



Long-Term Community Recovery Strategy Grants Request for Applications 11-CSTL-10

IMPORTANT DATES

RFA Release Date:	November 28, 2011
Questions Due:	December 15, 2011
RFA Updates Posted:	December 22, 2011
Round 1 Application Due Date:	January 12, 2012 by 4:00 PM
Round 2 Application Due Date:	March 1, 2012 by 4:00 PM

CONTACT INFORMATION

General Program Information & Inquiries

Peter Walsh
NYS Department of State
Communities and Waterfronts
One Commerce Plaza
99 Washington Avenue, Suite 1015
Albany, New York 12231
Coastal@dos.state.ny.us
(518) 474-6000

Proposal Submission

LuAnn Hart, Contract Administration Unit
Attention: RFA 11-CSTL-10
NYS Department of State Bureau of Fiscal
Management
One Commerce Plaza, Suite 1110
99 Washington Avenue
Albany, NY 12231

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1.00 GENERAL INFORMATION

1.10 Background

On August 27, 2011, Tropical Storm Irene hit New York State, causing catastrophic flooding. In many areas record rain and flooding washed out roads, bridges, homes and farms. A few days later on September 8, Tropical Storm Lee brought even more record rainfall, spreading the disaster to the Southern Tier. Rains from Tropical Storm Lee caused additional flooding in areas already damaged by Tropical Storm Irene.

The damage cut across all walks of life: people's lives were lost; homes were destroyed or severely damaged; in some communities entire downtown business districts were crippled; farms and agricultural communities saw crops, livestock and equipment washed away by flood waters; and public and private infrastructure was badly damaged.

In the wake of the disaster, many of the affected communities have received federal and state assistance, and untold hours of volunteer services to help meet basic shelter, humanitarian and cleanup needs. As communities move beyond the immediate recovery phase of a disaster, long-term community recovery planning can help focus their efforts by establishing a vision for how they will rebuild and reduce their vulnerability to future disasters.

Planning for recovery takes time, leadership, resources, and support from community stakeholders. This grant program will augment current efforts to help communities with the most damage and least capacity to develop strategies for long-term recovery.

The resultant long-term recovery strategy will ensure rebuilding that strengthens community vitality, maximizes use of available funds, and reduces future flood related damages.

1.20 Funding Availability

The Long-Term Community Recovery (LTCR) Strategy Grant is a competitive grant program to aid a community in developing a strategy for long-term community recovery of the storm-struck area identified in the application. The Department of State (DOS) will make approximately twelve grants of up to \$50,000. DOS reserves the right to make additional awards if funds are available. There will be up to two grant rounds based on funding availability.

1.30 RFA Questions and Updates

All questions regarding this competitive grant program must be submitted in writing to Coastal@dos.state.ny.us, and received on or before the *Questions Due* date as stated on the cover of this RFA. No responses will be provided to inquiries made by telephone other than a request for an RFA package.

For questions sent by email, the subject of the message should be "LTCR RFA Questions." To insure timely receipt of questions, email submission is strongly encouraged.

Questions and answers will be posted on the *RFA Updates Posted* date as stated on the cover of this RFA. The questions and answers, this RFA, and electronic application forms can be accessed from the following DOS web page: <http://www.dos.ny.gov/communityprojects/funding.html>.

1.40 Submission of Application

One signed and complete original application, plus two exact paper copies of the application, must be submitted by the applicant and received at the address on this RFA cover by the date and time on the RFA cover. Applications received after the Round 1 due date will be considered for Round 2, provided they are received before the Round 2 application due date.

All submissions must contain the complete application. Electronic or fax copies will not be accepted. All applications must be complete to be considered for review.

1.50 Contract Period

Contracts for approved activities will be awarded for a term of 12 months beginning no earlier than October 1, 2011 and ending no later than March 1, 2013.

2.00 LTCR STRATEGY GRANT

The LTCR Strategy Grant will provide up to \$50,000 per application to aid a community in developing a strategy for long-term community recovery of the storm-struck area identified in the application. The planning process will develop a post-disaster community vision; identify and describe projects needed to achieve the vision and reduce future hazard damages; estimate costs and benefits of recovery options; prioritize projects that have the most significant recovery value and can be accomplished quickly; and develop funding strategies to implement priority projects including identification of available federal, state, municipal, nonprofit and private resources. The process will result in a strategy that should consider the following:

- Housing development, redevelopment and/or relocation within the community to meet the needs of residents displaced by flooding and wishing to return to the community while reducing the risk to life and property.
- Commercial, industrial and agricultural uses to be developed, redeveloped and/or relocated within the community. This may include Main Street, business/commercial districts, industrial districts and parks, and/or agricultural uses damaged or destroyed by flooding.
- Infrastructure repair, redevelopment and/or relocation within the community. This may include roads, bridges, water, sewer, health and safety, and communications infrastructure damaged or destroyed by flooding.
- Environmental feature repair, restoration and/or enhancement within the community.

2.10 Eligible Activities

The following activities related to long-term community recovery are eligible for reimbursement:

- a) Surveys, assessments, and other research-oriented activities related to the LTCR Strategy;
- b) Writing, illustrating, and producing the LTCR Strategy;
- c) Holding and facilitating community forums and other meetings;
- d) Grant administration (no more than fifteen percent of the amount of the grant);
- e) Coordinating with other governmental entities; or
- f) Other actions needed to complete the recovery strategy.

2.20 Smart Growth Principles

When planning for long-term recovery, communities are encouraged to apply smart growth principles where practicable, including but not limited to:

- Mixing land uses;
- Taking advantage of compact building design;
- Creating a range of housing opportunities and choices;
- Creating walkable neighborhoods;
- Fostering distinctive, attractive communities with a strong sense of place;
- Preserving open space, natural resources, and critical environmental areas;
- Strengthening and directing development towards existing communities;

- Providing a variety of transportation choices;
- Making development decisions predictable, fair and cost effective; and
- Encouraging community and stakeholder collaboration in development decisions.

2.30 Eligible Applicants

Applicants for a LTCR Strategy Grant may apply on behalf of the following disaster area communities identified by the Federal Emergency Management Agency (FEMA) as most impacted by tropical storms Irene and/or Lee and most likely to benefit from LTCR assistance. Any expansions to this list based on additional FEMA assessments will be posted on the Department of State website at <http://www.dos.ny.gov/communityprojects/funding.html>.

Broome County

- City of Binghamton
- Town of Conklin
- Town of Kirkwood
- Town of Vestal
- Town of Union
- Village of Endicott
- Village of Johnson City
- Village of Port Dickinson
- Village of Whitney Point

Chenango County

- City of Norwich
- Village of Bainbridge
- Village of Greene
- Village of Oxford
- Village of Sherburne

Delaware County

- Village of Fleischmanns
- Village of Margaretville
- Village of Sidney

Essex County

- Town of Jay
- Town of Keene

Greene County

- Town of Lexington
- Town of Prattsville
- Town of Windham

Schenectady County

- City of Schenectady
- Town of Rotterdam

Schoharie County

- Town of Blenheim
- Town of Esperance
- Village of Middleburgh
- Village of Schoharie

Tioga County

- Town of Barton
- Town of Owego
- Town of Tioga
- Village of Candor
- Village of Nichols
- Village of Owego
- Village of Waverly

Applications may be submitted by any of the following:

- (a) A city, town or village included in the list above, or
- (b) A county, city, town or village on behalf of a city, town or village included in the list above, or
- (c) A not-for-profit organization on behalf of a city, town or village included in the list above.

2.40 Eligible Expenses

In order for expenses to be eligible for reimbursement, they must be reasonable, relevant and directly related to the activities approved in the contract. An LTCR Strategy grant may be used to cover direct costs including, but not limited to:

- a) Contractual services directly related to the proposed activities;
- b) Personal Services, only where such expenses are integral to the development of the Strategy or the administration of the grant, and where grant administration costs do not exceed 15% of total project costs;
- c) Supplies and materials necessary for the preparation of the LTCR Strategy; and
- d) Equipment purchases directly related and necessary for the administration of the grant and/or the development of the applicant's LTCR Strategy.

2.50 Ineligible Expenses

No part of the grant shall be used for recurring expenses such as overhead or for expenses that are not adequately justified or directly related to the proposed activities. This program will not reimburse for expenses already reimbursed by FEMA.

3.00 APPLYING FOR AN LTCR STRATEGY GRANT

Applicants must use the application form contained in Section 5.00 to apply for funding. Applicants may attach additional sheets of paper as needed if responses exceed the space allowed on the form. Information the applicant provides will be used to score the application and determine eligibility for funding. An applicant may submit applications for multiple grants, provided the grants cover different and distinct project areas. For example, a county may apply for grants for two towns.

3.10 Application Materials

A complete application for an LTCR Strategy Grant includes the following:

Part 1 – Applicant Information

Part 2 – Budget Information

Part 3 – Authorization letter from the chief elected official of the municipality (required only for organizations applying on behalf of a city, town or village)

3.20 Part 1 – Applicant Information

Section 5.00 contains the application form. The purpose of the form is to provide basic information about the applicant, the proposed activities, amount of funding requested, flood-related damages, and pre-flood conditions.

Applicant

- Organization Name: Name of the local government or not-for-profit entity applying for the grant.
- Type of Applicant: County, city, town, village or not-for-profit.
- Federal Tax ID Number: 9 digit federal tax identification number.
- Vendor ID Number: 10 digit number available from the Office of the State Comptroller which is required to contract with New York State.
- Charities Registration Number: Applies only to not-for-profits.
- Name of Chief Executive Officer and Title: Name and title (e.g., superintendent, mayor, county executive, executive director) of the chief executive officer or authorizing officer of the government or entity applying for the grant
- Contact Information: Mailing address and email address of applicant.
- County: County where the proposed project is located.
- Senate/Assembly Districts: Senate District Number(s) and the Assembly District Number(s) for the geographic area covered by the application.

Applicant Contact Person

- Name: Name and title of the person who will oversee the activities on behalf of the applicant.
- Contact Information: Telephone and fax numbers, email, and mailing addresses of contact person.

General Project Information

- Project Title: Provide a specific title for the project, not to exceed twelve words, such as "The Town of X Community Recovery Long-Term Strategy."
- Project Location: The geographic area on which the applicant's efforts will be focused should be explained at a level of detail sufficient for the reviewer to understand the project area. For example, if activities will be focused on a hamlet within a town, please list the hamlet and general location. You may also include a map to indicate the area of focus. Include the name of the municipality with jurisdiction over the area.
- Amount of Grant Requested: The amount requested for the LTCR Strategy Grant, not to exceed \$50,000.
- FEMA Assistance: Check the box if this project is receiving assistance from the FEMA Long Term Community Recovery program.
- Other Assistance: For informational purposes, check the box if the project is receiving funding from other grants, public funds or technical assistance.

- **Total Project Cost:** The total estimated cost of activities eligible for funding under the LTCR Strategy Grant, including those expected to be funded with both grant money and any other funds leveraged against the project.
- **Project Description:** Provide a brief description of the proposed activities consisting of no more than six sentences.
- **Statement of Need:** Describe why the project area needs state funding assistance to prepare a long-term community recovery strategy. If you need more space, mark the application “See attached” and attach no more than one additional sheet of paper with your response.

Report of Damages and Pre-Disaster Conditions

Answer the questions on pages 2 and 3 of the application by checking the appropriate box. Much of the information will be available locally from the chief elected official, county emergency management office, or school district. For information on the percentage of households below the poverty rate, contact the New York State Data Center at fdc@empire.state.ny.us or use the most recent figures available from the US Census Bureau. Find 2000 population data at <http://www.esd.ny.gov/NYSDataCenter/LocalGovernmentPopulation.html> and 2010 Census data at <http://www.esd.ny.gov/NYSDataCenter/Census2010.html>.

The New York State Department of Labor produces monthly estimates of the state's labor force and work force at http://esd.ny.gov/NYSDataCenter/Labor_Employment.html. If an area figure is not available, use the county figure.

Affirmation:

The chief executive officer for the applicant shall affirm that the information provided is true to the best of their knowledge and belief by signing where indicated. Include the name of the person signing, their title, and the date they signed.

3.30 Part 2- Budget Information

Budget Detail

Clearly describe all budget items and indicate the estimated costs for the activities described in the application. For each category, the applicant must justify the expense and explain how the costs estimated are reasonable expenses for the area in which the grant activities will take place. This explanation should be included in the “Narrative” box.

1. **Personal Services (Salaries and Fringe):** List the title of each employee of the applicant who will be working on grant activities and include the annual salary, estimated percent of time to be spent on grant activities, estimated cost for each, and total cost for all salaries. For example, an employee who has an annual salary of \$40,000 devotes 15% of their time to the

project (\$6,000), over a 3 month period (25% of a year) would charge \$1,500 to the project. If fringe is calculated separately, indicate rate and total cost. (Fringe benefits include social security, workers compensation, unemployment insurance, health insurance, and any other benefits.)

2. Travel: Describe the purpose of the travel and estimated costs. List a total cost for all travel and related expenses. Rates cannot exceed the current Internal Revenue Service rates.
3. Supplies/Materials: Describe what will be purchased. Please use general categories such as office supplies, printing supplies, and like category descriptions. Purchases must relate directly to the preparation of the Strategy.
4. Equipment: List each item of equipment that exceeds \$200.00 per item, indicating the quantity to be purchased and the cost of each item of equipment, and include a justification for the purchase. Group items of less than \$200.00 each into general categories indicating the quantity and total cost per category. List a total cost for all equipment. Purchased equipment must relate directly to the preparation of the Strategy.
5. Other Non-Personal Services and Costs: Describe any other non-personal services and costs.
6. Contractual Services: Describe the type of services which would be provided, such as project management, grant administration, professional planning, design, engineering, and other contractual services. List a total cost for all contractual services.

Budget Summary

Provide a summary of the information contained in the budget detail, including total amount requested for personal services, contractual services, and non-personal services. Add up those items and provide the amount in the box marked "Amount of Grant Requested."

3.40 Part 3 – Authorization Letter

Any application which is not submitted directly by the chief elected official of the city, town or village in which the project area is located is required to include a letter from the chief elected official of the city, town or village with jurisdiction over the area included in the grant application. The letter from the chief elected official must state that the municipality authorizes the applicant to apply for funding for planning activities that would be performed on behalf of the municipality.

3.50 Scoring Criteria

Applications will be scored based on the answers given on Part 2 of the application, the statement of need, and the reasonableness of costs, provided such answers are accurate. The maximum score possible is 23 points. Scores will be considered to the second decimal place, as some answers are valued at one half a point.

Statement of Need - Up to 3 Points

1. The statement of need will be scored based on how well the application describes why the project area needs state funding assistance to prepare a long-term community recovery strategy.

Damages Caused by Tropical Storms Irene and Lee – Up to 6 Points

2. Percentage of housing units destroyed.
3. Percentage of total area damaged within the community.
4. Number of days the power was out in the business district.
5. Number of major public or governmental facilities damaged resulting in a temporary loss of services.
6. Key features damaged that have a strong attachment to the identity of the community, such as community gateways or recognized physical features.
7. Number of days the school session was delayed.

Pre-Disaster Conditions – Up to 9 Points

8. Percentage of households below the poverty rate.
9. Unemployment rate of the community.
10. Bond rating of the community.
11. Percentage of the community with flood insurance.
12. Whether the population of the community decreased from 2000 to 2010.
13. Chamber of Commerce (local not countywide), merchants' association or other local business group within the community with full-time, paid staff.
14. Full-time, professional town or village manager or administrator.
15. Participation in a Council of Governments or a Regional Planning Board.

Reasonableness of Budget and Cost – Up to 5 Points

16. Whether the costs are eligible under the program requirements.
17. Whether the costs are clearly relevant and related to the proposed activities.
18. Whether the application presents necessary and reasonable costs, based on quotes, historic pricing or other criteria, given the relative damage to, and capacity of, the applicant community.

3.60 Application Review and Selection Process

The evaluation criteria are considered as a whole in judging the overall quality of an application. Points are awarded only to applications which respond to the evaluation criteria within the context of this program announcement.

Initial Screening: Each application will be screened by a DOS employee to determine its completeness. Incomplete applications will be disqualified; applicants will be notified of such disqualification.

First Level Review: Applications that pass initial screening will be evaluated individually by a review team made up of three staff members. Reviewers will use the evaluation criteria listed herein to review and score applications. Each reviewer will assign a score (maximum = 23) to each application; individual scores will be added and averaged to determine the applicant's score. A complete listing of applicants, along with their applications, will be provided to the Secretary of State (or his designee) for a second level review.

Second Level Review: The Secretary of State (or his designee) may then review each application and award up to a total of 2 additional points per application (maximum final score 25) to help achieve geographic diversity in the preparation of long-term community recovery strategies.

Awards: Grants will be awarded based upon rank order of final scores, until allocated funds are fully distributed. DOS reserves the right to offer partial or no funding to any applicant if its application cannot be fully funded within the funds remaining. DOS reserves the right to not fund applications with a final score below ten points. In the event that any awardee fails to satisfactorily negotiate a proper contract, funding will be awarded to the next highest-scoring applicant.

4.00 Awards and Grant Administration

4.10 Award Announcements

The Department of State will not release information regarding the status of an application until all announcement approvals are secured for each round. Applicants will be notified directly of awards.

4.20 Contracts

The Department of State requires that all successful applicants enter into a contract with the State of New York. The state contract details the obligations of the applicant/contractor. Contracts for a Long-Term Community Recovery Strategy Grant will be dated no earlier than October 1, 2011 and end no later than March 1, 2013. State contracts must be returned to the Department of State from the grantee within thirty (30) days from their receipt to ensure that funds go to applicants that are ready to move forward with the proposed activities.

4.30 Project Administration

If an applicant is awarded a grant, the project must be managed in accordance with the terms and conditions of the state contract. In addition, contractors must follow state and local procurement

policies. 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 financial obligation of the state. Satisfactory progress includes, but is not limited to, execution of the state contract and submission of all necessary documents for execution by the state, submitting timely payment requests in accordance with the payment schedule in the state contract, completing satisfactory work products, and other tasks identified in the approved state contract.

4.40 Schedule of Payments

The Long-Term Community Recovery Strategy Grant program is a reimbursable program. Expenses incurred on or after the contract date are eligible for reimbursement provided that the applicant has an executed state contract with the Department of State. Expenses incurred prior to the start date of the state contract cannot be reimbursed. Requests for reimbursement may be submitted at 30 day intervals. The grant contractor may be required to submit payment requests every six months. A single advance payment of up to \$12,500 per contract may be made to the applicant upon request. Requests for advances must be in accordance with the DOS payment guidelines.

4.50 Required Reports

Each project must achieve results that substantially meet the objectives outlined in the approved work plan. Project close-out requires completion of activities outlined in the state contract and all deliverables identified in the work plan.

Department of State staff will monitor each grant-funded project, and will review interim and draft products, and make site visits during the course of the project to determine the rate and quality of progress. Notification of meeting schedules and submission of photos and other media will be required.

4.60 Reservation of Rights

The Department of State reserves the right to:

1. Reject any or all applications received in response to the RFA;
2. Withdraw the RFA at any time, at the Department's sole discretion;
3. Make an award under the RFA in whole or in part;
4. Disqualify any applicant whose conduct and/or application fail to conform to the requirements of this RFA;
5. Seek clarifications and revisions of applications;
6. Use application information obtained through site visits, management interviews and the state's investigation of an applicant's qualifications, experience, ability or financial standing,

and any material or other information submitted by the applicant in response to the Department's request for additional information in the course of evaluation and/or selection under the RFA;

7. Prior to the application due date, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it become available;
8. Prior to the application due date, direct applicants to submit application modifications addressing subsequent FRA amendments;
9. Change any of the scheduled dates;
10. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective applicants;
11. Waive any requirements that are not material;
12. Negotiate with successful applicants within the scope of the RFA in the best interests of the state;
13. Conduct contract negotiations with the next responsible applicant, should the Department be unsuccessful in negotiating with a selected applicant;
14. Use any and all ideas submitted in the applications received;
15. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an application and/or to determine an applicant's compliance with the requirements of the RFA; and
16. Not to make any awards pursuant to this RFA.

5.00 Application

The application is contained on the following pages. An electronic version of the application forms is available at <http://www.dos.ny.gov/communityprojects/funding.html>.

Part 1	NYS Department of State LTCR Strategy Grant Applicant Information	DO NOT WRITE IN THIS SPACE	
		Application Number LTCRS-11-	Date Received
A. Applicant			
Organization Name:		Federal Tax ID Number:	
Type of Applicant (Check one): <input type="checkbox"/> City, Town or Village <input type="checkbox"/> County <input type="checkbox"/> Not-For-Profit		Vendor ID Number:	
Name of Chief Executive Officer:		Charities Registration Number:	
Mailing Address:		Title of Chief Executive Officer:	
		County:	
		E-Mail Address:	
		Senate District(s):	Assembly District(s):
B. Applicant Contact Person			
Name:		Telephone Number/Extension:	
Title:		Fax Number:	
Address:		E-Mail Address:	
C. General Project Information			
Project Title:			
Project Location:			
Amount of Grant Requested:		Check all that apply: <input type="checkbox"/> Project is receiving FEMA Long Term Community Recovery program assistance. <input type="checkbox"/> Project is receiving other grant funding or other public funds. (List)	
Total Project Cost:			

Project Description: Provide a brief description of the project (Not more than 6 sentences).

Statement of Need: Describe why the project area needs state funding assistance to prepare a long-term community recovery strategy.

Answer the following questions as they relate to damage caused by tropical storms Irene and Lee in the project area.

1	What percentage of housing units were destroyed (damaged beyond 50% of estimated full replacement cost)?	<input type="checkbox"/> 10% or More <input type="checkbox"/> 5% - 9% <input type="checkbox"/> Less than 5%
2	What percentage of the total area within the community was damaged?	<input type="checkbox"/> 50% or more <input type="checkbox"/> 25% - 49% <input type="checkbox"/> Less than 25%
3	How many days was the power was out in the business district?	<input type="checkbox"/> One week or more <input type="checkbox"/> Less than one week
4	How many major public or governmental facilities were damaged which resulted in a temporary loss of services?	<input type="checkbox"/> Two or more <input type="checkbox"/> One <input type="checkbox"/> None
5	Were any key features damaged that have a strong attachment to the identity of the community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	How many days was the school session delayed or canceled?	<input type="checkbox"/> 14 days or more <input type="checkbox"/> Less than 14 days

Applicant Name:

Answer the following as they relate to conditions in the project area prior to tropical storms Irene and Lee.

1	What was the percentage of households below the poverty rate?	<input type="checkbox"/> more than 20% <input type="checkbox"/> 10% - 20% <input type="checkbox"/> Less than 10%
2	What was the unemployment rate of the community?	<input type="checkbox"/> 125% or more of the NYS Average <input type="checkbox"/> Less than 125% of the NYS Average
3	What was the bond rating of the community?	<input type="checkbox"/> Below A or no rating <input type="checkbox"/> A or better
4	What percentage of the community had flood insurance?	<input type="checkbox"/> 75% or more <input type="checkbox"/> Less than 75%
5	Did the population of the community decrease from 2000 to 2010?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Is there a Chamber of Commerce (local not countywide), merchants' association or other local business group within the community with full-time, paid staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Is there a full-time professional town or village manager or administrator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Does the community participate in a Council of Governments or Regional Planning Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No

D. Affirmation

I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Signature:

Print Name of Chief Executive Officer for the Entity Applying	Date:

Title:

**Part
2**

**NYS Department of State
LTCR Strategy Grant**

Budget Information

Applicant:

Budget Detail

Personal Services

Salaries and Fringe

Employee Title	Annual Salary	Estimated % of Time to be Spent on Grant Activities	Estimated Cost
Subtotal			
Fringe Rate			
Total Personal Services			

Narrative:

Non-Personal Services

Travel

Purpose:	Estimated Cost
Total Travel	

Narrative:

Supplies and Materials		
Item Description:		Estimated Cost
Total Supplies & Materials		
Narrative:		
Equipment		
Items Under \$200:	Quantity	Estimated Cost
Subtotal		
Narrative:		
Items Over \$200:	Quantity	Estimated Cost
Subtotal		
Total Equipment Services		
Narrative:		

6.00 Sample Long-Term Community Recovery Work Plan

An applicant who is selected to receive a LTCR Strategies grant will submit a work plan as part of the contract approval process. The following sample work plan may be modified by the grant recipient to reflect the work needed to be done to complete a recovery strategy for the community identified in the application.

Contractor:

Project Name:

Contract Number:

COMMUNITY PROJECT TITLE

1. Project Description

The grant recipient will guide the community in developing a long-term community recovery (LTCR) strategy to rebuild in a way that strengthens the vitality of the community, reduces risk to life and property and is sustainable over time. In the process of developing the Strategy, the grant recipient will help local government leaders and citizens to understand pre-disaster conditions, post-disaster needs, and flood mitigation opportunities within their community.

The Strategy will form the basis for identifying federal, state, local, nonprofit and private sector resources for the redevelopment and recovery within the community. The LTCR Strategy may focus on one or more of the following:

- Housing development, redevelopment and/or relocation within the community to meet the needs of residents displaced by flooding and wishing to return to the community while reducing the risk to life and property.
- Commercial, industrial and agricultural uses to be developed, redeveloped and/or relocated within the community. This may include Main Street, business/commercial districts, industrial districts and parks, and/or agricultural uses damaged or destroyed by flooding.
- Infrastructure repair, redevelopment and/or relocation within the community. This may include roads, bridges, water, sewer, health and safety, and communications infrastructure damaged or destroyed by flooding.
- Environmental feature repair, restoration and/or enhancement within the community.

2. Project Components

The following components will result in an LTCR Strategy.

Component 1: Project Initiation

Task 1.1 Initial Organization Meeting

The grant recipient and the Department of State (DOS) shall conduct an initial meeting with key project participants. The purpose of the meeting is to begin to discuss the scope of the project, the type of services that are most appropriate based on long-term recovery needs, the subcontractor procurement process, and how the budget should be directed. In addition, the composition of the LTCR Team, public participation techniques, and any other topics that will ensure a successful project shall be discussed. A copy of the work plan and budget will be made available at the meeting. The grant recipient shall complete and distribute a meeting summary.

Product: Meeting summary prepared and distributed to meeting participants.

Task 1.2 Contractual Services

If the contractual services of a professional are needed, the grant recipient shall procure such services using established procedures. The grant recipient shall prepare a draft subcontract to conduct the required services. The subcontract shall contain a detailed work plan with adequate opportunity to review stages in completion of the LTCR Strategy, a payment schedule (payments must be tied to receipt of acceptable products in the work plan), and a project cost. The subcontract must specify: the professionals that will be directly involved in the project; the composition of the assigned team, including the area of responsibility/expertise; and the persons that are assigned to undertake and complete specific tasks that are in the work plan.

Product: Letter from the grant recipient to DOS indicating contractual services procured and appropriate certification.

Task 1.3 Project Scoping Session

The grant recipient shall hold an initial meeting to review the project, contract requirements, and area conditions; and to obtain any information which would assist in completing the project. Supporting or involved agencies and organizations may attend this meeting. Topics shall include but are not limited to the following:

- Project scope
- Area affected by the disaster
- Public engagement
- Long-term community recovery issues and goals
- Existing relevant information (FEMA Preliminary Technical Needs Assessment, county data)
- Access to information on past or current projects related to the development of the community (comprehensive plan, economic development plan, emergency management or disaster mitigation plans, etc.)
- Responsibilities of the participants (grant recipient, DOS, public or private organizations)

- Time frames and deadlines
- Expected products

The grant recipient shall prepare a brief meeting summary which clearly indicates the agreements/understandings reached and the time frame for the preparation of the LTCR strategies. The project time frame may be altered to reflect changing circumstances, or new knowledge of existing circumstances.

Product: Meeting summary with notes prepared and distributed to scoping session participants.

Component 2: LTCR Coordinator

Task 2.1 LTCR Coordinator

The grant recipient shall appoint a project coordinator for the LTCR program. The coordinator may serve as facilitator at the community meetings, and be responsible for establishing partnerships with local, state, and federal organizations and agencies. The grant recipient shall identify the coordinator to all involved agencies.

Product: Notice of identification of project coordinator.

Task 2.2 Establish a Long-Term Community Recovery Team

The grant recipient shall establish a LTCR Team with broad public and private sector representation to provide routine input into the LTCR process. The LTCR Team should not be too large and membership should have knowledge of the primary issues that will be addressed by the LTCR Strategy. Examples of potential members include: the public works department, public information office, planning department, emergency management or local mitigation coordinator, Chamber of Commerce, homebuilders association, neighborhood representation, environmental groups, critical industries, citizen at large, a town board member or village trustee, public health and/or medical community representative, or voluntary agency representative.

Product: List of LTCR Team members prepared and distributed.

Component 3: Public Engagement

One person shall be identified to carry out public engagement activities. This person may be a member of the LTCR Team, a volunteer, or a subcontractor. Such person shall be responsible for developing and fulfilling the public engagement efforts, which may include the following:

- Establishing relationships with a variety of media sources as partners to inform the public.
- Creating outreach materials for distribution by local groups and organizations.
- Utilizing media outlets to disseminate information about the long-term community recovery effort.

- Reaching out to minority and low-income groups who represent a significant part of the population.

Public engagement should occur early and consistently in the process through such means as visioning workshops, informational meetings, project presentations, public education, and or other agreed upon techniques. Public engagement should serve to inform the public about the project and serve as a means for the public to participate in forming the Strategy, thus ensuring community understanding and support.

Product: Identification of the individual responsible for public engagement.

Component 4: Coordination with the State Assistance Team

The grant recipient shall inform DOS and other project partners about LTCR status and progress, and enlist their assistance in the process. Project partners may include, but are not limited to: local, county, state or federal government agencies, property owners, private sector interests, not-for-profit organizations, and academic institutions.

Product: Summary list of partners and a description of the mechanisms to coordinate support for the LTCR process.

Component 5: Articulating a Vision and Setting Goals

Task 5.1 Create a Community Vision Statement

A preliminary vision statement shall be created relative to long-term community recovery, as shaped and expressed by the community. The vision statement may be reflective of:

- Key issues facing the community related to the ability to recover from the disaster;
- What the community wants to be in the next five, ten or fifteen years;
- The kind of community that would make a good home for children and grandchildren;
- The kind of community one would be proud to share with visitors;
- What the community would look like if it were more resilient and more dynamic; and
- Principles of smart growth and sustainable community development, where practicable.

The grant recipient may refine the vision statement based on additional information obtained as the planning process moves forward.

Product: A preliminary vision statement.

Task 5.2 Draft Goals

Goals shall be drafted for long-term community recovery that support and are consistent with the community vision. The goals should be refined through feedback from the general public, local government, outside support and the LTCR Team. Goals may be expressed in terms of:

- Buildings, infrastructure, or organizations that must be built or created to support the community's vision and values;
- The kind of mitigation actions needed to make the community more disaster-resistant in the future; and
- The projects needed to make the community more economically, socially and culturally vibrant.

Describe the relationship of the goals to the LTCR community vision and to any other existing community vision, revitalization strategies, and/or comprehensive plans.

Product: Articulation of goals supporting the community vision.

Component 6: Identifying LTCR Projects

Projects shall be identified that will accomplish the goals and achieve the vision set for the community. Such projects will be identified as part of the community engagement process, including community meetings; discussions with community leaders, organizations and agencies, and the LTCR planning team; and may be drawn from existing plans.

Task 6.1 Identify, Evaluate and Prioritize the LTCR Projects

Implementation projects shall be identified, evaluated and prioritized based on two guiding principles: 1) the project addresses the vision, and 2) the project focuses on overall community recovery.

To assist in establishing priorities, the LTCR Team should assign a recovery value to each project based on the degree to which it assists the community in its recovery from the disaster. The grant recipient shall prioritize the identified projects based on recovery value, timeframe for implementing the project, funding availability, complexity, visibility, community support and other factors.

Product: A complete list of prioritized projects and time frames for implementation.

Task 6.2 Choosing Project Coordinators

A person, or persons, shall be designated for each priority project to ensure that the projects move forward in a timely manner to realize the Strategy's goals and community vision. The project coordinator can be a community member or a designated contact person within an agency or organization. The role of the project coordinator is to:

- Continue to flesh out the details of the assigned project, once it has been identified as a high priority project and incorporated into the LTCR Strategy;
- Find ways to attract funding to the project;
- Enlist partners to help bring the project to fruition; and
- Work with the LTCR Coordinator to help meet all of the goals of the project in achieving the vision.

Product: List of assigned project coordinator for each project proposed within the LTCR Strategy.

Component 7: Preparing an LTCR Funding Strategy

The grant recipient shall review and identify resources to support and implement the LTCR Strategy. Support and interest shall be sought from agencies and organizations with resources to invest in high priority recovery projects. Funding programs and resources available at the regional, state and federal levels for each project in the LTCR Strategy shall be evaluated by the LTCR Team, and opportunities for leveraging multiple resources shall be examined.

Product: A list of potential and likely funding sources for each of the high value priority projects in the LTCR Strategy.

Component 8: Completing the LTCR Strategy

Task 8.1 Prepare the Draft LTCR Strategy for Public Review

A draft LTCR Strategy shall be prepared that reflects or addresses the ideas and views expressed during the community engagement process. The document shall include a vision statement and goals, preliminary strategies, and projects to achieve the goals that support the vision.

Copies of the draft LTCR Strategy shall be distributed to the general public and public agencies for review and comment. If possible, the draft Strategy should be made available prior to the second community meeting in order to solicit feedback from that meeting. Additional feedback may be solicited from individual and group meetings, local government officials, state and federal partners, and other supporting entities.

Product: A draft LTCR Strategy available for review by the public and all identified partners.

Task 8.2 Public Comment Period

All comments on the draft LTCR Strategy should be available for review for a minimum of three (3) weeks prior to preparing the final LTCR Strategy.

Product: Comments on the draft LTCR Strategy made available for public review.

Task 8.3 Prepare the Final LTCR Strategy

The grant recipient shall prepare a final LTCR Strategy, reflecting the comments received from the general public and public agencies. Upon completion, the LTCR Team should publically present the LTCR Strategy to the local government for implementation. The final document shall also be submitted to the DOS.

Product: Final Long-Term Community Recovery Strategy presented to local government leaders

Task 8.5 Final LTCR Strategy

The final LTCR Strategy and other materials shall be made available to the public in order to maintain momentum and ensure greater support for implementation. Access to the Strategy can be through a number of media, such as website postings; and posters, calendars and other creative materials.

Product: Website posting and other materials making the Strategy accessible to the public.

Component 9: Planning for Implementation of the LTCR Strategy

The local governing body of the municipality shall be responsible for the implementation of the LTCR Strategy, including initiation and coordination of all LTCR activities and identification of an Implementation Manager. The grant recipient shall identify the initial steps the city, town, or village could take to implement the strategies in the LTCR Strategy.

Product: Identification of the initial steps to be taken to implement the LTCR Strategy.