

## Office of Parks, Recreation & Historic Preservation (OPRHP) – Environmental Protection Fund Grants Program for Parks, Preservation and Heritage (EPF)

### Q. What are the funding sources that can be used to match the grant funding?

A. Principal types of applicant share are:

**Cash:** Includes grants other than this grant request (other Environmental Protection Fund grants cannot be used as match).

**Force Account:** Applicant's payroll expenses itemized according to job title or job assignment on project. At the time of the reimbursement request, grant recipients will be required to document time worked, tasks, pay ratio and payment (including components and percentage of fringe benefit rate).

**Professional Services:** The value of services provided by professional and technical personnel and consultants. Three-year retroactivity applies.

**Supplies and Materials:** The current market value of items warehoused (not yet installed). Three-year retroactivity applies; use value current at time items were obtained.

**Volunteer Labor:** Skilled and professional labor can be computed at the job rate. The value for labor (unskilled labor and work performed by professionals or skilled laborers in an area outside of their area of expertise) of an adult (18 and over) donating time to a project may be computed up to the amount identified as the Value of Volunteer Time for New York State at [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time). (For example, a lawyer donating legal services may compute the value based on the standard billing rate, but the value for the same lawyer donating time painting walls will be computed up to the amount identified as the Value of Volunteer Time for New York State).

**Equipment Usage:** Valued according to its fair market rental cost in project location.

**Real Property:** The value of all property acquired, donated or converted from other purposes. One year retroactivity applies to all three categories. For real property owned by the applicant and converted from other purposes, the value of such property may be included under the EPF budget, provided it has not been previously designated as parkland or otherwise used for purposes related to this project.

**Q. If an applicant applies for an acquisition grant does the property then become a park?**

A. If an applicant applies and receives funding under the Parks Program; yes. To ensure the public benefit from the investment of State funds, property acquired or developed with grant funds will receive long term protection: a perpetual conservation easement will be conveyed to the State for all parkland acquisition projects undertaken by not-for-profit corporations; parkland acquired or improved by a municipality must remain parkland in perpetuity, and is subject to parkland alienation law.

**Q. What is meant by a long term lease and the stipulations?**

A. Essentially, we need to ensure that the applicant's interest in the property is of sufficient duration and stability to assure that the applicant will be able to comply with the Rules and Regulations of the Program. The applicant must demonstrate to the satisfaction of the State that it is capable of operating and maintaining the completed project for the benefit of the public. In addition, where the applicant is not the property owner: if the project is for planning only, the application must include a statement from the owner acknowledging the application and granting the applicant any access necessary to complete the project; if the project involves improvement/development of the property, the owner must agree to sign the project agreement and any long term protection document. If there are additional parties with an ownership interest in the property, including lien holders, all parties must agree to sign the project agreement and all lien holders must subordinate their interests to those of the State.

**Q. Is funding available for repair of the interior of a building?**

A. Yes; funding is available for interior public spaces. For projects that involve properties listed on or eligible for the State and/or National Register, all work undertaken as part of a grant-assisted project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties.

**Q. Would a children's museum without historic designation be eligible for renovations, exhibits?**

A. Site-related interpretive or educational facilities such as arboretums, botanical gardens, flora and fauna protection projects, zoos, aquariums, nature and environmental exhibits, wildlife management facilities, or nature interpretive centers are eligible under the Parks Program. The Heritage Area program allows for the development and installation of interpretive, recreational or theme-related facilities, areas, greenways, trail systems, exhibits and signage and associated programs that are consistent with the Heritage Area program goals and identified in an approved heritage area management plan.

**Q. Wasn't there a trails component in which funds were available during Round 5 of the CFA?**

A. Yes; the State-administered, Federal assistance Recreational Trails Program (RTP) which provides funding to construct and maintain recreational trails for both motorized and non-motorized usage. The local assistance RTP is offered on alternate years depending on the amount of funding available. Look to Round 7 of the CFA for the next RTP opportunity.

**Q. Which costs could be retroactively funded?**

A. Generally, work completed prior to award is not eligible for reimbursement or for match. There are two exceptions: professional services and materials purchased or donated, but not installed, up to three years prior to the application deadline may be applied toward the matching share; acquisition costs retroactive no more than one year prior to the application deadline are eligible costs.

**Q. Is the match available only for the restoration part of the project?**

A. The applicant's share (also referred to as matching share or, simply, match) includes all funds (including State and Federal funds), other than the grant amount, related to the project and fully documented. The applicant's share may include cash and/or the value of force account labor, real property, professional services, volunteer labor, equipment, supplies and materials. Other Environmental Protection Fund grants cannot be used as match.

**Q. If a business'/entities proposal is declined, will they receive feedback about why they were declined?**

A. Yes; if a proposal is deemed ineligible or is not funded, the applicant will be notified, and encouraged to contact the Agency's Regional Grants Administrator for their county to discuss the application and provide guidance on the proposed plan.

**Q. Does a town have to own a property before it can apply for a grant, or can the town apply while in the process of acquiring a property either through purchase or donation?**

A. If an applicant intends to acquire property, the application must include documentation of the owner's intent to sell, donate or transfer the property, along with a written estimate of fair market value (windshield appraisal/market valuation) for each parcel that will be acquired or used as match as part of the proposal. The transfer of real property must take place during the project term or up to one year prior to the application deadline to be eligible for grant funding.

**Q. With the requirement that one must have matching funds on hand, could a larger project be approved in phases, thus making funding acquisition more feasible?**

A. Yes, an applicant can apply for another phase of the project as long as it is for new, additional work not already being funded.

**Q. I have a not-for-profit long term lease, what is the length of time for a long term lease?**

A. There isn't a specific term. A not-for-profit corporation must demonstrate to the satisfaction of the State that it is capable of operating and maintaining the completed project for the benefit of the public. The applicant's interest in the property needs to be of sufficient duration and stability to assure that the applicant will be able to comply with the Rules and Regulations of the Program. To ensure the public benefit from the investment of State funds, all grant awards under this program come with long term protections, either through parkland alienation law (municipalities), perpetual conservation easements, or public access or preservation covenants recorded against the deeds. Where the applicant is not the property owner: if the project is for planning only, the application must include a statement from the owner acknowledging the application and granting the applicant any access necessary to complete the project; if the project involves improvement/development of the property, the owner must agree to sign the project agreement and any long term protection document. If there are additional parties with an ownership interest in the property, including lien holders, all parties must agree to sign the project agreement and all lien holders must subordinate their interests to those of the State.

**Q. Can reimbursement be in stages or is it 100%?**

A. Reimbursement can be made either in stages as expenditures accrue, or as a first and final. Project costs will be eligible for reimbursement only if grant work meets State standards and the expenditures are made in compliance with State and Program requirements.

**Q. We are in a theater that is considered a historic building. Will the grant cover code deficiency and ventilation?**

A. Addressing a code deficiency is eligible for funding. While HVAC may be eligible as part of a larger scope that includes preservation elements, it is not an eligible stand-alone project. For projects that involve properties listed on or eligible for the State and/or National Register, all work undertaken as part of a grant-assisted project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties. To ensure a public benefit from the investment of state funds, a preservation covenant or conservation easement will be conveyed to the State for all Historic Preservation grants.

**Q. Does bidding requirement include a planning requirement?**

A. All construction documents must be reviewed and accepted by the Office of Parks, Recreation and Historic Preservation (OPRHP) prior to advertising for bids. In addition, OPRHP must review and accept all procurement procedures and submitted bid proposals prior to the grant recipient awarding contracts.

**Q. We have completed the feasibility study and are doing a market study and have 10K and 5K overlap between arts relative to market and historic preservation. When we do our application do we request more CBG funds? How do we determine the agencies we request from?**

A. Applicants should be alert to the requirements for each program being offered to determine where their proposal best fits and will be most competitive.

**Q. If we would like to request a site visit, what is the process?**

A. Contact the Agency's Regional Grants Administrator for the county the project is located in (go to <http://www.nysparks.com/grants/consolidated-funding-app.aspx> to view the contact list).