



Parks, Recreation and Historic Preservation

ANDREW M. CUOMO
Governor

ROSE HARVEY
Commissioner

January 7, 2019

Ms. Kathleen O'Connor
Commissioner
Westchester County
450 Saw Mill River Road
Ardsley, New York 10502

Re: Project #184038
Playland Carousel Restoration

Dear Commissioner O'Connor:

Congratulations on your recent grant award from the Office of Parks, Recreation and Historic Preservation's Environmental Protection Fund grant program! If you have not already been contacted by **Erin Drost**, the OPRHP Regional Grant Administrator (RGA) in your region, she will be getting in touch soon. The first step in advancing your grant and your project is to meet with your RGA and become oriented to our program and its requirements. When you meet with your Regional Grants Administrator, you will discuss preparation of a project scope and budget, performance measures and a work plan to ensure that your project will be completed in a timely manner.

We are working toward going to contract with each grant recipient as soon as possible. To simplify and streamline the grants management process, contracts will now be administered electronically through the Grants Gateway online contracting system. As such, it is advisable that if you have not already done so to register in the Grants Gateway (https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx?NavItem1=9) in order to contract with New York State.

In order to administer state funds efficiently, there are a series of conditions that must be met, and documents provided, before we can execute your contract. Your RGA can assist you with these:

- Contracts can only be executed with grant recipients that have been issued a Vendor Identification Number (VID) through the Statewide Financial System (SFS). If your organization has not yet been issued a VID, you can obtain one during the registration process in the Grants Gateway.
- All not-for-profits must be current with filing all required annual written reports with the Attorney General's Charities Bureau, or the appropriate oversight Agency. In addition, all not-for-profits must be prequalified and maintain prequalification status in the Grants Gateway; for instructions, read the Vendor Prequalification Manual at www.grantsreform.ny.gov/Grantees.
- You must provide the following documentation if you haven't already; we ask that you please upload these items electronically into the "Grantee Document Folder" found under your grant in the Grants Gateway system; directions to do so can be found on the Grants Reform website at <http://grantsreform.ny.gov/sites/default/files/nys-grants-gateway-vendor-user-guide-V2031615.pdf> or you can call the Grants Gateway Help Desk at 1-800-820-1890. If an item cannot be uploaded, please supply directly to your Regional Grants Administrator.

1. A Boundary Map which satisfies the STATE's requirements
2. A copy of the CONTRACTOR's deed to the property
3. An Opinion of Municipal Counsel
4. A signed, original authorizing resolution

Once you have uploaded these documents into the Grants Gateway, and met all the required conditions, we can execute your contract electronically.

Please note that there will also be several requirements that will be included in your contract; some must be supplied prior to commencement of work; others in order to receive your first payment.

One such requirement is the administrative close-out of the following grant contracts prior to requesting reimbursement for the new grant award:

Contract #: C560047
Project #: BA 560047
Project Name: Riverwalk: A Greenway Trail in Croton on Hudson

Contract #: C406095
Project #: EPF 406095
Project Name: Preservation and Restoration of Tarrytown Lighthouse

Contract #: C546122
Project #: EPF 546122
Project Name: Acquisition of Habirshaw Property

We understand that there can be issues beyond your control that could affect your ability to supply these materials in a timely manner. We will certainly work with you and be flexible, but please understand that for every grant that is awarded and delayed, there is another worthy project that has gone unfunded. Therefore, we expect that the above be satisfied by **January 31, 2019**. If the documents are not provided, and you have not consulted with your RGA regarding the delay, your award may be in jeopardy.

If you have any questions, do not hesitate to contact your RGA, Erin Drost at (845) 889-3866.

Sincerely,



Beatrice L. Gamache
Assistant Director, Contract Bureau

CC: Erin Drost