



# **Oneida County Flood Mitigation Grant Program**

## **Application Instructions**

### **Eligible Use of Funds**

Funds may be used for the following project costs:

1. Infrastructure repairs and rightsizing.
2. Acquisition of land, right-of-way, and easement necessary to construct an eligible project.
3. Engineering studies.
4. Construction, improvement, expansion, repair, or rehabilitation of flood control projects.
5. Debris cleanup and removal.
6. Construction engineering costs/inspections costs.
7. Permit fees.
8. Similar projects to strengthen flood resiliency.

### **Planning and Permit Requirements**

All recipients receiving funding under this grant are required to demonstrate that the project has secured any necessary planning and permit approvals for the project from federal, state, and local governments prior to disbursement of grant funds.

### **Application Procedures**

To apply for funding, the applicant must submit a completed application form and supplemental documentation as listed below.

Application and supplemental information must be received by the deadline on August 31, 2020 for review by the Committee. Applications can be submitted earlier to review for completeness. Funding decisions will be made in Winter 2020.

### **Application Evaluation**

Completed applications are submitted to the Oneida County Planning Department and reviewed for completeness. A review committee consisting of Oneida County DPW, Emergency Services, Planning, County Attorney, Oneida County Soil and Water and members of the Board of Legislators will examine applications to determine eligibility of the proposed project as well as the competitiveness of the proposal.

Applications are evaluated on a competitive basis using the following criteria:

1. Impact on the prevention of future flood damage.
2. Level of matching investment.
3. Financial need of the applicant.
4. Benefit to cost ratio.
5. Project readiness.
6. Number of homes and businesses that will benefit from the project.

## **Supplemental Information**

In addition to completing the Oneida County Flood Mitigation Grant Application, please include the following items as applicable when applying for a grant:

- ***Project Description***

- Provide narrative description of the project.
  1. A detailed descriptions of the problem area.
  2. The number and name of the municipalities that will potentially benefit from the project.
  3. A description of the types of damages of the result of flooding such as the number of structures (homes, businesses and industrial sites) that have experienced flood damage, damages to infrastructure or amount of debris etc.
  4. Information on the cost effectiveness, annual maintenance (ease of and cost), and constructibility of the project.

- ***Cost Estimate***

- A detailed estimate for the total project cost. The estimate should be prepared by qualified professional and should be accompanied where appropriate by copies of the signed bid/quotations, contractor estimates, sale agreements or other documentation that verify project cost estimates.

- ***Construction Documents***

- Provide a set of drawings that illustrate work to be completed.

- ***Easements***

- Provide copies of any property easement for the proposed project (both temporary and permanent) required to construct the project.

- ***Permits***

- A list of all state, federal and local planning and permit approvals that will need to be obtained.

- ***Matching Funds***

- Provide a brief explanation of the match source including a funding commitment letters from other project funding sources, estimated value of in-kind labor or equipment or cash.

- ***Cover Letter***

- Provide on municipal letterhead and signed by the Chief Elected Official a statement requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount.

## **Final Review**

Planning Staff will go on site visits to take progress pictures and speak to the grantees about the project. A report is placed in the files with 100% completion pictures.

**Please return application and supporting materials to:**

**Oneida County Department of Planning**

**Boehlert Center @ Union Station**

**321 Main St. 3rd Floor**

**Utica, NY 13501**

**For questions, call (315) 798-5710 or email [planning@ocgov.net](mailto:planning@ocgov.net)**