

TOWN BOARD MEETING
WORKSHOP MEETING
Wednesday, December 15, 2021
6:00 PM

Call to Order

Salute to Flag

I Approve Monthly Activity

II. OLD BUSINESS

III. NEW BUSINESS

- A. NYSDOT - Shared Services
- B. Broadband Internet
- C. Permissive Referendum – Park Department
- D. Agreement for Fire Alarm
- E. SAM Grant for playground

IV. COMPREHENSIVE PLAN – No Updates at this time

V. TOWN HALL

VI. DISCUSSION AGENDA

- A. Preview of MAVES contract
- B. Preview of Fire Department contract

VII. ADJOURNMENT

Future Meeting Dates:

Year – End Meeting – Wednesday, Dec. 29, 2021- Town Hall – 6:00 pm

Organizational Meeting – Monday, Jan. 3, 2022 – Town Hall – 5:30 pm

Planning/Zoning Meeting – Monday, Jan. 2, 2022 – Town Hall – 7:00 pm

Office will be closed on Friday, December 24, 2021 – Christmas Holiday
And on Friday, December 31, 2021 – New Year's Day

SHARED SERVICES AGREEMENT
Between
NYSDOT and The Town of Marcellus

THIS AGREEMENT, dated December ___, 2021 is between the People of the State of New York, hereinafter referred to as "State" or "NYSDOT" and the Town of Marcellus, hereinafter referred to as "Municipality." Pursuant to Section 99-r of the General Municipal Law, the State and the Municipality wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties' resources. Shared Services shall mean any service provided by one party (Provider) to another party (Recipient). The State and the Municipality agree to share services as follows:

1. Description and Cost of Services, Materials or Equipment to be shared: Provide details of the services, materials or equipment to be shared in the attached standard Schedule A. The total amount of the agreement shall not exceed twenty-five thousand dollars (\$25,000.00). If applicable, indicate that the return exchange will be determined at a later date.
2. The Provider's employees shall remain under full supervision and control of the Provider. The parties shall remain fully responsible for their own employees for all matters, including but not limited to, salary, insurance, benefits and Workers' Compensation.
3. If the borrowed machinery or equipment is damaged or otherwise needs repair arising out of or in connection with the Recipient's use, the Recipient shall be responsible for such repairs.
4. The Municipality agrees to defend and indemnify the State for any and all claims arising out of the Municipality's acts or omissions under this Agreement. The term of this Agreement shall be for two (2) ☐ or four (4) ☒ years from January 1, 2022 to December 31, 2026. The parties will endeavor to provide no less than thirty (30) days' notice of its intent to extend the Agreement. Either party may revoke this Agreement by providing sixty (60) days written notice of such revocation. Upon revocation, any outstanding obligations of the parties must be satisfied within thirty (30) days of the date of such revocation.

NYSDOT – Region ____
By: _____ Date: _____
Resident Engineer - _____ County

MUNICIPALITY
By: _____ Date: _____
Donald MacLachlan
Highway Superintendent

NYSDOT – Region ____
By: _____ Date: _____
Regional Director of Operations

SCHEDULE A

NYSDOT

Description of ☐ services, ☐ materials, or ☐ equipment (Check All that apply) to be shared:

Estimated Cost/Value of ☐ Service ☐ Equipment ☐ Materials (Check All that apply):

Total NYSDOT Cost/Value: _____

MUNICIPALITY

Description of ☐ services, ☐ materials, or ☐ equipment (Check All that apply) to be shared:

Estimated Cost/Value of ☐ Service ☐ Equipment ☐ Materials (Check All that apply):

Total MUNICIPALITY Cost/Value: _____

Short 10-29-18

INTEROFFICE MEMORANDUM

TO: THE MARCELLUS TOWN BOARD/ LORI PETROCCHI
FROM: PHIL COCCIA
SUBJECT: PERMISSIVE REFERENDUM FOR CUSHMAN HAULER ELITE 2.0
DATE: 12/10/21

I would like approval to purchase A Cushman Hauler Elite 2.0 golf cart for the park not to exceed \$11, 500. Please see the attached quote. The price includes the Sourcewell Contract pricing and would come out of Park Capital Reserve.



33 Thruway Park Drive
West Henrietta, NY 14586
Phone: (585) 334-0100
Fax: (585) 334-6332
mteequipmentsolutions.com

QUOTE - DO NOT PAY

Quote: 01-50919
Date: 11/11/2021

PO: Quote
CustId: MARCELLUS PARKS

Cust Email: park_rec@marcellusny.com
Phone: (315) 673-3227
Salesperson: tjones
User: tjones

Bill To:

Town of Marcellus Parks and Recreation
Keith Ramsben
2449 Platt Road
Marcellus, NY 13108 US

Ship To:

Town of Marcellus Parks and Recreation
Keith Ramsben
2449 Platt Road
Marcellus, NY 13108 US
(315) 673-3227 x

PRICING PER SOURCEWELL CONTRACT # 122220 - JCS

SOURCEWELL MEMBER # 116011

+++++ PO MUST CONTAIN SOURCEWELL CONTRACT # AND YOUR MEMBER # +++++

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
Remark	RE	CUSHMAN HAULER ELITE 2.0 / LITHIUM BATTERIES					
CUS.678055	PA	WG - Hauler 800 ELITE (2.0)	1.0000		\$11,199.00	\$1,119.90	\$10,079.10
		Discount applied: 10.00%					
Remark	RE	ELITE 2.0 (60 AMP - HOUR) BATTERIES					
CUS.652963G01/G02	PA	WG - K500 18 x 8.5-8, 6 Ply Rated, Black Wheel	1.0000		\$0.00		\$0.00
CUS.651540G0037	PA	WG - Standard: COWL,FOREST GREEN - 1200/PRO	1.0000		\$0.00		\$0.00
CUS.651798G04	PA	WG - Contoured Seat Color: Gray	1.0000		\$0.00		\$0.00
CUS.662018G02	PA	WG - Brush Guard	1.0000		\$0.00		\$0.00
CUS.655215	PA	WG - ELITE World Charger,48V DC,10' (3.0m) Cord	1.0000		\$0.00		\$0.00
CUS.640483	PA	WG - DC/DC Converter	1.0000		\$0.00		\$0.00
CUS.651497G01	PA	WG - Halogen Headlights	1.0000		\$0.00		\$0.00
CUS.612314	PA	WG - State of Charge Meter	1.0000		\$0.00		\$0.00
Remark	RE	PLASTIC BED BOX (MANUAL LIFT)					
CUS.651917G02	PA	WG - Canopy Top, Plastic, Tan	1.0000		\$398.00	\$100.00	\$298.00
CUS.649825	PA	WG - Windshield Fold Down	1.0000		\$167.00	\$42.00	\$125.00
Remark	RE	FREIGHT					
MISC SALE	MC	MISC SALE	1.0000		\$352.00		\$352.00
Total:							\$10,854.10

Totals

Sub Total: \$10,854.10
Total Tax: \$0.00
Invoice Total: \$10,854.10

Signature: _____

THIS QUOTE VALID FOR 30 DAYS. PLEASE SIGN AND RETURN TO EXECUTE THIS CONTRACT. PAYMENT MUST BE MADE AT OR PRIOR TO DELIVERY. FAX: 585-334-6332 OR EMAIL: BHOLMAN@MTE.US.COM. THIS DOCUMENT CONSTITUTES A LEGAL BINDING AGREEMENT.

SIEMENS

Ingenuity for life

ROPOSAL

TOWN OF MARCELLUS FIRE ALARM MONITORING & SERVICE AGREEMENT FY 2022

PREPARED BY

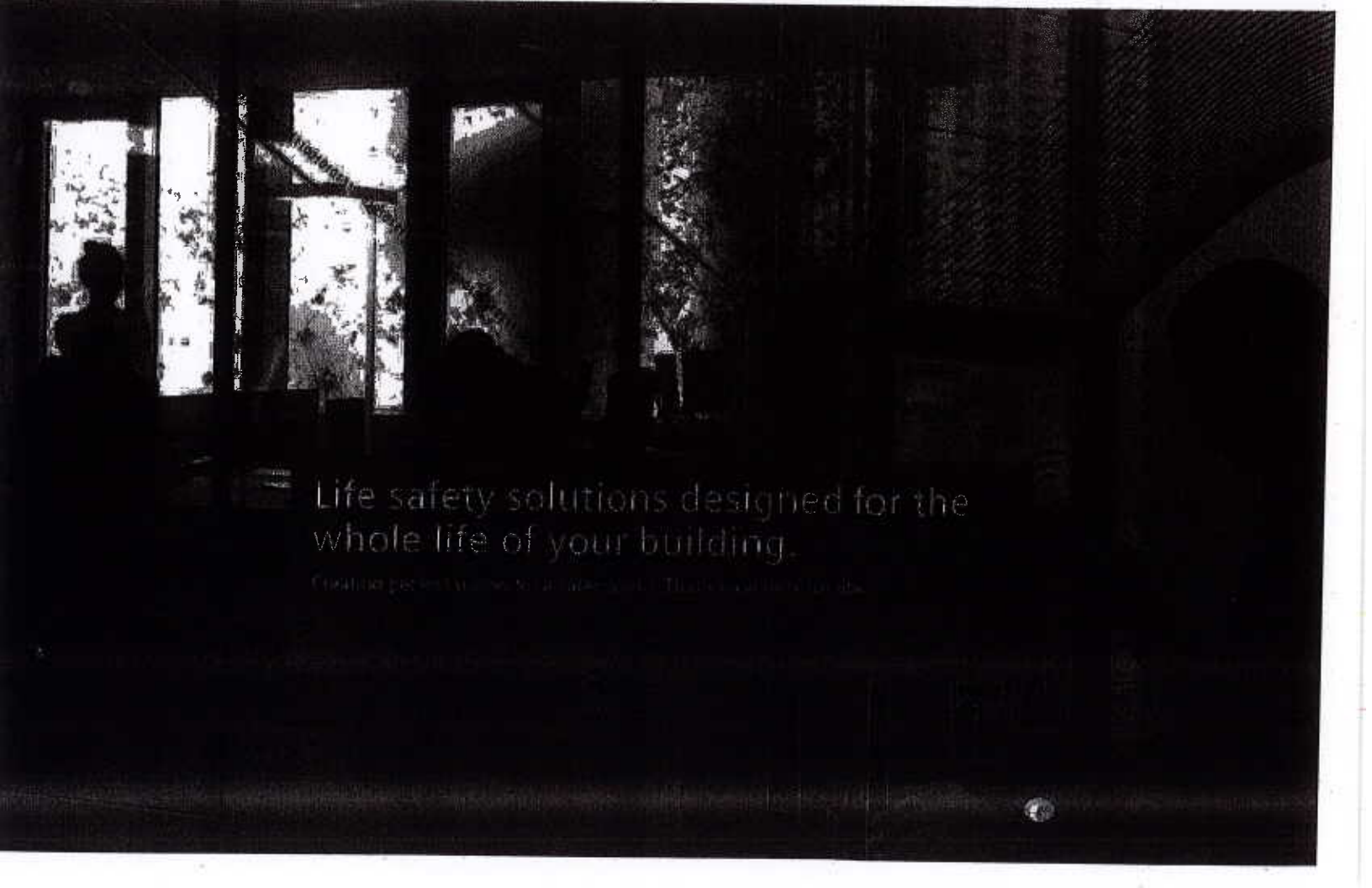
Siemens Industry, Inc.

PREPARED FOR

TOWN OF MARCELLUS

DELIVERED ON

December 08, 2021



Life safety solutions designed for the
whole life of your building.

Creating perfect worlds for a better world. The life you live today.

Table of Contents

INTRODUCTION	1
Proposal Information	1
Contact Information	3
CUSTOMER OVERVIEW	4
Executive Summary	4
Siemens Capabilities & Customer Commitment	5
SERVICE SOLUTION	6
Building Services – Fire	6
Emergency Response Times – Fire	8
SERVICE IMPLEMENTATION PLAN	9
Connectivity and Communications	9
Service Agreement Contract Characteristics	10
Service Details	11
Maintained Equipment Table	12
Service Team	14
TERMS AND CONDITIONS	15
Terms and Conditions	15
Agreement Terms for Investments	16
SIGNATURE PAGE	17
Signature Page	17
APPENDICES	18
Appendix A: Siemens Service Portfolio	18

Contact Information

Opp. ID #	0063V00000A7pbnQAB
Proposal #:	6485529
Date:	December 08, 2021
NYS License #	12000295660

Sales Executive:	Steve Martini
Branch Address:	50 Orville Drive Bohemia New York, 11716-2548
Telephone:	(315) 243-9698
Email Address:	Steve.Martini@siemens.com

Customer Contact:	TOWN OF MARCELLUS
Customer:	TOWN OF MARCELLUS
Address:	24 E. MAIN STREET
	MARCELLUS, NY 13108
Services shall be provided at:	TOWN OF MARCELLUS - 24 E. MAIN STREET
	MARCELLUS, NY 13108



Executive Summary

Customer Needs

The Services proposed in this agreement are specifically designed for the Town of Marcellus, and the services provided herein will help you in achieving your facility goals.

Our Services

Siemens will provide the following services.

Service Description

- Alarm Management Services - Fire
- Fire Alarm System – Annual Test & Inspection
- Fire Alarm System - Repair & Replacement Services

SIEMENS

Ingenuity for life

Siemens Capabilities & Customer Commitment

Siemens Industry, Inc. is a leading single-source provider of cost-effective facility performance solutions for the comfort, life safety, security, energy efficiency and operation of some of the most technically advanced buildings in the world. For more than 150 years, Siemens has built a culture of long-term commitment to customers through innovation and technology. Siemens is a financially strong global organization with a Branch network that delivers personalized service and support to customers in multiple industries and locations.

References are available upon request.

Building Services – Fire

Services that deliver the outcomes you want to achieve.

Services delivered by Siemens have been developed to ensure your satisfaction and help you achieve the outcomes you expect.

Through the Siemens Building Fire Services we are pleased to offer the following services:

- Manage System Operation & Compliance
- Optimize Performance & Productivity

Fire Safety industry acronyms used in the following service descriptions:

AHJ – Authority Having Jurisdiction
NFPA – National Fire Protection Association

Manage System Operation & Compliance

Fire Alarm System - Repair & Replacement Services

To reduce the unexpected costs of unbudgeted repairs, Siemens will provide the labor and material to repair or replace failed or worn components. Prior to beginning any repair or replacement, Siemens will troubleshoot the system to diagnose your system's problem. Components that are suspected of being faulty may be repaired or replaced in advance to minimize the occurrence of system interruptions. Equipment covered under this agreement is itemized in the List of Maintained Equipment, unless otherwise noted. Items not covered will be brought to the owner's attention.

Fire Alarm System – Annual Test & Inspection

Siemens will perform the required annual test of the fire alarm system using the locally adopted NFPA 72 edition's recommended methods as guidelines. Siemens will provide the necessary documentation to aid in satisfying local code and AHJ requirements. A list of equipment covered, along with test frequencies, can be found in the List of Maintained Equipment section of this Agreement.

Siemens will perform visual inspection and verify proper operation of the following:

- Identify and document conditions that may compromise the electrical components or operation of the system
- Inspect the fire alarm control panel as well as remote panels, if any
 - Check voltage readings, amperage, and battery capacity
 - Check wire terminals for loose connections on batteries
 - Check fuses, LEDs, and lamps
- Test and Inspect initiating devices
 - Verifying that each device is accurately represented on the fire alarm control panel
- Test and Inspect notification appliances
- Test and Inspect the activation of all output relays



- Test and Inspect condition and operability of tamper switches, low pressure alarms, manual pull stations, and flow switches
- Test central station communication of alarms, if monitored
- Inspect and activate outputs which trigger equipment shutdown, HVAC (smoke control), and equipment startup
- Confirm all devices returned to normal operating conditions
- Produce a complete report acknowledging all inspections and tests, identifying any deficiencies, and recommending a course of action that is required until such deficiencies may be remedied

Optimize Performance & Productivity

Alarm Management Services - Fire

Siemens will coordinate and administer off-site monitoring of your fire alarm and life safety system via Siemens or a third-party UL Listed Central Monitoring Station. The fire procedures used in monitoring are in accordance with NFPA 72 and local authorities and can only be altered in writing by the Authority Having Jurisdiction. Daily system tests are standard in fire monitoring to ensure the communication path is operational. All low priority signals to be sent via text/email.

Emergency Response Times – Fire

Emergency Online/Phone Response

Billable Service

Online system and software troubleshooting and diagnostics and phone support will not be provided under the coverage of this agreement. Siemens will respond to your request for emergency on-line/phone support, Mon-Fri 8:00AM-5:00PM, excluding holidays, upon receiving notification of an emergency, as determined by your staff and Siemens, but all service performed will be provided as a billable service. If remote diagnostics determine a site visit is required to resolve the problem, a technician can be dispatched. Depending on your contract coverage, the on-site dispatch will be covered or will be a billable service call.

Emergency On-site Response

Billable Service

Emergency Onsite Response is not included within the coverage of this agreement. Siemens will respond to your request for emergency on-site service as soon as staff is available. An emergency is determined by your staff and Siemens. All service performed will be provided as a billable service. Siemens will respond to your request for emergency onsite support, Mon-Fri 8:00AM-5:00PM, excluding holidays, upon receiving notification of an emergency, as determined by your staff and Siemens, but all service performed will be provided as a billable service.

Connectivity and Communications

Siemens Service Portal

The Service Portal complements the personalized services you will receive from your local Siemens office by providing greater visibility into equipment and services delivered by Siemens. This web-based portal allows you the ability to submit service requests, confirm and modify schedules, track repairs, manage agreements, generate reports, and access critical information; then share it across your entire enterprise quickly and efficiently. The Service Portal is a user-friendly way to increase your productivity and the value of your service program.

Data security as a basic requirement

We value confidentiality and long-term partnerships. That is why we give the security of your data the highest priority. Before we implement an enhanced service package with remote support, we conduct an in-depth analysis of the situation, taking into account national and international regulations, technical infrastructures and industry specifics. Our service employees carefully evaluate your needs on an individual basis with a view toward information security.



Service Agreement Contract Characteristics

Hours of Coverage	Mon-Fri 8:00 AM - 5:00 PM
Response Times (Phone/Online)	Billable
Response Times (Onsite/emergency)	Billable
Remote Services	Yes
Third Party Systems	No
Monitoring	Yes

*Labor and material costs for troubleshooting problems and repairing or replacing components are handled separately. These costs can be billable or included within your Repair and Replacement Coverage. See List of Maintained Equipment to view your current Repair and Replacement Coverage.

Service Details

Fire

Alarm Management Services - Fire	1	12	1,2,3



Maintained Equipment Table

Fire

Fire Alarm Control Panel	Fire Alarm System – Annual Test & Inspection	1	1	1,2,3	Onsite	N/A
Monitor Module Input Point	Fire Alarm System – Annual Test & Inspection	1		1,2,3	Onsite	
	Fire Alarm System – Repair & Replacement Services	1		1,2,3		Material and Labor
Addressable Pull Station	Fire Alarm System – Annual Test & Inspection	10	1	1,2,3	Onsite	
	Fire Alarm System – Repair & Replacement Services	10		1,2,3		Material and Labor
	Fire Alarm System – Annual Test & Inspection	1	1	1,2,3	Onsite	
	Fire Alarm System – Repair & Replacement Services	1	1	1,2,3		Material and Labor
Speakers or Horns	Fire Alarm System – Annual Test & Inspection	3	1	1,2,3	Onsite	
	Fire Alarm System – Repair & Replacement Services	3	1	1,2,3		Material and Labor
	Fire Alarm System – Annual Test & Inspection	1	1	1,2,3	Onsite	
	Fire Alarm System – Repair & Replacement Services	1	1	1,2,3		Material and Labor
Strobe						



Fire

	Fire Alarm System – Annual Test & Inspection	19	1	1,2,3	Onsite	
	Fire Alarm System - Repair & Replacement Services	19	1	1,2,3		Material and Labor
Addressable Duct Detector	Fire Alarm System – Annual Test & Inspection	2	1	1,2,3	Onsite	
	Fire Alarm System - Repair & Replacement Services	2	1	1,2,3		Material and Labor
Addressable Smoke Detector	Fire Alarm System – Annual Test & Inspection	2	1	1,2,3	Onsite	
	Fire Alarm System - Repair & Replacement Services	2	1	1,2,3		Material and Labor

Service Team

An important benefit of your Service Agreement derives from having the trained building service personnel of Siemens Industry, Inc. familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

Added to the team is a team of building experts at our Digital Service Center. The benefits you receive are less disruption to your employees at the site, less intrusive on the system at peak hours, fewer emissions for trucks rolled, and real time analytics with digital workspace hours.

The following list outlines the service team that will be assigned to the service agreement for your facility

Your Assigned Team of Service Professionals will include:

Steve Martini manages the overall strategic service plan based upon your current and future service requirements.

Ron Clouthier is responsible for managing the delivery of your entire support program and service requirements.

Brenda Hazelmyer is responsible for ensuring that our contractual obligations are delivered, your expectations are being met and you are satisfied with the delivery of our services.

Nathan Sessler is responsible for performing the ongoing service of your system.

Terms and Conditions

Terms & Conditions

(<http://go.siemens.net/95260872>)

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

Attachment A

SI Monitoring Rider

(<http://go.siemens.net/31208927>)

SI Fire Life Safety Rider

(<http://go.siemens.net/36296931>)

SI Exclusions and Clarifications

(<http://go.siemens.net/49539933>)



Agreement Terms for Investments

Services shall be provided at:

TOWN OF MARCELLUS - 24 E. MAIN STREET
MARCELLUS, NY 13108

Siemens Industry, Inc. shall provide the services as identified in this Proposal and pursuant to the associated terms and conditions contained within.

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 3 Periods beginning 2022-01-17. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. The Investments for each year after the Initial Term of the Agreement and each year of each renewal of this Agreement shall be determined as the immediate prior year's Investment plus an escalator of 3%. In addition, each renewal term pricing shall be adjusted for any additions or deletions to services selected for the renewal term.

Initial Term Investments:

1	Jan 17, 2022 - Jan 16, 2023	Annually	\$1,133.18
2	Jan 17, 2023 - Jan 16, 2024	Annually	\$1,167.38
3	Jan 17, 2024 - Jan 16, 2025	Annually	\$1,202.40
Multi-Period Investment Total			\$3,503.16

NYS CONTRACT PT68860

*Amount Due In Advance Based On Billing Frequency

Applicable sales taxes, if included in the investment amount, are estimated only and will be calculated based on local requirements at the time of invoicing. The pricing quoted in this Proposal are firm for 30 days.



Signature Page

The Buyer acknowledges that when accepted by the Buyer as proposed Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Initial Term Investments

1	Jan 17, 2022 - Jan 16, 2023	Annually	\$1,133.18
2	Jan 17, 2023 - Jan 16, 2024	Annually	\$1,167.38
3	Jan 17, 2024 - Jan 16, 2025	Annually	\$1,202.40

Proposed by:

Siemens Industry, Inc.

Company

Steve Martini

Name

6485529

Proposal #

\$3,503.16

Proposal Amount

December 08, 2021

Date

Accepted by:

CONCORD ELECTRIC CORP

Company

Name (Printed)

Signature

Title

Date

Purchase Order # ☐ PO for billing only ☐ PO not required

Appendix A: Siemens Service Portfolio

Advisory and Performance Services

Technical Support Specialized & Comprehensive Technical support services are provided by Siemens Healthineers, Siemens Energy, Siemens Digital Industries Software, and Siemens Infrastructure & Cities. These services are designed to help customers troubleshoot and resolve technical issues related to their Siemens products and services. The services are provided through a variety of channels, including phone, email, and on-site support. The services are also available through Siemens' online support portal, which provides access to a wealth of technical information, including manuals, FAQs, and troubleshooting guides. The services are also available through Siemens' field service network, which consists of a large number of trained technicians who are available to provide on-site support to customers.	Optimize Performance & Productivity Siemens offers a range of services to help customers optimize the performance and productivity of their operations. These services include: Process Optimization: Siemens experts analyze existing processes and identify areas for improvement. They then develop and implement optimization strategies to improve efficiency and reduce costs. Energy Efficiency: Siemens offers a range of services to help customers reduce their energy consumption and improve their energy efficiency. These services include energy audits, energy management systems, and energy optimization software. Production Optimization: Siemens offers a range of services to help customers optimize their production processes. These services include production planning and control (PPC) systems, production monitoring and control (PMC) systems, and production optimization software. Logistics Optimization: Siemens offers a range of services to help customers optimize their logistics operations. These services include logistics planning and control (LPC) systems, logistics monitoring and control (LMC) systems, and logistics optimization software.	Industry-Specific Solutions Siemens offers a range of industry-specific solutions to help customers address their unique challenges. These solutions include: Healthcare: Siemens offers a range of solutions to help healthcare providers improve patient care and reduce costs. These solutions include medical imaging, medical devices, and medical software. Energy: Siemens offers a range of solutions to help energy providers improve their operations and reduce costs. These solutions include power generation, power distribution, and power transmission. Digital Industries Software: Siemens offers a range of solutions to help manufacturers improve their production processes and reduce costs. These solutions include production planning and control (PPC) systems, production monitoring and control (PMC) systems, and production optimization software. Infrastructure & Cities: Siemens offers a range of solutions to help cities and infrastructure providers improve their operations and reduce costs. These solutions include smart grids, smart buildings, and smart transportation.	Training & Education Masterclasses & Seminars Siemens offers a range of training and education services to help customers develop their skills and knowledge. These services include: Masterclasses: Siemens offers a range of masterclasses to help customers learn about the latest trends and technologies in their industry. These masterclasses are led by experts in their field and provide a deep dive into a specific topic. Seminars: Siemens offers a range of seminars to help customers learn about the latest trends and technologies in their industry. These seminars are shorter than masterclasses and provide a more general overview of a topic. Online Courses: Siemens offers a range of online courses to help customers learn about the latest trends and technologies in their industry. These courses are available through Siemens' online learning platform and provide a flexible way to learn at your own pace.
Digital Services			

THE SENATE
STATE OF NEW YORK



SENATOR JOHN W. MANNION
50TH DISTRICT

ALBANY OFFICE
814 LEGISLATIVE OFFICE BUILDING
ALBANY, NEW YORK 12247
PHONE 518-455-3511

E-MAIL
mannion@nysenate.gov

DISTRICT OFFICE
STATE OFFICE BUILDING – ROOM 800
333 EAST WASHINGTON STREET
SYRACUSE, NEW YORK 13202
PHONE 315-428-7632
FAX 315-472-4157

December 9th, 2021

Dear Supervisor Pollard,

Congratulations! I am pleased to award a **\$50,000 State and Municipal (SAM) capital project grant to the Town of Marcellus for \$50,000 State and Municipal (SAM) Capital Grant Program** for the replacement and addition of handicap accessible playground equipment at the Grove Pavilion area in Marcellus Park and the resurfacing of the Marcellus Park tennis and basketball court. My office has received dozens of applications for capital grants and I will continue reviewing these projects on a rolling basis. As always, this grant is paid on a reimbursement basis, therefore documentation of services rendered must be submitted before contract payments can be disbursed. **Only expenses that are commenced after you receive a project activation notice from the NYS Dormitory Authority (DASNY) are eligible for reimbursement.** The process from Preliminary Application to activation notice may take over a year. Please complete and return the enclosed SAM Preliminary Application form to my office as soon as possible to begin the contract process. My office must receive a completed SAM Preliminary Application in order to move forward with this award.

I am very proud to provide this funding and look forward to working with you to make this happen. My office is always available to help answer any questions or provide any other assistance you may need. Please contact Liam Kirst (Liam@SenatorMannion.com) and Colin Crowley (Colin@SenatorMannion.com) in my office with any questions.

Sincerely,

A handwritten signature in black ink that reads "John W. Mannion". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Senator John W. Mannion
50th Senatorial District

**STATE AND MUNICIPAL FACILITIES CAPITAL PROGRAM
(SAM)
PROJECT INFORMATION SHEET**

SECTION 1: GENERAL INFORMATION**A. Project Name:**

Project Location(s) (e.g. DASNY campus):

Project Address(es) (e.g. 515 Broadway):

B. Organization / Grantee:

Legally Incorporated Name:

Street (not P.O. Box):

City: Zip: County:

Phone:

Ext:

Fax:

E-mail:

Contact Name & Title:

Federal Taxpayer I.D.

Charity Reg.# (Non-profits Only):

1. Type of Organization:☐ Business Corporation☐ State☐ Municipal Corporation☐ Water District☐ University / Educational Organization (SUNY,
Community College, Private)☐ Sewer District☐ Metropolitan Transportation Authority Public☐ School District☐ Public Benefit Corporation est. Titles 11, 11-A-D
or as defined in S 4 of Ch. 1016 if the laws of 1969☐

Public Housing Authority

☐

Public Library or Library System

☐

Fire District / Commission / Department / Volunteer Rescue & Ambulance Squad

☐

Public Park Conservancy or Not-for-Profit Investment in Parks

☐

Special Act School Districts

☐

School for the Blind and Deaf and Other Students with Disabilities (4201 Schools)

☐

Private School for Students with Disabilities (853 Schools)

☐

Non-Profit

☐

Other

Please provide a copy of the Grantee's incorporation papers or charter from the NYS
Education Department if applicable

2. a) Is the organization currently seeking or receiving any other New York State assistance for this project?

☐ No☐ Yes

b) Is the SAM Grant a match to receiving the Other New York State Assistance?

☐ No☐ Yes

If either a or b is Yes, please provide a detailed explanation on an attached separate sheet.

SECTION 2: PROJECT DESCRIPTION**Project Description and Amount**1. Please attach a **separate sheet** with a detailed description of the specific capital project that will be undertaken and funded pursuant to this Grant. If multiple project locations and addresses, please list in project description.

2. Project Start Date: _____ Anticipated Date of Project Completion: _____

3. Please list the anticipated amount of funding to be received from the SAM Program for this project.

\$ _____

4. Will any entity other than the Grantee set forth in Section 1, above, be paying any project related costs? ☐ No ☐ Yes

If Yes, please attach a separate sheet setting forth the costs to be paid by another entity, as well as a description of the relationship between the Grantee and the other entity.

5. Does the Applicant own the site where the project will be located? ☐ No ☐ Yes

If Yes, please provide the deed.

If No, please attach a separate sheet describing the control the Applicant has over the Project site and include lease if applicable.

6. Does the applicant plan to occupy 100% of the project facility? ☐ No ☐ Yes

If No, attach a schedule explaining the planned occupancy.

7. If an organization other than the Grantee will have an interest in the equipment or real property purchased with Grant funds, please attach a separate sheet describing the legal relationship between the Grantee and the organization.

8. Does the project require environmental or other regulatory permits? If Yes, please specify type: ☐ No ☐ Yes

Have they been secured? ☐ No ☐ Yes ☐ NA

If No, please specify why:

9. Has any State or local government agency reviewed the project under the State Environmental Quality Review Act (SEQRA)? ☐ No ☐ Yes ☐ NA

If Yes, please set forth the lead agency for the review and provide a copy of the negative declaration, findings statement, or Type II memo issued by the lead agency.

SECTION 3: ELIGIBILITY FOR TAX-EXEMPT FINANCING

1. Has the applicant previously received financing from the sale of tax-exempt bonds for this project? ☐ No ☐ Yes

If Yes, attach a schedule describing the details of such financing.

2. Does the applicant anticipate applying for financing for this project from the sale of other bonds? ☐ No ☐ Yes

3. Have any funds been expended or obligations incurred to date on that portion of the project for which this application is made?

☐ No ☐ Yes

If Yes, attach a schedule showing details of such disbursements (date, purpose, payee, etc.).

4. Will the Grantee be utilizing internal labor for any portion of the project? ☐ No ☐ Yes

If Yes, attach a narrative summarizing the usage and dollar value of internal labor on the project. Internal labor costs will not be reimbursed from SAM Grant proceeds.

5. Is the grantee or project location(s) owned or affiliated with a state related entity ☐ No ☐ Yes

(e.g. public benefit corporation, entity with governance appointed by Governor of NYS)? If yes please attach explanation.

SECTION 4: PROJECT BUDGET

Complete the following Project Budget detailing the proposed sources and uses of funds (attach additional sheets if necessary) that will be utilized to complete the Project. State the source of the funding, and any contingencies that need to be satisfied prior to accessing the funds.

Please include evidence of committed funding sources to be used to complete the project as described. This may include a copy of letter(s) of credit, award letters, a resolution from the governing board of the Grantee committing to provide the balance of the funds, or a combination of the above.

<u>USE OF FUNDS</u>	<u>SOURCES</u>						<u>TOTAL</u>
	State		In-Kind /Equity /Sponsor		Other sources (Please specify each source and include commitment letter or other evidence that funds have been secured)		
Tasks	Entity Name	Amount	Source Name	Amount	Entity Name	Amount	
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
Total:		\$ 0.00		\$ 0.00		\$ 0.00	\$ 0.00

I hereby certify that the information in this Project Information Sheet is true and correct in all material respects, and I understand that the Dormitory Authority of State of New York and other entities that may be involved in the grant process are relying on this information in the course of the reviews that are required under Federal and State law.

Please sign and return these documents from the Grantee's organizational email address. Retain the original copies for production, if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Signature of Authorized Officer

Date

Print Name

Title

Print Form