

2011-2012 Local Government
Efficiency Grant Program
Request for Applications
RFA # 11-LGE-06
Grant Application and Instructions
**Local Government Citizens Re-Organization
Empowerment Grant**

KEY DATES

RFA Release Date:	December 15, 2011
Questions Due Dates:	December 20, 2011 and every Third Wednesday of every month
RFA Updates & Responses to Questions Posted Dates:	December 27, 2011 and every Fourth Wednesday of every month
Application Due Dates:	Deadlines for Local Government Citizens Re-Organization Empowerment Grants are January 5, 2012 and every first Wednesday of every month, at 4:00pm.
Contact:	Kyle Wilber, Program Manager New York State Department of State Division of Local Government Services, RFA #11-LGE-06 One Commerce Plaza 99 Washington Avenue, Suite 1015 Albany, New York 12231
Application Submission:	LuAnn Hart, Contract Administration Unit Attention: Local Government Efficiency Grants, RFA# 11-LGE-06 New York State Department of State, Bureau of Fiscal Management One Commerce Plaza, 11th Floor, Suite 1110 99 Washington Avenue, Albany, NY 12231

Review of these applications will occur each month.

**Local Government Citizens Re-Organization Empowerment Grants
requesting expedited assistance will be reviewed as they are received.**

Local Government Citizens Re-Organization Empowerment Grant applications received
after each monthly deadline will be held until the next month's deadline.

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I. Program Information

With the increasing complexities and time required to manage local governments, re-organization of municipal service delivery and government structures is a key component to increasing community competitiveness. Re-thinking how municipalities deliver public services is a must in order to streamline programs, improve service delivery and lower expenses borne by the local taxpayer.

In 2009, New York State residents outside New York City paid a total of \$26.5 billion in property taxes and assessments, up from \$16.7 billion in 2000. This represents 59% growth in property taxes since the beginning of the decade, a rate far in excess of the 28% cumulative inflation experienced during that time. Per capita school district taxes jumped by 67%, while per capita county taxes increased by 46%. City taxes increased by 37% and town taxes rose by 56%. Village residents, who pay both town and village taxes, saw a 53% increase in their per capita property taxes and assessments. These figures are a contributing factor to the decline of New York State's population and are limiting New York's ability to thrive in the 21st Century economy.

Since its inception in 2005, the Local Government Efficiency (LGE) program has been administered by the New York State Department of State. The program provides financial and technical assistance to local governments, in order to implement projects that produce positive taxpayer impacts. The grants support local leaders and aid their ability to efficiently address complex issues and plan regionally. Recently, the program has seen a three-fold increase in the number of completed projects. Year over year, the benefits of the LGE program continue to expand and become embedded in the activities of local governments.

II. Grant Information

Local Government Citizens Re-Organization Empowerment Grants are intended to provide local governments with funds to study and/or implement Municipal Consolidations or Dissolutions. Only projects proceeding through the processes outlined in General Municipal Law, Article 17-A are eligible for this program.

For the 2011-2012 fiscal year, the State Budget appropriated up to \$35 million in assistance to local governments for the Local Government Citizens Re-Organization Empowerment Grant and the Citizen Empowerment Tax Credit.

- The Local Government Citizens Re-Organization Empowerment Grant, is a noncompetitive grant that provides funding to study, plan for and/or implement the restructuring of local governments subject to General Municipal Law Article 17-A. The goal of the Local Government Citizen's Re-Organization Empowerment Grant Program is to reduce municipal expenses and property taxes through government re-organization or alternative actions if re-organization is not a feasible or desirable option, or will not reduce expenses.
- The Citizen Empowerment Tax Credit is an incentive payment for the reorganization of local governments provided to cities, towns and villages by the Legislature pursuant to Article 4-A Section 54 of the State Finance Law. This **annual** aid to local governments is equal to 15% of the combined amount of real property taxes levied by all of the cities, towns and villages involved in the consolidation or dissolution, not to exceed one million dollars. It applies to municipal consolidations or dissolutions that have occurred on or after April 1, 2007. At least 70% of such aid shall be used as direct property tax relief while the remaining amount may be used for general municipal purposes.

Pursuant to Article 6 of the Environmental Conservation Law, which is the State Smart Growth Public Infrastructure Policy Act, effective August 31, 2010, the Department of State is an "infrastructure agency." Under this legislation, no state infrastructure agency shall approve, undertake, support or finance a public infrastructure project, including providing grants, awards, loans or assistance programs, unless, to the extent practicable, it is consistent with the smart growth principles. Smart Growth encourages community planning and development in priority economic growth areas where water and sewer infrastructure is available; encourages redevelopment of existing community centers; and protects important natural and historic resources, including water quality. Applicants will be required to describe how any public infrastructure supported this grant meets the Smart Growth criteria listed in the application guidance.

Additionally, applicants are required to demonstrate familiarity with the strategic plan adopted by the Regional Economic Development Council in which the project is located; applicants must describe how their proposal is consistent with the goals of, or is otherwise complementary to, the appropriate regional strategic plan.

III. Application Information

Local Government Citizens Re-Organization Empowerment Grant

Review all instructions carefully and address the relevant requirements. A well-organized application, showing definite goals and precise ways to achieve those goals will demonstrate to the reviewers that the applicant has a clear understanding of the proposed action and how it meets local government efficiency concepts. Provide backup documentation and excerpts from studies and plans that support the goals and objectives of the program. Additional information may be found on the Department of State website at: www.dos.ny.gov/LG.

Submit questions in writing to:

Kyle Wilber, Program Manager
New York State Department of State
Division of Local Government Services, RFA #11-LGE-06
One Commerce Plaza
99 Washington Avenue, Suite 1015
Albany, New York 12231
LGEprogram@dos.state.ny.us
(518) 473-3355

Eligible Applicants

For this application, eligible "local government entities" or "entities" are defined by General Municipal Law Article 17-A as towns, villages, districts, special improvement districts or other improvement districts, including, but not limited to, special districts created pursuant to Articles 11, 12, 12-A or 13 of Town Law, library districts, and other districts created by law. For this grant a Local Government Entity shall not include school districts, cities, city districts or special purpose districts created by counties under county law.

Eligible Projects

Eligible local government entities may apply for a Local Government Citizens Re-Organization Empowerment Grant for a re-organization study/plan and/or re-organization implementation. When determining if a project is eligible, please keep in mind that "local government re-organization" is defined as the consolidation or dissolution of a local government entity in accordance with Article 17-A of the General Municipal Law. An application may include one or all of the following:

1) Re-Organization Study/Plan

A re-organization plan or agreement provides the blueprint for the disposition of a local government entity's property, services, and obligations. To develop such a plan or agreement local government leaders and citizens need to have a full understanding of the current services and responsibilities of the local government entity. Developing consolidation agreements or dissolution plans require considerable data gathering, analysis, and discussion. A re-organization study will form the foundation for a consolidation agreement or dissolution plan and can provide

information on alternatives to local government re-organization. A re-organization study project should follow the sample work plan provided in Appendix C.

2) Expedited Re-Organization Assistance

When the electors of a local government entity have filed a petition pursuant to Article 17-A of the General Municipal Law that requires a referendum on the question of local government re-organization, such local government entity is eligible for Expedited Re-Organization Assistance to cover costs associated with the development and dissemination of information to the electors prior to the required referendum. If the referendum is approved, the project will lead to a re-organization plan which provides the blueprint for the disposition of a local government entity's property, services, and obligations.

3) Re-Organization Implementation

If it is determined, either by the governing board or by referendum, that re-organization is in the best interest of the local government entity, the implementation of the dissolution plan or consolidation agreement will proceed. The complexity of a re-organization implementation is often dependent on the complexity of the local government entity and the consolidation agreement or dissolution plan. Implementation may need to include legal services, capital improvements, transitional personnel and other necessary items related to re-organization implementation.

Resolutions

To be eligible for a Local Government Efficiency award, each participating local government entity is required to include a resolution passed by its governing board. The purpose of the resolution is to demonstrate that the governing board officially supports the application and understands the purpose of the proposed project. Resolutions should be included with the application submission, but will be accepted no later than the end of the month following the application deadline. Applications without resolutions will be deemed incomplete and will not be considered for funding. For information regarding the content of resolutions, you may refer to Appendix B or the Department of State website www.dos.ny.gov/LG.

Note: If the local government entity has been petitioned and is applying for Expedited Re-Organization Assistance, the resolution does not need to be provided with the application but will be required prior to contract execution.

Project Funding

The cumulative awards for a Local Government Re-Organization Grant shall not exceed \$100,000. Available funding shall be as follows:

- A Local Government Citizens Re-Organization Empowerment Grant for a re-organization **study and/or plan** shall not exceed \$50,000 per application, of which not more than 50% or \$25,000 of this grant may be used for Expedited Re-Organization Assistance.
- A Local Government Citizens Re-Organization Empowerment Grant for re-organization **implementation** shall not exceed \$50,000.

Applicants are required to provide matching funds, equal to 10 % of total project costs. All grants are reimbursement grants. In order to receive full funding, awardees must present the findings from any re-

organization studies/plans to the public and such re-organization studies/plans must be adopted by the governing board(s).

Eligible Expenses

Local Government Citizens Re-Organization Empowerment Grants may be used to cover direct costs including, but not limited to:

- legal and consultant services;
- capital improvements, where such expenses are vital to the implementation of a local government re-organization;
- transitional personnel costs, not to exceed three years and only where such expenses are integral to the implementation of a local government re-organization; and
- joint equipment purchases that are vital to the implementation of a local government re-organization

Ineligible Expenses

No part of the grant shall be used for recurring expenses such as salaries and overhead. Any expenses not fully justified may be deemed ineligible and removed from the budget.

IV. Preparing an Application

Getting Started

Applicants should fully review a Local Government Citizens Re-Organization Empowerment Grant application, give careful consideration to the nature, scope, and goals of the project to be undertaken, as well as the process intended to complete the project.

Questions

Submit all substantive questions in writing to:

Kyle Wilber, Program Manager
Local Government Efficiency Grants, RFA# 11-LGE-06
New York State Department of State
One Commerce Plaza, 11th Floor, Suite 1015
99 Washington Avenue
Albany, NY 12231
LGEprogram@dos.state.ny.us

To the extent possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted on the third Wednesday of every month. Responses will be posted on the fourth Wednesday of every month.

Questions of a technical nature may be addressed in writing or via telephone by calling the Local Government Efficiency Program at (518) 473-3355 or (800) 367-8488. **Questions are of a technical nature if they are limited to how to prepare the application (e.g., formatting) rather than relating to the substance of the application.**

This RFA has been posted on the Department of State's website at:

<http://dos.ny.gov/communityprojects/funding.html>. Questions and answers, as well as any updates and/or modifications, will be posted by the dates identified on the cover of this RFA.

Assembling the LGE Grant Application Correctly

Copies of the application must conform to the following:

- **Send one original application, two copies and one compact disc [the disc shall contain one copy of the application in Adobe Acrobat Portable Document Format (PDF)]**
 - **Note:** If the local government entity has been petitioned and is applying for Expedited Re-Organization Assistance, please send the Part 1 of the application, for general information, and the Part 2, for the authorizing signature. The Department of State will expedite the grant application process by helping create a work plan and budget for the state contract after an award is made. The applicant should also contact the Department of State to inform us of the intent to apply for expedited assistance. When submitting the application, please write **EXPEDITED ASSISTANCE** on the submission package and the front of the Part 1 application form.
- All application materials should be bound in pressboard report covers or standard three-ring (maximum ring size of 2 inches) binders.

- Maps must be: 8 ½" x 11"; 8 ½" x 14" or 11" x 17" folded down to an 8 ½" x 11" size. Rolled maps will not be accepted.
- Prior studies that are relevant to the proposed project may be included in the application as supplemental information and must be properly referenced and highlighted. Submission of pre-existing or stand-alone data and reports will not be accepted as substitutes for information required in the application.
- **Include a Part 1, Part 2, Part 3 and Part 4.** Assemble the grant application in the order indicated on the application checklist, Part H, of the Grant Project Application form. Sign the original copy in ink and number the pages of the completed application before making copies.
- It is the lead applicant's responsibility to see that applications are delivered to the address below prior to the date and time specified.

Grant Deadlines

Deadlines for Local Government Citizens Re-Organization Empowerment Grants are the first Wednesday of every month at 4:00pm, until funds are exhausted. Review of these applications will occur each month.

Local government entities may submit applications for more than one project. Each project must be submitted as a separate application. Each application must include a Part 1, Part 2, Part 3 and Part 4 as described in Section VII of this document, along with all required attachments. Electronic copies of the application forms may be found on the Department of State's website at www.dos.ny.gov/LG. **Fax and e-mail transmission of applications or completed forms will not be accepted.**

Local Government Citizens Re-Organization Empowerment Grant applications received after the deadline will be held until the next month's deadline.

Local Government Citizens Re-Organization Empowerment Grants requesting expedited assistance will be reviewed as they are received.

Grant applications must be received in their entirety. Incomplete applications will not be reviewed.

Submit Applications to:

LuAnn Hart, Contract Administration Unit
 Attention: Local Government Efficiency Grants, RFA# 11-LGE-06
 New York State Department of State
 Bureau of Fiscal Management
 One Commerce Plaza, 11th Floor, Suite 1110
 99 Washington Avenue
 Albany, NY 12231

V. Application Review

Review Process

The Department of State will review all applications for eligibility and completeness. When an application is deemed incomplete, the lead applicant will be informed of the reasons for ineligibility.

Local Government Citizens Re-Organization Empowerment Grants are non-competitive grants that must meet specific criteria to be deemed eligible for funding. When there is missing or incomplete information, the applicant may submit the missing or incomplete information to the Department of State for insertion into the application. Applications completed in this way will be considered for the next funding deadline.

Evaluation Criteria

The Local Government Citizens Re-Organization Empowerment Grant program makes recommendations for funding based on a pass/fail basis. All applications must pass all of the following criteria:

1. An application must be complete with all required parts.
2. An eligible applicant must be a “local government entity” or “entities” as defined by General Municipal Law Article 17-A of the General Municipal Law.
3. An eligible application must reflect the consolidation or dissolution of a local government entity in accordance with Article 17-A of the General Municipal Law. See pages 3 and 4.
4. An application must contain a completed work plan as described on pages 13 and 14.
5. Budget items shown in an application must be eligible expenditures as described on page 5.

Expedited Assistance

If a local government entity has been petitioned by the electorate, pursuant to General Municipal Law Article 17-A, the entity must proceed to a referendum within 120 days after the certification of a petition. In this case the work plan, resolution and budget information does not need to be provided in the application. The Department of State will expedite the grant application process by negotiating a work plan and budget for the state contract after an award is made. The applicant should also contact the Department of State to inform us of the intent to apply for expedited assistance. Please write **EXPEDITED ASSISTANCE** on the submission package and the front of the Part 1 application form, so the Department of State may expedite review of the application.

Smart Growth Impact

Prior to making any commitment of state funds to a public infrastructure project, the Department of State must determine that the project, to the extent practicable, meets smart growth criteria defined under Article 6 of the Environmental Conservation Law “The New York State Smart Growth Public Infrastructure Act.” These criteria are provided in Part 4 of this application. Failure to meet these criteria may result in a project being deemed ineligible for funding.

VI. Awards and Grant Administration

Awards

Applicants will be notified directly of awards. Award decisions are final and are not subject to appeal. Award announcements for the Local Government Citizens Re-Organization Empowerment Grants will be released periodically throughout the year.

Contracts

The Department of State requires that all successful applicants enter into a contract with the State of New York. The state contract details the obligations of the applicant/contractor. Contracts will be dated at the start of the current state fiscal year and continue for two years. State contracts must be returned to the Department of State from the awardee within sixty (60) days from their receipt to ensure that funds go to applicants that are ready to move forward with the proposed plans. The Department of State may cancel an award if the state contract is not returned in a timely manner.

Project Administration

If an applicant is awarded a grant, the project must be managed in accordance with the terms and conditions of the state contract. In addition, contractors must follow state and local procurement policies. Failure to render satisfactory progress or to complete the project to the satisfaction of the state may be deemed an abandonment of the project and may cause the suspension or termination of any financial obligation of the state. Satisfactory progress includes, but is not limited to, execution of the state contract and submission of all necessary documents for execution by the state, submitting timely payment requests in accordance with the payment schedule in the state contract, completing satisfactory work products, and other tasks identified in the approved state contract.

Schedule of Payments

The Local Government Citizens Re-Organization Empowerment Grant program is a reimbursable program. Expenses incurred after April 1, 2011 are eligible for reimbursement provided that the applicant has an executed state contract with the Department of State. Expenses incurred prior to the start date of the state contract cannot be reimbursed. Requests for reimbursement may be submitted at no more than 30 day intervals. The grant contractor will be required to submit payment requests every six months.

Required Reports

Each project must achieve results that substantially meet the objectives outlined in the contract's work plan. Recipients of grants must submit project status reports along with every request for payment or at least every six months. Project close-out requires completion of terms and activities outlined in the state contract and all deliverables identified in the work plan.

Local Government Services staff monitors each grant-funded project, and will make site visits during the course of project completion to determine the rate and quality of progress. Notification of meeting schedules and submission of photos and other media are required. Some projects may be selected for more extensive review and inclusion in the Local Government Efficiency Annual Report submitted to the Governor and Legislature, and as a technical assistance resource.

Reserved Rights

The Department of State reserves the right to:

1. Reject any or all applications received in response to this RFA.
2. Award more than one contract resulting from this RFA.
3. Waive or modify minor irregularities in applications received after prior notification to the applicant.
4. Adjust or correct cost figures with the concurrence of the applicant if errors exist and can be documented to the satisfaction of the Department of State and the State Comptroller.
5. Negotiate with applicants responding to this RFA within the requirements to serve the best interests of the state.
6. Eliminate mandatory requirements unmet by all applicants.
7. If the Department of State is unsuccessful in negotiating a state contract with the selected applicant within an acceptable time frame, the Department of State may begin state contract negotiations with the next qualified applicant(s) in order to serve and realize the best interests of the state.
8. The Department of State reserves the right to award grants based on geographic or regional considerations to serve the best interests of the state.
9. The Secretary of State reserves the right not to fund an application that fails to submit a clear and concise work plan or budget.
10. The Secretary of State may choose to partially fund grant applications.

VII. Application Materials

A complete application includes the following:

- Part 1 - *Applicant Information*;
- Part 2 – *Work Plan and Signature Page*
- Part 3 – *Budget Information*; and
- Part 4 – *State Smart Growth Infrastructure Policy Act: Applicant Impact Statement*. **Include only when the project includes a public infrastructure component.**

If a local government entity has been petitioned by the electorate, pursuant to General Municipal Law Article 17-A, the work plan, resolution and budget information does not need to be provided in the application. The Department of State will expedite the grant application process by negotiating a work plan and budget for the state contract after an award is made. An applicant should also contact the Department of State to inform us of the intent to apply for expedited assistance.

Part 1 – General Information

- **Grant Category:** Local Government Citizens Re-Organization Empowerment Grant Program

A. Lead Applicant:

- **Name of Applicant:** Name of the local government entity applying for the grant.
- **Federal Tax ID Number:** 9 digit federal tax identification number.
- **Chief Administrative Officer and Title:** Name and title (e.g., superintendent, mayor, county executive) of the chief administrative or authorizing officer.
- **Type of Applicant:** Town, Village, Fire District or Special District.
- **County:** Counties where the proposed project is located.
- **Senate/Assembly Districts:** Senate District Number(s) and the Assembly District Number(s) for the geographic area covered by the application.

B. Lead Applicant Contact Person:

- **Lead Applicant Contact Person:** Name and title of the person who will oversee the project.

C. General Project Information:

- **Total Project Cost:** The total estimated cost of activities eligible for funding under this grant program, including those expected to be funded with both grant money and any other funds.
- **Amount of Grant Requested:** Local Government Efficiency assistance may be provided for up to 90% of the total project cost or the maximum amount permitted per local government entity, whichever is less.

- **Amount of Local Share:** The local share requirement is a minimum of 10% of the total project cost. **This is not 10% (ten percent) of the grant requested.**

Example: The following chart shows what the state and local shares would be for different size projects

Total Project Cost	Local Share	State Share
\$50,000	\$5,000	\$45,000
\$55,000	\$5,500	\$49,500
\$100,000	\$10,000	\$90,000
\$111,111	\$11,111	\$100,000

- **Project Title:** Provide a specific title for the project.
- **Project Description:** Provide a brief summary of the proposed project.
- **Funding:** If the project is receiving funding from other grants or other public funds please check the box and note it here. This is for informational purposes only.
- **Previous Plan or Planning Grant:** If this project received prior funding from the Department of State's Shared Municipal Service Incentive or Local Government Efficiency Programs, please check the box and note it here.

D. Co-Applicants:

- **Name of Co-applicant:** Name of an eligible Co-applicant.
- **Federal Tax ID Number:** 9 digit federal tax identification number.
- **Chief Administrative Officer and Title:** Name and title (e.g., mayor, supervisor, commissioner, director) of the chief administrative or authorizing officer.
- **Type of Applicant:** Town, Village, Fire District or Special District.
- **County:** Counties where the proposed project is located.
- **Senate/Assembly Districts:** Indicate the Senate District Number(s) and the Assembly District Number(s) for the geographic area covered by the application.

Complete a section for each co-applicant and add additional pages if necessary.

1	NYS Department of State 2011-2012 RFA# 11-LGE-06		DO NOT WRITE IN THIS SPACE	
			Application Number CREG-11-	Date Received
Grant Category: Local Government Citizens Re-Organization Empowerment Grant Program				
A. Lead Applicant				
Name of Applicant:			Federal Tax ID Number:	
Name of Chief Administrative Official:			Telephone Number/Extension:	
Title:			Fax Number:	
Mailing Address:			E-Mail Address:	
			County or Counties:	
			Senate District(s):	
			Assembly District(s):	
Type of Applicant:				
B. Lead Applicant Contact Person				
Name of Contact Person:			Telephone Number/Extension:	
Title:			Fax Number:	
Address:			E-Mail Address:	
C. General Project Information				
Total Project Cost:		Amount of Grant Requested:		Amount of Local Share:
Project Title: (Not more than 10 words)				
Project Description: Provide a brief summary statement that describes the project (Not more than 3 sentences)				
<input type="checkbox"/> Project is receiving other grant funding or other public funds. (Please list)				
<input type="checkbox"/> Project has received DOS grant funding for a plan in the past. (Please list)				

Name of Lead Applicant:	
D. Co-Applicants: Other Participants in the Grant Application	
Name of Applicant:	Federal Tax ID Number:
Name of Chief Administrative Official:	Telephone Number/Extension:
Title:	Fax Number:
Mailing Address:	E-Mail Address:
	County or Counties:
	Senate District(s):
	Assembly District(s):
Type of Applicant:	
Name of Applicant:	Federal Tax ID Number:
Name of Chief Administrative Official:	Telephone Number/Extension:
Title:	Fax Number:
Mailing Address:	E-Mail Address:
	County or Counties:
	Senate District(s):
	Assembly District(s):
Type of Applicant:	
Name of Applicant:	Federal Tax ID Number:
Name of Chief Administrative Official:	Telephone Number/Extension:
Title:	Fax Number:
Mailing Address:	E-Mail Address:
	County or Counties:
	Senate District(s):
	Assembly District(s):
Type of Applicant:	
Copy sheet as necessary to include information on additional Co-Applicants.	

Part 2 - Local Government Citizens Re-Organization Empowerment Grant

Each part of an application is described below in the order in which each must appear in the application.

E. Local Government Citizens Re-Organization Empowerment Project Information:

Grant Type: Choose a project type from the categories on the list that best describes the project. Check all that apply: Re-Organization Study/Plan, Expedited Re-Organization Assistance, and/or Re-Organization Implementation.

If applying for Expedited Re-Organization Assistance

If the local government entity has been petitioned and is applying for Expedited Re-Organization Assistance, the work plan, resolution and budget information does not need to be provided in the application. Pursuant to General Municipal Law Article 17-A, a referendum must proceed within 120 days after the certification of a petition. The Department of State will expedite the grant application process by helping create a work plan and budget for the state contract after an award is made. The applicant should also contact the Department of State to inform us of the intent to apply for expedited assistance. When submitting the application, please write **EXPEDITED ASSISTANCE** on the submission package and the front of the Part 1 application form.

F. Memoranda of Understanding or Intermunicipal Agreements:

While not required in determining the completeness of an application, you may provide copies of any existing Memoranda of Understanding (MOU) or Intermunicipal Agreements (IMA) that have been entered into for the purposes of this activity. If an intermunicipal agreement is in the process of being developed for the proposed activity, provide either a draft or a description of the issues that will be addressed. Please note that the Department of State requires multiple participants to enter into a MOU before beginning a study and an IMA before beginning implementation.

G. Project Information and Work Plan:

Attach a narrative which includes detailed project information that describes the project and work plan. A sample work plan is provided in Appendix C. At a minimum, the following information shall be included in a work plan:

1. Description of the proposed project.
2. Listing and discussion of the project partners and roles.
3. Discussion of the project goals and objectives.
4. Review of the project history.
5. Description of anticipated outcomes to be achieved by the project.
6. Analysis of how this plan will meet the objectives and lead to implementation.
7. Review of the issues or opportunities to be addressed by the proposed project.
8. Challenges associated with the implementation of the project.
9. Estimate of the sustainable tax impact of the proposed project on each local government entity, expressed in dollars per \$1,000 of equalized assessed value.

10. Component project tasks:

- a. Tasks and budgeted costs to be funded by this grant
- b. Description of a public participation process, including public hearings or public meetings and any public comment received to date.
- c. Description of project deliverables by task(s).

11. Schedule and time line, including the proposed start date, a schedule for the completion of each component task, and the time required to complete the project. Note: Tasks funded by this program must be completed within 18 months of the start date.

H. Application Submission Checklist

Please review the application submission checklist to verify that the required information has been included in the application package. The original application with all required information attached, must be signed in ink.

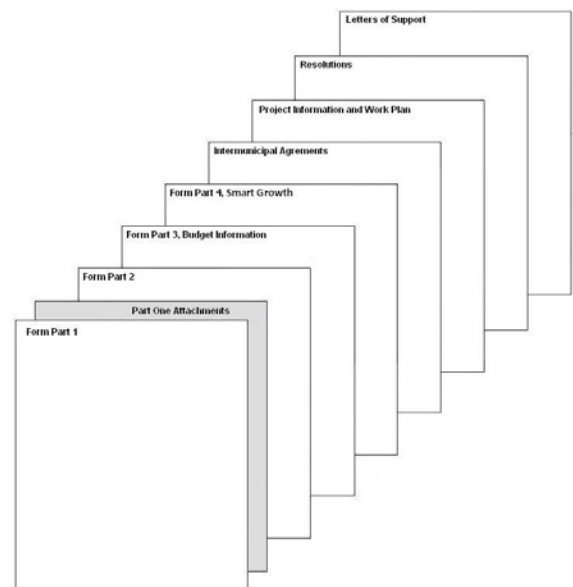
I. Resolution and Certification

The lead applicant and all co-applicants shall submit with the application a formal resolution of each governing board authorizing this grant application. The resolution shows the official support of the governing board for the application and the proposed project, or acknowledges the need to conduct a re-organization plan in the case where a local government entity has received a valid citizen petition for local government re-organization. Resolutions from all involved local government entities are required to be submitted for the application to be deemed complete and eligible for consideration for current deadline period. If the local government entity has been petitioned and is applying for Expedited Re-Organization Assistance, the resolution does not need to be provided with the application but will be required prior to contract execution. For information regarding the content of resolutions please refer to Appendix B or the Department of State website www.dos.ny.gov/LG.

The lead applicant's representative shall sign the Certification of the information contained in the application.

Assembly of Final Application

- **Three sets of materials (an original and two copies) and one compact disc containing one copy of the application in Adobe Acrobat Portable Document Format.**
- Printed materials should be bound in pressboard report covers or standard three-ring (maximum ring size of 2 inches) binders.
- Maps included in the application must be: 8 ½" x 11"; 8 ½" x 14" or 11" x 17" folded down to an 8 ½" x 11" size. Rolled maps will not be accepted.
- Prior studies relevant to the application may be included in the application as supplemental



information and must be properly referenced and highlighted. Submission of pre-existing or stand-alone data and reports will not be accepted as substitutes for information required in the application.

- **Include a Part 1, Part 2, Part 3 and Part 4.** Assemble the grant application in the order indicated on the application checklist, Part H, of the Grant Project Application form. Sign the original copy in ink and number the pages of the completed application before making copies.
- It is the lead applicant's responsibility to see that applications are delivered to the address below prior to the date and time specified.

Part 2	NYS Department of State Local Government Efficiency Grant Program 2011-2012 RFA# 11-LGE-06	LOCAL GOVERNMENT CITIZENS RE-ORGANIZATION EMPOWERMENT GRANT
Name of Lead Applicant: _____		From the Part 1 application
E. Local Government Citizens Re-Organization Empowerment Project Information		
Type of Grant: Choose all that apply <input type="checkbox"/> Re-Organization Study/Plan <input type="checkbox"/> Re-Organization Implementation <input type="checkbox"/> Expedited Re-Organization Assistance		
F. Memoranda of Understanding/Intermunicipal Agreements (MOU/IMA)		
List and attach copies of any existing Memoranda of Understanding/Intermunicipal Agreements or draft agreements that have been entered into for this activity. If a Memorandum of Understanding/Intermunicipal Agreement does not exist, provide a description of the intermunicipal agreements that will be necessary to carry out the proposed activity. See grant application instructions for details. <div style="text-align: right;">Additional sheets attached as necessary. <input type="checkbox"/></div>		
G. Project Information and Work Plan		
Provide detailed project information and a Work Plan, including time periods for achieving stated objectives, for the activity to be funded. Attach the information to the application forms. If the application is awarded, this Work Plan will provide the basis for the Work Plan in the State Contract. See the grant application instructions for the information needed.		
Proposed Start Date: _____	Length of Time Needed to Complete Project: _____	
H. Application Submission Checklist		
The application packet should include the original application form with Parts D through Part J completed, two copies and 1 compact disc shall be submitted to Department of State. This application shall be used as the original application (<i>a fill-able form is available on the Department of State website</i>); additional sheets and attachments should be added in the order outlined below:		
<input type="checkbox"/> Completed Part 1 Application <input type="checkbox"/> Extra sheets containing information on additional Co-Applicants, if applicable (Part D attachments) <input type="checkbox"/> Local Government Citizens Re-Organization Empowerment Project Information (Part E) <input type="checkbox"/> Memoranda of Understanding/Intermunicipal Agreements (Part F attachments) <input type="checkbox"/> Project Information and Work Plan (Part G attachments) <input type="checkbox"/> Municipal Resolutions and Application Certification (Part I attachments) <input type="checkbox"/> Completed Part 3, Budget <input type="checkbox"/> Completed Part 4, State Smart Growth Infrastructure Policy Act: Applicant Impact Statement		
I. Municipal Resolutions and Application Certification		
The Lead Applicant and all Co-applicants shall submit, with this application, original copies of the resolutions in direct support of this grant application. Resolutions not included with this application, or that are incomplete, may result in this application being deemed ineligible. By submission of this application under the 2011-2012 Local Government Efficiency Grant Program, I hereby certify that all components of the requested Total Project Costs are reasonable and necessary for the conduct of the proposed project, and that prudent analysis has been undertaken to insure that all costs are consistent with current prevailing costs for such goods or services in the geographic area benefiting from the project. I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal law.		
_____ (Print Name)	_____ (Print Title)	
_____ (Signature)	_____ (Date)	

**Part
3****NYS Department of State
Grant Program 2011-2012
RFA# 11-LGE-06****Budget Information**Name of Lead Applicant: From the Part 1 Application

Proposed Start Date:

Length of Time Needed to Complete Project:

Budget Detail**Personal Services****Salaries & Wages**

Name/Title	Annual Salary	% Effort	Project Salary
Subtotal			
Fringe Rate			
Subtotal			
Indirect Rate			
Total Personal Services			

Non-Personal Services**Travel**

Purpose	Destination	Mode	Estimated Trip Cost Calculation
Total Travel			

Supplies and Materials (Specify)

Total Supplies & Materials	

Other (Specify)

Total Other	
Total Non-Personal Services	

Contractual Services

Total Contractual Services	

Equipment List each item over \$200 and a useful life of more than one year

Total Equipment	

Budget Summary

Total Project Cost:	Amount of Grant Requested:	Amount of Local Share:
Total Personal Services:	Total Non-Personal Services:	
Total Contractual Services:	Total Equipment:	

Copy pages as necessary to include additional budget information.

Part 3 - Budget Information

Budget Detail

Clearly describe and justify all budget items. Indicate the estimated costs for each task in the work plan and discuss why such costs are considered reasonable. All purchases must comply with Article 5-A of the General Municipal Law. Describe steps taken to ensure the project budget makes the most efficient use of available resources.

- **Personal Services:** For each component task, pro rate each employee's time devoted to the project according to the total annual salary for that employee. For example, an employee who devotes 20% of their time to the project and has an annual salary of \$40,000 would charge \$8,000 to the project. (This section would be used for eligible transitional personnel for implementation projects only.)
- **Non-Personal Services:**
 - **Travel:** For each component task, describe the purpose, destination, mode of travel and costs. Rates cannot exceed the current Internal Revenue Service rates. <http://www.irs.gov/newsroom/article/0,,id=232017,00.html>
 - **Supplies and Materials:** For each component task, state the cost and describe briefly the supplies and materials to be purchased.
 - **Other:** Describe any other non-personal services and costs.
- **Contractual Services:** For each component task, state the cost and describe briefly the extent and purpose of contractual services.
- **Equipment:** Describe items with a value of more than \$200.00 and a useful life of more than one year

Budget Summary

Summarize the information in the budget detail sheets.

- **Total Project Cost:** The total estimated cost of activities, including those expected to be funded with both grant money and other funds that are eligible for funding under this grant program.
- **Amount of Grant Requested:** LGE assistance can provide up to 90% of the Total Project Cost or the maximum amount permitted per municipality, whichever is less.
- **Amount of Local Share:** A minimum of 10% (ten percent) of the amount of the Total Project Cost.
- Applicants must enter the relevant information for the following:
 - **Total Personal Services**
 - **Total Non-Personal Services**
 - **Total Contractual Services**
 - **Total Equipment**

Part 4 - State Smart Growth Public Infrastructure Policy Act:

Please be aware that this part of the application is reviewed by the Department of State's Smart Growth Advisory Committee, so copy any duplicate information from earlier application Parts.

- **Grant Category:** Local Government Citizens Re-Organization Empowerment Grant Program
- The project includes a public infrastructure component? **Complete this form only if answered YES.**

A. Lead Applicant:

- **Name of Applicant:** Name of the local government entity applying for the grant.
- **Federal Tax ID Number:** 9 digit federal tax identification number.
- **Chief Administrative Officer and Title:** Name and title (e.g., superintendent, mayor, county executive) of the chief administrative or authorizing officer.
- **Type of Applicant:** Town, Village, Fire District or Special District.
- **County:** Counties where the proposed project is located.
- **Senate/Assembly Districts:** Senate District Number(s) and the Assembly District Number(s) for the geographic area covered by the application.

B. General Project Information:

- **Total Project Cost:** The total estimated cost of activities eligible for funding under this grant program, including those expected to be funded with both grant money and any other funds.
- **Amount of Grant Requested:** Local Government Efficiency assistance may be provided for up to 90% of the total project cost or the maximum amount permitted per local government entity, whichever is less.
- **Amount of Local Share:** The local share requirement is a minimum of 10% of the total project cost. **This is not 10% (ten percent) of the grant requested.**
- **Type of Project:** Check the applicable box and provide a brief description of the project.
- **Project Title:** Provide a specific title for the project.
- **Project Description:** Provide a brief summary of the proposed project.
- **Funding:** If the project is receiving funding from other grants or other public funds please check the box and list the funding source. This is for informational purposes only.
- **Previous Plan or Planning Grant:** If this project received prior funding from the Department of State please note it here.
- **Project Review by other Agency.** Please list each State Infrastructure Agency that has reviewed or is reviewing this project for compliance with the Smart Growth Public Infrastructure Policy Act.

C. Applicant Impact Statement

As an “infrastructure agency” the Department of State is required to review infrastructure projects for compliance with the New York State Smart Growth Public Infrastructure Act. A project proposing the development of physical community infrastructure may be denied funding by the Department of State if it does not meet the standards described in the Infrastructure Act.

In order to determine if this project adheres to the Smart Growth criteria please check all that apply. For each **checked** box, please provide justification for compliance with the Smart Growth Act. For each box **not checked**, please provide justification for non-compliance with the Smart Growth Act. The following are the criteria that need to be addressed:

- advances projects for the use, maintenance or improvement of existing infrastructure;
- advances projects located in municipal centers;
- advances projects in developed areas or areas designated for concentrated infill development in a municipally approved comprehensive land use plan, local waterfront revitalization plan and/or brownfield opportunity area plan;
- protects, preserves and enhances the state's resources, including agricultural land, forests, surface and groundwater, air quality, recreation and open space, scenic areas, and significant historic and archeological resources;
- fosters mixed land uses and compact development, downtown revitalization, brownfield redevelopment, the enhancement of beauty in public spaces, the diversity and affordability of housing in proximity to places of employment, recreation and commercial development and the integration of all income and age groups;
- provides mobility through transportation choices including improved public transportation and reduced automobile dependency;
- coordinates between state and local government and intermunicipal and regional planning;
- participates in community-based planning and collaboration;
- ensures predictability in building and land use codes; and
- promotes sustainability by strengthening existing and creating new communities that reduce greenhouse gas emissions and do not compromise the needs of future generations, by among other means encouraging broad-based public involvement in developing and implementing a community plan and ensuring the governance structure is adequate to sustain its implementation.

D. Certification

The lead applicant’s representative shall sign the Certification of the information contained in the application.

Part 4	STATE SMART GROWTH PUBLIC INFRASTRUCTURE POLICY ACT: APPLICANT IMPACT STATEMENT (2011-2012) RFA# 11-LGE-06		DO NOT WRITE IN THIS SPACE	
			Application Number	Date Received
Grant Category: Local Government Citizens Re-Organization Empowerment Grant Program				
The project includes a public infrastructure component? <input type="checkbox"/> YES <input type="checkbox"/> NO Complete this form only if answered YES.				
A. Lead Applicant				
Name of Applicant:			Federal Tax ID Number:	
Name of Chief Administrative Official:			Telephone Number/Extension:	
Title:			Fax Number:	
Mailing Address:			E-Mail Address:	
			County or Counties:	
			Senate District(s):	
			Assembly District(s):	
Type of Applicant:				
B. General Project Information				
Total Project Cost:		Amount of Grant Requested:		Amount of Local Share:
Type of Project. Please check one of the following: <input type="checkbox"/> New Construction <input type="checkbox"/> Improvements to Existing Structure <input type="checkbox"/> Other:				
Please provide a brief explanation:				
Project Title: (No more than 10 words)				
Project Description: Provide a brief summary statement that describes the project (Not more than 3 sentences)				
<input type="checkbox"/> Project is receiving other grant funding or other public funds. (Please list)				
<input type="checkbox"/> Project has received DOS grant funding for a plan in the past. (Please list)				
Project Review by other Agency. Please list each State Infrastructure Agency that has reviewed or is reviewing this project for compliance with the Smart Growth Public Infrastructure Policy Act.				

C. Project Evaluation for Consistency with Smart Growth Act

This project adheres to the following Smart Growth criteria please check all that apply. For each **checked** box, please provide justification for compliance with the Smart Growth Act. For each box **not checked**, please provide justification for non-compliance with the Smart Growth Act (Please provide the narrative answers on additional sheets as necessary):

- ☐ The infrastructure component advances projects for the use, maintenance or improvement of existing infrastructure;
- ☐ The infrastructure component advances projects located in municipal centers;
- ☐ The infrastructure component advances projects in developed areas or areas designated for concentrated infill development in a municipally approved comprehensive land use plan, local waterfront revitalization plan and/or brownfield opportunity area plan;
- ☐ The infrastructure component protects, preserves, and enhances New York State's resources, including agricultural land, forests, surface and groundwater, air quality, recreation and open space, scenic areas, and significant historic and archeological resources;
- ☐ The infrastructure component fosters mixed land uses and compact development, downtown revitalization, brownfield redevelopment, the enhancement of beauty in public spaces, the diversity and affordability of housing in proximity to places of employment, recreation and commercial development and the integration of all income and age groups;
- ☐ The infrastructure component provides mobility through transportation choices including improved public transportation and reduced automobile dependency;
- ☐ The infrastructure component coordinates between state and local government and intermunicipal and regional planning;
- ☐ The infrastructure component participates in community-based planning and collaboration;
- ☐ The infrastructure component ensures predictability in building and land use codes; and
- ☐ The infrastructure component promotes sustainability by strengthening existing and creating new communities which reduces greenhouse gas emissions and does not compromise the needs of future generations, by among other means encouraging broad-based public involvement in developing and implementing a community plan and ensuring the governance structure is adequate to sustain its implementation.

D. Application Certification

In accordance with the Smart Growth Public Infrastructure Policy Act, Environmental Conservation Law Article 6, the applicant affirm that the Smart Growth Impact for the proposed project application has been assessed:

Name of Authorized Representative (i.e., Executive, Mayor, Supervisor, Manager)

Signature

Date

Appendix A

Definitions

As used in this application, the following words and terms shall mean:

Consolidation means either (a) the combination of two or more local government entities resulting in the termination of the existence of each of the entities to be consolidated and the creation of a new local government entity which assumes jurisdiction over all of the terminated local government entities, or (b) the combination of two or more local government entities resulting in the termination of the existence of all but one of the local government entities which shall absorb the terminated local government entity or entities.

Dissolution means the termination of the existence of a local government entity.

Governing Board means the body in which the general legislative, governmental and/or public powers of a local government entity are vested and by authority of which the official business of such entity is conducted.

Local Government Entity means a town, village, district, special improvement district or other improvement district, including, but not limited to, special districts created pursuant to Articles Eleven, Twelve, Twelve-A or Thirteen of the Town Law, library districts, and other districts created by law. For the purpose of this Re-Organization Empowerment Grant a local government entity shall not include school districts, cities, city districts or special purpose districts created by counties under county law.

Local Government Re-Organization means the consolidation or dissolution of a local government entity in accordance with Article 17-A of the General Municipal Law. For a review of Article 17-A of the General Municipal Law please refer to the DOS publication titled "The New N.Y. Government Reorganization and Citizen Empowerment Act."

Reasonableness of Cost is an assurance that the state is receiving good value for its investment. All purchases must follow Article 5-A of the General Municipal Law. Travel rates cannot exceed the current Internal Revenue Service rate or the current state rate and salaries must adhere to municipal bargaining rates.

Re-Organization Implementation means the execution of a local government re-organization pursuant to a Re-Organization Plan.

Re-Organization Plan means a plan to implement a local government re-organization pursuant to Article 17-A of the General Municipal Law, Sections 752 or 774.

Re-Organization Study means a study to examine the feasibility and impacts of a Local Government Re-Organization, required by the Department of State when a citizen petition has **not** been received, which shall include at least the following elements:

1. An examination of the potential financial savings associated with the proposed local government re-organization;
2. An examination of the potential management improvements resulting from the proposed local government re-organization;
3. An analysis of any service delivery changes resulting from the proposed local government re-organization;

4. An analysis of options for cost savings if the local government reorganization is not completed. Such options may include, but are not limited to functional consolidations, cooperative agreements, and changes in the scope or level of services provided by the entity(ies).
5. A draft Re-Organization Plan.

State Community and Infrastructure Development Programs means New York State programs provided by agencies defined by Article 6 of the Environmental Conservation Law “The New York State Smart Growth Public Infrastructure Act.

State Contract means the agreement between the Department of State and the applicant/contractor that details the obligations of each party, including the approved budget and work plan

Tax Impact: Annual cost savings per \$1,000 of equalized assessed value, calculated by dividing cost savings by the result of equalized assessed value divided by 1,000.

Transitional Personnel means any additional employees required to implement the approved program work plan of the project. The employee(s) must be integral to the coordinated or consolidated service delivery. *(The Department of State reserves the right to approve the reasonableness of the need for the staff and the salary amount.)*

Appendix B

Resolution Tips

The Lead Applicant and all co-applicants shall submit with the application a formal resolution from each governing body confirming support for the grant application and a commitment to move forward if funded. The following items are recommended to be included in the authorizing resolution. If the local government entity has been petitioned and is applying for Expedited Re-Organization Assistance, the resolution does not need to be provided with the application but will be required prior to contract execution.

- I. **Authorization to Apply for the Grant:** The governing board (e.g. town board, village board of trustees, or fire district commissioners) shall designate a lead applicant contact person and authorize that person by name and title (and his/her designee) to submit an application to the Local Government Efficiency grant program for the 2011-2012 program year. The resolution shall authorize the lead applicant contact person to execute all financial and/or administrative processes relating to the implementation of the program.
- II. **Project Title and Description:** The resolution should provide a title and include a brief description of the project. In the event that a local government entity is submitting more than one application, the project titles and descriptions need to be unique to avoid confusion tracking submissions.
- III. **Funding Request:** The resolution should indicate the amount of money being applied for through this program. (This amount would correspond with the “Amount of Grant Requested” on the application form.)
- IV. **Local Cost Share Information:** The resolution shall state the local governments’ commitment of 10% local share.
- V. **Co-Applicant Information:** The resolution should list the local government entities that are co-applicants and an agreement to enter into an intermunicipal agreement. The information provided in the resolution would not be at the same level of detail that may be in an intermunicipal agreement. (Sample Intermunicipal Agreement may be seen on the Department of State’s website at www.dos.ny.gov/lqss/sharedservices.)
- VI. **Other Actions:** If relevant, include other activities related to the project that need the approval of the governing board.
- VII. **Resolution:** Record and certify the vote of the members of the governing body.

The Lead Applicant’s representative shall sign the Certification of the information contained in the application. Resolutions from all involved municipalities should be included with the application submission. Resolutions will be accepted no later than the end of the month following the application deadline.

Appendix C

SAMPLE GOVERNMENT RE-ORGANIZATION WORK PLAN

Project Summary: The local government entity's(ies') governing board(s) will appoint a Re-Organization Study Committee (RSC) and charge it with developing a re-organization study. A re-organization study will form the foundation for a re-organization plan and alternatives to local government re-organization, which are the two possible outcomes of this process. The RSC will transmit its final work to the governing board(s) for acceptance. The governing board(s) will accept or adjust the re-organization study and adopt the re-organization study, including a draft Re-Organization Plan and alternatives to local government re-organization. Nothing herein commits the governing board to implement the local government re-organization; rather all of this information is intended to provide residents with as much information as possible to make an informed decision. Successful completion of this project does require the governing board to formally adopt the project through its own action.

The New York State Department of State's assigned project manager for this project will be notified of all meetings, hearings or public information sessions to be held on this project. All deliverables shall be provided to the New York State Department of State in accordance with the New York State contract.

Task	Task: Project Initiation
1	Schedule: Month 1
	Deliverable: Kick-Off Meeting Summary

The local government entity's(ies') governing board shall meet with the Department of State prior to initiating work on this project to discuss goals, objectives, state requirements and expectations.

The governing board will appoint a Re-Organization Study Committee (RSC) which shall be charged with developing a re-organization study, including fiscal impacts, provision of service and other matters as identified. The re-organization study will provide information and the foundation for a re-organization plan and alternatives to local government re-organization. The RSC will then develop a draft re-organization plan and identify alternatives to local government re-organization.

The governing board or RSC will develop a Request for Proposals (RFP) to aid in the selection of a qualified consultant to assist in the development of the re-organization study, plan and alternatives. The governing board will issue this RFP. The RSC will review and may interview respondents. The RSC will then recommend to the governing board a qualified consultant. The governing board, considering the recommendation, will select a qualified consultant and enter into contract for professional service.

The RSC and consultant will initiate the project with a kick-off meeting.

Task

2

Task: Re-Organization Study

Schedule: Months 2 – 4

Deliverable: Draft and Final Re-Organization Study, Meeting Summaries

The re-organization study is intended to provide a foundation for the project. The re-organization study will include a comprehensive list of services, including information on a per-service basis which shall include budget allocation, employment allocation, per-resident cost, inventory of equipment, complexities of delivery of services, specialized knowledge of personnel and necessary capital investments as well as the opportunity for cost savings and/or service enhancement. Associated with this, the consultants shall conduct a review of the services provided by other government entities to identify who would most appropriately deliver the services currently provided by the local government entity(ies). The re-organization study shall also consider the general perception of the feasibility of possible options and the public's concerns and likely reactions to restructuring service delivery and potential impact on service quality. The consultants will also make assumptions about what will happen if the local government entity(ies) restructures service delivery, setting in motion the process to determine the potential cost and tax impacts. Major findings, including general fiscal impacts, will be presented to the RSC.

The re-organization study will contain at least the following elements:

1. The name(s) of the entity(ies) Consolidation and Dissolution;
2. The name of the proposed consolidated local government entity Consolidation only;
3. The rights, duties and obligations of the proposed consolidated local government entity Consolidation only;
4. The territorial boundaries of the entity(ies) Consolidation and Dissolution;
5. The type and/or class of the entity(ies) Consolidation and Dissolution;
6. A fiscal estimate of the cost of dissolution Dissolution only;
7. The governmental organization of the proposed consolidated local government entity Consolidation only;
8. A fiscal estimate of the cost and savings which may be realized from consolidation Consolidation only;
9. Any plan for the transfer or elimination of public employees Dissolution only;
10. The entity's(ies') assets, including but not limited to real and personal property, and the fair value thereof in current money of the United States Consolidation and Dissolution;
11. The entity's(ies') liabilities and indebtedness, bonded and otherwise, and the fair value thereof in current money of the United States Consolidation and Dissolution;
12. Any agreements entered into with other government entities in order to carry out the dissolution Dissolution only;
13. The manner and means by which the residents of the entity(ies) will continue to be furnished municipal services following the entity's dissolution Dissolution only;
14. Terms for the disposition of the entity's(ies') assets and the disposition of its liabilities and indebtedness Consolidation and Dissolution;

15. Terms for the levy and collection of the necessary taxes and assessments Dissolution only;
16. Findings whether any local laws, ordinances, rules or regulations of the entity(ies) shall remain in effect after the effective date of the local government re-organization or shall remain in effect for a period of time other than as provided by state law Dissolution only;
17. Terms for the common administration and uniform enforcement of local laws, ordinances, resolution, orders and the like, within the proposed consolidated local government entity Consolidation only;
18. A fiscal analysis of the effect of local government re-organization on the entity(ies) and other government entities;
19. Any other matters desirable or necessary to carry out the local government re-organization Consolidation and Dissolution;
20. The effective date of the local government re-organization Consolidation and Dissolution;
21. Time and place for the public hearings on such proposed local government re-organization Consolidation and Dissolution.

The consultant shall develop a draft re-organization study. The RSC will hold a public meeting to review the draft re-organization study. The RSC will adopt a final re-organization study with revisions if necessary.

Task

3

Task: Re-Organization Plan

Schedule: Months 4 – 6

Deliverable: Draft Re-Organization Plan

The RSC, using the information developed in the re-organization study, shall develop a best-case re-organization plan. It should be noted that the RSC may believe that proposed local government re-organization is not in the entity's(ies') best interest; however, developing a re-organization plan will provide two advantages. First, the re-organization plan will make certain assumptions that will allow for a refined fiscal impact analysis of the affected entities. Second, if served with a dissolution or consolidation petition, the governing board will have a re-organization plan which it can immediately provide to residents for consideration. The re-organization plan will contain provisions relating to the items identified in Task 2 above.

Task

4

Task: Alternatives to Local Government Re-Organization

Schedule: Months 6 – 8

Deliverable: Draft and Final Re-Organization Study

The RSC will develop possible alternatives to local government re-organization that achieve cost savings and/or efficiencies in the entity's(ies') operations. Possible alternatives may include but shall not be limited to cooperative agreements, functional consolidations, and reduction or elimination of services. These alternatives are intended for the entity(ies) to consider should a decision be made to not complete a local government re-organization. These alternative scenarios will include a high-level cost and tax impact projections for the identified options.

Task

5

Task: Public Meeting

Schedule: Month 8

Deliverable: Meeting Summary Report

The RSC will hold a public meeting to review the final re-organization study and draft re-organization plan and alternatives to local government re-organization.

Task

6

Task: Final re-organization study, including re-organization plan and alternatives local government re-organization

Schedule: Months 8 – 9

Deliverable: Draft and Final Re-Organization Study

The final report will compile the items identified in Tasks 2, 3 and 4 above.

Task

7

Task: Public Hearing

Schedule: Month 9

Deliverable: Minutes of Public Hearing

The RSC will hold a public hearing on the final re-organization study. The RSC will transmit the final deliverable to the governing board(s) along with a summary of the public hearing. Note that the final re-organization plan will also list the time and place or places for a public hearing or hearings by the governing board(s) on the proposed re-organization plan pursuant to state law.

Task

8

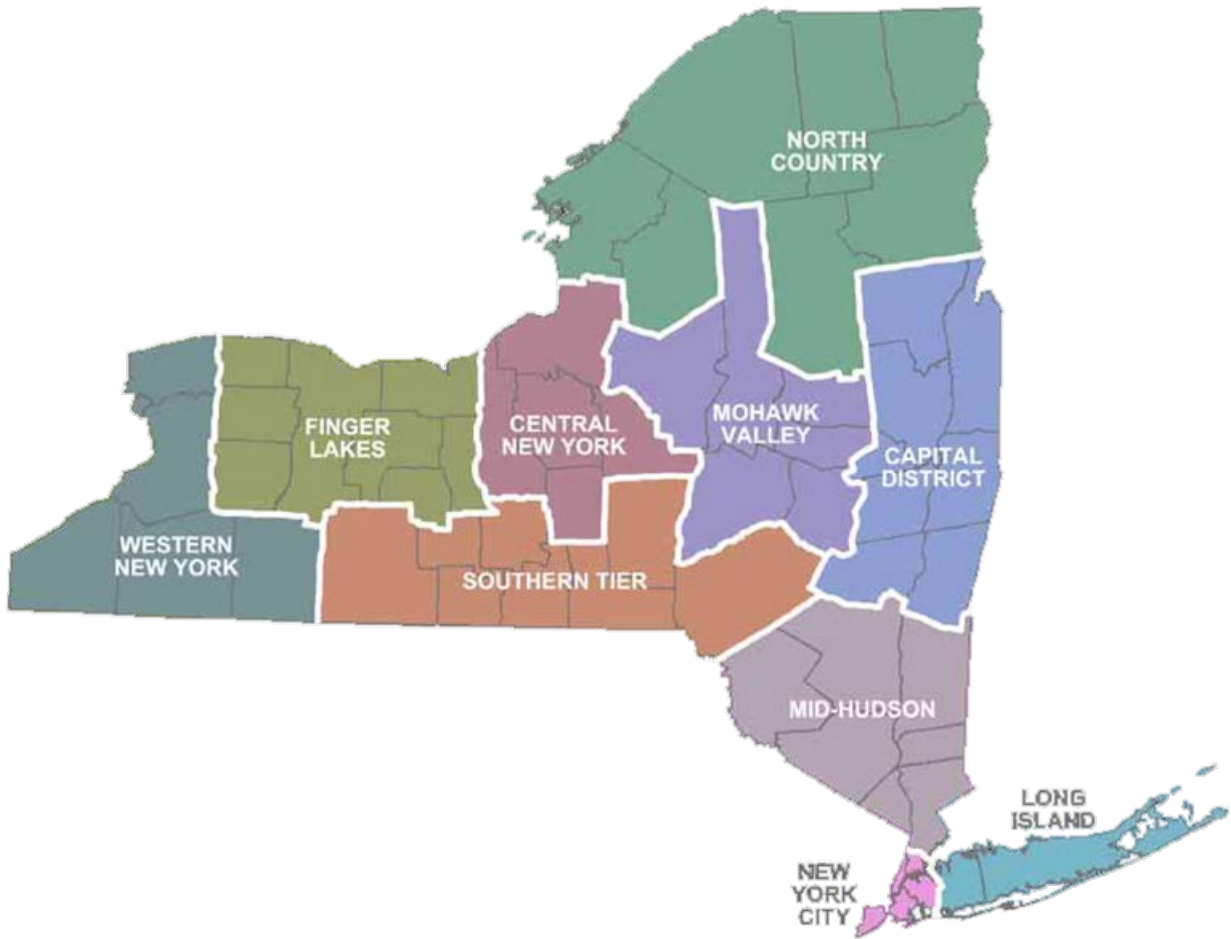
Task: Project Close-Out

Schedule: Month 9

Deliverable: NYSDOS Project Close-Out Documents

The governing board(s) shall receive the final re-organization study from the RSC. It will then complete the required close-out process with the New York State Department of State.

New York State Regional Economic Development Council Regions



ANDREW M. CUOMO
GOVERNOR

CESAR A. PERALES
SECRETARY OF STATE