NEW YORK STATE DEPARTMENT OF STATE

2010-2011 Local Government Efficiency Grant Program

Grant Guidance

General Efficiency Planning Grant
Efficiency Implementation Grant
21st Century Demonstration Project Grant

Application Deadline:
4:00pm, Wednesday
- December 1, 2010

Applications received after the deadline will be returned to the applicant.

High Priority Planning Grant

Application Deadlines:
4:00pm, Wednesdays

- October 20, 2010
- November 17, 2010
- December 15, 2010
- January 19, 2011
- February 16, 2011
- March 16, 2011

Review of these applications will occur each month.

High Priority Planning Grant applications received after the deadline will be held until the next month's deadline, applications received after March 16, 2011 will be returned to the applicant.

New York State Department of State
One Commerce Plaza, 99 Washington Avenue, Suite 1015, Albany, NY 12231
(518) 473-3355 • www.dos.state.ny.us/LG

David A. Paterson
Governor

Ruth Noemí Colón
Acting Secretary of State

New York State Department of State
One Commerce Plaza
99 Washington Avenue, Suite 1015
Albany, New York 12231
(518) 473-3355

DAVID A. PATERSON
GOVERNOR

Ruth Noemí Colón
ACTING SECRETARY OF STATE

KYLE WILBER
PROGRAM MANAGER

JOANN RYAN

ROBERT ROECKLE

REGIONAL REPRESENTATIVES

CHRISTOPHER GRANT
WESTERN NEW YORK

SEAN M. MAGUIRE, AICP
NORTHERN NEW YORK

MYRA FEDYNIAK
CENTRAL NEW YORK

CARL UBLACKER
DOWNSTATE NEW YORK

STATE OF NEW YORK
DEPARTMENT OF STATE
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001

DAVID A. PATERSON
GOVERNOR

RUTH NOEMÍ COLÓN
ACTING SECRETARY OF STATE

September 23, 2010

Dear Colleague,

The Department of State supports the development of new and innovative ways for local governments to capitalize on local initiative to build competitive and sustainable communities by lowering local government costs and leveraging local and regional assets. I believe that much can be accomplished when New Yorkers work together to meet common challenges and capitalize on regional opportunities.

To assist in this effort, I am pleased to present the 2010-2011 Local Government Efficiency (LGE) Grant Program. Under this program, counties, cities, towns, villages, special improvement districts, fire districts, public libraries, association libraries, water authorities, sewer authorities, regional planning and development boards, school districts, and in certain instances, Boards of Cooperative Educational Services (BOCES) can identify and implement programs that increase service delivery efficiencies, while reducing costs and increasing taxpayer savings.

Once again we will be offering grant assistance in the following four categories:

- High Priority Planning Grants
- General Efficiency Planning Grants
- Efficiency Implementation Grants
- 21st Century Demonstration Project Grants

This year, the High Priority Planning Grants will be an even more valuable resource to local governments as local leaders begin to react to the impacts of the New N.Y. Government Reorganization and Citizen Empowerment Act. This law, which became effective on March 21, 2010, eases the process for citizens to request local consideration of municipal consolidation.

We look forward to working with you to complete these very important projects. All inquiries about the grant program should be directed to the Local Government Efficiency Program Manager. Applications are available on the Department of State web site *www.dos.state.ny.us/LG* or you may obtain copies by calling the Office of Coastal, Local Government and Community Sustainability at (518) 473-3355.

Sincerely,

Ruth Noemí Colón
Acting Secretary of State

Table of Contents

I. General Information 1
General Eligibility Requirements 2
II. Grant Types 3
1. High Priority Planning Grants 3
2. General Efficiency Planning Grants. 4
3. Efficiency Implementation Grants. 6
4. Twenty-first Century Demonstration Project Grants. 7
III. Preparing an Application 10
Getting Started 10
Understanding the Purpose of the Local Government Efficiency Grants Program 10
Identifying the Service Delivery Efficiency Opportunity 10
Collecting Information About Your Needs 10
Focusing Your Project 10
Understanding the Efficiency Concepts 10
Assembling the Grant Application Correctly 11
Grant Deadlines 11
IV. Grants Review 13
Review Process 13
Non-Competitive Grants 13
Competitive Grants 13
V. Awards and Project Administration 16
Award Announcements 16
Contracts 16
Project Administration 16
Schedule of Payments 17
Required Reports 17
Appendix A 18
Definitions 18
Appendix B 22
Appendix C 24
Shared Service Grant Regions 28

I. General Information

Introduction

The goal of the Local Government Efficiency grant program (LGE) is to reduce municipal expenses and property taxes, by helping municipalities to plan for and implement new local government service delivery efficiencies. For the 2010-2011 program year, the State Budget appropriated up to $5 million for direct assistance to local governments for grants in the following categories:

High Priority Planning and General Efficiency Planning Grants	up to $750,000
The Department of State has initially allocated up to $500,000 for High Priority Planning grants.	
Efficiency Implementation Grants	up to $2.125Million
21st Century Demonstration Project Grants	up to $2.125Million

Unused funds may to be transferred to either the Efficiency Implementation Grants or Twenty-First Century Demonstration Project Grants. To maximize funding for eligible applications, any unused funds will be re-allocated after the final High Priority Planning grant deadline of March 16, 2011.

Please review the Grant Guidance carefully, adhere to the application instructions and address the relevant category requirements. Department of State staff is available to provide technical advice to local governments. Applicants should direct questions to:

Department of State
Local Government and Community Resources
One Commerce Plaza
99 Washington Avenue, Suite 1015
Albany, New York 12231

(518) 473-3355

Additional information may be found on the Department of State website at:

www.dos.state.ny.us/LG

General Eligibility Requirements

Eligible "municipalities" are defined as counties, cities, towns, villages, special improvement districts, fire districts, public libraries, association libraries, water authorities, sewer authorities, regional planning and development boards, school districts, and Boards of Cooperative Educational Services (BOCES).

Each participating municipality is required to include a resolution passed by the governing board. The purpose of the resolution is to demonstrate that the governing body officially supports the application and understands the purpose of the proposed project. Resolutions should be included with the application submission. However, resolutions will be accepted no later than the end of the month following the application deadline. Incomplete applications will not be considered for funding. Information on the resolutions is on the Department of State website *www.dos.state.ny.us/LG* .

Two or more eligible applicants must apply jointly for Local Government Efficiency Grants unless:

- An application from a single eligible municipality is for a High Priority Planning Grant when the applicant proposes either:
    - a village dissolution plan; or
    - a village dissolution study, plan and alternatives to dissolution; or
    - A city or county charter revision plan to implement functional consolidation or increased shared services that will achieve savings and management improvements; or
    - a plan for sustainable reductions in the cost of police, fire and highway services for eligible municipalities whose cost is in the top 25% of comparable municipalities in New York State.

Municipalities may submit applications for more than one grant type and may submit multiple applications. Each project must be submitted as a separate application. Each application must include a Part 1 and the appropriate Part 2, with any required attachments. Electronic copies of the application forms can be found on the Department of State website at *www.dos.state.ny.us/LG* . **Fax and e-mail transmission of applications or completed forms will not be accepted.**

II. Grant Types

1. **High Priority Planning Grants, Part 2A**
2. **General Efficiency Planning Grants, Part 2B**
3. **Efficiency Implementation Grants, Part 2C**
4. **21st Century Demonstration Project Grants, Part 2D**

1. High Priority Planning Grants

A High Priority Planning Grant is a noncompetitive grant that provides funding to municipalities to develop implementation plans to achieve sustainable savings and management improvements.

A single municipality may apply for:

- A city or county charter revision plan to implement functional consolidation or increased shared services that will achieve savings and management improvements.
- A village dissolution study that includes a draft dissolution plan and alternatives to dissolution.
- A plan for a sustainable reduction in the cost of police, fire or highway services for a municipality whose Per Capita Cost is in the top 25% of comparable municipalities in New York State.

  Per Capita Cost is calculated by dividing the annual cost of a service by a municipality's population. Cost and population statistics are found at the Office of the State Comptroller's "Open Book New York" at www.openbooknewyork.com. The following table lists the service per capita cost benchmarks applicable to municipalities.

Service	Cities	Villages	Towns
Police – Upstate	$234.00	$130.00	$127.00
- Downstate	$385.00	$490.00	$275.00
Fire Protection – Upstate	$186.00	$95.00	$117.00*
- Downstate	$206.00	$195.00	$62.00*
Highways – Upstate	$195.00	$160.00	$292.00
- Downstate	$167.00	$208.00	$189.00

* 150% of average per capita expenditure for all towns, including fire districts and fire protection districts.

Municipalities that have service costs that exceed the above benchmarks may apply for a High Priority Planning grant to develop a plan to achieve cost savings that are expected to recur over time. Strategies for achieving cost savings may include, but are not limited to, functional consolidation and cooperative

agreements with other municipalities, improved financial performance through more efficient use of resources, and/or reductions in the level and scope of services provided.

Two or more municipalities may apply to:

- Study and plan for municipal consolidation or dissolution
- Plan for the transfer of functions to be performed on a countywide basis
- Plan for multi-county or regional services

All high priority projects **must** include an examination of the potential financial savings expressed in dollars per $1,000 of assessed value, potential financial savings expressed in dollars per $1,000 of actual value and the potential municipal benefits of the project. The municipal benefits may include changes to the organization or management structure, changes to how the service is currently delivered, improved public access to municipal services, or a reduced but efficient level of service that still meets the community's needs.

Project Funding

The maximum award is $50,000 per application. Awards shall not exceed 90% of the approved plan or study. Matching funds equal to 10 % of the total approved project cost are required. All grants are reimbursement grants. In order to receive full funding, it will be incumbent upon the awardee(s) to demonstrate that the findings from any study or plan have been presented to the public and have been adopted by the governing body or bodies.

Eligible Expenses

High Priority Planning Grants may be used to cover costs including, but not limited to:

- Legal services
- Consultant services
- Other necessary expenses

Future Incentives

Municipalities that have received and successfully completed a High Priority Planning Grant can have the 10% local fund match for that project treated as a credit to reduce the required local match for any subsequent project grant to implement the plan.

A single municipality that has received a High Priority Planning Grant to plan for a reduction in police, fire and highway services costs may be offered enhanced priority consideration, for a grant to implement the plan in any future year of the Local Government Efficiency grant program.

Restrictions for High Priority Planning Grants:

- No part of the grant shall be used for recurring expenses such as salaries and overhead.
- The amounts awarded to a school district shall not be included in the approved operating expense of the school district as defined in Education Law § 3602 (1)(t).

2. General Efficiency Planning Grants.

A General Efficiency Planning Grant is a competitive grant that provides funding to two or more municipalities to develop implementation plans to achieve taxpayer savings through improvements and modifications to existing service delivery. **All** general efficiency projects **must** include an examination of the potential financial savings expressed in dollars per $1,000 of assessed value, potential financial savings expressed in dollars per $1,000 of actual value and the potential municipal benefits of the project. The municipal benefits may include changes to the organization or management structure, changes to how the service is currently delivered, improved public access to municipal services, or a reduced but efficient level of service that still meets the community's needs.

Project Funding

The maximum award is $25,000 for an application submitted by two (2) municipalities. An additional $1,000.00 may be awarded for each additional municipality included in the application, but in no event will the total funds awarded exceed $35,000. Local matching funds equal to 10 % of the total approved project cost are required. All grants are reimbursement grants. In order to receive full funding, it will be incumbent upon the awardees to demonstrate that the findings from any study or plan have been presented to the public and have been adopted by the governing body or bodies.

Eligible Expenses

General Efficiency Planning Grants may be used to cover costs including, but not limited to:

- Legal services
- Consultant services
- Other necessary expenses

Future Incentives

Municipalities that have received and successfully completed a General Efficiency Planning Grant can have the 10% local fund match for that project treated as a credit to reduce the required local match for any subsequent project grant to implement the plan.

Program Priorities

1. Highest priority will be given to applications that would result in the complete functional consolidation of a municipal service.
2. Priority will be given to applications that include:
    a. Applicants or co-applicants that are fiscally distressed municipalities as listed at the Department of State's website: *www.dos.state.ny.us/LG*
    b. Consolidation of health benefit plans
    c. Consolidation of two or more highway departments
    d. Contractual services between two or more highway departments

Restrictions for General Efficiency Planning Grants

- No part of the grant shall be used for recurring expenses such as salaries and overhead.
- The amounts awarded to a school district shall not be included in the approved operating expense of the school district as defined in Education Law § 3606(1)(t).

3. Efficiency Implementation Grants.

An Efficiency Implementation Grant is a competitive grant that provides funding to two or more municipalities to achieve taxpayer savings and improvements to service delivery. **All** efficiency implementation projects **must** quantify the sustainable reduction in property taxes expressed in dollars per $1,000 of assessed value, the sustainable reduction in property taxes expressed in dollars per $1,000 of actual value, and the potential municipal benefits of the project. The municipal benefits may include changes to the organization or management structure, changes to how the service is currently delivered, improved public access to municipal services, or a reduced but efficient level of service that still meets the community's needs.

Project Funding

The maximum Efficiency Implementation Grant award shall not exceed $200,000 per municipality and not to exceed $1,000,000 per project. Local matching funds equal to 10 % of the total approved project cost are required. All grants are reimbursement grants.

In order to receive full funding, it will be incumbent upon the awardees to demonstrate that the project has received all appropriate public consideration, including mandatory or permissive referenda where required.

For grants implementing a project that the applicants developed through a successfully completed planning grant under either the Local Government Efficiency grant program or the Shared Municipal Services Incentive (SMSI) program, the local matching funds provided for the completed planning project will be treated as a credit to reduce the required local match for an efficiency grant to implement the plan.

Eligible Expenses

Efficiency implementation grants may be used to cover costs including, but not limited to:

- Legal and consultant services
- Capital improvements, where such expenses are integral to the coordinated or consolidated service delivery
- Transitional personnel costs, not to exceed three years, only where such expenses are integral to the coordinated or consolidated service delivery
- Joint equipment purchases that are essential to a consolidated service delivery

Program Priorities

1. Highest priority will be given to applications that implement dissolutions or consolidations of municipalities or that implement the complete functional consolidation of a municipal service.
2. Priority will be given to applications that include:

a. Applicants that have completed a High Priority Planning Grant or similar SMSI or LGE grant in the past

b. Applicants or co-applicants that are fiscally distressed municipalities as listed at the Department of State's website: *www.dos.state.ny.us/LG*

c. The consolidation of health benefit plans for two or more municipalities

d. Consolidation of two or more highway departments

e. Contractual services between two or more highway departments

Restrictions for Efficiency Implementation Grants

- No part of the grant shall be used for recurring expenses such as salaries and overhead, except for transitional personnel costs as noted herein.
- The amounts awarded to a school district shall not be included in the approved operating expense of the school district as defined in Education Law § 3606(1)(t).

4. Twenty-first Century Demonstration Project Grants.

Twenty-first Century Demonstration Project grants are competitive grants that provide funding to one or more municipalities for the implementation of:

1. Consolidation of support services for school districts within an area served by a BOCES. Projects are eligible for up to $400,000 per BOCES, plus $50,000 per co-applicant school district within that BOCES area, not to exceed $1,000,000, and if they meet the following conditions:

   - The application must come from a BOCES and include a plan intended to result in all school districts within the BOCES area participating in the shared or consolidated services; and
   - A minimum of 40% of component school districts in a BOCES region must be co-applicants; and
   - The supporting services being consolidated must include at least one major functional area, such as school business office functions, pupil personal services, nonpublic or inter-district transportation, legal or audit services, information technology or special education management, and the expenditures for such functions must exceed 0.5 % (one half of one percent) of total expenditures for all component districts within the BOCES (using the latest generally available expenditure data at time of application); and

   Co-applicants may include districts that are not BOCES members, such as big city fiscally dependent school districts; when such districts are co-applicants, the thresholds relating to participation and share of expenditures will be adjusted to include the non-member school district, its enrollment, and its expenditures.

2. Consolidation of multiple police forces. Projects are eligible for up to $600,000, plus $50,000 for each participating county/city/town/village/police district not to exceed $1,000,000, if they meet one of the following thresholds:

   - The consolidation of policing services countywide, that will result in all police services coming under the direct control of the county sheriff or county police commissioner; or
   - The consolidation of police services between two or more municipal entities that will result in a service delivery area containing at least 20% of a county's population. For the purpose of determining whether the threshold has been met the population shall include that of a city, town or village, but where a village

has a separate police department not included in the application its population should be deducted from the population of the surrounding town; or

- The consolidation of at least three separate police departments into a single unified department, or the dissolution of at least three separate police departments within a county with the policing duties assumed by the county sheriff's department.

3. Consolidation of multiple fire districts, fire departments or fire companies. Projects are eligible for up to $350,000, plus $50,000 for each participating fire district or department, not to exceed $1,000,000, if they meet one of the following thresholds:

   - The consolidation of fire districts and fire protection districts countywide; or
   - The consolidation of at least one (all or mostly) full time paid fire department with four or more fire districts or fire departments that will result in a service delivery area containing at least 20% of the county population; or
   - The consolidation of three or more fire departments, fire districts, or fire companies (existing wholly within one county) that will result in a service area equal to at least 20% of the total land area of the county or in combined annual fire expenditures equal at least 20% of total annual fire protection expenditures by all municipalities within that county. Expenditures include equipment and capital outlay, personnel services, all employee benefits expenses including retirement, and expenses related to contracted fire. Expenditures should be based on data from the Office of the State Comptroller in one of the three most recent fiscal periods.

4. Creation of a regional smart growth compact or program (see a definition of Smart Growth in Appendix A.) Projects are eligible for up to $200,000, plus $50,000 for each participating city/town/village, not to exceed $800,000, if they meet the following conditions:

   - Applicants must include at least one county, at least one city within the county (if one exists), and other cities, towns and villages together comprising at least 40% of the population and 20% of the land area in the county. For the purpose of determining whether the threshold has been met, the area and population of a village may not be double-counted with that of the surrounding town. City, town and village co-applicants from another county may participate and will not be calculated in the threshold requirements; and
   - A representative of the regional planning and development council (where one exists) will be included in an advisory role or as a co-applicant; and
   - The work program includes the creation of one or more joint bodies involving three or more of the applicants that will:
     (a) Perform a consolidated land use function, such as a joint planning board to review subdivisions and site plans. A joint comprehensive planning group shall not qualify as a consolidated land use function; or
     (b) Manage and construct affordable housing under a program that includes mandatory development contributions of land or money towards the provision of new affordable housing; or
     (c) Manage a shared property tax base agreement and make recommendations for infrastructure improvements for a defined geographic area within at least three municipalities.

5. Consolidation of services on a multi-county basis. Projects are eligible for up to $400,000 per county, not to exceed $1,000,000.

   - Applicants must include at least two counties.

6. Creation of a regional entity empowered to provide multiple functions on a countywide or regional basis. Projects are eligible for up to $500,000.
   - Applicants must include at least one county and:
     a) If only one county joins the application, other cities, towns and villages together comprising at least 40% of the land area or population in the county; or
     b) If more than one county is participating in the application, other cities, towns and villages together comprising at least 30% of the land area or population of each county. For the purpose of determining whether the threshold has been met, the area and population of a village may not be double-counted with that of the surrounding town. City, town and village co-applicants from additional counties may participate, but will not be calculated in the threshold requirements if their county government is not a co-applicant.
   - The application must result in the provisions of multiple functions throughout a county or in the majority of two or more counties.
   - Representatives of the regional planning and development council (where one exists) must be included in an advisory role or as a co-applicant.
7. Creation of a regional or city-county consolidated municipal government. Projects are eligible for up to $800,000.
   - Applicants must include at least one county and one city.

These grants will be awarded only where applicants demonstrate the potential for transformative change. **All** 21st century demonstration projects **must** quantify the sustainable reduction in property taxes, expressed in dollars per $1,000 of assessed value, and the potential municipal benefits of the project. The municipal benefits may include changes to the organization or management structure, changes to how the service is currently delivered, improved public access to municipal services, or a reduced but efficient level of service that still meets the community's needs. For all projects there is a 10% local match of the total activity required. All grants are reimbursement grants.

Eligible Expenses

Twenty-first Century Demonstration Project Grants may be used to cover costs including, but not limited to:

- Legal and consultant services.
- Capital improvements only where such expenses are integral to the coordinated or consolidated service delivery.
- Transitional personnel costs integral to the coordinated or consolidated service delivery.

Restrictions

All applicants for a Twenty-first Century Demonstration Project Grant are encouraged to contact the Department of State, prior to submission of a grant application, in order to verify they meet the eligibility thresholds described above.

III. Preparing an Application

Getting Started

As you prepare a Local Government Efficiency grant application, carefully consider the nature, scope, and goals of the project you wish to undertake, as well as the process you intend to follow to complete the project. Contact the Department of State for information and advice on your application at (518) 473-3355 or 1-800-367-8488 or email questions to *LGEprogram@dos.state.ny.us* .

Understanding the Purpose of the Local Government Efficiency Grants Program

Local Government Efficiency grants are intended to develop plans and to implement projects to help reduce local property taxes and increase service sharing arrangements, cooperative agreements, consolidations and dissolutions.

Identifying the Service Delivery Efficiency Opportunity

You may decide to perform a "needs assessment" in order to determine if an existing function may be provided more cost effectively or more efficiently through a cooperation agreement. A needs assessment is an anaylsis of the way things are and the way they should be. These "things," or functions, are usually associated with organizational and/or individual performance and service delivery. With a needs assessment you will be better able to focus your application on specific targeted areas of cost savings that a grant award would help you study in-depth or implement.

Collecting Information About Your Needs

Identify possible solutions to the problem and decide which solution will be the most effective. Determine the grant category under which the proposed solution falls. Review the grant type descriptions to determine the eligible activities and requirements, and ensure that the application addresses each grant question. You may request information from Department of State staff and discuss your project to determine which grant type makes the most sense for your proposal.

Focusing Your Project

Propose a project that can be accomplished in **three years. All contracts will have a start date of April 1, 2010.** This allows for possible reimbursement of funds expended on the project after that date. Be sure the project has definite goals and a definite end point. You can frame a project as the first phase of a multi-year series of projects, but, because you may not be successful in obtaining funds for subsequent years, you must demonstrate that each phase can stand on its own.

Understanding the Efficiency Concepts

Prepare a well-organized application, showing definite goals and precise ways to achieve those goals. Demonstrate to the reviewers an understanding of basic efficiency concepts, especially those directly related to the proposed project. Provide information about taxpayer savings to be achieved by your project. Provide backup documentation and excerpts from studies and plans to support the goals and objectives of the program.

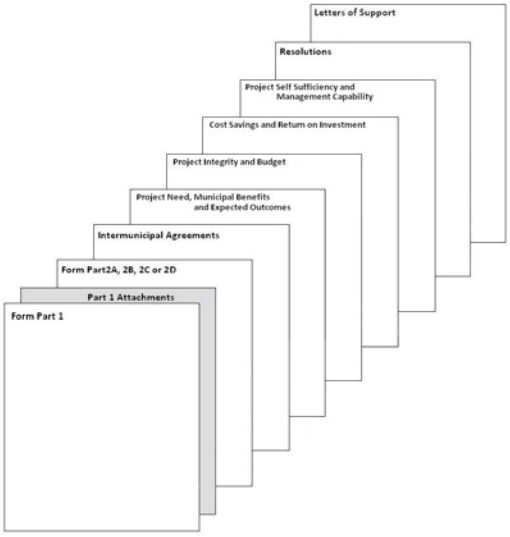
Assembling the Grant Application Correctly

Assemble your grant application in the order indicated on the application checklist included in the *Grant Project Application* form.

It is essential to submit a complete application. An incomplete application will not be reviewed.

Your original application with signatures in blue ink must include all required forms and other materials.

Be sure to number the pages of your completed application before making copies.



Copies of the application must conform to the following:

- Application materials must be bound in pressboard report covers or standard three-ring (maximum ring size of 2 inches) binders.
- Maps included in the application must be: 8 ½" x 11"; 8 ½" x 14" or 11" x 17" folded down to an 8 ½" x 11" size. Rolled maps will not be accepted.
- Prior studies may be included in the application as supplemental information and must be properly referenced and highlighted. Submission of pre-existing or stand alone data and reports will not be accepted as substitutes for information required in the application.

Grant Deadlines

General Efficiency Planning Grant
Efficiency Implementation Grant
21st Century Demonstration Project Grant

Wednesday at 4:00pm on December 1, 2010

Applications received after the deadline will not be considered and will be returned to the applicant.

High Priority Planning Grant

Wednesdays at 4:00pm on;

- October 20, 2010
- November 17, 2010
- December 15, 2010
- January 19, 2011
- February 16, 2011
- March 16, 2011

Review of High Priority Planning Grant applications will occur each month.

High Priority Planning Grant applications received after the deadline will be held until the next month's deadline; applications received after March 16, 2011 will be returned to the applicant.

Grant applications must be received in their entirety. Incomplete applications will not be reviewed.

Send an original and three copies to:

Contract Administration Unit
Attention: Local Government Efficiency Grants
New York State Department of State
Bureau of Fiscal Management
One Commerce Plaza, 11th Floor, Suite 1110
99 Washington Avenue
Albany, NY 12231

IV. Grants Review

Review Process

The Department of State reviews applications for eligibility and completeness. When an application is deemed incomplete, the applicant will be informed of the reasons for ineligibility. Each of the grant types will be reviewed separately and ranked by grant type. The Department of State will fund as many high-quality projects as possible until funding is exhausted. Depending on availability of funds, the Department of State may partially fund projects. High Priority Planning grant applications may be resubmitted with the addition of the missing criteria if the final application deadline has not passed. **The Lead Applicant is responsible for meeting eligibility requirements and for submitting a complete application.**

Non-Competitive Grants

High Priority Planning Grants

High Priority Planning Grants are non-competitive grants that need to meet specific criteria in order to be funded. These criteria are reflected in the application. All of the criteria in the application must be met and all of the information must be provided for the application to be accepted.

Note: Deadlines for High Priority Planning Grants are Wednesdays at 4:00pm on: October 20, 2010, November 17, 2010, December 15, 2010, January 19, 2011, February 16, 2011, and March 16, 2011. Review of these applications will occur each month.

High Priority Planning Grant applications received after the deadline will be held until the next month's deadline. Applications received after March 16, 2011 will be returned to the applicant. Applications received not meeting the grant requirements will be returned for resubmission prior to the final deadline.

Unallocated funds may be applied to Efficiency Implementation and Twenty-First Century Demonstration Project Grants. In order to ensure funding for all eligible applications unused funds will not be reallocated until after the final deadline of March 16, 2011. Depending on availability of funds, the Department of State may partially fund projects. The Secretary reserves the right not to fund an application that fails to submit a clear and concise work plan or budget.

Competitive Grants

Scoring Criteria

The Local Government Efficiency Grant program recommends applications for funding based on reviewers' evaluations and the application of priority points. An application must score a minimum of 60 base points, out of a possible 100 base points, to be considered for funding. Each eligible application is scored by 3 different reviewers. Each reviewer evaluates and assigns a score based on the criteria established for each grant type. Answer all

questions and all parts of questions. Any part of the application without an answer will receive zero (0) points. If a question does not appear to apply to your project, explain why.

1. Application

- Each reviewer will score the application individually.
- Each application will receive 3 individual scores.

Each element of the application will be rated using the following numerical evaluation to assess the degree to which the application meets the grant selection criteria.

High	5 points
Medium	3 points
Low	1 point
Does not meet criterion	0 points

- The three individual scores will be added together and divided by 3 in order to assign a base point score.

General Efficiency Planning Grants

General Efficiency Planning Grants are reviewed as outlined in the scoring section above. All projects will be rated against the questions found in the application and may receive up to a maximum of 100 base points.

Efficiency Implementation Grants

Efficiency implementation Grants are reviewed as outlined in the scoring section above. All projects will be rated against the questions found in the application and may receive up to a maximum of 100 base points.

Twenty-first Century Demonstration Project Grants:

Twenty-first Century Demonstration Project Grants are reviewed as outlined in the scoring section above. All projects will be rated against the questions found in the application and may receive up to 100 base points.

2. Priorities for Funding

General Efficiency Planning and the Efficiency Implementation grant applications may receive priority points under certain circumstances. Priority points are added to those applications that have scored above the minimum of 60 base points.

Priority points shall be awarded in the following manner:

- Applications meeting the highest priorities shall receive an additional ten (10) points added to their final base point score.
- Applications meeting any of the high priorities shall receive five (5) additional points for each of the priorities met.

General Efficiency Planning Grants

- In the selection of grant awards, the highest priority will be given to applications that would result in the complete functional consolidation of a municipal service.
- Priority will also be given to applications that:
    - Are from municipalities that meet at least **three** (3)of the fiscal distress indicators indicated in the definitions; or
    - Would consolidate health benefit plans offered by two or more municipalities; or
    - Would result in contractual services between or the consolidation of two or more municipal highway departments, provided, however, that to receive a general efficiency planning grant award, an applicant must indicate that an objective of the study or plan for functional consolidation or shared services is to realize financial savings upon implementation.

Efficiency Implementation Grants

- In the selection of grant awards, the highest priority shall be given to applications that would:
    - Implement the dissolution or consolidation of municipalities; or
    - Implement the complete functional consolidation of a municipal service.
- Priority will also be given to applications that:
    - Are submitted by applicants that successfully completed a High Priority Planning Grant or a planning grant under the Shared Municipal Services Incentive grant program for one of the types of high priority activities as outlined in the High Priority Planning Grant information; or
    - Are from municipalities that meet at least **three** (3)of the fiscal distress indicators indicated in the definitions; or
    - Would consolidate health benefit plans offered by two or more municipalities; or
    - Would result in contractual services between or the consolidation of two or more municipal highway departments.

3. Secretary of State Points

In addition, the Secretary of State may award up to a total of ten (10) additional points per application for the following factors:

- Whether the project would advance other State or municipal programs for municipal efficiency and cost savings.
- The likelihood of instituting permanent changes to the municipal structure or service delivery resulting in cost savings, enhanced productivity or streamlined administration over the long term.
- The number of municipalities involved or the size of the service area.
- The geographic distribution of other fundable projects in this application period. In order to provide a distribution of grants throughout the state, points may be awarded by region. (A copy of the Shared Service regions map is on the back of the Grant Guidance and Application Instructions.)

V. Awards and Project Administration

Award Announcements

The Department of State will not release information regarding the status of an application until all applications have been reviewed and the Secretary of State has approved and announced the grant awards. Information on High Priority Planning Grants will be released periodically throughout the year. The Secretary of State may choose to partially fund grant applications.

Applicants will be notified of awards by email. Award decisions are final and are not subject to appeal.

Contracts

The Department of State requires that all successful applications enter into a contract with the State of New York. The contract details the obligations of the applicant/contractor. Contracts will be dated April 1, 2010 – March 31, 2013 and are eligible for two one-year extensions. Contracts must be returned to the Department of State within ninety (90) days from receipt of the contract. The Department of State may cancel an award if the contract is not returned in a timely manner. Contracts for High Priority Planning Grants must be returned within sixty (60) days from the receipt of the contract to ensure that funds are going to applicants that are ready to move forward on the proposed plans.

Project Administration

If you are awarded a grant, you must conduct your project in accordance with the contract, the Department of State's approved project budget, program work plan, and Local Government Efficiency grant guidelines. In addition, you must follow all of your government's procurement policies. Any changes to the approved project budget and approved program work plan require an amendment to the contract **prior** to the applicant/contractor or their sub-contractors making such change. Failure to render satisfactory progress or to complete the project to the satisfaction of the State may be deemed an abandonment of the project and may cause the suspension or termination of any obligation of the State. Satisfactory progress includes, but is not limited to, signing the State Contract and providing all necessary documents for execution by the State, submitting timely payment requests in accordance with the Payment Schedule in the contract, completing satisfactory work products, or other tasks identified in the approved work plan.

Supporting or source documents are required for all grant-related transactions that involve the disbursement of grant funds. These documents include, but are not limited to: purchase orders, contracts, vendor invoices, travel receipts, and travel payment documents. These records must be kept for at least six years after the last payments are made by the Department of State. All records shall be available for inspection by Department of State officials or representatives.

Schedule of Payments

The Local Government Efficiency grant program is a reimbursable program. Expenses incurred after April 1, 2010 are eligible for reimbursement provided that the applicant has executed a contract with the Department of State. Expenses incurred prior to the start of the grant year, April 1, 2010, cannot be reimbursed.

Required Reports

Each project must achieve results that substantially meet the objectives outlined in the application as approved. Recipients of grants must submit Project Status Reports with every request for payment or every six months. Close-out requires completion of the contract Appendices, all deliverables indentified in the Program Work Plan and a final narrative report along with a Final Project Summary Report, which shall include projected project savings and current savings realized by the applicants. This final report should demonstrate that substantial progress has been made toward meeting the project goals and the program performance indicators.

Local Government staff will monitor each grant-funded project, and will make site visits during the course of projects to determine the rate and quality of progress. Some projects may be selected for more extensive review and inclusion in the Technical Assistance Resources on the DOS web site at the conclusion of the grant period.

Appendix A

Definitions

As used in these applications, the following words and terms shall have the stated meaning:

Consolidation means either (a) the combination of two or more municipalities resulting in the termination of the existence of each of the entities to be consolidated and the creation of a new municipality which assumes jurisdiction over all of the terminated municipalities, or (b) the combination of two or more municipalities resulting in the termination of the existence of all but one of the municipalities which shall absorb the terminated municipality or municipalities.

> *Project Example: A proposed project could include a fiscal analysis of the results of consolidation of two or more equal units of local government, a plan to implement the consolidation of two or more equal units of local government, and legal, accounting and other consultant services associated with the consolidation of two or more equal units of local government.*

Cooperative Agreement means an agreement entered into by two or more municipalities pursuant to Article 5-G of the General Municipal Law or other authorizing statutes for the performance among themselves or one for the other of their respective functions, powers and duties on a contract or cooperative basis.

> *Project Examples: A town and a village wish to form an agreement to share the services of a police department or specially trained staff members. Four school districts agree to jointly contract for the transportation of non-public school children.*

Countywide means the county or other regional entity is the lead applicant, and the application includes one hundred percent of the total number of cities, towns, villages or other applicable municipal entities in such county. Where a service area is not available to the entire county, then one hundred percent of the total number of cities, towns, villages or other applicable municipal entities in the service area agree to participate.

> *Project Examples: Multiple water districts are located in a portion of the county and wish to consolidate into a county water district. The county acts as lead applicant and all of the water districts and other applicable municipal entities agree to apply to consolidate. Since only a portion of the county is part of the service area, only those municipalities within the service must apply. By contrast, if a county acted as lead applicant and only six of the ten towns in the county agreed to have the county provide centralized assessment, the project is not a countywide project.*

Dissolution means the termination of the existence of a municipality.

> *Project Example: A group of village residents has submitted a dissolution petition to the village board of trustees. The proposed project is the study of the potential economic impacts and the extent of efficiencies created by a possible dissolution, the legal paperwork leading to the referendum, and a dissolution plan.*

Downstate New York means Suffolk, Nassau, Westchester, Rockland, Putnam, Orange and Duchess Counties and New York City.

Efficiency Implementation Grant means a competitive grant to two or more municipalities to cover costs associated with consolidations, dissolutions, cooperative agreements and shared services, where demonstrable financial savings would result in the sustainable reduction in property taxes, expressed in dollars per $1,000 of assessed value.

Fiscally Distressed Municipality means a municipality that meets three (3) of the following fiscal distress indicators:

i. Full valuation per capita less than fifty percent of the average full valuation per capita for municipalities.

ii. A population at least ten percent less than the population as reported in the nineteen hundred seventy federal decennial census.

iii. Greater than sixty percent real property tax limit exhausted in the most recent local fiscal year as reported to the Division of the Budget by the State Comptroller.

iv. A percentage of individuals living below the poverty level, as reported for a municipality in the most recent federal decennial census, in excess of one hundred fifty percent of the average percentage of individuals living below the poverty level as reported for municipalities in the most recent federal decennial census.

A complete list of municipalities meeting 3 fiscal distress indicators is located at the Department of State's website at www.dos.state.ny.us/LG and in Appendix B.

Functional Consolidation means one municipality completely providing a service or function for another municipality, which no longer engages in that service or function.

> *Project Example: A town and village consolidate their DPW and Highway Departments into a single department where the village no longer provides snow plowing and street maintenance.*

General Efficiency Planning Grant means a competitive grant to two or more municipalities to cover costs associated with plans that evaluate potential financial savings and management improvements, associated with functional consolidation or shared services involving two or more municipalities.

High Priority Planning Grant means a grant to provide funding for plans, which shall include an examination of the potential savings and management improvements, for:

1. A single municipality to study and develop a city or county charter revision plan to implement functional consolidation or increased shared services which will achieve savings and management improvements;
2. A single village to study village dissolution and develop a village dissolution plan;
3. A single municipality to plan for a sustainable reduction in the cost of police, fire or highway services for a municipality whose Per Capita Cost is in the top 25% of comparable municipalities in New York State;
4. Two or more municipalities to consolidate or dissolve;
5. Two or more municipalities to transfer functions to be performed on a countywide basis;
6. Two or more municipalities to conduct services on a multi-county or regional basis

Municipality means a county, city, town, village, special improvement district, fire district, public library, association library, water authority, sewer authority, regional planning and development board, school district, or board of cooperative educational services. A board of cooperative educational services will be considered a municipality only in instances where such board of cooperative educational services advances a joint application on behalf of school districts and other municipalities within the board of cooperative educational services region but any agreement with a board of cooperative educational services:

1. Will not generate additional state aid;
2. Will be deemed not to be a part of the program, capital and administrative budgets of the board of cooperative educational services for the purposes of computing charges upon component school districts pursuant to Education Law § 1950(1),(4)(b)(7) or § 1951 (1);
3. Will be deemed to be a cooperative municipal service for purposes of Education Law § 1950(4)(d)(2).

Per Capita Cost is the annual expenditures for the relevant service divided by population, as reported by the Office of the State Comptroller (OSC) for the most recent fiscal year.

Reasonableness of Cost is an assurance that the State is receiving good value for its dollars. All purchases must follow Article 5-A of the General Municipal Law. Travel rates cannot exceed the current Internal Revenue Service rate or the current state rate. Salaries must adhere to municipal bargaining rates.

Regional means an area that is not defined by municipal boundaries, consisting of a large area that shares specific characteristics and includes areas of more than one county.

> *Examples: New York City Watershed, Adirondack Park, Appalachian New York*

Shared Services means the joint provision, performance or delivery of a service, facility, activity, project or undertaking by two or more municipalities that each may lawfully undertake separately.

> *Project Example: Two or more municipalities join together to hire a consultant to prepare a joint plan or a feasibility study for the provision of water and wastewater services; a school district and a town wish to explore the potential cost savings through shared services, in the areas of maintenance, purchasing, technology and administrative staff. A group of local governments, such as two or more counties, or a county and two or more municipalities within the county, or any other grouping of municipalities, may join together to study the feasibility and cost saving potential of offering a self-insured health plan (fully insured with stop-loss protection) with a third-party administrator or with one of the municipalities serving as the administrator for the group.*

Smart Growth means sensible, planned, efficient growth that integrates economic development and job creation with community quality-of-life by preserving and enhancing the built and natural environments. Smart Growth encourages growth in developed areas with existing infrastructure to sustain it, particularly municipal centers, downtowns ("Main Streets"), urban cores, historic districts and older first-tier suburbs.

> *Some of the specific Smart Growth tools used to carry out these goals on the local level include: mixed land uses; compact, conservation-oriented development; strategic farmland and open space preservation; historic preservation; brownfield clean-up and re-development; vacant property re-use; regional and inter-municipal land use and transportation planning; revitalization of existing developed areas; "green" buildings and infrastructure; varied transportation and mobility choices, including walking, biking and public transit; age-, income- and ethnically-integrated communities; targeted investments in affordable housing; transit-oriented development; collaborative, public, inclusive and stakeholder-driven planning processes; transfer of development rights; accessible and well-planned public spaces; and well-maintained parks.*

Transitional Personnel means additional employee(s) required to implement the approved program work plan of the project. The employee(s) is(are) integral to the coordinated or consolidated service delivery. *The Department of State reserves the right to approve the reasonableness of the need for the staff and the salary amount.*

> *Example: Transitional personnel may include staff hired to train existing employees on new systems or equipment needed for the coordinated or consolidated service delivery. This may also include staff hired to oversee the implementation of the project. The Department of State will not reimburse salaries for existing personnel.*

Twenty-first Century Project Demonstration Grant means a competitive grant to municipalities to cover costs associated with a functional consolidation or shared services agreement with great potential to achieve financial savings and serve as a model for other municipalities, including the consolidation of services on a multi-county basis, the consolidation of certain services countywide, the creation of a regional entity empowered to provide multiple functions on a countywide or regional basis, the creation of a regional or city-county consolidated municipal government, the consolidation of school districts or supporting services for school districts encompassing the area served by a Board of Cooperative Educational Services, or the

creation of a smart growth compact or program. The project should be able to quantify the sustainable reduction in property taxes, expressed in dollars per $1,000 of assessed value.

Upstate New York means all New York State Counties that are not defined as 'Downstate New York'. See above.

Appendix B

Municipalities Meeting at Least Three 2010-11 AIM Fiscal Distress Indicators

As determined by the Division of Budget

Sorted by Name

Name	Type	County
ADAMS	Village	Jefferson
ALBANY	City	Albany
ALBION	Village	Orleans
ALFRED	Village	Allegany
ALMOND	Village	Allegany
AMSTERDAM	City	Montgomery
ANTWERP	Village	Jefferson
AUBURN	City	Cayuga
AVOCA	Village	Steuben
BINGHAMTON	City	Broome
BOLIVAR	Village	Allegany
BUFFALO	City	Erie
CANASERAGA	Village	Allegany
CANASTOTA	Village	Madison
CATSKILL	Village	Greene
CHATEAUGAY	Village	Franklin
CHERRY CREEK	Village	Chautauqua
CLYDE	Village	Wayne
CONSTABLEVILLE	Village	Lewis
DANSVILLE	Village	Livingston
DEPEW	Village	Erie
DEPOSIT	Village	Broome
DOLGEVILLE	Village	Herkimer
DRESDEN	Village	Yates
DUNKIRK	City	Chautauqua
EAST ROCHESTER	Village	Monroe
EAST SYRACUSE	Village	Onondaga
EDWARDS	Village	St. Lawrence
ELLENVILLE	Village	Ulster
ELLISBURG	Village	Jefferson
ELMIRA	City	Chemung

Name	Type	County
ELMIRA HEIGHTS	Village	Chemung
ENDICOTT	Village	Broome
FORT EDWARD	Village	Washington
FORT PLAIN	Village	Montgomery
FRANKFORT	Village	Herkimer
FULTON	City	Oswego
GALWAY	Village	Saratoga
GENEVA	City	Ontario
GLOVERSVILLE	City	Fulton
GOWANDA	Village	Cattaraugus
HAMMONDSPORT	Village	Steuben
HANCOCK	Village	Delaware
HARRISVILLE	Village	Lewis
HEMPSTEAD	Village	Nassau
HERKIMER	Village	Herkimer
HERMON	Village	St. Lawrence
HORNELL	City	Steuben
HUDSON	City	Columbia
HUDSON FALLS	Village	Washington
ILION	Village	Herkimer
JAMESTOWN	City	Chautauqua
JOHNSON CITY	Village	Broome
KEESEVILLE	Village	Clinton
LACKAWANNA	City	Erie
LAURENS	Village	Otsego
LIBERTY	Village	Sullivan
LITTLE FALLS	City	Herkimer
LITTLE VALLEY	Village	Cattaraugus
LOCKPORT	City	Niagara
LYONS	Village	Wayne
LYONS FALLS	Village	Lewis

Municipalities Meeting at Least Three 2010-11 AIM Fiscal Distress Indicators

As determined by the Division of Budget

Sorted by Name

Name	Type	County
MALONE	Village	Franklin
MANNSVILLE	Village	Jefferson
MASSENA	Town	St. Lawrence
MASSENA	Village	St. Lawrence
MEDINA	Village	Orleans
MONTICELLO	Village	Sullivan
MORRIS	Village	Otsego
MORRISTOWN	Village	St. Lawrence
NEW BERLIN	Village	Chenango
NEWARK	Village	Wayne
NIAGARA FALLS	City	Niagara
NICHOLS	Village	Tioga
NORWICH	City	Chenango
OGDENSBURG	City	St. Lawrence
OLEAN	City	Cattaraugus
ONEONTA	City	Otsego
ORISKANY FALLS	Village	Oneida
OSWEGO	City	Oswego
OXFORD	Village	Chenango
PAINTED POST	Village	Steuben
PERRY	Village	Wyoming
PORT HENRY	Village	Essex
PORT LEYDEN	Village	Lewis
PORTVILLE	Village	Cattaraugus
POTSDAM	Village	St. Lawrence
RED CREEK	Village	Wayne
REMSEN	Village	Oneida
RENSSELAER	City	Rensselaer
ROCHESTER	City	Monroe
ROME	City	Oneida
ROMULUS	Town	Seneca

Name	Type	County
SALAMANCA	City	Cattaraugus
SCHENECTADY	City	Schenectady
SENECA FALLS	Village	Seneca
SIDNEY	Town	Delaware
SIDNEY	Village	Delaware
SINCLAIRVILLE	Village	Chautauqua
SPENCER	Village	Tioga
SPRING VALLEY	Village	Rockland
ST. JOHNSVILLE	Village	Montgomery
SYRACUSE	City	Onondaga
THERESA	Village	Jefferson
TONAWANDA	City	Erie
TROY	City	Rensselaer
UTICA	City	Oneida
WATERTOWN	City	Jefferson
WATKINS GLEN	Village	Schuyler
WELLSVILLE	Village	Allegany
WHITEHALL	Village	Washington

Appendix C

Definitions and Instructions for Estimated Cost Savings

Definitions

As used in this Part, the following words and terms shall have the stated meaning:

Co-Applicant Savings: The sum of Temporary and Recurring Savings in each Functional Category accruing to all Co-Applicants as a result of the project. Calculate for each Co-Applicant and insert aggregate results into the appropriate Temporary or Recurring Savings column(s) of Lead Applicant's worksheet. Be sure to include all Co-Applicant worksheets with the application.

Full Value: The full market value of real property for assessment purposes as reported by the Office of the State Comptroller (OSC). Full Value assessments can be found online at www.osc.state.ny.us/localgov/datanstat/ under "Financial Data for Local Governments."

Functional Category: Municipal budget revenues or expenditures classified according to general purpose by the Office of the State Comptroller (OSC). To find Functional Categories and associated code classifications, review the OSC's "Accounting and Reporting Manual for Local Governments," which can be found online at www.osc.state.ny.us/localgov/pubs.pdf.

Lead Applicant Savings: The sum of Temporary and Recurring Savings in each Functional Category accruing to the Lead Applicant as a result of the project.

Multiplication Factor: A factor used to give greater value to recurring cash flows

OSC Code: Uniform system of four-digit account codes established by the Office of the State Comptroller (OSC) to classify municipal budget items according to Functional Category

Recurring Savings: Savings or costs that result directly from the implementation of the project and are expected to continue on an ongoing basis, such as a reduction in staffing or increased insurance costs. Costs should be entered as a negative number and should not include any costs that are to be funded by the LGE or any other grant. Do not increase savings or costs over time to account for inflation.

Return on LGE Grant: Value of Savings expressed as a percentage of the LGE grant, calculated by dividing the Value of Savings by the amount of the expected LGE grant and multiplying by 100.

Taxpayer Savings: Annual savings per $1,000 of assessed value, calculated by dividing Recurring Savings by Full Value and multiplying by 1,000.

Temporary Savings: Savings or costs that result directly from the implementation of the project but are not expected to recur, such as proceeds from the sale of surplus equipment or training costs. Costs should be entered as a negative number and should not include any costs that are to be funded by the LGE or any other grant.

Value of Savings: The present value of savings that are expected to be realized from the project by all partners, calculated as the sum of Total Temporary Savings and Total Recurring Savings multiplied by the Multiplication Factor.

Example

The following chart is a simple example of how to calculate the Return on LGE Grant and Taxpayer Savings for the consolidation of two municipal functions (e.g. Highway Department;)

- The consolidation costs a co-applicant municipality $70,000 in implementation expenses
- The Lead Applicant realizes a one-time gain of $120,000 on the sale of surplus equipment
- The Lead Applicant realizes recurring annual savings of $75,000 from reductions in administration expenses
- The Lead Applicant has a full value assessment of $250,000,000 as reported by the OSC
- The grant amount is $400,000

To complete the chart, take the following steps (keyed to chart below):

1. Enter amounts from the Lead Applicant's most recent approved budget into appropriate Functional Categories. Do not enter amounts from tentative or unapproved budgets.

2. Enter amount of the Lead Applicant's expected Temporary Savings resulting from the project into each Functional Category. These are savings or costs that will not recur once the project is completed. Costs incurred to implement the project should be entered as a negative number; however, any costs that are to be funded by the LGE grant or any other grant should be excluded.

   Worksheet Example: The Lead Applicant realizes a one-time gain of $120,000 on the sale of surplus highway equipment. This should be entered into the Temporary Savings column in the Transportation Functional Category. The entry is positive because the sale represents a savings resulting from the project.

3. Enter amount of the Lead Applicant's expected Recurring Savings resulting from the project into each Functional Category. These are savings or costs that are expected to be ongoing once the project is completed. Costs should be entered as a negative number.

   Worksheet Example: The Lead Applicant expects to save $75,000 annually by reducing administration expenses. This should be entered into the Recurring Savings column in the Transportation Functional Category.

4. Briefly describe the nature of the savings or costs incurred in each Functional Category.

5. Add savings and costs in each Functional Category to calculate Lead Applicant Temporary Savings and Recurring Savings.

6. Enter Co-Applicant(s) Temporary and Recurring Savings into the Co-Applicant Savings row. You should use a separate worksheet for each Co-Applicant and transfer the aggregate Temporary and Recurring Savings to the Lead Applicant's chart. Provide each Co-Applicant's worksheet with the application.

Worksheet Example: The Co-Applicant incurs costs of $70,000 to implement the project. These costs are not covered by the LGE or any other grant. The costs should be entered into the Temporary Savings column in the Co-Applicant Savings row. The entry is negative because the expenses represent costs rather than savings.

7. Add Lead Applicant and Co-Applicant Temporary and Recurring Savings and enter into the Total Savings row.

Worksheet Example: Co-Applicant costs of $70,000 are subtracted from Lead Applicant savings of $120,000 to yield $50,000 in Total Savings.

8. Transfer Temporary Total Savings into Value of Savings row. Multiply Recurring Total Savings by 10 and enter into the Value of Savings row. Add together to calculate Value of Savings.

Worksheet Example Total: Temporary Savings are $50,000. Total Recurring Savings of $75,000 are multiplied by 10, resulting in a value of $750,000. Value of Savings is $50,000 + $750,000 = $800,000.

9. Enter Full Value of Real Property Assessments for most recent fiscal year from Office of the State Comptroller data.

10. Divide Value of Savings by the amount of the LGE grant and multiply by 100 to calculate Return on the LGE Grant.

Worksheet Example: Value of Savings of $800,000 divided by the LGE grant of $400,000 and multiplied by 100 yields a Return on LGE Grant of 200%.

11. Divide the Lead Applicant's Recurring Savings by the Lead Applicant's Full Value and multiply by 1000 to calculate the Lead Applicant's Taxpayer Savings.

Worksheet Example: Lead Applicant Recurring Savings of $75,000 divided by Lead Applicant's Full Value of $250,000,000 and multiplied by 1000 equals $0.30, which is the anticipated reduction in the Lead Applicant's property taxes per $1,000 in assessed value.

12. Divide each Co-Applicant's Recurring Savings by each Co-Applicant's Full Value and multiply by 1000 to calculate Taxpayer Savings for each co-Applicant.

Example, **use the worksheet available at** *www.dos.state.ny.us/LG* **to complete the Efficiency Implementation and 21st Century Demonstration Project Grant applications**

This information is required to demonstrate taxpayer savings for all projects and may be helpful in determining taxpayer savings in planning grants.

Functional Category	OSC Code	Existing Budget (1)	Temporary Savings (2)	Recurring Savings (3)	Description (4)
General Govt. Support	1010-1997	437,218			
Education	2490-2989	0			
Public Safety	3010-3997	196,948			
Health	4010-4997	0			
Transportation	5010-5997	997,808	120,000	75,000	Sale of Surplus Equipment, Administration Expenses
Economic Asst. and Opp.	6010-6997	0			
Culture and Recreation	7010-7997	112,576			
Community Services	8010-8097 8510-8997	4,860			
Sanitation	8110-8197	0			
Utilities	8310-8430	0			
Employee Benefits	9010-9089	176,241			
Debt Service	9700-9991	0			
Lead Applicant Savings (5)			120,000	75,000	
Co-Applicant Savings (6)			(70,000)		Implementation Expenses
Total Savings (7)			50,000	75,000	
Multiplication Factor			x1	x10	
Value of Savings (8)			50,000	+ 750,000	= 800,000
Full Value (from OSC) (9))	250,000,000				

Return on LGE Grant (10)

$800,000	÷	$400,000	X 100	=	200%
Value of Savings		Expected LGE Grant			Return on LGE Grant

Taxpayer Savings:

Applicant: (11)

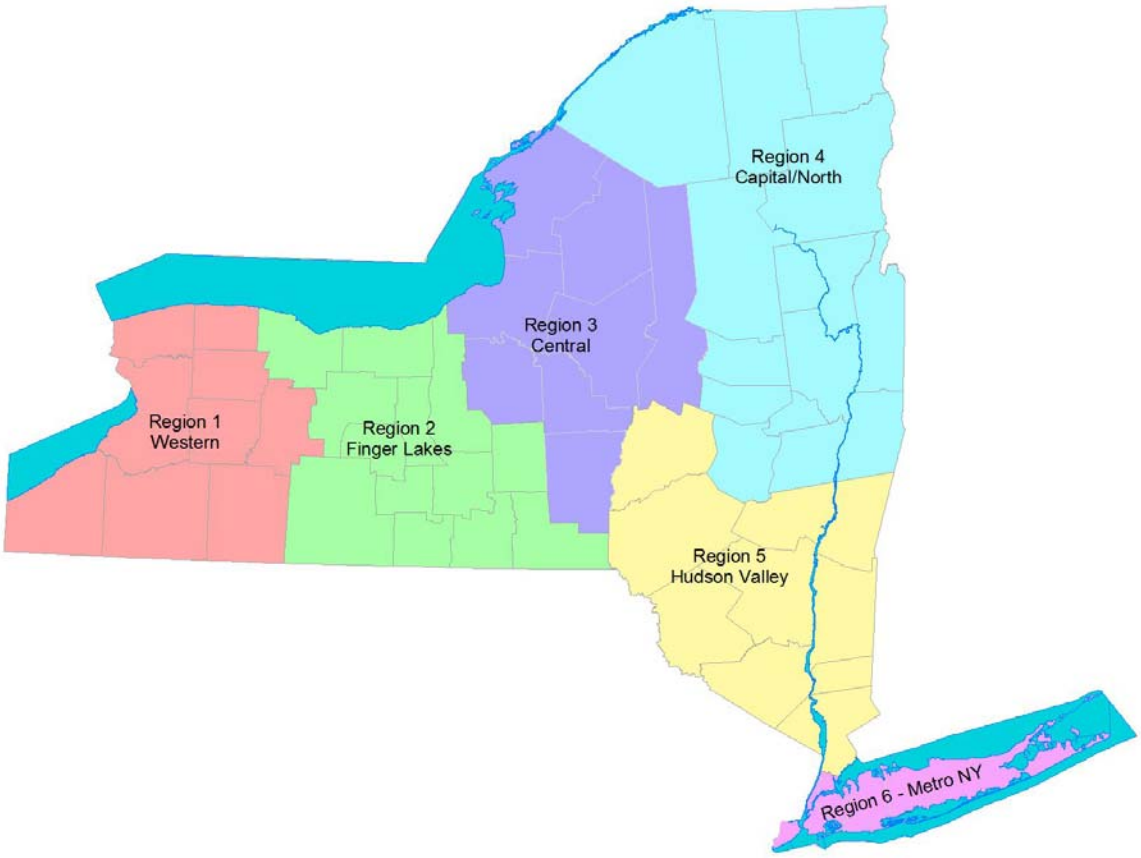
$75,000	÷	$250,000,000	X 1000	=	$0.30
Lead Applicant's Recurring Savings		Lead Applicant's Full Value			Lead Applicant's Taxpayer Savings

Co-Applicant (12)

	÷		X 1000	=	
Co-Applicant's Recurring Savings		Co-Applicant's Full Value			Co-Applicant's Taxpayer Savings

Local Government Efficiency Grant Regions

If necessary, this map is used in order to provide geographic distribution of grants throughout the state.



DAVID A. PATERSON
GOVERNOR

RUTH NOEMÍ COLÓN
ACTING SECRETARY OF STATE