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LPC Meeting #2

June 17, 2024

# PREAMBLE

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**Each Local Planning Committee Member is reminded of their obligation to disclose potential conflicts of interest with respect to projects that may be discussed at today's meeting.** If you have a potential conflict of interest regarding a project you believe will be discussed during the meeting, please disclose it now and recuse yourself from any discussion or vote on that project. For example, you may state that you, or a family member, have a financial interest in the project, or you are on the board of the organization proposing the project.

Do any LPC members need to make a disclosure to the Committee?

Please inform the LPC co-chairs during the meeting if the need to disclose a conflict arises unexpectedly, and then recuse yourself from discussion or voting on the project.

# AGENDA

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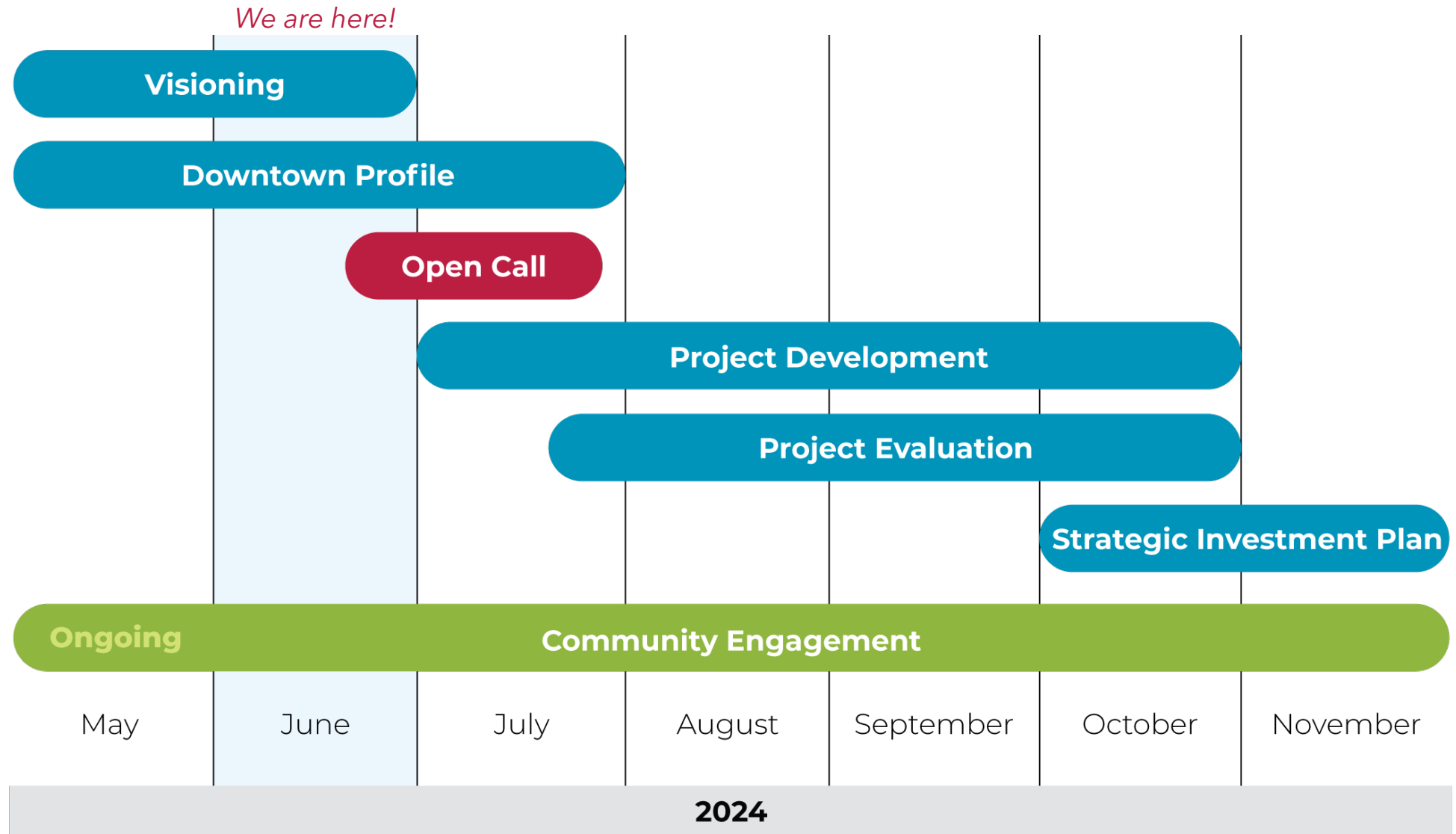
1. Project Status
2. Public Meeting Recap
3. Vision, Goals, and Strategies
4. Open Call Project Form & Small Project Fund Interest Form
5. Next Steps
6. Public Comment



01

# PROJECT STATUS

# STATUS



02

# PUBLIC MEETING RECAP

# JUNE 5<sup>TH</sup> PUBLIC WORKSHOP

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- Over 30 attendees
- Reviewed NYF Process
- Breakout Sessions
  - Vision, Goals, and Strategies
  - Public Projects



# 01

## Veteran's Memorial Park Public Input

- Shade (could be trees or structure)
- New permanent stage with roof
- Mixed feedback on terrace seating
- Bicycle parking near North Avenue
- Improve connection with Main Street
  - Access into space
  - Wayfinding
  - Safe pedestrian crossing across parking lot

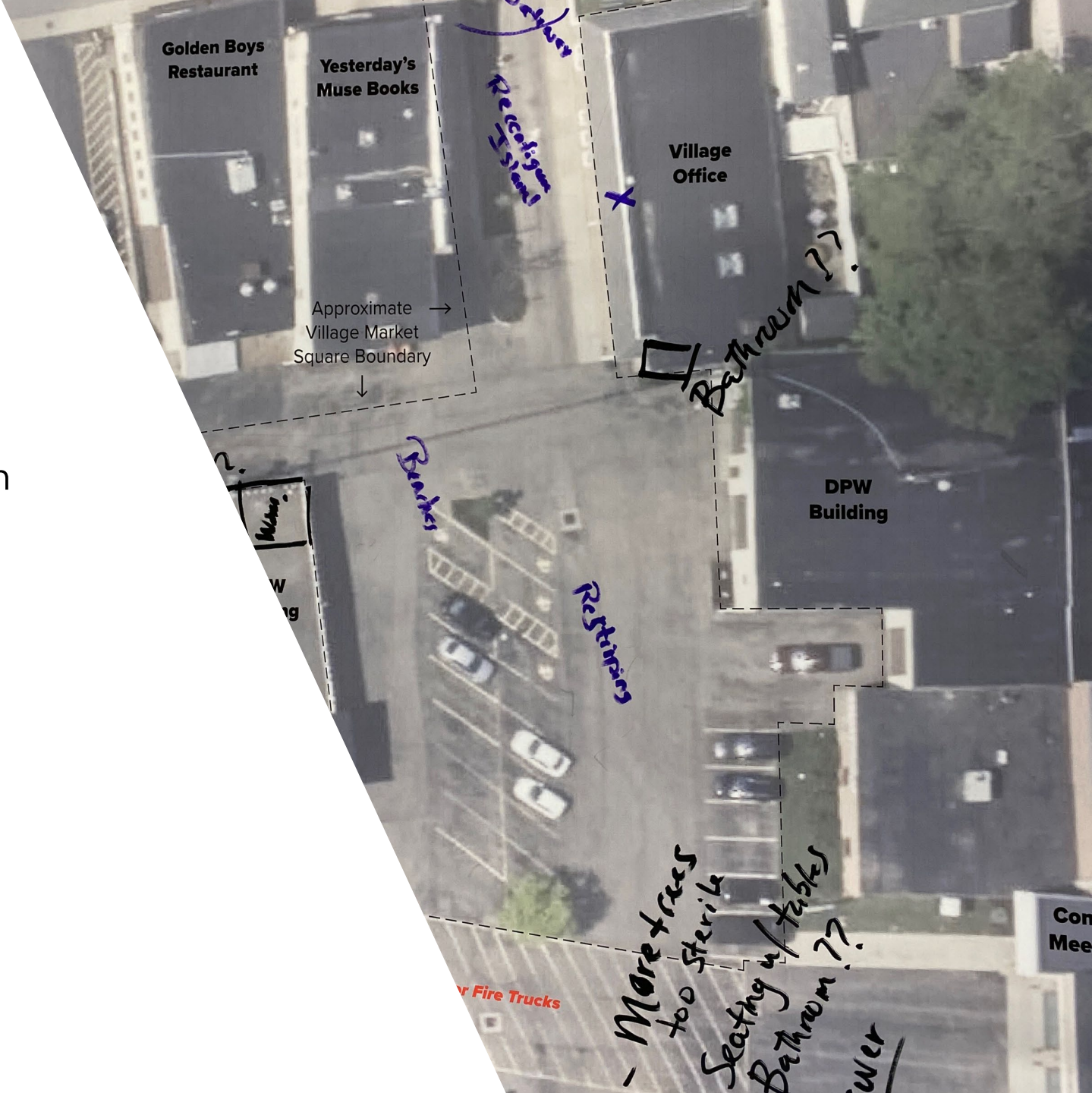




# 02

## Village Market Square Public Input

- Gateway feature and pocket park at Main Street
- Signage for wayfinding, event notices, alternate parking, circulation through parking lot
- Moveable furniture to bring in for events (tables, chairs, benches)
- Power and lighting
- Public restroom
- One group felt this might not be the best use of the space



# 03

## Main Street Streetscape Public Input

- Gateway Signage
  - Corning Park/Kircher Park
  - Lapham Park/Village Hall
- Parking Lot Access Points
  - Add signage to/from parking
  - Improve lighting/landscaping along alleys
- More/Improved Crosswalks
  - Painted and/or raised
  - Pedestrian-activated beacons
- Public Art Opportunities
  - Murals on walls surrounding parking lots
  - Along North Ave near park



# 04

## Hojack Trail Public Input

- Entrances
  - Gateway feature
  - Signage with destinations (on and off trail)
  - Amenities like water, benches, restrooms
  - Parking at trail access points
- Along the Trail
  - Pavement
  - Benches at regular intervals
  - Lighting
  - Landscaping/native vegetation
  - Fencing or barrier to establish a boundary
- Connections
  - Lighting under the Route 104 bridge
  - Improve pedestrian crossings to access trail
  - Wider sidewalks



# 05

## North Avenue Streetscape Public Input

- Route 104 Bridge
  - Lighting for pedestrian comfort
  - Statement lighting/uplight bridge
- Make the sidewalks more attractive
  - Trees
  - Landscaping
- Add art throughout



# WEBSITE COMMENTS

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We are tracking feedback as it comes in through the project website!



*Funding could help sponsor a local business owner willing to add a Café with wifi...at the former Jeff's Computers store, with wifi and work tables for residents working at home. Coffee café otherwise for all to stop in for quick but healthy breakfast/lunch options.*

03

# VISION, GOALS, AND STRATEGIES

# Our Vision of Downtown Webster

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.

# DOWNTOWN REVITALIZATION STRATEGY

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## 01 Improve convenience, functionality, walkability, and bikeability for residents and visitors

- Increase perception of available parking through improved wayfinding
- Improve pedestrian/bicycle connections to business districts
- Provide functional, clean, and appealing amenities
- Increase pedestrian-friendliness of Main Street and North Ave
- Improve accessibility on both public and private property





# DOWNTOWN REVITALIZATION STRATEGY

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## 02 Provide a cohesive and appealing community experience

- Beautify publicly accessible streets, parks, open spaces, and facilities
- Provide educational resources for property/business owners
- Encourage context-sensitive building improvements **that are consistent with the character of the downtown**



# DOWNTOWN REVITALIZATION STRATEGY

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- 03** Provide venues and events that attract visitors from throughout the community
- Develop **accessible** multi-purpose facilities for flexible, year-round usage
  - Organize, promote, and implement unique, high-quality events
  - Create memorable destination spaces



# DOWNTOWN REVITALIZATION STRATEGY

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## 04 Make the village a vibrant place to live and work for all members of the community

- Provide a broad cross-section of mixed-income housing opportunities
- Offer events or activities for employees during the work week
- Encourage the active use of outdoor spaces large and small
- Promote places and spaces for youth & teens that are safe, welcoming, and engaging



# DOWNTOWN REVITALIZATION STRATEGY

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## 05 Promote sustainable development, energy efficiency, and the reduction of greenhouse gases

- Reduce energy consumption for building heating and cooling throughout the year
- Promote the production and utilization of non-hydrocarbon energy resources
- Promote the adaptive reuse of existing structures over demolition where practical
- Provide infrastructure to support the expansion of Electrical Vehicle use



04

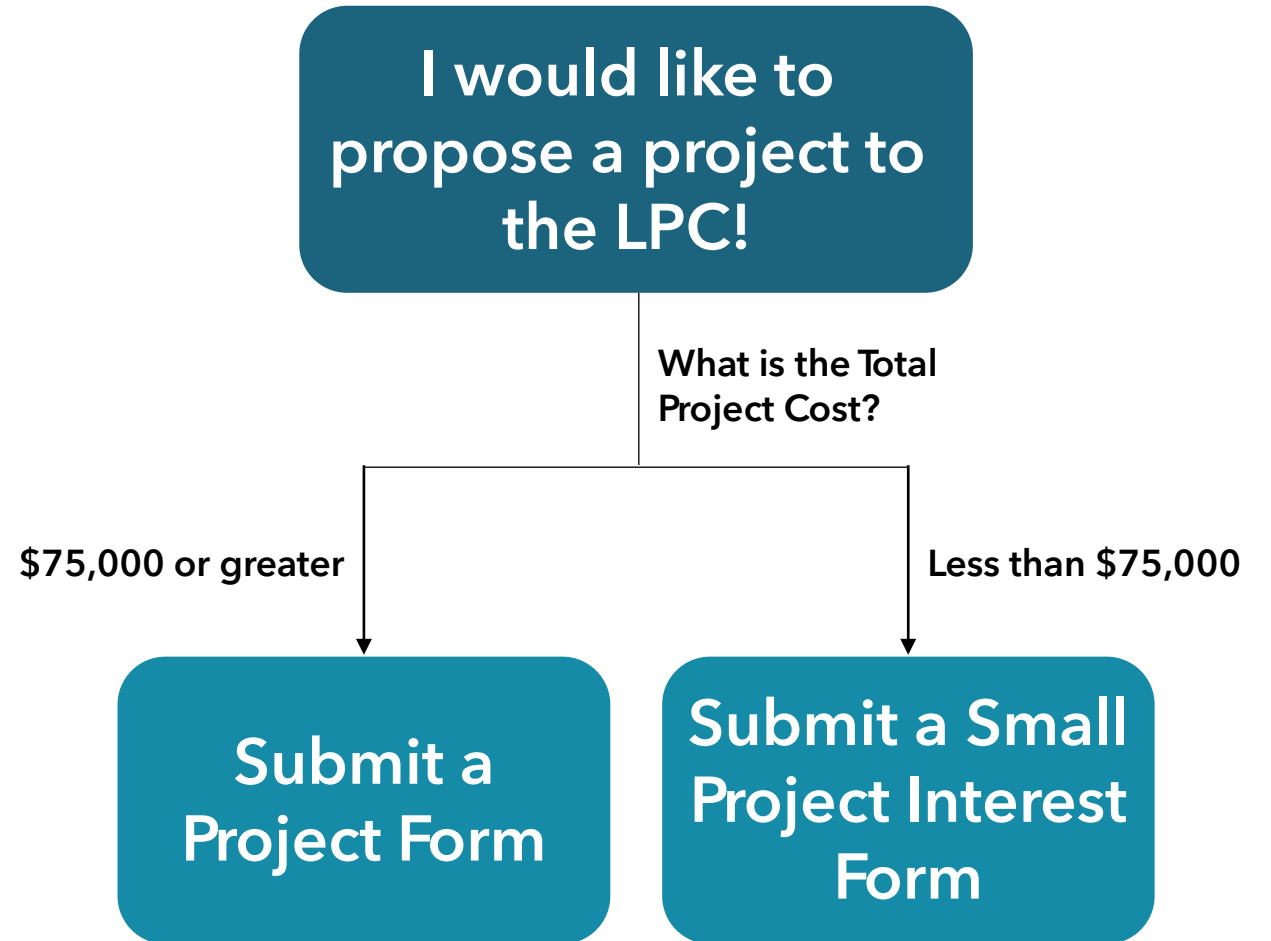
**OPEN CALL  
PROJECT FORM  
- AND -  
SMALL PROJECT  
INTEREST FORM**

Due Date: Friday, July 26, 2024

# APPLICATION FORMS

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There are two application forms available. Applicants will choose the appropriate form for their project.



# GETTING STARTED

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Forms will be available online or in hard copy at the Village Office  
**(28 W. Main Street)**

## Download an application online

Go to [www.WebsterNYForward.com/projects](http://www.WebsterNYForward.com/projects). Scroll down to the "Open Call for Project Proposals" section.



-or-

## Pick up a hard copy application

Visit the Village Office at **28 West Main Street**. The Village Office is open Monday through Thursday from 8:00 AM to 4:30 PM and Fridays from 8:00 AM - 11:00 AM

# SMALL PROJECT INTEREST FORM

The first two pages explain the eligibility criteria and other requirements.

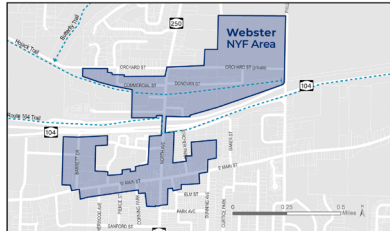
## SMALL PROJECT FUND INTEREST FORM

**Do you own a business or property in the Village of Webster's NY Forward (NYF) boundary (below)? Do you have a building or business in need of smaller-scale improvements such as interior and exterior renovations or permanent equipment acquisition?**

The Small Project Fund is a type of NYF project that could help fund a range of improvements in a downtown, such as building improvements (e.g., facades, interior fit-out, HVAC, etc.), business assistance (e.g., permanent equipment acquisition), or public art.

For the Small Project Fund to be included in the slate of proposed NYF projects submitted to the State, it is important to document interest in it. The Village of Webster's Local Planning Committee is seeking letters of interest from business and/or property owners to show that there are property and/or business owners interested in participating in this program.

However, submitting a letter of interest does not guarantee that a community will apply for a Small Project Fund as part of NYF. The project sponsor (e.g., the municipality or business improvement district) will also have to demonstrate interest and capacity to implement a Small Project Fund. Additional information about eligibility and requirements for the Small Project Fund can be found on Page 1.



Village of Webster NYF Project Boundary

A letter of interest (2-3 pages) must be submitted in one of the following ways:

- online at [www.WebsterNYForward.com/projects](http://www.WebsterNYForward.com/projects)
- via email to Leigh Ann Kimber at [leighann.kimber@collierseng.com](mailto:leighann.kimber@collierseng.com)
- delivered by mail or in person to the Village Office (28 W. Main Street, Webster, NY 14580) by:

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

1

Page 1

## SMALL PROJECT FUND ELIGIBILITY REQUIREMENTS AND CONDITIONS

**Eligible Activities Include:**

- Interior and exterior building renovations for commercial and mixed-use spaces, e.g. façade/storefront renovations, permanently affixed signage and awnings, commercial interior fit-out, HVAC, mechanical, electrical, or plumbing, and other permanent building improvements
- Upper-story residential improvements
- Business assistance / permanent commercial machinery and equipment
- Soft costs - architecture, engineering, and environmental review services as related to the improvements
- Public art

**Ineligible Activities Include:**

- Property acquisition
- Deferred maintenance or general repairs
- Working capital
- Landscaping
- Improvements to municipally owned or operated buildings
- Participant, participant's family, or participant's staff labor

**Conditions:**

- The minimum match requirement is 25% of the total project cost, meaning the business and/or property owner may receive reimbursement up to 75% of total eligible costs.
- This is a reimbursement program, meaning that property or business owners must complete their projects (complete project scope, pay all contractors in full, and submit invoices and proof of payment) before receiving any reimbursement.
- Project awards are generally between \$25,000 and \$100,000 per building/project, with the grant request not to exceed 75% of the total eligible project cost.

**Letter of Interest Instructions**

If you are interested in submitting a letter of interest for a small project, please review the contents on the following pages and fill in the boxes with the information specific to your project. Submitting this letter of interest will serve as demonstration of demand for a Small Project Fund.

Questions regarding the Small Project fund can be directed to **Leigh Ann Kimber** at [leighann.kimber@collierseng.com](mailto:leighann.kimber@collierseng.com).

2

Page 2



# SMALL PROJECT INTEREST FORM

Identify your property, describe the project scope, and provide the anticipated total project cost.

You will also provide project sponsor information.

**LETTER OF INTEREST**

To the Village of Webster's Local Planning Committee,

I am writing to confirm my interest in participating in the Village of Webster's Small Project Fund. I own or lease the property located at:

I am interested in making improvements to my property/business, which would contribute to the revitalization of not only my property, but also the NYF Area. The scope of my proposed project includes the following:

I understand the submittal of this letter of interest does not guarantee funding, and I will be required to submit an application to the administering entity of the Fund, if the project is selected for funding through NYF.

I anticipate the total project cost to be approximately \$ \_\_\_\_\_ for which I understand I would be eligible for a maximum reimbursement of up to 75% of the total eligible costs. I understand that deferred maintenance and general repairs are not eligible improvements.

Additionally, if awarded, I understand that upon completion of the proposed scope of work, this project will result in a finished space ready for occupancy. I also understand that this is a reimbursement program, meaning I must complete all the work in the approved project scope, pay all contractors in full, and submit invoices and proof of payment before receiving the grant.

3

Page 3

My project includes the following activities/improvements and associated estimated costs:

Activity/Improvement	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Project Cost</b>	<b>\$</b>
<b>Total NYF Funding Request</b>	<b>\$</b>

Without the reimbursement to defray 75% of the project cost, I will be unable to permanently commit this amount of money toward the costs of these improvements.

I realize that to be eligible for these funds, I will need to undertake these improvements in compliance with the Village of Webster's design guidelines and building and zoning codes, as applicable; I will need to comply with State procurement and environmental requirements; and I will need to complete the work in a timely manner, within 36 months of the State's grant announcement.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

4

Page 4

# PROJECT FORM OVERVIEW

This is a more extensive application for projects over \$75,000 in anticipated total project cost.



## OPEN CALL FOR PROJECT PROPOSALS

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

Want to submit a project proposal? Here's what you need to do:

- 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](http://www.WebsterNYForward.com/projects)  
**By email:** to [leighann.kimber@collierseng.com](mailto: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](mailto:leighann.kimber@collierseng.com).

### Deadline for Submission:

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

# PROJECT FORM UP FRONT

The first four pages of the application explain the eligibility criteria, project requirements, and evaluation criteria.

**webster FORWARD**

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Page 1

**01 ELIGIBILITY CRITERIA**

ected 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 visitors. Certain non-capital projects or projects that could lead to capital investment in future may also be considered to the extent that they will contribute to the revitalization of town. 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, lighting signage, new and upgraded public, state, public art, green infrastructure, and other public realm projects that will contribute to the revitalization of downtown.
- Development and/or Rehabilitation of Existing Downtown Buildings.** Projects in this category may include the development or development of real property for mixed-use, residential, residential, or public use. All projects should be capital investments 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 to the community.
- Small Project Fund.** A locally managed matching small project fund may be proposed for a range of smaller downtown projects such as bike enhancements, building renovation, improvements to commercial or residential spaces, business assistance, or public art. Funds are capped at \$300,000 for FY commitments, but this cap can be increased if sufficient need is demonstrated.
- Branding and Marketing.** Examples include downtown branding and marketing projects that may target residents, investors, developers, artists, and visitors. The code eligible under this category must be one-time expenses, such those to develop materials and signage, ongoing operational costs such as finding 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 upkeep.
- Pre-awarded 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 expenses related to existing programs.
- Expenses Related to Existing Programs.** NYF funds cannot be used to supplement existing programs or replace existing resources.

Page 2

**02 PROJECT REQUIREMENTS**

Projects to be considered for NYF funding, they must meet the following criteria. After application submission, each project sponsor will have access to technical assistance from State agencies and a consultant team to assist with further project development including cost estimates, renderings, meeting decarbonization requirements, etc.].

**Location.** Projects must be located within Webster NYF boundary. If your project is located outside the NYF boundary, provide a brief description of how the project relates to the downtown and supports the goals of NYF. Minor boundary adjustments may be considered by the LPC.

**Timing.** Projects must be able to break ground within two years or sooner of receiving funding.

**Funding.** Projects should have financial commitments largely secured or be able to demonstrate a clear path to securing financing. It is required that all private projects use some non-NYF funds. Projects that use other funding sources will be more competitive for funding awards. All projects may also need to verify requirements listed in the LPC's discretion.

**Size and Scale.** Projects must be large enough to be truly transformative for the overall area.

**Sponsors.** Every project must have an identified sponsor. Sponsors may be individuals, non-profit, or private entities with the legal authority to undertake the project.

**Building Decarbonization.** All public, private, and non-profit projects that need the criteria for new construction, substantial renovation, or a building addition must include decarbonization requirements. 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.nyfgo.com/programs/ny-forward](http://www.nyfgo.com/programs/ny-forward).

**Project doesn't meet the requirements?** If you don't meet all the requirements listed above please email us to hear your project idea, even if it doesn't meet all the requirements listed above. Please email us at [nyf@websternyforward.com](mailto:nyf@websternyforward.com) if you don't meet all requirements on the contact form at [www.WebsterNYForward.com](http://www.WebsterNYForward.com).

Page 3

**03 EVALUATION CRITERIA**

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

**Eligibility Criteria** (to be reviewed and finalized at LPC 2)

Project must support one or more of the Village's Downtown Revitalization Goals: convenience, functionality, walkability, and accessibility for residents and visitors.

Project must be a cohesive and appealing community experience.

Project must be an event that attracts visitors from throughout the community.

Project must be a vibrant place to live and work for all members of the community.

Project must be a sustainable development, energy efficiency, and the reduction of greenhouse gases.

**Eligibility Criteria**

**State NYF Goals**

- Revitalize downtown with a strong sense of place.
- 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.
- Public spaces for arts and cultural events that serve existing members of the community but also attract new people from around the region.
- Diverse population, with residents and workers supported by complementary diverse housing and job opportunities.
- Local property tax base.
- Members that support and enhance downtown living and quality of life.
- Low greenhouse gas emissions and support investments that are more resilient to future climate impacts.

**Eligibility Criteria**

- The project must be likely to have a significant positive impact on the revitalization of downtown Webster.
- The project should be well-developed and poised to proceed in the near term in a way that starts the redevelopment of downtown Webster.
- The project must be one of the eligible project types outlined on page 4 and must meet the criteria set forth on page 5.
- Investment of NYF funds in the project must represent an effective and efficient use of the funds.
- Projects must result in benefits to the community beyond just the project developer, such as economic activity, growing the local property tax base, improving quality of life in the neighborhood, and improved buildings that create healthier, more comfortable, and more productive places in which to live and work.

Page 4

## PROJECT FORM

# MATCH REQUIREMENT

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The LPC has the ability to increase minimum match requirements.

Project funding requirements are outlined on Page 3 of the Project Form.

**Let's decide on this tonight!**

## **DOS Minimums:**

- Privately-Sponsored Projects: 25%
- Public and Non-Profit Projects: 0%

**Does the LPC wish to increase these minimums for Webster project proposals?**

# LOCAL EVALUATION CRITERIA

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We will finalize  
these tonight!

## **The proposed project must support one or more of the Village's revitalization goals:**

- Improve convenience, functionality, 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

# PROJECT FORM

# CONTACT INFORMATION

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Fill in the project sponsor contact information. This is how the project team will reach out to sponsors.

## 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:

# PROJECT FORM

# PROJECT INFORMATION

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Describe basic information about the project, including:

- its location
- the project type
- existing conditions

## 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)
- Branding and Marketing

## 04 Existing Conditions

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

6

## PROJECT FORM

# PROJECT TITLE & DESCRIPTION

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Provide a project title and a detailed project description including:

- Proposed use
- Previous work completed
- Project size
- Proposed project activities

### 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.\*\**

7



# OWNERSHIP & CAPACITY

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Identify the property owner and the project sponsor's legal authority to implement the project, if applicable.

Describe previous experience with project implementation and how the investment will be maintained in the future.

**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. \*\*

# PROJECT FORM

## BUDGET

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Provide a breakdown of project costs, funding sources, and funding status.

This may include NYF funding as well as other funding sources.

### 09 Preliminary Funding Estimate

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

Total Project Cost:

Total NYF Request:

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.

**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.*

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

## PROJECT FORM

# PROJECT READINESS & SUPPLEMENTAL INFO

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Identify work completed to date, timeline for implementation, and any known challenges

## OPTIONAL

- Images of the site
- Renderings of the proposed project
- Documentation of project readiness
- Previously prepared market studies or pro formas

### 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.

10

# PROJECT FORM

# DECARBONIZATION

**ONLY APPLICABLE TO:**  
*New construction, building additions,  
and substantial rehabilitation projects  
greater than 5,000 sf*

Answer the questions on these pages to determine if your project will need to meet **decarbonization** requirements

The Project Team will provide direction to sponsors if project must meet decarbonization requirements. More information about the decarbonization requirements is found in the NYF Guidebook at [www.ny.gov/programs/ny-forward](http://www.ny.gov/programs/ny-forward).

## 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!

June 19, 2024  
Time: TBD  
[Registration Link](#)

July 9, 2024  
Time: TBD  
[Registration Link](#)

# PROJECT FORM

# CERTIFICATIONS

Sign and attest that all the information provided in the application is true to the best of your knowledge and that you understand the requirements of the NYF program.

### 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](http://www.WebsterNYForward.com/projects)

**Via email:** to Leigh Ann Kimber at [leighann.kimber@collierseng.com](mailto: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**

12

# SUBMITTING THE APPLICATION

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There are several ways to submit a completed Project Form or Small Project Interest Form

Friday, July 26, 2024 at 11:59 pm

DUE DATE

## Submit online

Go to [www.WebsterNYForward.com/projects](http://www.WebsterNYForward.com/projects). Scroll down to the "Completed Applications" section.

## Submit via email

Email completed applications to **leighann.kimber@collierseng.com**

## Submit by mail or in person

Mail or drop off completed applications to the Village Office  
**28 West Main Street, Webster, NY 14580**

**Remember to attach any supplemental information**, like site images, renderings, or existing studies. Include the project title and project sponsor contact information on each page of supplemental information.

# SUPPORT

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The project team will be available to answer questions about project eligibility, evaluation, and other requirements.

We are also available to assist with completing and submitting the application.

## Contact us

Email Leigh Ann Kimber with questions at **[leighann.kimber@collierseng.com](mailto:leighann.kimber@collierseng.com)**

-or-

## Submit a question online

Use the contact form at **[www.WebsterNYForward.com](http://www.WebsterNYForward.com)**

05

# NEXT STEPS



# MARK YOUR CALENDARS

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## Open Call

Application Opens Thursday, June 20<sup>th</sup>  
Applications Due Friday, July 26<sup>th</sup>



## LPC Meeting

Wednesday, July 10<sup>th</sup> at 5:30 pm  
Webster Community Meeting Hall



## Open Call Info Session

Wednesday, July 10<sup>th</sup> at 7:00 pm  
Webster Community Meeting Hall



# MARK YOUR CALENDARS

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## Pop-Up at Jazz Festival

Friday, August 9<sup>th</sup> at 6:15 pm  
on Main Street



## Pop-Up at Evenings in the Park

Wednesday, August 28<sup>th</sup> at 4:00 pm  
Charles E. Sexton Memorial Park



## Public Meeting

Monday, September 16<sup>th</sup> at 6:00 pm  
Webster Community Meeting Hall



# MARK YOUR CALENDARS

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## Decarbonization Webinars

Decarbonization 101 for DRI/NY Forward  
Projects: An Introduction to Better Use of  
Energy in Buildings

- Thursday, June 27<sup>th</sup> from 11:00am-12:00pm
- Thursday, July 11<sup>th</sup> from 3:00-4:00 pm

**Registration link will be available at  
[www.WebsterNYForward.com/OutreachEvents](http://www.WebsterNYForward.com/OutreachEvents)**



# STAY UP TO DATE!

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Visit the project website and provide feedback anytime!

[www.WebsterNYForward.com](http://www.WebsterNYForward.com)



06

# PUBLIC COMMENT

# PUBLIC COMMENT

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## Please follow these guidelines:

- Please state your name and affiliation, if applicable
- Please limit your comments to 3 minutes
- Please be respectful of each other

## You can find more information online:

**[www.WebsterNYForward.com](http://www.WebsterNYForward.com)**

**[www.ny.gov/programs/ny-forward](http://www.ny.gov/programs/ny-forward)**

### **Thank you!**

We appreciate your thoughts, comments, and feedback and look forward to your continued participation in Webster's NYF planning process.