

John M. Sparace
1st Ward

John B. Mortise
2nd Ward

Linda Fazio
3rd Ward

Ramona L. Smith
4th Ward



OFFICE OF THE COMMON COUNCIL
CITY HALL • ROME, NEW YORK 13440-5815

John A. Nash
Common Council President

John A. Reilly
5th Ward

Riccardo D. Dursi, Jr.
6th Ward

David E. Sbaraglia
7th Ward

Eric Seelig
City Clerk

TO STREAM MEETINGS OF THE COMMON COUNCIL LIVE ON YOUTUBE,
PLEASE VISIT [WWW.YOUTUBE.COM/@ROMENEWYORK_OFFICIAL/STREAMS](https://www.youtube.com/@ROMENEWYORK_OFFICIAL/STREAMS).

**COMMON COUNCIL MEETING
REGULAR SESSION**

**JULY 22, 2026
7:00 P.M.**

- 1. CALL THE ROLL OF MEMBERS BY THE CLERK**
- 2. PLEDGE OF ALLEGIANCE**
- 3. INVOCATION**
- 4. GENERAL PUBLIC HEARING**
- 5. RECOGNITION/APPRECIATION**
- 6. READING OF MINUTES OF PRECEDING SESSION**
- 7. PRESENTING OF PETITIONS AND COMMUNICATIONS**
 - a. Petitions**
 - b. Communications**
 - The following financial reports for quarter ended 6/30/26 have been received and filed in the City Clerk's Office:
 - Senior Citizens Council of Rome, NY
 - South Rome Senior Citizens Center
 - Rome Art and Community Center
- 8. NOTICES**
- 9. REPORTS OF CITY OFFICIALS**
- 10. REPORT OF COUNCILORS AND GENERAL CITY AFFAIRS**
- 11. PRESENTATION OF REPORTS OF COMMITTEES**
- 12. RESOLUTIONS**

RES. NO. 93

AUTHORIZING THE MAYOR OF THE CITY OF ROME TO SUBMIT AN APPLICATION TO THE NEW YORK STATE CANAL CORPORATION AND OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION FOR THE CANALWAY GRANT PROGRAM AND THE ENVIRONMENTAL PROTECTION FUND GRANT (\$825,000.00). **Andrews**

RES. NO. 94 AUTHORIZING WAIVER OF APPLICATION FEES FOR RIGHT OF WAY PERMITS FOR INSTALLING A TEMPORARY BANNER. **Guiliano**

RES. NO. 95 AUTHORIZING THE MAYOR OF THE CITY OF ROME TO SUBMIT AN APPLICATION TO THE NEW YORK STATE DEPARTMENT OF STATE FOR THE BROWNFIELDS OPPORTUNITY AREAS PROGRAM FOR THE ERIE BOULEVARD AND DOWNTOWN ROME BOA'S SITE ASSESSMENTS PROJECT (\$300,000.00). **Andrews**

RES. NO. 96 AUTHORIZING WAIVER OF APPLICATION FEES FOR RIGHT OF WAY PERMITS FOR ROME ROTARY IN REGARDS TO CANAL FEST. **Guiliano**

RES. NO. 97 AUTHORIZING USE OF FUNDS FROM THE SEWER DEPT RESERVE ACCOUNT (ES884) TO FUND THE SEWER IMPROVEMENTS CAPITAL PROJECT (HSAO). **Adams**

13. ORDINANCES

ORD. NO. 9889 AUTHORIZING THE CLOSING OF STREETS FOR TABERNACLE OF PRAISE MINISTRIES PASTOR SERVICES. **Fazio**

ORD. NO. 9890 AUTHORIZING THE MAYOR OF THE CITY OF ROME TO AMEND THE TRANSFERS OF 8366 WEST THOMAS STREET AND 8368 WEST THOMAS STREET TO ROME BUILDING CONTRACTORS, INC. **Domenico**

14. LOCAL LAWS

15. TABLED LEGISLATION

ORD. NO. 9884 AMENDING ROME CODE OF ORDINANCES CHAPTER 80 TO PROHIBIT THE ESTABLISHMENT, INSTALLATION AND CONSTRUCTION OF BATTERY ENERGY STORAGE SYSTEMS WITHIN THE CITY OF ROME. **Mortise, Sbaraglia**
III

16. VETOED LEGISLATION

17. ADJOURNMENT

RESOLUTION NO. 93

AUTHORIZING THE MAYOR OF THE CITY OF ROME TO SUBMIT AN APPLICATION TO THE NEW YORK STATE CANAL CORPORATION AND OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION FOR THE CANALWAY GRANT PROGRAM AND THE ENVIRONMENTAL PROTECTION FUND GRANT (\$825,000.00).

By Councilor _____:

WHEREAS, Matthew J. Andrews, Deputy Director of the Department of Community and Economic Development for the City of Rome, New York, has requested the authorization to submit an application to the New York State Canal Corporation and Office of Parks, Recreation, and Historic Preservation for the Canalway grant program and the Environmental Protection fund grant, for the Muck Road Boat Launch Phase 1 Project, at an amount not to exceed \$825,000.00, with a required 25% local match not to exceed \$225,000.00, for a total project cost not to exceed \$1,050,000.00; and

WHEREAS, funding for said project will be as follows:

Canal Grant Request	\$150,000.00 (match provided by EPF fund)
OPHRP Grant Request	\$675,000.00 (match provided by local match)
Local Match	\$225,000.00
Total Project Estimate	\$1,050,000.00

; now, therefore

BE IT RESOLVED, that the City of Rome is hereby authorized and directed to submit an application to the New York State Canal Corporation and Office of Parks, Recreation, and Historic Preservation for the Canalway grant program and the Environmental Protection fund grant, for the Muck Road Boat Launch Phase 1 Project, at an amount not to exceed \$825,000.00, with a required 25% local match not to exceed \$225,000.00, for a total project cost not to exceed \$1,050,000.00, pursuant to the description which is attached hereto and made part of this Resolution; and

BE IT FURTHER RESOLVED, that the City of Rome, New York is authorized and directed to accept these grant funds in an amount not to exceed \$825,000.00 for the project described in the grant application; and

BE IT FURTHER RESOLVED, that the Mayor of the City of Rome and his designees are hereby authorized to execute any documents related to the above-mentioned grant, and if awarded funding, with any and all other contracts, documents and instruments necessary to fulfill the City of Rome's obligation under said Grant Application; and

BE IT FURTHER RESOLVED, that the City Treasurer is hereby authorized to create a capitol project account for the purpose of accepting and expending said funds.

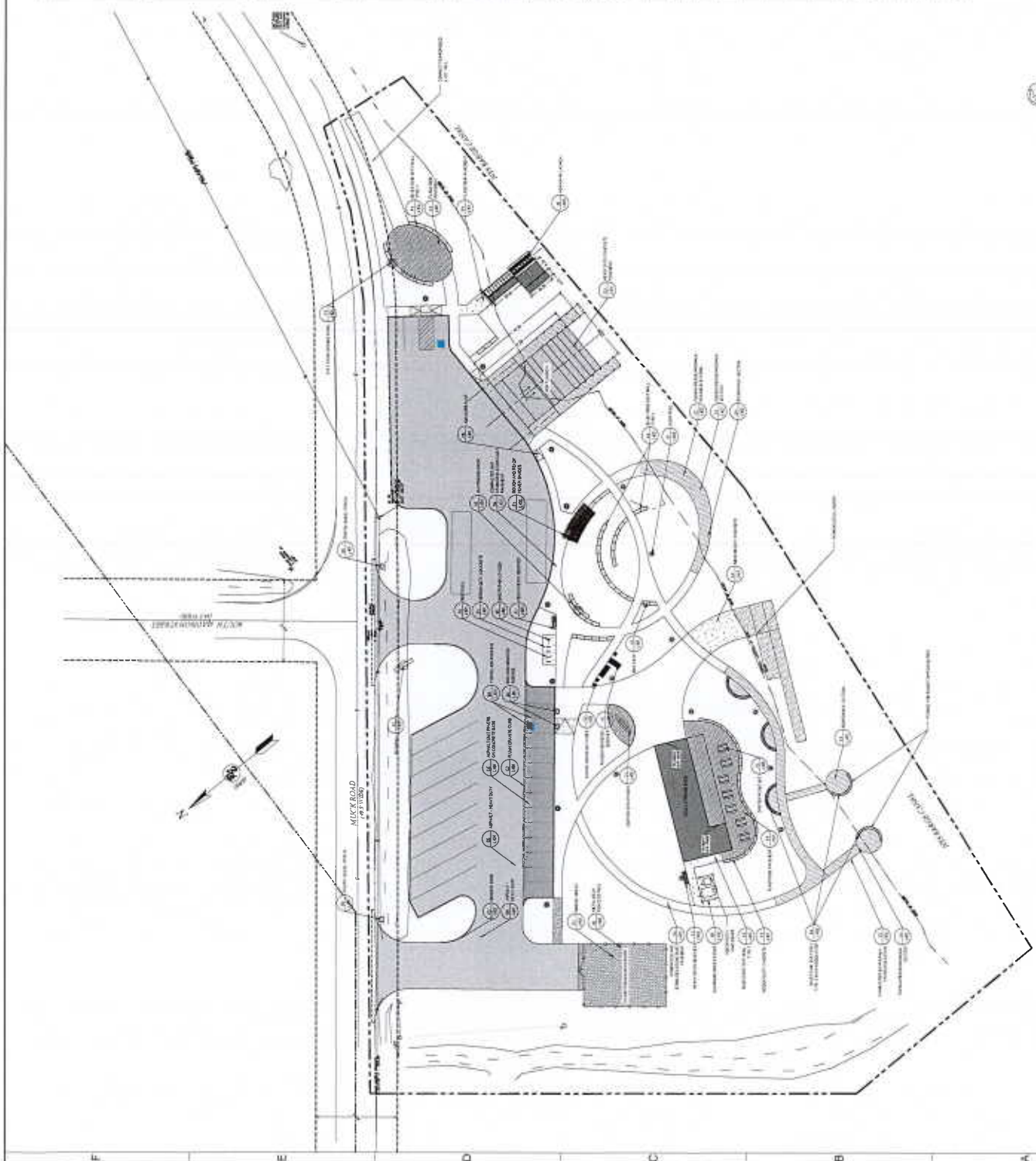
Seconded by Councilor _____.

AYES & NAYS: Sparace __ Mortise __ Fazio __ Smith __ Reilly __ Dursi __ Sbaraglia __

ADOPTED ____

DEFEATED ____

A1 LAYOUT AND MATERIALS PLAN



LAYOUT NOTES	
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THE CITY OF ROME, NEW YORK
 MUCK ROAD BOAT LAUNCH
 AND CANALSIDE DESIGN
 6154 MUCK ROAD, ROME NEW YORK

LAYOUT AND
 WORKS PLAN

L201



PROJECT NO. 100-100-100
 SHEET NO. 100-100-100

PRELIMINARY DESIGN
 100-100-100

NO.	DESCRIPTION	DATE
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New York State Office of Parks, Recreation & Historic Preservation (OPRHP)

Environmental Protection Fund Grants Program for Parks, Preservation and Heritage (EPF)

Funding Available: Up to \$28.75 Million

DESCRIPTION:

Title 9 NYCRR (sections 439.1 – 443.4) implements the Environmental Protection Fund (EPF) Act of 1993 (Title 9 of Article 54 of the Environmental Conservation Law), which created OPRHP's program for Parks, Preservation and Heritage Grants.

EPF Parks, Preservation and Heritage (PPH) grant funding is available for the acquisition, planning, development, and improvement of parks, historic properties, and heritage areas located within the physical boundaries of the State of New York. Grants can fund up to 50% of the total eligible project cost; up to 75% if the project is located in a high-poverty area as defined below. Grant awards are capped at \$675,000.

HOW TO APPLY:

Applications are available through the annual cycle of New York State's Consolidated Funding Application (CFA). To apply, you must Register, or, if already registered, Log In at apps.cio.ny.gov/apps/cfa/. There you can find the CFA Application Manual, which provides guidance on navigating the CFA. For questions concerning the CFA application portal, applicants should email cfa-programs@ny.gov. For questions on the EPF PPH Grant Program, applicants should email NYSOPRHPGrants@parks.ny.gov or contact the Regional Grants Administrator for their county (see the Contact list on the EPF webpage (<https://parks.ny.gov/grants/environmental-protection-fund>)).

Please note: Only information and documentation provided in or uploaded to the online CFA application can be reviewed and scored.

ELIGIBLE TYPES OF APPLICANTS:

- Municipalities
- State Agencies
- Public Benefit Corporations
- Public Authorities
- Not-for-profit Corporations that have tax-exempt status under the IRS code, are current with pertinent federal and state filings, and are pre-qualified in the Statewide Financial System (SFS): see <https://grantsmanagement.ny.gov/resources-grant-applicants>).

The applicant must have and document an ownership interest in the project property:

- Where the applicant is not the property owner:
 - If the project is for planning only, the owner must grant permission to the applicant to access the site as 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, the owner must agree to sign the grant contract 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 grant contract, and all lien holders must subordinate their interests to those of the State.
- Requirements for documentation of ownership interest are spelled out below.
Applications with insufficient documentation will be deemed ineligible.

ELIGIBLE ACTIVITIES:

NYS OPRHP reserves the right to disqualify any application **at any time** for not meeting all eligibility requirements.

Each application must address a single project location. Applicants proposing projects at multiple locations must submit a separate application for each location. Any application that includes more than one location will be deemed ineligible.

Funding under the EPF Parks, Preservation and Heritage Grants program is available for the activities and programs described below. An application will be evaluated in all categories that the applicant has selected and for which the application qualifies. Applicants should be alert to the requirements for each category for which they wish the application to be considered.

Parks Program - for the acquisition, development or planning of parks and recreational facilities open to the public to preserve, rehabilitate or restore lands, waters or structures for park, recreation, or conservation purposes and for structural assessments and/or planning for such projects. Examples of eligible projects include playgrounds, courts, rinks, community gardens, and facilities for swimming, boating, picnicking, hiking, fishing, camping or other recreational activities.

Historic Preservation Program - to acquire, improve, protect, preserve, rehabilitate, or restore properties listed on the State or National Register of Historic Places and for structural assessments and/or planning for such projects. All work must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties and professional qualifications as defined in "Historic Preservation Terms and Professional Qualifications" available at <https://parks.ny.gov/grants/environmental-protection-fund>.

- To apply for funding, the historic property must be either listed on the State and/or National Registers, approved for nomination at the March 12, 2026, State Board for Historic Preservation meeting, or on the agenda for nomination review at the June 4, 2026, or September 9, 2026, meeting. Properties must be listed prior to receiving a grant award. Questions about, or proposals for, listing on the State or National Register should be directed to the OPRHP National Register Unit at (518) 268-2213.
- Grant funds cannot be used for constructing contemporary additions to a historic property unless that work will provide universal access and/or eliminate code deficiencies for access/egress, such as an elevator or stair tower.
- Multi-purpose additions to historic buildings and free-standing new construction on historic properties are not eligible for this grant program.
- The expense of packing/storing of furnishings and artwork is allowed when required to complete an awarded project for grant-assisted interior work, such as installation of a fire suppression system, or plaster/decorative finishes.
- For projects on sectarian properties, grant assistance can fund only costs necessary for historically accurate restoration to restore and preserve the historic integrity of the historic property, and only to the extent that those costs exceed the cost of basic rehabilitation. Information and instructions on how to structure/present a

sectarian project can be found at <https://parks.ny.gov/grants/environmental-protection-fund>.

Heritage Area Program - for projects to acquire, preserve, rehabilitate, or restore lands, waters or structures identified in the approved management plans for Heritage Areas designated under section 35.03 of the Parks, Recreation and Historic Preservation Law, and for structural assessments or planning for such projects where an active management entity has endorsed the project. Property included in the application must fall within the Heritage Area boundary as defined by state designation under PRHP Law 35.03 and prior to receiving a grant award must be included in the approved Heritage Area Management Plan, published in the New York State Register, and approved by the local legislative body (city, town, or village) and the Commissioner. For additional 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/environmental-protection-fund/heritage-areas>.

PROGRAM BENEFIT AND LONG-TERM PROTECTION REQUIREMENTS:

To ensure the public benefits from the investment of State funds, all properties acquired or developed with grant funds will require long-term protections. The method and term of the protection is dependent upon the type of applicant and project undertaken. Generally, the long-term protections include:

- Public access covenants or preservation covenants, for a specific term, conveyed to the State and recorded against a property deed, run with the land and apply to the grant recipient, and all successive owners, operators and lessees.
- Perpetual preservation covenants or conservation easements conveyed to the State and recorded against a property deed, run with the land and apply to all successive owners, operators and lessees.
- Municipal parkland acquired or improved with EPF funding must remain parkland in perpetuity. Such real property shall not be sold, leased, exchanged, donated or otherwise disposed of or used for other than public park purposes without the express authority of an act of the legislature which shall provide for the substitution of other lands of equal environmental value and fair market value, reasonably equivalent usefulness and location, and such other requirements as shall be approved by the Commissioner.

Sample documents are located at <https://parks.ny.gov/grants/environmental-protection-fund> under Long Term Protections. For municipal parkland, information is available in the "Handbook on the Alienation and Conversion of Municipal Parkland," located at <https://parks.ny.gov/about/guidance-policy> under Parkland Alienation.

ALLOWABLE COSTS:

All expenditures under these grants must be for goods and services procured in a manner so as to assure the prudent and economical use of public money in the best interests of the taxpayers of the State of New York, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against nepotism, favoritism, improvidence, extravagance, fraud, and corruption. Such procedures may include, but are not limited to, competitive bidding, the solicitation of three price quotes, written requests for proposals, etc. (see SUCCESSFUL APPLICANT REQUIREMENTS below for additional information).

Eligible budget items include:

Pre-Development Planning and Design

- Design Fees and other Professional Fees are allowed for the preparation of construction documents and to satisfy other pre-construction requirements. Pre-development costs must be incurred during the project term or in the three years prior to the application deadline. In general, pre-development costs should not exceed fifteen percent (15%) of the construction costs.
- Archaeology includes field work, report writing, curation of artifacts and interpretation. If your project includes any ground-disturbing activity (e.g., trenching, grading, demolition, new construction, etc.), it is very likely that an archaeological survey will be required, unless you can provide adequate documentation of prior ground disturbance. Your budget should take into account the need for an archaeological survey. General information can be found at <https://parks.ny.gov/shpo/> on the Archaeology and Environmental Review tabs.
- Project planning is eligible for stand-alone funding in all three programs. This funding is intended for **project-specific planning** to develop actionable plans for a buildable project that falls within the program parameters defined above, not for broader planning processes such as comprehensive Open Space, Management or Master Plans, or speculative feasibility studies. Eligible projects include preparing site designs, schematic drawings, structural assessments, environmental reviews, and/or design or material specifications for specific park or historic property improvements.
- All grantees receiving state aid for acquisition, development, renovation or restoration projects must provide a dated and signed project boundary map of the park, recreation, heritage or historic preservation area affected by the funding, which reflects the legal description in the deed(s) to the property, including lands under water. The cost of surveying or production of a map to fulfill this requirement can be included in the project budget.

Construction

- Include only the costs of permanent capital improvements to the property (may include labor, materials, and other necessary costs) that are directly related to the recreational, conservation, historic preservation, and/or heritage development purposes of the grant program. The budget should be broken down by categories of expenditure, such as utilities/infrastructure, site preparation, landscaping, carpentry, etc.
- The budget may include purchase of permanent equipment necessary to achieve the project purposes (e.g., playground equipment, interpretive kiosks), but cannot include operational or maintenance equipment such as security cameras, mowers or automotive equipment.
- The budget may include costs to undertake construction, such as rent/lease of heavy equipment, but cannot offset overhead and operating expenses, such as office rental.
- For historic preservation projects on sectarian properties, grant assistance can fund only costs necessary for historically accurate restoration to restore and preserve the historic integrity of the historic property, and only to the extent that those costs exceed the cost of basic rehabilitation. Information and instructions on how to structure/present a sectarian project can be found at <https://parks.ny.gov/grants/environmental-protection-fund>.

Acquisition

- The application must identify each parcel proposed for acquisition, the type of interest to be acquired (fee simple or permanent easement) and method of acquisition (purchase, donation, or transfer from another use), number of acres, and estimated fair market value of the parcel(s), documented by a written appraisal valuation (desktop appraisal or exterior only appraisal) by a qualified appraiser. Acquisition costs must be incurred during the project term or up to one year prior to the application deadline.
- Associated acquisition costs, such as the cost of appraisals (one appraisal is required for any parcel valued under \$300,000; two appraisals are required for any parcel valued at \$300,000 or more), surveys, title search, legal fees, title insurance (required for this grant) and, where a conservation easement is required, title continuation and recordation are eligible costs.
- In the case where multiple parcels owned by the same entity are to be valued, the appraiser will first determine the highest and best use of the parcels. The highest and best use analysis will determine if the parcels should be marketed as one unit or whether they would have a higher value if marketed separately. If the parcels should be marketed separately, then each one will require its own valuation. Under no circumstances should parcels owned by different entities be valued in the same appraisal.

Administration

- **Construction Supervision** costs are those associated with the coordination, supervision, and scheduling of work to ensure projects are completed in conformance with design standards, construction contract documents, plans and specifications. They may be provided by a qualified member of the applicant's staff, the design professional who prepared the construction documents, or a clerk of the works. [See Project Management under SUCCESSFUL APPLICANT REQUIREMENTS below for additional information.]
- **Grant Administration** costs include expenses associated with administering the grant after it is awarded, such as preparing the grant contract, affirmative action, and payment request documentation. In general, these costs **should not exceed ten percent (10%) of the grant amount**. The cost of preparing this application is **NOT** eligible.
- **Procurement Costs** include costs for assuring competitive pricing, such as costs for distributing Requests for Proposals and for public advertising for bids, including the cost of advertising in specialty publications, such as minority newspapers and appropriate construction publications.
- **Audit:** An accounting of grant expenditures and revenues is required. Generally, this is accomplished by detailed auditing of every payment request. Depending upon the grant award and complexity, the State may require an Agreed Upon Procedure Review (AUPR) performed by a representative of the State or a Certified Public Accountant prior to the final reimbursement.
- **Project Sign:** All grant-funded projects, except for those funding planning only, must have a project sign noting the funding assistance. Sign specifications are available at <https://parks.ny.gov/grants/environmental-protection-fund>.

INELIGIBLE COSTS (cannot be included in approved scope of work if application is successful):

- Work completed prior to award is not eligible for reimbursement or for match. There are two exceptions:
 1. 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.

2. Acquisition costs retroactive no more than one year prior to the application deadline are eligible costs.

- Surveys and assessments to identify broad goals and needs, such as Comprehensive Open Space Plans, Area Management Plans, Park Master Plans, or System Needs Assessments that do not result in project-specific actionable designs.
- Application preparation.
- Contingencies, training, travel, OJT wages, working capital, marketing, taxes, interest, purchase of operational or maintenance equipment, salaries and wages, indirect costs, overhead or operating expenses, rent/lease are ineligible unless noted otherwise above.
- Fundraising events/expenses.
- Bond interest and associated fees. The interest associated with a Bond or Bond Anticipation Note (BAN) cannot be calculated into project cost, whether for reimbursement or local match.
- Lobbying expenses.
- Costs that are not adequately justified or that do not directly support the project.
- Security cameras, solar panels, Electric Vehicle (EV) charging stations.
- Work occurring on property without a documented ownership interest held by the sponsor (e.g., on road crossings and crosswalks within DOT Right of Way.)

MATCHING SHARE (APPLICANT SHARE) REQUIREMENTS:

This grant program is administered on a reimbursement basis. **Successful applicants will be expected to fund project expenditures upfront, then submit for reimbursement.** Applicants must plan their financial arrangements accordingly.

Successful applicants are reimbursed for up to 50% of their approved eligible costs. For projects located in impoverished areas (as defined by 10% or more of the population below the poverty level according to the most recent Census data as provided in the "Percent Below Poverty Level Table by ZIP Code Tabulation Area (ZCTA)" (posted at <https://parks.ny.gov/grants/environmental-protection-fund>), the reimbursement can be up to 75% of the approved eligible project cost.

All applicants are expected to raise their share within one year of the award, or risk cancellation of the grant.

Principal types of applicant share are:

- **Cash:** Includes grants other than this grant request.
 - ◆ Other Environmental Protection Fund grants (i.e., Climate Smart Communities, Water Quality Improvement Project, Local Waterfront Revitalization Program, Greenway Conservancy Trail Grant Program, etc.) cannot be used as match.
- **Force Account:** Applicant's payroll expenses itemized according to job title or job assignment on project. 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 fair 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 <https://independentsector.org/>. 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, which is currently \$39.50.

- **Equipment Usage:** Valued according to its fair market rental cost in the 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.

FUNDING PRIORITIES: OPRHP COMMISSIONER PRIORITIES FOR 2026:

- A. Projects that enhance and/or create opportunities for walkable public spaces for recreation, fitness, mental health and well-being, particularly in underserved neighborhoods (i.e., build green space, revitalize existing athletic and recreational facilities, create and enhance amenities at pocket parks, historic properties and community gardens).
- B. Projects that enhance, extend, or complement multi-use pedestrian and bicycle trails, creating physical and functional connections among already-protected state and local lands, historic properties, greenways, trails and waterways. For example, projects may include landscape and trail improvements and special features or signage to improve programming and interpretation.
- C. Projects that advance and/or complement transformational projects across the State to enhance sustainability and resilience, especially in underserved communities, to address and prepare for the impacts of climate change. Priority projects would enhance recreation while: fostering stewardship, preserving open space, restoring natural communities, implementing climate resilient infrastructure, and reducing flood risk.
- D. Projects designed to enhance inclusion by removing barriers, providing accommodation, and expanding visitor access and amenities to welcome new visitors, including those previously marginalized. Examples include: enhanced gateways to parks, trails, and historic properties; signage to improve programming and interpretation with an emphasis on marginalized/underserved populations (i.e., multi-lingual and/or pictorial signage); recreational and interpretive facilities serving people of diverse abilities; accessibility compliance; unisex public restroom facilities; reopening (i.e., modernize, rehabilitate, restore) shuttered recreational or historic facilities in distressed neighborhoods, etc.
- E. Projects that are undertaken by OPRHP Friends organizations or other partner groups that occur in State Parks or State Historic Sites.

ATTACHMENTS TO SUPPORT APPLICATION:

Your 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>.

ATTACHMENT REQUIREMENTS:

Attachments listed in this section of the guidance document 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. See the ADDITIONAL RESOURCES section at the end of this document, and the Attachment Checklist at <https://parks.ny.gov/grants/environmental-protection-fund> for additional guidance on required documents as well as supporting documentation that is requested but not required. For questions contact the Regional Grants Administrator for your county.

For All Applicants: NEW in 2026: Gender-Based Violence in the Workplace Policy Certification

- In compliance with NYS Finance Law §139-M, all applicants, including municipalities, must certify that they have a written policy addressing gender-based violence and the workplace and that such policy meets the following minimum requirements:
 - ◆ **Share Information:** Employers must provide information regarding gender-based violence where employees can see and access it, including displaying the NYS Domestic and Sexual Violence Hotline information and a gender-based violence and the workplace poster.
 - ◆ **Refer Employee-Survivors to Services:** The policy must require that the employer refer employees who disclose current or past victim status to the NYS Domestic and Sexual Violence Hotline and/or a local service provider. For bidders outside of New York State, referrals should be made to a local provider or statewide hotline. While referrals are required to be provided by the employer, it is not required for the employee to access services.
 - ◆ **Prohibit Retaliation:** The policy must clearly state that discrimination or retaliation against employees who identify as victims or survivors of gender-based violence is prohibited.
 - ◆ **Comply with Laws:** Ensure your policy follows State law. For employers based in New York State, this means that the policy must follow the SAFE Leave Act, New York State Human Rights Law, and any other relevant laws and regulations.
 - ◆ **Offer Implementation Support:** OPDV is able to assist employers in developing and implementing this policy. Employers must provide information to supervisors and human resources, where available, about this technical assistance from OPDV. OPDV can be contacted at workplace@opdv.ny.gov.

For organizations without an existing, compliant policy, completion of the **Statement in Lieu of Gender-Based Violence and the Workplace Certification** is required, attesting to the intention to adopt a gender-based violence and the workplace policy in compliance with NYS Finance Law

§139-M prior to contracting, if awarded.

Templates for the Certification or Statement are online at <https://parks.ny.gov/grants/environmental-protection-fund>.

■ **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 in the name of the applicant, showing Liber and Page number or electronic filing number of recording;
If there is no recorded deed for the property, provide written evidence establishing prior ownership and history of conveyance of ownership (e.g., a will/testament, foreclosure judgment, etc.) or other explanation and relevant legal findings.
- 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. For historic property, the map should show as much of the property under the applicant's ownership as is designated on or nominated to the National and State Registers of Historic Preservation.

◆ **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 lease or agreement must be current at the time of application and its term 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 in which the owner acknowledges awareness of the application and grants the applicant permission to access the site as 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 templates at <https://parks.ny.gov/grants/environmental-protection-fund>).

- ◆ 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.

If the applicant fails to satisfy the documented proof of ownership requirements, the application will be deemed ineligible.

■ **Cost Share Summary and Budget**

Provide a budget detailing the total cost of the project, and sources of the applicant's match. See ALLOWABLE COSTS and MATCHING SHARE, and the Cost Share and Budget Help with

sample Cost Share summaries available at <https://parks.ny.gov/grants/environmental-protection-fund>. 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 (SEQR) compliance documentation:**

- ◆ **NOT-FOR-PROFIT CORPORATIONS:** Complete the “Environmental Review Form” available online at <https://parks.ny.gov/grants/environmental-protection-fund>. 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>.

■ **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 the 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> 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>.

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/environmental-protection-fund/heritage-areas>.

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

- **NEW for 2026:** Documentation of an agreement/authorization currently in place, such as a Memorandum of Understanding (MOU), Memoranda of Agreement (MOA), Cooperative Agreement, Partnership Agreement, or permit for implementation of the project.
- 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):

- **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 Applications where more than 15% of the total project cost is for planning expenses 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.
- Historic Preservation or Heritage Area planning projects (condition studies, Historic Structures Report, Cultural Landscape Report, 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>).

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:

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. All documents should be current to this grant cycle. 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.
- 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

ADDITIONAL RESOURCES:

Visit <https://parks.ny.gov/grants/environmental-protection-fund> to view forms and resources containing additional instructions concerning attachments to the application. If you have questions about the EPF Parks, Preservation and Heritage grant program or wish to discuss your project proposal, contact the Regional Grants Administrator (RGA) for your county or NYSOPRHPGrants@parks.ny.gov.

Applicants are encouraged to use the online layered “Grants Map for CFA” to help answer application questions in the CFA, including questions concerning how to identify the appropriate Regional Economic Development Council, ZIP Code Tabulation Area (ZCTA) and Poverty data, save and print or upload a 1:24,000 scale topographic or planimetric map, etc. for the project location. The instruction document, “Using the Grants Map for CFA,” outlines how to use the features of the layered map.

GRANT SELECTION CRITERIA:

Each application will be reviewed for eligibility and, if determined eligible, will be rated according to the Grant Selection Criteria. Applications will be evaluated to assess the degree to which they meet the elements of each criterion below. A successful grant proposal is not expected to meet all of these criteria. Eligible applications will be reviewed, rated and awarded as ranked on a regional basis, competing only against others in their region and category. The Grant Selection Criteria are:

I. Project Impact (up to 30 points)

For Parks Projects:

A. Need, as determined by a statewide assessment (0-5):

- For recreation projects: SCORP Relative Index of Needs
- For open space/conservation projects: NYS Open Space Conservation Plan

B. Community Impact and Need (0-25). The application should document both the extent of a need and how the project will address that need.

Population Served: The degree to which the project will primarily serve a densely populated area, an area where a substantial proportion of the population is of low income, and/or a population that is otherwise disadvantaged or underserved with respect to existing recreational opportunities. For example, will it meet the needs of an aging

population, encourage participation by youth and teens, respond to population and social changes in the community, and/or ensure open and reasonable access to persons of various abilities.

Need for Facilities: The degree to which local recreation, conservation or open space deficiencies will be addressed by the project. Evidence of need can include documentation of:

- For recreation projects: number of similar facilities in the service area; level of use of existing facility and anticipated level of use of proposed facility; condition of facilities, including evidence of physical deterioration, decay, neglect, or disinvestment; emergencies, mandates, or development pressure.
- For open space/conservation projects: protection of watershed, aquifer, animal or plant species, significant natural communities, or other natural, scenic or open space resources that are unique, rare, or of statewide or regional significance; wetlands, shorelines, unique areas, biodiversity areas, wildlife habitats, forested wildlife, flood plains; improved access to water or public fishing rights, trails or greenways; increased land for active recreation in existing or new parklands, buffer zone/viewshed to enhance or protect existing recreational or environmental resources; or a recognized brownfield site for park development.

For Historic Preservation Projects:

- A. Level of Significance (0-15).** Points are awarded based on the level and area(s) of significance of the property (as recorded in the State/National Register nomination or in the National Historic Landmark documentation), consideration of the significance of the specific feature(s) of the property to be addressed in the proposed project (e.g., a primary contributing resource versus a secondary contributing resource), and the extent to which the project protects, enhances or impacts that property and feature(s).
- B. Severity/Immediacy of Threat (0-15).** Points are awarded based on the type (e.g., deterioration, damage, demolition, inappropriate development), extent (e.g., isolated, widespread, accelerated), severity, immediacy, and degree (e.g., recent, on-going, imminent) of threat to the property from negligence, development pressure, inappropriate treatment, etc., and the degree to which the project addresses that need and ensures the long-term preservation of the property.

For Heritage Area Projects:

- A. Addresses significant Heritage Area resources (0-5).** Points are awarded based on how well the project contributes to the preservation, restoration, or enhancement of natural, historic, or cultural resources related to the Heritage Area's interpretive theme(s) as established in its approved management plan.
- B. Addresses Heritage Area goals (0-15).** Points are awarded based upon how the project addresses the Heritage Area goals of preservation/conservation, education/interpretation, recreation, and economic revitalization. At a minimum, a Heritage Area project will address one Heritage Area goal, but a typical Heritage Area project addresses two or more. Therefore, points should reflect both the number of goals met and how well they are met.
- C. Enhances the Heritage Area Experience (0-10).** Points are awarded based upon the

degree to which the project directly serves or benefits heritage area visitors and users, enhances the function and visual quality of the heritage area, and/or contributes to the local economy.

II. Community Engagement and Planning (up to 10 points):

A. Community Support: Points are based on evidence of community support of and involvement in the project, including efforts to publicize and/or engage the community in project planning, such as:

- letters of support, especially those from people directly impacted by the project,
- official project endorsements/partnerships and other evidence that the project is supported by local elected officials and community groups, such as land trusts, recreation committees, environmental councils, preservation boards, friends groups, local activists
- press releases/announcements/publicity
- plans for public outreach or fundraising campaign
- news articles
- records of public meetings including project-specific meetings (such as press event), official government reviews (e.g., Community Board, Planning Board, etc.) and presentations to a group such as a neighborhood association or interest group

B. Consistency with Plans: The degree to which the project relates or contributes to official planning documents cited and submitted with the application. Relevant documents include, but are not limited to:

- NYS Open Space Conservation Plan as a priority project
- New York State Historic Preservation Plan
- New York Statewide Trails Plan/New York Statewide Greenway Trails Plan
- State or National Heritage Area Management Plans
- Local Waterfront Revitalization Program (LWRP)
- Recognized local Open Space Plan
- Local historic preservation ordinance/designations
- Community participation in the Certified Local Government (CLG) Program
- Other state/federal/local plans, such as Preserve America designation, Path Through History, etc.
- Community comprehensive or master plans or other local plans
- Project implements a prior Planning grant

III. Reasonableness of Cost (0-20). The degree to which the project budget, planning, and administrative structures demonstrate fiscal prudence and readiness to proceed.

A. Budget

- Budget in the application is complete, detailed, computed correctly, and contains no extraneous or ineligible expenses.
- The budget is based on a cost estimate from a reliable source.
- Matching funds are on hand and/or application evidences a reasonable expectation that matching funds will be available as and when needed.

B. Readiness

- Necessary project planning and document preparation has been completed.
- Qualified project professionals, properly procured/hired, are on hand.

- Proposed project/work is appropriate and conforms to accepted professional standards.
- Application evidences viable strategy and resources for implementing/operating and maintaining the project in the future.

C. Feasibility

- Administrative structures are in place to handle grants.
- Applicant has proven experience in projects of similar scale and/or scope.
- Timeframe presented in application is reasonable to accomplish all aspects of the work and grant administration (including any necessary fundraising).

IV. OPRHP Commissioner Priorities for 2026 (0-10)

- A.** Projects that enhance and/or create opportunities for walkable public spaces for recreation, fitness, mental health and well-being, particularly in underserved neighborhoods (i.e., build green space, revitalize existing athletic and recreational facilities, create and enhance amenities at pocket parks, historic properties and community gardens).
- B.** Projects that enhance, extend, or complement multi-use pedestrian and bicycle trails, creating physical and functional connections among already-protected state and local lands, historic properties, greenways, trails and waterways. For example, projects may include landscape and trail improvements and special features or signage to improve programming and interpretation.
- C.** Projects that advance and/or complement transformational projects across the State to enhance sustainability and resilience, especially in underserved communities, to address and prepare for the impacts of climate change. Priority projects would enhance recreation while: fostering stewardship, preserving open space, restoring natural communities, implementing climate resilient infrastructure, and reducing flood risk.
- D.** Projects designed to enhance inclusion by removing barriers, providing accommodation, and expanding visitor access and amenities to welcome new visitors, including those previously marginalized. Examples include: enhanced gateways to parks, trails, and historic properties; signage to improve programming and interpretation with an emphasis on marginalized/underserved populations (i.e., multi-lingual and/or pictorial signage); recreational and interpretive facilities serving people of diverse abilities; accessibility compliance; unisex public restroom facilities; reopening (i.e., modernize, rehabilitate, restore) shuttered recreational or historic facilities in distressed neighborhoods, etc.
- E.** Projects that are undertaken by OPRHP Friends organizations or other partner groups that occur in State Parks or State Historic Sites.

V. Regional Economic Development Council Assessment (0-20). Statewide CFA

Endorsement Standards from the REDC Guidebook at <https://regionalcouncils.ny.gov/>

VI. Statewide Assessment “Commissioner Points” (0-10)

- A. Geographic Distribution.** Consideration may be given to projects in areas that have or have not received funding in recent cycles or where funding is not commensurate with the population of the area. This will be based on the proximity to other funded sites and the diversity of projects being funded on a regional and local basis, as well as the service

area of the developed or planned facilities.

- B. Maximize Use and Accessibility.** Consideration may be given to projects where funding will allow underutilized facilities to be accessed or to develop underutilized resources for public use. This will be based on the resources offered by the facility, the use of those resources and whether the proposed project will help the facility expand and enhance its public use.
- C. Special Engineering, Environmental, Preservation Benefits.** Consideration may be given to develop particularly significant resources and facilities or to develop innovative approaches to preserve valuable resources. This will be based on the type of resource being developed or rehabilitated; its rarity on a local, regional, statewide, and national basis; the ability of an innovative technology to address an emergency or mitigate future problems; how well a technology can be “exported” for use on other properties and resources; and how/if the project will allow public access that would not otherwise be available.
- D. Past Performance.** Consideration may be given to how timely an applicant completed previous projects, including its reporting requirements; how successful it was in outreach, especially to minority- and woman-owned businesses; the ongoing upkeep and maintenance of the property; and its cooperation in allowing OPRHP to complete inspections and other follow-up activities.

TOTAL (0-100)

VII. Project in a Hudson River Greenway Compact Community (2 points) Award points if the proposed project is located in a Hudson River Valley Greenway Compact Community, and the application documents that the project is consistent with the Greenway criteria of natural and cultural resource protection, regional planning, economic development, heritage and environmental education, and/or public access to the Hudson River (for information, go to: <https://hudsongreenway.ny.gov/community-planning> or the Greenway map at <https://hudsongreenway.ny.gov/greenway-area-map>).

AWARD CRITERIA DETAILS

- **ELIGIBLE AREA, CITY, COUNTY, POPULATION LIMITS OR POPULATION TARGET TYPES:**
 - ◆ The enacted budget specifies a portion of the appropriation that must be awarded to projects located in densely populated and/or underserved areas. In addition, a portion of the appropriation is directed to specific line items which impacts the funds available for the competitive program.
- **LIMITATIONS:**
 - ◆ While applicants may apply for more than one grant category funded under OPRHP’S EPF Program, no project will receive more than one grant award in any funding year. There is no statutory limit on the number of grants one property, or one applicant may receive, but in the interest of equity and fairness and in consideration of applicant capacity, applicants that have three or more open grants with OPRHP should not receive additional awards.
 - ◆ **There is an administrative cap of \$675,000.**
 - ◆ Should project costs increase post-award, the grant award **will not** be adjusted upward.

- **LONG RANGE GOALS:** Special consideration should be given to projects that are referenced in the Statewide Comprehensive Outdoor Recreation Plan (SCORP), the NYS Open Space Conservation Plan (OSP), or included in other state and local planning initiatives.
- **PROJECT TERM COMPLETION DATES:** Once all conditions of award are met (see **SUCCESSFUL APPLICANT REQUIREMENTS** below) and a grant contract is executed with the State, it is anticipated that acquisition and planning projects will be completed within one year and construction projects within two years; projects must be completed within five years from the date of the award of the grant. OPRHP will monitor the progress of project work and will recapture awarded funds if significant progress is not made.

SUCCESSFUL APPLICANT REQUIREMENTS:

Successful applicants will be notified of their award, including those elements of the proposed scope and budget that have been accepted for funding. Successful applicants are advised NOT to begin work until a grant contract with the State has been fully executed. Proceeding without advance OPRHP approval will jeopardize grant reimbursement.

Certain **conditions of award** must be met to the satisfaction of OPRHP before a grant contract can be executed with the applicant/grantee. Go to <https://parks.ny.gov/grants/environmental-protection-fund> to view forms and resources containing additional instructions concerning conditions of award. These will include, but are not limited to:

- Submission of a signed authorizing resolution that names the official(s) authorized to accept the grant funds and enter into and execute a grant contract (as well as long-term protection documents and other certifications, if required) with the State.
- Submission of a signed Prevention of Sexual Harassment in the Workplace Policy certification. NOTE: Additional information is available on the New York State Department of Labor's website at: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>.
- Submission of a signed Non-Discrimination certification.
- Submission of Certification under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia.
- Submission of Certification in compliance with NYS Finance Law §139-M, that the applicant/grantee has a written policy addressing gender-based violence and the workplace, if not provided at application.
- Enrollment in New York State's electronic payment program for vendors. Information on how to enroll can be found here: <https://www.osc.state.ny.us/vendors/index.htm>
- Registration in the Statewide Financial System (SFS). Instructions can be found at <https://grantsmanagement.ny.gov/register-your-organization-sfs>; for assistance, contact the Help Desk at grantsreform@its.ny.gov.
- **Documentation of ownership interest to the satisfaction of the State, including:**
 - ◆ For development projects where the grant recipient is the owner in fee simple:
 - Property deed(s) and affidavit of title or opinion of municipal counsel.
 - ◆ For development projects where the grant recipient is not the sole owner:
 - The fee owner's deed to the property.

- Affidavit of title or opinion of municipal counsel from the fee owner of the property.
- Environmental and historic preservation reviews (including archaeological review).
- Documentation of all necessary approvals to undertake the project.
- **In addition, for not-for-profit grantees:**
 - ◆ Maintenance of prequalification status in the Statewide Financial System (SFS).
 - ◆ Documentation of current coverage or exemption for Workers' Compensation and Disability Insurance, listing NYS OPRHP as *Entity Requesting Proof of Coverage*.
 - ◆ Being current with pertinent filings under Section 501 of the United States Internal Revenue Code and the following New York State Laws, as applicable: Article 7-A of the Executive Law; Section 8-1.4 of the Estates, Powers and Trusts Law; Section 1508 of the Not-for-Profit Corporation Law; or Section 215 of the Education Law.
 - ◆ Valid New York State Vendor Responsibility Questionnaire.
- All successful applicants (grant recipients) who have successfully completed conditions of award are required to execute a grant contract with the State using the State of New York Contract for Grants (<https://grantsmanagement.ny.gov/state-agency-resources>).
- If the project involves improvement/development of the property where the grantee is not the sole owner, the owner must also sign the grant contract and any long-term protection document.
- If there are additional parties with an ownership interest in the property, including lienholders, all parties must sign the grant contract, and all lien holders must subordinate their interests to those of the State.

Project Management

- The grantee must assign one person to act as a Project Manager (PM). This person will schedule the progression of activities, ensure timely completion of project tasks, and address any problems or inquiries which may develop. The Project Manager will be the primary contact person for the submission of necessary reports, requests for progress payments, and obtaining approvals and determinations, etc.
- The Project Manager must work closely with the OPRHP Regional Grants Administrator (RGA) to ensure proper interpretation of all project requirements. Proper interpretation of a project's requirements is critical to successful implementation and coordination of ongoing activities.
- The Project Manager is responsible for providing adequate supervision and inspection, including materials inspection and quality assurance to ensure projects are completed in conformance with the construction contract documents, plans and specifications. The project budget must account for any anticipated costs associated with this requirement (see Construction Supervision under Eligible Budget Items).

Grant contracts will require that prior to commencement of project work, certain procedures must be followed, and documentation provided to and approved by OPRHP including, but not limited to:

- For any project involving ground disturbance (trenching, grading, demolition, new construction, vegetation removal, etc.), prior ground disturbance documentation or an archaeological investigation will be required.
- For any not-for-profit grantee with a project involving ground disturbance (trenching, grading, demolition, new construction, vegetation removal, etc.):
 - ◆ Due to updated regulations under the State's Freshwater Wetlands Act, it is up to

the Applicant/Grantee to communicate with NYS Department of Environmental Conservation (DEC) regarding jurisdictional requirements concerning freshwater wetlands. One of the following must be submitted to OPRHP prior to start of construction:

- a DEC Parcel Jurisdictional Determination Letter indicating no jurisdictional wetlands are located on the parcel
- a DEC Project Jurisdictional Determination Letter indicating no jurisdictional wetlands are in the project area
- a DEC Letter of No Permit Necessary, OR
- a copy of a DEC permit.

Information about DEC's Freshwater Wetlands Program and the revised regulations can be found here: <https://dec.ny.gov/nature/waterbodies/wetlands/freshwater-wetlands-program>.

- ◆ Copies of any permits required from agencies such as the NYS Department of Environmental Conservation (DEC) or the US Army Corps of Engineers (COE) must be filed with the State before construction begins.
- Any Municipality with a project involving ground disturbance (trenching, grading, demolition, new construction, vegetation removal, etc.), is responsible for obtaining any permits from federal or state agencies which may be required. *Note: copies of permits do not need to be submitted to OPRHP.*
- Acquisition projects require certification of clear title by the State.
- OPRHP must accept/approve plans and specifications, bidding documents, and competitive bidding, etc.
- All EPF projects are subject to New York State Education Law (Articles 145, 147 & 148) regarding the preparation of plans and specifications. Plans which include the design of buildings and/or structures, such as bridges, tunnels, and scenic overlooks, must be stamped, signed, and dated by a Licensed Professional, as defined in New York State Education Law.

Project costs will be eligible for reimbursement only if the specified grant work is included in the approved contract, meets State standards and the expenditures are made in compliance with State requirements, including, but not limited to:

- Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money.
- All reimbursements for projects on property eligible or listed on the National or State Registers of Historic Places must be satisfactorily documented so that the State Historic Preservation Office can ensure work was done in conformance with the Secretary of the Interior Standards.
- At the discretion of the State, an Agreed Upon Procedure Review may be required by the State, performed by a representative of the State or a Certified Public Accountant.
- If total donations exceed the required grantee matching share percentage at project close out, reimbursement will be calculated with match capped up to that percentage. In no instance will a grant recipient be reimbursed beyond the actual, documented eligible expenditures made.

Failure to comply with these requirements could jeopardize full reimbursement.

OPRHP staff will conduct periodic inspections, including a final inspection of the project, and may conduct post-completion inspections as warranted to ensure the public benefit is maintained.

New York State Canal Corporation

Canalway Grant Program

Funding Available: Up to \$1 million

DESCRIPTION:

The Canalway Grant Program awards up to \$1.0 million dollars annually in competitive grants for Canal related capital projects across the NYS Canal System. Eligible applicants include counties, municipalities, units of local government, 501(c)(3) non-profit organizations, and Federally recognized Native American Nations located across the New York State Canal System. Grant awards range between \$25,000 and \$150,000. The program requires a 1:1 grant match, and grant funding is distributed via reimbursements. Grant administration and pre-development costs cannot exceed 10% of the grant award amount (although these costs may be used as part of the applicant match with no cap). Grant awardees must complete projects within two years of grant award.

The Canalway Grant Program is administered by the NYS Canal Corporation, a subsidiary of the New York Power Authority (NYPA). In addition to reviewing these resources, applicants are also encouraged to visit the Program website: <https://www.canals.ny.gov/Doing-Business/Grants/Canalway-Grant-Program>

FUNDING PRIORITIES AND SELECTION CRITERIA:

Funding priority will be given to projects that address one or more of the Canalway Grant Program's priority pillars. Regional Council Endorsement should also be considered by applicants as it will carry 20% weight in the final project selection process. A final scoring and ranking of project applications will be based on a weighted score determined by the Canalway Grant Program Scoring Committee.

Strategic Alignment

- The project is aligned with, or meets the criteria of the following Canal revitalization pillars:
 1. Strengthening Communities & Local Economies
 2. Enhancing Recreational Access and Canal Accessibility
 3. Preserving and Showcasing Canal History
 4. Promoting Environmental Stewardship
 5. Aligning with the Canal Recreationway Commission 2050 Plan
- The project is endorsed by, and/or addresses strategic priorities consistent with the Regional Economic Development Council's strategic planning efforts.
- The project has been identified in local or regional strategic plans that aim to guide future development and/or investments in the community and waterfront.

Project Support and Advocacy

- The project has demonstrated and documented support from local/regional residents and other canal stakeholders.

- The applicant/project has or will receive written project endorsement from local, regional, and/or state leaders and other stakeholders. Examples of common letters of endorsement may include but are not limited to those from NYS local, county, or state elected officials; Native American Nation leaders; local canal advocacy groups; and other organizations/individuals who may be crucial to the project's implementation and continued success.

Implementation and Project Readiness

- The project will be completed within 2 years of award notification.
- The applicant has clearly identified ownership and current maintenance of the subject site and describes who is responsible for site control and long-term maintenance.
- Some or all pre-development work (design, permitting, etc.) has been completed by the awardee or other project stakeholders.
- The project has a schedule with detailed project phases (i.e. start/finish of any design and predevelopment work, construction work, etc.), milestones, and identifies parties responsible for project oversight and implementation.
- There are no concerns with gaining timely permits or other approvals from federal, state, and local agencies, such as the U.S. Army Corps of Engineers, NYS Department of Environmental Conservation, NYS State Office of Parks, Recreation and Historic Preservation, and/or any others that may be required by the NYS Canal Corporation.

Effectiveness and Impact

- To the greatest extent feasible, the project incorporates universal design strategies (i.e., exceeding minimum requirements for people with disabilities, and designing for improved human performance, health and wellness, and social participation of all people).
- The project will be able to be leveraged for events or other programming that incorporate elements of diversity, equity, and/or inclusion making the Canal System more accessible to those who may have not been able to access the canal or its amenities in the past.
- The project aims to promote environmental stewardship by prioritizing environmental justice, sustainability, habitat restoration, green infrastructure, and/or ecological improvements ensuring the Canal System and its tributaries remain thriving natural resources.
- The project helps enhance the experience for Canal and/or Trails users, or connectivity to the Empire State Trail , Erie Canalway Trail, and/or Champlain Canalway Trail.

Financial Viability and Funding Leveraged

- The project costs are reasonable, reflective of recent cost estimates, and include adequate project contingencies for unanticipated project costs.
- A viable 1:1 grant match has been approved via resolution, and/or is clearly demonstrated in the project grant budget.
- Project funding has been identified for long term operation and maintenance work

associated with the amenities, or other components of the project.

- The project leverages grant funding secured from New York State agencies, or other grantors in an effort to increase the return on investment and economic impact of projects funded along the Canal.

ELIGIBLE TYPES OF APPLICANTS:

- Counties, Towns, Villages, and Other Units of Local Government
- Federally Recognized Native American Nations
- Not-for-profit Corporations. Not-for-profit corporations are covered under New York State's Not-For-Profit Corporation Law. In order to apply under this program, a not-for-profit corporation must have proof of incorporation (or equivalent document) from the NYS Department of State or NYS Board of Regents, a charities registration number from the NYS Office of the Attorney General, and proof of tax-exempt status under the Internal Revenue code).

EXAMPLES OF ELIGIBLE PROJECTS:

Eligible canal capital project expenses include, but are not limited to the following: Constructing or rehabilitating docks or bulkheads for the purpose of public access to and from the Canal System; Constructing or rehabilitating existing playground, park, or other recreation-based infrastructure and amenities; Constructing or renovating existing buildings or restroom facilities; Accessible amenities for individuals with developmental, physical, or other disabilities including accessible kayak launches, adult changing stations, playground equipment, ramps, signage, and sensory and technological aids; Creative placemaking, wayfinding, and signage projects; Substantial renovations or preservation of existing buildings, trail segments, or other structures; Site preparation and improvements associated with a project such as excavation, demolition, roadways, sidewalks, exterior lighting, sprinkler systems, utility hook-ups); Acquisition of furnishings, fixtures, machinery and equipment with a useful life in excess of five years; Rehabilitation or construction of new parking lots and trailheads, and; Art installations and other cultural amenities that highlight historic or existing connections to the New York State Canal System.

INELIGIBLE ACTIVITIES:

- Use of grant funds for land acquisition is prohibited (however the costs of acquisition may be used as a local match).
- Grant funds cannot be used to cover operating expenses.

PRE-APPLICATION REQUIREMENTS:

Boundary Eligibility

Projects must be located along one of the four canals of the Canal System (Erie, Champlain, Oswego and Cayuga-Seneca), trail linkages or connections to existing Canalway Trail segments, or the historic Erie Canal alignment. Projects must be located on land owned by the applicant, sub applicant, or the New York State Canal Corporation.

Matching Funds

Applicants must demonstrate a 1:1 match which will be required on all grants and must be fully documented. For example, if applicants are requesting \$100,000 then the applicant would need to demonstrate a viable match of \$100,000 (for a minimum project cost of \$200,000). NYS Canal Corporation and/or NYPA funding may not be used to meet applicant match requirements but grant and/or other funding from other State, Federal, or private entities are eligible. Common and allowable types of applicant match include one or a combination of the following:

- Cash: Includes grants other than this grant request.
- Force Account (Payroll of applicant): Itemize 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
- (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: Compute the value according to its fair market rental value in project location.
- Real Property: The value of all property acquired, donated or converted from other purposes should be included in the project schedule. One year retroactivity applies to all three categories.

GRANT REIMBURSEMENT:

Grant funds will be provided on a reimbursement basis ONLY. Receipts, invoices and other documentation must meet the requirements of the Canal Corporation. Reimbursement will only be provided for projects or portions of a project initiated after the date of the grant award letter from the Canal Corporation. Projects may be initiated prior to receipt of the award letter, and matching expense documentation will be accepted for expenses up to one year prior to the date of the award letter, but reimbursement will only be provided for portions of the project initiated after the date of the award letter. Reimbursement payments will not be issued prior to final contract execution. There is a reimbursement requirement on all projects whereas twenty percent (20%) of the awarded funding will be retained for reimbursement pending the project being deemed complete.

SITE OWNERSHIP AND PERMITTING REQUIREMENTS

Projects must be located on land owned by the applicant and/or Canal Corporation. Those applying

for projects on Canal Corporation property must reach out to Canal Corporation's Real Property Department to ensure the site is eligible for such a project. Correspondence may be submitted as part of the application process. Regional Real Property Coordinator contact information is available here: <https://www.canals.ny.gov/Real-Property-and-Permits/Permits>

Work on NYS Canal Corporation land requires both a Use and Occupancy Permit AND a Work Permit specific to the requested activities. All permits, including other required federal, state, and municipal permits, must be secured prior to implementing grant funded activities, including those activities related to the match. All applicants should anticipate a minimum of 4 weeks for initial review of permit applications by the NYSCC. Applicants must contact the NYS Canal Corporation's Real Property Department at (518) 449-6000 to ensure the site is eligible for the proposed project in advance of grant application.

SUCCESSFUL APPLICANT REQUIREMENTS:

The applicant is responsible for obtaining all required permits and approvals from federal, state, and local agencies, such as the U.S. Army Corps of Engineers, NYS Department of Environmental Conservation and NYS State Office of Parks, Recreation and Historic Preservation, and any others that may be required by the NYS Canal Corporation.

For projects proposed by a municipality or other local unit of government, the awardee will be lead agency for purposes of the State Environmental Quality Review Act (SEQRA) or will be responsible for initiating lead agency designation procedures, if there are other involved agencies. For new projects initiated after receipt of the grant award letter, the Canal Corporation shall be an involved agency. The municipality shall meet the procedural and substantive requirements of SEQRA and all other state, federal or local law, rules, regulations, ordinances, codes and requirements.

For non-profit organizations, the Canal Corporation will determine whether it will proceed as lead agency, initiate the lead agency designation process, or refer lead agency to the local municipality.

GENERAL OPERATING, LIABILITY, AND FINANCIAL CONSIDERATIONS:

Canal Corporation assistance toward the costs of the project shall not exceed the amount awarded to the applicant. The Canal Corporation shall not be responsible for any increases in the total project costs beyond the grant approval amount indicated in the award letter from the Canal Corporation.

Maintenance and operation of facilities receiving grants will be the responsibility of the applicant. All successful applicants will be required to enter into a formal contract and agree to other legal documents with the Canal Corporation to ensure the long-term protection of the property and restrict changes in the use of the property. A preservation covenant or conservation easement must be conveyed for work involving historic resources.

The liability for projects constructed, owned and maintained by awardees on real property-- not under the jurisdiction of the Canal Corporation--will remain with the grant awardees. Projects on Canal Corporation real property must be designed and constructed with Canal Corporation approval and in accordance with engineering and design standards of the Canal Corporation.

Projects must provide for public safety and must not interfere with Canal operations or navigation.

Projects will be required to meet all applicable insurance requirements. Projects on Canal Corporation real property may require the purchase, lease or permitting of the real property from the Canal Corporation, in accordance with all applicable laws and regulations and the Canal Corporation's "Canal Real Property Management Policy" and standard operating procedures. Operation and maintenance in perpetuity by the applicant is required and an agreement stating so will be required.

Every project must comply with all applicable local, state and federal laws, rules, regulations, requirements, ordinances and codes.

ADDITIONAL RESOURCES:

NYS Canal Corporation website:

www.canals.ny.gov

Canalway Grant Program website:

<https://www.canals.ny.gov/Doing-Business/Grants/Canalway-Grant-Program>

Questions? Eligible applicants can contact:

Andy Marzo

Canals Strategic Projects Manager

Andrew.Marzo@NYPA.Gov

RESOLUTION NO. 94

**AUTHORIZING WAIVER OF APPLICATION FEES FOR RIGHT OF WAY PERMITS
FOR INSTALLING A TEMPORARY BANNER.**

By Councilor _____:

WHEREAS, Joseph Guiliano, Commissioner of Public Works of the City of Rome, has recommended waiving application fees for Right of Way permits, for installing a temporary banner by the Rome Chamber of Commerce for the Honor America Days event on Turin Road and Black River Blvd., at amount not to exceed \$175.00; now, therefore

BE IT RESOLVED, by the City of Rome Common Council, that Commissioner Guiliano is hereby authorized to waive said fees and that Brian Adams, City of Rome Treasurer, shall and is hereby authorized to make such accounting entries as may be necessary to comply with any local, state or federal rule, regulation or law to waive application fees for Right of Way permits, for installing a temporary banner by the Rome Chamber of Commerce for the Honor America Days event on Turin Road and Black River Blvd., at amount not to exceed \$175.00.

Seconded by Councilor _____.

AYES & NAYS: Sparace __ Mortise __ Fazio __ Smith __ Reilly __ Dursi __ Sbaraglia __

ADOPTED ____

DEFEATED ____

CITY OF ROME
198 N. Washington St.
Rome, New York 13440
(315) 336-6000

BANNER PERMIT

Sponsor: Rome Chamber of Commerce

Address: 143 W. Dominick Street
Rome, NY 13440

Daytime Phone: 315-337-1727

Banner locations: Turin Road & Black River Boulevard

Times/Dates: June 30 – July 27, 2026

Fees required

Application Fee: Waived

Use Fee: Waived

Total Fees: \$0

Total Paid: \$0

2026 Honor America Days July 2026

In accordance with the terms and conditions outlined in the Banner Permit Application, the above agency or individual's application for a Banner Permit has been:

Approved X Approved with condition denied

Joseph Guiliano 7-6-2026
(Commissioner of Public Works) (Date)

Any applicant denied a Banner Permit has the right to request an opportunity to appeal the decision to the Commissioner of Public Works. To schedule an appeal, please contact the Department of Public Works at 315-339-7649.

Reasons for denial of Banner Permit

- 1) Application fee not paid.
- 2) Proposed placement of banner will interfere with other use or a permit already issued for same time/date.
- 3) Information on application false or nonexistent.
- 4) Applicant refuses to agree by or comply with all conditions of the permit.
- 5) Placement of the Banner will unreasonably disrupt traffic.

Please bring banner to Rome City Hall, 3rd Floor, Suite 3C, Department of Public Works.

RESOLUTION NO. 95

AUTHORIZING THE MAYOR OF THE CITY OF ROME TO SUBMIT AN APPLICATION TO THE NEW YORK STATE DEPARTMENT OF STATE FOR THE BROWNFIELDS OPPORTUNITY AREAS PROGRAM FOR THE ERIE BOULEVARD AND DOWNTOWN ROME BOA'S SITE ASSESSMENTS PROJECT (\$300,000.00).

By Councilor _____:

WHEREAS, Matthew J. Andrews, Deputy Director of the Department of Community and Economic Development for the City of Rome, New York, has requested the authorization to submit an application to the New York State Department of State for the Brownfields Opportunity Areas Program for the Erie Boulevard and Downtown Rome BOA's Site Assessments Project, at an amount not to exceed \$300,000.00, with a required 10% local match not to exceed \$30,000.00, for a total project cost not to exceed \$330,000.00; and

WHEREAS, funding for said project will be as follows:

BOA Grant Request	\$300,000.00
Local Match	\$30,000.00 (2027 AG 8020)
Total Project Estimate	\$330,000.00

; and

WHEREAS, the project will include Phase 1 and 2 environmental site assessments for several properties within the Downtown Rome BOA and the Erie Boulevard BOA designated areas; and

WHEREAS, 530 Harbor Way was previously part of the former General Cable Corporation Manufacturing Complex (wire making and coating), and later used as a storage and shipping business known as Mosca Brothers Moving and Storage. The manufacturing complex included interconnected basements, tunnels, utilities, and stretch over 17 acres. The most recent use of the build was an eclectic mix of industry, storage, and manufacturing which included a machine shop, electric boat manufacturing company, public market, and general warehousing. The manufacturing process and coating of wire utilized a variety of hazardous materials, leading to the contamination of soil and groundwater throughout the General Cable Complex. This property was likely utilized for weatherproofing and coating/plating of wire. Based on discovery of contaminated groundwater at the adjoining property, it is possible that this property also contains chlorinated compounds; and

WHEREAS, 328 Ridge Street was previously part of the former Rome Cable Manufacturing Complex, and later used for auto repair and general warehouse space. The building was destroyed by a tornado in 2024 and the City acquired ownership of the property during the hazard mitigation of the unsafe structure in 2025. The site was known as a wire and cable manufacturing site and has similar environmental concerns as 530 Harbor Way, although no known basements exist; and

WHEREAS, 202 Henry was previously used for coal storage and an automobile dealership. The building was demolished in 2026 due to structural failures and the site has the potential to have impacted soil and groundwater from former uses; and

WHEREAS, 425 Erie Boulevard was developed in the early 1900s as lumber storage and then later as Alder Bros. Ford Mill. Impacted soil and groundwater may be present due to the adjacent railroad lines. A Phase 2 ESA was completed in 2006 and is in need of updating.; now, therefore

BE IT RESOLVED, that the City of Rome is hereby authorized and directed to submit an application to the New York State Department of State for the Brownfields Opportunity Areas Program for the Erie Boulevard and Downtown Rome BOA's Site Assessments Project, at an amount not to exceed \$300,000.00, with a required 10% local match not to exceed \$30,000.00 for a total project cost not to exceed \$330,000.00, pursuant to the description which is attached hereto and made part of this Resolution; and

BE IT FURTHER RESOLVED, that the City of Rome, New York is authorized and directed to accept these grant funds in an amount not to exceed \$300,000.00, for the project described in the grant application; and

BE IT FURTHER RESOLVED, that the Mayor of the City of Rome and his designees are hereby authorized to execute any documents related to the above-mentioned grant, and if awarded funding, with any and all other contracts, documents and instruments necessary to fulfill the City of Rome's obligation under said Grant Application; and

BE IT FURTHER RESOLVED, that the City Treasurer is hereby authorized to create a capitol project account for the purpose of accepting and expending said funds.

Seconded by Councilor _____.

AYES & NAYS: Sparace __ Mortise __ Fazio __ Smith__ Reilly__ Dursi __ Sbaraglia __

ADOPTED ____

DEFEATED ____

Brownfield Opportunity Area Applicant Governing Board Resolution Guidance

Applicants must submit a formal resolution adopted by the applicant's governing authority that authorizes submission of the application and identifies the title of the applicant's authorized representative. Applications submitted by a regional planning council, are required to attach the resolution which is required under General Municipal Law, Article 12-B, Section 239-h, creating the council and which demonstrates membership of each eligible county, city, town, and village participating in the project. The Applicant must submit, with the application, a formal resolution from each governing body confirming support for the grant application, and a commitment to move forward in a timely manner, if funded. The resolution must include the following items:

1. Authorization to apply for the grant: The governing body of the municipality, community-based organization or community board must identify, by title, the applicant's authorized representative, and authorize that person to submit an application to the Brownfield Opportunity Areas (BOA) Program. The resolution should also authorize their representative to execute all financial and administrative processes relating to the completion of the BOA document.
2. Brownfield Opportunity Area name: The resolution should identify the study area, by name, and provide a brief description of the project.
3. Funding request: The resolution must indicate the amount of money being requested through the Brownfield Opportunity Areas Program. The amount requested may not exceed 90% of the total project cost.
4. Local share information: The resolution must state the applicant's commitment of 10% local share of the total project cost.
5. Pre-Planning Activities: If the application is for Pre-Planning: Area-wide Brownfield Identification and Preliminary Analysis BOA, the resolution must state the applicant's commitment to complete an area-wide or multi-jurisdictional inventory of known or suspected brownfields with subsequent analysis that culminates in a description and justification of an area or areas for future BOA Planning, and acknowledges that BOA Pre-Planning does not culminate in a BOA Designation.
6. Project completion and designation: If the application is for completion of a BOA Plan (formerly known as a BOA Nomination) or BOA Plan update, the resolution must state the applicant's commitment to complete a BOA Plan (Nomination) in a timely manner and the applicant's commitment to seek official Designation of the Brownfield Opportunity Area by the Secretary of State upon completion of the BOA Plan or BOA Plan update.
7. Pre-development Activities: If the application is for Pre-development Activities, the resolution must identify the name of the BOA Designated by the Secretary of State, and identify the project within the BOA that is to be advanced by the requested Pre-development Activities.

8. Phase II Environmental Site Assessments: If the application is for Phase II Environmental Site Assessment, the resolution must identify the name of the BOA Designated by the Secretary of State, and the site that is being applied for Phase II Environmental Site Assessment must be defined around one or more areas of environmental concern and may include more than one contiguous tax parcel. The site must have definitive and identifiable boundaries.

9. Certification of Recording Officer: The resolution must include a certification that the attached resolution is a true and correct copy of the resolution, and must record the vote of the members of the governing body.

18. 328 RIDGE STREET

SITE DESCRIPTION / CURRENT USE

The site is located on the southeast corner of Ridge Street and South Madison Street. The property is developed with a multi-tenant building used for office and storage. The property is close to an active railroad and manufacturing facility.

SITE HISTORY

This site was previously owned and operated by Rome Cable Facility and Joe Tahan's Warehouse.

ENVIRONMENTAL BACKGROUND

The site is registered NYSDEC PBS #6-600516. Three (3) underground storage tanks (USTs) were installed on the property at an unknown time and removed in 1998. No records of subsurface analytical sampling or results were provided by the NYSDEC. This property is adjacent to the east of the former Rome Cable Co. (NYSDEC ERP #E633073). Based on the age of the building, asbestos containing material (ACM) and lead-based paint (LBP) may be present.

ADDRESS:	328 RIDGE STREET
PARCEL ID:	242.000-1-8
SIZE (ACRES):	2.42
OWNER:	CITYSCAPE PROPERTY SERVICES
ZONING:	GENERAL INDUSTRY
ACCESS:	RIDGE STREET S. MADISON STREET





INFRASTRUCTURE / UTILITIES

The property is serviced by public water and sewer infrastructure.

GROUNDWATER CONDITIONS

Volatile organic compound (VOC) impacted groundwater has been identified at the adjacent ERP site. The groundwater plum extends to the southwest into commercial and residential areas; therefore impacted groundwater may exist on this site.

NATURAL / CULTURAL FEATURES

None

USE POTENTIAL

Recommended redevelopment on this site includes infill development, such as light industrial manufacturing or warehousing.



26. 425 ERIE BOULEVARD WEST

SITE DESCRIPTION / CURRENT USE

The Site is located on the south side of Erie Boulevard West and is utilized as Long's Auto Electric.

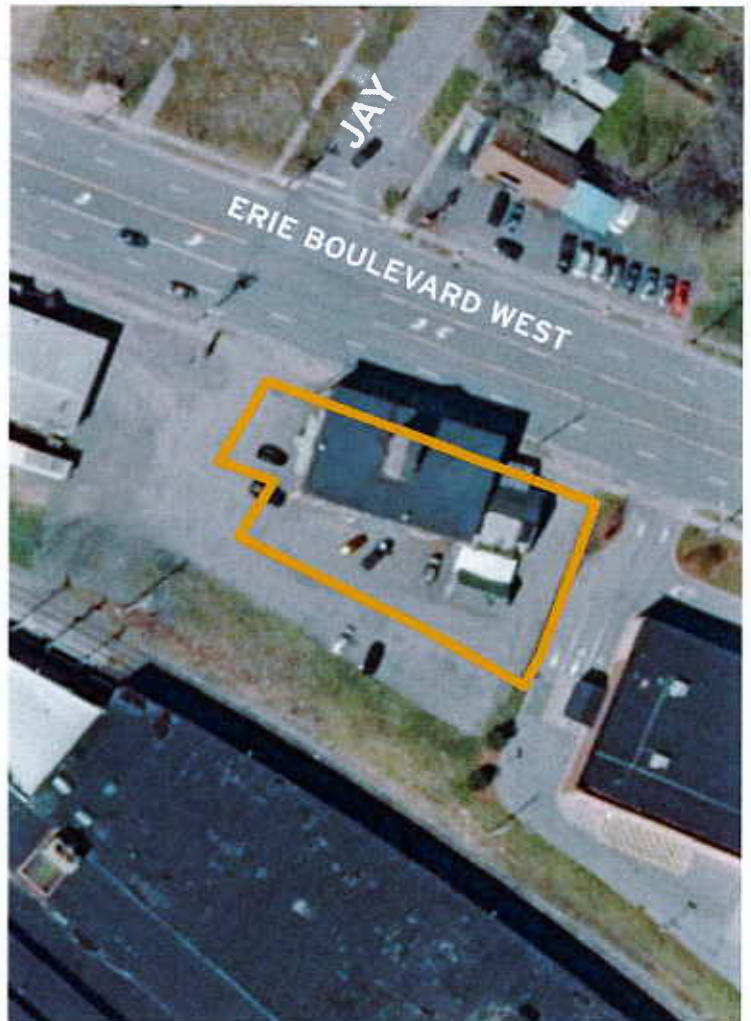
ADDRESS:	425 ERIE BOULEVARD W
PARCEL ID:	242.048-1-21.1
SIZE (ACRES):	0.33
OWNER:	JOANNE GEORGE
ZONING:	GENERAL COMMERCIAL
ACCESS:	ERIE BOULEVARD WEST

SITE HISTORY

In the early 1900s, the parcel was developed with several buildings and utilized as lumber storage. Several railroad spurs were also on the property. The current garage was constructed in 1930 and was previously utilized as Alder Bros. Ford Mill and addressed as 201 S. Jay Street. The original parcel included the adjacent property to the east that is currently developed as a Rite Aid. The parcel was divided into two (2) parcels 2006. Rite Aid is addressed as 415 Erie Boulevard with SBL #242.048-1-21.2.

ENVIRONMENTAL BACKGROUND

One underground storage tank (UST) was installed at an unknown time and removed in 1998. NYSDEC Spill #9713502 was opened associated with the removal. Confirmatory soil sample results indicate that the soil met soil guidance values and the spill was closed by the NYSDEC. Review of aerial photographs and historical maps indicate that railroad lines were previously located on the property and a current railroad is located adjacent to the south. Impacted soil and groundwater may be present due to the railroad lines. In addition, asbestos containing material (ACM) and lead-based paint (LBP) may be present.





INFRASTRUCTURE / UTILITIES

The property is serviced by public water and sewer infrastructure.

NATURAL / CULTURAL FEATURES

None

GROUNDWATER CONDITIONS

According to NYSDEC records for 415 Erie Boulevard West, during a Phase II investigation in 2006, approximately 18,800-gallons of impacted groundwater was extracted and treated from the property adjacent to the east (Rite Aid) at the time of construction.

USE POTENTIAL

Redevelopment of this site for commercial use is recommended.



ATTACHMENT C - WORK PLAN

Phase II Environmental Site Assessment activities should advance the goals and priorities for revitalization and redevelopment of the area as expressed in the BOA Plan completed for the State-designated BOA.

BOA Phase II Environmental Site Assessment projects shall include, at a minimum, the following tasks:

Task 1: Project Initiation Meeting

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, roles and responsibilities, the selection process for procuring consultants, MWBE requirements, and any other information which would assist in project completion. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department approval of the proposed approach as outlined in the meeting summary.

Products:

- Project initiation meeting held with appropriate parties.
- Written meeting summary outlining agreements reached.

Task 2: Procurement of Consultant (if applicable)

Prepare a Request for Proposals (RFP) or similar instrument (if applicable), including a complete project description with community conditions, expected final products, a schedule for completion, MWBE requirements, and criteria for selecting a preferred proposal. Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in Component 4, Tasks 4-9 of this work plan.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals. To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up. Scroll down at this link to find MWBE solicitation log and good faith effort instructions: <https://dos.ny.gov/opdci-contract-resources>.
- Written responses by MWBEs to the Contractor/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the Contractor with MWBEs including dates and location.
- Description of how the RFP maximizes opportunities for MWBE participation.
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

Submit the RFP or similar instrument to the Department for review and approval prior to release for solicitation of proposals.

Product(s):

- Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means.
- Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

Task 3: Subcontract and Compliance with Local Procurement Requirements

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs.

The consultant chosen for the BOA Environmental Site Assessment must meet the definition of a Qualified Environmental Professional as provided at 6 NYCRR Part 375-1.2(ak).

The Contractor shall incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s).

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department.

The Contractor's procurement record and consultant selection are subject to approval by the Department.

The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and all attachments.

Product(s):

- Consultant(s) selected by Contractor and approved by the Department
- Executed subcontracts and written certification of compliance with procurement procedures

Task 4: Phase I Environmental Site Assessment

If no ASTM E1527 Phase I Environmental Site Assessment is available for the property, the Contractor or its consultant(s) shall develop a draft Phase I Environmental Site Assessment and supporting materials. The Phase I Environmental Site Assessment shall be provided to the Department for review. Comments from the state must be addressed to the satisfaction of the Department before proceeding to the next phase. A Phase II Environmental Site Assessment Work Plan cannot be created without a Phase I for the property.

Products:

- Phase I Environmental Site Assessment adhering to current ASTM E1527 standard

Task 5: Draft Phase II Environmental Site Assessment Work Plan

The Contractor or its consultant(s) shall develop a draft Phase II Environmental Site Assessment Work Plan. The Work Plan shall be provided to the Department for review and will include but not be limited to the following information:

- Statement of Objectives
- Scope of Work
- Identification of Investigation Areas
- Investigation Procedures (Sampling and Analysis)
- Waste Management
- Reporting
- Health and Safety Plan
- Quality Assurance Project Plan
- Project Schedule
- Figures, including proposed sampling locations

Comments from the Department must be addressed to the satisfaction of the Department in subsequent revisions of the products.

Products:

- Draft Phase II Environmental Site Assessment Work Plan

Task 6: Final Phase II Environmental Site Assessment Work Plan

Based upon the approved draft Phase II Environmental Site Assessment Work Plan, the Contractor or its consultant(s) shall develop a final Phase II Environmental Site Assessment Work Plan and other supporting materials. The final Phase II Environmental Site Assessment Work Plan documents shall be provided to the Department for review before proceeding with investigation. Comments received must be addressed to the satisfaction of the Department before the project can proceed to the next phase.

Products:

- Final Phase II Environmental Site Assessment Work Plan

Task 7: Subsurface Investigation and Analysis

The Contractor or its consultant(s) shall perform the scope of work laid out in the Phase II Environmental Site Assessment Work Plan. Environmental media samples (e.g. soil, groundwater and soil vapor) will be collected in accordance with the current version of ASTM E1903 Standard Practice for Environmental Site Assessments. All samples will be submitted under chain-of-custody to a National Environmental Laboratory Accreditation Program (NELAP) certified laboratory for analysis.

For sites considering entry into the NYS Department of Environmental Conservation (DEC) Brownfield Cleanup Program (BCP), Contractor shall compare environmental media data to applicable Standards, Criteria and Guidance (SCGs) based on the reasonably anticipated use of the site property. For each impacted medium, include a site drawing indicating: sample location; date of sampling event; key contaminants and concentration detected; for soil, highlight exceedances of reasonably anticipated use; for groundwater, highlight exceedances of 6 NYCRR part 703.5; for soil gas/soil vapor/indoor air, refer to the

NYS Department of Health matrix and highlight exceedances that require mitigation. See DEC's [BCP Application and Instructions](#) for further details.

Products:

- Subsurface Logs
- Monitoring Well Construction Details
- Photographic Log
- Chains of Custody
- Laboratory Reports with Quality Control Information,
- Other Investigation materials to be provided as attachments to the Phase II Environmental Site Assessment Report

Task 8: Draft Phase II Environmental Site Assessment Report

Upon completion of the above-described activities, the Contractor or its consultant(s) shall develop a draft Phase II Environmental Site Assessment Report (ASTM E1903) for the Brownfield Opportunity Area. The Phase II Environmental Site Assessment will be prepared to document the findings of the Site Investigation and shall include but not be limited to the following:

- Introduction stating the objective
- Summary of relevant background information
- Description and rationale of the work performed
- Methodology
- Presentation of the information and data, including figures
- Evaluation of the information and data
- Interpretation of the results
- Conclusions
- Signature of environmental professional
- Tables, figures and appendices
- For sites considering entry into the DEC Brownfield Cleanup Program, compare and document environmental media data to applicable Standards, Criteria and Guidance (SCGs) based on the reasonably anticipated use of the site property. For each impacted medium, include a site drawing indicating: sample location; date of sampling event; key contaminants and concentration detected; for soil, highlight exceedances of reasonably anticipated use; for groundwater, highlight exceedances of 6 NYCRR part 703.5; for soil gas/soil vapor/indoor air, refer to the NYS Department of Health matrix and highlight exceedances that require mitigation. See DEC's [BCP Application and Instructions](#) for further details."
- With all of the elements of E1903 being followed, the written report shall also include the following statement: "We have performed a Phase II environmental site assessment at the property at (address) in conformance with the scope and limitations of ASTM Practice E 1903-XX and for the following objectives: [list "statement of objectives" developed pursuant to section 5.1]."

The Contractor will submit a draft of the Phase II Environmental Site Assessment Report to the Department for review and approval.

Products:

- Draft Phase II Environmental Site Assessment Report and supporting materials adhering to current ASTM E1903 standard

Task 9: Final Phase II Environmental Site Assessment Report

Based upon the approved draft Phase II Environmental Site Assessment Report, the Contractor or its consultant(s) shall develop a final Phase II Environmental Site Assessment Report and other supporting materials. The Contractor shall provide the Department at least four weeks to review the final Phase II Environmental Site Assessment before product can be considered final. Department comments must be addressed to the satisfaction of the Department.

Products:

- Final Phase II Environmental Site Assessment Report and supporting materials adhering to current ASTM E1903 standard

Task 10: MWBE Reporting

The Contractor shall comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using Department of State funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the "Contact Us & Support" link.

Product:

- Ongoing reporting through NYSCS during the life of the contract. Form D submitted as necessary to reflect updated MWBE subcontractors.

Task 11: Project Status Reports

The Contractor shall submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products:

- Completed project status reports during the life of the contract.

Task 12: Final Project Summary Report

The Contractor shall work with the Department of State project manager to complete the Final Project Summary Report.

Product:

- Completed Final Project Summary Report.

RESOLUTION NO. 96

**AUTHORIZING WAIVER OF APPLICATION FEES FOR RIGHT OF WAY PERMITS
FOR ROME ROTARY IN REGARDS TO CANAL FEST.**

By Councilor _____:

WHEREAS, Joseph Guiliano, Commissioner of Public Works of the City of Rome, has recommended waiving the Right of Way permit application fees for the Rome Rotary Club, for the Row permit for Canal Fest 2026 event, at an amount not to exceed \$100.00; now, therefore

BE IT RESOLVED, by the City of Rome Common Council, that Commissioner Guiliano is hereby authorized to waive said fees and that Brian Adams, City of Rome Treasurer, shall and is hereby authorized to make such accounting entries as may be necessary to comply with any local, state or federal rule, regulation or law to waive application fees for Right of Way permit application fees for the Rome Rotary Club, for the Row permit for Canal Fest 2026 event, at an amount not to exceed \$100.00.

Seconded by Councilor _____.

AYES & NAYS: Sparace __ Mortise __ Fazio __ Smith__ Reilly__ Dursi __ Sbaraglia __

ADOPTED ____

DEFEATED ____

RESOLUTION NO. 97**AUTHORIZING USE OF FUNDS FROM THE SEWER DEPT RESERVE ACCOUNT (ES884)
TO FUND THE SEWER IMPROVEMENTS CAPITAL PROJECT (HSAO).**

By Councilor _____:

WHEREAS, Brian Adams, Treasurer for the City of Rome, has requested authorization for the use of Funds from the Sewer Dept Reserve Account to fund the Sewer Improvements Capital Project; now, therefore

BE RESOLVED, that the Common Council of the City of Rome hereby authorizes the use of Funds from the Sewer Dept Reserve Account to fund the Sewer Improvements Capital Project, as follows:

ES 884	Sewer Dept Reserve	\$356,000.00
HSAO	Sewer Improvements Capital Project	\$365,000.00

; and

BE IT FURTHER RESOLVED, that the City of Rome Treasurer is directed to make such changes as may be necessary to effectuate the amendment authorized hereby and that same be consistent with the City's policies and procedures, and any applicable law.

Seconded by Councilor _____.

AYES & NAYS: Sparace ___ Mortise ___ Fazio ___ Smith___ Reilly___ Dursi ___ Sbaraglia ___

ADOPTED ____

DEFEATED ____

ORDINANCE NO. 9889

**AUTHORIZING THE CLOSING OF STREETS FOR
TABERNACLE OF PRAISE MINISTRIES PASTOR SERVICES.**

By Councilor _____:

WHEREAS, 3rd Ward Councilor, Linda Fazio has requested the closing of a portion of W. Court St. from 431 W. Court St. to W. Park St. and a portion of N. Jay St. from W. Court St. to W. Park St., for the Tabernacle of Praise Ministries Pastor Services event on August 15, 2026 at 11:00am to 4:30pm; now, therefore

BE IT ORDAINED, that the Common Council of the City of Rome, New York, does hereby authorize the closing of a portion of W. Court St. from 431 W. Court St. to W. Park St. and a portion of N. Jay St. from W. Court St. to W. Park St., for the Tabernacle of Praise Ministries Pastor Services event on August 15, 2026 at 11:00am to 4:30pm; and

BE IT FURTHER ORDAINED, that the above authorization shall take effect upon placement of the appropriate barriers at each end of the affected areas.

Seconded by Councilor _____.

By Councilor _____:

RESOLVED, that the unanimous consent of this Common Council be, and the same hereby is given to the consideration of Ordinance No. 9889.

Seconded by Councilor _____.

AYES & NAYS: Sparace ___ Mortise ___ Fazio ___ Smith___ Reilly___ Dursi ___ Sbaraglia ___

ORDINANCE NO. 9889

AYES & NAYS: Sparace ___ Mortise ___ Fazio ___ Smith___ Reilly___ Dursi ___ Sbaraglia ___

ADOPTED ____

DEFEATED ____

Varflex Corporation



Tabernacle Church

431 W Court St

★ Recently viewed

W Park St

W Park St

W Court St



Willett St

N Jay St

Wunch St W Liberty St



W Park

heets
rated



Eddie's Paramount Diner

Top rated

Google Maps



ORDINANCE NO. 9890

AUTHORIZING THE MAYOR OF THE CITY OF ROME TO AMEND THE TRANSFERS OF 8366 WEST THOMAS STREET AND 8368 WEST THOMAS STREET TO ROME BUILDING CONTRACTORS, INC.

By Councilor _____:

WHEREAS, New York State Real Property Tax Law Section 1166 and Rome Charter Laws, Title A, Section 33(3) allow the City of Rome to sell and convey real property obtained by virtue of a tax foreclosure proceeding, upon approval and confirmation of a five-sevenths (5/7) vote of the Rome Common Council, with or without advertising for bids; and

WHEREAS, at regularly scheduled meetings the Common Council and the Board of Estimate and Contract, said bodies adopted legislation authorizing the sales of 8366 West Thomas Street and 8368 West Thomas Street to Rome Building Contractors, Inc. (hereinafter "RBCI"); and

WHEREAS, pursuant to the legislative authorization, the properties contain a deed restriction that "shall at no time be sold, transferred, titled or conveyed to any person who was a record owner and/or mortgagee of the property within the five (5) year period immediately preceding the date on which the property was taken by the City for nonpayment of taxes. If such prohibited conveyance shall be made by any party in the succeeding chain of title, then immediately thereon (a) this conveyance shall become null and void to the purchaser, their successors and/or assigns, and (b) the title to the above property shall revert back to the City of Rome, New York."; and

WHEREAS, said deed restriction is preventing RBCI from being able to sell the properties because prospective purchasers are unable to obtain title insurance, rendering the title to the properties potentially unmarketable; and

WHEREAS, the Common Council is of the opinion that it is in the best interest of the City of Rome that this rehabilitated property be sold so it is returned to an active use on the tax roll; now, therefore,

BE IT ORDAINED, relative to the sales of 8366 West Thomas Street and 8368 West Thomas Street, that the Mayor of the City of Rome is authorized to amend the transfer documents so as to remove the deed restriction that "shall at no time be sold, transferred, titled or conveyed to any person who was a record owner and/or mortgagee of the property within the five (5) year period immediately preceding the date on which the property was taken by the City for nonpayment of taxes. If such prohibited conveyance shall be made by any party in the succeeding chain of title, then immediately thereon (a) this conveyance shall become null and void to the purchaser, their successors and/or assigns, and (b) the title to the above property shall revert

back to the City of Rome, New York” from the deeds conveying the properties to Rome Building Contractors, Inc.; and

BE IT FURTHER ORDAINED, that the Mayor is hereby authorized to execute any and all deeds or other documents necessary to complete the transfer of title of said parcel of land.

Seconded by Councilor _____.

By Councilor _____:

RESOLVED, that the unanimous consent of this Common Council be, and the same hereby is given to the consideration of Ordinance No. 9890.

Seconded by Councilor _____.

AYES & NAYS: Sparace ___ Mortise ___ Fazio ___ Smith___ Reilly___ Dursi ___ Sbaraglia ___

ORDINANCE NO. 9890

AYES & NAYS: Sparace ___ Mortise ___ Fazio ___ Smith___ Reilly___ Dursi ___ Sbaraglia ___

ADOPTED ____

DEFEATED ____