

Municipal Parks and Recreation Grant Program Guidance Document

Office of Parks, Recreation & Historic Preservation

Environmental Bond Act Municipal Parks and Recreation Grant Program

Funding Available: \$20 Million with up to \$10 million available for Round One

DESCRIPTION:

The Clean Water, Clean Air, and Green Jobs Environmental Bond Act of 2022 (the “Bond Act”), through Article 58, Title 5 of the Environmental Conservation Law, provides that recreational infrastructure projects are eligible for Bond Act funding. Pursuant to the authority granted to the Office of Parks, Recreation and Historic Preservation (OPRHP) by ECL Article 58, Title 5, OPRHP will administer the Environmental Bond Act Municipal Parks and Recreation Grant Program to develop new municipal parks and to improve natural, ecological, cultural, and recreational resources within existing municipal parks. This grant opportunity can fund up to 90% of the total eligible project costs and total grant awards are capped at \$1,000,000 for each project.

ELIGIBLE APPLICANTS:

Municipalities are eligible to apply. For purposes of the Bond Act’s Municipal Parks and Recreation Grant Program (“MPR”), the term “municipality” shall mean, a county, city, town, or village within the boundaries of New York state.

The applying municipality (hereinafter referred to as “the Applicant”) must be the fee owner of the project property. Additional parties with a real property interest in the property such as a lease or an easement must be disclosed in the application. If the application is successful, such parties may be required to sign the MPR grant agreement. In addition, any lien holders or mortgagees must subordinate their interests to those of the State.

ELIGIBLE PROJECTS:

MPR funding is available for the construction of recreational facilities and other improvements to municipal recreational sites and parks. Preconstruction activities, such as developing plans and specifications, may be included in the project, but MPR cannot fund projects that are solely for planning and design without a construction component.

Eligible projects include those that align with the [2020-2025 NYS Statewide Comprehensive Outdoor Recreation Plan](#) (SCORP), the [2016 New York State Open Space Conservation Plan](#), and successor plans. Examples include playgrounds, courts, playing fields, and facilities for swimming, biking, boating, picnicking, hiking, fishing, camping or other recreational activities.

PUBLIC BENEFIT AND REQUIREMENT FOR PARKLAND ALIENATION LEGISLATION:

To ensure that the public benefits from the investment of State funds, MPR grants are awarded on the condition that real property developed or improved with grant funds shall be publicly accessible and designated as parkland in perpetuity. Such real property shall not be sold, leased, exchanged, donated, or otherwise disposed of, or used for other than public park purposes without the express authority of an act of the legislature, which shall provide for the substitution of lands of equal environmental value and fair market value, reasonably equivalent usefulness and location, and such other requirements as shall be approved by the Commissioner.

To memorialize this grant obligation, a Notice of Grant Requirements shall be recorded with the county Registry of Deeds to record the state interest in the property affected by the project. Information on the legal status of municipal parkland is available in the “Handbook on the Alienation and Conversion of Municipal Parkland,” located at <https://parks.ny.gov/publications/> under Other Publications.

A sample Notice of Grant Requirements for the MPR Grant Program is located at the [MPR webpage](https://parks.ny.gov/grants/municipal-parks-recreation/default.aspx) (parks.ny.gov/grants/municipal-parks-recreation/default.aspx).

ELIGIBLE COSTS:

All expenditures under these grants must be for goods and services procured in a manner so as to assure the prudent and economical use of public money in the best interests of the taxpayers of the State of New York, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against nepotism, favoritism, improvidence, extravagance, fraud, and corruption. Administrative procedures to ensure this may include, but are not limited to, competitive bidding, the solicitation of three price quotes, written requests for proposals, etc.

Only project costs incurred and paid by the grant recipient (“grantee”) will be eligible for grant reimbursement. All contracts for project work must be signed by an Authorized Officer of the grantee.

Eligible budget items include:

Pre-Development Planning and Design

- **Design Fees** and other **Professional Fees** are allowed for the preparation of project specific construction documents and to satisfy other pre-construction requirements. All plans must be accepted in writing by OPRHP prior to commencement of construction work. In general, pre-development costs should not exceed fifteen percent (15%) of the construction costs.
- **Archeological research/investigation** required as a condition of construction. If your project includes any ground-disturbing activity (e.g., trenching, grading, demolition, new construction, etc.), it is very likely that an archeological survey will be required. Unless the Applicant can provide adequate documentation of prior ground disturbance, the project budget should consider the need for an archeological survey. Contact the regional grants administrator (RGA) (contact information at the [MPR webpage](https://parks.ny.gov/grants/municipal-parks-recreation/default.aspx) (parks.ny.gov/grants/municipal-parks-recreation/default.aspx) or the archeology representative for the relevant county (at parks.ny.gov/shpo/contact/) to determine the need and anticipated costs for archeology.
- **Survey and Mapping** required for the project. MPR grantees must provide a dated and signed project boundary map of the park receiving the funding. The cost of surveying or production of a map to fulfill this requirement can be included in the project budget.

Construction

- Only the costs of **permanent capital improvements** to the property that are directly related to the recreational, conservation, and/or development purposes of the grant program are eligible for MPR funding. **Labor, materials, and other necessary costs of construction** are allowed expenses. The budget may include purchase of **permanent equipment necessary to achieve the project purposes** (e.g., playground equipment, interpretive kiosks), but cannot include operational or maintenance equipment such as security cameras, mowers, or automotive equipment.
- The budget may include **costs to undertake construction**, such as rent/lease of heavy equipment, but cannot offset overhead and operating expenses, such as office rental.

Administration

- **Construction Supervision** costs are those associated with the coordination, supervision, and scheduling of work to ensure projects are completed in conformance with design standards, construction contract documents, plans, and specifications. Such supervision may be provided by a qualified member of the Applicant's staff, the design professional who prepared the construction documents, or a clerk of the works. [See **Project Management** under **SUCCESSFUL APPLICANT REQUIREMENTS** below for additional information.]
- **Procurement Costs** include costs for assuring competitive pricing, such as costs for distributing Requests for Proposals and for public advertising for bids, including the cost of advertising in specialty publications, such as minority newspapers and appropriate construction publications.
- **Audit:** An accounting of grant expenditures and revenues is required. Generally, this is accomplished by detailed auditing of every payment request. Depending upon the grant award and complexity, the State may require an Agreed Upon Procedure Review (AUPR) performed by a representative of the State or a Certified Public Accountant prior to the final reimbursement.
- **Project Sign:** All grant-funded projects must display on the project property in perpetuity a project sign that acknowledges the funding source. OPRHP will provide specifications for the sign.

INELIGIBLE COSTS:

- Planning and design-only projects, gap analysis studies, feasibility studies.
- Costs incurred prior to the contract start date (not eligible for reimbursement or for applicant's matching share).
- Comprehensive Planning/Master Planning/Management Plans/Open Space Plans.
- Contingencies, training, travel, OJT wages, working capital, marketing, taxes, interest, purchase of operational or maintenance equipment, salaries and wages not directly associated with the project, indirect costs, overhead or operating expenses, rent/lease are ineligible unless noted otherwise above.
- Bond interest and associated fees. The interest associated with a Bond or Bond Anticipation Note cannot be calculated into project cost, whether for reimbursement or applicant share.
- Lobbying expenses.
- Costs that are not adequately justified or that do not directly support the project.
- Costs of application preparation, fundraising events/expenses, and grant administration.

MATCHING SHARE (APPLICANT SHARE) REQUIREMENTS:

This grant program is administered on a reimbursement basis. **Successful applicants will be expected to fund project expenditures upfront, then submit for reimbursement.** Applicants must plan their financial arrangements accordingly.

Successful applicants are reimbursed for up to 90% of their eligible expenditures, or the total grant amount listed in the contract executed with the State, whichever is less. All applicants are expected to raise their share within one year of the award, or risk cancellation of the grant.

To be reimbursed for eligible expenses, the grantee must provide evidence that costs were **incurred and paid**. The value of donations can be included in the total project budget—as part of the grantee's matching share—but only actual expenditures are eligible for reimbursement.

Principal types of applicant share are:

- **Cash:** This may include grants other than this grant request. However, other grants funded by the Clean Water, Clean Air, and Green Jobs Environmental Bond Act of 2022 cannot be used as a required match or be considered as applicant share.

- **Force Account:** Applicant's payroll expenses itemized according to job title or job assignment on project. Grant recipients will be required to document time worked, tasks, pay ratio and payment (including components and percentage of fringe benefit rate).
- **Professional Services:** The value of services provided by professional and technical personnel and consultants.
- **Supplies and Materials:** The fair market value of items that are a component of the grant project, listed in the contract budget, and purchased or donated during the contract term.
- **Volunteer Labor:** Skilled and professional labor can be computed at the job rate. The value for labor (unskilled labor and work performed by professionals or skilled laborers in an area outside of their area of expertise) of an adult (18 and over) donating time to a project may be computed up to the amount identified as the Value of Volunteer Time (VVT) for New York State, as calculated by Independent Sector (independentsector.org). For example, a lawyer donating legal services may compute the value based on the standard billing rate, but the value for the same lawyer donating time painting walls will be computed up to the New York VVT, which is currently \$37.29.
- **Equipment Usage:** Valued according to its fair market rental cost in the project location.

FUNDING PRIORITIES: Projects that align with the [2020-2025 NYS Statewide Comprehensive Outdoor Recreation Plan \(SCORP\)](https://parks.ny.gov/documents/inside-our-agency/20202025StatewideComprehensiveOutdoorRecreationPlan.pdf) (parks.ny.gov/documents/inside-our-agency/20202025StatewideComprehensiveOutdoorRecreationPlan.pdf), the [2016 New York State Open Space Conservation Plan](https://dec.ny.gov/nature/open-space/2016-open-space-conservation-plan) (dec.ny.gov/nature/open-space/2016-open-space-conservation-plan), and successor plans.

The Bond Act requires that disadvantaged communities ("DACs") receive no less than 35 percent, with the goal of 40 percent, of the benefit of total Bond Act funds (\$4.2 Billion). Disadvantaged communities are those identified by the Climate Justice Working Group, pursuant to the criteria at <https://climate.ny.gov/Resources/Disadvantaged-Communities-Criteria>. In addressing this goal, OPRHP will be guided by the "Guidelines for Eligibility and Accounting for Disadvantaged Communities in Clean Water, Clean Air and Green Jobs Environmental Bond Act of 2022 Spending" published in the Environmental Notice Bulletin 5-22-2024 ("Bond Act DAC Guidance"), (<https://extapps.dec.ny.gov/fs/programs/press/BondAct/Bond%20Act%20DAC%20Guidance.pdf>), and specifically by the "Guidance for prioritizing DACs in community-wide programs" and Appendices A and B. OPRHP will aim to award 40% of MPR grants to the municipalities listed in Appendix A and to projects in the New York City Boroughs listed in Appendix B, which are deemed "targeted DACs" for this program.

APPLICATION REQUIREMENTS:

Applications for the Municipal Parks and Recreation Grant Program must be submitted through the NYS Consolidated Funding Application. To apply, you must Register, or if already registered, Log In at apps.cio.ny.gov/apps/cfa/. The web-based application form includes questions concerning the project proposal and its impacts, requesting specifics about location, budget, timetable, personnel, Statewide Financial System (SFS) Identification number, property features and ownership; narratives addressing the need for and public benefit of the project; and supporting documentation. The [CFA Application Manual](#) provides guidance on navigating the CFA. For specific guidance concerning the MPR Grant Program, applicants are encouraged to contact the Regional Grants Administrator for their county (see the Contact list on the [MPR webpage](https://parks.ny.gov/grants/municipal-parks-recreation/default.aspx) (parks.ny.gov/grants/municipal-parks-recreation/default.aspx) to have an initial conversation regarding their proposal prior to applying.

DOCUMENTS:

Questions in the “Documents” section of the CFA call for narrative and/or supporting documents to be attached/uploaded to the application. All documents should be current and applicable to this grant. Specific guidance on attachment format and technology, including how to combine multiple files into a single file and advice concerning file naming; can be found within the CFA (at the “Document” tab) and in the [CFA Application Manual](#). For assistance scanning your documents, please contact the Regional Grants Administrator for your County as listed on the [MPR webpage](http://parks.ny.gov/grants/municipal-parks-recreation/default.aspx) (parks.ny.gov/grants/municipal-parks-recreation/default.aspx).

Certain documents are required from **all** applicants. Applications lacking these attachments (or an explanation acceptable to OPRHP) are considered incomplete, and may cause the application to be deemed ineligible, or adversely affect the rating points assigned. See below for additional information about each of the items in this list.

FOR ALL APPLICANTS

- **State Environmental Quality Review Act (SEQR)** status report and documents
- **Photos** showing the project area
- **Schematic Site Plan**
- **Map** of the project location
- **MPR Cost Summary**
- **Community support documentation** cited in the application
- **Federal, Statewide, Regional and Local Planning Documents** cited in the application
- **Documentation of applicant administrative experience and capacity**

Following is additional guidance on the required attachments listed above. All documents should be current to this grant cycle.

State Environmental Quality Review Act Compliance (SEQR)

For the application, applicants must report on the status of SEQR review of the MPR project and attach existing documents from previous and/or current SEQR review. Successful applicants must **complete** the SEQR review prior to execution of an MPR contract. [See **SUCCESSFUL APPLICANT REQUIREMENTS, Conditions of Award.**]

Photos

Provide images (scanned photographs or born-digital; photocopies are not acceptable substitutes) showing the overall project area and documenting existing conditions. If there are any structures more than 50 years old within, or immediately adjacent to, the project area, provide photos of these structures, views to these structures from the project site, and views of the project site from the structures. Photographs must reflect current conditions. N.B. Images that are freely available on the internet may not show current, actual conditions. Key all images to a schematic site plan (see below).

Schematic Site Plan

Provide a document that pictorially connects the project narrative, photos, and budget.

The site plan should identify the boundary of the municipal park/property that is the subject of the application and show how it relates to the surrounding areas (properties adjoining the site, roadways, water bodies, public access), what facilities currently exist on the proposed site (arrows or legend to indicate type - baseball fields, playgrounds, pavilions, parking areas, historic resources, public access to the site, links to surrounding areas via trails, etc. and location of those facilities within the park), and what facilities are being proposed (type and location). The plan should be linked to the narrative

describing the work being contemplated, photos showing the subject area and surrounding areas, and the budget showing estimated costs.

Map of Project Location

Using the “[Grants Map for MPR](#)” applicants must map the project location and submit a map printout that identifies the location of the project and its surroundings. This map may also be used to identify any directly impacted or adjacent DACs.

MPR Cost Summary

In addition to the basic budget data called for in the FUNDING section of the CFA, the application requires a more detailed Cost Summary itemizing project expenses by funding type and source. Professional fees should be itemized by field of expertise and product. The Construction budget should be broken down by categories of expenditure, such as utilities/infrastructure, site preparation, landscaping, carpentry, etc. For matching share, include the value of expenses that will be covered through donations, volunteer labor, grants from other agencies, and other matching sources. Attach supporting documents, if necessary.

Community Support

The MPR Application requests a narrative and documentation addressing **current** community involvement and support for the project. Documentation of community support may include evidence such as news articles, press releases, agenda/minutes of public meetings, newsletters, fundraising campaign documents, community reports, etc. Provide copies of official project endorsements, partnerships, and letters of support (especially those from people directly impacted by the project and any Disadvantaged Community stakeholders).

Federal, Statewide, Regional and Local Planning Documents

To demonstrate that your project is supported by officially adopted plans, provide clearly marked excerpts in support of the project narrative. Document that the plans cited reflect current need, e.g., by attaching a copy of the resolution adopting or reaffirming the local plan if it is 5 years or older.

Documentation of applicant administrative experience and capacity

Applicants must identify the administrative structures and personnel who will be responsible for managing this grant project and describe their experience and qualifications, particularly as they relate to the demands of this project.

SUPPORTING DOCUMENTATION:

Depending upon the particular circumstances of your project, other attachments may be required. Still other attachments, while not required, may be essential to support rating points. All documents should be current to this grant cycle. Supporting documentation might include:

- Documentation from State agencies regarding remediated brownfields, protected species, habitats, etc.
- Documentation of pre-construction planning, procurement of services, consultant qualifications, etc.
- Documentation of previous ground disturbance and/or archeological survey*
- Dated and signed boundary map of the project property*
- All official project endorsements, partnerships, and letters of support

*If not available at the time of application, should be included in project scope of work.

ADDITIONAL RESOURCES:

Forms and resources useful for understanding and applying to the MPR can be found at the [MPR webpage](https://parks.ny.gov/grants/municipal-parks-recreation/default.aspx) (parks.ny.gov/grants/municipal-parks-recreation/default.aspx). If you have questions, contact the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) Regional Grants Administrator

(RGA) for your county as listed on the [MPR webpage](https://parks.ny.gov/grants/municipal-parks-recreation/default.aspx) (parks.ny.gov/grants/municipal-parks-recreation/default.aspx) or email NYSOPRHPGrants@parks.ny.gov.

Applicants must use the online layered “[Grants Map for MPR](#)” and the instructions there to prepare the required project location map. The map is also useful for identifying adjacent and nearby DACs.

At the [MPR webpage](https://parks.ny.gov/grants/municipal-parks-recreation/default.aspx) (parks.ny.gov/grants/municipal-parks-recreation/default.aspx) you can also find links to many of the documents and resources cited in this Guidance Document.

At the [CFA webpage](https://apps.cio.ny.gov/apps/cfa/) (https://apps.cio.ny.gov/apps/cfa/), you will find the application itself and the [CFA Application Manual](#). To apply, you must Register or, if you are already registered, Log In.

For additional information concerning NYS Disadvantaged Communities (“DACs”), go to the [Climate Act website](https://climate.ny.gov/resources/disadvantaged-communities-criteria/) (https://climate.ny.gov/resources/disadvantaged-communities-criteria/) where you will find links to informative documents as well as an interactive state map highlighting the 1,736 census tracts that have been designated as DACs and providing summary data and ratings on individual indicators for all of the state’s census tracts. The NYS Department of Environmental Conservation’s Bond Act DAC Guidance, and specifically the guidance regarding community-wide programs, such as the MPR, can be found at <https://extapps.dec.ny.gov/fs/programs/press/BondAct/Bond%20Act%20DAC%20Guidance.pdf>. The list of targeted DACs for the MPR program, which derives from that guidance, can also be found at the [MPR webpage](https://parks.ny.gov/grants/municipal-parks-recreation/default.aspx) (parks.ny.gov/grants/municipal-parks-recreation/default.aspx).

GRANT SELECTION CRITERIA:

Each application will be reviewed for eligibility and, if determined eligible, will be rated according to the Grant Selection Criteria. Applications will be evaluated to assess the degree to which they meet the elements of each criterion below. A successful grant proposal is not expected to meet all of these criteria. The Grant Selection Criteria are:

I. Project Impact (0-50 points)

A. Recreational Need, as determined by the Relative Index of Needs (RIN) Table in the 2020-2025 New York State Comprehensive Outdoor Recreation Plan (SCORP), Table 3.10 (0-10 points):

- All recreational types affected by the project (whether outdoor or indoor recreation) are assigned the RIN Score for the project county and an average is computed.

B. Community Need, as determined by density of DAC population in targeted DACs (0-10 points) DACs are census tracts that have been designated by NYS as Disadvantaged Communities (DACs). DEC’s Bond Act DAC Guidance includes a list of Municipalities (Appendix A) and New York City Boroughs (Appendix B) with a high DAC density. If the Applicant Municipality appears in the Appendix A list, the score on this criterion will reflect the DAC population density within that municipality. In the case of New York City projects, the score will reflect the DAC density within the Borough where the project is located. Projects that are not sponsored by Appendix A municipalities or located in Appendix B listed boroughs will receive a score of 0.

C. Community Impact and Need (0-30 points). The application narrative should document both the extent of a need and how the project will address that need.

- Need for Recreational Facilities:

The degree to which local recreational resource deficiencies will be addressed by the project. Evidence of need can include documentation of the number of similar facilities in the service area; level of use of existing facilities and anticipated level of use of proposed facility; accessibility and condition of facilities, including evidence of physical deterioration, decay, neglect, or disinvestment; emergencies, mandates, or development pressure.

- **Population Served:**
The degree to which the project will benefit populations that are disadvantaged or underserved, for example, how it will meet the needs of an aging population, encourage participation by youth and teens, respond to population and social changes in the community, ensure open and reasonable access to persons of various abilities, and/or benefit Disadvantaged Communities (DACs). Supporting documentation may include demographic statistics, including (if applicable) those used by the Climate Justice Working Group to establish DACs [See **ADDITIONAL RESOURCES**], as well as public engagement and/or research to identify needs and barriers to access faced by underserved communities and means to address those needs.

II. Planning Initiatives (0-10 points):

A. Community Support: Points are based on evidence of community support of and involvement in the project, including efforts to publicize and/or engage the community in project planning, such as:

- letters of support, especially those from people directly impacted by the project or representing impacted Disadvantaged Communities (DACs)
- official project endorsements/partnerships and other evidence that the project is supported by local elected officials and community groups, such as land trusts, recreation committees, environmental councils, preservation boards, and local activists
- press releases/announcements/publicity
- plans for public outreach, including to DACs and underserved populations
- fundraising campaign
- news articles
- records of public meetings including project-specific meetings (such as press event), official government reviews (e.g., Community Board, Planning Board, etc.) and presentations to a group such as a neighborhood association, DAC group, or other interest group

B. Consistent with Plans: The degree to which the project relates or contributes to official planning documents cited and submitted with the application. For planning documents more than five years old, evidence that the plans are current and applicable should also be provided. Relevant documents include, but are not limited to:

- New York State Comprehensive Outdoor Recreation Plan (SCORP)
- NYS Open Space Conservation Plan
- New York Statewide Trails Plan/New York Statewide Greenway Trails Plan
- State or National Heritage Area Management Plans
- Local Waterfront Revitalization Program (LWRP)
- Recognized local Open Space Plan
- Community comprehensive or master plans or other local plans

III. Reasonableness of Cost (0-30 points), the degree to which the project budget, planning, and administrative structures demonstrate fiscal prudence and readiness to proceed.

A. Budget

- Budget in the application is complete, detailed, computed correctly, and contains no extraneous or ineligible expenses.
- Each budget line is clearly justified in relation to project need and public benefit.
- The budget is based on a cost estimate from a reliable source.
- Matching funds are on hand and/or application evidences a reasonable expectation that matching funds will be available as and when needed.

B. Readiness

- Necessary project planning and document preparation has been completed.
- Qualified project professionals, properly procured/hired, are on hand.
- Proposed project/work is appropriate and conforms to accepted professional standards.
- Application evidences viable strategy and resources for implementing/operating and maintaining the project in the future.

C. Feasibility

- Administrative structures are in place to handle grants.
- Applicant can demonstrate capacity to monitor expenditures during the life of the project to ensure that the project stays on schedule and within budget.
- Applicant has proven experience in projects of similar scale and/or scope.
- Timeframe presented in application is reasonable to accomplish all aspects of the work and grant administration (including any necessary fundraising).

IV. Statewide Assessment (0-10 points) An application may be awarded additional points to achieve the following goals for distribution of Bond Act funds:

A. Balance and diversity as to:

- project type,
- population served, and
- geographic distribution

B. Maximized use of and public access to underutilized property or special recreational, natural, environmental, or cultural features of a project site

C. Model approaches to address statewide challenges or unique emergencies.

TOTAL (0-100 points)

AWARD CRITERIA DETAILS:

- **ELIGIBLE AREA, CITY, COUNTY, POPULATION LIMITS OR POPULATION TARGET TYPES:**
The Bond Act requires that disadvantaged communities receive no less than 35 percent with the goal of 40 percent, of the benefit of total Bond Act funds (\$4.2 Billion). Disadvantaged communities are those identified by the Climate Justice Working Group, pursuant to the Climate Leadership and Community Protection Act. The NYS OPRHP will strive to meet the goal of 40

percent DAC benefit of the total \$20 million Bond Act funds available from the Municipal Parks and Recreation Grant Program (up to \$10 million is available for Round One).

- LIMITATIONS:
 - No project will receive more than one grant award in any funding year.
 - **Maximum grant award is \$1,000,000.**
 - Should project costs increase post-award, the grant award **will not** be adjusted upward.
- PROJECT TERM COMPLETION DATES:
 - Once all conditions of award are met (see **SUCCESSFUL APPLICANT REQUIREMENTS**) and a contract is executed with the State, it is anticipated that projects will be completed within two years.
 - Projects and all required contract close out processes must be completed within five years from the date of the award of the grant. **Time extensions will not be permitted.**
 - OPRHP, in its discretion, may cancel projects which do not adhere to mutually established timelines.

SUCCESSFUL APPLICANT REQUIREMENTS:

Successful applicants will be notified of their award, including those elements of the proposed scope and budget that have been accepted for funding. Successful applicants are advised NOT to begin work until a project contract with the State has been fully executed. Proceeding without advance OPRHP approval will jeopardize grant reimbursement.

Prior to executing a State of New York Contract for Grants with a successful applicant, OPRHP requires certain conditions of award be met. A PDF version of the Contract for Grants template can be found at <https://grantsmanagement.ny.gov/state-agency-resources>.

Conditions of Award will include, but are not limited to:

- Submission of a signed authorizing resolution that names the official(s) authorized to accept the grant funds and enter into and execute a contract (as well as long-term protection documents and other certifications, if required) with the State.
- Enrollment in New York State's electronic payment program for vendors. Information on how to enroll can be found here: <https://www.osc.state.ny.us/vendors/index.htm>
- Confirmation of registration in the Statewide Financial System (SFS). Instructions can be found at <https://grantsmanagement.ny.gov/register-your-organization-sfs>; for assistance, contact the Help Desk at grantsreform@its.ny.gov.
- Documentation of completed **State Environmental Quality Review Act (SEQR)** compliance: SEQR review must be completed prior to MPR contract execution.
The municipality will be the SEQR lead agency if OPRHP is the only other agency involved. If there are other involved agencies (e.g., the Department of Environmental Conservation (DEC) via a required permit), the municipality is responsible for initiating lead agency designation procedures. The lead agency is required to classify projects under SEQR.
 - If your project is classified Type II, it is not subject to further review under SEQR. Required documentation: a statement on municipal letterhead indicating the Type II classification and the reason for the Type II classification.
 - If the project is Unlisted, a completed Environmental Assessment Form (EAF -- Short or Full EAF, as appropriate to the project scope) (Parts I-III), Determination of Significance,

and, if required by the foregoing, a Final Environmental Impact Statement (FEIS) and a SEQR Findings Statement.

- If the project is Type I, a completed Full Environmental Assessment Form (Parts I-III), Determination of Significance, and, if required by the foregoing, a Final Environmental Impact Statement (FEIS) and a SEQR Findings Statement.

For further SEQR Guidance, go to: dec.ny.gov/regulatory/permits-licenses/seqr

- Other environmental and historic preservation reviews (including archeological review).
- Documentation of all necessary permits and approvals to undertake the project.
- Ownership documentation, including an Opinion of Municipal Counsel and associated property deed(s) to document grantee's ownership of the project property. If there are additional parties with a real property interest in the project site, such as a lease, agreement or lien, provide:
 - Written agreement from each party to sign the project agreement and
 - Written agreement from each lienholder to subordinate their interests to those of the State.
- Prevention of Sexual Harassment in the Workplace Policy certification, signed by the grantee's Authorized Official. This certifies that the grantee (1) has and has implemented a written policy addressing sexual harassment prevention in the workplace and such policy meets the minimum requirements of section two hundred one-g of the labor law and (2) provides annual sexual harassment prevention training to all its employees. In addition, the grantee's Authorized Official shall certify the grantee will make best efforts to retain contractors and/or sub-contractors for grant-related work that also meet the provisions of (1) and (2) above. Alternatively, if the grantee cannot certify the foregoing, the grantee's Authorized Official shall so state and shall furnish a signed statement which sets forth in detail the reasons therefore. NOTE: Information, including model policy and training standards, is available on the New York State Department of Labor's website at: www.ny.gov/combating-sexual-harassment-workplace/employers.
- Non-Discrimination certification, signed by the grantee's Authorized Official. This document certifies that the grantee does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sexual orientation, gender identity, military status, sex, marital status, disability, or other protected basis. In addition, the grantee's Authorized Official shall certify that the grantee will make best efforts to retain contractors and/or sub-contractors for grant-related work that do not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sexual orientation, gender identity, military status, sex, marital status, disability, or other protected basis. Alternatively, if the grantee cannot certify the foregoing, the grantee's Authorized Official shall so state and shall furnish a signed statement which sets forth in detail the reasons, therefore.
- Certification under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia.

Project Management

- The grantee must assign one person to act as a Project Manager (PM). This person will schedule the progression of activities, ensure timely completion of project tasks, and address any problems or inquiries which may develop. The Project Manager will be the primary contact person for the submission of necessary reports, requests for progress payments, and obtaining approvals and determinations, etc.

- The Project Manager must work closely with the OPRHP Regional Grants Administrator (RGA) to ensure proper interpretation of all project requirements. Proper interpretation of a project's requirements is critical to successful implementation and coordination of ongoing activities.
- The Project Manager is responsible for providing adequate supervision and inspection, including materials inspection and quality assurance to ensure projects are completed in conformance with the construction contract documents, plans and specifications. The project budget must account for any anticipated costs associated with this requirement (see Construction Supervision under Eligible Budget Items).

Grant contracts will require that **prior to commencement of project work**, certain procedures must be followed and documentation provided to and approved by OPRHP, including, but not limited to:

- For any project involving ground disturbance (trenching, grading, demolition, new construction, vegetation removal, etc.):
 - documentation of prior ground disturbance or an archeological investigation will be required.
- Per updated regulations under the State's Freshwater Wetlands Act, for any permits from the NYS Department of Environmental Conservation (DEC): It is up to the Applicant/Grantee to communicate with DEC regarding jurisdictional requirements concerning wetlands. One of the following must be submitted to OPRHP prior to start of construction: a DEC Parcel Jurisdictional Determination Letter indicating no jurisdictional wetlands are located on the parcel, a DEC Project Jurisdictional Determination Letter indicating no jurisdictional wetlands are in the project area, a DEC Letter of No Permit Necessary, OR a copy of a DEC permit. Information about DEC's Freshwater Wetlands Program and the revised regulations can be found here: <https://dec.ny.gov/nature/waterbodies/wetlands/freshwater-wetlands-program>.
- Any permits required from agencies such as the NYS DEC or the US Army Corps of Engineers (COE) must be filed with the State before construction begins.
- OPRHP must accept/approve plans and specifications, bidding documents, and competitive bidding, etc. All projects are subject to New York State Education Law (Articles 145, 147 & 148) regarding the preparation of plans and specifications. Plans which include the construction or alteration of buildings and/or structures, must be stamped, signed, and dated by a Licensed Professional, as defined in New York State Education Law.

Project costs will be eligible for **reimbursement** only if the specified grant work is included in the approved contract, meets State standards, and the expenditures are made in compliance with State requirements, including, but not limited to:

- Grantee municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). All reimbursements for projects on property eligible or listed on the National or State Registers of Historic Places must be satisfactorily documented so that the State Historic Preservation Office can ensure work was done in conformance with the Secretary of the Interior Standards.
- At the discretion of the State, an Agreed Upon Procedure Review may be required by the State, performed by a representative of the State or a Certified Public Accountant.

Failure to comply with these requirements could jeopardize full reimbursement.

NYS OPRHP staff will require the submission of periodic progress reports in order to track and monitor the timeliness and use of Municipal Parks and Recreation Grant Program funds. NYS OPRHP staff will also conduct periodic inspections, including a final inspection of the project, and may conduct post-completion inspections as warranted to ensure the public benefit is maintained.