NEW YORK STATE OF OPPORTUNITY. Department of State | Downtown Revitalization Initiative | NY Forward

Village of Hamilton

DRI/NYF Project Form

The Village of Hamilton has been awarded funds through the New York State NY Forward (NYF) to fund catalytic projects in the downtown to spur revitalization. The Local Planning Committee (LPC) is seeking project proposals from the public for potential projects to be included in the Village of Hamilton's Strategic Investment Plan. Projects included in the Strategic Investment Plan will be reviewed by New York State and may receive funding from a total allocation of $2,250,000. Project proposals must be received by:

July 23, 2023, 11:59 PM ET

The consultant team will hold drop-in office hours for anyone to learn more about the Open Call for Projects and eligibility requirements on:

June 30, 2023, 10:00 AM to 1:00 PM

The Hub
20 Utica St.

How to Submit Your Project

1

Review the Eligibility Criteria

on page 2 to make sure your project is eligible to be considered for NYF funding.

2

Review the Project Requirements

on page 3 to learn about the requirements for projects and how your project will be considered by the Village of Hamilton Local Planning Committee and New York State.

3

Review the Evaluation Criteria

on page 4 to see how the State evaluates projects and to understand how the Village of Hamilton LPC may evaluate projects.

4

Fill out the Project Proposal Submission Form

on pages 5 through 11. Address each topic thoroughly and completely, to the best of your ability. The LPC will use this information to consider projects to be included in the Village of Hamilton's Strategic Investment Plan.

5

Submit your Completed Application

Submit your Completed Application (and any supplemental materials) either electronically, in-person, or by mail no later than July 23, 2023. We encourage applicants to strive for completeness, but understand that some information requested by the application may not be finalized or available at time of submission. We will follow-up to discuss any missing information.

→ To submit online:

Go to https://tinyurl.com/NYFhamilton and follow link that reads "Project Form Submission"

→ To submit via email:

Email your completed application and any supplemental materials to philip.schaeffing@stantec.com

→ To submit a hard copy, mail or hand-deliver:

3 Broad Street
PO Box 119
Hamilton, NY 13346

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Questions regarding project eligibility, evaluation, or the project forms can be directed to Phil Schaeffing at Philip.Schaeffing@Stantec.com

Project Types & Requirements

It is expected that NYF funds will be used for capital projects that will transform the physical environment of the downtown in ways that will benefit current residents and future generations. However, certain non-capital projects or projects that may lead to capital investment will also be considered to the extent that they will contribute to the revitalization of the downtown. The following is a description of eligible and ineligible project types.

Eligible Project Types

- **Public Improvement Projects.** These may include projects such as streetscape and transportation improvements, recreational trails, wayfinding signage, new and upgraded parks, plazas, public art, green infrastructure, and other public realm projects that will contribute to the revitalization of the downtown.
- **New Development and/or Rehabilitation of Existing Downtown Buildings.** Projects in this category may include the development or redevelopment of real property for mixed-use, commercial, residential, not-for-profit, or public uses. All projects should be capital investments or should lead to capital investments. They should have a visible and functional impact on the downtown, serving as catalytic or transformative projects that will provide employment opportunities, housing choices, and/or services for the community.
- **Small Project Fund.** A locally managed matching small project fund may be proposed to undertake a range of smaller downtown projects such as facade enhancements, building renovation improvements to commercial or mixed-use spaces, business assistance, or public art. Funds are capped at $600,000 for DRI communities and $300,000 for NYF communities.
- **Branding and Marketing.** Examples include downtown branding and marketing projects that may target residents, investors, developers, tourists, and/or visitors. The costs eligible under this category must be one-time expenses, such as those to develop materials and signage. Ongoing operational costs, such as funding a downtown manager or maintaining a website, are not eligible for NYF funding.

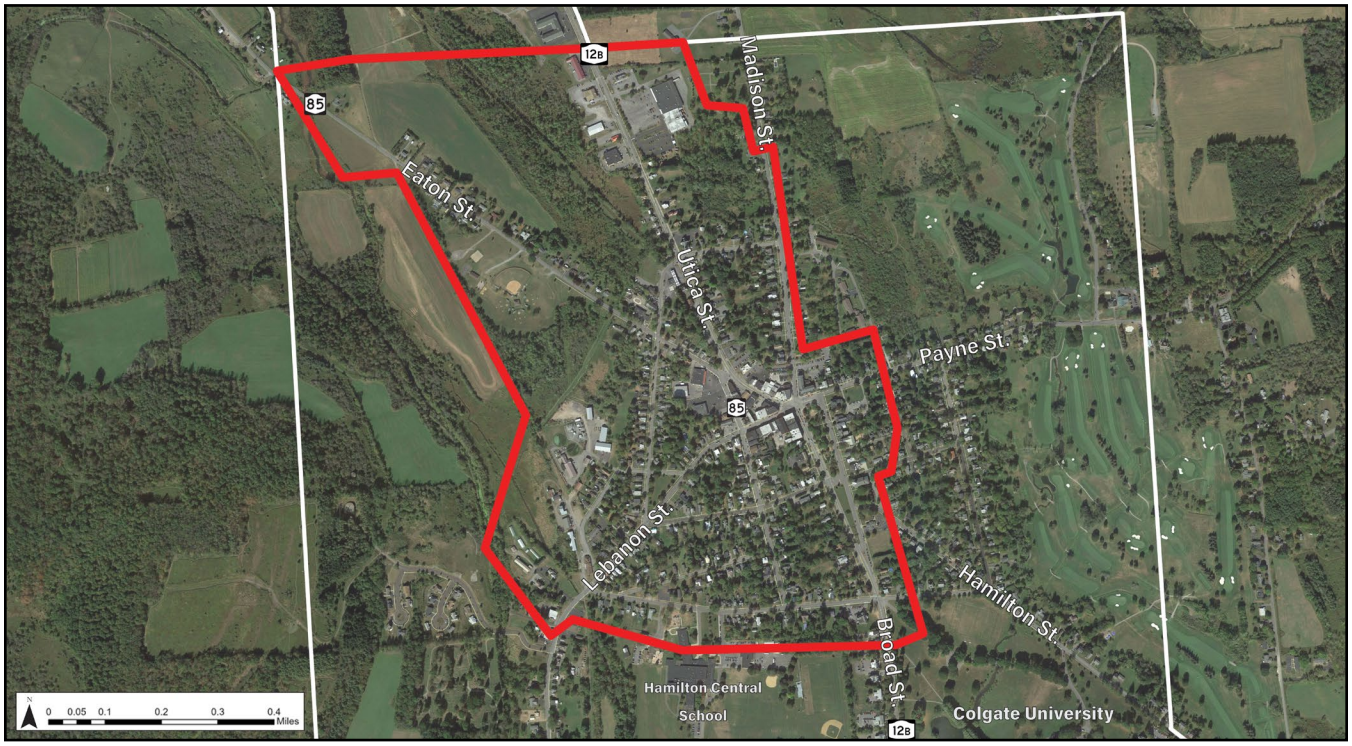
Ineligible Project Types

- **Planning activities.** Following the preparation of the Strategic Investment Plan, all NYF funds must be used for projects that directly implement the plan.
- **Operations and maintenance.** NYF funds cannot be used for on-going or routine expenses, such as staff salaries and wages, rent, utilities, and property up keep.
- **Pre-award costs.** Reimbursement for costs incurred before the completion of the Strategic Investment Plan and the announcement of funding awards is not permitted.
- **Property acquisition.** The cost of property acquisition can be included in the overall project budget, but the acquisition must be funded by another funding source.
- **Training and other program expenses.** The DRI and NYF programs are a one-time infusion of funds and cannot be used to cover continuous costs, such as training costs and expensed related to existing programs.
- **Expenses related to existing programs.** NYF funds cannot be used to supplement existing programs or replace existing resources.

Project Requirements

The following are the requirements for projects to be considered for NYF funding. Recognizing several requirements must be met to qualify for NYF funding, each project sponsor will have access to technical support from State agencies and a consultant team to assist with project development (i.e. construction cost estimates, renderings, climate resilient design, meeting decarbonization requirements, etc).

- **Project Location.** Projects must be located within the NYF boundary. If your project is located outside the NYF boundary, please provide a brief description of how the project relates to the downtown and supports the stated goals of the NYF. Minor boundary modifications may be considered by the LPC.
- **Project Timing.** Projects must be able to break ground within two years or sooner of receiving DRI/NYF funding.
- **Project Funding**. Projects should have financing commitments largely secured or be able to demonstrate a clear path to securing sufficient financing. It is strongly encouraged that all projects, especially private projects, use non-NYF funds that leverage requested public funding.. Projects that use other funding sources will be more competitive for funding awards. All projects may be subject to varying match requirements based on the Local Planning Committee's discretion.
- **Project Size and Scale.** Projects must be large enough to be truly transformative for the downtown area.
- **Project Sponsors**. Every project must have an identified project sponsor. Sponsors may be public, not-for-profit, or private entities with the capacity and legal authority to undertake the proposed project.
- **Building Decarbonization.** For DRI/NYF communities, all public, private, and not-for-profit projects that meet the criteria for new construction, substantial renovation, or a building addition shall include decarbonization techniques. Each project that meets the criteria will be required to select a method of demonstrating that the project satisfies the requirements *More information on this requirement can be found in the DRI/NYF Guidebook*.



If your project does not meet all of the criteria described in this section, we still want to hear your project idea! Please share your ideas at https://tinyurl.com/NYFhamilton.

Evaluation Criteria

The following are the State criteria by which each proposed project will be evaluated. The Local Planning Committee will use these criteria as a guide to build on when developing local evaluation criteria.

1 Alignment with State and Local Goals

DRI/NYF State Goals

- Create an active downtown with a strong sense of place.
- Attract new businesses that create a robust mix of shopping, entertainment and service options for residents and visitors, and that provide job opportunities for a variety of skills and salaries.
- Enhance public spaces for arts and cultural events that serve the existing members of the community but also draw in visitors from around the region.
- Build a diverse population, with residents and workers supported by complementary diverse housing and employment opportunities.
- Grow the local property tax base.
- Provide amenities that support and enhance downtown living and quality of life.
- Reduce greenhouse gas emissions and support investments that are more resilient to future climate change impacts.

2 Catalytic Effect

The project is likely to have a significant positive impact on the revitalization of the downtown by attracting other public and private investment at a scale appropriate for the DRI/NYF community.

3 Project Readiness

The project should be well-developed and poised to proceed in the near-term in a way that will jump start the redevelopment of the DRI/NYF area.

4 Eligible Project Type

The project must be one of the eligible project types outlined in the Eligibility Criteria section on pages two and three and must meet all the requirements for that specific project type.

5 Cost Effectiveness

Investment of DRI/NYF funds in the project would represent an effective and efficient use of public resources.

6 Co-Benefits

The project will result in secondary benefits to both the community and project developer, beyond the primary goal of the project, which will generate additional economic activity, grow the local property tax base, improve quality of life in the neighborhood, and/or result in improved buildings likely to create healthier, more comfortable and productive environments in which to live and work.

NYF Project Form

Fill out this form to be considered for LPC project review and potential NYF funding. Please address each topic thoroughly and completely. The LPC will use this information to consider projects to be included in the Village of Hamilton's Strategic Investment Plan. Project sponsors are expected to provide timely responses to requests for any additional information from New York State and/or the NYF consultant.

1 Project Sponsor

Provide the contact information for the project sponsor.

Name:

Sponsor business or organization (if applicable):

Title (if applicable):

Mailing Address:

Phone:

Email:

If there are additional people who should be contacted as part of this proposal, please provide their contact information.

Name:

Phone:

Email:

Affiliation:

Name:

Phone:

Email:

Affiliation:

2 Project Location

Please indicate the location of the proposed project.

Project Address or Location:

If the project is located outside the NYF boundary shown on page 3, please provide a brief description and justification of how the project relates to the downtown and supports the stated goals of the NYF program. The LPC may consider minor boundary adjustments.

3 Existing Conditions

Describe the project site's existing conditions.

4 Project Type

Please indicate your project type:

- ☐ **Public Improvement**
- ☐ **New Development**
- ☐ **Redevelopment and/or Rehabilitation of an Existing Building(s)**

  **Please complete the Decarbonization section on page 10 of this form if you are proposing a new building, building addition, or rehabilitation project.*

- ☐ **Small Project Fund**
- ☐ **Branding and Marketing**

5 Project Title and Description

Please provide a description of the proposed project's scope of work, including:

- Indicate the size of the project (e.g., square footage of the building and of the space to be renovated (if applicable), number of floors, acreage)
- Describe the use of the project. (If the use is residential, specify the number of new units and the percentage of units that will be affordable.)

6 Property Ownership

Identify the owner of the property on which the proposed project will be located. If the project sponsor and the property owner are not the same, please describe how the project sponsor will obtain the legal authority to implement the project at this site.

7 Preliminary Funding Estimate

State the total estimated project cost and the amount of NYF funds requested.

NYF funds are structured as reimbursable grants. If NYF funds are awarded, the grant recipient may need to finance the total project cost using a bridge loan, owner equity, or another financing mechanism. In this situation, grant funds will be released once the project is completed per the contracted scope of work.

Please use the following definitions to guide the response for the Status of Funds.
Secured: This funding source and amount of funding is guaranteed.
Anticipated: This funding source is reasonably expected to be available at the time of project implementation, but the project sponsor does not have the funds currently available. This status may apply for funding sources such as loans, bonds, or fees.
Requested: The project sponsor has submitted a request to a funding entity for the amount identified but has not received confirmation of funding. This category is appropriate for the DRI/NYF funding source or other grants.
Undetermined: This funding source has not been secured, and the project sponsor has not fully identified the funding sources and amounts.

Action	Cost	Funding source	Status of Funds
Total NYF funding request	**$**		
Total funds from other sources	**$**		
Total project cost	**$**		

**If a proposed project has not yet developed cost estimates or identified sources of funding, please provide as much detail as possible at this stage.*

**A project may include the cost of acquisition in the project budget, but the acquisition must be covered by another funding source, as NYF funds cannot be used to acquire property.*

8 Capacity

Describe the project sponsor's experience in implementing projects similar in scope/ complexity to the proposed project, including any experience with grant administration.

8 Partners

Identify any partner entities or organizations needed to implement the project (e.g., funding, operating, or business partners). Describe their roles in the implementation of the project.

9 Project Readiness and Timeframe for Implementation

- Describe any work that has already been completed to date to advance the project, such as feasibility studies, market studies, preliminary site design, permits obtained, and/or funding or financing that has been secured. **Submit any studies, preliminary designs, legal agreements, permits, documentation of site control, and/or documentation of funding secured as supplemental materials**.
- Describe the proposed timeline for project implementation that includes major project milestones.
- Describe any known challenges, such as regulatory issues and environmental constraints, and explain how these challenges will be addressed in a timely manner.

**Note that projects must be able to break ground within two years or sooner to be considered eligible for funding.*

10 Resiliency

Describe how the project considers/incorporates resiliency, as applicable. For example, projects may include natural measures such as bioswales, rain gardens, living shorelines, green roofs, etc.

If your project is within a flood hazard area, you must describe what techniques will be incorporated into the project to mitigate flood risk.

11 Anticipated Revitalization Benefits

Describe economic, environmental, social, and/or health benefits that would be gained with this project, such as job creation, additional housing opportunities, preservation of historic structures, redevelopment of vacant or underutilized spaces, remediation of a brownfield, beautification, etc. This section should consider how this project advances the NYF goals listed on page 4 of this form.

12 Supplemental Information (Optional)

If available, indicate the types of supplemental information that will be provided with this application:

Images of the existing project site

☐ **Images/renderings of the proposed project**

☐ **Documentation of project readiness**

Other (please specify)

Supplemental project information may be submitted either electronically or as a hard copy. Include the project title and project sponsor contact information on each page of supplemental information. **If you are submitting supplemental information that is confidential, please label it as such.**

Decarbonization (only applicable to new construction, building additions, and substantial rehabilitation)

Building decarbonization, or making buildings more energy efficient and powered by emissions-free sources, is one strategy New York is employing to reduce greenhouse gas emissions. DRI and NYF are working to further this goal by supporting investments in decarbonized buildings. Please answer the following questions based on your project type to determine if your project will need to incorporate decarbonization techniques.

New Construction and Building Additions

Does your project involve new construction of 5,000 square feet or greater?

Yes No

Does your project involve a building addition of 5,000 square feet or greater?

Yes No

*If you checked **YES** to either of these questions, your project will need to meet decarbonization requirements. You will receive additional information from the consultant about these requirements.*

*If **NO**, your project will not need to meet the decarbonization requirements; however, you are encouraged to pursue decarbonization strategies and may receive technical support.*

If you answer NO, are interested in learning more about how to make your building more energy efficient and reduce long-term operating costs?

Yes No

Substantial Renovation

Does your project involve a renovation of 5,000 square feet or greater?

Yes No

*If **YES**, proceed to the question on the next page. If **NO**, your project will not need to meet the decarbonization requirements; however, you are encouraged to pursue decarbonization strategies and may receive technical support.*

If you answer NO, are interested in learning more about how to make your building more energy efficient and reduce long-term operating costs?

Yes No

Will your project consist of any of the following? Check all that apply. See the figure and definitions below for more information about the terms.

Removal and/or replacement of 50% or more of the area of interior wall-covering material of the building thermal envelope

Removal and/or replacement of 50% or more of the area of the exterior wall-covering material of the building thermal envelope, including doors and windows

Replacement of equipment that makes up 50% or more of the total input capacity of the space heating or cooling equipment serving the building

Replacement of equipment making up 50% or more of the total input capacity of all the water heating equipment serving the building

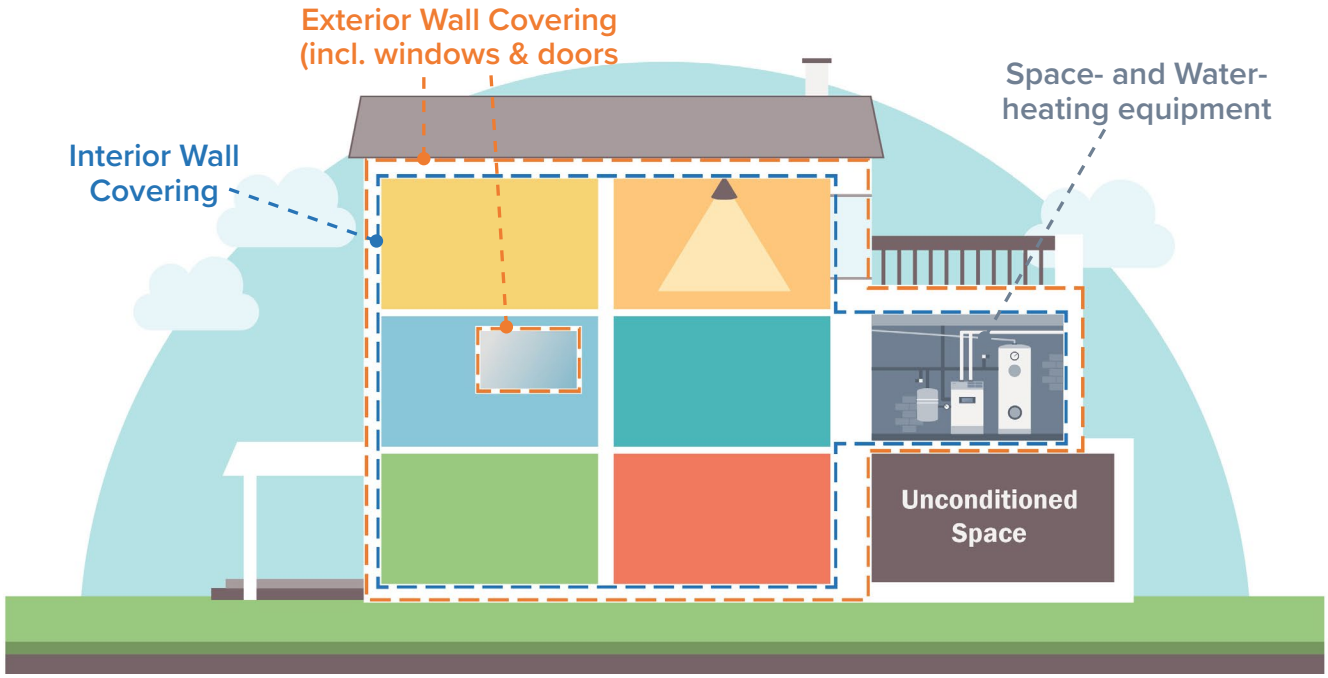
Replacement of 50% or more of the interior and exterior lighting that is powered from the building

Unsure about if my project will meet any of the above items

If two or more boxes are checked, your project will need to meet decarbonization requirements. You will receive additional information from the consultant about these requirements. If fewer than two are checked, your project will not need to meet the decarbonization requirements; however, you are encouraged to pursue decarbonization strategies and may receive technical support.

If you answer NO, are interested in learning more about how to make your building more energy efficient and reduce long-term operating costs?

Yes No



The **building thermal envelope** is the parts of a building (e.g., exterior walls, floors, ceilings, roofs) that enclose conditioned space or provide a boundary between conditioned and unconditioned space. **Conditioned space** is an area or room that is normally heated or cooled by equipment, whereas **unconditioned space** is any enclosed space within a building with no equipment to regulate temperature, like garages or attics.

Certifications

I hereby certify that the information provided in this form is true and correct to the best of my knowledge. In order to be considered for the NYF funding, I agree to provide timely responses to requests for additional information from New York State and/or its the NYF consultants.

Project Sponsor Signature:

Date:

I understand that submission of this form does not constitute an application for or guarantee of funding from New York State, that the information provided herein will be reviewed and considered by the NYF Local Planning Committee for possible inclusion in the NYF Strategic Investment Plan. I further understand that inclusion in the NYF Strategic Investment Plan does not constitute a guarantee of funding from New York State, that all funding decisions will be made by New York State, and if funded I will comply with all State funding requirements.

Project Sponsor Signature:

Date:

Further, I hereby acknowledge that I have read the NYF project criteria and understand that any NYF funding provided for projects will made available on a reimbursement basis only after expenses are incurred or in some cases, after a project has been successfully completed in its entirety. I also understand that NYF funding will be subject to all applicable New York State requirements, including, but not limited to MWBE utilization, competitive procurement for goods and services, and project status reporting.

Project Sponsor Signature:

Date:

➔ To submit via email:

Email your completed application and any supplemental materials to philip.schaeffing@stantec.com

➔ To submit a hard copy, mail or hand-deliver to:

3 Broad Street PO Box 119 Hamilton, NY 13346

Deadline for Submission:

July 23, 2023, 11:59 PM ET