

**VILLAGE OF BROCKPORT**  
**VILLAGE BOARD - MEETING AGENDA**  
**Tuesday, October 9, 2012 7:00pm**  
**Location: Village Hall conference room**

- **CALL TO ORDER / PLEDGE:** please silence cell phones & electronic devices & refrain from texting
- **MOMENT OF SILENCE:** to honor those that serve our Country, enforce our laws, & respond to emergencies
- **MISSION STATEMENT:** "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."
- **PUBLIC COMMENT:** 5 minute limit per person / state name & address for record & speak directly to entire Board / share if this is a prepared statement & submit hard copy to Clerk after reading (& electronically next day)
- **GUESTS:** None
- **CERTIFICATES & PROCLAMATIONS:** None
- **CONSENSUS ITEMS:**
  - Approval of minutes – 9/25
  - Approval of bills to be paid
- **CLERK REPORT:**
  - Clerk – Leslie Ann Morelli
  -
- **PERSONNEL ITEMS:**
  - RFP re Grant Writer – several responses received – finalists to be interviewed
- **OLD BUSINESS:**
  - Seymour Library – proposed 2013 budget
- **NEW BUSINESS:** None
- **VILLAGE BOARD REPORTS:**
  - Mayor Maria Connie Castañeda
  - 
  - Trustee William G. Andrews
    - Erie Canalway National Heritage Corridor – grant application due 10/12
    - Historic Commercial District – upper lofts feasibility – tax abatement component
  - Trustee Margaret B. Blackman
  - 
  - Trustee Kent R. Blair
  - 
  - Trustee Carol L. Hannan
  -
- **EXECUTIVE SESSION** (if needed)
- **ADJOURNMENT**

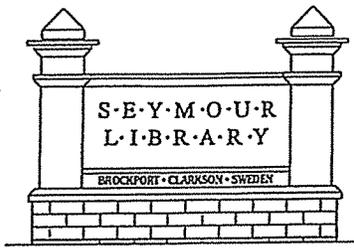
**Upcoming:**

- 7pm Tuesday, 10/23 – Village Board meeting (w/ Attorney, Treasurer, Department Heads)
- 7pm Tuesday, 11/6 – Village Board work session

## GUIDELINES FOR PUBLIC COMMENT:

The public shall be allowed to speak only during the public comment period of the meeting or at such time as recognized by the presiding officer.

- Speakers must be visible.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to (5) five minutes on a given topic or extended if recognized by the presiding officer.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications in the event of creating a hardship to attend the meeting personally.



## SEYMOUR LIBRARY

161 East Avenue • Brockport, NY 14420-1505

Ph: (585) 637-1050 • Fax: (585) 637-1051

[www.seymourlibraryweb.org](http://www.seymourlibraryweb.org)

July 30, 2012

The Honorable M. Connie Castañeda  
Mayor, Village of Brockport  
49 State Street  
Brockport, New York 14420

Dear Mayor Castañeda:

Please find the attached proposed 2013 budget. The proposed 2013 budget calls for a modest 4% increase in your support. This would equate to a \$7,377.64 increase from the Village of Brockport.

The 2013 Seymour Library budget reflects the loss of revenue due to decreasing interest income from the Endowment Fund and General Fund. We are also experiencing a loss of income in the form of fine payments. Personnel costs have increased, now that we are fully staffed, and we have budgeted for normal increases in operating the facility and purchasing books and materials. Some grant monies will be available and we will be applying for others. Currently, a committee is working on the annual After Hours fund raising project, provisionally scheduled for November 3<sup>rd</sup>.

We look forward to hearing from you and your continued support as you prepare your budgets. Please do not hesitate to contact me with any questions.

Sincerely,

*Andrea Tillinghast*

Andrea Tillinghast, Library Director

→ *Get them to next workshop (detailed exp report)*

*10/2/12  
(then 10/9/12 vs action?)*

SEYMOUR LIBRARY \* PROPOSED BUDGET FOR 2013

REVENUE

ACCT NO	ACCT DESCRIPTION	2011 budget	2012 budget	2013 Proposed budget
L2082	Fines	31,000	31,000.00	27,000.00
L2083	Membership Fees	0	0.00	1,000.00
L2084	HOLDS/Reservations	4,500	4,500.00	4,500.00
L2360	From Governments:	441,258	450,083.64	468,086.99
	For 2011		For 2012	For 2013
	Brockport	180,825.00	184,441.00	191,818.64
	Clarkson	133,105.00	135,768.00	141,198.72
	Sweden	127,328.64	129,874.64	135,069.63
L2401	Interest & Earnings (G F S/A)	1,100	1,100.00	1,000.00
L2701	Refund-Prior Year Expenditure	0	0.00	0.00
L2705	Gifts and Donations	0	0.00	0.00
L2760	Library Grants	6,000	6,000.00	3,000.00
L2770	Other / Misc	7,000	7,000.00	2,000.00
	Capital/Bldg. fund to balalnce budget	22,478	18,520.00	11,713.47
	Prior Year Carry Over	0		
L5031	Interest & Earnings from Endowment	9,200	9,200.00	8,500.00
	<b>TOTAL REVENUES</b>	<b>522,536</b>	<b>527,403.64</b>	<b>526,800.46</b>

EXPENDITURE

ACCT NO	ACCT DESCRIPTION	2011	2012	2013
L7410.1	Personnel	247,840	247,840.00	257,753.60
L7410.2	Equipment	0	0.00	0.00
L7410.4	Facility/materials/programs	175,536	182,557.00	188,033.71
	<b>TOTAL LIBRARY</b>	<b>423,376</b>	<b>430,397.00</b>	<b>445,787.31</b>
L9010.8	NYS Retirement	25,260	21,000.00	21,000.00
L9030.8	Social Security	18,960	18,960.00	19,718.15
L9040.8	Workmen's Compensation	1,100	1,100.00	1,000.00
L9045.8	Life Insurance	756	756.00	800.00
L9050.8	Unemployment Insurance	0	0.00	0.00
L9055.8	Disability Insurance	720	720.00	800.00
L9060.8	Hospital and Medical	35,439	36,502.00	22,060.00
L9070.8	Dental Insurance	4,725	4,867.00	2,533.00
	<b>TOTAL BENEFITS</b>	<b>86,960</b>	<b>83,905.00</b>	<b>67,911.15</b>

L 1910.4	Insurance/all	7,200	7,200.00	7,200.00
L 1950.4	Taxes for Library	0	0.00	0.00
L 1990.4	Contingency	0	0.00	0.00
L 9950.8	Endowment Transfer	0	0.00	0.00
L 9950.9	Capital Reserve Transfer		0.00	0.00
	Director/Trustee Insurance		900.00	900.00
	Accounting	5,000	5,000.00	5,000.00
	TOTAL OTHER	12,200	13,100.00	13,100.00
	TOTAL EXPENDITURE	522,536	527,402.00	526,800.46
	BALANCE			
	TOTAL INCOME	522,536	527,403.64	525,800.46
	TOTAL EXPENDITURE	522,536	527,402.00	525,800.46
	BALANCE	0		

## **Village of Brockport - Recreational / Cultural Arts Loop on the Historic Erie Canal**

In the heart of the Village of Brockport are 3 bridges; 2 lift bridges (Main St. and Park Ave.) and one high bridge (Smith St.) crossing the Erie Canal. A Recreational / Cultural Arts Loop has been created on both sides of the canal between the Main St. and Park Ave. bridges. The Brockport Community Museum / Village of Brockport / Canal Corporation have installed 4 interpretive signs about the people, businesses, and history of the Brockport canal front. The Welcome Center on the south side provides amenities (restrooms, showers, laundry, water, ice, electricity, etc.) for boaters, bikers and visitors who stay overnight or are just passing through. There are free bikes and wagons to borrow. Public artwork and performances draw residents and visitors alike. Benches, picnic tables, grills and gardens around the Welcome Center and surrounding Harvester Park attract people of all ages and physical abilities (handicap accessible) to relax, visit, fish, exercise, see the bridges go up and down and, meet and greet travelers from around the world.

The gardens are public art that attract people to a destination and promote economic development. They help to expand the public experience of a location and an event. The creation, maintenance, and enjoyment of gardens engender pride, civic involvement and ownership, and a sense of health and well-being.

The gardens on the **south side** of the Recreational Loop have been reworked in the past year and are well maintained. Volunteers, community service workers and donations have restored, developed, and enhanced the park, walkway, and Welcome Center. A garden / landscape structure on the **north side** of the canal needs to be revitalized and better maintained. The Recreational Loop is approximately a half mile circle and all improvements will be observed and enjoyed within that radius. This project will “get a big bang for the buck” by welcoming and encouraging residents and visitors to enjoy Brockport – the Victorian Village on the Erie Canal.

## Village of Brockport - Recreational / Cultural Arts Loop on the Historic Erie Canal

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In the heart of the Village of Brockport are 3 bridges; 2 lift bridges (Main St. and Park Ave.) and one high bridge (Smith St.) that cross the Erie Canal. At this time, there is a Recreational / Cultural Arts Loop that has been created using both sides of the Erie Canal between the Main St. and Park Ave. bridges. The Brockport Community Museum / Village of Brockport / Canal Corporation have installed 4 interpretive signs discussing the people, businesses and history of the Brockport canal front. The Welcome Center on the south side provides amenities (bathroom, laundry, water, ice, electricity) for boaters, bikers and visitors who want to stay overnight or who are just passing through. There are free bikes and wagons to borrow. Public artwork and performances draw residents and visitors alike. There are benches, picnic tables, grills and gardens around the Welcome Center and surrounding Harvester Park. People of all ages and physical abilities (handicap accessible) come to relax, visit, feed the ducks, fish, exercise, see the bridges go up and down and, meet and greet travelers from around the world.

Gardens are public art, attract people to a destination and promote economic development. Gardens help to expand the public experience of a location and an event. The enjoyment and maintenance of gardens provide a source of pride, civic involvement and ownership, sense of health and well-being.

The gardens on the **south side** of the Recreational Loop have been reworked in the past year and are well maintained. Organized volunteers, community service workers and donations have provided a restoration and development that enhances the park, walkway and Welcome Center. A garden / landscape structure is in place on the **north side** of the canal but needs to be revitalized and better maintained. The Recreational Loop is approximately a half mile circle and whatever improvements are accomplished can be observed and enjoyed within that radius. In other words, we can “get a lot of bang for the buck” and welcome and encourage both residents and visitors to enjoy Brockport – the Victorian Village on the Erie Canal.

## Structure of Garden - Current Design along the North Side of the Erie Canal Foot Path

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The trees and bushes on the north side of the Erie Canal Foot Path between the Park Ave. and Main St. bridges are planted in a repeating pattern. This pattern has strong visual appeal both close up and from across the water at the Welcome Center.

### Currently:

- Distance between bridges is approximately  $\frac{1}{4}$  mile.
- 54 trees are spaced, on average, every 16 ft.
- 6 decorative black metal benches (Sitting Pretty Park Bench Program) are spaced after every 7th tree.
- 3 Decorative black metal garbage cans are placed evenly along the  $\frac{1}{4}$  mile section of the Foot Path. The middle garbage can marks the middle of the patterning and is directly across from the Welcome Center.
- Spaces between the trees are planted alternately with bushes and rugosa roses.
- Shaped yews are planted in a curved design framing each of the 6 park benches.

### Problem:

- Rugosa roses have had mixed success; died in some areas and spread in an uncontrolled fashion in other areas. They are difficult to maintain; volunteer trees and weeds over take these sections of the pattern and obscure the desired visual effect.
- Weeds and volunteer trees have infiltrated other sections of the landscape pattern.
- There are limited color and textural effects.
- Because of the reduced design appeal and difficult maintenance, the sensual experience of visiting the Recreational / Cultural Arts Loop in the heart of the Village of Brockport is diminished.

The repeating landscape pattern could be easily enhanced and maintained to provide a highly desirable, delightful and unique year round experience of the Recreational Loop. The Loop is a village asset, drawing card, destination and gathering spot. This is a welcoming gateway to Historic Downtown Brockport - the Victorian Village on the Erie Canal.

## Structure of Garden – Proposed Enhancement and Maintenance of Pattern Design

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Goal: To revitalize the garden on the north side of the Erie Canal Foot Path from Main St. to Park Ave. This effort is intended to increase the drawing power and sensual experience – throughout the seasons - of the Recreational Loop from both the north side of the Erie Canal Foot Path and also from the walkway by the Welcome Center on the south side of the canal.

### Process:

- Remove all the rugosa roses.
- Trim trees and shrubs.
- Remove the weeds and volunteer trees from all sections of the garden.
- Turn over the soil and add top soil and any enhancers such as aged horse manure.
- Put down heavy layers of biodegradable newspaper and cardboard (collected from recycling boxes)
- Put down heavy mulch.
- Plant high color / texture, easy maintenance, plant material in the alternating sections that held the rugosa roses. See attached design plan.

Sara's Garden Center – Matching Fund Contribution

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Sara's Garden Center owner, Kathy Kepler, has agreed to provide plant material at wholesale price which is a savings of approximately 40%.

Additionally, Kathy Kepler is willing to donate her time and expertise as a consultant to the project.

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Kathy Kepler

Date

Village of Brockport - Department of Public Works – Matching Fund Contribution:

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Materials:

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10 yds..screened topsoil (\$16/yd.)	\$160
5 Truckloads Wood Chip Mulch (\$20/yd.)	\$1,000

Equipment:

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Truck (6 trips X \$43/load)	\$258
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Personnel:

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Driver (6 trips X \$35.25/trip)	\$211.50
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TOTAL - Matching Fund Contribution from Dept. of Public Works:      \$1,629.50

2012 Record of Community Service:

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Volunteer / Community Service efforts are provided by many groups and individuals:

- 1.) Individuals required by the courts to complete community service
- 2.) Service groups from SUNY Brockport
- 3.) Boy / Girl Scouts
- 4.) Individuals (Pam Ketchum)

4.16.2012	32 hrs.	C. Oswald	Restorative Justice, Rochester, NY
4.16.2012	32 hrs.	G. Peppel	Restorative Justice, Rochester, NY
4.13.2012	20 hrs.	A. Lewandowski	SUNY Brockport Student Service Organization
6/27/2012	30 hrs.	M. Espinoza	Monroe County, NY Office of Probation
7/19/2012	20 hrs.	J. Woods	Town of Sweden, NY Court
7/19/2012	20 hrs.	S. Weitz	Town of Sweden, NY Court
7/9/2012	8 hrs.	J. Matula	Town of Sweden, NY Court
8/5/2012	8 hrs.	A. Alvarez	Town of Sweden, NY Court
8/5/2012	8 hrs.	M. Schinsing	Town of Sweden, NY Court
9/1/2012	9 hrs.	M. Reuter	Town of Sweden, NY Court
9/25/2012	50 hrs.	K. Schojan	Town of Williamsville, NY Court
10/1/2012	8 hrs.	G. Gross	Town of Sweden, NY Court

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TOTAL HOURS - Community Service and SUNY Bkpt Service Group: 245 X \$21.79 / hr = \$5,338.55

TOTAL HOURS - Pam Ketchum: 250 X \$25 / hr = \$6,250

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TOTAL VALUE: \$11,588.55

**Subject:** Erie Canalway Grants available! Deadline 10/12  
**From:** Jean\_Mackay@partner.nps.gov  
**Date:** 9/13/2012 2:53 PM  
**To:** jean\_mackay@partner.nps.gov  
**BCC:** wandrews@frontiernet.net

Dear Colleagues and Friends-

I want to call your attention to this grant opportunity and encourage you to apply or share it with your colleagues.

The Erie Canalway National Heritage Corridor is accepting applications through **Friday, October 12, 2012** for 2012-2013 **Erie Canalway Grants**. Awards ranging from **\$2,000 to \$7,000** will be granted for projects that serve to advance the goals of the Erie Canalway Preservation and Management Plan. A full grant description and application can be found at [http://www.eriecanalway.org/get-involved\\_grants-fund.htm](http://www.eriecanalway.org/get-involved_grants-fund.htm).

**Proposals** related to historic preservation, conservation, recreation, interpretation, tourism, and community development will be considered. Awards must be matched dollar for dollar.

**Eligible organizations** include nonprofits, municipalities, and federally recognized Indian Tribes. Projects must be based within the boundaries of the Erie Canalway National Heritage Corridor.

The Erie Canalway Grant Program is administered by the Erie Canalway Heritage Fund, in partnership with the Erie Canalway National Heritage Corridor Commission. The Erie Canalway Heritage Fund is dedicated to charitable, educational, and civic purposes within the confines of the Erie Canalway National Heritage Corridor.

Although Andy Kitzmann is overseeing this program, he will be available on a limited basis for several weeks because his wife just had a baby. Please feel free to call Executive Director Beth Sciumeca (518-237-7000 ext. 204) or me (ext. 222) with any questions you may have.

Regards,  
Jean

P.S. The online application is a PDF form document. If you do not have Adobe PDF, please e-mail me so that I can send you a copy of the application as a Word document.

Jean Mackay  
Director of Communications and Outreach  
Erie Canalway National Heritage Corridor  
518-237-7000, extension 222  
jean\_mackay@partner.nps.gov  
www.eriecanalway.org

Sign up for our monthly e-news at the bottom of our homepage: [www.eriecanalway.org](http://www.eriecanalway.org).



Grants and Funding

**GET INVOLVED: Grants and Funding**  
Turning great ideas and plans into reality requires funds to get the job done. The Erie Canalway offers references for grant opportunities and limited funding for projects that help to achieve the goals set forth in our Preservation and Management Plan.



Great projects resulted from our Pilot Grants Program.  
[LEARN MORE >](#)

Funding Sources

Need Help?  
Contact **ARDY KITZMANN** at  
518-237-7000 ext. 201

- **Erie Canalway Grant Program**  
Application Deadline: Friday, October 12, 2013  
This competitive grant program makes awards ranging from \$2,000 to \$7,000 and is aimed at funding projects that serve to advance the goals and strategies of the Erie Canalway Preservation and Management Plan. Awards must be matched dollar for dollar.

The program is administered by the Erie Canalway Heritage Fund, in partnership with the Erie Canalway National Heritage Corridor Commission.

- [2013 GRANT APPLICATION >](#)
- [2012-13 GRANT PROGRAM DESCRIPTION/GUIDELINES >](#)
- [APPENDIX A: LIST OF CANALWAY CORRIDOR MUNICIPALITIES >](#)
- [APPENDIX B: MAP OF CANALWAY CORRIDOR BOUNDARIES >](#)
- [2012 GRANT AWARDS >](#)

- **Federal, State, Foundation Grants List**  
Check our list of upcoming federal, state, and foundation grant opportunities. The grants offer funding for programs and projects that follow some of the targeted areas of the Erie Canalway Preservation and Management Plan.

[DOWNLOAD LIST- UPDATED 5/9/12 \[PDF\] >](#)

- **New York Consolidated Funding Awards (CFA)**  
Second Round of Funding- Awards to be announced soon  
[NYWORKS.NY.GOV >>](#)  
Award announcements are expected in September for the second round of funding from the Consolidated Funding Application (CFA) process.

[TEN THINGS YOU SHOULD KNOW ABOUT THE CFA >](#)

2011 Consolidated Funding Awards directed nearly \$30 million to preservation, parks, and waterfront improvement projects in the Canalway Corridor. Two canal regions, Western New York and Central New York, were among the top four regional winners of the competition for the Best Strategic Plan and accompanying financial incentives of over \$100 million apiece.

[DOWNLOAD THE CANALWAY CORRIDOR LIST >](#)  
[LINK TO THE FULL LIST OF CFA PROJECTS >>](#)

- **Erie Canalway Event and Festival Sponsorships**  
The Commission is co-sponsoring four canal-wide events and 28 community-based events in 2012. Events sponsored showcase the distinctive historic, cultural, and recreational resources of the canal corridor. Look for 2013 applications in January 2013.

[2012 EVENT AND FESTIVAL SPONSORSHIP RECIPIENTS >](#)

## DESCRIPTION

The **Erie Canalway Grant Program** provides grants to nonprofit, municipal, and federally-recognized Native American tribes located within the congressionally-designated boundaries of the Erie Canalway National Heritage Corridor. The program supports important projects and programs throughout the Corridor with the long term goal of realizing community betterment.

## WHAT WE FUND

Grants are targeted to fund projects or programs that directly relate to the goals, strategies, and priority projects identified in the *Erie Canalway Preservation & Management Plan*. Download the plan online or contact us to receive a copy. We especially recommend Chapter 9: *Implementation Strategies and Actions*.  
[www.eriecanalway.org/about-us\\_preserve-manage.htm](http://www.eriecanalway.org/about-us_preserve-manage.htm)

Projects must reflect the mission and goals of the National Heritage Corridor and should fall into one of the following broad categories:

- Historic and Cultural Resource Preservation
- Natural Resource Conservation
- Promotion of Recreation
- Interpretation and Orientation
- Economic and Waterfront Revitalization
- Tourism Development and Marketing

**Greater priority is given to applications submitted in partnership with another organization or municipality, and that directly impacts visitor services.** In addition, funding will be considered for those projects that compliment NYS Governor Cuomo's Regional Economic Development Council priorities.

For a list of the prior year's funded projects see:

[http://www.eriecanalway.org/documents/2012GrantProgramAwards\\_final.pdf](http://www.eriecanalway.org/documents/2012GrantProgramAwards_final.pdf)

## GRANT ADMINISTRATION

This Grant Program is administered by the **Erie Canalway Heritage Fund** (ECHF), in partnership with the Erie Canalway National Heritage Corridor Commission. The Erie Canalway Heritage Fund is dedicated to charitable, educational, and civic purposes within the confines of the Erie Canalway National Heritage Corridor. The Erie Canalway Heritage Fund works in close cooperation

with the Erie Canalway Commission and staff to help realize projects and programs authorized by the Commission. The Erie Canalway Heritage Fund is charged with administering this grant program at the discretion of the Commission.

**INFORMATION  
AND ASSISTANCE**

Applicants are strongly advised to contact program staff to discuss proposed projects prior to submitting an application. We encourage you to call early in your proposal development to produce a thorough application. For more information or questions regarding this application, please contact:

Contact: Andy Kitzmann, Project Manager  
Phone: 518-237-7000, ext. 201  
E-mail: [andy\\_kitzmann@partner.nps.gov](mailto:andy_kitzmann@partner.nps.gov)

**DEADLINE**

**Applications Due: Friday, October 12, 2012**

**Awards Announced: January 2013**

This application is also available online at [www.eriecanalway.org](http://www.eriecanalway.org)

**RANGE OF AWARD**

Grant requests shall be no less than \$2,000 nor exceed \$7,000. Erie Canalway Heritage Fund Board has full discretion in the amount of funding it makes available for this grant program, as well as in the amount it chooses, if any, to award to any application.

**Fund distribution will be made on a reimbursement basis at project conclusion.** Only fully documented and approved expenses will be reimbursed; advances will not be considered.

**ELIGIBILITY**

Applicants must meet the following criteria to be eligible for grants:

- Applicants must be tax-exempt, not-for-profit organizations certified by the Internal Revenue Service under Section 501(c)(3); municipalities (cities, towns, villages, or counties); or federally recognized Native American Indian Tribes.
- Applications from municipalities must include a formal resolution as part of the application.
- Must be located within the confines of the Congressionally-designated boundaries of the Erie Canalway National Heritage Corridor (see Attachment A, List of Heritage Corridor Municipalities).

- Organizations whose applications were accepted in prior grant rounds are eligible to submit during this round, but a past award will be considered as part of the review process.
- Awards will not be made for continuation of projects funded in prior grant rounds.
- Grant recipient has full responsibility for completing project activities on time and on budget. Application narrative must demonstrate organizational and staff capacity to complete the requested project. This includes administering the grant in accordance with the grant award requirements, maintaining proper documentation, and informing ECHF of any significant programmatic, administrative, or financial problems that may arise during the course of the grant award.
- Applicants must be capable of completing projects with minimal technical assistance from Erie Canalway staff.
- Projects developed in collaboration with a partner are strongly encouraged (for example, a large museum paired with a local historical society, or a nonprofit paired with a municipality).
- Applications for educational publications and exhibitions must demonstrate a significant academic process including at a minimum the proposed research methodology and a clear peer review process conducted by appropriately qualified scholars or professionals.
- Applicants with outstanding final reports or unrealized matching requirements from other Erie Canalway National Heritage Corridor awards are not eligible until all outstanding requirements are met.
- Successful applicants of this program remain eligible to receive funding through other award programs administered by the Erie Canalway National Heritage Corridor as long as projects remain in good standing.

## RESTRICTIONS

The proposal of projects and activities meeting the above broad parameters is limited only by the applicant. ECHF does not wish to predefine projects.

However, applicants cannot request funds for the following:

- Payments for previous activities;
- Acquisition of real property including buildings, docks, or marinas;
- Projects that involve the physical improvement of real property (“Brick and mortar” projects);
- Reduction of existing debt;
- Political or religious activities;
- Additions to reserve funds or endowments of an organization;
- Support of staff;

- Projects or programs that will re-grant the funds received; and
- Festivals or Events. These are funded separately. For more information, please see [www.eriecanalway.org/get-involved\\_grants-fund.htm](http://www.eriecanalway.org/get-involved_grants-fund.htm).

The following are not eligible to apply:

- Private individuals;
- For-profit organizations;
- Political or religious based organizations;
- Special purpose units of government such as schools or fire districts.

## **MATCHING FUND REQUIREMENTS**

Matching funds is the term used to describe the contribution that a grantee puts into a project. All applicants must show as part of this application a secured **one-to-one match** of requested grant funds (for example, a grant request of \$5,000 would require evidence of a secured match of at least \$5,000 for a total project cost of \$10,000).

Match must be non-federal and can include cash, donations, other non-federal grant funding, staff or volunteer time, in-kind services, or any combination of those sources. Matching funds used for this project may not be used as matching funds for other projects.

**Required Documentation for grant and match includes:** Time sheets (see *staff time* and *volunteer services* below); original receipts detailing expenses; award letters, and/or travel log detailing dates, distance, rate, tolls, and total. Per diem will not be reimbursed, but may be used as match.

- **All anticipated match funding must be secured at time of application** and documentation must be included with the application. Matching funds for this program can be expended only following the execution of an agreement with the Erie Canalway Heritage Fund. Evidence of match must be available over the entire course of the project. Grant recipients must show documentation of expenditure of match prior to release of final grant funds (receipts, timesheets and/or cancelled checks directly related to the project).
- **Staff time** is often used to demonstrate match. Staff time should be documented with a simple spreadsheet including date, hours worked, rate, and a sentence or two about the work conducted. PLEASE do not include actual payroll records.
- **Volunteer services** may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Although donated time is not reimbursable, it frequently is used as matching share if it is an integral and necessary part of the approved work.

The following support documentation is required for all **Staff and volunteer time**:

- A detailed Time and Expense Sheet for grant activity services performed by each volunteer. Records must show the actual hours worked and the specific duties performed. The individual and supervisor who performed the work must sign each time sheet.
- Volunteer time must be counted at federal volunteer value per hour, currently \$21.79, unless a professional rate applies and is justified in writing. This rate is adjusted on an annual basis and is subject to change.
- If a volunteer furnishes his or her professional services, these services can be valued at their regular rate of pay. (For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate that those trades would normally charge.) Rate verification is required and professionals providing services requiring a license (such as an engineer or electrician) must hold a current license to claim professional rates.

**Unacceptable matches** include operating costs of the site/organization, routine repair and maintenance costs, personnel/volunteer costs/time unrelated to the project or program, funds which have been used to match a different award, including if the award is not part of this request.

## **GRANTEE RESPONSIBILITIES**

Before any work is done in developing a proposal, the authorized official of the applicant institution should review the following section on the grantee responsibilities to determine if his/her institution is able to comply with these, and potentially other, requirements. The grantee is required to:

- Comply with all applicable laws including but not limited to the Section 106 of the Historic Preservation Act (<http://www.achp.gov/regs-rev04.pdf>), Secretary of Interior Standards (<http://www.nps.gov/history/hps/tps/tax/rhb> or [http://www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](http://www.nps.gov/history/local-law/arch_stnds_0.htm)), the Native American Graves Protection and Repatriation Act (<http://www.nps.gov/history/nagpra>), and Americans with Disabilities Act (<http://www.ada.gov>),
- Provide certificate of non-profit status (if applicable),
- Maintain program records and related financial statements during the grant period and up to seven years following completion of the grant project.

## **EVALUATION AND NOTIFICATION OF AWARD**

This is a competitive grant program. Applicants will be notified of application status by letter; and all successful applicant organizations will be posted online at [www.eriecanalway.org](http://www.eriecanalway.org). No information on status will be provided prior to award announcements.

Please be aware that evaluation criteria used in scoring applications takes into consideration if an applicant has been funded in prior years.

An unsuccessful application does not necessarily reflect the worthiness of a particular project. The Erie Canalway Heritage Fund receives more requests than it can award. Applicants whose requests have been declined are encouraged to contact program staff to discuss specific reasons for the rejection.

## **TERMS**

Erie Canalway Heritage Fund reserves the right to require its name and/or logo to appear on any materials produced or in any publicity for the funded project. Failure to acknowledge as required and as indicated may result in forfeiture of up to 100% of grant award. ECHF reserves the right to review and comment on printed materials prior to final publication. ECHF reserves the right to use images and other materials connected with funded grant project/program/product, including use of printed materials in downloadable form on the Erie Canalway National Heritage Corridor website.

All project funds must be expended within the grant period. **EXPENSES INCURRED PRIOR TO LAST DATE ON THE SIGNED CONTRACT WILL NOT BE REIMBURSED NOR MAY BE USED AS MATCH.**

## **GENERAL GUIDELINES**

- Grantee must submit a brief final report along with copies of any product resulting from the grant.
- Maximum award amount is \$7,000 and any award amount must be matched dollar for dollar by the applicant (i.e., an award of \$7,000 means your total project cost is at least \$14,000). ECHF reserves the right to determine award amount.
- Applicant organization must employ at least one full-time staff person. Volunteer organizations are encouraged to work with a local municipality or another qualified nonprofit to apply for funding.
- Products or services produced with grant funds must be publically accessible.

- The application narrative must describe how proposed projects will be measured to determine project/program meets the applicant's target goals. Measures should define the results expected from the project/program.
- Projects should be completed within 12 months of last date on signed contract.
- Requests for extensions will be considered only in extreme circumstances and only if received in writing.
- Failure to begin project within six months of grant agreement may result in cancellation of award.

## SUBMISSION REQUIREMENTS

### Application Due Date: Friday, October 12, 2012

- **E-mailed PDFs** by 11:59 PM, Friday, October 12, 2012 (**preferred**)
- **Hand-delivered** applications **MUST** be received in the ECHF offices no later than 4:00 PM, Friday, October 12, 2012 and must be date stamped by a staff member of the ECHF.
- **Postmarked** no later than Friday, October 12, 2012
- **Faxed or handwritten applications** are not accepted.

**PDF applications are strongly recommended** and should be e-mailed to [andy\\_kitzmann@partner.nps.gov](mailto:andy_kitzmann@partner.nps.gov)

Electronic signatures are acceptable. When completing a PDF application, Adobe Acrobat 9 is required. A Word version can also be made available. Supporting materials may be mailed using the addresses below, postmarked by October 12, 2012.

**Hand delivered or mailed applications:** You must provide a complete and signed original application and 6 (six) copies of the application. **NOTE: only copies of the completed application are needed. Do NOT copy this grant description.** Only 1 (one) set of resumes, financial documentation, resolution, nonprofit status, and letters of support (optional) are needed. You should not make six copies of these items.

### USPS

Erie Canalway  
National Heritage Corridor  
Grant Application  
P.O. Box 219  
Waterford, NY 12188

### Street address for hand or overnight deliveries:

Erie Canalway  
National Heritage Corridor  
Grant Application  
1 Delaware Avenue  
Cohoes, NY 12047

## APPLICATION CHECKLIST

Only complete applications will be evaluated.

- The original signed and completed application form (electronic signatures are acceptable);
- If making a hardcopy submission: 1 original and six copies of the Application (Do not copy the grant description);

You only need to submit a **single set** of the following supporting materials, which should be mailed:

- Letters of Support (optional, addressed to Beth Sciumeca, Executive Director);
- Documentation of applicant's matching funds;
- Where available and appropriate, plan documents, conceptual drawings, exhibit and interpretive design plans;
- List of your Board of Directors (if appropriate);
- Detailed Project/Program schedule;
- IRS Letter of Determination showing 501(c)(3) status (where applicable);
- Most recent Form 990 as filed with the IRS;
- Municipalities must include a resolution supporting the application.
- Most recent fiscal year-end financial statements, audited if available,
- Brochures or newspaper clippings directly related to your project (*optional*).
- A detailed project schedule; and
- Certificate of Insurance.

**Appendix A** – List of Canalway Corridor Municipalities

**Appendix B** – Map of the Erie Canalway National Heritage Corridor boundaries



**National Park Service**  
**U.S. Department of the Interior**

Erie Canalway  
National Heritage Corridor

P.O. Box 219  
Waterford, NY 12188

518 237-7000 phone  
518 237-7640 fax  
[www.eriecanalway.org](http://www.eriecanalway.org)

## 2012 Grant Program Awards

The Erie Canalway National Heritage Corridor awarded \$43,700 in grants in 2012 to assist organizations with canal-related planning, preservation and education projects.

### **Albany Institute of History and Art**

**Project Name:** Erie Canal Lesson Plan

**Description:** The Institute will develop a lesson plan that uses art and artifacts from the Institute's collection to help students explore the history and use of the Erie Canal. The program will be offered via video conferencing and hosted on the Institute's website.

**Amount:** \$5,500

**Type:** Education

**Location:** City of Albany

**County:** Albany

**Canal:** Erie Canal

### **The Buffalo Zoo**

**Project Name:** Erie Canalway Connections

**Description:** The Buffalo Zoo, in partnership with the Buffalo and Erie County Historical Society, will develop a new education program to focus on the interconnectedness of people, the local environment, and the Erie Canal, both past and present. The program will challenge students to consider how the Erie Canal affected (and continues to affect) not only people and society, but also domestic animals, wildlife, and natural habitats in New York State.

**Amount:** \$5,500

**Type:** Education

**Location:** City of Buffalo

**County:** Erie

**Canal:** Erie Canal

### **Chittenango Landing Canal Boat Museum**

**Project Name:** Cultural Landscape Report

**Description:** The report will provide recommendations and strategies for enhancing Chittenango's dry-docks and historic character within the context of the museum's long-term plans. In particular, the report will document critically needed repairs and improvement projects, including the rehabilitation of the existing dry dock, its gates, and visitor walkway.

**Amount:** \$7,000

**Type:** Preservation of Historic and Cultural Resources

**Location:** Village of Chittenango

**County:** Madison

**Canal:** Erie Canal

### **Erie Canal Museum**

**Project Name:** The Locks of the Erie Canal (Exhibit)

**Description:** This project will fund the preparation and exhibition of 57 original pen and ink drawings of Erie Canal locks and other canal structures by Syracuse artist Ray Sax. Work will include matting, framing, proper storage, and temporary exhibition for the exhibit.

**Amount:** \$6,156

**Type:** Interpretation and Orientation

**Location:** City of Syracuse

**County:** Onondaga

**Canal:** Erie Canal

**New York Folklore Society**

Project Name: Music of the Erie Canal Symposium

Description: The New York Folklore Society, in partnership with the Erie Canal Museum, will present a two-day symposium exploring the connections between the Erie Canal and traditional music in New York State. The symposium will involve panel discussions, musical performances, and the development of a post-symposium interactive website.

Amount: \$7,000

Type: Interpretation and Orientation

Location: City of Schenectady

County: Schenectady County

Canal: Erie Canal

**Schenectady Museum & Suits–Bueche Planetarium**

Project Name: Erie Canalway Audio Tour

Description: The museum will develop a mobile audio tour exploring the history and impact of the Erie Canal in downtown Schenectady. The tour will highlight the technological development that enabled the canal's construction, the canal's impact on the lives of the people who lived near it, and how the canal brought growth and new businesses to Upstate New York.

Amount: \$6,030

Type: Interpretation and Orientation

Location: City of Schenectady

County: Schenectady Counties

Canal: Erie Canal

**The Public Broadcasting Council of Central New York (WCNY)**

Project Name: The Erie Canal: 21<sup>st</sup> Century Minutes

Description: WCNY will produce six interstitials focused on people who tell the story of the canal as it is today. WCNY plans to air the interstitials on television and radio, upload them to its website, and make them available to affiliates from across New York State.

Amount: \$6,531

Type: Interpretation and Orientation

Location: Various Locations

County: Onondaga (Council Location)

Canal: Erie Canal

## GENERAL INFORMATION

Project Title

Lead Organization:

Lead Contact:

Mailing Address:

Telephone:

Email:

Fax:

Website:

Type of Organization:  
*e.g., non-profit, municipal*

Federal Tax ID number:

*If joint application, please provide partner organization information:*

Partner Organization:

Partner Contact:

Mailing Address:

Telephone:

Email:

Fax:

Website:

Amount Requested:

\$

Cash/other Grant Match:

\$

Value of In-kind Support:

\$

Total Project Budget:

\$

### For Internal Administrative Use ONLY

Date Grant Application Received: \_\_\_\_\_

All required materials included: \_\_\_\_\_

Receipt Acknowledgement Sent: \_\_\_\_\_

App reviewed by Project Manager: \_\_\_\_\_

App to Review Committee: \_\_\_\_\_

Committee Approved: Yes No \_\_\_\_\_

Close-out Documents Received: \_\_\_\_\_

**GENERAL INFORMATION**

Project/Program Location: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Is the applicant a member of the Erie Canalway National Heritage Corridor Partner Program?  YES  NO

Briefly describe your grant request (200 word limit - you will have space later to fully explain your project):

Organizational Mission Statement (100 word limit):

**Primary Applicant Organization:**

*Electronic signatures are acceptable*

*Must be located within the boundaries of the Erie Canalway National Heritage Corridor. See Appendix A*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Partnering Applicant Organization:**

*Only to be completed if joint application*

*Electronic signatures are acceptable*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Will this project/program be possible without funding from the Erie Canalway Heritage Fund?  YES  NO

## **PROJECT NARRATIVE**

Please provide a project narrative of **no more than three (3) pages** following the outline below. Each question must be answered. Avoid using jargon, initials, and abbreviations. Font size may be no less than 12 point.

### **Organization**

Describe the work of your organization, addressing each of the following:

- Brief description of your organization's history and key programs.
- Number of people served annually.
- Describe relationships with other organizations providing similar services.
- If partnering, describe the relationship between the two organizations both for the requested project and as it relates to prior collaborations.

### **Project Need**

Describe the need your project will address, as well as the target population to be served.

- How did you identify this project/program as a priority?
- Why is your organization most suited to address this need?
- How will it positively impact your community or the Erie Canalway National Heritage Corridor, regionally or as a whole?
- List project goals. How do they relate to the goals and strategies of the Erie Canalway National Heritage Corridor?
- Describe how your project/program will develop positive visitor experiences.

### **Project Plan**

Describe the project plan and management.

- How does this project relate to your strategic or community development plan?
- Who was involved in the planning and design of the project/program? Describe their relevant experience in implementing the requested project and their ability to complete the project on-time and on-budget.
- Describe evaluation techniques you will use to determine success in achieving project goals.
- Describe how your project/program relates to "What We Fund" as defined in the Grant Description.
- Describe your project or program's sustainability plan beyond the period of ECNHC funding.

### **Project Schedule**

Include a detailed project schedule describing:

- Major tasks and estimated durations.
- Personnel responsible.
- Review periods or other required approvals.
- Other funder deadlines.
- Anticipated project completion date.

**PROJECT NARRATIVE**





**PROJECT TIMELINE**

**BUDGET**

Complete the following budget table and include all sources of income for the proposed project.

BUDGET ITEMS	EXPLANATION	AMOUNT REQUESTED	CASH MATCH*	IN-KIND MATCH*	TOTAL
Personnel					
Volunteers					
Consultants					
Contract for Services					
Travel Expenses					
Materials and Supplies					
Other Expenses (be specific)					
<b>Total</b>					

**NOTE:** Funds may NOT be used for catering or per diem. These items may be included as match but will not be reimbursed.

**\*REQUIRED: LIST ALL FUNDERS AND SOURCES**

List all other funders and the support they are providing. Award letters for funds used as direct match must be included with this application.

FUNDING SOURCE	AMOUNT PENDING	AMOUNT SECURED	TOTAL

**BUDGET JUSTIFICATION**

Please provide one or two sentences for each of the following.

Methodology for determining budget expenses:	
Description of any anticipated revenue from the proposed project or program:	
Justification of volunteer match rates at professional rate, if applicable:	
Detailed description of any in-kind services used as match for this project:	
Description of process for selection of contract services, if applicable:	

**Application Checklist**

*Only complete applications will be evaluated.*

- Original signed and completed application form** (electronic signatures are acceptable):
  - *If electronic submission:* Submit application by e-mail.
  - *If hardcopy submission:* Mail, or hand deliver, one original and six copies of the application (Do not copy the grant description).
- Supporting materials (submit only a single set of supporting materials if mailing):**
  - Letters of Support (optional, addressed to Beth Sciumeca, Executive Director);
  - Documentation of Applicant’s matching funds;
  - Where available and appropriate, plan documents, conceptual drawings, exhibit and interpretive design plans;
  - List of your Board of Directors (if appropriate);
  - IRS Letter of Determination showing 501(c)(3) status (where applicable);
  - Most recent Form 990 as filed with the IRS (where applicable);
  - Resolution (municipalities only);
  - Most recent fiscal year-end financial statements, audited, if available;
  - Brochures or newspaper clippings directly related to your project (*optional*).

# GRANTS AND FUNDING SOURCES

Compiled by Erie Canalway National Heritage Corridor  
Last updated May 2012

FUNDING PROGRAM	AGENCY/ ORGANIZATION	APPLICATION DEADLINE	WEB LINK
Club Fostered Stewardship Grants	American Canoe Association and LL Bean	Accepted on a rolling basis	<a href="http://www.americancanoe.org/?page=LLBean_CFS_Grant">http://www.americancanoe.org/?page=LLBean_CFS_Grant</a>
Community Service & Engagement	American Express	Accepted on a Rolling Basis	<a href="http://about.americanexpress.com/csr/comm_serv.aspx">http://about.americanexpress.com/csr/comm_serv.aspx</a>
Historical Conservation & Preservation	American Express	Accepted on a Rolling Basis	<a href="http://about.americanexpress.com/csr/hpc.aspx">http://about.americanexpress.com/csr/hpc.aspx</a>
The National Grassroots Grant Program	Ben and Jerry's Foundation	Accepted on a rolling basis	<a href="http://www.benandjerryfoundation.org/the-national-grassroots-grant-program.html">http://www.benandjerryfoundation.org/the-national-grassroots-grant-program.html</a>
Sustainable Training Grants	Enterprise Green Communities	Accepted on a Rolling Basis	<a href="http://www.greencommunitiesonline.org/tools/funding/grants/">http://www.greencommunitiesonline.org/tools/funding/grants/</a>
R8 Wildlife Restoration Grant Program	Fish and Wildlife Services	08/30/13	<a href="http://www.grants.gov/search/search.do;jsessionid=nMlKQPYzblCxpYM5bHXJtKh971bLZN2KyBQ8Ht2zGb2cNwNM26h1!-64218969?opplid=138933&amp;mode=VIEW">http://www.grants.gov/search/search.do;jsessionid=nMlKQPYzblCxpYM5bHXJtKh971bLZN2KyBQ8Ht2zGb2cNwNM26h1!-64218969?opplid=138933&amp;mode=VIEW</a>
Greenway Compact Grant Program	Hudson River Valley Greenway	09/07/12	<a href="http://www.hudsongreenway.ny.gov/GrantFunding/CompactGrants.aspx">http://www.hudsongreenway.ny.gov/GrantFunding/CompactGrants.aspx</a>
Greenway Communities Grant Program	Hudson River Valley Greenway	09/07/12	<a href="http://www.hudsongreenway.ny.gov/GrantFunding/CommunityGrants.aspx">http://www.hudsongreenway.ny.gov/GrantFunding/CommunityGrants.aspx</a>
Publishing Historical Records: Colonial and Early National Period	National Archives and Records Administration	06/07/12	<a href="http://www.archives.gov/nhprc/announcement/publishing.html">http://www.archives.gov/nhprc/announcement/publishing.html</a>
Electronic Records Projects	National Archives and Records Administration	06/07/12	<a href="http://www.archives.gov/nhprc/announcement/electronic.html">http://www.archives.gov/nhprc/announcement/electronic.html</a>
Digitizing Historical Records	National Archives and Records Administration	06/07/12	<a href="http://www.archives.gov/nhprc/announcement/digitizing.html">http://www.archives.gov/nhprc/announcement/digitizing.html</a>
Publishing Historical Records: New Republic through the Modern Era	National Archives and Records Administration	10/04/12	<a href="http://www.archives.gov/nhprc/announcement/publishing.html">http://www.archives.gov/nhprc/announcement/publishing.html</a>

Challenge American Fast-Track	National Endowment for the Arts	05/24/12	<a href="http://www.arts.gov/grants/apply/GAP13/Challenge.html">http://www.arts.gov/grants/apply/GAP13/Challenge.html</a>
Preservation and Access Research and Development	National Endowment for the Humanities	06/28/12	<a href="http://www.neh.gov/grants/guidelines/PARD.html">http://www.neh.gov/grants/guidelines/PARD.html</a>
Humanities Collections and Reference Resources	National Endowment for the Humanities	07/19/12	<a href="http://www.neh.gov/grants/preservation/humanities-collections-and-reference-resources">http://www.neh.gov/grants/preservation/humanities-collections-and-reference-resources</a>
Bridging Cultures through Film: International Topics	National Endowment for the Humanities	06/27/12	<a href="http://www.neh.gov/grants/public/bridging-cultures-through-film-international-topics">http://www.neh.gov/grants/public/bridging-cultures-through-film-international-topics</a>
Wildlife Grant	Norcross Wildlife Foundation	Accepted on a Rolling Basis	<a href="http://www.norcrossws.org/Foundmain.html">http://www.norcrossws.org/Foundmain.html</a>
Technical Assistance Grant	NYS Department of Environmental Conservation – Division	Accepted on a Rolling Basis	<a href="http://www.dec.ny.gov/regulations/2590.html">http://www.dec.ny.gov/regulations/2590.html</a>
Environmental Restoration Program	NYS Department of Environmental Conservation – Division	Accepted on a Rolling Basis	<a href="http://www.dec.ny.gov/chemical/8444.html">http://www.dec.ny.gov/chemical/8444.html</a>
Clean Vessel Assistance Program Construction Grants	NYS Environmental Facilities Corporation	Accepted on a Rolling Basis	<a href="http://www.nysefc.org/Default.aspx?TabID=76&amp;fid=271">http://www.nysefc.org/Default.aspx?TabID=76&amp;fid=271</a>
Clean Vessel Assistance Program Upgrade Grants	NYS Environmental Facilities Corporation	Accepted on a Rolling Basis	<a href="http://www.nysefc.org/Default.aspx?TabID=76&amp;fid=274">http://www.nysefc.org/Default.aspx?TabID=76&amp;fid=274</a>
Clean Vessel Assistance Program Operation and Maintenance Grants	NYS Environmental Facilities Corporation	Accepted on a Rolling Basis	<a href="http://www.nysefc.org/Default.aspx?TabID=76&amp;fid=273">http://www.nysefc.org/Default.aspx?TabID=76&amp;fid=273</a>
Clean Vessel Assistance Program Information and Education Grants	NYS Environmental Facilities Corporation	Accepted on a Rolling Basis	<a href="http://www.nysefc.org/Default.aspx?TabID=76&amp;fid=272">http://www.nysefc.org/Default.aspx?TabID=76&amp;fid=272</a>
Environmental Protection and Conservation Grant	The Fields Pond Foundation	Accepted on a Rolling Basis	<a href="http://www.fieldspond.org/guidelines.htm">http://www.fieldspond.org/guidelines.htm</a>
Conventional Grants	The Kinsman Foundation	08/01/12	<a href="http://kinsmanfoundation.org/guidelines/policies.htm">http://kinsmanfoundation.org/guidelines/policies.htm</a>

Small Grants (for Historic Preservation, Native Wildlife Rehabilitation and Appreciation)	The Kinsman Foundation	Accepted on a Rolling Basis	<a href="http://kinsmanfoundation.org/guidelines/policies.htm">http://kinsmanfoundation.org/guidelines/policies.htm</a>
The Rite Aid Foundation- Promoting Health and Wellness in Rite Aid Communities	The Rite Aid Foundation	Rolling- Next review date 7/1/12	<a href="http://www.riteaid.com/company/community/foundation.isf">http://www.riteaid.com/company/community/foundation.isf</a>
GET READY! Grants for Museum Advancement	Upstate History Alliance	On or After 1/1/12	<a href="http://www.museumwise.org/services/grants/get-ready">http://www.museumwise.org/services/grants/get-ready</a>
GO! Grants for Museum Advancement	Upstate History Alliance	On or After 1/1/12	<a href="http://www.museumwise.org/services/grants/go">http://www.museumwise.org/services/grants/go</a>
Community Programs Grants for Community Facilities	USDA Rural Development	Accepted on a Rolling Basis	<a href="http://www.rurdev.usda.gov/rhs/cf/brief_cp_grant.htm">http://www.rurdev.usda.gov/rhs/cf/brief_cp_grant.htm</a>
Community Connect Grants	USDA Rural Development	06/18/12	<a href="http://www.rurdev.usda.gov/utp_commconnect.html">http://www.rurdev.usda.gov/utp_commconnect.html</a>

**Leslie Ann Morelli**

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**Subject:** FW:  
**Attachments:** 20120927115615.pdf

Dear Board,

With respect to the loft conversion project, attached is a copy of the state Real Property Tax Law section 485-a, the "Residential-commercial urban exemption program", which provides for the adoption of a local law to extend tax abatements to non-residential real property upon conversion to mixed-use. Please let me know if you need any additional information and otherwise I will await further direction.

Thanks, Rob

Robert S. Leni, Esq.

WestlawNext™

NOTES OF DECISIONS (4)

- Conversion of space
- Qualifying property
- Repeal of local laws

§ 485-a. Residential-commercial urban exemption program  
 McKinney's Consolidated Laws of New York Annotated Effective: June 22, 2010 (Approx. 3 pages)  
 Real Property Tax Law (Refs & Annos)  
 Chapter 50-A. Of the Consolidated Laws  
 Article 4. Exemptions  
 Title 2. Private Property

Effective: June 22, 2010

McKinney's RPTL § 485-a

§ 485-a. Residential-commercial urban exemption program

Currentness

1. Definitions. As used in this section, the following terms shall have the following meanings:

- (a) "Municipality" means any town, city or village except for a city having more than one million inhabitants.
- (b) "Applicant" means any person obligated to pay real property taxes on the property for which an exemption from real property taxes under this section is sought.
- (c) "Commercial construction work" means the modernization, rehabilitation, expansion or other improvement of the portion of mixed-use property to be used for commercial purposes.
- (d) "Commercial purpose or use" means the buying, selling or otherwise providing of goods or services, including hotel services, or other lawful business or commercial activities permitted in mixed-use property.
- (e) "Mixed-use property" means property on which will exist, after completion of residential construction work or a combination of residential construction work and commercial construction work, a building or structure used for both residential and commercial purposes.
- (f) "Person" means an individual, corporation, limited liability company, partnership, association, agency, trust, estate, foreign or domestic government or subdivision thereof, or other entity.
- (g) "Residential construction work" means the creation, modernization, rehabilitation, expansion or other improvement of dwelling units, other than dwelling units in a hotel, in the portion of mixed-use property to be used for residential purposes.

2. Any municipality may, by local law, provide for the exemption of real property from taxation as provided in this section. Upon the adoption of such a local law, the county in which such municipality is located may, by local law, and any school district, all or part of which is located in such municipality, may, by resolution, exempt such property from its taxation in the same manner and to the same extent as such municipality has done.

3. Upon the adoption of such a local law, non-residential real property, upon conversion to mixed-use property, shall be exempt from taxation and special ad valorem levies as provided for in subdivision four of this section.

4. (a) (i) For a period of twelve years from the approval of an application, the increase in assessed value of such property attributable to such conversion shall be exempt as provided in subparagraph (ii) of this paragraph. Such exemption shall be computed with respect to the

"exemption base". The exemption base shall be determined for each year in which there is an increase in assessed value so attributable from that of the previous year's assessed value.

(ii) The following table shall illustrate the computation of the tax exemption:

Year of exemption	Percentage of exemption
1 through 8	100% of exemption base
9	80% of exemption base
10	60% of exemption base
11	40% of exemption base
12	20% of exemption base

(b) No such exemption shall be granted unless

(i) such conversion was commenced subsequent to the date on which the municipality's local law took effect; and

(ii) the cost of such conversion exceeds the sum of ten thousand dollars or such greater amount as may be specified by local law.

(c) For purposes of this section the term conversion shall not include ordinary maintenance and repairs.

(d) No such exemption shall be granted concurrent with or subsequent to any other real property tax exemption granted to the same improvements to real property, except, where during the period of such previous exemption, payments in lieu of taxes or other payments were made to the local government in an amount that would have been equal to or greater than the amount of real property taxes that would have been paid on such improvements had such property been granted an exemption pursuant to this section. In such case, an exemption shall be granted for a number of years equal to the twelve year exemption granted pursuant to this section less the number of years the property would have been previously exempt from real property taxes.

5. Such exemption shall be granted only upon application by the owner of such real property on a form prescribed by the commissioner. Such application shall be filed with the assessor of the municipality or county having the power to assess property for taxation on or before the appropriate taxable status date of such municipality or county.

6. If the assessor is satisfied that the applicant is entitled to an exemption pursuant to this section, he or she shall approve the application and such real property shall thereafter be exempt from taxation and special ad valorem levies as in this section provided commencing with the assessment roll prepared after the taxable status date referred to in subdivision five of this section. The assessed value of any exemption granted pursuant to this section shall be entered by the assessor on the assessment roll with the taxable property, with the amount of the exemption shown in a separate column.

**Credits**

(Added L.2002, c. 328, § 1, eff. Aug. 6, 2002. Amended L.2004, c. 632, § 1, eff. April 24, 2005; L.2010, c. 56, pt. W, § 1, subd. (b), eff. June 22, 2010.)

**Notes of Decisions (4)**

McKinney's R. P. T. L. § 485-a, NY RP TAX § 485-a  
 Current through L.2012, chapters 1 to 447.



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