

Templeton

landscape architecture & planning

March 5, 2023

Ms. Linda Woodard, Mayor
The Village of Cayuga Heights
836 Hanshaw Road
Ithaca, NY 14850

Re: Sunset Park CFA Grant Application Preparation

It was a pleasure discussing the project with Jim Marshall and your Sunset Park focus group and we are excited about your decision to move forward with submission of a Consolidated Funding Application (CFA). We appreciate this opportunity to submit a proposal for professional planning and grant writing services. For the 2023 Office of Parks Recreation and Historic Preservation (OPRHP) Grant Program, we will provide the following services to assist in the submission of an application for funding:

TASKS

Task One: Grant Preparation

1. Hold one (1) project orientation/information meeting with Village officials and Whitham Planning & Design (WPD) to refine the scope of the project, budget, and review the attached checklist.
2. Email and telephone correspondence with Village officials.
3. Hold one (1) progress meeting with WPD.
4. Coordinate with WPD regarding technical aspects of the project such as conceptual plans, projected schedule and budget. Incorporate their recommendations into grant application.
5. With assistance from Village staff and elected officials, compile the required documents and information needed to complete the grant application including reports, photographs and letters of support.
6. Incorporate future public participation strategies to be managed by the Village, including the stakeholder engagement being managed by Whitham Design Planning Landscape Architecture.
7. Compile the grant application for submission to the OPRHP Grant Program as appropriate to the project scope, including, but not limited to, the following:
 - a. Project Narratives
 - b. Relationships to regional and statewide policies and initiatives.
 - c. Previous, current and proposed uses of the site.
 - d. Economic impacts.
 - e. Public Benefits
 - f. Project scope, budget and timeframe
 - g. Review SEQRA requirements and evaluate potential need for environmental review
 - h. Submit the above to the Village for review, discussion and comment
 - i. Rewrite portions of the grant to incorporate Village comments
 - j. Electronically submit the grant application by the required due date (July 28, 2023)

FEES

Task One Fees: Grant Preparation

Principal Licensed Landscape Architect – estimated to total 60 hours @ \$120.00 =
\$7,200.00

Fee Schedule: The consultant proposes to perform the above outlined services, as directed by the Village of Cayuga Heights, for the following fees:

Principal Licensed Landscape Architect \$120.00/hour

TOTAL SUM: to be paid under this agreement, excluding reimbursable expenses, shall not exceed:

Seven-thousand two hundred and 00/100 dollars (\$7,200.00)

and shall include only those services outlined above that are necessary to prepare and submit the grant application. Any services requested in addition to those outlined above shall be in addition to the total sum agreed to in this contract and would be billed at the hourly rates shown above.

TERM OF AGREEMENT: This agreement shall begin March 1, 2023 and will end on or before July 31st 2023. Either party may cancel this agreement upon 30-days written notice to the other party. By written agreement of both parties, this agreement may be extended to provide additional services and/or future assistance, as needed.

Monthly Statements: The consultant shall submit a monthly invoice setting forth the actual time spent providing services under this agreement. The client agrees to pay the amount due within forty-five (45) days of receipt.


Please call if you have any questions or if this proposal does not, in any way, reflect your needs. Thank you again for this opportunity to be of service.

Sincerely,



Michele A. Palmer, ASLA
Professional Landscape Architect

Michele A. Palmer DBA Templeton Landscape Architecture and Planning

Approved:  Date: 3/14/2023
Village of Cayuga Heights



GRANT CHECKLIST

Required from Village

- Description of any In-kind Services to be provided by the Village
- Detailed information to generate budget for In-kind Services
- Applicant information including:
 - I.D. Number (DUNS or FEIN)
- Description of local permits required, if any
- List of any prior CFA funding the Village has received
- List of project participants (staff, volunteers, contractors, departments, etc.) and describe their role(s) and *their contribution to the tasks identified in the budget and work plan.*
- Solicit letters of support (Templeton will prepare draft list of potential supporters and template for letter of support)
- Describe the amount and sources of all local match funds

Required from WPD

- Detailed budget.

Generated by Templeton

- Work Plan
- Proposed Budget (with assistance from WPD)
- Statement of Need (with assistance from the Village)
- Schedule
- Prepare template to request for letters of support
- Research to prepare narratives as required by grant application