



## **Moving Forward with the New York Forward Grant**

### **Definitions;**

**DOS** Department of State

**HCR** Homes and Community Renewal

**ESD** Empire State Development

**NYSERDA** New York State Energy Research & Development

**NYF** New York Forward

**LPC** Local Planning Committee

**SIP** Strategic Investment Plan

The Village of Schuylerville has been awarded a NY Forward Grant. The projects listed in the application that can be found on the village website at [www.villageofschuylerville.org](http://www.villageofschuylerville.org) may not necessarily be the ones to ultimately be funded by the NY Forward grant.

Communities awarded the NY Forward grant are paired with a consultant team provided through NY Forward funds and a project manager from the DOS who will guide them through a targeted community-based planning process focused on the development of a strategic investment plan (SIP) and provide guidance throughout the entire project selection process.

The planning process will refine the vision, develop actionable goals and strategies, and identify a suite of complementary and transformative projects to help the community achieve its vision for downtown revitalization.

### **1. ENTITIES INVOLVED IN THE PLANNING PROCESS**

The Village of Schuylerville will be reaching out to some the following groups to form the LPC, which will be made up of local and regional leaders, stakeholders and community representatives intended to represent diverse interests and help to develop the SIP.

**A good LPC may consist of the following;**

- Local and regional government officials
- Neighborhood associations homeowners and renters
- Property owners, local developers and real estate agents

- Chamber of commerce, local business associations and business owners
- Community foundations and community loan funds
- Schools
- Environmental organizations and park conservancy
- Faith based organizations.

## **DUTIES OF THE LPC**

Under the guidance of the state appointed consultation team, the LPC will be responsible for.

- Guiding the planning process and helping to identify the most appropriate range of community engagement approaches. They will be expected to take an active role in public outreach.
- The LPC will hold regular meetings to brainstorm ideas and provide direction and feedback to the consultant team. All LPC meetings that are open to the public should provide an opportunity for public comment.
- Members will be required to sign a code of conduct as a reminder that they must always act in the public interest. As LPC members, they may not vote on any project that they have a conflict with related to a specific project.
- Develop a clear and concise downtown profile and refine the vision statement in the NY forward application.
- Establish goals and strategies.
- Identify, develop, and evaluate projects to advance the community's vision.
- Develop detailed project profiles for each project that the LPC recommends for funding.
- Undertake broad public engagement throughout the entire planning process to solicit input to shape the community's vision for downtown, identify projects and build support for plan implementation,

The LPC will hold public meetings as well as working sessions (need not be open to public) when necessary to dig deeper into an issue, sometimes with the help of non-committee members such as local businesspersons, labor specialists, academic experts and neighborhood advocates. No decision making may occur during these nonpublic sessions and information discussed in these sessions will be reported out at open LPC meetings.

## **CONSULTANT TEAM**

A consultant team, which will be contracted by the state, will provide expertise to the LPC in planning disciplines such as public engagement, market analysis, communications and feasibility assessments. They will prepare a public engagement plan with input and participation from the LPC as well as lead the preparation for and facilitation and documentation of all LPC and public meetings and events. They will lead in the development and creation of all components of the SIP, which will be submitted to the state.

## **STATE TEAM**

The state team will manage and assist the consultant team as well as the LPC. Following the final submission of the SIP to the state, this multiagency state team will review each project recommended for funding. A subset of the projects submitted in the SIP will be awarded funding by the state,

DOS, HCR, ESD AND NYSERDA will manage the consultant team and LPC in meeting preparation and participate in the preparation and review of NYF documents.

DOS will bring planning and community best practices to the process and provide guidance and support including Smart Growth and climate resilience strategies. They will act as the liaison and primary point of contact for the state team.

HCR rep will provide expertise in housing development and can provide information about a variety of other state funding programs that can support downtown revitalization.

NYSERDA will provide technical assistance focused on identifying decarbonization strategies across multiple scales from neighborhoods to individual buildings and will assist with identifying additional state and federal funding that can be used to achieve decarbonization.

## **2. PLANNING PROCESS OVERVIEW**

### **PUBLIC ENGAGEMENT**

Should begin at the onset of the planning process and continue throughout the development of the strategic investment plan.

LPC members will play a pivotal role in public engagement by helping to identify key individuals and organizations that should be involved in the planning and implementation process and determining the best way to involve them.

- **ENGAGEMENT SCHEDULE**

At the onset of the planning process the consultant team and LPC will develop a public engagement plan to outline how the public will be involved in the planning process. After 2 LPC meetings there should be a public workshop. This should be repeated (every two meetings of the LPC should be followed by another public workshop.)

- **PUBLIC ENGAGEMENT PLAN**

A plan will be developed, with input from the LPC and municipal reps, by the consultant team. They will outline how to involve the public in the planning process. The engagement plan should detail the different types of engagement opportunities that will be provided over the course of the planning process including purpose, format schedule and public notification of each type of engagement and should consider how to engage an array of hard-to-reach populations. This plan should be flexible.

## **DOWNTOWN PROFILE AND ASSESSMENT**

The Consultation Team will collect, analyze and evaluate the demographics, market conditions and other characteristics of the downtown area to ensure that the project proposals included in the SIP are realistic and appropriate. The downtown profile and assessment will contain only a summary of this information.

## **COMMUNITY VISION, GOALS AND REVITALIZATION STRATEGIES**

Informed by the communities' NYF application and community input, the LPC will develop a vision statement with corresponding goals and revitalization strategies to guide decision making about future development and investment in the NYF area.

## **PROJECT DEVELOPMENT AND IDENTIFICATION**

Projects can be identified in a variety of ways, including the NYF application. During an open call for projects, public engagement or during the planning process as it advances, the LPC will recommend a final slate of projects to the state to be considered for funding,

The open call for projects is a public process that solicits projects from public, not for profit and private project sponsors. This should be initiated following the first LPC meeting or the first public workshop. They must also submit a project form detailing the project proposal. They will have at least four weeks to complete and submit the form.

New projects may come to light at various stages of public engagement and as the planning process advances.

All submitted project proposals will be reviewed by the LPC and publicly discussed during an LPC meeting.

They will be assessed on the capacity of the sponsor to implement and sustain the proposed project, project feasibility, resiliency, synergies between the proposed project and other proposed projects, public support, and impact on the community.

The LPC has the ability to recommend and approve minor boundary adjustments to incorporate a project that they believe is compelling and supports the vision of the DRI area.

Each project must have a project sponsor that has both the capacity and the legal authority to undertake the project and to whom the grant funds may be awarded. Sponsor must be an entity and not an individual. They can be public, not for profit or private entities.

Sponsors of the opportunities that were identified in the NYF application must complete a NYF project form and submit the form to the consultant team.

All sponsors are expected to provide project proposal information to the consultant team in order to be considered for funding. They will work closely with the consultant team to provide information related to their proposed project including funding sources scope of work and tasks that will be accomplished with the funding as well as the sponsors capacity to implement and maintain the project.

The consultant team will be available to assist project sponsors as they complete the form.

## **DRAFT SIP**

Will be presented to the state by the consulting team.

## **AWARDS**

- Projects recommended for funding will be carefully reviewed by the state based on how well each project achieves the following criteria;
- The project should be aligned with State and local goals and demonstrate strong community support.
- The project should be well-developed and poised to proceed.
- The project should be likely to have a significant positive impact on the revitalization of the downtown by attracting other public and private investment.
- The project will result in secondary benefits to both the community and project developer, beyond the primary goal of the project itself, which will generate additional economic activity. Grow the local property tax base and improve quality of life in the neighborhood.
- Should be cost effective and represent an effective and efficient use of public resources.

After review, project awards will be announced by the state. Project contracts will be negotiated and executed between project sponsors and relevant state agencies shortly after the award announcements,

Project funding will be provided on a reimbursement basis.