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Municipal Partnership Initiative (MPI) Program Information and Guidance

Program Overview

The Municipal Partnership Initiative (MPI) Program awards funding on a competitive basis to entities who have taxing authority (i.e., towns, villages, and special districts). The program is designed to be fluid and evolve over the years as the needs of the County and its communities change. The MPI Program focus areas will be reviewed annually, and as a result, the focus areas may be updated from year-to-year.

Each year, the County will set aside funding to support local initiatives that champion community priorities and improvements for municipalities and residents. The MPI Program will fund general shared services that result in cost savings, with a focus on redevelopment and improvements to existing municipal buildings and facilities, Americans with Disabilities Act (ADA)-accessibility improvements at government facilities, critical improvements to infrastructure, and enhancements to agency capacity and capability.

The MPI Program prioritizes and incentivizes projects that partner with other municipalities and taxing authorities, develop shared services, align with the County's priorities and needs, and create savings for taxpayers.

Eligible Applicants

All local government entities with taxing authority within Putnam County can apply for funding, including all municipal (town, and village) entities, and special districts. Please note, school districts are not eligible for this program. Entities are encouraged to coordinate efforts and apply jointly, when possible. **Each entity is allowed up to 3 applications which MUST be prioritized by the entity in order of preference for funding.**

Funding

- The MPI Program has an estimated combined availability of **\$250,000**.
- Funds are available on a reimbursement basis.
- It is the County's intent to fund multiple projects, particularly to fund projects that don't otherwise receive County funding. The MPI Review Committee (as defined on page 4 of this guidance) will be selective in their recommendations. Therefore, entities should take this into consideration when submitting their funding request amount.

Eligible Activities

The County will consider applications that address one of the below listed Focus Areas.

Focus Areas

Community Development: Minimum: \$5,000 – Maximum: \$100,000 | Joint Applicant Max²: \$250,000

Projects that improve the quality of life for residents and strengthen and develop communities. Eligible projects include:

1. **Public Facilities & Improvements:** Enhancements to existing municipal parks and recreation areas, community centers, and projects that promote the Americans with Disabilities Act (ADA).
2. **Environmental Sustainability:** Improvements designed to mitigate flooding and improve water quality, resiliency, or new techniques to contain drainage such as green streets, pervious parking lots/walkways, and rain gardens, with a priority for areas where runoff and infiltration of storm water into sewer systems is a problem.

² Two or more entities may partner together and submit a joint application for up to \$250,000.

General Shared Services: Minimum: \$5,000 – Maximum \$100,000

Transformative municipal cooperative activities that result in fiscal and operational efficiencies and/or cost savings, while optimizing municipal resources and providing an equal or better level of service. Priority will be given to entities that identify and demonstrate best practices that will result in immediate savings, shared services, efficiencies, or an increase to the municipal tax base, while demonstrating a long-lasting community impact, including a reduction of the property tax levy.

**The MPI Review Committee and the County Executive may recommend additional focus areas in the future.

Ineligible Expenses

- Recurring operational expenses, unless you can demonstrate that reimbursement of said expenses are critical to ensuring the ongoing implementation of a vital multi-jurisdictional service, and without funding, it would not be able to sustain itself;
- Repairs and deferred maintenance expenses;
- Recurring payroll expenses, benefits, and overtime;
- Seminars/Conferences;
- Travel expenses; and
- Activities that occurred prior to award date.

Priorities

Priority will be given to the following types of projects:

- Partners with other municipalities and taxing authorities;
- Projects that will result in recurring property tax savings;
- Includes an organizational match or contribution (high percentage contributions will be prioritized);
- Aligns with County budget initiatives and priorities as laid out by the County Executive and Legislature;
- Aligns with the principles in the County Mission Statement;
- Aligns with a local master or capital plan;
- Leverages other funding sources, including private resources;
- Redevelops or revitalizes areas for economic growth; and
- Government facility improvements that incorporate a sensory component to support special needs populations and encourage ADA compliance.

Timeline

March 11	Application Released
April 1	MPI Application Workshop and Q & A Written questions and inquiries concerning this grant can be submitted via email to planning@putnamcountyny.gov .
May 1	Applications due by 4:00 p.m. via email to planning@putnamcountyny.gov
May-June	MPI Committee review
July 31	County Executive Announcement of Awards
October 1	Project Year Term Start

Program Year

Generally, projects should be completed within one (1) year. The initial grant term will be October 1, 2024 to September 20, 2025. Contracts may be eligible for an extension.

Policies and Procedures

All expenditures are subject to Putnam County policies and procedures surrounding contracting services and the County's procurement policies. Please review this prior to submitting your application to ensure the proposed activity can meet the requirements. **Failure to comply with these policies may affect your ability to be reimbursed.**

****All public work projects are subject to the provisions contained in the New York State Labor Law, including prevailing wage. Please keep this in mind when preparing your project budget and funding request.****

How to Apply

The MPI Application and all required forms can be obtained by contacting the Putnam County Department of Planning at (845) 878-3480 or planning@putnamcountyny.gov, or the Planning Department website at [Planning & Transportation - Putnam County, New York \(putnamcountyny.com\)](http://Planning & Transportation - Putnam County, New York (putnamcountyny.com)). You will be able to download each required form, save it to your computer, and upload the completed document. Prospective applicants are strongly encouraged to discuss their request with our staff before beginning the application process. Please call our office at (845) 878-3480 to set up an appointment.

The MPI application must be submitted via email to planning@putnamcountyny.gov by May 1, at 4 p.m. No exceptions.

Each entity is allowed up to 3 applications which MUST be prioritized.

Applications should be submitted by the Chief Elected Official/President/Chairperson, or a representative authorized to submit on behalf of the CEO/President/Chairperson. Submit well thought-out, thorough, and concise applications that address one of the identified focus areas. Letters of support and any other supporting documentation must be submitted as a separate attachment(s) to the application.

Application Review

The MPI Review Committee will review the applications based on the quality of the work plan, while considering the priorities that have been identified previously in these instructions. The committee will review applications and make preliminary recommendations to the County Executive for final review and approval. The MPI Review Committee will consist of a designated representative from: the Department of Public Works; Planning Department; Purchasing Department; Finance Department; Auditing Department; the Chair of Legislature or designee; and the Senior Minority Member of Legislature or designee.

Applicants will be officially notified of approval or declination. An unsuccessful application does not reflect an opinion on the worthiness of a particular project. We expect to receive more requests than we can fund.

Reporting Requirements

Organizations awarded funding will be required to submit regular progress reports as outlined in a stated agreement.

For more information on this opportunity, contact:

Putnam County Department of
Planning, Development and Public Transportation
841 Fair Street, Carmel, NY 10512(845) 878-3480
Email: Planning@putnamcountyny.gov

Website: [Planning & Transportation - Putnam County, New York \(putnamcountyny.com\)](http://Planning & Transportation - Putnam County, New York (putnamcountyny.com))

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