

Attachment Checklist

NYS Office of Parks, Recreation and Historic Preservation (OPRHP) 2025 Environmental Protection Fund Grant Program for Parks, Preservation and Heritage (EPF)

ATTACHMENTS TO SUPPORT APPLICATION:

The application requires you to upload supporting documents. Before you begin to prepare the supporting documents, go to the Documents tab within the Consolidated Funding Application to review size limits and acceptable file formats, including how to combine multiple files into a single file. *It is also advisable to use short naming conventions when labeling each file; longer named attachments may prevent the file from being opened.*

You may proceed with your application without uploading these documents. However, since supporting documents are required, you must return to the Documents section and upload the required documents before you can finalize and submit your online application.

For assistance scanning your documents, please contact the Regional Grants Administrator for your County at <https://parks.ny.gov/grants/environmental-protection-fund.aspx>.

ATTACHMENT REQUIREMENTS:

Attachments listed below are required of every application as indicated. All documents should be current to this grant cycle.

Applications lacking these attachments (or an acceptable explanation) are considered incomplete, and may cause the application to be deemed ineligible, or adversely affect the rating points assigned. Depending upon the particular circumstances of your project, other attachments may be required. Still other attachments, while not required, may be essential to support rating points. Applicants are encouraged to contact the Regional Grants Administrator for their project area to have an initial conversation regarding their proposal prior to submitting an application.

For All Applicants:

☐ **NEW in 2025: Documentation of ownership interest (including lands under water):**

- If the applicant owns the property, provide:
 - a clear and legible copy of the current recorded deed(s) to the property, showing Liber and Page number or electronic filing number of recording;
 - copies of any documents restricting ownership, such as liens, leases, or easements on the property; and
 - a map that reflects the property boundary as described in the deed(s). For parkland, the deed(s) and map should encompass the entire park, which will be dedicated as parkland in perpetuity.

- If the applicant is not the property owner:
 - Provide documentation of the applicant's interest in the project site such as a lease, easement, contract or memorandum of understanding. The term of the lease or agreement must be of sufficient duration and stability to assure compliance with EPF rules and regulations (typically, 10 to 25 years).
 - If the project is for planning only, provide a letter or agreement with the owner granting the applicant any access necessary to complete the project.
 - If the project involves acquisition of the property, the application must include documentation of the owner's intent to sell, donate or transfer the property to the applicant.
 - If the project involves improvement/development of the property, provide a letter from the owner(s) agreeing to sign the grant contract and any long-term protection document (see Long Term Protection Documents at <https://parks.ny.gov/grants/environmental-protection-fund.aspx>).
- If there are additional parties with an ownership interest in the property, including lien holders, provide written agreement from all parties to sign the grant contract and written agreement from all lien holders to subordinate their interests to those of the State.

☐ **Cost Share Summary and Budget**

Provide a budget detailing the total cost of the project, and sources of the applicant's match. Information and instructions on how to structure/present a budget can be found at <https://parks.ny.gov/grants/environmental-protection-fund.aspx> under Helpful Documents, i.e., Cost Share and Budget Help with sample Cost Share summaries, Historic Preservation Work Detail, Information and Instructions for Sectarian Projects. Applicants should complete the appropriate blank EPF Cost Share Summary form provided in Excel (spreadsheet) or fillable Portable Document Format (pdf) to upload to the appropriate application attachment question in the CFA.

☐ **State Environmental Quality Review Act Compliance (SEQR)**

- ***NOT-FOR-PROFIT CORPORATIONS***: Complete the "Environmental Review Form" available online at <https://parks.ny.gov/grants/environmental-protection-fund.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:** Municipalities must document or describe where they are in the SEQR process. The municipality will be the SEQR lead agency if OPRHP is the only other agency involved. If there are other involved agencies (e.g., the Department of Environmental Conservation (DEC) via a required permit), the municipality is responsible for initiating lead agency designation procedures. The lead agency is required to classify projects under SEQR.
 - If your project is classified Type II, it is not subject to further review under SEQR. Required documentation: a statement on municipal letterhead indicating the Type II classification and the reason for the Type II classification.
 - If the project is Unlisted, a completed Environmental Assessment Form (EAF -- Short or Full EAF, as appropriate to the project scope) (Parts I-III), Determination of Significance, and, if required by the foregoing, a Final Environmental Impact Statement (FEIS) and a SEQR Findings Statement.
 - If the project is Type I, a completed Full Environmental Assessment Form (Parts I-III), Determination of Significance, and, if required by the foregoing, a Final Environmental Impact Statement (FEIS) and a SEQR Findings Statement.
- For further SEQR Guidance, go to: <https://dec.ny.gov/regulatory/permits-licenses/seqr>.

☐ **Photos:** showing the project area

Provide images (scanned photographs or born-digital; 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. Photographs must reflect current conditions. Images that are freely available on the internet may not show current, actual conditions. Key all images to a schematic site plan (see below). For an optimal review of the project, photography tips and guidance can be found at <https://parks.ny.gov/grants/environmental-protection-fund.aspx>.

☐ **Schematic Site Plan:**

Provide a document that pictorially connects the narrative, photos, budget, and -- for a historic property -- the work detail.

- For parks, the site plan should identify the boundary of the park that is the subject of the application and show how it relates to the surrounding areas (properties adjoining the site, roadways, water bodies, public access), what facilities are currently existing on the proposed site (arrows or legend to indicate type - baseball fields, playgrounds, pavilions, parking areas, public access to the site, links to surrounding areas via trails, etc. and location of those facilities within the park), and what facilities are being proposed (type and location). The plan should be linked to photos showing the subject area and surrounding areas, the narrative describing the work being contemplated, and the budget showing estimated costs.

- For historic properties, two dimensional plans or elevations which identify the areas of the structure or site that is the subject of the application, showing conditions as they currently exist (i.e., arrows to mortar joints, cracks, bricks). These would have a legend or some other way to link back to photos which show the areas of concern, the narrative and work detail which describe both existing conditions and the proposed work to correct issues, and the budget showing the estimated costs to accomplish the work.

☐ **Topographic or Planimetric Map:** at 1:24,000 scale with **subject property circled**

Submit a 1:24,000 scale USGS or DOT planimetric map with the subject property circled. An 8½" x 11" section, copy, or printout is acceptable, so long as it shows at least 1:24,000 scale and is clearly marked as to scale and source, including Quad Name and/or Code. We recommend using the online, layered "Grants Map for CFA," accessed via <https://parks.ny.gov/grants/environmental-protection-fund.aspx> and the instruction document, "Using the Grants Map for CFA." Another source for downloadable, printable maps is the NYS GIS Clearinghouse <http://gis.ny.gov/gisdata/quads/>. In addition, you may submit any other site map that is available which will help to locate the specific project site.

☐ **For All Not-for-Profit Applicants:**

Prequalification in the Statewide Financial System (SFS) is required. Grant proposals received from nonprofit applicants that are not Prequalified in SFS at the application due date and time will not be evaluated. Such proposals will be disqualified from further consideration. Keep in mind the status may expire during the evaluation period, so it is a best practice to double check the status before the application deadline. Further information is available at <https://grantsmanagement.ny.gov/get-prequalified>.

- ❖ **Disclaimer:** New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that nonprofits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.

☐ **For Not-for-Profit Applicants applying for a project under the Parks Program:**

Except for projects on State lands, a resolution of municipal endorsement, passed by the governing body of the municipality in which the project is located, which stipulates the approval/endorsement of the application. For projects in New York City, approval/endorsement by the Community Board(s) in which the project is located AND a letter of support from the Borough President(s) where the project is located may be submitted as an alternative to the municipal endorsement. For projects involving multiple municipalities, the endorsement is required from the municipality with planning jurisdiction (e.g., the county) and all municipalities encompassing affected property. See a sample of an acceptable resolution of "Municipal Endorsement" at <https://parks.ny.gov/grants/environmental-protection-fund.aspx>.

☐ **For Historic Preservation Applicants:**

Documentation of State/National Register listing or scheduled nomination review.

☐ **For Heritage Area Applicants:**

Written approval/endorsement of the project by the local heritage area management entity, if it is not the project sponsor, is required with the application. The letter should reference the appropriate Heritage Area management plan and relevant Heritage Area resources and goals. For information about active Heritage Areas with approved management plans, including exact heritage areas boundaries and Heritage Area Contacts, go to <https://parks.ny.gov/grants/heritage-areas/default.aspx>.

☐ **For Applicants proposing to undertake work in a State Park or Historic Site:**

Letter(s) of support from the **Regional Director AND Capital Facilities Manager**. One letter of support may be provided with both signatures.

☐ **For Applications including Acquisition (purchase, donation, or transfer from another use):**

- **Documentation of the owner's intent** to sell, donate or transfer the property to the applicant.
- **A written appraisal valuation** (desktop appraisal or exterior only appraisal) by a qualified appraiser for all property that will be acquired or used as match as part of the proposal.

☐ **For Stand-alone Planning Applications for a specific project:**

To justify the proposed consultant costs, two estimates are required. For planning budgets involving just the preparation of plans and specifications, provide at least two professional estimates for the preparation of these documents or provide two professional estimates of the proposed construction costs or submitted construction bids and identify the percentage of the professional fee to prepare plans and specifications. For other planning projects (condition studies, Historic Structures Report, Cultural Landscape Report, feasibility study, etc.), submit two estimates and documentation of consultants' qualifications and/or licenses (for historic preservation professionals, see "Historic Preservation Terms and Professional Qualifications" available at <https://parks.ny.gov/grants/environmental-protection-fund.aspx>).

☐ **For Applications where Parkland is being Alienated:**

If the project is located in a public park facility, all or part of which is being sold, leased, exchanged, donated, disposed of or used for other than public park purposes, a copy of the **proposed or enacted legislation authorizing the alienation**.

SUPPORTING DOCUMENTATION:

See below for a list of supporting documentation.

- Evidence of local historic preservation or landmark designation
- Federal, Statewide, Regional and Local Planning Documents; provide clearly marked excerpts in support of the project narrative AND documentation that the plans cited reflect current need; if the local plan which identifies the need for the project is 5 years or older, provide evidence that the plan reflects current need (i.e., a copy of the resolution adopting or reaffirming the local plan if it is 5 years or older).
- Documentation of community need and involvement may include evidence of current community involvement and support, such as news articles, press releases, agenda/minutes of public meetings, newsletters, fundraising campaign documents, community reports, etc. Provide copies of official project endorsements, partnerships, and letters of support (especially those from people directly impacted by the project).
- Documentation from State agencies regarding remediated brownfields, protected species, habitats, etc.
- Documentation of pre-construction planning, procurement of services, consultant qualifications, etc.
- Ground disturbance documentation
- All official project endorsements, partnerships, and letters of support