimated start and completion dates. Generally, up to three years are allowed for project completion.

**Total Project Cost:** Total amount of funding required to complete the project. Includes the amount of grant funding being requested plus any additional funds that are available for the project.

## **Part E. Include the following Attachments**

### **Attachment A. Project Narrative**

Provide a narrative description limited to three 8.5" x 11" pages, discussing the following points in order, by number:

1. Type of project (Access or Habitat), including a clear statement of the goals and objectives of the project.
2. The work proposed - provide a detailed description of the activities to be conducted as part of the project.
3. The overall existing condition of the project site or facilities - describe what the existing access or habitat conditions are on the project site and why improvements are needed. Discuss how the goals and objectives of the proposed project will be achieved by the access/habitat improvement.
4. The role of those involved with the project. Include the people who will be involved with the design and construction of the project - their qualifications, experience and roles.
5. The relationship of the proposed project to any significant resources on the property and how those resources will be managed and impacted. Provide a description of the target species to be managed/accessed and how this will be accomplished. Will any significant habitats, endangered or threatened species be impacted, will any regulated habitats be impacted (freshwater or tidal wetlands, streams, lakes or others), will any native plant species be utilized. Are there any significant or unresolved environmental issues associated with this project or property.
6. The current and anticipated financial resources of your organization. Since this is a reimbursement grant, does the organization have the finances to complete the project.

### **Attachment B. Project Budget in a Detailed Format - see Budget Summary Form on page 14.**

See page 2 for lists of eligible and ineligible costs.

Under Project Components on the Budget Summary Form (page 14) list in detail all proposed work (personal and non-personal services) under the appropriate category.

### **Attachment C. Project Schedule**

Provide a detailed schedule for the project. Estimate when each component of the project will begin, be completed, and the associated costs for each component. In general, projects must be completed within three years of the official notification by the Department of a grant award.

### **Attachment D. Resolution of Support/Endorsement**

A resolution authorizing the organization/municipality to sponsor/conduct the project as described in the

application must be passed at an official meeting of the governing body of the applicant. The resolution must be prepared on the applicant's stationery. The name and title of the person authorized to sign the contract must be included in the resolution. A signed original or certified copy of the resolution should be submitted with this application or within 60 days of the application deadline. See Sample Resolution below (Sample A). Use the appropriate phrase in bold and brackets, depending on whether the applicant is a not-for-profit corporation or municipality.

### **Sample A. Governing Body Resolution of Support Authorizing Submission of Grant Application**

RESOLVED:

That *(name)*, as *(title)* of *[organization name] OR [municipality]* is hereby authorized and directed to file an application for funds from the Habitat/Access Stamp Funding Program in an amount not to exceed *\$(grant amount)*, and upon approval of said request to enter into and execute a project agreement with the New York State Department of Environmental Conservation for such financial assistance to *[organization name] OR [municipality]* for *(grant project name)* and further, to carry out and comply with the terms of such project agreement.

Date \_\_\_\_\_

I, *(name)*, *[the duly elected and qualified secretary] OR [the duly qualified and action clerk]* of the *(applicant)* of *(place)*, New York, do hereby certify that the preceding resolution was adopted at a *[regular] OR [special]* meeting of the *(governing body)* held on *(date)*, and is *[incorporated in the original minutes of said meeting] OR [on file and record]*, and that said resolution has not been altered, amended or revoked and is in full force and effect.

*(Signature of Secretary)*

**OR**

*(Signature of Clerk)*

*Seal of Organization*

*Seal of Municipality*

### **Attachment E. Maps and Photographs**

The application must include one original USGS topographic map showing the outline of the property boundaries and the location of the project site(s), as well as photographs of the project site(s) showing the overall property and the project area in enough detail to document the existing conditions and vegetative types. Photos should be keyed to the maps. It is permissible to use USGS on-line topographical sheets. For information on obtaining maps, contact the NYS Office for Technology Center for Geographic Information at (518) 443-2042 or at <http://www.nysgis.state.ny.us> or visit [www.topozone.com](http://www.topozone.com).

### **Attachment F. Certification of Public Access**

This is to certify that the lands upon which this habitat/access stamp project will be completed will permit access for the public at large, including both residents and non-residents of local municipalities as well as the State of New York, without a fee. Applicants should use the "Certification of Public Access" form below:

**Attachment F**

**Certification of Public Access**

This is to certify that the lands upon which this habitat/access stamp project will be completed will permit access for the public at large, including both residents and non-residents of the State of New York, without a fee.

Dated: \_\_\_\_\_

By \_\_\_\_\_

(Owner of Property)

\_\_\_\_\_

(Office Address)

\_\_\_\_\_

(City, State, Zip)

**STATE OF NEW YORK** )

) SS.:

)

**COUNTY OF** \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_.

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_

**Notary Public, State of New York**

## **Other Requirements**

- If the owner is not the applicant, the private landowner(s) must stipulate that he/she will enter into a legally binding agreement with the applicant if one is not already in place. An authorizing letter from the private landowner(s) must be included in the application.

- Documentation of Applicant's additional funding (if applicable). List source(s) and amount(s) and indicate whether these funds are existing or proposed. Letters of commitment from alternate/supplemental funding sources.

- Letters of support from local governments, conservation organizations or individuals.
- Historic Preservation, Coastal Consistency compliance, if applicable
- Documentation of prior ground disturbance, if applicable.

# Habitat / Access Stamp Funding Program

## 2006-07 Application

### Part A. Applicant Information

APPLICANT (name of municipality or not-for-profit)

Name : \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_ (City) \_\_\_\_\_ (State)  
(Zip)

Classification of Applicant: \_\_\_\_\_  
(Municipality, Not-for-Profit)

Federal ID# \_\_\_\_\_ Charities Registration # \_\_\_\_\_

### AUTHORIZED OFFICIAL

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

### CONTACT PERSON (If different from above)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_ **Application#** \_\_\_\_\_  
(NYSDEC use only)

**Part B. Grant Project Category** (please check one)

Access \_\_\_\_\_

Habitat Improvement/Restoration \_\_\_\_\_

**Part C. Project Information**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_  
(Address)

\_\_\_\_\_ (Municipality)

\_\_\_\_\_ (County)

Classification of Land: Public Land \_\_\_\_\_ Private Land \_\_\_\_\_ Combination \_\_\_\_\_

Owner(s) \_\_\_\_\_ (Use additional sheets if necessary)

Note: If applicant is not the owner, please refer to “**Other Requirements**” on page 10.

**Part D. Project Timing and Costs**

Proposed Project Start Date \_\_\_\_\_ Proposed Project Completion Date \_\_\_\_\_

Total Project Cost \_\_\_\_\_ (Equal to Grant Amount + Applicant’s Additional Funds)

Grant Amount Requested \_\_\_\_\_ Applicant’s Additional Funds\* \_\_\_\_\_

\*Applicant’s additional funds may include: cash, labor, professional services, equipment, supplies and materials, donated services from public and private sources. Donated professional services are valued at the professional rate per hour.

<b>Part E. Include the Following Attachments</b>
--------------------------------------------------

- Attachment A - Project Narrative
- Attachment B - Project Budget
- Attachment C - Project Schedule
- Attachment D - Resolution of Support/Endorsement
- Attachment E - Maps and Photographs
- Attachment F - Certification of Public Access
- Any other required documents



## ***Mailing Address***

Forward a total of 10 (**original plus 9**) copies of the application and all required attachments to:

Gerald Barnhart  
Director, Division of Fish, Wildlife and Marine Resources  
NYSDEC  
625 Broadway  
Albany, NY 12233-4750

## ***Application Checklist***

Use the following checklist to review completeness of the application package, including required number of copies. The original plus 9 copies are required unless specified otherwise (total of 10 copies).

- \_\_\_\_\_ Application forms (pages 9-10)
- \_\_\_\_\_ Attachment A. Project Narrative (page 7)
- \_\_\_\_\_ Attachment B. Project Budget (pages 7,11)
- \_\_\_\_\_ Attachment C. Project Schedule (page 7)
- \_\_\_\_\_ Attachment D. Resolution of Support/Endorsement (page 7-8)
- \_\_\_\_\_ Attachment E. Maps and photos (page 8)
- \_\_\_\_\_ Attachment F. Certification of Public Access (page 9)

The application **must** include **one original USGS topographic map, plus 9 copies** of the topo showing the outline of the property boundaries and the location of the project site(s), as well as photographs of the project site(s) showing the overall property and the project area in enough detail to document the existing conditions and vegetative types. Photos should be keyed to the maps.

### **Other Requirements**

- \_\_\_\_\_ If the owner is not the applicant, the private landowner(s) must stipulate that he/she will enter into a legally binding agreement with the applicant if there is not already one in place. A letter from the private landowner(s) must be included in the application.
- \_\_\_\_\_ Documentation of applicant's additional funds, if applicable.
- \_\_\_\_\_ Letters of support to document partnerships and community support.
- \_\_\_\_\_ Historic Preservation, Coastal Consistency compliance, if applicable.
- \_\_\_\_\_ Documentation of prior ground disturbance, if applicable.

## ***Appendix A. Evaluation of Eligibility***

Eligible projects must accomplish Fish and Wildlife habitat restoration, creation or improvement and/or access for hunting, trapping, fishing, or fish and wildlife study or observation. Applicants must own the property where the project is to be implemented or have written landowner permission that the project can take place on the property. The following criteria will be used to score and rank potential projects:

### ***1) Access Proposals***

- A-1) Type of project - will this be a new project developed on an existing site, improvement of an existing site or require the purchase of a new access location. Emphasis will be given to new projects developed on existing sites;
- A-2) Quality of the Fish and Wildlife resource - will range from high to low depending on the significance of the fish and wildlife resources in the area, impacts of past human activities, and the quality of the habitat;
- A-3) Current access to resources - will depend on the current availability of public access to the resource and will range from excellent access to poor or lack of access with emphasis given to projects with poor or lack of access;
- A-4) Convenience of resource - relates to the proximity of the resource to major population centers. Proximity is defined as being within 30 minutes of a major population center. Consideration will be given to projects that are within this proximity;
- A-5) Barrier free potential - relates to the ability of handicapped persons to access the resource. Emphasis will be placed on projects at sites with excellent potential to provide access to individuals no matter what their physical ability;
- A-6) Multiple Use potential - emphasis will be placed on projects that provide access for a wide variety of fish and wildlife associated recreational activities.

### ***2) Habitat Proposals***

- B-1) Project size (wetland/riparian) - relates to the size of a wetland in acres or length of riparian habitat in feet (riparian habitat is the transition zone between a river or stream and the adjacent upland, subject to periodic flooding) with emphasis placed on larger areas;
- B-2) Project size (all other habitat types) - emphasis will be placed on larger project sites;
- B-3) Ecological considerations (based on details submitted in the project narrative section) - will the project include new habitat for a target species, enhancement or restoration of existing habitat, utilization of native plant species, or the enhancement of endangered species habitats;
- B-4) Site ownership - are project lands privately owned, owned by a not-for-profit or educational organization, or public lands. Additional weight will be given to projects on private lands;
- B-5) Site restrictions - discuss what public access to the project area will be after project completion. Emphasis will be placed on those projects that allow access without interfering with habitat objectives;
- B-6) Sponsorship - additional weight will be given to a project that is sponsored by a recognized educational facility/organization, organized sportsman's group, or conservation organization.

### ***3) Overall Project Evaluation Factors***

- C-1) Technical viability and cost effectiveness - will consider reasonableness and justification for the project or it's costs, cost effectiveness, possibility of success;
- C-2) Project readiness - is project ready to commence, are designs/plans complete, are additional permits needed, are there environmental issues to be resolved with the project or project site;
- C-3) Experience and ability of applicant to undertake the project - has the applicant completed other similar projects, have the names and qualifications of the people proposing to conduct the design and construction been provided, is there reason to believe that the applicant can not complete the project as proposed?
- C-4) Amount of grant money requested - due to the limited amount of grant money available for this program, additional weight will be given to eligible projects requiring the least amount of grant money;
- C-5) Economic factor - although applicants are not required to provide additional project funding, extra consideration will be taken into account if the applicant is able to provide additional funding towards their project (applicant share).