



MUNICIPAL PARKS AND RECREATION GRANT

Application Instructions & Guidance

Issued May 5, 2023

OVERVIEW

Ulster County is pleased to issue the [Municipal Parks and Recreation Grant \(MPRG\)](#) to help offset the disproportionate negative economic impacts on certain communities and populations and overall increased community needs as a result of the pandemic. The MPRG is a \$2 million matching grant program funded by the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) established by the American Rescue Plan Act (ARPA) in March 2021, of which Ulster County received \$34.49 million. The goal of the SLFRF is to provide vital federal support to state, local, and tribal governments as they address the negative health and economic impacts of COVID-19 in their communities.

All final applications must be submitted by close of business Friday, May 19, 2023.

ELIGIBILITY

The MPRG is open to municipalities within Ulster County, with a specific focus on public spaces in those communities and populations which have experienced disproportionate negative economic impacts resulting from the COVID-19 pandemic. Eligible uses are intended to aid in developing neighborhood features that promote improved health and safety outcomes.

- Eligible activities include, but are not limited to:
 - Americans with Disabilities Act (ADA) amenity upgrades, sensory / inclusivity equipment, and surfacing upgrades to facilities
 - Green spaces
 - Maintenance and upkeep due to increased use during pandemic
 - Neighborhood cleanup
 - Parks
 - Pedestrian features (ex. Sidewalks, crosswalks, signage, etc.)
 - Recreational facilities (ex. playgrounds, sporting equipment, courts, etc.)
 - Streetlights
 - Other projects to revitalize public spaces

- A maximum of one application per municipality will be accepted.
- Municipalities that previously applied may either:
 - Update and resubmit an existing application
 - or*
 - Submit a new project/application
- The application received most recently will be the one considered for award
- Projects may include work that has been completed after February 27, 2023, but before contract signing
- All projects must be open and accessible to the public.
- Projects located in a Qualified Census Tract (QCT) will receive additional points during evaluation. QCTs identify communities with a large proportion of low-income residents that must have 50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or have a poverty rate of 25 percent or more. [Click here to search by address to identify a QCT.](#)
- All projects must comply with the Americans with Disabilities Act (ADA), as applicable.
- Capital projects are subject to the State Environmental Quality Review Act (SEQRA) and require a determination letter to be provided detailing a Type 1, 2, or Unlisted action.

FUNDING

The total funding amount available for the MPRG is \$2 million.

Awards and Match:

- A maximum of one project per municipality will be awarded.
- The maximum award amount is \$100,000.
- A minimum 50% match is required, of which 25% may be in-kind services.
- Proof of funding approval and/or a letter of commitment is required at the time of application. Documentation of matching funds (i.e. bonding or authorizing resolutions) is required before funding for awarded projects is disbursed.
- In-kind match contributions must be quantifiable and documented and may include:
 - Labor (prevailing wage applies)
 - Equipment
 - Other municipal services, as approved
- Match Guidelines:

The MPRG program is a matching grants program. Municipalities are required to contribute a percentage of the total project cost (not the total grant request). Below is an example of how to calculate the required match.

- Ex: Maximum request \$100,000

MPRG funds cover up to 50 % of the total project cost. A minimum 50% match of the total project budget is required. If the total project cost is

\$200,000, the municipality may apply for a grant of \$100,000 and will need to provide a match of \$100,000, 25% of which can be in-kind.

HOW TO APPLY

Completed applications and attachments (see Application Requirements list below) should be submitted via the [submission page](#). Questions regarding the program, application process, or technical issues may be directed to:

ARP Division Staff
Department of Finance
244 Fair Street, PO Box 1800
Kingston NY 12401

Email: arp@co.ulster.ny.us
Phone: 845-943-6116

APPLICATION REQUIREMENTS*

*Please note, there is a ten-document limit, so it is encouraged to combine relevant documents together to meet the file limitation.

- Completed and signed application (electronic signature accepted)
- Map with the project location and subject property identified (Ex. aerial map, tax map, or similar)
- Photos showing the project area or equipment to be purchased
- Project timeline
- Project budget
- Proof of funding approval/letter of commitment (Completed bonding or authorizing resolutions are required prior to contract signing)
- SEQRA Compliance Documentation: Municipalities must document compliance or provide SEQRA status
 - Type II – Statement and justification
 - Unlisted – Short Environmental Assessment Form (SEAF) – Parts I – III
 - Type I – Full Environmental Assessment Form (FEAF) 4 and either a negative declaration or Final Environmental Impact Statement (FEIS) and SEQRA Findings.
- Land Ownership/Land Use Agreement documentation demonstrating the status of right-of way
- Other projects documents, as applicable
 - Federal, State, and/or local approvals
 - Surveys, reports, feasibility studies, etc.
 - Technical specifications
 - Community support letters

EVALUATION

All eligible applications will be evaluated and scored by the Review Committee.

Primary Evaluation Criteria:

- Project has well defined metrics, goals, and objectives.
- Project is aligned with the MPRG’s focus and overall goal.
- Project has a maintenance plan, as applicable.
- Project is likely to enhance the organization’s ability to preserve, steward, interpret, maintain, and/or promote the public resource being served.
- Project can be accomplished within stated grant period.
- Project has a high likelihood of success but is dependent on the MPRG grant.
- Applicant demonstrates sufficient organizational capacity and commitment to complete the proposed grant-funded activities.
- Project leverages other opportunities, partnerships, and funding sources.
- Demonstrated community and local government support for project as evidenced by letters of support.

Secondary Evaluation Criteria

- Project is located in a Qualified Census Tract(s) (QCT). Projects located in one or more QCTs will receive additional points.
- Match is greater than minimum required.
- Municipality demonstrates a high level of competence, accountability, and due diligence in successfully completing other grant projects.
- Project supports public resource master plan and/or municipal priorities.

PROJECT AWARDS

Applicants will receive an award determination letter once all eligible applications have been reviewed and evaluated. Partial awards may be made, and award or non-award decisions shall be in the sole and absolute discretion of Ulster County.

PROGRESS REPORTS

Awardees must submit quarterly progress reports of no more than one page, providing an update on the use and expenditure of funds. Failure to submit reports may result in repayment of funding. Progress reports will be due by the following dates:

Q 1	April 5th
Q 2	July 5th
Q 3	October 5th
Q 4	January 5th

TIMELINE

May 5, 2023	MPRG Program Re-Opened & Application Re-Issued
May 19, 2023	Application Deadline
May – June 2023	Committee Review
Early July 2023	Notification of Awards
Summer 2023	Contract Approval
Fall 2023	Contract Signing
Project Completion	Within 18 months of Contract Signing