



**New York State
Parks, Recreation and
Historic Preservation**

KATHY HOCHUL
Governor

ERIK KULLESEID
Commissioner

January 10, 2022

Honorable Joel Maerten
Town Supervisor
Town of Pendleton
6570 Campbell Boulevard
Lockport, New York 14094

Re: Project #218091
Pendleton Park Community and Inclusivity Improvement Project

Dear Supervisor Maerten:

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 in contact with **Kate Badgley**, the OPRHP Regional Grant Administrator (RGA) in your region, you will be contacted 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 RGA, 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>) 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:

- All grant recipients must assign roles to the individuals who will be performing tasks in the Grants Gateway related to contract development and execution, i.e., upload documents to the grantee document folder, contract development activities, signing contracts and modifications. Read Section 2.1 of the Vendor User Manual on the Grants Reform website at <https://grantsmanagement.ny.gov/grantee-documents> for information on Grantee Roles. Please make sure to assign the proper role of either "Grantee Contract Signatory" or "Grantee System Administrator" to the same corporate office title or employment position title that has been given authority to sign and execute documents on behalf of your organization (this should be the same as that listed in the authorizing resolution; see below).
- 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 grant recipients must enroll in New York State's electronic payment program for vendors. Begin the process at <http://www.sfs.ny.gov>, click on Vendor Portal Login, then click on Sign in to the Vendor Portal.

If you do not have a login, contact the SFS Help Desk at HelpDesk@sfs.ny.gov or call 518-457-7717 or 855-233-8363.

- 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 <https://grantsmanagement.ny.gov/resources-grant-applicants>.
- The following documentation needs to be uploaded 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 <https://grantsmanagement.ny.gov/grantee-documents>. 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 to accept grant funds and enter into and execute a contract and any long-term protection documents and other certifications, as required. Instructions and templates for the authorizing resolution are here: <https://parks.ny.gov/grants/consolidated-funding-app.aspx> under Grant Program Information. Note: In the New York State Grants Gateway, the grantee should assign the role of "Grantee Contract Signatory" to the same corporate office title or employment position title delegated signing authority by the resolution.
 5. Documentation of compliance with the requirements of the State Environmental Quality Review Act (SEQR)
 6. A signed Prevention of Sexual Harassment in the Workplace Policy certification (attached).
 7. A signed Non-Discrimination certification (attached).

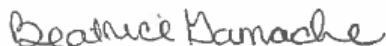
Once you have uploaded these documents into the Grants Gateway, and met all the required conditions, we can execute your contract electronically.

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 to receive your first payment.

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, 2022**. 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, Kate Badgley at (716) 773-5292.

Sincerely,



Beatrice L. Gamache
Director, Grants Bureau

Attachments (2)
CC: Kate Badgley

Contractor: Town of Pendleton
Project Name: Pendleton Park Community and Inclusivity Improvement Project
Contract Number: C18091GG

Project Number: 218091
REDC: NI
County: Niagara

CERTIFICATION BY CONTRACTOR

PREVENTION OF SEXUAL HARASSMENT IN THE WORKPLACE POLICY

As a condition of award by State Parks, the Contractor’s Authorized Official certifies that the Contractor (1) has and has implemented a written policy addressing sexual harassment prevention in the workplace and such policy meets the minimum requirements of section two hundred one-g of the labor law and (2) provides annual sexual harassment prevention training to all of its employees.

In addition, the Contractor’s Authorized Official certifies the Contractor will make best efforts to retain contractors and/or sub-contractors for grant-related work that also meet the provisions of (1) and (2) above.

Alternatively, if a Contractor cannot certify the foregoing, the Contractor’s Authorized Official shall so state and shall furnish below a signed statement which sets forth in detail the reasons therefore.

NOTE: Information, including model policy and training standards, is available on the New York State Department of Labor’s website at:

<https://www.ny.gov/combating-sexual-harassment-workplace/employers>

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT.]

By signing, you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of the above certifications and that all information provided is complete, true and accurate.

Contractor*

Signed _____

By _____

Title _____

***Must be signed by the same individual delegated signing authority by the Contractor in the Authorizing Resolution**

Contractor: Town of Pendleton
Project Name: Pendleton Park Community and Inclusivity
Improvement Project
Contract Number: C18091GG

Project Number: 218091
REDC: NI
County: Niagara

Notary

STATE OF NEW YORK)
) SS.:
County of _____)

On the _____ day of _____ in the year 20____, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public, State of New York

Contractor: Town of Pendleton
Project Name: Pendleton Park Community and Inclusivity
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Contract Number: C18091GG

Project Number: 218091
REDC: NI
County: Niagara

CERTIFICATION BY CONTRACTOR

NON-DISCRIMINATION

Related to Executive Order 177

As a condition of award, the Contractor’s Authorized Official certifies that Contractor does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sexual orientation, gender identity, military status, sex, marital status, disability, or other protected basis.

In addition, the Contractor’s Authorized Official certifies the Contractor will make best efforts to retain contractors and/or sub-contractors for grant-related work that do not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sexual orientation, gender identity, military status, sex, marital status, disability, or other protected basis.

Alternatively, if a Contractor cannot certify the foregoing, the Contractor’s Authorized Official shall so state and shall furnish below a signed statement which sets forth in detail the reasons therefore.

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Notary Public, State of New York