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DEPARTMENT OF STATE
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CESAR A. PERALES
SECRETARY OF STATE

May 13, 2015

To: Ron Bertram, Supervisor, Town of Hammond
Danielle Miller, Mayor, Village of Alexandria Bay
Dale Hunneyman, Supervisor, Town of Alexandria
Frank Putman, Supervisor, Town of Morristown
Cherie Shatraw, Mayor, Village of Morristown
Kevin Rarick, Supervisor, Town of Orleans
John Byrne, Deputy Supervisor, Town of Cape Vincent
Timothy Maloney, Mayor, Village of Cape Vincent
Justin Taylor, Supervisor, Town of Clayton
Norma Zimmer Mayor, Village of Clayton
Steering Committee for the Thousand islands Regional Assessment Project (Val Johnson, David Duff, Del Hamilton, Mary Hamilton, Allan Newell, Robert Pandina, Ron Papke, Clif Schneider)

Re: Thousand Islands Regional Assessment Project grant project #C1000223

As the Thousand Islands Regional Assessment Project (TIRAP) comes to a close, the Department of State (DOS) wishes to clarify the responsibilities of each party to ensure completion of the work products and to outline steps for future use of the data and information resulting from the TIRAP.

What are the Grant Work Program and Products?

The TIRAP grant project work program outlines a series of tasks and work products. The TIRAP Report is the primary product for this grant project. The TIRAP Report is an inventory of visual, physical and cultural characteristics of the landscape in the study area which includes portions of the Town and Village of Cape Vincent, the Town and Village of Clayton, the Town of Orleans, the Town of Alexandria and Village of Alexandria Bay, the Town of Hammond, and the Town and Village of Morristown. The TIRAP Report and a library of photos taken during the course of the project are resources based on the study area that the ten municipalities can use for local planning, tourism promotion, and marketing of this region that is well known for its scenic beauty, historic significance, excellent fishing and recreational potential.

What are the Relevant Dates Related to the Grant?

The grant contract term is March 1, 2013 to February 29, 2016. The grant may be closed out any time before February 29, 2016 as long as all products, reports and required financial information are submitted and approved by the DOS.

The final public information meeting occurred in the Village of Cape Vincent on April 13, 2015 to gather comments on the TIRAP Report. The April 13, 2015 meeting was not a public hearing for a Scenic Area of Statewide Significance (SASS) designation.

What is the Role of the Town of Hammond as the Grantee?

The Town's responsibility, as the grantee, is to complete the deliverables and required reporting documents with the assistance of the Steering Committee. The grant products are the property of the Town. It is the Town's responsibility to update or revise the grant products, including notices, contact lists, meeting notes, websites, reports and maps during the grant contract period. The following tasks have been removed from the grant Work Program: public notice and public hearing; preparation of the final report with comments from the public hearing; and assistance to DOS for the SASS designation, to reflect the fact that the Town of Hammond Town Board wishes to close out the project.

What is the Role of the Steering Committee?

As stated in the grant Work Program, the responsibility of the Steering Committee is to oversee all aspects of the project during the grant contract period in cooperation with municipal officials and the project consultants. The Town of Hammond Supervisor formed the Steering Committee which consists of volunteers that were willing to commit their time to day-to-day management of the project. The Steering Committee worked with the consultants to coordinate four project meetings, develop a project website, collect data and review project materials.

How Can the TIRAP Report be used by Municipalities in the Study Area?

The ten municipalities in the project study area can use the final TIRAP Report for local planning, tourism promotion or marketing, or other purposes. The final TIRAP Report will be posted to the project website by the end of July, 2015 at <http://www.scenic1000islands.com/>. Municipalities should contact the Town of Hammond as the grantee if they are interested in using photos collected for the TIRAP grant to find out where the photos are archived. If they are interested in using the TIRAP Report to pursue a SASS designation, municipalities should adopt a Village or Town Board resolution and then contact DOS to determine the next steps (See more information below).

What is the Role of DOS?

DOS, as needed, will provide technical support and assistance to the Town of Hammond during the grant contract period. Upon the Town's submittal of the products to DOS for final review, DOS will be responsible for review and approval of the deliverables. While the grant products are the property of the Town, DOS has a right to use the products beyond the contract term per the terms of the grant contract. For example, DOS may provide the TIRAP Report as an example of a scenic area assessment, may use the photos in DOS publications or on our website, and may use the GIS data generated as a component of coastal resource maps. However, DOS does not intend to use the TIRAP Report to designate any SASS areas without the consent of interested municipalities.

Do any of the Municipalities have to prepare a SASS for State Designation?

No, none of the municipalities are required to use the TIRAP Report to prepare a SASS for designation. There is also no current or future date by which each of the ten municipalities must indicate whether they would like to pursue a SASS designation within their borders. If a municipality has a future interest in preparing a SASS for designation, please contact DOS to indicate an interest and DOS will work with that municipality to determine the additional steps needed to pursue a designation. The TIRAP Report can be used as the basis for the evaluation of scenic quality if, at some time in the future, the communities choose to pursue a SASS designation.

How should public comments on the TIRAP Report be submitted?

Written comments on the TIRAP Report should be submitted via the TIRAP grant website by May 22, 2015 at <http://www.scenic1000islands.com/contact/> The TIRAP Report, once it is revised to reflect public comments, is the final deliverable for the grant, along with final documents as required by the grant contract. The project consultants (Dodson & Flinker) will make the revisions based on the comments submitted. The consultant's work will be completed by the end of May therefore any substantive comments need to be sent in order to be included in the report. After May 22 comments should be submitted to Barbara Kendall, DOS at Barbara.kendall@dos.ny.gov After May 22, 2015 but before September 30, 2015 the DOS will take any comments and make any needed revisions to the TIRAP Report.

Are there grant opportunities available for Thousand Island Communities?

Municipalities may consider applying for Local Waterfront Revitalization Program grants through the Consolidated Funding Application to advance waterfront plans or projects in their communities and/or to advance tourism promotion and marketing in the region. The inventory and analysis contained in the TIRAP Report may provide a sound basis for future planning and promotion of this special region of New York State.

Sincerely,

A handwritten signature in blue ink that reads "Steve Ridler". The signature is written in a cursive, slightly slanted style.

Stephen Ridler
Coastal Program Assistant Manager