

Attachment Checklist

Office of Parks, Recreation & Historic Preservation (OPRHP) Recreational Trails Program (Up to \$1.2 Million)

Attachments listed below are required of every application as noted; applications lacking these attachments (or an acceptable explanation) will be deemed incomplete. Depending upon the particular circumstances of your project, other attachments may be required. Some attachments, while not required, may be essential to support rating points. All documents should be current to this grant cycle. See below for additional guidance.

REQUIRED DOCUMENTATION:

For All Applicants:

1. State Environmental Quality Review Act (SEQR) compliance documentation

NOT-FOR-PROFIT CORPORATIONS: Complete the Environmental Review Form available online at <http://nysparks.com/grants/consolidated-funding-app.aspx>. Also include with your application clear drawings, maps, or plans of existing and proposed natural and man-made conditions on the site and the areas immediately adjacent to the site.

MUNICIPALITIES: The municipality will be SEQR lead agency if OPRHP is the only other agency involved, or will be responsible for initiating lead agency designation procedures if there are other involved agencies (e.g., the Department of Environmental Conservation (DEC) via a required permit). The lead agency is required to classify projects under SEQR as follows:

- If your project is Type II, it is not subject to SEQR. If this is the case, provide a statement as to the classification of your project and the reason. If any permits are required, list them in your statement.
- If your project is subject to SEQR, consult SEQR regulations to determine if it is classified Unlisted or Type I. If it is Unlisted, submit a completed Short Environmental Assessment Form (EAF) (Parts I-III). If the project is classified Type I, submit a completed Full Environmental Assessment Form and either a negative declaration or a Final Environmental Impact Statement (FEIS) and SEQR Findings.
- If the project's impacts have been previously reviewed under SEQR, supporting documentation must be submitted (e.g., FEIS and SEQR Findings Statement).

2. National Environmental Policy Act (NEPA) compliance documentation

ALL applicants must fill out the Environmental Survey and Supplemental Information Checklist forms available at <http://nysparks.com/grants/consolidated-funding-app.aspx>.

Review of the trail project under the National Environmental Policy Act (NEPA) is completed by the federal agency funding the project, or its designee, in this case the New York State

Department of Transportation (NYSDOT), or, the Federal Highway Administration (FHWA). NEPA review is completed as part of the Design Report approval process. The applicant will be involved in collecting information for the NEPA review at different stages, including: application, prior to contract execution, or, prior to the commencement of project work.

3. Photos showing the project area and/or equipment to be purchased

Provide clear color images (photographs or digital images; photocopies are not acceptable substitutes) showing the overall project area and documenting existing conditions. Include photos of any structures more than 50 years old within, or immediately adjacent to, the project area. Provide views to these features from the project site as well as views of the project site from them. Key all images to a schematic development plan (as applicable).

4. 1:24,000 scale topographic or planimetric map with the subject property circled

Submit a 1:24,000 scale USGS or DOT planimetric map with the subject property circled. The map must show at least 1:24,000 scale and be clearly marked as to scale and source, including Quad Name and/or Code. Go to the NYS GIS Clearinghouse <http://gis.ny.gov/gisdata/quads/> for downloadable maps. This map is **required**.

In addition, submit map(s) that show the location of the specific project site(s) and clearly indicate the location of any proposed new trail segments, as applicable. Maps should include a title, legend, north arrow and any additional information that makes it clear what is included in the project scope. Multiple maps may be submitted.

5. Land Ownership/Land Use Agreement documentation

Applicant must identify ownership and provide the Deed Liber/Reel and page # or the electronic filing number of the deed for the property. In addition, if the applicant has less than fee simple ownership in the property, a clear and legible copy of the documentation showing such interest in the property (i.e., lease, operating or management agreement) must be provided. If there are any restrictions on the use or ownership of the property, provide documentation of such liens or restrictions (e.g., Title Policy Schedule B).

If the applicant is not the owner of any portion of the land on which the project takes place, the applicant must provide a letter of support for the project from the owner/managing entity stipulating that they will agree to enter into a legally binding agreement, OR,

In the case of State Property, an authorization (i.e. permit) must be submitted if a lease, operating, or management agreement is not already in place. Additionally, a letter of support from the Capital Facilities Manager must also be submitted with the application.

REQUIRED DOCUMENTATION FOR NOT-FOR-PROFIT APPLICANTS:

The information listed in number six and seven below must be provided by not-for-profit applicants, in addition to the information outlined in number one through five above.

- 6.** The endorsement of the municipality in which a project is located. A sample of an acceptable Municipal Endorsement is located at

<http://nysparks.com/grants/consolidated-funding-app.aspx>. (If the project is for equipment purchase ONLY, this endorsement is not required.)

7. Documentation of Registration and Pre-Qualification with the Grants Gateway to include: Document Vault Identified (i.e. GDV-XXXXX-XXXX) and the State Pre-Qualification Application Status Report. Information on this process is available at <http://www.grantsreform.ny.gov/Grantees>.

SUPPORTING DOCUMENTATION:

The information detailed in sections eight through ten, must be provided for each grant category/project type that the applicant is requesting RTP funding for.

8. For Property Acquisition Projects

Describe the status of purchase negotiations and document the owner’s intent to sell (signed purchase contract, option agreement, or letter of intent).

A written estimate of value (windshield appraisal/market valuation) for each acquired parcel is required with the application.

9. For Equipment Acquisition Projects

For projects that include purchase or lease of equipment, a written estimate for the type of equipment being purchased or leased is required with the application. Equipment purchase projects must include photos of the type of equipment to be acquired (originals or examples from catalogs or brochures).

If the project is for the acquisition of motorized grooming or trail maintenance equipment for use on any State Land, a signed statement by the agency of jurisdiction certifying that the use of such equipment (specific to the type and size being purchased with this grant) on state land is consistent with the policies and management plan for such property must be submitted.

If the project is for trail grooming equipment purchase ONLY (or a portion of the project is for trail grooming equipment purchase), a list of landowners and a copy of the land use agreement must be provided.

10. For Development Projects

A schematic development plan, and any site plans completed to date should be submitted along with the application. A site plan that identifies the boundary of the park that is the subject of the application as well as how it relates to the surrounding areas (properties joining the site, roadways, water bodies, wetlands, public access, etc.); what facilities are currently existing on the proposed site (arrows or legends to indicate type-trails, gates, trailside amenities, parking areas); and what facilities are being proposed (type and location).

ADDITIONAL SUPPORTING DOCUMENTATION

The following information, while not required, should be provided when available. The information **may be essential to support rating points**.

11. Highlighted excerpts from federal, statewide, regional, or local planning documents

Local, State and Federal Planning Documents

Provide highlighted excerpts in support of the project narrative AND either a copy of the resolution adopting or reaffirming the local plan within the last five years OR if the project is not specifically identified in a formally adopted plan.

If the project is identifiable as a component of a statewide or national trails system (i.e. National Scenic, Historic, or Recreational Trails, Millennium Trails, Hudson River Valley Greenway, Heritage Areas, Canal Recreationway or State Snowmobile Plans) and/or is identified in or furthers one or more specific goals of Statewide Comprehensive Outdoor Recreation Plan (SCOPR) and/or Statewide Trails Plan, submit clearly marked copies of the relevant sections of the planning/program document clearly identifying the page and source.

12. Highlighted excerpts from project-specific planning documents including a copy of a resolution that the local plan was adopted or reaffirmed within 5 years, if in a formally adopted plan.

Provide highlighted excerpts in support of the project narrative, clearly citing date and source, or a link if posted online.

13. Permits

Depending on the project scope, some grant projects will require permits from agencies such as the NYS Department of Environmental Conservation (DEC) or the US Army Corps of Engineers (COE). It is recommended that you consult with the New York State's Online Permit Assistance and Licensing office at 518-474-8275 to determine if any permits are needed, especially if your project is located in or adjacent to a water body. (e.g., stream, lake, wetland, canal).

If the project involves any of the following situations, special permits/approvals may be required: the crossing of any public highway; the crossing of any railroad, gas line, power line or other utility right-of-way; the crossing of any stream; encroachment of any wetlands, building structures or providing a water supply; construction of new trails crossing state/Federal lands; other permits.

14. Written documentation clearly identifying community involvement

For example, an official resolution by the governing body of the applicant, approving and/or endorsing the project and affirming public and community support for it, evidence of public participation, public outreach plan, press releases/announcements, public meetings, events, fundraising campaign plans.

- 15. Copies of official project endorsements, partnerships, and letters of support.**
- 16. Documentation of pre-construction planning, procurement of services, consultant qualifications, etc.**
- 17. Ground disturbance documentation**
- 18. Evidence of local historic preservation or landmark designation (e.g. municipal list of designated properties, copy of the preservation designation, etc.), where applicable.**