

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12846

PLANNING & COMMUNITY DEVELOPMENT  
DEPARTMENT

Telephone: (518) 761-6410

Planning and Community Development  
Committee Meeting Agenda  
1 June 2016

*Committee Members:* McDevitt- Chairman, Wood- Vice Chairman, Beaty, Strough, Simpson,  
Dickinson, MacDonald, Montesi, Leggett

I. *Committee meeting called to order by Chairman*

II. *Motion to approve minutes of prior Committee meeting*

III: *Committee Actions Requested:*

1. Request to fill position due to resignation of employee.  
The Office Specialist position will be vacated on 24 June as Glenda has taken a position with the Sheriffs Department. The request is to fill this position.
2. Request to create temporary Office Specialist position for 1 week to allow for training overlap of new employee.  
Request that new staff person start on Friday 17 June and continue in temp position through 24 June.
3. Request to submit application (s) under the 2016 CFA.  
The State of NY has made funding available and the Department wishes to maintain an option to submit for projects that may be eligible and meet funding thresholds. Projects will be selected from the current First Wilderness Plan that can demonstrate readiness and matching funds in place or committed.
4. Request to submit application NYS Affordable Housing Corporation  
Applications for the 2015-2016 New York State Affordable Housing Corporation funding round are due by July 8, 2016.

IV. *Referral/Pending Items:*

- None identified

V. *Information for Discussion/Review:*

1. Department staffing needs

VI. *Privilege of the floor to discuss any additional items to come before the Committee*

VII. *Motion to adjourn*

*Attachments:*

- Request form to fill vacant position
- Request Form to create temp position
- Request to submit application under CFA
- Request to submit application to AHC.
- Office staffing chart

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: **Planning and Community Development** Payroll Dept. No:  
Title of Position: **Office Specialist** Base Salary of Position: **30,959** Grade: **7**  
Filling at Step # (If Known): Request to Backfill Due to Promotion:  Yes  No  
Budget code and title: **A8021.110 Salary** Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: **9979** Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State 33 %  Other %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other PCW

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. AS 5-3-16

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature W. B. M. [Signature] Date 5/5/16

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 5/13/16

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Development

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 6/1/16

## ***RESOLUTION REQUEST FORM NO. 20***

### ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME:** Planning and Community Development

**DATE:** 1 June 2016

- (a) Purpose of Request: Create temporary Office Specialist position
  
- (b) Details: Request that new staff person start on Friday 17 June and continue in temp position through 24 June.
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

## ***RESOLUTION REQUEST FORM NO. 5***

### ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME:** Planning and Community Development

**DATE:** 1 June 2016

- (a) Purpose of Grant:  
Multiple projects for Local Waterfront and Community Development
- (b) Name of Grantor:  
To be determined by CFA - expect it to be DOS and CDBG
- (c) Address of Contractor:  
NYS DOS, 99 Washington Ave, Albany, NY 12231
- (d) Grantor's Contact Person and Telephone Number:  
Kenneth Smith, 474.6000
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: To be determined by grantor agency
- (g) Termination Date of Grant: 9/2020
- (h) Total Dollar Amount Involved (not to exceed):  
Open, depending on the number of projects
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
29 July 2016
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? No If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? No If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

Requesting that the Department be authorized to schedule and hold any required public hearings in accordance with regulations that may be provided in the grant application materials.

## RFA #16-LWRP-6

**New York State  
Department of State  
Office of Planning and Development  
Environmental Protection Fund  
Local Waterfront Revitalization Program  
2016 – 2017 REQUEST FOR APPLICATIONS**

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### Key Dates:

- RFA Release Date:** May 2, 2016. This Request for Applications (RFA) has been posted on the Department of State's (Department) public website at <http://www.dos.ny.gov/funding>.
- RFA Updates/Questions:** Any updates and/or modifications to this RFA will be posted on the Department's website at <http://www.dos.ny.gov/funding>.
- Written questions will be accepted until June 24, 2016. Questions on this grant program should be directed by e-mail or in writing to Kenneth Smith, as shown below. When corresponding by e-mail, clearly indicate the subject as: "16-LWRP-6 RFA Questions". To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Questions received by the above noted due date will be posted with answers on the Department's website at: <http://www.dos.ny.gov/funding>. This section will be updated during the solicitation period to remain current, with final responses posted by July 8, 2016.
- Workshop Dates:** Pre-application workshops will be held at several locations around the State. The workshop schedule and further information are available at <http://regionalcouncils.ny.gov/>. All those who would like to have the application process explained or have process-related questions are encouraged to attend.
- Applications Due:** Applications are due by 4:00 PM, July 29, 2016, and must be submitted through the web-based Consolidated Funding Application, as noted below.
- Contact:** Kenneth Smith  
NYS Department of State  
Office of Planning and Development  
99 Washington Avenue, Suite 1010  
Albany, NY 12231  
(518) 474-6000  
[Kenneth.Smith@dos.ny.gov](mailto:Kenneth.Smith@dos.ny.gov)
- Application Submission:** To apply, or to access related Consolidated Funding Application materials, go to <http://regionalcouncils.ny.gov/>

## ***RESOLUTION REQUEST FORM NO. 5***

### ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME:** Planning and Community Development

**DATE:** 1 June 2016

- (a) Purpose of Grant:  
Housing assistance programs
- (b) Name of Grantor:  
Affordable Housing Corporation/ Housing Trust Fund
- (c) Address of Contractor:  
To be determined
- (d) Grantor's Contact Person and Telephone Number:  
To be determined
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: To be determined
- (g) Termination Date of Grant: To be determined
- (h) Total Dollar Amount Involved (not to exceed): \$750,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
8 July 2016
- (j) Is a Budget amendment required? no If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

**NEW YORK STATE HOMES AND COMMUNITY RENEWAL  
OFFICE OF COMMUNITY RENEWAL  
AFFORDABLE HOUSING CORPORATION  
2015/16 NOTICE OF FUNDING AVAILABILITY (NOFA)**

The New York State Affordable Housing Corporation (AHC) announces the availability of **\$59,000,000** of State funds for the AHC Affordable Home Ownership Development Program (AHODP). These funds are a combination of the \$29,000,000 in state appropriations for Fiscal Year 2015-2016 and the availability of \$30,000,000 in repayment funds.

**AHC AFFORDABLE HOME OWNERSHIP DEVELOPMENT PROGRAM (AHODP)**

***PROGRAM DESCRIPTION***

The Affordable Home Ownership Development Program (AHODP) is a State funded program administered by the New York State Affordable Housing Corporation's (AHC's) Office of Community Renewal (OCR). AHC's mission is to promote Home Ownership by persons of low- and moderate- income, which, in turn, fosters the development, stabilization and preservation of neighborhoods and communities throughout New York State.

***AHC AHODP ELIGIBLE APPLICANTS***

Eligible applicants include cities, towns, villages, and counties throughout New York State, housing authorities, housing development fund companies, and not-for-profit corporations or charitable organizations which have as one of their primary purposes the development and improvement of housing.

***AHC AHODP ELIGIBLE ACTIVITIES***

The AHODP provides funds for three project types:

- **New construction** of owner-occupied homes for sale, including one-to-four family homes, condominiums, cooperatives and the replacement of dilapidated mobile and manufactured homes with new Energy-Star manufactured homes or stick-built homes on homeowner-owned land.
- **Acquisition/rehabilitation** of owner-occupied homes for sale, including one-to-four family homes, condominiums and cooperatives.
- **Home improvements** to existing, owner-occupied one-to-four family homes, condominiums or cooperatives.

In the event the homes are to be located in a mixed-use structure, then any costs associated with the nonresidential uses are ineligible costs.

Proposals may not include more than one type of project. Individual proposals must be submitted for each project type. Eligible activities and owner-occupancy requirements are pursuant to the Program Regulations of the AHODP (please see the AHC Request for Proposals for details).

Special consideration will be given to Acquisition/Rehabilitation applications that also seek SONYMA NRP funds. These applications will be accepted and awarded on a rolling basis as will any applications that are submitted through future programs announced under the Governor's Housing Plan.

***2015-16 MAXIMUM FUNDING LIMITS***

The maximum AHODP award is \$35,000 per unit except for high cost areas where the maximum award is \$40,000 per unit. Additional information regarding high cost areas can be found at

[www.nyshcr.org/assets/documents/HighCostAreaTable.pdf](http://www.nyshcr.org/assets/documents/HighCostAreaTable.pdf). Due to limited funds, AHC may ask that projects requesting more than \$1,000,000 in grant funds be developed in phases.

AHC reserves the right to reject any and all proposals, to negotiate with applicants, recommend funding in an amount less than requested, conduct site visits, interview the applicant and development team, extend the submission deadline, and request additional information. AHC reserves the right to waive or modify any requirement contained in the Request for Proposals, subject to the applicable statutes and the Program Regulations.

#### **APPLICATION FOR FUNDING**

##### ***AHC AHODP Housing Resources Funding Opportunities for 2015-2016***

The AHODP Application will be available on the NYS Homes and Community Renewal website at the following two locations on **Thursday, May 19, 2016**:

[www.nyshcr.org/Funding/](http://www.nyshcr.org/Funding/) and [www.nyshomes.org/Municipalities/AHCGrants/RequestsforProposals.htm](http://www.nyshomes.org/Municipalities/AHCGrants/RequestsforProposals.htm)  
Applications will be due **no later than Friday, July 8, 2016**.

**Acquisition/Rehabilitation applications that also seek SONYMA NRP funds will be accepted and awarded on a rolling basis as will any applications that are submitted through future programs announced under the Governor's Housing Plan.**

Applications are to be mailed or hand-delivered to:

*Mr. Dominic A. Martello*

*Vice President*

*New York State Affordable Housing Corporation*

*641 Lexington Avenue - 4<sup>th</sup> Floor*

*New York, NY 10022*

*ATTN: 2015-2016 AHC AHODP Housing Activities Application*

- If mailed, applications must be sent via FedEx, UPS or another similar service with delivery confirmation (i.e. U.S. Postal Service), and postmarked **no later than Friday, July 8, 2016**.
- If hand-delivered, applications must be received at the above address **no later than 5:00 PM on Friday, July 8, 2016**.

#### ***MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE) COMPLIANCE***

In accordance with Section 312 of Article 15-A of the Executive Law, NYS Homes and Community Renewal requires contractors and awardees to make affirmative efforts to ensure that New York State certified Minority and Women Owned Business Enterprises have opportunities for meaningful participation on projects awarded funding by the Housing Trust Fund Corporation and the Affordable Housing Corporation.

On October 1, 2014 Governor Andrew M. Cuomo announced that his Administration is increasing its goal for MWBE state contracting utilization to 30 percent, the highest such target for any state in the nation. You can read more about the Governor's announcement at <http://www.governor.ny.gov/press/10114-mwbe-contracting>.

Applicants must submit a preliminary Utilization Plan with their application, identifying a list of prospective MWBEs for their project. The Utilization Plan can be found at <http://www.nyshcr.org/Forms/FairHousing/UtilizationPlan.pdf>.

Additional information regarding M/WBE compliance for the Programs included in this NOFA can be found at:

<http://www.nyshcr.org/AboutUs/Offices/FairHousing/MWBE/NYSHCR-MWBE-Program-for-Not-For-Prof-itOrganizations.pdf>

<http://www.nyshcr.org/AboutUs/Offices/FairHousing/MWBE/NYSHCR-MWBE-Program-for-Not-For-Prof-it-Script.pdf>

### **NEW YORK STATE GRANTS GATEWAY PREQUALIFICATION**

The New York State Grants Gateway is a statewide effort that will improve the way the State administers grants by simplifying and streamlining the grants management process.

Effective August 1, 2014, not-for-profit organizations must be prequalified in order to do business with New York State. In order to prequalify, not-for-profit organizations must submit an online Prequalification Application through the Grants Gateway. The Prequalification Application is comprised of five components to gauge your organizational structure and the types of services you provide. The required forms and document uploads are all part of the Grants Gateway Document Vault. Resources to complete the application and associated document vault can be found in the Quick Links Section of the Grants Gateway page at <http://grantsreform.ny.gov/>.

Prequalification is designed as a way for not-for-profits to interact more directly with State agencies before they compete for State contracts, enabling them to make adjustments and answer concerns prior to entering a competitive bid process. Once they have been prequalified, multiple State agencies will have ready access to the prequalification materials, eliminating redundant submissions of such information by the vendor. Not-for-profits will only have to formally prequalify every 3 years, with the responsibility to keep their information current throughout the 3 year period.

**PLEASE NOTE:** Not-for-Profit applicants that are **not** prequalified through the New York State Grants Gateway by the application deadline of Friday, July 8, 2016, will **not be eligible to receive** funds, and any applications submitted to the OCR will be deemed ineligible for review and consideration.

### ***CONTACT INFORMATION***

For inquiries and technical assistance regarding AHC's AHODP, please contact:

*New York State Homes and Community Renewal  
New York State Affordable Housing Corporation  
641 Lexington Avenue, 4<sup>th</sup> Floor  
New York, NY 10022  
Telephone: (212) 872-0438*

THIS NOTICE WAS PREPARED AND SUBMITTED BY:  
CHRISTIAN LEO, PRESIDENT  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
THE HAMPTON PLAZA  
38-40 STATE STREET, 4<sup>th</sup> FLOOR  
ALBANY, NY 12207  
[OCRINFO@NYSHCR.ORG](mailto:OCRINFO@NYSHCR.ORG)  
[HTTP://WWW.NYSHCR.ORG](http://WWW.NYSHCR.ORG)

Thursday, May 19, 2016

# Planning and Community Development Department

