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**Application for Long Island South Shore Estuary Reserve Local Assistance Grant**

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**2016-2017**

**RFA #16-LWRP-17**

The New York State Department of State (DOS) Office of Planning and Development (OPD) is providing Local Assistance Grants up to \$50,000 to municipalities (county, city, town, or village) located within the Long Island South Shore Estuary Reserve (Reserve) as defined in the Long Island South Shore Estuary Reserve Comprehensive Management Plan (CMP)

(<http://www.dos.ny.gov/opd/programs/pdfs/SSERCMP.pdf>) and Executive Law Article 46 as the land draining into the south shore bays. The grants are intended for projects that either implement the CMP's recommendations and implementation actions, advance a South Shore Estuary Reserve Council priority, or increase resiliency of the Reserve from climate change impacts. Up to \$800,000 is available to municipalities with a maximum award of \$50,000. These are 100% grants with no required local match.

All applications are due by the date and time listed on the front page of the RFA. One signed and complete original application, plus two exact paper copies of the complete application should be submitted by the applicant and received at:

Chet Fiske, Contracts Management Specialist  
Attention: RFA #16-LWRP-17  
NYS Department of State Bureau of Fiscal Management  
One Commerce Plaza, Suite 1110  
99 Washington Avenue  
Albany, NY 12231

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

**Key Dates**

**Request for Applications Release Date: March 2, 2017**

The Long Island South Shore Estuary Reserve Local Assistance Grant Request for Applications (RFA) and associated forms are posted on the DOS website at: <http://www.dos.ny.gov/funding>.

**Updates and /Questions**

Any updates and/or modifications to this RFA will be posted on the Department's web site at: <http://www.dos.ny.gov/funding>.

Questions and answers will be posted on the RFA Updates and Responses Posted date as stated on the cover of the RFA. Questions on this grant program should be directed by email or in writing to Jeremy Campbell as shown below. When corresponding by email, clearly indicate the subject as "17-SSER RFQ Questions". To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Questions received will be posted with answers on the Department's website at: <http://www.dos.ny.gov/funding>.

Jeremy Campbell  
Office of Planning and Development, RFA# 16-LWRP-17  
New York State Department of State  
One Commerce Plaza, 10<sup>th</sup> Floor, Suite 1015  
99 Washington Avenue  
Albany, NY 12231  
[opd@dos.ny.gov](mailto:opd@dos.ny.gov)



# Office of Planning and Development

New York State  
Department of State  
Office of Planning and Development  
One Commerce Plaza  
99 Washington Avenue  
Albany, NY 12201-2001  
(518) 474-6000  
www.dos.ny.gov

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2016-2017

RFA #16-LWRP-17

### Part A - Applicant Information

#### Contact Information:

1. Applicant - Municipality:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Website: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Federal ID #: \_\_\_\_\_

2. Chief Elected Official:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

3. Grant Administrator:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

4. Project Manager:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

#### Project Partners:

5. Project Partners: (for each municipal or non-governmental partner)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Website: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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6. **NYS Legislative Districts:** (List NYS Senate and Assembly district(s) elected officials and identify where the proposed project is located.)

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7. **Project Title:** \_\_\_\_\_

8. **Project Summary:**

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9. **Schedule:** (Project completion shall not exceed 24 months from the expected start date.)

Project expected start date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

10. **Project Location:** Provide the location of the project including the facility name, physical address or watershed, a map of the project location, and latitude and longitude.

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### Part B – Applicant Resolution and Certification

The applicant must submit a formal resolution of the governing bodies designating, by title (County Executive, Town Supervisor, Mayor, City Manager, etc.), the representative authorized to act on behalf of that body in all matters related to this financial assistance. The applicant authorized by the Resolution must sign the certification pertaining to the information contained in this application.

These documents must be submitted with the application. **Failure to submit these documents will result in the application being deemed ineligible.**

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## Part C. General Project Information

### 1. Grant Administration

Describe how the grant will be administered by identifying those individuals who will be responsible for specific tasks, such as grant administration, fiscal accounting, and project management.

- a) For managers and professionals overseeing the project briefly describe their qualifications (e.g., relevant technical expertise).

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- b) If consultants will be hired for the project, summarize consultant selection process and schedule, noting whether it is completed, underway, or proposed.

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### 2. Project Readiness

Explain the status of the project and, if relevant, how work needed to advance the proposed activity or construction project to the next phase has been completed (i.e., designs prepared, permits and/or other approvals obtained).

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- a) Regulatory Review

What, if any, State, federal and/or local regulatory reviews or permits are required or approved for project implementation? For each required review or permit what is the status?

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### 3. Service Life

Estimate the service/useful life of capital expenditures that are the focus of this request.

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### 4. Project Cost

Provide an estimate of the total project cost. The dollar amounts entered must match what is calculated in the budget page(s), Part E.

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## Part D. Project Narrative

Describe the proposed project in detail including the objectives to be achieved and problem(s) to be addressed:

- a. Describe how the project will meet the recommendations or implementation actions of the South Shore Estuary Reserve Comprehensive Management Plan, meets South Shore Estuary Reserve Council priorities, or addresses resiliency of the South Shore Estuary Reserve from climate change impacts. Describe all priorities that the project may achieve.
- b. Clearly define what is being proposed: demonstration, construction, research, etc.
- c. Describe the need and the anticipated benefits of the proposed project, beyond simply avoiding or minimizing negative environmental impacts, indicate the resources that may be impacted by the proposed project and how the project will preserve and enhance these resources.

The proposed project tasks should be broken down into individual tasks that will be required to complete the project. For each task:

- a. Identify the anticipated outcome and estimated timeframe for completion of the task.
- b. Submit a map or sketch identifying the project location. This information will be used to determine eligibility and the relationship of the proposed grant request to other Reserve research and/or projects.
- c. Describe how the project progress and success will be measured.

Attach additional project narrative pages as necessary.

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### Part E - Budget Summary

Prepare the budget by entering dollar amounts in the appropriate categories below:

<b>Category</b>	<b>Totals</b>
Salary and Wages	
Non-Personnel Services	
Travel	
Supplies/Materials	
Other	
Equipment	
Contractual Services	
Local Funding	
<b>Grant Amount</b>	
<b>Total Project Cost</b>	

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### Budget Detail:

- a. **Salaries and Wages** – Identify the key personnel who will work on the project. For each employee assigned to this project, indicate the title, annual salary (if an hourly employee, please indicate rate and approximate number of hours to be worked on the project) including fringe benefits, and total dollar amount to be charged to the project.(Fringe benefits include social security, workers compensation, unemployment insurance, health insurance, and any other benefits.)

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b. **Non-Personnel Services**

- Travel - Describe the purpose, start and end points and mode of travel, and how costs are calculated.
- Supplies/Materials - State the cost and describe briefly the supplies and materials to be purchased by the applicant.
- Other (may include capital costs) - Costs which do not fall under any of the categories listed are reflected in this category. State the cost and describe briefly the extent and purpose of the items in this category.

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- c. **Equipment** - This category is for the purchase of equipment and machinery directly by the applicant. Equipment is defined as items over \$200 that are expected to last at least one year that are necessary for the completion of the project. List each piece of equipment/machinery to be purchased outlining the purpose of its use with an estimated cost.

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- d. **Contractual Services** - State the cost and describe the extent and purpose of contractual services to be procured directly by the applicant. Each activity should be listed separately, unless procured together under one subcontract. Please list the subcontractor if known at the time of the application or if not, list as To Be Determined.

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- e. **Local Funding** – Explain the sources of funding that have been secured for this project in addition to the grant amount requested for this program.

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## Part F - Smart Growth Public Infrastructure Policy Act

The NYS Smart Growth Public Infrastructure Policy Act requires that a public infrastructure project funded by New York State meet relevant smart growth criteria to the extent practicable.

Answer the questions below regarding Smart Growth.

1. Does the proposed resource and/or project use, maintain, or improve existing infrastructure?

Yes  No  Not Relevant

Briefly explain:

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2. Is the proposed resource and/or project located in a South Shore Estuary Reserve Maritime Center as defined in the South Shore Estuary Reserve Comprehensive Management Plan?

Yes  No  Not Relevant

Briefly explain:

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3. Is the proposed project located in a developed area or an area designated for infill development in a municipally approved comprehensive plan, local waterfront revitalization plan and/or brownfield opportunity area plan?

Yes  No  Not Relevant

Briefly explain:

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4. Will the proposed resource and/or project protect, preserve and enhance State resources, including wetlands, floodplains, active river areas, beaches dunes, open space, surface and groundwater, agricultural land, forests, air quality, recreation and, scenic areas, and significant historic and archeological resources?

Yes  No  Not Relevant

5. Will the proposed project foster mixed land uses and compact development, downtown revitalization, brownfield redevelopment, the enhancement of beauty in public spaces, the diversity and affordability of housing in proximity to places of employment, recreation and commercial development and the integration of all income and age groups?

Yes  No  Not Relevant

Briefly explain:

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6. Will the proposed project provide mobility through transportation choices including improved public transportation and reduced automobile dependency?

Yes  No  Not Relevant

Briefly explain:

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7. Will the proposed resource and/or project involve coordination between state and local governments, inter-municipal governments and/or regional planning entities?

Yes  No  Not Relevant

8. Will the proposed project involve participation in community based planning and collaboration?

Yes  No  Not Relevant

Briefly explain:

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9. Will the proposed project ensure predictability in building and land use codes?

Yes  No  Not Relevant

Briefly explain:

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10. Will the proposed project promote sustainability by strengthening existing and creating new communities which reduce greenhouse gas emissions and do not compromise the needs of future generations, by among other means encouraging broad based public involvement in developing and implementing a community plan and ensuring the governance structure is adequate to sustain its implementation?

Yes  No  Not Relevant

Briefly explain:

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11. Will the project mitigate future physical climate risk due to sea level rise, and/or storm surges and/or flooding, based on available data predicting the likelihood of future extreme weather events, including hazard risk analysis data if applicable?

Yes  No  Not Relevant

Briefly explain:

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## Part G - General Certifications

By entering name and signature below the applicant certifies that:

1. The signatory is authorized on behalf of the applicant and its governing body to submit this application under the Long Island South Shore Estuary Reserve Local Assistance Grant Program.
2. All requested funds for project costs are reasonable and necessary for the conduct of the proposed research and/or project and that prudent analysis has been undertaken to insure that all costs are consistent with current prevailing rates for such goods and services in the geographic area that will benefit from the research and/or project.
3. All of the information contained in this Long Island South Shore Estuary Reserve Local Assistance Grant application and in all statements, data, and supporting documents, which have been made or furnished for the purpose of receiving assistance for the resource and/or project described in this application, are true, correct, and complete to the best of your knowledge and belief. The municipality acknowledges that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.
4. Agrees the signatory is authorized by the municipality's governing body to comply with the requirements of Article 15-A of the New York State Executive Law: Participation by Minority Group Members and Women with respect to State Contracts by providing opportunities for MBE/WBE participation. It is further certified that the municipality will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the resource and/or project.

**X**

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*(Signature)*

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*(Date)*

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*(Title)*