



**RECESSED PLANNING, ENVIRONMENTAL MANAGEMENT AND REAL
PROPERTY COMMITTEE**
Tuesday, April 18, 2017 at 10:00AM

Committee Members: Alan Sorensen (Chair); Catherine Owens (Vice Chair); Joe Perrello, Ira Steingart & Nadia Rajsz

AGENDA

DISCUSSION:

1. Plans & Progress Update

PLANNING –

1. To Adopt Guidelines for the 2017 Plans and Progress Small Grants Program.

REAL PROPERTY –

2. To amend the fee schedule for GIS Digital Data requests.

PUBLIC COMMENTS:

**RESOLUTION NO INTRODUCED BY THE PLANNING, ENVIRONMENTAL
MANAGEMENT AND REAL PROPERTY COMMITTEE TO ADOPT GUIDELINES FOR
THE 2017 PLANS AND PROGRESS SMALL GRANTS PROGRAM**

WHEREAS, the Sullivan County Division of Planning and Environmental Management has administered a small grants program since 1998;

WHEREAS, the Sullivan County Legislature allocated \$100,000 in the FY 2017 budget to be distributed to local communities, not-for profits and civic-organizations through the Plans and Progress Small Grants program; and

WHEREAS, guidelines for the Plans and Progress Small Grants program were updated with input from County departments involved in program administration.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature adopts the 2017 guidelines for the Plans and Progress Small Grants program.

Moved by,

Seconded by,

PLANS & PROGRESS



Division of Planning & Environmental Management

SMALL GRANT PROGRAM

**for assistance with projects that contribute to achieving
County goals and implementing County plans**

PROGRAM GUIDELINES

2017 Program Year

Sullivan County Legislature

County Government Center

100 North Street

Monticello, New York 12701

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1.0 BACKGROUND

The PLANS & PROGRESS Small Grants Program builds on a history of small grantmaking by the County's Planning division. Initiated in the late 1990's as the Economic Development Assistance Program (EDAP) with money from the County budget and a State grant, the program also operated for a number of years as the Historic and Cultural Assistance Program. The program was revamped in 2015 to add a geographic element to the distribution of awards. Further changes were made in 2016 in order to be more responsive to community needs and streamline the contracting and reimbursement process, making administration of the program more efficient for both grant recipients and the County. These included:

- **A new application form.** The new form is intended to keep the process simple for applicants, while also highlighting program requirements in order to facilitate grant processing. The form is also available as a fillable pdf to enable online submissions.
- **A new grant contract.** The contract has been amended to remove requirements that proved onerous for small, volunteer-based groups. Time consuming waivers will no longer be needed.
- **More guidance on the reimbursement process.** A new section has been added to these guidelines providing detailed instructions on what's needed to receive funding once an award is granted and the project is completed.

2.0 OBJECTIVES

The purpose of the PLANS & PROGRESS Small Grant program is to assist local municipalities and community and not-for-profit organizations throughout Sullivan County with projects related to tourism, community and economic development, image enhancement, trails development, health improvement, agricultural and farmland protection, and other county goals. These guidelines are intended to:

- Promote use of the program countywide through an initial allocation of funding to all legislative districts (see 3.2 below on geographic distribution);
- Foster projects that have county-wide or regional significance by tying applications to County & municipal goals established in comprehensive or strategic plans;
- Increase the impact of the grants and accountability of the program through enhanced project tracking.

3.0 PLANS & PROGRESS PROGRAM GRANTS

3.1 2017 Program Funding

The PLANS & PROGRESS Program has been seeded with \$100,000 in funding for FY2017.

3.2 Funding Cycle

The County Division of Planning and Environmental Management will accept applications for the PLANS & PROGRESS Small Grants program on a rolling basis. Applications will be reviewed by a program committee, and awards made, up to three times during the calendar year. The first review will assess all applications received by 4:00 p.m. **May 15, 2017**. The second round will look at applications received by 4:00 p.m. **July 7, 2017** and a the third round will assess applications received by 4:00 p.m. **September 8, 2017**. The later round(s) of application reviews will take place only in the event there are funds remaining after the initial awards have been made.

3.3 Geographic Distribution of Funds

It is the intent of the program to distribute funds throughout the county as broadly as possible, with a minimum of \$10,000 in funding to projects in each of the County's 9 legislative districts. Funds that remain unallocated after review of the second round of applications will be released from geographic restrictions, and may be awarded based on need and compliance with program objectives regardless of project location.

3.4 Amount of Awards

Applicants may apply for grants of up to \$10,000.

3.5 Availability of Funds

PLANS & PROGRESS is primarily a reimbursement program. To receive funds, participants must document expenditures and the required match (see 4.1.5 below).

- 3.5.1 Grant funding will be tied to project cost. If the actual project expenditures are less than projected in the grant application, the award may be reduced accordingly.
- 3.5.2 When appropriate, and upon approval from the County Manager, payments may be made from the County directly to third-party providers of project goods and services.
- 3.5.3 Grant recipients are strongly encouraged to review County requirements for documentation of project costs and the required match. These are discussed below under section 9.0.

4.0 ELIGIBILITY & SELECTION CRITERIA

4.1 Minimum Eligibility

In order to be eligible for PLANS & PROGRESS grant monies, applications must meet the following minimum criteria:

- 4.1.1 The applicant organization must be either a municipality of Sullivan County or a not-for-profit agency or organization operating within Sullivan County that is not part of County government;
- 4.1.2 The proposed activity must be located within Sullivan County;
- 4.1.3 The funded activity must be a new and discreet project with a schedule and demonstrated outcome. **Organizational operating expenses are not an eligible activity for program funding, nor is funding for projects and/or programs traditionally undertaken on an annual basis.**
- 4.1.4 The applicant must demonstrate that at least 50% of the approved project/program cost will be provided by sources other than the PLANS & PROGRESS Small Grants Program. Acceptable sources of matching funds include local, state and federal funding, in-kind services by municipalities or organizations, donations of materials and professional services from private for-profit businesses, and not-for-profit sweat equity. Grant recipients should review Section 9.0 below for requirements on documenting the match.
- 4.1.5 The proposed activity advances Sullivan County Planning goals, as identified in such County planning documents as the Sullivan County 2020 Plan, the draft Sullivan County Economic Development Strategy, the Sullivan County Agricultural and Farmland Protection Plan, the Comprehensive Coordinated Transportation Plan, and the draft Local Waterfront Revitalization Program (LWRP), and/or the work of County task forces, committees and working groups, such as the Trails Task Force. Prospective applicants are encouraged to contact the Sullivan County Division of Planning & Environment Management for assistance in identifying how their proposed activity relates to County plans and projects.

4.2 Preference Criteria

Projects that meet the minimum eligibility requirements will be ranked based on the degree to which they meet the following additional criteria:

- 4.2.1. The project is a stated County priority;
- 4.2.2. The project will enhance life in Sullivan County;
- 4.2.3. The project leverages County funding with matching funds higher than the required minimum 50%;
- 4.2.4. The project will result in a completed capital improvement within one year of the grant award, or will launch a new program or service;
- 4.2.5. The applicant has a demonstrated track record;

- 4.2.6. The project has demonstrated support from the host municipality and the broader community.
- 4.2.7. Impacts of the project will extend beyond the host community;
- 4.2.8. Impacts of the project will be long term;
- 4.2.9. Impacts of the project will be measurable.

5.0 APPLICATION PROCESS

5.1 The Application

Applications should be made using the two-page application form provided below, and providing supplementary material as appropriate. Applications may be submitted in one of the following ways:

- Complete the application on-line via a fillable pdf form on the Sullivan County website. Go to the Division of Planning and Environmental Management (DPEM), and click on the link to Technical Assistance and Funding.
- Submit the application and supporting documentation as email attachments to Planning@co.sullivan.ny.us. If desired, contact DPEM for a version of the application that may be completed in MS Word.
- Mail, or hand deliver, the printed application and supporting documentation to the Sullivan County Division of Planning and Environmental Management, County Government Center, 100 North Street, Monticello, NY 12701.

5.2 Selection Process

Applications will be reviewed by a committee consisting of:

- The County Manager, or designee
- The Commissioner of Planning & Environment Management, or designee
- The Grants Administration Supervisor, or designee
- Two representatives from organizations engaged in economic development, tourism, and community enhancement in Sullivan County

Committee recommendations will be presented to the County legislative committee on Planning, Environmental Management & Real Property (PEMRP) for review and authorization.

5.3 Awards

The Committee may choose to grant all, part, or none of the funding requested by an applicant. The County reserves the right to amend these guidelines in cases of specific need or impact.



Division of Planning and Environmental Management

2017 Plans & Progress Small Grants Program Application

I. APPLICANT INFORMATION

Name of Applicant Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: ____ - ____ - ____ Email: _____ @ _____

Organizational Website: _____

Legislative district(s) that will benefit from the project (see map): _____

Project Name: _____

Total Project Cost: _____ Grant Amount Requested: _____

II. PROJECT DESCRIPTION

- 1) Is this a capital project , new program or initiative , or other (please specify) _____ ?
Please note that operating expenses are not an eligible program activity.
- 2) Describe what the funding will be used to accomplish.
- 3) Describe how the project will contribute to meeting the long-term planning goals of the county and/or the host community.
Sullivan County planning documents are available online at the Planning and Environmental Management page on the County website.
- 4) How will the project be managed and by whom? Please note whether subcontractors will be used, if applicable, and who will supervise the work.

III. PROJECT BUDGET

1) Project Cost. Provide an itemized project budget in the table below. Use additional pages if needed.

Item	Cost Estimate	Source of Cost Estimate (1)	Source of Cost Estimate (2)
TOTAL PROJECT COST			

2) Project Match.

a. What percentage of the total project cost will be provided as a match? [___] %

b. Provide a breakdown of how the match will be provided, using the table below.

Match Type	Estimated Value of Match	Source(s)	Basis for Estimate
Monetary Match			na
In Kind Services to be provided by organizational staff and/or volunteers			
Donated Goods or Services			
TOTAL MATCH VALUE			

3) Funding need. Why does this project need County funding?

IV. PROJECT SCHEDULE

1) What is the project's estimated start date? _____

2) When do you anticipate the project be completed? _____

3) Please note any issues that may alter the proposed project schedule.

V. ATTACHMENTS

Please note any supporting documentation on the project that will accompany this application:

- Additional project information such as location photographs, plans and sketches, scope of work, etc.
- Evidence of meeting County and/or municipal objectives, such as excerpts of planning documents, documentation of public meetings, board minutes, etc.
- Project support (e.g. municipal resolutions, letters of support, newspaper articles, etc.)
- Additional budget detail (e.g. budget spreadsheets, copies of estimates, etc.)
- Background material on the applicant organization and/or individuals managing the project.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Date

6.0 TRACKING & PERFORMANCE REVIEW

The County Division of Planning & Environmental Management (DPEM) will be charged with preparing an annual report to the PEMRP committee with information on the following:

- DPEM and other activities to promote the small grants program
- Number of applicants and types of projects
- Awards made in the previous year
- Performance of grantees and status of projects
- Identified benchmarks to track project impacts

7.0 SAMPLE CONTRACT

7.1 Contract Requirements

Sullivan County will require a contract with all Plans and Progress grant awardees, based on the sample provided below.

- Each contract will require an attached schedule of services detailing what the grantee will accomplish in order to receive funding.
- Applicants should review the contract prior to submission in order to ensure they will be able to comply with its requirements.
- In 2016, the contract for the program was substantially simplified over previous years in order to facilitate program participation from smaller community organizations, and make the process more efficient for both the County and the grantee.

7.2 The Sample Contract

**PLANS & PROGRESS SMALL GRANT PROGRAM
AGREEMENT BETWEEN COUNTY OF SULLIVAN
AND**

AGREEMENT made as of the ____ day of _____, 2017, consists of the following terms and conditions:

1. **PARTIES:** This Agreement is by and between the County of Sullivan, a municipal corporation of the State of New York with its offices at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701, hereinafter, designated as "County" and _____ with an address of _____, hereinafter designated as "Grant Recipient".
2. **SERVICES:** The Grant Recipient shall provide services as described in the Schedule of Services attached hereto as Schedule "A".
3. **PAYMENTS:** The County shall pay the Grant Recipient a total amount not to exceed \$_____.

- 4. **DOCUMENTATION:** The Plans & Progress Small Grant Program is a reimbursement program. In order for the Grant Recipient to be eligible for the receipt of payment provided in Section No. 3 above, the Grant Recipient must submit a voucher to the Sullivan County Division of Planning and Environmental Management, together with proof of expenditures such as invoices, itemized receipts, copies of cancelled checks, records of in-kind services provided, and/or other fiscal information as may be required by the Office of Audit and Control and pursuant to the Plans & Progress Small Grant Program guidelines.
- 5. **WAIVER OF LIABILITY:** The Grant Recipient shall defend, indemnify, and hold harmless the County, its officers, employees, and agents, against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, as a result of a negligent act, omission or willful misconduct of the Grant Recipient, its employees, representatives, agents, subcontractors or assigns.
- 6. **INDEPENDENT CONTRACTOR:** The Grant Recipient agrees that its relationship to the County is that of an independent contractor and that neither it nor its employees or agents will hold themselves out as, nor claim to be, officers or employees of the County, or of any department, agency or unit thereof, and they will not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County, including, but not limited to, Worker's Compensation coverage, health coverage, Unemployment Insurance Benefits, Social Security coverage or employee retirement membership or credit. The Grant Recipient shall not act as agent, or be an agent, of the County. As an independent contractor, the Grant Recipient shall be solely responsible for determining the means and methods of performing the services and shall have complete charge and responsibility for the Grant Recipient's personnel engaged in the performance of the services. However, if any personnel of the Grant Recipient act in a manner that is detrimental to the County, the County may require the Grant Recipient to remove or replace such personnel with respect to the performance of services required.
- 7. **TERMINATION:** The County may, by written notice to the Grant Recipient effective upon mailing, terminate this Agreement at any time upon the Grant Recipient's default.
- 8. **MODIFICATION:** This Agreement may be modified only by a writing signed by both parties.
- 9. **AUTHORIZATION:** This Agreement is authorized by Resolution No. ____-16, adopted by the Sullivan County Legislature on _____, 2017.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date noted above.

[NAME OF GRANT RECIPIENT]

COUNTY OF SULLIVAN

By:

By: Joshua Potosek, County Manager

APPROVED AS TO FORM

By: Assistant County Attorney

8.0 COMPLIANCE WITH APPLICABLE LAWS

Affirmative Action/Equal Employment Opportunity:

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The County of Sullivan will take positive action to ensure equal employment opportunity without regard to age, race, religion, creed, color, national origin, sex, disability, marital status, and other non-merit factors in compliance with state and federal law.

The activities encompassed by the Affirmative Action Plan include advertising, recruiting, interviewing, testing, training, transfers, compensation, promotion, discipline, termination, employee benefits, supplier relations, access to programmatic benefits, and maintenance of Sullivan County facilities on a non-discriminatory basis.

Sullivan County will employ all necessary procedures to ensure that this employment policy continues to be fully supported and expects that all elected or appointed department heads, in all activities, undertake a personal commitment to assure themselves that the principles of equal employment opportunity are fully implemented in every action they take.

Sullivan County is committed to programs of Affirmative Action. Article 15A of the Executive Law pertains to Minority and Women-owned Business Enterprises (MWBE) Equal Employment Opportunity (EEO). Municipalities will be required to document and certify their compliance with these regulations.

Environmental Review: Capital projects receiving funds under the Plans and Progress program shall meet the requirements of the State Environmental Quality Review Act, where applicable.

Historic Review: Any project that involves a building that is listed on the State/National Register must conform to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. Approval of the scope of proposed work by the New York State Historic Preservation Office shall be required for all structures on the State/National Register.

Building Code Requirements: All relevant projects will need to comply with the Uniform Fire Prevention and Building Code and the American with Disabilities Act. A letter from the municipal building inspector or code enforcement officer stating that such conditions have been met shall be provided prior to project commencement.

9.0 DOCUMENTATION OF PROJECT EXPENSES & MATCH

In order to obtain the awarded funding, grant recipients must provide detailed documentation of project activities and expenses, along with proof of the committed match. Please note the following documentation requirements; grant payments cannot be processed without adequate documentation.

9.1 Proof of Purchase

Grant recipients will be required to submit proofs that the goods and services funded by the program have been provided. In order for proof to be accepted, the following information must be provided for each expense on either an invoice or a receipt:

- transaction date;
- an itemization of the materials and/or services provided;

- total cost;
- amount paid and the method of payment (such as cash, check, or credit card); and
- an indication that the balance has been paid in full.

Invoices and/or receipts should be on business stationary or forms and feature the name of the legal business entity along with other contact details including current address, phone, and email address. **The grant recipient should sign and date the completed invoice or receipt, indicating that all items were received.**

Additionally, a signature of the vendor is required if the receipt has been hand written, if the payment has been made in cash, or if it is an invoice showing a balance due that has been marked as paid in full.

9.2 Proof of Payment

Because this is a reimbursement program, grantees must also provide proof of payment as well as proof of purchase. The required documentation will vary based on whether payment has been made by cash, check, or credit card.

- 9.2.1 Cash Payments. If a purchase has been made in cash, grant recipients should have the vendor indicate on the invoice or receipt the amount of cash paid, and provide a signature.
- 9.2.2 Payments by Check. If the purchase has been made by check, then the grantee should submit a front and back photocopy of the cancelled check .
- 9.2.3 Credit Card Payments. If the purchase has been made by credit card, then reimbursement documentation should include a copy of the billing statement with the relevant purchase circled. Additional purchases that may appear on the billing statement but which are not part of this transaction may be redacted.

9.3 Documentation of Match

The Plans & Progress Small Grants Program requires contributions by the grantee to the project cost that match or exceed the award amount. Submissions for reimbursement must demonstrate that this match requirement has been met. Documentation will vary depending on how the match has been provided, however, all submissions for reimbursement should include a statement detailing the total project budget, the portion of the budget to be considered as a match, and the source(s) of the match.

- 9.3.1 Monetary contribution. Commonly referred to as a “cash match,” this type of match occurs when the grantee pays for a portion of the project cost. Any “cash match” should include proof of purchase and proof of payment, as detailed above in sections 9.1 and 9.2.
- 9.3.2 In-kind services. In-kind services are non-monetary contributions to a project that include, but are not limited to, organizational staff or volunteer time given to a project, the use of existing equipment, or the use of existing facilities. Documentation of in-kind services should be made by providing a spreadsheet or table with information on the service provided, date(s) provided, the value of the contribution, and how that value was calculated. The submission should include a signature of the organizational representative attesting to the execution and completion of the in-kind contributions. A sample table is provided below, followed by explanations for each column entry.

Description of Service	Date of Service	Staff, Equipment or Facility	Cost Basis (e.g. hourly rate)	Length of Service (e.g. hours worked)	Value of Contribution
Total Value of In-Kind Services					(sum of this column)

Description of Service: Information in this column should address the type of in-kind contribution (personnel time, equipment, or facilities) and, when relevant, the activities that were performed.

Date of Service: Each date on which services were provided should be given its own entry. So if an individual donated a total of 50 hours to a project spread but that time was spread over 10 days, there should be an entry for each of those 10 days.

Cost Basis: Hourly personnel rates should be based on salary. Volunteer contributions may be valued at a flat rate of \$25/hour. Professional services may be given a higher value, but should be documented per the requirements of 9.3.3 below, addressing donated goods and services.

Staff, Equipment or Facility: For most in-kind services, this column will feature the name of the individual providing the service. However, if the in-kind service involves use of equipment of a facility (e.g. the use of a Town Hall for a public meeting), the name of the equipment or facility should be indicated in this column.

Length of Service: This column should show the number of hours the service was provided on that date only.

Value of Contribution: This column should equal the cost basis times the length of service.

- 9.3.3 Donated goods and services. Calculation of the match may also include donated project materials (e.g. lumber, stone, paint) or services (e.g. installation, construction, design, promotion). These should be documented with a "receipt" for the goods provided by the donor, and containing all of the information required above for a proof of purchase (9.1).

9.4 Documentation of Project Completion

To assist the County in documenting and tracking the impact of this program, grant recipients are asked to provide documentation of their projects that can be used in reports. Such documentation may include, but is not limited to, before and after photos, project narratives, testimonials, news coverage, etc.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Freda Eisenberg, Commissioner

Re: Request for Consideration of a Resolution: To adopt Guidelines

Date: March 28, 2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To adopt Guidelines for the 2017 Plans and Progress Small Grants Program.

Is subject of Resolution mandated? Explain:

no

Does Resolution require expenditure of funds? Yes ___ No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

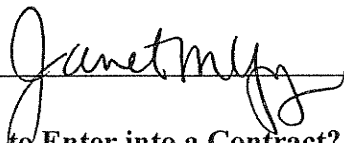
Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
---------------	-----------------	-----------------	-----------------

State	\$ _____	Other	\$ _____
--------------	-----------------	--------------	-----------------

Federal Government	\$ _____	(Specify)	_____
---------------------------	-----------------	------------------	-------

Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes ___ No ___

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: ^{Assistant} Alison Lewis Date 4/3/17
- B. Management and Budget: Jeremy Date 4/7/17
- C. Law Department: [Signature] Date 4/3/17
- D. County Manager: [Signature] Date 4/4/17
- E. Other as Required: _____ Date _____

Vetted in PEMRP Committee on 04/06/2017

**RESOLUTION NO. _____ INTRODUCED BY PLANNING, ENVIRONMENTAL
MANAGEMENT & REAL PROPERTY COMMITTEE TO AMEND THE FEE
SCHEDULE FOR GIS DIGITAL DATA REQUESTS.**

WHEREAS, Pursuant to Resolution 164-14, the Sullivan County Planning, Environmental Management & Real Property Committee (committee) created a license agreement and set a fee schedule for GIS digital data requests, and

WHEREAS, the County Manager, recommends to amend the fee schedule, allowing for a 100% discount to local municipalities and emergency services.

NOW, THEREFORE, BE IT RESOLVED, that the County Legislature authorizes the use of the attached fee schedule when digital data is requested.

Moved by _____,
Seconded by _____,
and adopted on motion _____ day of _____, 2017.

EDWARD HOMENICK
DIRECTOR

TEL. 845-807-0221
FAX 845-807-0232



**COUNTY OF SULLIVAN
REAL PROPERTY SERVICES
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701**

GIS Digital Data Fee Schedule & Request Form

To provide better service to you, we are expanding our services to include orders for data within a specific geographic region. *This provides you with potentially significant savings.* Custom order costs may apply. Please see fee's below.

Available Data Sets				
Municipality	Feature Class Price (per Municipality)	Cost per feature[†]	Please Note:	Subtotal
Cadastral Data				
Entire County	\$2,750	Countywide only	Special discount applied	
Town Parcels:	Villages are priced separately		Included Fields:	
Town of Bethel	\$ 350	.05¢	Section Block Lot SBL/Printkey Acreage * Other fields/project data can be requested but may incur a \$50/hr labor fee in ¼ hr increments. Custom orders are filled at the discretion of the GIS staff. *acreage is calculated by the GIS system and may differ from the deed acreage.	
Town of Callicoon	\$ 100	.05¢		
Town of Cochecton	\$ 75	.05¢		
Town of Delaware	\$ 90	.05¢		
Town of Fallsburg	\$ 325	.05¢		
Town of Forestburgh	\$ 75	.05¢		
Town of Fremont	\$ 90	.05¢		
Town of Highland	\$ 125	.05¢		
Town of Liberty	\$ 200	.05¢		
Town of Lumberland	\$ 125	.05¢		
Town of Mamakating	\$ 375	.05¢		
Town of Neversink	\$ 140	.05¢		
Town of Rockland	\$ 175	.05¢		
Town of Thompson	\$ 400	.05¢		
Town of Tusten	\$ 90	.05¢		
Village Parcels:	Towns are priced separately			
Village of Bloomingburg	\$ 25	.05¢		
Village of Jeffersonville	\$ 10	.05¢		
Village of Liberty	\$ 75	.05¢		
Village of Monticello	\$ 90	.05¢		
Village of Woodridge	\$ 20	.05¢		
Village of Wurtsboro	\$ 25	.05¢		
Cadastral:	Ownership/Assessment Roll information is NOT included & MUST be obtained from the town assessor			
Centroids	\$ 40	.05¢	X, Y values	
Blocks	\$ 40	Per Municipality	Block Number	

[†] Please call for quote if ordering per feature

After completing all appropriate information, please submit this form, the signed ORIGINAL license agreement, and full payment to the Real Property Services Office for processing. Thank you!

Schedule A

Parcel Annotation	\$ 80	Per Municipality	All	
Sections	\$ 40	Per Municipality	Section #	
Condo Buildings	\$ 40	Per Municipality	Geometry only, SBL/TaxID/Unit # if available	
Condo Units	\$ 40	Per Municipality		
Special Districts:	<i>Please contact one of our technicians to discuss specific needs</i>			
Agricultural	\$ 10	Per Municipality	ALRM #, Name	
Ambulance	\$ 10	Per Municipality	ALRM #, Name	
Fire	\$ 10	Per Municipality	ALRM #, Name	
Light	\$ 30	Per Municipality	ALRM #, Name	
School	\$ 15	Per Municipality	ALRM #, Name	
Sewer	\$ 40	Per Municipality	ALRM #, Name	
Water	\$ 40	Per Municipality	ALRM #, Name	
Other Data & Fees				
Other	\$ 30	Per Feature Class	Varies	
Other Data:	<i>Please contact one of our technicians to discuss specific needs</i>			
Zoning	\$ 40	Per Municipality	Zoning ID, Name	
Election District	\$100	Countywide only	District ID	
Legislative District	\$ 40	Countywide only	District ID, Legislator	
Agricultural District	\$150	<u>or</u> \$75 per district	District Number	
School Districts	\$150	<u>or</u> \$15 per district	District SWIS, Name	
911:	<i>Private information will NOT be provided.</i>			
Town Address Points:				
Town of Bethel	\$ 250	.05¢	House #, Street Name	
Town of Callicoon	\$ 100	.05¢	House #, Street Name	
Town of Cochection	\$ 75	.05¢	House #, Street Name	
Town of Delaware	\$ 100	.05¢	House #, Street Name	
Town of Fallsburg	\$ 400	.05¢	House #, Street Name	
Town of Forestburgh	\$ 50	.05¢	House #, Street Name	
Town of Fremont	\$ 100	.05¢	House #, Street Name	
Town of Highland	\$ 100	.05¢	House #, Street Name	
Town of Liberty	\$ 200	.05¢	House #, Street Name	
Town of Lumberland	\$ 100	.05¢	House #, Street Name	
Town of Mamakating	\$ 300	.05¢	House #, Street Name	
Town of Neversink	\$ 125	.05¢	House #, Street Name	
Town of Rockland	\$ 150	.05¢	House #, Street Name	
Town of Thompson	\$ 350	.05¢	House #, Street Name	
Town of Tusten	\$ 75	.05¢	House #, Street Name	
Village Address Points:				
Village of Bloomingburg	\$ 25	.05¢	House #, Street Name	
Village of Jeffersonville	\$ 25	.05¢	House #, Street Name	
Village of Liberty	\$ 100	.05¢	House #, Street Name	
Village of Monticello	\$ 125	.05¢	House #, Street Name	
Village of Woodridge	\$ 50	.05¢	House #, Street Name	
Village of Wurtsboro	\$ 50	.05¢	House #, Street Name	
Town Street Centerlines:				
Town of Bethel	\$ 50	.05¢	Street Name	
Town of Callicoon	\$ 25	.05¢	Street Name	
Town of Cochection	\$ 25	.05¢	Street Name	
Town of Delaware	\$ 25	.05¢	Street Name	
Town of Fallsburg	\$ 75	.05¢	Street Name	
Town of Forestburgh	\$ 25	.05¢	Street Name	
Town of Fremont	\$ 25	.05¢	Street Name	

After completing all appropriate information, please submit this form, the signed *ORIGINAL* license agreement, and full payment to the Real Property Services Office for processing. Thank you!

Schedule A

Town of Highland	\$ 25	.05¢	Street Name	
Town of Liberty	\$ 50	.05¢	Street Name	
Town of Lumberland	\$ 25	.05¢	Street Name	
Town of Mamakating	\$ 75	.05¢	Street Name	
Town of Neversink	\$ 25	.05¢	Street Name	
Town of Rockland	\$ 25	.05¢	Street Name	
Town of Thompson	\$ 75	.05¢	Street Name	
Town of Tusten	\$ 25	.05¢	Street Name	
Village Street Centerlines:				
Village of Bloomingburg	\$ 25	.05¢	Street Name	
Village of Jeffersonville	\$ 25	.05¢	Street Name	
Village of Liberty	\$ 25	.05¢	Street Name	
Village of Monticello	\$ 25	.05¢	Street Name	
Village of Woodridge	\$ 25	.05¢	Street Name	
Village of Wurtsboro	\$ 25	.05¢	Street Name	
Shipping/Handling:		<i>Data will be delivered in an ESRI shape file format unless otherwise specified</i>		
Email	Free	Standard		
Customer Provided FTP Site	Free	By request only		
DVD	\$35 processing fee	By request only		
			TOTAL	
NYS GIS Clearinghouse Member? (Please circle one)[‡]				Yes No
Sullivan County Municipality, Emergency Service Organization, or affiliated consultant?[§]				Yes No

Delivery email address: _____

Delivery ftp site log-in: _____

Please Note: Custom data orders are filled at the discretion of the GIS staff, based on workload and data availability. GIS technical staff determines estimated time required for custom orders (i.e.: additional fields, etc...). Payment of suggested price indicates acceptance of additional cost and will not be refunded if the time is overestimated nor will you be asked to pay additional monies if the time is underestimated.

NOTES:

- ❖ Payment can be made in the form of **Cash, Check, or Money Order**. If sending payment by mail, please use Check or Money Order. Make all Checks and/or Money Orders payable to "**Real Property Tax Services**".
- ❖ Please return payment, completed fee schedule, and the signed **original** of the data licensing agreement to the address shown for processing. Data will not be released until this information is received.

Sullivan County Office of Real Property Tax Services
 100 North Street
 Monticello, NY 12701
 845-807-0221

[‡] NYS GIS Clearinghouse Data Sharing Cooperative members receive a 100% discount as specified per the contract established with the NYS GIS Clearing House by each member organization. All fee's not covered will be expected at the time of the order.

[§] Municipalities and local emergency services (i.e.: fire departments) within Sullivan County receive a 100% discount. Please submit a request by an authorized municipal/organization representative on municipal/organization letterhead. If using a consultant, please, clearly identify the consultant firm and specify to whom delivery should be made. Additionally, two digital data license agreements, when appropriate, must be submitted, one between the consultant and the County of Sullivan, and the other between the municipality and the County of Sullivan. Both agreements must be submitted to the Office of Real Property Tax Services, along with payment, before the order can be processed.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Edward Homenick, Director of Real Property Tax Services

Re: ~~Request for Consideration of a Resolution: Correction of Errors~~

Date: March 28, 2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Resolution to amend the fee schedule for GIS Digital Data requests.

Is subject of Resolution mandated? Explain:

no

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

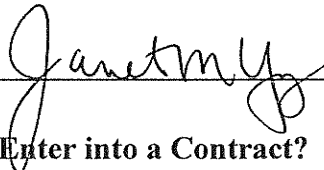
If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes ___ No ___

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- Assistant*
A. Director of Purchasing: Amerson Lewis Date 4/3/17
B. Management and Budget: Janetmy Date 4/4/17
C. Law Department: [Signature] Date 4/3/17
D. County Manager: [Signature] Date 4/4/17
E. Other as Required: _____ Date _____

Vetted in PEMRP Committee on 04/06/2017