

# CWSRF Engineering Planning Grants

## Checklist of Supporting Documents Needed for Grant Agreement

- | <input checked="" type="checkbox"/> | <u>Supporting Documentation Submitted to NYSEFC</u>  | <u>Date of Document</u> |
|-------------------------------------|--|-------------------------|
| <input type="checkbox"/>            | Resolution Designating of an Authorized Representative for the project (Sample Resolution Language attached)   |                         |
| <input type="checkbox"/>            | Executed Engineering Agreement   |                         |
| <input type="checkbox"/>            | <input type="checkbox"/> Inclusion of the “NON-CONSTRUCTION Bid Packet” from the EFC website   |                         |
| <input type="checkbox"/>            | Compliance with the New York State’s Minority/Woman-owned Business Enterprises (M/WBE) requirements  |                         |
| <input type="checkbox"/>            | <input type="checkbox"/> All professional services contracts with a value greater than \$25,000 must submit an MWBE Workplan and approvable Utilization Plan/Waiver Request. The MWBE goal will be 30% combined.   |                         |
| <input type="checkbox"/>            | Detailed final budget and plan of finance including all third party funding agreements, and satisfaction of the minimum 20% local match requirement  |                         |
| <input type="checkbox"/>            | Local resolution authorizing and obligating local match funds. Match can include cash and/or in-kind services. Other grants may not be used for local match. (Sample Resolution Language attached)   |                         |
| <input type="checkbox"/>            | Completion of Environmental Quality Review (SEQR) Act and State Environmental Review Process (SERP). Sample Resolution Language attached. Please refer to EFC’s “Environmental Review Guidance” on EFC’s website for more information on the SEQR and SERP processes.                |                         |
| <input type="checkbox"/>            | Acknowledgement of project review by the New York State Office of Parks and Historic Preservation’s State Historic Preservation Office (SHPO)<br><b>Note: EFC will request a blanket NO IMPACT letter from SHPO for all of the 2016 Engineering Planning Grant Program projects.</b> |                         |