



Department of Environmental Conservation

Department of State

Adirondack Park Agency

GUIDELINES AND APPLICATION INSTRUCTIONS

Adirondack Park and Catskill Park Community Smart Growth Grant Program – Round 7

Adirondack Park NYS Grants Gateway Application ID No.: **DEC01-SGADK-2023**

Catskill Park NYS Grants Gateway Application ID No.: **DEC01-SGCAT-2023**

Application Due Date: Wednesday, January 31, 2024, 3:00PM

Timetable of Key Events:

Application Period Begins	Wednesday, November 8, 2023
Webinar	Tuesday, November 14, 2023 – 10:00-12:00
Question & Answer Period Ends	Wednesday, January 24, 2024
Award(s) Announced By (anticipated)	March/April 2024
Webinar Details	

Topic: NYS DEC 2022 Smart Growth Grant Application Webinar

Date: Tuesday November 14, 2023 Time: 2:00 pm, Eastern Daylight Time (New York, GMT-04:00)

Meeting Number: 161 855 1066 Meeting Password: Jn7PEszJ9m2

To join the online meeting

1. Go to <https://meetny.webex.com/meetny/j.php?MTID=mb71cee91980d28a42ed60e52f49682c2>
<https://meetny.webex.com/meetny/j.php?MTID=md2bdbbfc3f63e8ca59503e5aac59a5a6>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: Jn7PEszJ9m2
4. Click "Join".
5. After joining the webinar, you will be presented with options to connect to the audio conference.

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1. Grant Information

The New York State Department of Environmental Conservation (DEC) is pleased to announce availability of \$3.7 million from the Environmental Protection Fund (EPF) for smart growth projects that will implement existing plans or develop new comprehensive plans within the Adirondack Park and Catskill Park (Parks). DEC, in partnership with the Adirondack Park Agency (APA) and the Department of State, is soliciting applications from municipalities and not-for-profit corporations. Grants will support key projects that build on comprehensive planning and economic development activities by implementing a specific strategy or objective. DEC seeks capital projects and community development initiatives that link environmental protection, economic development and community livability within the special conditions of the Parks. The program provides additional evaluation points towards regional or park-wide projects and projects that address affordable housing needs. The program also includes a separate scoring category for development of comprehensive plans and local land use plans as well as updates to prior plans. This is a reimbursement-based grant program.

a) Funding

Funding for these grant opportunities is provided from the New York State Environmental Protection Fund (EPF).

- 2023 Adirondack Park Community Smart Growth Grants: approximately \$2,700,000 is currently available. Choose application SGADK.
- 2023 Catskill Park Community Smart Growth Grants: approximately \$1,000,000 is currently available. Choose application SGCAT.
- Not-for-profit applicants are **STRONGLY ENCOURAGED** to seek project partnerships with their local municipality in which the municipality is the lead applicant. The funding appropriation places a cap on the amount that can be awarded directly to not-for-profit corporations. Only 18.378% of total funding this round is available for not-for-profit corporations as lead applicant. This amounts to approximately \$496,206 within the Adirondack Park and \$183,783 within the Catskill Park.

Should newly appropriated funding become available, the Department may make additional awards to fund applications received in this grant round.

Applicants should be aware that un-awarded funds allocated to the Adirondack Park opportunity may be transferred to eligible projects under the concurrent Catskill Park opportunity, and vice versa. All eligible projects receiving a minimum score of 75 points under each opportunity will be awarded as funding allows. Any remaining un-awarded funds may be reallocated to applications attaining a score of 75 under the concurrent opportunity, if such applications would otherwise not be awarded funding.

b) Proposed Project Timeframes

All projects must have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within a three-year contract term. Costs outside of the contract period/term are ineligible. The Master Contract for Grants (MCG) must be fully approved by DEC, and if applicable, approved by the Attorney General and the State Comptroller. No Cost Time extensions beyond the contract term end date will be determined by

the Department based upon written justification from the Grantee. Applicants should not submit an application if they do not anticipate their project can be completed within the specified contract term.

Activity Period: The work activity to be funded by a grant, or provided as match, under this opportunity must fall within the contract term which is projected to be May 1, 2024 to April 30, 2027. Project expenditures prior to Master Contract for Grants (MCG) start date and after the MCG end date are not eligible for reimbursement or match.

c) Minimum and Maximum Award Amounts

Applicants are encouraged to request the amount of funding they deem appropriate and reasonable for their project. Minimum grant amount is \$25,000; Maximum grant amount is \$125,000, with the exception of \$300,000 for Transformative Project applications.

d) Transformative Project Amount

Applicants may elect to apply for a higher award amount, defined as a Transformative Project, for any grant request that exceeds \$125,000, up to \$300,000. Transformative Project applications must attain a higher scoring threshold of 80 points to secure a grant award. Only one Transformative Project amount will be awarded per Applicant. Scoring criteria are the same for a Transformative Project as all other applications. Comprehensive plan applications are not eligible for transformative project funding.

e) Application Limit/Award limit

Applicants may submit up to two applications. Multiple applications may not be for the same project or project location.

f) Eligible Project Locations

The eligible geographic boundaries differ by grant opportunity, as follows:

Adirondack Park: All projects (or the funded portion of a larger project) must be located wholly within the defined 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. Maps are available from the APA at <http://apa.ny.gov/gis/index.html> or DECinfo Locator at <https://gisservices.dec.ny.gov/gis/dil/index.html?cat=LR>.

Catskill Park: All projects (or the funded portion of a larger project) must be located wholly within the boundaries of an eligible Catskill Park Town or Village listed on the last page of this RFA. Counties are among the eligible municipalities located wholly or partially within the Catskill Park that may apply for funding, however, for the purpose of reviewing project location, the project must be located within one or more of the listed Towns and Villages only. Maps are available using DECinfo Locator at <https://gisservices.dec.ny.gov/gis/dil/index.html?cat=LR>.

g) Match Requirements and Expenditures

Applicants are not required to provide matching funds. Grant funds are available for up to 100% of the requested budget, up to the maximum grant amount, however Applicants are encouraged

to provide optional match funds. Projects involving optional match funds will be awarded additional points as detailed in 6. Application Evaluation, Scoring and Selection – Scoring Criteria.

Match is the portion of project expenditures not paid for with grant funds. Match can be from local and/or in-kind contributions. Local sources can include funding from other non-state and/or non-federal grant sources or from project partners. In-Kind contributions are non-cash donations provided by non-state and/or non-federal third parties which can include equipment, supplies, services, and other expendable property. Matching share contributions must support the objectives outlined in the work plan.

Eligible sources of match funds cannot come from other New York State or federal funding sources. Applicants will be required to provide the sources of all matching funds using the Match Worksheet in the Grants Gateway.

2. Eligible Applicants

For the purposes of this grant program, the following entities are considered eligible applicants:

1. Municipalities, limited to Counties, Towns, or Villages, located wholly or partially within either the Adirondack Park or Catskill Park.
2. 501(c)(3) not-for-profit corporations, 501(c)(4) corporations dedicated to environmental quality or community development, and/including any improvement district, soil and water conservation district, or industrial development agency within an eligible county, town or village, provided that:
 - a. Projects are located within the eligible geographic boundaries defined in this Request For Applications (RFA);
 - b. Not-for-profit applicants may be based outside of the Parks; and
 - c. Not-for-profit applicants must have the support of at least one eligible municipal project partner, substantiated by a letter of support.

NOTE: The Department may award only approximately 18% or less of total program funding available in this grant round to not-for-profit corporation lead applicants.

Partnership projects are encouraged. Letters substantiating the collaboration from each partner are required. These letters are to be uploaded to the Grants Gateway in a single PDF under the appropriate Program Question for the application. If a proposed project involves a cooperative agreement or partners, only one eligible, designated lead applicant can submit the application for grant funding. The lead applicant must assume the responsibility for the project application, performance of work consistent with this RFA, and the State of New York Master Contract for Grants.

- Municipal partners must be located wholly or partially within the Park.
- Not-for-profit partners may be based outside of the Park.

3. Inquiries & Designated Contact Information

Instructions on how to submit an application in the NYS Grants Gateway are included in #4. Applicant Submission (see below). For general information on completing this application and for clarification of application requirements, contractual terms and procedures, contact:

Michelle Higgins, Program Manager

Contact Information: LandsForests@dec.ny.gov and (518) 402-8460

Include “Smart Growth” in the subject line of the email. Questions regarding this grant opportunity will be accepted by the Department until C.O.B. Wednesday, January 24, 2024. All questions, and answers, will be uploaded in the Grants Gateway application for all applicants to view.

4. Application Submission

Applications must be submitted through the NYS Grants Gateway <https://grantsgateway.ny.gov>. Using **Microsoft Edge** to access the Grants Gateway is recommended. Using other browsers may cause errors in the Work Plan section of the application.

Paper applications will NOT be accepted. Applicants are strongly encouraged to submit their applications prior to the application deadline. Late applications will not be accepted. Please note those logged in as Grantees may work on the application, only those logged in as a Grantee Contract Signatory or a Grantee System Administrator can submit the application to the State. When the application is ready for submission, click the Status Changes tab, then click the “Apply Status” button under “Application Submitted”.

All Applicants must be Registered with Grants Gateway to apply.

The deadline to register for a new account in the Grants Gateway is 12/15/2023.

In addition to registration, not-for-profits must also be Prequalified at the time and date that the application is due. If you are not Prequalified at that time and date, your application will not be considered.

PLEASE DO NOT DELAY IN BEGINNING AND COMPLETING THE PREQUALIFICATION PROCESS.

THE STATE RESERVES 5 DAYS TO REVIEW SUBMITTED PREQUALIFICATION APPLICATIONS. PREQUALIFICATION APPLICATIONS SUBMITTED TO THE STATE FOR REVIEW LESS THAN 5 DAYS PRIOR TO Adirondack Park and Catskill Park Community Smart Growth Grant Program – Round 7 APPLICATION DEADLINE OF WEDNESDAY, JANUARY 31, 2024, MAY NOT BE CONSIDERED.

APPLICANTS SHOULD NOT ASSUME THAT THEIR PREQUALIFICATION INFORMATION WILL BE REVIEWED IF THEY DO NOT ADHERE TO THIS TIMEFRAME.

a) Applicant Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032 Revised, effective July 16, 2014, New York State has instituted key reform initiatives to the grant contract Information on these initiatives can be found on the Grants Management Website.

All Applicants must be Prequalified in the Grants Gateway at the time and date that the application is due. Applications received from nonprofit Applicants that have not registered and are not Prequalified in the Grants Gateway by the application due date and time listed at the

beginning of this document cannot be evaluated. If you are not Prequalified at that time and date, your application will not be considered. Such applications will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and Prequalification requirements. The Vendor Prequalification Manual on the Grants Management Website details the requirements, and an online tutorial is available to further explain the process.

PLEASE NOTE: The information included here regarding Prequalification is not intended to be exhaustive, and Applicants should visit the Grants Management website <https://grantsmanagement.ny.gov/> or contact the Grants Management Team grantsgateway@its.ny.gov for more information about Grants Gateway and Prequalification. The Grants Management help desk/hotline can be reached at (518) 474-5595.

4.1.1 Register for the Grants Gateway

The deadline to register for a new account in the Grants Gateway is December 15, 2023.

- On the Grants Management Website, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the NYS Grants Management Team at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your Username, please email grantsgateway@its.ny.gov . If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

4.1.2 Complete your Prequalification Application

- Log in to the Grants Gateway. If this is your first time logging in, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the Organization(s) link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A Document Vault link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the Required Forms and upload Required Documents. This constitutes your Prequalification application. Optional Documents are not required unless specified in this document.
- Specific questions about the Prequalification process should be referred to your agency representative or to the Grants Management Team at grantsmanagement@its.ny.gov The Grants Management help desk/hotline can be reached at (518) 474-5595.

4.1.3 Submit Your Prequalification Application

- After completing your Prequalification application, click the Submit Document Vault link located below the Required Documents Section to submit your Prequalification application for State agency review. Once submitted the status of the Document Vault will change to In Review.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification application has been approved, you will receive a Gateway notification that you are now Prequalified to do business with New York State.

Once you are Prequalified, please check the status of your document vault on a regular basis to ensure that none of your documents expire prior to the application due date. Refer to Grants Management Guide entitled Monitoring and Updating Your Organization's Prequalification Status. Expired documents will lead to the loss of Prequalification status.

If you are not familiar with Grants Gateway, there are many resources available to help you register and become Prequalified on the NYS Grants Management Website

<https://grantsmanagement.ny.gov/resources-grant-applicants> including:

- Video tutorials on Grants Gateway Registration or Applications
- Vendor User Manual includes walkthroughs for the Application process
- Biweekly Document Vault webinars

5. Grant Opportunity General Information and Conditions

a. Expenditure Based Budget

Applicants must complete an itemized budget in the NYS Grants Gateway that provides details of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the State grant share and expenses comprising optional match. The itemized budget should also include appropriate level of information for the breakdown of costs for each budget item (depending on the budget category this information is provided in the budget detail and/or budget narrative). Eligible and ineligible costs are identified in this RFA. A project's reasonableness of costs and cost effectiveness is 20% of the evaluation factor in the scoring of the application; therefore, attention to budget detail and accuracy will increase your project score.

Instructions: Use the Grants Gateway Expenditure Budget forms to enter anticipated project expenses. Only expense forms that pertain to your program need to be opened and completed. For example, if your program does not include any Travel costs you don't need to open a Travel form. Be sure to follow the requirements stated in #9 Eligible and Ineligible Expenditures when entering budget items. Also remember that any Contractual and Equipment items over \$2,500 will trigger the requirement for two quotes per item to be uploaded under Pre-Submission Uploads to support reasonableness of cost.

NOTE: After grant award, all construction plans, including work plans for outdoor areas, and communications material will be reviewed by the Department prior to implementation. The Department will make Universal Design recommendations while ensuring compliance with accessibility guidelines. Be sure to incorporate universal design features when developing the application to ensure cost estimates are accurate, including Accessibility Guidelines for Outdoor Recreation Areas
<https://www.access-board.gov/guidelines-and-standards>.

Entering an Optional Local Contribution as Described in Program Specific Question 25

If there is no local match the amount of match may remain at \$0. If the project involves other available resources that will provide additional measurable deliverables not funded by New York State or Federal funding sources, these resources must be entered by the Applicant in the "Match" category of the Budget Properties screen in the Grants Gateway. This should only be entered if the local contribution is directly associated with delivering components of the Applicant's Work Plan. If offering match, Applicants will be required to provide the sources of all matching funds using the Match Worksheet form.

IMPORTANT: The Grants Gateway automatically calculates match as a percentage of the grant amount. Many other grant programs calculate match as a percentage of the "Total Project" where the total project encompasses grant + match. Consider the following clarification of the scoring thresholds:

- (A) Match valued at 40% of the requested grant amount is equivalent to 28.571% of "total project"
- (B) Match valued at 25% of the requested grant amount is equivalent to 20% of "total project"
- (C) Match valued at 12% of the requested grant amount is equivalent to 10.714% of "total project"

Entering any Other New York State or Federal Funding Sources

Any additional State or Federal contributions toward the total project should be entered in the "Other" category of the Budget Properties screen. This should only be entered if the other funding is needed to fully deliver the performance measures included in the Applicant's Work Plan.

b. Work Plan

Applicants must complete a work plan in the NYS Grants Gateway that provides a clear overview of the project. Applications must include proposed project objectives, tasks associated with meeting each objective, and the performance measures associated with each task. The work plan may include anticipated time frames in meeting project objectives, tasks and deliverables.

Instructions: Note: A Work Plan 'worksheet' is available for applicants in the Grants Gateway (under Pre-submission Uploads). The 'worksheet' can be downloaded and used as a tool to help applicants organize their proposed project objectives, tasks and performance measures. A completed 'worksheet' should NOT be uploaded back into the Grants Gateway. The intent of the 'worksheet' is to assist applicants in developing their application work plan in the Grants Gateway.

Work Plan Overview Form

Work Plan Period: Enter the timeframe for the entire program.

Project Summary: Concisely summarize the program, indicating key activities, any specific locations or programs that will be focused on and expected outcomes. More comprehensive program information should be described in the Program Specific Questions and Objectives and Tasks sections of the application.

Organizational Capacity: Concisely summarize the organization's experience performing tasks similar to those proposed for this program. Specific details about key personnel should be described in the Program Specific Questions section of the application.

Objectives, Tasks, and Performance Measures

Enter objectives, followed by associated tasks, then the associated performance measures for each task. Focus on establishing quality performance measures. Be sure to **create at least one performance measure for each of the essential project deliverables**. If applicable, performance measures can also include desired project outcomes in addition to deliverables.

c. Debriefing Request

In accordance with section 163 of the NY State Finance Law, the Department must, upon request, provide a debriefing to any unsuccessful offeror that responded to the RFA, regarding the reasons that the proposal or bid submitted by the unsuccessful offeror was not selected for an award. An unsuccessful offeror wanting a debriefing must request a debriefing in writing, within fifteen calendar days of receipt of the notice that their proposal did not result in an award.

d. Protest Procedure

DEC does not have a formal protest procedure; therefore, an applicant may file an initial protest with OSC's Bureau of Contracts (BOC) after the Department has made a contract award. The protest must be in writing and filed with BOC within ten business days of notice of the contract award or if a debriefing has been requested by the interested party, within five business days of the debriefing (whichever is later). If the interested party is not provided with notice of the contract award, the interested party may file a protest with BOC at any time after the contract award and prior to the Comptroller's final action on the contract.

Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest.

The protest must be filed with:

Bureau Director
at bidprotests@osc.ny.gov or
Bureau of Contracts
New York State Office of the State Comptroller
110 State Street, 11th Floor
Albany, NY 12236

e. Department of Environmental Conservation Oversight

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Award a portion of a grant request as long as such a reduction does not impact the application score, grant objectives and project deliverables.
- Award an agreement for any or all parts of the RFA in accordance with the method of award, or withdraw the RFA at any time at the Department's sole discretion.
- Award only one application for funding in the event there are multiple application submissions for a single project or for pieces of a single project.
- Award to the next highest scoring application in the event a grantee fails to negotiate a grant contract with the Department within 60 days of a grant award.
- Monitor the progress of all grant awards and withdraw grant funding if the grantee fails to make significant and timely progress on the project or fails to receive the necessary permissions and permits for the project.
- Decline to fund projects that are determined not to be consistent with NYS's Smart Growth Public Infrastructure Policy Act.
- Decline to fund projects that are determined to be inconsistent with the Climate Leadership and Community Protection Act or its implementing regulations.
- Reject any or all applications in response to the RFA at the agency's sole discretion.
- Decline to fund projects that do not receive a minimum composite score of 75.

f. Sexual Harassment Prevention Certification

State Finance Law §139-l requires all applicants of grant funding to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

Where applying for grant funding is required pursuant to statute, rule or regulation, every application submitted to the state or any public department or agency of the state must contain the following statement: "By submission of this application, each applicant and each person signing on behalf of the applicant certifies, and in the case of a partnering application each party thereto certifies as to its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one g of the labor law."

Applications that do not contain the certification will not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a signed statement with their application detailing the reasons why the certification cannot be made. After review and

consideration of such statement, the Department may reject the application or may decide there are sufficient reasons to accept the application without such certification.

Applicants are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their application detailing the reasons why the certification cannot be made into the pre-submission uploads folder.

g. Executive Order 16

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found at <https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting>. The Executive Order remains in effect while sanctions against Russia imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations. As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership. Vendors responding to this solicitation are required to complete and submit the form entitled “Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia”.

In the Grants Gateway pre-submission upload section of the application, ALL applicants must download, complete and save the Executive Order No. 16 Certification form, prior to uploading the completed form back into the Grants Gateway pre-submission uploads folder.

h. SEQRA and Permits

The applicant is responsible for assuring that any SEQR determinations, permits, approvals, lands, easements and rights-of way that may be required to carry out the activities of the project are obtained.

i. Partnerships/Stakeholder Engagement

Proposed projects that will build and/or sustain partnerships and/or volunteerism, including contribution or participation by appropriate stakeholders and municipal government, will receive points in the evaluation of their application. Applications that include a letter (or letters) of support from each partnering organization which clearly states their role in the project will receive additional points. Support letters from the government body offering the grant, or institutions or organizations who are fiscal sponsors and/or will provide services under the grant, will not be considered and no points will be awarded.

j. Local Needs

Proposed projects that address local environmental, social, and/or economic needs, including the quality of the forest in parks and/or open spaces, energy savings, habitat creation, air and water quality,

increased property values, revitalization, public health, and/or improved quality of life for residents, will receive points in the evaluation of their application.

k. Local/Community Support

A letter of support is encouraged. Applications with a letter of support from an elected official, government body, educational institution or other organization with knowledge or expertise related to the proposed project will receive additional points in the evaluation and score process. Support letters from the government body offering the grant, or institutions or organizations who are fiscal sponsors and/or will provide services under the grant, will not be considered and no points will be awarded. Support letters must be uploaded as a single pdf file in the Grants Gateway by the application due date.

l. Environmental Justice

DEC demonstrates a commitment to Environmental Justice (EJ) and remedies for communities that may be burdened by negative environmental consequences. Environmental justice is defined by the DEC as the fair treatment and meaningful involvement of all people, regardless of race, color or income, with respect to the development, implementation and enforcement of environmental laws, regulations and policies. A proposed project that is located in an EJ community or will directly benefit an EJ community, or a project that gives appropriate consideration to under-served urban neighborhoods (all potential neighborhoods whose demographic, geographic, or economic characteristics impede or prevent their access to adequate canopy cover and other benefits of trees) will receive points in the evaluation of an application. Maps of EJ areas in New York State are available at: <https://www.dec.ny.gov/public/911.html>.

To qualify for EJ points, your application must include the following details:

1. The exact street location(s) where the project is to be implemented (no P.O. Box) or where the benefit will be provided.
2. A brief (few sentences) description of how the project will benefit minority or low-income populations that experience disproportionate adverse environmental impacts such as pollution from multiple industrial facilities, sub-standard water quality, concentrated diesel emissions from bus depots, or other heavy vehicle traffic, adverse health effects related to environmental impacts (high asthma), lack of access to green benefits such as open space, environmental education or parks, or other such impacts.

m. Outreach and Education

Proposed projects that include outreach and education in any aspect of environmental stewardship that will raise community awareness of the project, such as a presentation at a town board meeting, description of the project included in a newsletter, press event about the project, social media, or a public information session, will receive points in the evaluation of their application.

n. Alignment with Regional Economic Development Council Priorities

New York State directed the establishment of Regional Economic Development Councils (REDCs) to analyze the most significant business clusters in their respective areas. Any grants awarded by the State of New York shall take into consideration the recommendation of the relevant REDC or the

Commissioner's determination that the proposed project aligns within the regional strategic priorities of the region where the proposed project is located.

The Applicant can provide a brief narrative describing the economic benefits of the proposed project and how the project aligns with the strategies of the REDC plan for the project's region. The narrative or an REDC recommendation letter may be uploaded in the pre-submission uploads section of the application to contribute to scoring under Criteria # 7 Sustainable Economic Impact in the application review.

Each region has a unique plan. Visit <http://regionalcouncils.ny.gov> for information on your region's Economic Development Council.

o. Smart Growth Infrastructure Policy Act

New York State's Smart Growth Public Infrastructure Policy Act (ACT), Environmental Conservation Law Article 6, requires the Department and all State infrastructure agencies to assess whether each public infrastructure project that receives state funding is consistent with the State Smart Growth Public Infrastructure criteria specified in the Act, or that compliance is impracticable, before making any commitment to fund such project(s).

In the Grants Gateway pre-submission upload section of the application, ALL applicants must download, complete and save the Smart Growth Assessment form, prior to uploading the completed form back into the Grants Gateway. Important note: Be sure to check the form after uploading to ensure the correct file is uploaded and is completed as required.

p. Historic Preservation Review Requirements

For projects that involve properties listed on the State or National Registers of Historic Places, 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.

Questions about or proposals for listing on the State or national Register should be directed to the OPRHP National Register Unit at (518) 237-8643. To ensure the public benefit from the investment of state funding, preservation covenants or conservation easements will be conveyed to the State (OPRHP) for all historic property grants.

6. Scoring Criteria

Knowledge of the scoring criteria is valuable for designing and proposing a relevant and quality project. The Department's use of the following scoring criteria to select grant awards is described fully in #9. Application, Evaluation, Scoring and Selection.

The grant application includes an opportunity to directly address the following scoring criteria. A unique "program specific question" corresponds with each of the criteria (except the final two Cost Effectiveness criteria). A list of instructions and further information related to each of these questions is in #8 Grant Application Components and Requirements.

Part A: List of Standard Scoring Criteria

All point values are out of a total of 100 available points.

1. Alignment with the Special Conditions of the Adirondack Park or Catskill Park 18 pts

Did applicant demonstrate that the project aligns with the special conditions of the Park (either Adirondack or Catskill), detailing the purpose of the project in contributing toward the following goals?

- bolster or capitalize on the existing strengths of the Park
- address challenges in current conditions or target improvements for the Park
- allow the community or organization to take advantage of opportunities in the Park
- buffer the Park from environmental or economic threats

This includes both projects that are uniquely, especially Adirondack or Catskill AS WELL AS ordinary projects that meet important needs that are especially prevalent throughout Park communities.

(See Part B - This scoring criterion is more fully described in Part B below.)

- (A) Applicant demonstrated that the project is aligned with the special conditions of the Park and goes above and beyond in its effort to bolster or capitalize on the existing strengths of the Park, address the challenges of current conditions, take advantage of opportunities within the context of the Park, or buffer the Park from threats. 18 pts.
- (B) Applicant demonstrated that the project is aligned with the special conditions of the Park and will contribute toward efforts to bolster or capitalize on the existing strengths of the Park, address the challenges of current conditions, take advantage of opportunities within the context of the Park, or buffer the Park from threats. 15 pts.
- (C) Applicant demonstrated that the project is aligned with the special conditions of the Park. However, the applicant did not demonstrate that the project will contribute toward efforts to bolster or capitalize on the existing strengths of the Park, address the challenges of current conditions, take advantage of opportunities within the context of the Park or buffer the Park from threats. 10 pts.
- (D) Applicant did not demonstrate that the project aligns with the special conditions of the Park. 0 pts.

2. Environmental Quality 6 pts

Is the project consistent with maintaining the environmental quality of the Park and/or will it enhance environmental quality?

- (A) The project enhances the environmental quality of the Park. 6 pts.
- (B) The project is fully compatible with maintaining the environmental quality of the Park. 5 pts.
- (C) The project is not compatible with maintaining the environmental quality of the Park. 0 pts.

3. Community Centered Growth 6 pts

Does the project encourage development in community centers or development that is otherwise compatible with open space resource protection and a human-scaled built environment?

- (A) One of the primary goals of the project is to encourage development in a community center and the project is fully compatible with open space resource protection and a human-scaled built environment. 6 pts.

- (B) Any development encouraged by the project is fully compatible with open space resource protection and a human-scaled built environment. 5 pts.
- (C) The project is designed with consideration given to compatibility with open space resource protection and a human-scaled built environment. 3 pts.
- (D) The project is not compatible with open space resource protection and a human-scaled built environment. 0 pts.

4. Quality of Life / Social Impact 6 pts

Will the project benefit the quality of life for residents of the Park and/or address social issues for residents?

- (A) One of the primary goals of the project is to address quality of life and/or social issues for residents and the project goes above and beyond to accomplish this goal. 6 pts.
- (B) The project will benefit quality of life and/or social issues for residents. 5 pts.
- (C) The project is not designed for this purpose, but consideration has been given to quality of life and/or social issues for residents of the Park. 3 pts.
- (D) The project does not address quality of life or social issues for residents of the Park. 0 pts.

5. Secondary / Add-On Effects 6 pts

Is the project likely to leverage positive improvements, such as community enhancements, future investment and/or economic activity due to its high profile, creativity, strategic location, exposure and buy-in via partnerships, effectiveness, replicability and/or necessity?

- (A) The project, due to its high profile, creativity, strategic location, exposure and buy-in via partnerships, effectiveness, replicability and/or necessity goes above and beyond to leverage positive improvements. 6 pts.
- (B) The project will leverage positive improvements. 5 pts.
- (C) The project demonstrates potential to leverage positive improvements. 3 pts.
- (D) The project does not demonstrate potential to leverage positive improvements. 0 pts.

6. Tourism Enhancement 6 pts

Will the project enhance the tourism economic sector by contributing to the establishment of tourism amenities, support services, attractions, accommodations and infrastructure?

- (A) The project will establish tourism amenities, support services, attractions, accommodations or infrastructure, and will enhance tourism. 6 pts.
- (B) The project makes progress toward establishment of tourism amenities, support services, attractions, accommodations or infrastructure intended to enhance tourism. 5 pts.
- (C) The project contributes indirectly to enhancing tourism. 3 pts.
- (D) The project does not enhance the tourism economic sector. 0 pts.

7. Sustainable Economic Impact 6 pts

Will the project benefit the maintenance and/or improvement of the sustainable economy in the Park? Will it advance the number of seasons that businesses will be active, develop new uses for existing resources, and/or add value to current economic outputs to keep profits in the region?

- (A) The project will significantly improve the economy, its effects are sustainable, and it will provide one or more of the additional benefits stated in the criteria. 6 pts.

- (B) The project will benefit the economy and its effects are sustainable over the long-term (10+ years). 5 pts.
- (C) The project will benefit the economy minimally and/or its impacts will not be sustainable over the long-term (10+ years). 3 pts.
- (D) The project does not demonstrate any economic benefit. 0 pts

8. Planning Support 5 pts

Will the project build on previous community planning and economic development activities; by implementing a specific strategy or objective; and/or by achieving a broader goal or policy? Is the project identified as a critical or important implementation step within previous plans?

- (A) Project is identified as a critical or important implementation step. 5 pts.
- (B) Project is listed in plan(s) AND implements a specific strategy/objective AND/OR achieves a broader goal/policy. 4 pts.
- (C) Project generally builds on community planning and economic development activities. 2 pts.
- (D) Project is not supported by previous planning activity. 0 pts.

9. Professional Experience 5 pts

Do the staff and/or volunteers of the applicant, partners, and/or professional consultants responsible for implementing the project exhibit qualifications, skills, experience, and/or capabilities that will improve the final product?

- (A) Staff/volunteers exhibit tremendous experience, qualifications, capabilities and skills relevant to the project. 5 pts.
- (B) Staff/volunteers have a compelling blend of experience, qualifications, capabilities and/or skills that indicates the project will be successful. 4 pts.
- (C) Staff/volunteers have minimal experience, qualifications, capabilities and/or skills relevant to the project. 2 pts.
- (D) Staff/volunteers do not have experience, qualifications, capabilities or skills relevant to the project. 0 pts.

10. Partnership, Involvement, & Public Support 5 pts

Do the staff and/or volunteers responsible for implementing the project have support from one or more of the following sources:

- a) project partner organization(s);
- b) civic leadership;
- c) a highly involved core of supporters (i.e. a steering group or a dedicated project committee); or
- d) broad support (i.e. involvement of community volunteers / civic groups, and public engagement in the project)?

- (A) The project demonstrates support from three or more different types of sources. 5 pts.
- (B) The project demonstrates support from two different types of sources. 4 pts.
- (C) The project demonstrates support from just one of the four different types of sources. 2 pts.

(D) The project is not supported outside of the staff and volunteers implementing the project. 0 pts.

11. Project Readiness 5 pts

Is the project ready for implementation and completion; is it able to successfully be completed within a three-year contract term? Are all required permits in place, the scope of work clearly defined, and project planning thoroughly completed?

(A) The project is thoroughly planned with all required permits listed as anticipated by the applicant, has a clearly defined scope of work AND either all permits are in place or no permits are needed. 5 pts.

(B) The project is deficient in one of the following requirements: thorough planning with all required permits listed as anticipated by the applicant; clearly defined scope of work; and all necessary permits in place. 4 pts.

(C) The project is deficient in two of the following requirements: thorough planning with all required permits listed as anticipated by the applicant; clearly defined scope of work; and all necessary permits in place. 2 pts.

(D) The project is deficient in all of the following requirements: thorough planning with all required permits listed as anticipated by the applicant; clearly defined scope of work; and all necessary permits in place. 0 pts.

12. Program Emphasis Criteria 4 pts

Is the project a Regional or Park-wide Project – AND/OR – is the project focused on enhancing availability of affordable housing?

(A) Yes, the project qualifies as a Regional or Park-wide project AND/OR the project is focused on enhancing availability of affordable housing. 4 pts.

(B) The project does not qualify as a Regional or Park-wide project AND the project is not focused on enhancing availability of affordable housing. 0 pts.

13. Supplemental Criteria 2 pt

Is the project located in a Potential Environmental Justice community (see <https://www.dec.ny.gov/public/911.html> for more information) -AND/OR- is the lead applicant or partner municipality a “Climate-Smart Community” (see <https://climatesmart.ny.gov/actions-certification/participating-communities/> for more information)?

(A) The project is located in a potential environmental justice community, or the lead applicant or partner municipality is a Climate-Smart Community. 2 pts.

(B) The project is not located in a potential environmental justice community and the lead applicant or partner municipality is not a Climate-Smart Community. 0 pts.

14. Cost Effectiveness 1 – Local Contribution 5 pts

Does the project involve optional match funds - other contributions not funded by New York State or Federal sources?

- (A) Budget includes match valued at 40% of the requested grant amount, or more. 5 pts.
NOTE: match @ 40% of grant is equivalent to match @ 28.571% of TOTAL where
TOTAL = grant + match
- (B) Budget includes match valued at 25%, but less than 40% of the requested grant amount. 4 pts.
NOTE: match @ 25% of grant is equivalent to match @ 20% of TOTAL where TOTAL =
grant + match
- (C) Budget includes match valued at 12%, but less than 25%, of the requested grant amount. 2 pts.
NOTE: match @ 12% of grant is equivalent to match @ 10.714% of TOTAL where
TOTAL = grant + match
- (D) Budget does not include match or match is less than 12% of the requested grant amount. 0 pts.

15. Cost Effectiveness 2 - Budget Detail and Reasonableness of Expenses 7 pts

Do the budget AND work plan contain an adequate level of detail to assess cost-effectiveness and do they contain reasonable expenses for implementing the project?

- (A) Only reasonable implementation expenses are included in the budget and budget/work plan detail is sufficient. 7 pts.
- (B) Mostly reasonable implementation expenses are included in the budget and budget/work plan detail is sufficient. 5 pts.
- (C) Many unreasonable expenses are included and/or applicant did not provide adequate detail or documentation for budget expenses or work plan items to determine reasonableness. Applicant failed to upload two informal quotes for each contractual services or equipment item over \$2,500. 0 pts.

16. Cost Effectiveness 3 - Eligible Costs 2 pts

Does the budget contain eligible costs?

- (A) Budget includes only eligible costs. 2 pts.
- (B) Budget includes ineligible costs of 5% or less of the total budget. 1 pt.
- (C) Budget includes ineligible costs of greater than 5% of the total budget or an inadequate level of detail was provided to determine eligibility. 0 pts.

17. Cost Effectiveness 4 - Security of Investment 6 pts

Assuming the project deliverables are completed as described, what is the likelihood that the grant investment will result in a meaningful impact on the community or organization?

- (A) If completed as described, the grant investment is certain to produce a long-term meaningful impact on the community or organization. 6 pts.
- (B) If completed as described, the grant investment is likely to have a long-term meaningful impact on the community or organization. 4 pt.
- (C) The security and impact of the grant investment is questionable or difficult to assess. 2 pts.

Part B: Special Conditions of the Adirondack and Catskill Parks

Applicants should be aware of the following special conditions that define each of the Parks. Reviewers will consult these descriptions when evaluating applications and assigning points within the Scoring Criterion listed at the top of Part A above.

1. Special Conditions of the Adirondack or Catskill Park

a) Special Conditions of the Adirondack Park

The Adirondack Park as a "park" is unique in the United States because it has a resident population of about 130,000 people living in more than 100 towns and villages. 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, the commemoration committee called it "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.

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 take shape until the 1970s with the passage of the Adirondack Park Agency Act (Act). The Act included the creation of a land use agency, the Adirondack Park Agency (APA), the establishment of the Adirondack Park Private Land Use and Development Plan, and the development of the Adirondack Park State Land Master Plan to regulate activities on State-owned lands. 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 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, concentrations of population in community centers such as Lake Placid, Saranac Lake, Tupper Lake, Lake George and Old Forge, and appropriately scaled development that fits the feel and needs of Park residents and visitors.

The Adirondack 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.

Economic development and job creation are needed to bolster local communities. According to the 2009 Adirondack Park Regional Assessment Project, Park communities face economic hurdles that include limited cell phone and broadband internet access; high demand for housing by seasonal homebuyers; low levels of household income; seasonally high unemployment with comparatively high average annual unemployment; and an aging population (above the median age for any U.S. state) with a shrinking K-12 student population. While several conditions are unique to the Park, communities in the Park share many problems found in communities outside the Park, including a need for community housing, impacts of climate change, high property taxes, lack of value-added industry in the economy, aging community and environmental infrastructure, difficulties adopting emerging technologies and retaining young people, and difficulty providing access to rural healthcare and enabling residents to age in place.

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.

b) Special Conditions of the Catskill Park

Eligible municipalities for the Catskill Park grant opportunity lie entirely or partially within the Catskill Park and the New York City Watershed. The Catskill Park, created by an act of the State legislature in 1904, consists of approximately 705,000 acres, almost half of which are "forever wild" lands of the Catskill Forest Preserve. The forest preserve has thousands of acres of forests with meadows, remnants of old farmsteads, lakes, rivers, springs, waterfalls, cliffs, fire towers, rare plants, bears and other wildlife. Also, there are hundreds of miles of public trails to enjoy.

Today, it serves as watershed, recreation area and ecological and scenic reserve. In addition, the City of New York holds some 80,000 acres in the region, with 60,000 open for recreational access without a permit. A combination of the beautiful natural environment, significant recreational opportunities and proximity to large population centers and ready access make the Catskill Park and mountains desirable for tourism and second home development.

Given the significant public land holdings, and the mountainous topography of the Catskill Park, the economy of the Catskills largely depends on tourism, outdoor recreation, arts and culture, and natural resource-based businesses. This Park and mountain economy is anchored by vibrant, compact hamlets, with historic architecture, small businesses, and pedestrian-friendly main streets. Collectively, this mosaic of public and private lands reflects traditional settlement patterns that are not largely impacted by automobile dependent development (e.g., strip malls, drive-through businesses, large parking lots) and associated traffic congestion. As regional development pressures on the Park communities increase, this Program is designed to reinforce the assets of the villages and hamlets and help preserve the heritage of the Catskill

Park.

Development in historic centers helps maintain the scenic qualities that are vital to tourism and the economic well-being of the region and the Park. The Catskill region has benefited from a significant amount of comprehensive and community planning. The New York State Department of State (DOS) has awarded competitive grants to municipalities in the New York City Watershed for four types of planning projects. In addition to those funds, DOS has awarded grants to eligible Catskill Park communities through the Local Waterfront Revitalization Program. The Catskill Center for Conservation and Development has facilitated numerous Community Empowerment Initiatives, which are locally driven processes that identify specific priority projects for implementation. The Catskill Watershed Corporation administers the Local Technical Assistance Program, a competitive grant program that supports comprehensive planning and zoning initiatives. Communities have taken advantage of these and other resources and have positioned themselves to implement projects and practices that further realize sustainable economic development in the Catskills. The Catskill Park Community Smart Growth Program helps support such planning initiatives by providing funding, on a competitive basis, for proposed capital improvement projects that demonstrate the criteria identified in this application.

Part C: Guidance from Smart Growth Principles

Applicants should be aware of the following general Smart Growth Principles adapted from the Smart Growth Network (www.smartgrowth.org). Reviewers will be emphasizing consistency with these principles as they apply within the Park, employing the principles as guidance when evaluating applications and assigning points across all of the above Scoring Criteria.

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 improvement of efficiency within the existing built environment, proper building placement for passive solar heating and 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 reduces individual dependence on fuel and fosters greater community opportunities for housing, shopping, and jobs.

9. Make development decisions predictable, fair and cost effective – It is important to establish a framework of land use priorities and codes; durable expectations that encourage well-informed investments and create a fertile environment for projects, within which government can provide leadership for Smart Growth; and to support and complete projects that implement plans and carry momentum forward to help cement shared priorities.

10. Encourage community and stakeholder collaboration in development decisions – Collaborative efforts among municipalities, citizens, educational institutions and non-governmental organizations 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 and sources of renewable energy.

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 centers for services in a tourism economy and should have the ability to establish necessary infrastructure to support additional sustainable businesses.

7. Eligible Projects

This RFA supports implementation of key projects and strategies developed by Adirondack Park and Catskill Park communities in pursuit of smart growth. Smart growth is planned growth that balances the need for economic development with the desire to enhance our natural and built environments. Smart Growth promotes, directs, and provides incentives for growth in populated, developed areas with the infrastructure and amenities to sustain it. The Adirondack and Catskill Parks consist of both public and private lands and present unique challenges and opportunities that can greatly benefit from Smart Growth. This program seeks to capitalize on the collaborative planning efforts of communities and organizations in the Parks. With significant consensus around regional priorities, and with many communities having completed extensive planning, visioning and strategizing, plans and projects are ready for implementation.

1. Eligible Project Types

This program will fund implementation of smart growth-oriented projects as well as development of a comprehensive plan/ local land use plan. Implementation funding supports advancement and/or completion of a project. Projects must provide a clear public benefit. The following is a list of example projects that could potentially be funded under this grant opportunity.

Comprehensive Plans

Development of a comprehensive plan; the culmination of a planning process that establishes the official land use policy of a community and presents goals and a vision for the future that guides official decision-making. This also may entail the development or revision of a local land use plan. A comprehensive public transportation plan; parkwide or for individual counties, that includes access to public outdoor recreational opportunities would also be eligible for funding under this grant. **NOTE: Comprehensive plan project applications, upon passing eligibility review, will be automatically awarded 74 of 100 points. Scoring review of these applications will include only questions 9, 10, 13, 14, 15, and 16.**

Transformative Projects

A new funding category has been established with a higher project funding cap for larger or higher cost implementation projects. This is not a separate type of eligible activity or a separate scoring category. The scoring criteria are the same, however, the threshold for award is 80 points – higher than the standard threshold of 75 points. Comprehensive plan applications are not eligible for transformative project funding. Please demonstrate a Transformative Project in the Project Summary. Any application that exceeds \$125,000 in funding will be considered a Transformative Project. The Department reserves the right to partially award a project that does not meet the 80 point threshold.

Village, Hamlet and Town Center Revitalization

Villages and Hamlets, including town centers, are the mainstay of the Park economy and need to be integral features of the Park. 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 can enhance community quality-of-life, bolster tourism, attract private sector investment, and create jobs. Issues include work force housing, appropriately maintaining and expanding food provision, 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.

Capital Improvements and related Project Advancement

Capital improvements consistent with smart growth and identified through a community visioning process and described in a community plan or inter-municipal revitalization strategy are an integral part of any revitalization effort. Such projects should fit within an appropriate physical and land-use planning context and encourage economic activity at a scale appropriate to the project location.

Examples include:

- Nature Access Points – projects located at key locations that provide direct access to recreational opportunities and the backcountry. Projects could include development of trailheads, waterway access and extraction points and connector trails that are not located on but lead visitors to Forest Preserve and Conservation Easement lands.
- Industrial – projects located on underutilized land currently zoned for industrial purposes.
- Gateway – projects located at an entry point into the community. Gateways into the community introduce and orient the visitor to the community. Use of signage, landscaping and siting alongside scenic and/or historic features will draw attention to the community's unique assets and offer a sense of arrival.

- Transition Zone – projects located in an area that transitions from the edge of the community into the walkable center, and back toward the outer reaches. Smart growth projects in a transition zone should be carefully planned to “get right” the appropriate distance from edge to center and proper character of use. Multiple use trails, bikeways and parks can be developed in transition zones to physically connect the walkable center with natural areas.
- ¼ mile Walkable Center – projects located in an area designated, planned and market-driven as the community’s epicenter of economic activity and tourist accommodation (see also, Village, Hamlet and Town Center Revitalization above)

Organizational Development and related Project Advancement

Capacity-building activity is needed throughout the parks to advance key projects and priorities identified through community visioning processes and described in a community plan or inter-municipal revitalization strategy. Capacity building can: provide a shared framework for economic development; strengthen and improve recipients’ governance; provide management administration and shared services; create alliances among governments and other organizations; and increase availability of technical assistance.

Cultural, Environmental and Natural Adirondack and Catskill Resources

Adirondack and Catskill local governments are on the front-line of historic, environmental, natural resource and scenic protection through implementation 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 ecological restoration, remediation of contaminated sites, and addressing climate changes and air pollution, can achieve several community objectives. Watershed programs and use of green infrastructure for stormwater management protects water quality, public health, and can improve recreational opportunities. Retaining and enhancing cultural resources helps strengthen community, secure unique and special places, attract diversity and support broad based tourism with its economic benefits.

Work to be Conducted on State Lands or Conservation Easement Lands

The Department administers State owned lands and conservation easement lands, with funding dedicated to environmental stewardship and public access work on these lands. Applicants are not encouraged to apply for such use of smart growth grant funding, however it is not a pass/fail eligibility factor. It is possible that a municipality or not-for-profit might have a project idea that would qualify for smart growth funding for the time and effort required to work on a project as a partner with the Department, to help accomplish work on State land. Such a project could enable the applicant to contribute unique expertise or capacity in the coordination of volunteers, applicant staff and resources. Such projects must be listed in an approved Unit Management Plan (UMP) or not dependent upon UMP approval.

To meet the eligibility requirement regarding Site Accessibility – Ownership and Letters of Permission, for any project involving physical work located on Department-administered State land, an applicant would need to provide a letter from a Department land manager responsible for approving access to State lands for volunteer stewardship work. This letter should state that the project, as proposed, appears to be in conformance with the standard policies and procedures for consideration by the Department of the application for a subsequent legal access agreement. The examples of such agreements are a Temporary Revocable Permit (TRP),

Volunteer Stewardship Agreement (VSA) or an intergovernmental Cooperative Agreement. Any such letter from Department staff is not considered to be a letter of support for the project. This letter will only be used for eligibility review and will not affect scoring.

2. Eligible Project Activities

Examples of eligible project activities are activities that achieve Smart Growth goals including, but not limited to, the following:

- Construction of new or revitalized facilities.
- Re-use of existing industrial land.
- Development of renewable energy and sustainable biomass production.
- Energy retrofits to existing buildings and technical assistance to improve local capacity for energy management.
- Efficient transportation systems, including organized van-pooling, car-sharing networks, and expansion or promotion of public transportation.
- Improvement of walkability and bikeability, including rail trail development.
- Improvement of main streets in villages, hamlets and town centers, including aesthetic improvements, streetscapes, bicycle and pedestrian access, and mixed uses.
- Adaptive reuse of abandoned or underutilized buildings and sites.
- Improvement of community water or sanitation infrastructure.
- Development or site preparation for community housing.
- Waterfront access and facilities.
- Environmental resource protection:
 - Watershed management, protection of stream corridors and stormwater management with green infrastructure;
 - Habitat protection or environmental restoration;
 - Wetland protection;
 - Responding to potential impacts of climate change; and
 - Cleanup and re-use of contaminated sites.
- Recreation sites and public access improvements, including parks, trails, greenways or blueways.
- Community connector recreation trails.
- Scenic resource protection & improvement including viewsheds and scenic byways.
- Protection and management of open space, farmland and working forests.
- Implementing tourism and marketing initiatives, with a focus on resource, recreation, ecological and heritage-based tourism, including heritage trails, crafts trails, and eco-recreation.
- Support for emerging technologies and information technology solutions.

- Expanding educational opportunities:
 - Protection and management of historic and cultural resources including museums, art centers and theaters and historic sites;
 - Improving art and craft facilities and programming such as seasonal festivals; and
 - Implementing a Park-wide, regional or local interpretive system.
- Project-specific feasibility studies and market planning for priority projects listed in existing plans.
- Project-specific site plans/architectural designs for priority projects listed in existing plans.
- 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.
- Technical assistance, circuit rider assistance, microenterprise assistance or other capacity-development projects available to local governments, businesses or non-profits.
- Marketing to connect community priority projects with outside funding and investment.

8. Grant Application Components and Requirements

All applicants must apply through the NYS Grants Gateway. This includes answering program questions and uploading required program documents and forms. Paper applications will NOT be accepted for these grant opportunities.

Please be sure to include with your application, information in accordance with the following guidance and requirements. Wherever uploaded information is required, separate pages, files, documents etc. must be combined into and uploaded in a single pdf document. All uploads will be collected within the Pre-Submission Uploads section of the application. Where indicated, you may exclude information if the requirement is not applicable to your project, however a brief explanation is required in each case.

Program Information

Project/Site Addresses

Name/Description: Enter the name of the project location. This is not the project name/title that is entered in the next section, under Program Specific Questions. If the project is to take place in a specific location such as a park, building, staging area, or an entire town or county, indicate that here. This can be a home office if applicable, or a project site.

Address: Enter physical address where most of the work will take place.

Agency Specific Region: Select the DEC region that most closely aligns with the project address. For more information on DEC regions, visit DEC's Regions web page.

[-https://www.dec.ny.gov/about/76070.html](https://www.dec.ny.gov/about/76070.html)

Program Specific Questions

Project Title: Enter a title to identify the project

Eligibility:

Program Specific Questions 1 – 11 will be reviewed for PASS/FAIL eligibility.

1. Project Description PASS/FAIL

A response is required which provides the Department with a clear and concise understanding of the project.

If the applicant is seeking a Transformative Project award above \$125,000, up to \$300,000, indicate affirmatively in this response.

Character Limit: 1,000

Instructions: Clearly and briefly describe the scope of work your smart growth project will implement. NOTE: You will be asked to provide more detailed project tasks, objectives and performance measures in the “Work Plan Properties” section in the Grants Gateway.” Identify

2. Applicant Eligibility PASS/FAIL

For the purposes of this grant program, the following entities are considered eligible applicants:

- a. Municipalities, limited to Counties, Towns, or Villages, located wholly or partially within the Park.
- b. 501(c)(3) not-for-profit corporations, 501(c)(4) corporations dedicated to environmental quality or community development, and/including any improvement district, soil and water conservation district, or industrial development agency within an eligible county, town or village, provided that 501(c) applicants must have the support of at least one eligible municipal project partner, substantiated by a letter of support.

If a proposed project involves a cooperative agreement or partners, only one eligible, designated lead applicant can submit the application for grant funding. If the municipality is the lead applicant, a not-for-profit partner does not need to be pre-qualified and may be physically located in a different municipality than the lead applicant municipality.

Character Limit: 250

Instructions: Affirm that an eligible municipality is applying, or if you are a not-for profit 501(c)(3) organization, provide the exact name of the partnering municipal government (ex. Town of..., Village of..., etc.). 501(c)(4) must demonstrate their dedication to environmental quality or community development.

Upload Required, if applicable: Not-for-profits must upload a single pdf file that contains a qualifying partnership letter from the partnering municipality. The partnership letter must designate which is the 'Lead' applicant and must identify the partners' roles in the project. Letters should be addressed to the non-profit organization receiving the municipality's support.

3. Site Accessibility – Ownership and Letters of Permission/Municipal Endorsement PASS/FAIL

The applicant must own the property, or obtain an applicable access agreement, for the proposed project site. An upload is required that shows the current ownership. If the landowner of the property is an organization other than the 'Lead' applicant, an upload is required to provide written proof from the legal owner(s), agreeing to allow access to the site of the proposed project.

Character Limit: 500

Instructions: Provide the name(s) of the landowner(s) of any property on which the project will be implemented and describe the relationship of the lead applicant to the landowner(s). Provide parcel identification information by entering the County Tax Map Page & Parcel ID for property involved in the project. In addition,

Upload Required:

- If the project does not involve a particular project site – Upload a brief description describing how the requirements related to ownership of project site are not applicable to the project.
- If the property is owned by the applicant – Upload a screenshot/printout of the parcel(s) in the county tax map or, if the county tax map is not current, upload a copy of the current deed.
- If the property is not owned by the applicant – Upload a screenshot/printout of the parcel(s) in the county tax map. Also required to be included in the upload is a signed letter of support that includes the tax parcel ID(s). This support letter from the landowner is needed at time of application. A formal, legally binding access agreement between the applicant and landowner will be required should the applicant receive a grant award and contract involving construction, alteration of the site, or increased public access.
- If the applicant is a not-for-profit proposing a project on municipal property – Upload a screenshot/printout of the parcel(s) in the county tax map. Also required to be included in the upload is a signed Municipal Endorsement referencing the tax parcel ID(s). A municipal endorsement provides authorization for the not-for-profit to conduct the proposed project on municipal property. A sample municipal endorsement can be downloaded and viewed in the Pre-submission Upload section in the Grants Gateway.

4. Project Location PASS/FAIL

The eligible geographic boundaries differ by grant opportunity, as follows:

Adirondack Park: All projects (or the funded portion of a larger project) must be located wholly within the defined 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. Maps are available from the APA at <http://apa.ny.gov/gis/index.html> or DECinfo Locator at <https://gisservices.dec.ny.gov/gis/dil/index.html?cat=LR..>

Catskill Park: All projects (or the funded portion of a larger project) must be located wholly within the boundaries of an eligible Catskill Park Town or Village listed on the last page of this RFA. Counties are among the eligible municipalities located wholly or partially within the Catskill Park that may apply for funding, however for the purpose of reviewing project location, the project must be located within one or more of the listed Towns and Villages only. Maps are available

using DECinfo Locator at <https://gisservices.dec.ny.gov/gis/dil/index.html?cat=LR>.

Character Limit: 500

Instructions: Provide a location map showing the project in relation to the Park boundary. Provide the names of the County and Village or Town in which the project will be implemented. As an exception, parkwide projects can be identified as “parkwide” and a map of the entire Park can be uploaded. Describe the ownership class of any land involved in the project (public, private, combination of public/private) as well as (if applicable) the Adirondack Park Land Use and Development Pla (“APL’DP’) classification for any private lands.

Upload Required: Location Map

5. Project Area PASS/FAIL/N/A

All projects that involve a project location or project area must provide an area map that clearly displays the project in relation to neighboring parcels (if applicable), municipal boundaries, hamlet/community centers, natural resource assets and recreational lands. The area map is intended to show the layout of the project within the surrounding landscape.

Instructions: Describe the project location and upload an area map. Applicants may use a County mapping utility, USGS topographical sheets on-line available at <http://www.usgs.gov/pubprod/> or DEC’s State Lands Interactive Mapper at DECinfo Locator at <https://gisservices.dec.ny.gov/gis/dil/index.html?cat=LR..>

- If the project involves an entire Town or an area larger than a single Town – Upload is optional; enter a brief description of the area.
- If the project involves more than one site – Upload is required for each site.

Character Limit: 1,000

Upload Required, if applicable: Area Map(s)

6. Site Plans, Photos and Permits PASS/FAIL/N/A

All construction or development applications must include clear drawings, maps, photos or plans of existing and proposed natural and man-made conditions on the project site and the areas immediately adjacent to the site. This documentation should clearly represent the current conditions of the project site and show any areas to be disturbed. Photos should be keyed to maps. In addition, applicants are required to discuss permit requirements, ground disturbance, and archaeological considerations related to the project/property.

Instructions: For construction projects: 1) list all state, federal or local permits anticipated for the project, including those already obtained, 2) describe to what extent, if any, ground disturbance will be involved in the proposed project (such as for grading, installation of underground utilities, etc.), 3) if applicable, describe the relevant sections of any archeological studies that have been conducted or archeological proposals that have been prepared for the project/property. If the project does not require permits, you must answer this question with 'Not Applicable' and state the reason why no permits are required.

Character Limit: 1,000

Upload Required, if applicable: Upload one pdf file containing photo(s) that clearly represent the current conditions of the project site and a site plan that represents the project areas to be disturbed.

7. State Environmental Quality Review (SEQR) PASS/FAIL/N/A

- A. Applicants must fulfill the requirements of the State Environmental Quality Review Act (SEQR). Applications involving construction or development will not be considered eligible for a grant without the completion of SEQR requirements detailed below. Information about SEQR and related forms are available and downloadable on the DEC's website: <http://www.dec.ny.gov/permits/6191.html>. **Type II projects** are not subject to further SEQR review once the activity is classified as Type II (see Part 617.5 of the SEQR regulations to determine if a project is a Type II). No Environmental Assessment Form or determination of significance is required for actions which are Type II.

A note should be placed in your organization's internal "project file" explaining that the project is a Type II action and identify which Type II criterion best fits (i.e. (1) maintenance or repair involving no substantial changes in an existing structure or facility).

B. SEQR Forms:

If your project is not Type II, it will be subject to SEQR review. Consult section 617.4 of the SEQR regulations to determine if it is classified Type I or Unlisted. **If the project is classified as Type I, the Full Environmental Assessment Form (EAF) is used for the SEQR review. For Unlisted actions, the Short EAF is used.**

Not-For-Profit Corporations:

The DEC will conduct lead agency SEQR review for all not-for-profit applicants. Not-for-profit corporations are required to complete, sign and submit Part 1 of either the Short or the Full EAF, depending on the classification of the action.

Municipalities:

The eligible municipality will likely be the lead agency for SEQR if the DEC is the only other involved State agency or will be responsible for initiating lead agency designation procedures if there are other involved State agencies. The lead agency designation is required to determine the environmental significance of the project under SEQR. Municipal agencies acting as the SEQR lead agency must complete and sign Parts 1, 2 and 3 of either the Short or Full EAF.

If the project's impacts have been previously reviewed under SEQR, supporting documentation of the completed SEQR review must be submitted (e.g., negative declaration, FEIS and SEQR Findings Statement).

Instructions: If your project is a Type II action or is not construction or development related, please answer this question with 'not-applicable' and explain why SEQR is not required for the project. Otherwise, upload one pdf file containing the appropriate SEQR documents for your project and explain the decision-making process behind the documents uploaded.

Character Limit: 1,000

Upload Required, if applicable:

If the lead applicant is a not-for-profit: Complete and upload Part 1 of the Full Environmental Assessment Form (EAF).

If the lead applicant is a municipality: Municipal applicants may determine their project is Unlisted, in which case, they must upload the ShortEAF. For all other municipal applications, upload Part 1 of the Full EAF. If the SEQR process has been fully completed, upload final SEQR determinations and all forms.

8. Universal Access *PASS/FAIL/N/A*

Applicants must address the applicability and utilization of the principles of Universal Design, <https://universaldesign.ie/what-is-universal-design/the-7-principles/>, in project development and implementation, including incorporation of ADA guidelines and ABA for Outdoor Developed Areas.

Character Limit: 1,000

Instructions: State whether the principles of Universal Design are relevant to the project, and if applicable, describe how the project will utilize principles of Universal Design. Applicants are strongly encouraged to upload any supporting documentation to assist reviewers in their assessment. Any methods or deliverables related to universal design described in Program Question 8 must be itemized in the Grantee Defined Work Plan.

Upload is optional: You may upload additional documentation to support your response

9. Sexual Harassment (Attachment S) *PASS/FAIL*

Applicant must sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their application detailing the reasons why the certification cannot be made into the pre-submission uploads folder? Pass=Yes, Fail=No

Instructions: Locate the Certification form in Grants Gateway Pre-Submission Uploads. Upload the signed Sexual Harassment Prevention Certificate in Grants Gateway Pre-Submission Uploads.

10. Executive Order No. 16 *PASS/FAIL*

The applicant must sign and upload the document associated with Executive Order No. 16 in Pre-Submission Uploads. (Pass/Fail)

Instructions: Locate the Certification form in Grants Gateway Pre-Submission Uploads. Upload the signed Sexual Harassment Prevention Certificate in Grants Gateway Pre-Submission Uploads.

11. Smart Growth Infrastructure Policy Act *PASS/FAIL*

New York State's Smart Growth Public Infrastructure Policy Act (ACT), Environmental

Conservation Law Article 6, requires the Department and all State infrastructure agencies to assess whether each public infrastructure project that receives state funding is consistent with the State Smart Growth Public Infrastructure criteria specified in the Act, or that compliance is impracticable, before making any commitment to fund such project(s).

Instructions: In the Grants Gateway pre-submission upload section of the application, ALL applicants must download, complete and save the Smart Growth Assessment form, prior to uploading the completed form back into the Grants Gateway. Important note: Be sure to check the form after uploading to ensure the correct file is uploaded and is completed as required.

Scoring:

Program Specific Questions 12 – 26 relate to the scoring criteria that are detailed in #6. Scoring Criteria. Responses to these questions will be considered by reviewers along with other application information. *Character Limit for all Scoring Questions: 4,000*

12. Alignment with the Special Conditions of the Adirondack or Catskill Park 18 POINTS

A response is required that demonstrates how the project is consistent with the special conditions discussed in #6 Scoring Criteria, Part B, above. This response should include how the project will do the following:

- bolster or capitalize on the existing strengths of the Park;
- address the challenges of current conditions or propose targeted improvements for the Park;
- allow the community or organization to take advantage of potential opportunities within the context of the Park; and
- buffer the Park from environmental or economic threats.

Instructions: Describe in detail how the project is consistent with the Special Conditions of the Adirondack Park or Catskill Park, including a summary of the need and purpose for the project.

NOTE:

When developing responses to questions 12 – 21, please refer to #6 Scoring Criteria. Part C: “Guidance from Smart Growth Principles” which offers additional background.

13. Environmental Quality 6 POINTS

A response is required that demonstrates the extent to which the project is consistent with maintaining the environmental quality of the Park and/or will enhance environmental quality.

Instructions: Describe in detail how the project supports this scoring criteria.

14. Community Centered Growth 6 POINTS

A response is required that demonstrates how the project encourages development in community centers or development that is otherwise compatible with resource protection and community character.

Instructions: Describe in detail how the project supports this scoring criteria.

15. Quality of Life / Social Impact 6 POINTS

A response is required that demonstrates how the project will benefit the quality of life for residents of the Park and/or address social issues.

Instructions: Describe in detail how the project supports this scoring criteria.

16. Secondary / Add-On Effects 6 POINTS

A response is required that demonstrates how the project will leverage other positive improvements (i.e., community enhancements, future investment and/or economic activity) due to its high profile, creativity, strategic location, exposure and buy-in via partnerships, effectiveness, replicability and/or necessity.

Instructions: Describe in detail how the project supports this scoring criteria.

17. Tourism Enhancement 6 POINTS

A response is required that demonstrates whether the project will enhance the tourism economic sector by contributing to the establishment of tourism amenities, support services, attractions, accommodations and infrastructure.

Instructions: Describe in detail how the project supports this scoring criteria.

18. Sustainable Economic Impact 6 POINTS

A response is required that demonstrates how the project will benefit the maintenance and/or improvement of the sustainable economy in the Park. Include whether or not the project will advance the number of seasons that businesses will be active, develop new uses for existing resources, and/or add value to current economic outputs to keep profits in the region.

Instructions: Describe in detail how the project supports this scoring criteria.

Upload is optional: You may upload a Regional Economic Development Plan supportive narrative or letter of recommendation from your REDC.

19. Planning Support 5 POINTS

A response is required that demonstrates how the project will build on previous community planning and economic development activities; by implementing a specific strategy or objective; and/or by achieving a broader goal or policy. State if the project is identified as a critical or important implementation step within previous plans.

Instructions: Describe in detail how the project supports this scoring criteria.

Upload is optional: You may upload excerpts from associated planning documents.

20. Professional Experience 5 POINTS

A response is required that demonstrates how the staff and/or volunteers of the applicant, partners, and/or professional consultants responsible for implementing the project exhibit

sufficient qualifications, skills, experience, and/or capabilities that will improve the final product.

Instructions: Describe in detail how the project supports this scoring criteria.

Upload is optional: You may upload additional documentation such as business resumes to support your response.

21. Partnership, Involvement, & Public Support 5 POINTS

A response is required that demonstrates the extent to which staff and/or volunteers responsible for implementing the project have substantial support from one or more of the following: project partner(s), civic leadership, a highly involved core of individual supporters (ie. a steering group or a dedicated project committee) and/or broad support (ie. involvement of community volunteers/ civic groups, and/or previous public engagement around the project).

Instructions: Describe in detail how the project supports this scoring criteria.

Upload is optional: You may upload additional documentation to support your response such as letters of support, newspaper clippings, and press releases.

22. Project Readiness 5 POINTS

A response is required that demonstrates the extent to which the project is ready for completion and how the project can successfully be completed within a three-year contract term. Are all required permits in place, the scope of work clearly defined, and project planning thoroughly completed?

Instructions: Describe in detail how the project supports this scoring criteria.

Upload is optional: You may upload additional documentation to support your response such as research findings, project scoping documents, concept plans, sketch maps, site plans, marketing plans, preliminary approvals, etc.

23. Program Emphasis Criteria 4 POINTS

Is the project a Regional or Parkwide Project – AND/OR – is the project focused on enhancing availability of affordable housing?

- A. Regional - projects are those that involve three or more municipal governments located in a similar geographic region of the Adirondack or Catskill Park.
- B. Park-wide - projects are those that involve at least two municipal governments and have a Park-wide scope. Park-wide projects must address conditions throughout the Adirondack or Catskill Park for purposes including, but not limited to, tourism and marketing of the Park, private investment, environmental protection, capacity building or community housing.
- C. Affordable Housing – projects' primary goal or outcome is to enhance availability of affordable housing.

Instructions: Yes/No response is required. If "Yes", state which type the project is; Regional, Park-wide, or Affordable Housing and provide the exact name of the municipal government(s) (ex. Town of..., Village of..., etc.) involved. If the project is Park-wide, you must also describe how your project will implement a park-wide scope of work. If the project is for Affordable Housing, you must

demonstrate that affordable housing is the primary goal or outcome of the project.

Upload: For regional/parkwide projects to earn points, an upload is also needed; upload a single pdf file that contains a qualifying partnership letter from each partnering municipality.

24. Supplemental Criteria 2 POINTS

A response is required stating if the project is located in or designed to benefit a disadvantaged community or if the lead applicant or municipal partner is a Climate Smart Community. If either is true, two points will be assigned. If both are true, only the maximum of two points will be assigned.

The Department demonstrates a commitment to Environmental Justice (EJ) and remedies for communities that may be burdened by negative environmental consequences. Environmental Justice is defined by the DEC as the fair treatment and meaningful involvement of all people, regardless of race, color or income, with respect to the development, implementation and enforcement of environmental laws, regulations and policies. Maps of EJ areas in New York State are available at: <https://www.dec.ny.gov/public/911.html> or [Potential Environmental Justice Area PEJA Communities | Potential Environmental Justice Area PEJA Communities | NYS GIS Clearinghouse](#)

Climate Smart Communities is a network of New York communities engaged in reducing greenhouse gas emissions and improving climate resilience. Climate change affects every community in New York - economically, socially and environmentally. As the first line of response in emergencies, as the proprietors of critical infrastructure and as the governments with immediate responsibility for public health and safety, municipalities face a critical challenge in confronting and responding to climate change. A community becomes a Climate Smart Community by adopting the Climate Smart Communities Pledge; a public declaration of leadership and commitment to reducing emissions and adapting to a changing climate. (see <https://climatesmart.ny.gov/actions-certification/participating-communities/> for more information)

Instructions: Yes/No response is required. If “Yes”, state which qualification applies; Environmental Justice Area, Climate Smart Community, or both.

25. Cost Effectiveness 1 – Local Contribution 5 POINTS

Although there is no match requirement, projects that bring in additional non-State, non-Federal resources to complement grant funding may be eligible to receive up to five (5) additional points in the project scoring. The dollar value of any additional resources needed to fully deliver the project work plan must be clearly defined by the Applicant and entered in the Expenditure Based Budget section of the application.

Instructions: Briefly describe the total amount and source(s) of local contribution (non-State, non-Federal). Separately, describe any other State and Federal commitments in order to represent the totality of project funding. IMPORTANT: while this description is helpful to reviewers, in order to receive points for local contribution, the actual expenditure details must be included in the Expenditure Based Budget section of the application and categorized as “Match”.

Upload is optional: You may upload additional documentation to support your response, such as overall project estimates, quotes and bids related to local contribution and proofs of project-associated commitments.

26. Cost Effectiveness 2 – Budget Detail and Reasonableness of Expenses 7 POINTS

A response is required that demonstrates the reasonableness of expenses.

Instructions: Ensure that sufficient details have been entered in the Expenditure Based Budget forms to allow reviewers to fully understand the anticipated costs. Describe in detail how the project attains cost effectiveness; how costs are reasonable and justified and how the use of different categories of expenses are applicable to accomplishing the work plan. Compare proposed project costs to other similar work. Explain how your choice of cost components will contribute toward project outcomes. Explain the reasoning behind the balance of expenses across budget categories, for example, “In our community, the DPW can most efficiently complete project components; specifically, ...” or “Our organization lacks the internal capacity to do “X” so we will competitively bid these services under the contractual services line.”

Upload required: You must upload documentation to support the estimated budget amounts. To respond effectively to this question, applicants may support the overall cost with a comparable project cost comparison and/or support each significant expenditure with documentation, such as; standard government wage rates, current market prices for equipment, and cost-estimates from potential contractors/vendors.

Upload requirement detail: If the budget contains contractual services and/or equipment valued at \$2,500 or more per-item, two informal quotes must be uploaded for each such item or service. A full project feasibility study including pricing, or a detailed in-house estimate may replace the two-quote requirement.

27. Cost Effectiveness 3 – Eligible Costs 2 POINTS

No response is available. This application component will be scored based on budget entries. See Article 6: Scoring Criteria for scoring criteria details.

28. Cost Effectiveness 4 – Security of Investment 6 POINTS

No response is available. This application component will be scored based on budget and work plan entries. See Article 6: Scoring Criteria for scoring criteria details.

9. Application Evaluation, Scoring and Selection

All applications will be reviewed and scored by a review team in accordance with the evaluation and scoring criteria contained in this RFA. Applicants are strongly encouraged to read and address the Application Review and Scoring Standards in the process of developing an application. Knowledge of the scoring criteria is valuable for designing and proposing a relevant and quality project. Scoring consists of:

Step 1: Application and Project Eligibility Determination

Pass/Fail criteria

Did applicant detail a brief project description/scope of work?	<i>(pass/fail)</i>
Is the lead applicant an eligible municipality or NFP 501(C)(3) corporation?	<i>(pass/fail)</i>
NOT FOR PROFIT ORGANIZATIONS ONLY: NFP applicant was prequalified in the Grants Gateway by the application due date?	<i>(pass/fail)</i>
Is the project located wholly within the eligible geographical boundaries? Does the application include a location map showing where the project will be implemented within the Park?	<i>(pass/fail)</i>
Is the applicant municipality and/or all partner municipalities located wholly or partially within the Adirondack or Catskill Park?	<i>(pass/fail)</i>
Does the application include one pdf file containing all required and appropriate site accessibility / real property information (tax map parcel ID and tax map(s)/deed(s)) including letter(s) of commitment from landowners other than lead applicant? If the 'Lead' applicant is an NFP corporation conducting the project on municipality-owned property, was a municipal endorsement from an eligible municipality uploaded in the Grants Gateway? If the property does not involve real property, was an explanation uploaded instead?	<i>(pass/fail)</i>
Did the applicant upload the Sexual Harassment Certification form on the pre-submission upload page?	<i>(pass/fail)</i>
Did the applicant upload the Executive Order No. 16 form on the pre-submission upload page?	<i>(pass/fail)</i>
Did the applicant upload the Smart Growth Public Infrastructure Policy Act form?	<i>(pass/fail)</i>

Mandatory, if applicable to the proposed project:

One pdf file that contains letters from all participating partners and/or municipalities. The letters must designate the applicant as the 'Lead' applicant and clearly state each partner's participation in the proposed project.	<i>(pass/fail/N/A)</i>
For projects involving a physical location/site, an area map showing the project site in relation to the surrounding landscape.	<i>(pass/fail/N/A)</i>
For construction projects, does the application include a list of all applicable permits anticipated and description of any ground disturbance associated with the project?	<i>(pass/fail/N/A)</i>
For construction or development projects, does the application include clear drawings, maps, photos or plans of existing and proposed natural and man-made conditions on the project site and the areas immediately adjacent to the site?	<i>(pass/fail/N/A)</i>
For construction or development projects, did the applicant upload the required SEQR Environmental Assessment Form?	<i>(pass/fail/N/A)</i>

For construction projects and projects involving communications with the public, did the applicant address the applicability and utilization of the principles of Universal Design in project development and implementation, as well as incorporation of ADA guidelines and ABA for Outdoor Developed Areas?	<i>(pass/fail/N/A)</i>
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Step 2: Project Evaluation, Scoring and Selection

If your application meets all eligibility pass/fail criteria it will be further evaluated and scored by a review team in accordance with the Evaluation and Scoring Standards contained in this RFA. These include:

Scoring Phase	Criteria	Point Value
Technical 1	Alignment with the Special Conditions of the Adirondack Park or Catskill Park	18 pts
Technical 1	Environmental Quality	6 pts
Technical 1	Community Centered Growth	6 pts
Technical 1	Quality of Life / Social Impact	6 pts
Technical 1	Secondary / Add-On Effects	6 pts
Technical 1	Tourism Enhancement	6 pts
Technical 1	Sustainable Economic Impact	6 pts
Technical 1	Planning Support	5 pts
Technical 1	Professional Experience	5 pts
Technical 1	Partnership, Involvement, & Public Support	5 pts
Technical 1	Project Readiness	5 pts
Technical 2	Program Emphasis Criteria	4 pts
Technical 2	Supplemental Criteria	2 pt
Technical 2	Cost Effectiveness 1 - Local Contribution	5 pts
Technical 2	Cost Effectiveness 2 - Budget Detail and Reasonableness of Expenses	7 pts
Technical 2	Cost Effectiveness 3 - Eligible Costs	2 pts
Technical 1	Cost Effectiveness 4 - Security of Investment	6 pts
TOTAL		100 pts

10. Method of Award

A technical review panel, comprised of at least three reviewers, will each provide a raw score for each of the “Technical 1” criteria. The individual reviewer scores will be totaled, then averaged to produce the average score for the “Technical 1” review. A single technical reviewer will provide a score for each of the “Technical 2” criteria. The average score from the “Technical 1” phase will be added to the total score from the “Technical 2” phase to produce a final composite score.

Scored applications will be ranked in order beginning with the highest down to the lowest scored

applications. Applications having the highest final composite scores will be selected for funding, beginning with the highest down to the lowest ranked proposal, until available funding is exhausted. The total number of possible points an application can receive is 100.

DEC reserves the right to decline to fund projects that do not receive a minimum composite score of 75. For Transformative Project applications (requests greater than \$125,000 and up to \$300,000), DEC reserves the right to decline to fund projects that do not receive a minimum composite score of 80.

Un-awarded funds allocated to the Adirondack Park program may be transferred to deserving projects under the concurrent Catskill Park opportunity and vice versa, using the following process: If all projects that receive a minimum score of 75 points have been awarded in one Park and funding remains un-awarded, the remaining un-awarded funds may be reallocated to applications attaining a score of at least 75 under the concurrent opportunity for the other Park, which would otherwise not be awarded funding. However, DEC also reserves the right to carry out all awards in one Park even if they score under 75 and there are higher scoring proposals in the other Park, as long as funding remains in the initial amount allocated to the Park.

Tie Breaker: If there is a numerical tie in applications' final scores, the application that scores the highest in the "Success Factors" (Planning Support, Professional Experience, Partnership Involvement and Public Support, and Project Readiness) in the evaluation criteria will determine placement on the ranked list. If a tie remains, the application that is submitted first in the Grants Gateway will determine placement on the ranked list.

11. Grant Program Payment

This is a reimbursement-based grant program. Project costs eligible for reimbursement and project match must be incurred between the MCG term start and end dates. Costs incurred prior to the MCG term start date or after the MCG term end date will not be considered eligible for grant reimbursement or match. Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC for costs to be eligible for grant reimbursement.

Advance payments of up to 25% of the awarded grant amount may be available to not-for-profit grantees once a MCG has been fully approved by all applicable State agencies. Recoupment of advanced funds will be accomplished by deducting 25% from reimbursement of each report of project expenditures submitted. Only not-for-profits are eligible to receive advance payments under State Finance Law unless a municipality is using the advanced funding for facility construction. If the Contractor is a Municipality requesting an advance payment, the monies defined herein must be used for facility construction. Contractors must submit a request for advance payment, which must include a justification of the need for advance payment, and which may be approved at the Department's discretion.

Ten percent (10%) of the grant amount will be held as **retainage** until project completion. Any final or interim payment request submitted before completion of all performance measures will be reduced, such that 10% of the grant amount remains unpaid. Once all performance measures have been achieved, any withheld retainage will be released for payment.

12. Eligible and Ineligible Expenditures

a. Eligible Project Expenditures

Personal Service: staff salaries (force account labor) directly devoted to the project.

- **Grant Award Administration** (such costs are limited to 15% of the grant amount). Applicants should anticipate some administrative staff charges related to post-award grant contract administration and reporting.

Fringe Benefits: fringe benefit costs are limited to 15% of direct staff salaries devoted to the project. (Fringe benefits may include social security, workers compensation, unemployment insurance, health insurance and any other benefits.)

Non-Personal Service: includes contractual services, travel, equipment and other costs **directly** associated with project implementation.

Contractual Services: The value of services provided by responsible professional and technical personnel and consultants (i.e. engineering and architectural services, surveys, plans and specifications, research, design and development of a project, consultant and legal services directly related to a project, feasibility study for a facility, archaeological field work, report writing, curation of artifacts and interpretation, etc.), which includes equipment rental.

- **Grant Award Administration** (such costs are limited to 15% of the grant amount). Contractual services may be used to contribute post-award grant contract administration and reporting if applicant personnel do not have the needed capacity to administer a grant award.

Travel: Directly required to implement the project. Travel costs cannot exceed federal travel rates. Please review the following website for information on current federal rates:

<http://www.gsa.gov/mileage>.

Equipment: (purchase) directly required to implement the project. Equipment purchased with grant funding cannot be sold, transferred or used for purposes beyond the scope of the project, without written approval from DEC.

Other: includes supplies, material, advertising, printing, photocopying, etc. DEC discourages mailings and postage, printing and photocopying except as necessary for public involvement/notification deliverables

Other – Land Acquisition: Acquisition of real property integral to project advancement is an eligible expense. Awardees must comply with post-award / pre-closing requirements equivalent to the Department's Community Forest Conservation land acquisition grants program detailed at: <https://www.dec.ny.gov/lands/124345.html>.

IMPORTANT NOTE: Project-related costs must be incurred within the term of the MCG to be eligible for reimbursement. Term start dates will begin approximately 60 - 90 days following an official grant award. Reimbursement payments will not be approved or processed by DEC until a MCG is fully approved by DEC and, for awards over \$50,000, the Office of the State Comptroller and the Office of the Attorney General.

b. Ineligible Project Expenditures

Costs expended outside the Adirondack Park boundary or Catskill Park Town & Village boundaries: For projects that extend beyond the eligible boundaries, any costs expended for work outside the eligible area are not eligible for reimbursement.

Indirect or Overhead Costs: examples of indirect costs include rent, telephone service, utilities, and general administrative support.

Salaries and other expenses of elected officials, whether incurred for purposes of project direction, execution, or legislation, are not an eligible cost.

Costs of preparing the grant application.

Costs associated with planning activities not integral to either: A) implementation of the project or B) development of a comprehensive plan and/or local land use plan.

Costs incurred outside of the MCG term start and end dates.

Costs paid from other State or Federal funding sources.

13. Grant Program Reporting

Quarterly Narrative (Progress) Reports must be submitted in narrative form, no later than 30 days from the end of the calendar quarter. The reports will summarize how the project progressed toward meeting project objectives and deliverables during the respective quarter. Quarterly reports shall be submitted in the NYS Grants Gateway. The following are the calendar quarters for this grant program:

- January 1st through March 31st REPORTING DEADLINE: 4/30
- April 1st through June 30th REPORTING DEADLINE 7/31
- July 1st through September 30th REPORTING DEADLINE 10/31
- October 1st through December 31st REPORTING DEADLINE 1/31

If the contract start date falls in the middle of a calendar quarter, the first narrative report will not be due in that initial calendar quarter. Instead, the first narrative report will be due at the end of the following calendar quarter and will incorporate all activity from the contract start date through the close of the first full calendar quarter.

Optional: Quarterly Expenditure Reports, detailed by object of expense as defined in the MCG Attachment B-1 Expenditure Based Budget, must accompany the quarterly Narrative Reports, no later than 30 days from the end of the calendar quarter. These reports must correlate to subsequent vouchers submitted for payment.

MCG payment reimbursement requests will be accepted prior to submission of a final closeout reimbursement request. Approved project design required permits and landowner permissions must be in place to submit a reimbursement request.

Final Report must be submitted and approved by the DEC prior to the release of the final contract payment to the Grantee. The Contractor must submit the Final Report no later than 60 days after the end of the contract period. The Final Report should report on all aspects of the program and detail how the use of grant funds was utilized in achieving the goals set forth in the approved MCG Attachment C

Work Plan. Copies of appropriate documents (i.e., inventory and/or management plan) must be submitted and approved by the DEC.

A DEC on-site inspection may be required to confirm all work was completed in accordance to the approved project work plan (including the installation of interpretive signage, if applicable, at the project site).

Any project involving volunteer time will be required to report the number of volunteers and the number of volunteer hours in their project quarterly narrative (progress) and expenditure reports. The total number of volunteers and volunteer hours for the entire project must be reported in the Final Report.

Projects already receiving funds from another NYS or Federal assistance grant program are not eligible to receive funding for the same project activities identified in this RFA.

14. What to Expect If You Receive an Award

a. Notification of Award

Applicants selected to receive a grant award will be notified by email and in an official Department award letter. The NYS Grants Gateway will also provide you with an award status.

IMPORTANT NOTE: By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) or purchase order terms and conditions. Any changes to the terms and conditions will not be accepted and may affect applicant's award.

b. State of New York Master Contract for Grants (MCG)

Applicants selected to receive a grant award will be required to execute a MCG **within 60 - 90 days** from the time of their award notification. Failure to submit timely required MCG documents could cause a grantee to lose their grant award. Applicants should review and be prepared to comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments can be reviewed and/or downloaded in the Grants Gateway HRE application under the screen named 'Contract Document Properties'. The MCG and attachments include:

- MCG Grants Face Page
- Standard Terms and Conditions (NYS standard terms and conditions)
- Attachment A-1 Program Specific Terms and Conditions (Agency and Program specific terms and conditions)
- Attachment A-2 Federally Funded Grant Terms and Conditions (optional)
- Attachment B-1 Expenditure Based Budget (project expense categories and detail)
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

IMPORTANT NOTE: Project related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DEC until a MCG is fully approved by the DEC, and as applicable the Attorney General and the State Comptroller. All contracts must be approved by the contract start date of which will be determined at the time of an official award.

Applicants (referred to as “Contractor” following award of Grant Contract) Should Be Prepared to Comply with the Following MCG Requirements:

1. Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the MGC or LOA, Attachment A-1 Program Specific Terms and Conditions, and agree that each project consultant, project contractor and project subcontractor secures and delivers to the contractor appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. Policies must name the contractor as an additional insured, with appropriate limits, covering contractor’s public liability and property damage insurance, contractor’s contingency liability insurance, “all-risk” insurance and workers compensation/disability benefits coverage for the project.

2. Permit Requirements (if applicable)

Contractors agree to obtain all required permits, including but not limited to, local, state and federal permits prior to the commencement of any project related work. The Contractor agrees that all work performed in relation to the project by the Contractor or its agents, representatives, or contractors will comply with all relevant federal, state and local laws, rules, regulations and standards, zoning and building codes, ordinances, operating certificates for facilities, or licenses for an activity.

3. State Environmental Quality Review (SEQR) Documentation

With respect to the project, the Contractor certifies that it has complied, and shall continue to comply with all requirements of the State Environmental Quality Review Act (SEQRA). The Contractor agrees to provide all environmental documents as may be required by the DEC. The Contractor has notified, and shall continue to notify, the DEC of all actions proposed for complying with the environmental review requirements imposed by SEQRA.

4. Vendor Responsibility Questionnaire

Not-For-Profit contractors and/or subcontractors are subject to a vendor responsibility review by the State to ensure public dollars are being spent appropriately with responsible contractors. A vendor responsibility review may include a contractor and/or subcontractor to present evidence of its continuing legal authority to do business in NYS, integrity, experience, ability, prior performance, and organizational and financial capacity. To enroll in and use the NYS VendRep System, see the VendRep System instructions, or log in at <https://onlineservices.osc.state.ny.us>.

5. Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By entering into a Contract, the Contractor certifies that it is not on the “Entities Determined To Be Non-

Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additional detail on the Iran Divestment Act can be found in the MCG, Attachment A-1 Program Specific Terms and Conditions.

6. Minority and Women Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Requirements

The Department is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (MWBE Regulations) for all State contracts with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.

Applicants subject to executing a future NYS Master Contract for Grants (MCG) agree, in addition to any other nondiscrimination provision of the MCG and at no additional cost to the Department, to fully comply and cooperate with the Department in the implementation of New York State Executive Law Article 15-A. These requirements include Equal Employment Opportunities (EEO) for minority group members and women and contracting opportunities for certified Minority and Women Owned Business Enterprises (MWBEs). Contractor’s demonstration of Good Faith Efforts (GFEs) pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, state or local laws.

Failure to comply with MWBE and EEO requirements may result in a Department finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages, or enforcement proceedings.

Please refer to the NYS MCG - Article IV (J) and Attachment A-1 Program Specific Terms and Conditions - Article X, to review MWBE and EEO requirements.

- The local government is responsible for designating someone to serve as their Affirmative Action representative. The governing body should make this designation through official means.
- A list of certified MWBE enterprises can be obtained via the internet from the NYS Department of Economic Development at <https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

MWBE reporting for Department of Environmental Conservation contracts must now be completed using the New York State Contract System (NYSCS). <https://ny.newnycontracts.com/>.

All contracts of \$25,000 or more will be assessed for MWBE goals. Contracts which meet the established MWBE-EEO thresholds require the Contractor to submit the Utilization Plan prior to the execution of the contract and Monthly Compliance Audits in the NYSCS after the contract is executed. To submit the required MWBE Utilization Plan, log-in to NYSCS and access the Utilization Plans section displayed on the user dashboard. Plans requiring action will be displayed in red.

All contractors shall complete an Equal Employment Opportunity (EEO) Policy Statement and Staffing Plan form and submit it prior to the execution of the contract. These EEO forms are to be uploaded to the Grants Gateway in the grantee document folder.

For more information regarding MWBE compliance and reporting guidelines, and to download required forms, please visit <https://www.dec.ny.gov/about/61016.html#MWBE>.

- The following MWBE “Fair Share” goals are established as follows:

- **Minority and Women Owned Business Enterprise (MWBE) Overall Participation Goals:**

- Construction/Engineering – up to 30%
 - Commodities – up to 30%
 - Services/Technologies – up to 30%

DEC MWBE Compliance Unit
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/MWBE Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
Mwbe@dec.ny.gov
Phone: (518) 402-9240
Fax: (518) 402-9023

7. Service-Disabled Veteran-Owned Business (SDVOB) Participation Requirements

The Department is required to implement the provisions of New York State Veteran’s Law Article 3. The contractor must make Good Faith Efforts to subcontract a goal of 6% of the contract amount to New York State Certified Service-Disabled Veteran-Owned Businesses (SDVOBs), for purposes of providing meaningful participation by SDVOBs.

The contractor is required to complete and submit a SDVOB Utilization Plan detailing how the contractor intends to meet the SDVOB goal. In addition, the contractor must complete and submit quarterly compliance reports detailing the amount spent on SDVOBs in the previous quarter. Please upload all required forms to the Grants Gateway. In addition, all forms and guidance can be located at; [Division of Service-Disabled Veterans' Business Development Compliance and Reporting | Office of General Services \(ny.gov\)](#). Please contact the Department’s SDVOB compliance staff with any questions at:

DEC SDVOB Compliance Unit
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/SDVOB Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
SDVOB@dec.ny.gov
Phone: (518) 402-9240

8. Procurement of Contractors/Subcontractors

Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that

ensure prudent and economical use of public money. Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs.

9. Americans With Disabilities Act

In the event the monies defined herein are to be used for the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, the Contractor shall comply with all requirements for providing access for individuals with disabilities as established by Article 4A of the New York State Public Buildings Law, Americans with Disabilities Act, and relevant sections of the New York State Uniform Fire Prevention and Building Code. Standards for certain Recreation Facilities are found in the 2010 ADA Standards for Accessible Design while others are found in the Architectural Barriers Act Accessibility Guidelines for Outdoor Recreation Areas <https://www.access-board.gov/guidelines-and-standards>.

10. Signage and Acknowledgement

For infrastructure projects, the contractor shall install signage on-site that acknowledges funding from the Department of Environmental Conservation. The grantee must agree to give the NYS Department of Environmental Conservation appropriate credit for its financial support and shall note the following in all printed documents, video/online materials, and/or advertisements resulting from this work: "This Project has been funded in part by a grant from the New York State Department of Environmental Conservation, Adirondack Park Community Smart Growth Program through appropriations from the New York State Environmental Protection Fund (EPF)."

11. Useful Life of the Project

The Contractor shall be responsible to maintain and operate the property throughout the useful life of the Project as defined by the Department (typically 5 to 30 years). Throughout the useful life of the project, a fee for use of or access to the project will not be imposed by the Contractor without the prior written approval of the Department.

12. Public Access to Facilities

If applicable to the project, the Contractor agrees to allow public access to any facilities developed with monies defined herein on the same basis to all residents of New York State for a period not less than five (5) years after the date of final payment under this Contract or five (5) years after the date that the final payment was due. Failure to comply with the provisions of this clause shall be considered an abandonment of the Project.

13. Wage and Hours Provisions

For public works covered by Article 8 of the Labor Law, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must comply with other provisions, including the requirement to pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the NYS Department of Labor in accordance with the Labor Law.

Municipal projects involving construction or maintenance of buildings, roads, trails, park amenities, and similar improvements on public property using this grant funding or other public funding are public works. Such projects undertaken by a not-for-profit on public property are also public works. Such projects undertaken by a not-for-profit on private land, however, must be assessed for the project's public purpose to determine whether it is a public works project. This determination is based upon the primary purpose and function of the project itself. While Smart Growth grants must have an overall benefit to the public, it is possible that the project would not be considered to serve a public purpose in terms of the Labor Law if the following conditions apply: the project is intended to enhance the Recipient's existing non-governmental functions, the Recipient retains ownership of property supported by grant funds, the Recipient bears the risk of future financial losses or physical destruction, the Recipient is entitled to any income generated by the property, and the Recipient retains the authority to condition the public's use and enjoyment of its facilities. If there is any question regarding the applicability of public work requirements, the Applicant is encouraged to consult the NYS Department of Labor.

14. Diesel Emissions Reduction Act 2006

In 2007, New York State passed legislation establishing the Diesel Emissions Reduction Act 2006 (DERA). This Act amended the Environmental Conservation Law (ECL) by adding Section 19-0323 which requires the use of best available retrofit technology (BART) and ultra-low sulfur diesel fuel (ULSD) for heavy duty vehicles owned or operated by, including on behalf of, state agencies and state or regional public authorities. The Department has promulgated regulations (6 NYCRR Part 248) to provide guidance on provisions of the law. The regulations may be found on the Department's website at <http://www.dec.ny.gov/regs/2492.html>.

If applicable, the contractor must comply with the specifications and provisions of ECL Section 19-0323 and 6 NYCRR Part 248, which require the use of BART and ULSD, unless specifically waived by the Department. Qualifications for a waiver under this law are the responsibility of the Contractor.

END

ATTACHMENT E - SIGNAGE

Communications with the Public

In any communication to the public, the Department requires that grant recipients acknowledge that funding was provided by a Department grant and include the following:

- Source of funding: Supported by the NYS Environmental Protection Fund, (*Adirondack or Catskill*) Park Community Smart Growth Grant administered by the NYS Department of Environmental Conservation.
- Grant recipient name and project name.

Signage Requirements

The Department requires project signs for the following projects:

For construction projects OVER \$50,000, the contractor shall install signage on-site that acknowledges funding from the Department of Environmental Conservation. The grantee must agree to give the NYS Department of Environmental Conservation appropriate credit for its financial support.

This Project has been funded in part by a grant from the New York State Department of Environmental Conservation, (*Adirondack or Catskill*) Park Community Smart Growth Program through appropriations from the New York State Environmental Protection Fund (EPF).”

All signs should be constructed in accordance with the specifications identified herein.

The project sign should be maintained from the start of construction until one year after closeout of the project.

The cost of the project sign is a reimbursable project cost and should be included in the materials category for the project budget.

For any questions regarding signage requirements, please contact the appropriate program manager before moving forward.

The Department may, in its discretion, waive the signage requirement if the sign cannot be reasonably maintained, the sign is not consistent with other laws, or the location of the sign would not provide a public purpose.



Sign Specifications

- Size: Horizontal format 48" wide by 24" tall.
- Construction Materials: Aluminum blank sign boards with vinyl sheeting.
- Inserts: "Applicant" and "Project Name" indicate position, size and typography for specific project applicant and project names to be inserted.
- Color Scheme:
 - Background – PMS288C
 - "BUILDING TODAY FOR A BETTER TOMORROW" graphic:
 - Rectangular beam – PMS130C
 - Hooks – White
 - Text "BUILDING TODAY FOR" – PMS288C
 - Text "A BETTER TOMORROW" – White
 - NYS/DEC logo – White
 - "Funding for this project provided by a NYS Environmental Protection Fund, (*Adirondack or Catskill*) Park Community Smart Growth Grant" graphic – PMS130C
 - "Kathy Hochul, Governor" and "Basil Seggos, Commissioner" graphics – White
 - TEXT: Project Applicant and Project Name – White
- Type Specifications:
 - All type is Proxima Nova Bold, 180pt.
 - Format is: center each line of copy with title case capitalization.
- Production Notes: 48" wide x 24" tall aluminum blanks will be covered with vinyl sheeting for application of artwork. Artwork will be silk screened on this surface.
- Provided artwork has been sized to 49" x 25" to provide 0.5" bleed area to all edges for print production.
- Time Period: From start of Construction until 1 year after closeout of the project.
- Grant recipients must provide a project name and the local project sponsor to be inserted on the sign.

Appendix 1 – Eligible Applicants Lists

Adirondack Park Eligible Applicants List

Not-For-Profit Corporations

Any not-for-profit corporation or designated NFP lead applicant (as defined in the RFA) must submit a letter of support from an eligible municipality, demonstrating support for their project.

Eligible Municipalities

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

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

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

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

Franklin County
Bellmont
Brighton
Duane
Franklin
Harrietstown
Santa Clara
Tupper Lake

Oneida County
Forestport
Remsen

Saratoga County
Corinth
Day
Edinburg
Greenfield
Hadley
Providence
Village of Corinth

Fine
Hopkinton
Lawrence
Parishville
Piercefield
Pitcairn

Lake George
Lake Luzerne
Queensbury
Stony Creek
Thurman
Village of Lake George
Warrensburg

St. Lawrence County
Clare
Clifton
Colton

Warren County
Bolton
Chester
Hague
Horicon
Johnsburg

Washington County
Dresden
Fort Ann
Putnam

Catskill Park Eligible Applicants List

Not-For-Profit Corporations

Any not-for-profit corporation or designated NFP lead applicant (as defined in the RFA) must submit a letter of support from an eligible municipality, demonstrating support for their project.

Eligible Municipalities

Delaware County
Andes
Colchester
Middletown
Village of Fleischmanns
Village of Margaretville

Greene County
Ashland
Cairo
Catskill
Durham
Halcott
Hunter
Jewett
Lexington
Prattsville
Village of Hunter
Village of Tannersville
Windham

Sullivan County
Neversink
Rockland

Ulster County
Denning
Hardenburgh
Hurley
Kingston
Olive
Rochester
Saugerties
Shandaken
Ulster
Wawarsing
Woodstock

Appendix 2

Pre-Submission Uploads **CHECKLIST******

NYS DEC Smart Growth Round 7

Applicants must upload all mandatory supporting documents.

The following is a list of documents to be submitted on the Grants Gateway Pre-Submission Upload Page:

- **Eligibility**
 - Applicant Eligibility – if applicable (NFP's)
 - Site Accessibility – all applicants
 - Project Location – all applicants
 - Project Area – if applicable
 - Site Plans, Photos and Permits – if applicable
 - SEQR – if applicable
 - Universal Access – optional
 - Sexual Harassment – all applicants
 - Executive Order No. 16 (Russia) – all applicants
 - Smart Growth Infrastructure Policy Act – all applicants

- **Program Specific/Scoring Questions**
 - Sustainable Economic Impact – optional
 - Planning Support – optional
 - Professional Experience – optional
 - Partnership, Involvement & Public Support - optional
 - Project Readiness – optional
 - Program Emphasis Criteria – regional and parkwide projects
 - Cost Effectiveness 1 – Local Contribution – optional
 - Cost Effectiveness 2 – Budget Detail and Reasonableness of Expenses – all applicants

NOTE: When saving files, use naming convention of applicant name and brief description of the document. If submitting multiple applications, add a number to the file name to distinguish between applications (e.g. BestTownBikePathBudget1 or BestTownSidewalkBudget2).

Tips for Uploading Documents

- Upload materials one at a time, saving after each upload.

- Each upload tab on Grants Gateway accepts only one file. Uploading multiple files will delete the previously uploaded file. Combine multi-page support materials into a **single file** or utilize the “Other Applicable Information” fields provided.

- Documents to be uploaded cannot be password protected. Please do not place any password protection security on an uploaded document.