

OPEN CALL FOR PROJECT PROPOSALS

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The Village of Webster has been awarded \$4.5 million in funding from New York State to plan and implement transformative projects in downtown Webster through the NY Forward (NYF) program. Below is the Village's vision for downtown revitalization.

The Village of Webster is the cultural and entertainment hub of the broader community. Main Street is a compact and walkable corridor that celebrates its storied history with comfortable and safe streets, lively businesses, engaging public spaces and flexible outdoor venues that foster a unique identity and a sense of arrival into the Village. The North End Business District is a center of employment, offering an expanding node of residential, commercial, and industrial uses. Main Street and the North End enrich our community's quality of life by promoting sustainable development while providing a broad variety of accessible public, private, and not-for-profit destinations for all members of the Webster community to experience, enjoy, and appreciate.

Do you have a project that can help revitalize downtown? Follow the instructions below to submit your project for funding consideration.

- 01 Review the Eligibility Criteria (page 2)**
to understand the types of projects that are eligible and ineligible for NYF funding.
- 02 Review the Project Requirements (page 3)**
to understand the requirements your eligible project must meet to be considered for NYF funding.
- 03 Review the Evaluation Criteria (page 4)**
to see how your project will be evaluated by the Webster NYF Local Planning Committee (LPC). The LPC will decide which projects to recommend to the State for potential funding.
- 04 Fill out the NYF Project Form (pages 5-12)**
The information you provide in the form will be the basis for the LPC to evaluate your project for potential funding consideration.
- 05 Submit your Completed Form**
Submit your completed form (and any supplemental materials) no later than **Friday, July 26th, 2024 at 11:59pm**. You can submit either:
Online: at www.WebsterNYForward.com/projects
By email: to leighann.kimber@collierseng.com
By mail or in person: to the Village Office at 28 West Main Street, Webster, NY 14580



Have questions?

An information session about the Open Call for Project Proposals will be held on **Wednesday, July 10th at 7:00 PM** at the Webster Community Meeting Hall (29 South Avenue, Webster, NY 14580).

You may also direct any questions to: Leigh Ann Kimber at leighann.kimber@collierseng.com.

Deadline for Submission:

Friday, July 26th, 2024 by 11:59 PM

01 ELIGIBILITY CRITERIA

It is expected that NYF funds will be used for capital projects that will transform the physical environment of downtown Webster in ways that will benefit both current residents and future generations. Certain non-capital projects or projects that could lead to capital investment in the future may also be considered to the extent that they will contribute to the revitalization of 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 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 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 \$300,000 for NYF communities, but this cap can be increased if sufficient need is demonstrated.

If you have a small project that you would like to be considered for inclusion in a potential Small Project Fund application, do not fill out this application. Please use the Small Project Fund Interest Form, available online at www.WebsterNYForward.com or at the Village Office (28 West Main Street, Webster, NY 14580).

- **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

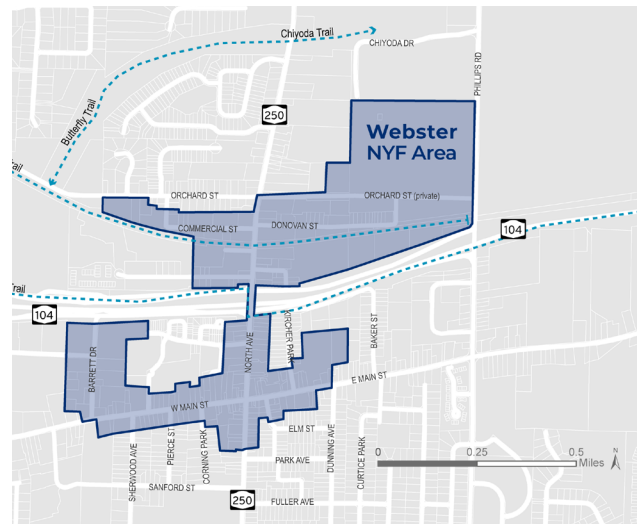
- **Planning Activities.** All NYF funds must be used to directly implement projects.
- **Operations and Maintenance.** NYF funds cannot be used for on-going or routine expenses, such as staff salaries and wages, rent, utilities, or property up-keep.
- **Pre-award Costs.** Reimbursement for costs incurred before the announcement of funding awards is not permitted.
- **Property Acquisition.** NYF funds cannot be used for 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 NYF program is 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.

02 PROJECT REQUIREMENTS

In order for projects to be considered for NYF funding, they must meet the following requirements. After application submittal, each project sponsor will have access to technical support from State agencies and a consultant team to assist with further project development (e.g., construction cost estimates, renderings, meeting decarbonization requirements, etc.).

Requirements

- **Project Location.** Projects must be located within the Webster 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 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 NYF funding.
- **Project Funding.** Projects should have financing commitments largely secured or be able to demonstrate a clear path to securing sufficient financing. For projects with a private sponsor, there is a minimum match requirement of 50% of the total project cost. Projects that maximize other funding sources will be more competitive for funding awards. All projects may be subject to varying match requirements based on the LPC'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.** All public, private, and not-for-profit projects that meet the criteria for new construction, substantial renovation, or a building addition must include decarbonization techniques. Every project that meets this criteria will be required to select a method for satisfying the decarbonization requirements. More information on this requirement can be found on pages 10 and 11 of this application as well as in the *NYF Guidebook* which can be downloaded from www.ny.gov/programs/ny-forward.

Project doesn't meet the requirements?

We want to hear your project idea, even if it doesn't meet all the requirements listed above! Please share ideas that don't meet all requirements on the contact form at www.WebsterNYForward.com.

03 EVALUATION CRITERIA

The following criteria have been established by the Village of Webster's Local Planning Committee (LPC) for project evaluation. These criteria were developed based on the State's evaluation criteria, which are listed below. The LPC will use these criteria when discussing and evaluating proposed projects throughout the NYF planning process.

Local Evaluation Criteria

- **The proposed project must support one or more of the Village's Downtown Revitalization Goals:**
 - Improve convenience, functionality, accessibility, walkability, and bikeability for residents and visitors
 - Provide a cohesive and appealing community experience
 - Provide venues and events that attract visitors from throughout the community
 - Make the Village a vibrant place to live and work for all members of the community
 - Promote sustainable development, energy efficiency, and the reduction of greenhouse gases
- **Priority will be given to projects that exemplify synergies with other NYF projects and investments. Collaboration with surrounding properties is strongly encouraged.**

State Evaluation Criteria

- **Alignment with State NYF 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 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.
- **Catalytic Effect.** The project must be likely to have a significant positive impact on the revitalization of downtown by attracting other public and private investment at a scale appropriate for Webster.
- **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 downtown Webster.
- **Eligible Project Type.** The project must be one of the eligible project types outlined on page 4 and must meet all the requirements set forth on page 5.
- **Cost Effectiveness.** Investment of NYF funds in the project must represent an effective and efficient use of public resources.
- **Co-Benefits.** Projects must result in benefits to the community, beyond just the project developer, such as: additional economic activity, growing the local property tax base, improving quality of life in the neighborhood, and/or resulting in improved buildings that create healthier, more comfortable, and more productive environments in which to live and work.

04 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 Webster's NYF Strategic Investment Plan. Project sponsors are expected to provide timely responses to requests for additional information from New York State and/or the NYF consultant.

01 Project Sponsor

Please indicate the location of the proposed project.

Provide the contact information for the project sponsor, which is the entity proposing to implement the project.

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:

02 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 5, 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.

03 Project Type

Please indicate the project type:

Public Improvement

New Development (Projects greater than \$75,000 in Total Cost)*

Redevelopment and/or Rehabilitation of an Existing Building(s)*

**Please complete the decarbonization section on pages 10 and 11 of this form if you are proposing a new building, building addition, or rehabilitation project.*

Small Project Fund (Projects less than \$75,000 in Total Cost)

If you are interested in applying for funding through the Small Project Fund, please do not fill out this application. Please use the Small Project Fund Interest Form to review requirements and submit a Letter of Interest to the LPC.

Branding and Marketing

04 Existing Conditions

Describe the project site's existing conditions, including a description of why the proposed project is needed.

05 Project Title

Please provide a title for your project that summarizes the goal of your proposed project (e.g., Renovate 10 Main Street into a Childcare Center).

06 Project Description

Please provide a detailed description of the proposed project's scope of work, as applicable:

- The proposed use (e.g., commercial, industrial, public improvement, mixed-use)
- Any work or planning done previously on the proposed project
- 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, number of units, type of housing, commercial tenants, etc.)
- The types of activities to be completed as part of this project (e.g., sidewalk construction, replacement of flooring, exterior siding, interior walls, plumbing, and electricity on upper floors)

It is important to provide as much detail on the proposed project scope as possible. The information submitted on this form does not need to be final and may change as the project becomes more developed.

*** If your project involves new construction or renovation of a building over 5,000 sf, please complete Question 12 about decarbonization.***

07 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.

08 Capacity

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

Describe any partner entities or organizations that will help implement the project (e.g., funding, operating, or business partners).

Explain how the project investment will be maintained following the completion of the project.

*** Private project sponsors will be expected to submit information about the long-term financial feasibility of their project. At a minimum, project sponsors will be required to submit documentation demonstrating the ability to financially maintain the business/building after project completion. This may include a pro-forma (strongly encouraged for projects requesting \$500,000 or more from NYF), a business plan, or other documents showing cash flow. It is strongly encouraged that this documentation be provided when submitting this form, but it may be submitted later. ***

09 Preliminary Funding Estimate

What is the total estimated project cost and the amount of NYF funds requested?

Total Project Cost:

Total NYF Request:

! For projects with a private sponsor, there is a minimum match requirement of 50% of the total project cost.

Please complete the budget table below. Please identify different activities associated with the project, their costs, the funding source, and the status. Please use the following definitions to guide the response for the Budget.

An example is provided on the following page for reference.

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 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.

Note: 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.

**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.*

Activity	Amount	Funding Source	Status of Funds
Total NYF Funding Request	\$		
Total Funds from Other Sources	\$		
Total Project Cost	\$		

Sample Budget Table

Please use the example below to assist in preparing your budget table.

Example | Create the Regional Health & Wellness Center

Activity	Amount	Funding Source	Status of Funds
Construction	\$3,820,000	DRI	Requested
	\$6,481,000	Bank Loan	Anticipated
	\$500,000	RG&E	Requested
	\$200,000	Restore NY	Requested
	\$100,000	ESD Capital	Requested
	\$530,000	Capital Campaign	Undetermined
	\$470,000	ARPA Funding	Secured
Drainage Infrastructure/Site Work	520,000	DRI	Requested
Permitting / Inspections	\$198,000	Bank Loan	Anticipated
Design	\$352,000	Bank Loan	Anticipated
Construction Administration	\$831,000	Bank Loan	Anticipated
Total DRI/NYF Funding Request			\$4,340,000
Total Funding from Other Sources			\$9,662,000
Total Project Cost			\$14,002,000
% Requested of Total Project Cost			31%

10 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.

Describe the proposed timeline for project implementation along with 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.

11 Supplemental Information

If available at this time, 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.**

12 Decarbonization (only applicable to new construction, building additions, and substantial rehabilitation greater than 5,000 sf)

Projects involving new construction, building additions, or renovations equal to or greater than 5,000 square feet may be subject to decarbonization compliance. More information on decarbonization criteria and requirements can be found in the DRI/NYF Guidebook. Please answer the following questions to help determine whether or not your project will require decarbonization.

Project Square Footage:

Which types of improvements will be made in this project? Check all that apply.

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

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

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

Replacement of equipment that makes up 50% or more of the total 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

Are you interested in learning more about how to make your building more energy efficient and reduce long-term operating costs?

Yes

No

Learn more about decarbonization on one of our upcoming webinars!

**Thursday, June 27, 2024
11:00am - 12:00pm**

**Thursday, July 11, 2024
3:00-4:00pm**

Visit www.websternyforward.com/about-1 to find the registration link

- or -

copy and paste the registration link below into your browser.
<https://meetny.webex.com/webappng/sites/meetny/webinar/webinarSeries/register/bb50780d632242d697c44571f15db9a6>

13 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 NYF funding, I understand that additional information may be requested about the project and may involve meeting(s) with the NYF consultant. I agree to provide the requested information in a timely manner in order for the LPC, consultant team, and State team to consider my project for funding.

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 Webster NYF Local Planning Committee for possible inclusion in the Webster NYF Strategic Investment Plan. I further understand that inclusion in the Webster 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 be 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:

06 SUBMISSION

Submit your completed application and any supplemental materials no later than Friday, July 26th at 11:59pm. You may submit:

Online: at www.WebsterNYForward.com/projects

Via email: to Leigh Ann Kimber at leighann.kimber@collierseng.com

By mail or in-person: to the Village Office at 28 West Main Street, Webster NY 14580

**Please note the Village Office is open:*

Monday - Thursday from 8:00am to 4:30pm

Friday from 8:00am to 11:00am

Deadline for Submission:

Friday, July 26th, 2024 by 11:59 PM