September 14, 2017

Mayor or Town Supervisor
100 Main Street
Oneida County NY

As you may or may not be aware, Oneida County (hereinafter referred to as the “County”) has recently allocated the sum of Two Million Dollars ($2,000,000.00) to fund the Oneida County Flood Mitigation Grant Program (hereinafter referred to as the “Program”). The Oneida County Soil and Water Conservation District (hereinafter referred to as the “Conservation District”) has been tasked with the implementation of this program, and has been given oversight over the grant application process and the administration of the grants themselves. As the [chief executive officer] of [city, town or village name], I am writing to you today to request that you submit to the grant program any projects that your municipality may have that you would like to have considered for application for grants from this program.

WHO MAY APPLY

The Program is targeted for municipal corporations, including cities, towns, villages, and combinations thereof (hereinafter referred to as “municipality” or "municipalities") which were impacted by storm water runoff or flooding from their waterways or bodies of waters during 2017. Collaboration or multi-municipal corporation projects are encouraged and may qualify for larger grants.

WHAT PROJECTS MAY QUALIFY

The Program is designed solely for public works projects that will correct or improve waterways or bodies of water to prevent or mitigate future flood damage within municipalities which were impacted by storm water runoff or flooding from their waterways or bodies of waters during 2017.

Projects that will be considered for the grants must be resiliency-based, and cannot be designed to repair damage from the July 1 storm, nor to restore damaged facilities or structures to their pre-July 1 condition. For the purposes of this program, resiliency shall be defined as those projects involving, reducing or eliminating potential losses by breaking the cycle of damage, reconstruction, and repeated damage. Examples of resilience-based mitigation measures are: community-wide risk reduction projects; efforts to improve the resilience of critical
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infrastructure and key resource lifelines; reducing vulnerabilities from natural hazards, climate change, or acts of terrorism; and initiatives that reduce future risks after a disaster has occurred.

WHAT FUNDING

The funding provided by the County will be administered by the Conservation District as a 50% matching reimbursement grant to help the qualifying project of a municipality, or combination of municipalities. The grant and matching fund may be combined with other grants, if permitted under the terms of the other grants. The municipality may provide up to half of its 50% match through in-kind services performed on the project by municipal staff, at current salaried rates (including fringe benefits). Calculations for in-kind services for the use of municipal equipment shall be based on FEMA's Schedule of Equipment Rates (September 15, 2010 and beyond).

APPLICATION PROCESS

Interested municipalities must apply in writing by submitting their details of their project to the Conservation District on a form designed by the Conservation District. This application can be obtained by contacting us either by telephone or in writing. The application will include, but not be limited to, a Narrative and/or Proposal, a Description of the Project Team, a Work Plan, a Project Budget, a Project Schedule and a List of Necessary Permits and Approvals.

AWARD PROCESS

The Conservation District will develop a written scoring rubric for each application based on these specifications and will evaluate all applications in waiting based on the scoring rubric. The scoring rubric shall include, but not be limited to, the following: Confirmation of Matching Funding; Cost Effectiveness, Projected Benefits and Regional Impacts.

An Interdisciplinary Review Committee (hereinafter referred to as the “Committee”) shall then review the application, taking the scoring rubric results into consideration. The Committee will award funds to the partner municipalities based on their review and decision. The Committee may award less than the amount applied for, based on availability of funds. In the event of partial funding, the applicant will be asked to submit a modified Work Plan and Project Budget.

FUNDING AGREEMENTS

Should the grant be approved, the County, the Conservation District and the applying municipality or municipalities shall then enter into a written funding agreement, prior to the distribution of any funds. The funding agreement shall require such provisions as documentation of the progress of the project at regular intervals, and shall set forth details of the timing of payments. The funding agreement shall also set forth the timeline for completion of the Project.
The funding agreement shall require compliance with the State Environmental Quality Review Act by the partner municipality. The funding agreement must include documentation that the proposed project has received approval from NYS DEC and that any and all state and federal permits and/or approvals have been or shall be obtained prior to the award of funding. The funding agreement shall include an appropriate insurance coverage clause protecting the County and the Conservation District, and shall also include an appropriate indemnification clause protecting the County and the Conservation District, as well as such other terms as may be required at the time of drafting of the funding agreement.

PROJECT COMPLETION

Projects that cannot be completed within the timeline for completion set forth in the funding agreement are closed out. In that situation, the grant will only cover eligible work completed and documented costs to date.

WHAT YOU MUST DO NEXT

If you have projects that you believe would qualify for funding under this grant program, you should contact me as soon as possible to begin the application process. As a part of our involvement with the grant program, the Conservation District is tasked with assisting applicants in thoroughly and accurately completing their applications. We can provide you with copies of the application forms, as well as offer guidance, advice and assistance in putting everything together.

Please feel free to contact me at any time if you have any questions or concerns. Thank you in advance for your kind consideration of this request, and I look forward to hearing from you.

Sincerely,

Kevin L. Lewis
Executive Director