



Open Call for Projects Informational Session

September 29, 2026



NY Forward

Agenda



NY Forward

- The Program
- The Local Planning Committee
- The Strategic Investment Plan

Open Call for Projects

- Project Requirements
- Types of Projects
- Project Evaluation Criteria
- Project Application Form
- Submitting Your Application

Timeline

Q&A

NY Forward Program

NY Forward



What is it?

A Department of State (DOS) program that launched in 2022 whose purpose is to invigorate and enliven downtowns in New York's smaller communities

What is the end result?

NY Forward communities develop a Strategic Investment Plan (SIP) that includes a slate of readily implementable projects – collected through the Open Call for Projects and recommended to the State for funding consideration

Key Activities:

- › Public Engagement
- › Downtown Assessment
- › Vision, Goals, and Revitalization Strategies
- › Project Identification and Development
- › Project Implementation

The Local Planning Committee (LPC)

What is it?

Ellenville NY Forward will be guided by the LPC, which consists of local and regional leaders. The LPC will meet regularly to brainstorm ideas, review planning products, discuss potential projects, and prioritize actions.

What role does it play in NY Forward?

The LPC members, working with the project team inclusive of the consultants and state representatives, will determine the slate of projects to be included in the SIP.

LPC Members:

- › Mayor Evan Trent (*LPC Co-Chair*)
- › Conor Eckert (*LPC Co-Chair*)
- › Barbara Hoff
- › John Lewis
- › Joseph Stoeckeler, *Town of Wawarsing Supervisor*
- › Kai Lord-Farmer
- › Victoria Messner, *Village Trustee*
- › Elliott Auerbach
- › Debbie Briggs
- › Rev. Gary Fuller
- › Cheryl LaSonde
- › Kristen Osterhoudt

Open Call for Projects

What is it?

- An open opportunity that publicly solicits projects from public, private, and non-profits (sponsors) that generates a diverse mix of projects for the LPC to evaluate and recommend for inclusion in Ellenville's SIP.

Why is it necessary?

- The Open Call results in a set of projects from sponsors, all of which are evaluated against established criteria by the LPC
- Not all projects submitted through the Open Call will be recommended for inclusion in the SIP by the LPC
- Similarly, not all projects included in the SIP will be awarded funding – final decisions on funding awards are made by the State

Strong NY Forward projects are catalytic, transformational, able to be implemented in the near-term, and create synergies between different projects and programs in the downtown.

Types of Projects

What are the Eligible Project Types?



Public Improvement Projects

Streetscape and transportation improvements, recreational trails, new and upgraded parks, plazas, public art, green infrastructure, wayfinding signage, and other public realm projects.



New Development and/or Rehabilitation of Existing Downtown Buildings

Development and redevelopment of real property for mixed-use, commercial, residential, not for profit, or public uses. Development / redevelopment should result in employment opportunities, housing choices or other community services.



Small Project Grant Fund

A locally managed matching small project fund (up to \$600,000 depending on demand) for small downtown projects, such as façade improvements, building renovations, business assistance, or public art.



Branding and Marketing

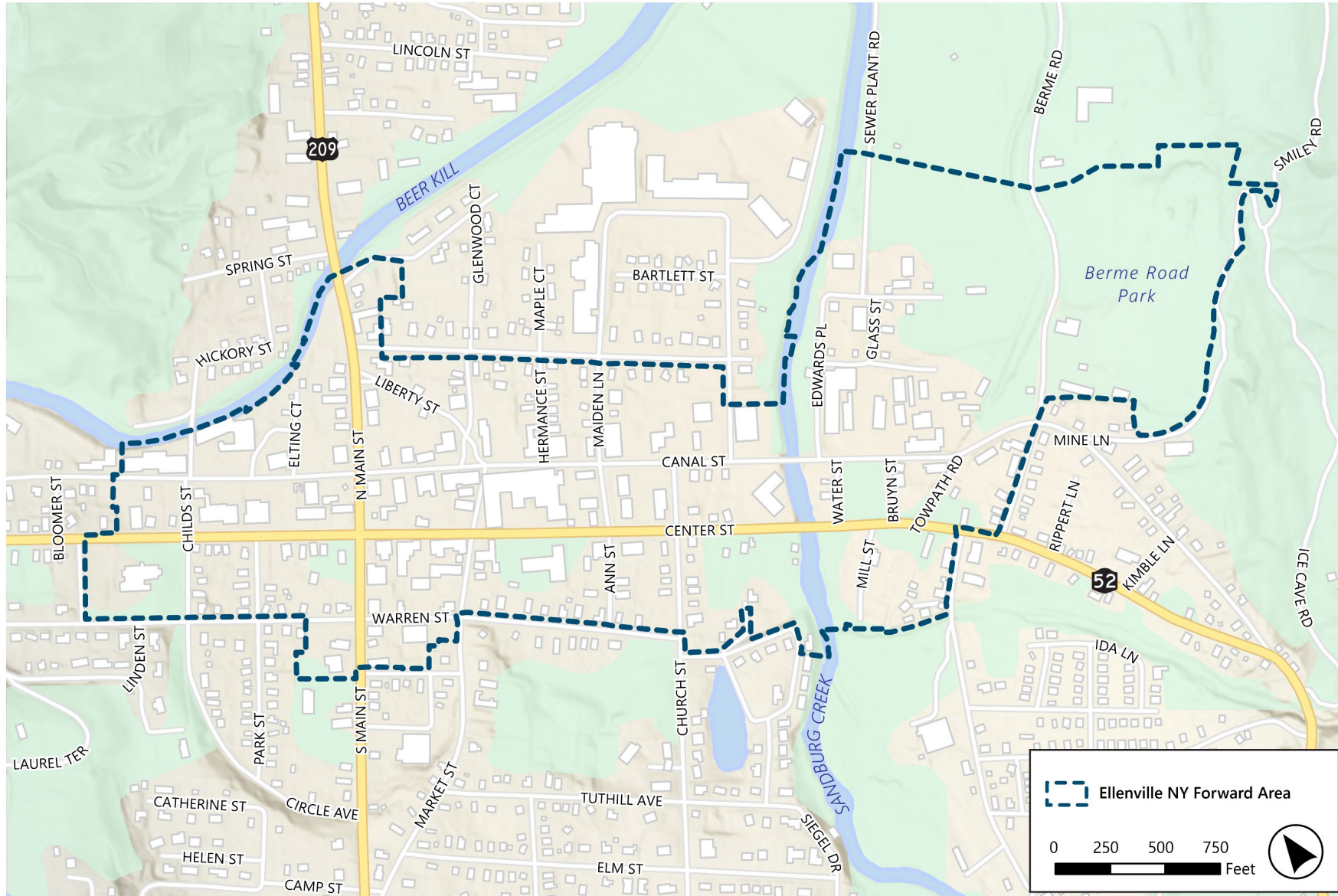
Downtown branding and marketing projects that target residents, tourists, investors, developers and visitors. Should be for overall branding and marketing of downtown, not individual businesses or other entities

Ineligible Project Types and Activities

- **Planning Activities:** Funds must be used to implement the projects in the SIP.
- **Operations and Maintenance:** 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:** Funds cannot be used for property acquisition.
- **Training and Other Program Expenses:** Funds cannot be used to cover continuous costs, such as training costs and program expenses.
- **Expenses Related to Existing Programs:** Funds cannot supplement existing programs or replace existing resources

Project Requirements

Project Requirements | Location

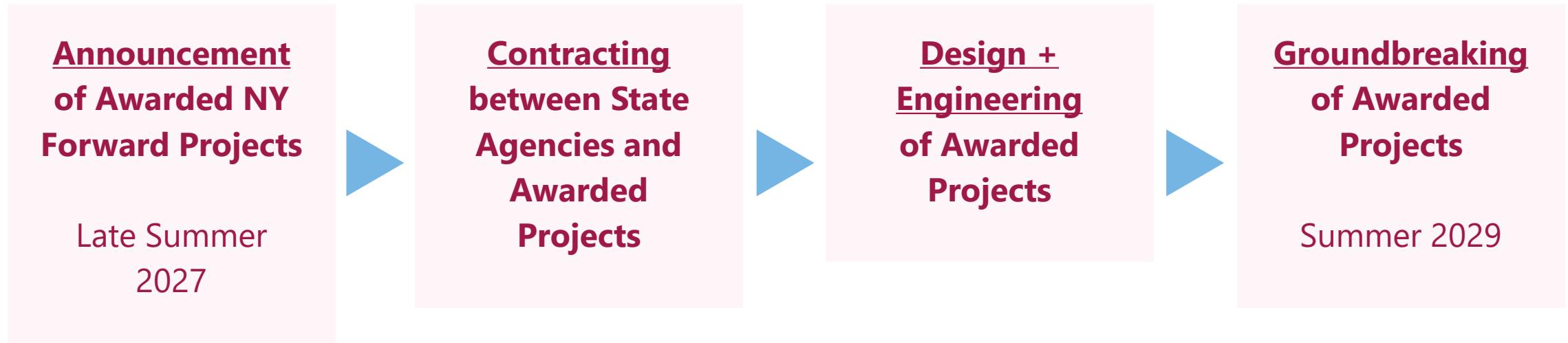


This boundary was chosen based on NY Forward guidelines to reflect a concentrated, walkable area that encompasses Ellenville's downtown core.

Projects should be located within this boundary

Project Requirements | Timing

- Projects should be ready for implementation in the near term ahead of NY Forward funding award announcements



Project Requirements | Size and Scale

- Projects should be standalone and should be of a size that has the capability to transform Ellenville's downtown



**Middletown DRI –
Façade Fund**



**Montgomery NYF –
Streetscaping**



**Port Jervis DRI –
New Build**



Project Requirements | Sponsor Capacity and Site Control

- Sponsors may be **public, not-for-profit, or private entities**
- Sponsors **must have the capacity and legal authority** to undertake the proposed project
 - In the project form, sponsors will be asked to **demonstrate their capacity by explaining their experience implementing similar projects and/or administering grants**
 - If the project sponsor does not own the property where the project is located, **the sponsor must explain how they will obtain the legal authority** to implement the project at that site

Project Requirements | Financing, Matching, and Reimbursement

- Projects should have financing commitments **largely secured or be able to demonstrate a clear path** to securing sufficient financing
- Private projects have a **minimum match requirement of 25% of the total project cost**
 - At LPC Meeting #2 on October 14, 2026, **the LPC may set a higher match requirement for private projects and/or set a match requirement for public and not-for-profit projects**
- **Awarded funding is provided on a reimbursement basis.** Project sponsors may need to secure bridge financing. Costs incurred prior to the announcement of funding awards cannot be reimbursed
- Awarded funding is subject to all applicable New York State requirements, such as **MWBE (minority- and women-owned business enterprise) utilization, competitive procurement for goods and services, and project status reporting**

Project Evaluation Criteria

Evaluation Criteria | Alignment with Ellenville Vision & Goals



- Following LPC Meeting #2 on Wednesday, October 14, 2026, please regularly check www.EllenvilleNYForward.com to view the **Vision and Goals** for Ellenville's downtown

Evaluation Criteria | Alignment with New York State Goals



- Create an active downtown with a strong sense of place that reflects the community's heritage and culture.
- 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 for people of all ages, abilities, incomes, and backgrounds.
- Reduce greenhouse gas emissions and support investments that are more resilient to future climate change impacts..

Evaluation Criteria | Alignment with Mid-Hudson Regional Economic Development Council (REDC) Goals

- Set a strong foundation for economic growth by investing in infrastructure, transportation, and housing.
- Incentivize local planning and technical assistance to speed up review times, create shovel-ready development sites, and administer economic development funds.
- Revitalize downtowns and community centers through adaptive reuse and packaged investments in the public realm that will further establish our walkable communities as economic engines for the region.
- Attract new companies and support the growth of existing businesses in the Mid-Hudson region, with a special focus on priority sectors that are likely to stay, expand, and pay a living wage for the region.
- Support the region's workforce by taking steps to attract and retain people, providing them with affordable access to education, training, and wraparound services, and by exposing them to regional workforce opportunities at an earlier age.
- Preserve and create outdoor spaces that make the Mid-Hudson region an attractive place to live and visit. Recognize the imperative need to protect our natural resources from degradation, while also leveraging them for tourism, agriculture, and the development of sustainable businesses.

Evaluation Criteria | Local Criteria for Ellenville



- Following LPC Meeting #2 on Wednesday, October 14, 2026, please regularly check www.EllenvilleNYForward.com to view the **Local Evaluation Criteria** for Ellenville

Evaluation Criteria | 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 Ellenville.

Key Considerations:

- Acts as a “first mover” that sets the momentum for additional activity in the downtown
- Leverages other funding (local, state, private, or philanthropic)
- Appropriately scaled for a small community — impactful but realistic
- Visibly transforms the downtown (e.g., filling vacancies, improving amenities)

Evaluation Criteria | 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 Ellenville NY Forward boundary area.

Key Considerations:

- Project concept is fully formed with a clear scope, budget, and timeline
- Site control or ownership is secured or actively being finalized
- Can begin construction or implementation in the near term
- Capacity to implement a project and manage a state contract
- Project is operationally viable long-term
- Project has other funding available that is needed to proceed

Evaluation Criteria | Cost-Effectiveness

Investment of NY Forward funds in the project would represent an effective and efficient use of public resources.

Key Considerations:

- Detailed budget information is provided to enable assessment project viability, finances, and need
- Delivers strong value for the cost – meaningful outcomes and benefits relative to funding requested
- Leverages additional funding – includes matching funds or in-kind contributions

Evaluation Criteria | Co-Benefits

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, improve quality of life in the neighborhood, enhance accessibility, and/or result in improved buildings likely to create healthier, more comfortable, and productive environments in which to live and work. *Following LPC Meeting #2 on Wednesday, October 14, 2026 please regularly check www.EllenvilleNYForward.com to view additional details on Co-Benefits specific to Ellenville.*

Key Considerations:

- Spurs surrounding economic activity (e.g., increased foot traffic, customer base growth)
- Improves public realm – streetscape, safety, walkability, or community aesthetics
- Supports local businesses and workforce
- Creates community amenities – spaces or services that residents and visitors can enjoy
- Enhances livability – improves the day-to-day experience for residents
- Builds social or cultural value – fosters local pride, connection, or identity

Project Application Form

Project Form | Cover and Pages 1 to 4

The first four pages of the form explain how to submit a project and detail the project types and requirements as well as important deadlines and timeframes.



Department of State
Downstate Partnership
Initiative & NY Forward



Village of
Ellenville
NY FORWARD

Ellenville NY Forward

NY Forward Project Form

The Village of Ellenville has been awarded funds through the New York State NY Forward program to fund catalytic projects in the NY Forward boundary to spur revitalization. The Local Planning Committee (LPC) is seeking project proposals from the public for potential projects to be included in Village'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 NY Forward award amount. Project proposals must be received by:

November 4, 2026 - 5:00pm

An informational webinar to learn more about the Open Call for Projects and eligibility requirements will be held virtually via Zoom on September 23, 2026 at 12:00pm.

Open Call for Projects Virtual Office Hours (registration required) will be held on the following dates:

October 5, 2026 - 2:30-4:30pm
October 20, 2026 - 10:00am-12:00pm

[EllenvilleNYForward.com](https://www.ellenvillenynyforward.com)

Important Deadlines and Timeframes

The following describes the deadlines and process for submitting and developing a project for NY Forward. The dates are subject to change, so check the website for the most up-to-date information.

8/31/26	Local Planning Committee Meeting (LPC) #1. The NY Forward planning process, including the Open Call for Projects is introduced to the LPC.
9/22/26	Public Workshop. The NY Forward planning process, including the Open Call for Projects is introduced to the public.
9/22/26	Open Call for Projects Begins.
Sept/Oct 2026	Open Call Information Session(s), Office Hours, and Other Opportunities to Meet with the Consultant Team. Check out the website for information on how to attend.
10/14/26	Local Planning Committee Meeting #2. The LPC will discuss the downtown assessment, vision and goals for downtown, and other project-related requirements. Check out the website for the updated vision and goals!
Watch webinar recordings	Decarbonization 101 Webinar. If you want to learn more about how to make your building more efficient, this webinar will provide strategies for decarbonizing your building. Please note that some building projects will be required to incorporate decarbonization. Webinar Link: https://www.youtube.com/watch?v=Qaa5DkAneLo
11/4/26	Open Call for Projects Closes. Completed project forms must be submitted by 5:00 pm. See the following page for information on how to submit.
November - February	Local Planning Committee Meetings #3-6. The LPC will discuss and evaluate project submissions and may remove projects from further consideration. The LPC will recommend final state of projects to the State for funding consideration at the last LPC meeting.
April 2027	Strategic Investment Plan Submitted to the State.
Summer/ Fall 2027	Project Award Announcement. Awarded projects are announced. Funds spent BEFORE the announcements are not eligible for reimbursement.
2027 - 2029	Contracting and Start of Construction. Awarded projects will contract with a State agency and will progress the project to construction or implementation.

1

How to Submit Your Project

- 1 Review the Eligibility Criteria and Project Requirements**
on pages 3-5 to learn about requirements for projects and to make sure your project is eligible to be considered for NY Forward funding.
 - 2 Review the Local Vision, Goals, and Evaluation Criteria**
on pages 6-7 to learn about the vision and goals for NY Forward community's downtown and about how the Local Planning Committee (LPC) and State will evaluate projects. Stay up to date with the process and refer to the draft and final vision and goals on the website to ensure your project is consistent with the vision for downtown.
 - 3 Consider consulting with an Architect/Engineer/General Contractor/ Vendor**
to help define the project scope of work, review the existing conditions, code requirements, and design feasibility, and develop realistic budgets.
 - 4 Attend Open Call Information Session, Office Hours, or Other Opportunities to Meet with the Consultant Team**
 - 5 Fill out the Project Form**
on pages 8-17. Address each topic thoroughly and completely. The LPC will use this information to consider projects to be included in the NY Forward community's Strategic Investment Plan.
 - 6 Submit your Completed Application**
Submit your completed application (and any supplemental materials) either electronically in-person, no later than November 4, 2026.
→ **To submit via email:** Email your completed application and any supplemental materials to EllenvilleNYF@vnh.com
→ **To submit a hard copy or hand-deliver:** Bring your hard copy to the Village Clerk's Office located at:
2 Elting Ct.
Ellenville, NY 12428
- ! All applicants are highly encouraged to schedule a meeting to discuss project details. To schedule a meeting to ask questions regarding project eligibility, evaluation, or the project form please contact the project team at EllenvilleNYF@vnh.com.**

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Project Types & Requirements

It is expected that NY Forward 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. Projects 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 \$300,000 for NY Forward communities. However, an NY Forward community may receive up to \$600,000 if substantial demand is demonstrated.
- 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 marketing materials. This project type is intended for the overall branding and marketing of a downtown, not to provide branding and marketing services to individual downtown businesses or other entities.

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Project Requirements

The following are the requirements for projects to be considered for NY Forward funding. Recognizing several requirements must be met to qualify for NY Forward 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 NY Forward community boundary. If your project is located outside the NY Forward boundary, please provide a brief description of how the project relates to the downtown and supports the stated goals of the NY Forward. 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 NY Forward funding.
- Project Size and Scale.** Projects must be large enough to be truly transformative for the downtown area. Standalone NY Forward projects must be at least \$75,000 in total project cost.* Projects less than \$75,000 can be submitted through this process as demonstration of demand for a Small Project Fund. If you have a project that is under \$75,000 in total project costs, please contact the consultant team at EllenvilleNYF@vnh.com for more information.
- Expenses related to existing programs.** NY Forward funds cannot be used to supplement existing programs or replace existing resources.

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://www.ellenvillenynyforward.com/>.

Project Development Webinars

Certain projects funded through DR/NY Forward will be required to meet the program's decarbonization standards and consult with the State Historic Preservation Office. Join one of these webinars to learn more about these program aspects and how they may affect your proposed project.

Watch the Decarbonization 101 Webinar here: <https://www.youtube.com/watch?v=Qaa5DkAneLo>

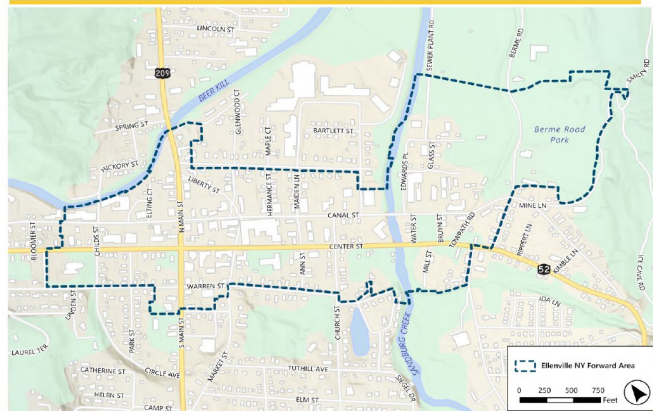
Watch the Historic Preservation Webinar here: <https://www.youtube.com/watch?v=HStkbnZg9U>

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Project Form | Pages 5 to 7

These three pages point to the Ellenville NY Forward Boundary Area, Vision and Goals, and list the Local and State project evaluation criteria. Following LPC Meeting #2 on Wednesday, October 14, 2026, please regularly check www.EllenvilleNYForward.com to view the Vision, Goals, and Local Evaluation Criteria for Ellenville. An updated application will be posted.

Ellenville's NY Forward Boundary Area



Downtown Ellenville's NY Forward Vision and Goals

The following draft vision and goals were established by the Ellenville's NY Forward Local Planning Committee (LPC) using feedback received from the public during earlier public engagement events. Alignment with the Ellenville's NY Forward vision and goals will be a criteria that the LPC will be using to evaluate submitted projects.

Draft Vision for Downtown

[Draft vision for downtown is to be established at LPC Meeting #2 (scheduled for October 14, 2026)]

Draft Goals for Downtown Revitalization

[Draft goals for downtown are to be established at LPC Meeting #2 (scheduled for October 14, 2026)]

Evaluation Criteria

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

[Local evaluation criteria to be established at LPC Meeting 2 (scheduled for October 14, 2026)]

State Evaluation Criteria

Alignment with State DR/INY Forward Goals.

- Create an active downtown with a strong sense of place that reflects the community's heritage and culture.
- 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 for people of all ages, abilities, incomes, and backgrounds.
- Reduce greenhouse gas emissions and support investments that are more resilient to future climate change impacts.

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 DR/INY Forward community.

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 DR/INY Forward area.

Cost Effectiveness. Investment of DR/INY Forward funds in the project would represent an effective and efficient use of public resources.

Co-Benefits. The project will result in secondary benefits to both the community, which will generate additional economic activity and improve quality of life in the neighborhood.

Project Form | Page 8 – Project Type and Sponsor Info

- The fillable portion of the form begins on Page 8
- This is a more extensive form for projects over \$75,000 in anticipated total project cost
- For Small Projects (less than \$75,000 in total cost), **the full form is not needed.** Instead, **email your ideas to the project team at EllenvilleNYF@vhb.com.** Also, a Small Projects Fund Interest Letter will be made available later this week.
- Describe basic information about the project, including:
 - Project Type
 - Sponsor Contact Information

NY Forward Project Form

Please complete this form in order for your project to be considered for LPC and potential NY Forward funding. Please address each topic thoroughly and completely. The LPC will use this information to consider projects to be included in the Ellenville's NY Forward'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 NY Forward consultant.

1 Project Type

Please indicate your project type:

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

Small Project (Less than \$75,000 in Total Cost)

*If you are interested in submitting a Small Project, do not complete this form; instead, please use the Small Project Fund Interest Form, which can be found at <https://www.ellenvillenynyforward.com/>.

- ☐ Branding and Marketing

2 Project Sponsor

Provide the contact information for the project sponsor, which is the entity proposing to implement the project. The project sponsor can be different from the property owner.

Name:

Sponsor business or organization
(if applicable):

Title (if applicable):

Mailing Address:

Phone:

Email:

NYS Tax ID/EIN: NYS Vendor ID
(if applicable):

Project Form | Page 8/9 – Project Sponsor Info and Location



- Fill in the project sponsor contact information
- The Project Team will contact you using this information
- The sponsor name will be used throughout the NY Forward process for when sharing information with the LPC and public
- If a secondary contact is available, please provide their details on this page
- Provide the location of the proposed project
 - *If the proposed project is OUTSIDE the NY Forward boundary area, provide a brief description and justification of how the project relates to the downtown and supports the goals of the program*
 - *The LPC may consider minor boundary adjustments*

NY Forward Project Form	
Please complete this form in order for your project to be considered for LPC and potential NY Forward funding. Please address each topic thoroughly and completely. The LPC will use this information to consider projects to be included in the Ellenville's NY Forward'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 NY Forward consultant. 1 Project Type Please indicate your project type: ☐ Public Improvement ☐ New Development ☐ Redevelopment and/or Renovation of an Existing Building(s) Small Project (Less than \$75,000 in Total Cost) *If you are interested in submitting a Small Project, do not complete this form; instead, please use the Small Project Fund Interest Form, which can be found at https://www.ellenvillenyforward.com/. ☐ Branding and Marketing	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 Sponsor Provide the contact information for the project sponsor, which is the entity proposing to implement the project. The project sponsor can be different from the property owner. Name: Sponsor business or organization (if applicable): Title (if applicable): Mailing Address: Phone: Email: NYS Tax ID/EIN: NYS Vendor ID (if applicable):	3 Project Location Please indicate the location of the proposed project. Project Address or Location: If the project is located outside the NY Forward boundary shown on page 4, please provide a brief description and justification of how the project relates to the downtown and supports the stated goals of the NY Forward program. The LPC may consider minor boundary adjustments.

Project Form | Page 10 – Project Description

- Provide a detailed project description including:
 - Proposed use
 - Goal of the project
 - Project size
 - Proposed project activities

The more information you can provide, the better!

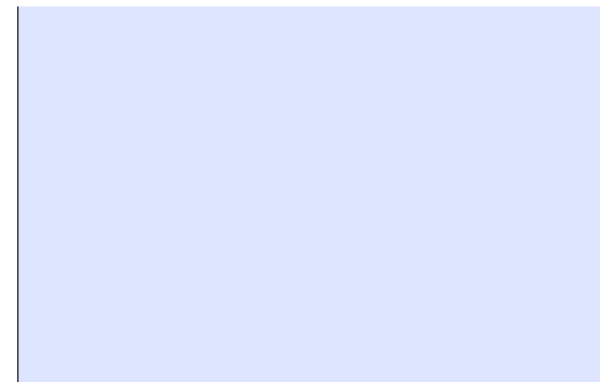
- Also, be sure to select which activities apply to your project as shown at the bottom of page 10

4 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).
- The goal of the project.
- The size of the project (e.g., square footage of the building and 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 in 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 be subject to change.



Building Project Square Footage (proposed project footprint):

Please select which activities apply to your project:

- | | | |
|--|--|---|
| ☐ Demolition (removal of part of /entire structure) | ☐ New building construction | ☐ Electrical / Plumbing / HVAC |
| ☐ Exterior changes (windows, siding, storefront) | ☐ Addition to existing building | ☐ Site work or utility installation (digging, trenching, streetscape, grading) |
| | ☐ Interior renovation | |

Building projects, depending on the scale, may be subject to the DRI/NY Forward decarbonization standards. Please see the [DRI/NY Forward Guidebook](#) for more information about which projects are subject to these standards.

Project Form | Page 11 – Existing Conditions

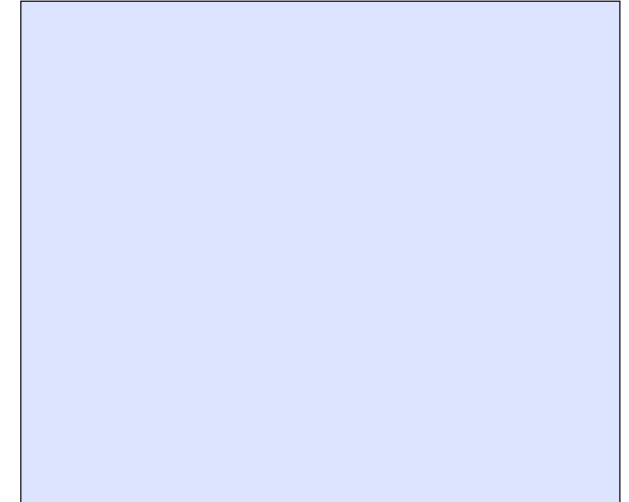
Describe the project site's existing conditions, including a description of why the proposed project is needed. Include any work or planning done previously on the proposed project.

- For example:

The site currently contains a 3-story, 4,000 square foot building built around 1924. The first floor is occupied by a convenience store and the second and third floor are vacant but used to be apartments. The second and third floors have been vacant for 20+ years and are partially gutted and they have been used for storage. The electrical, plumbing, and interior all need renovation to allow for use.

5 Existing Conditions and Project Background

Describe the project site's existing conditions, including a description of why the proposed project is needed. Include any work or planning done previously on the proposed project.



Project Form | Page 12 – Vision & Goals Alignment, Property Ownership, & Sponsor Capacity

- Describe how the project aligns with Ellenville’s vision and goals for the downtown
 - Updated Vision & Goals to be posted on project website following LPC Meeting #2 on October 14, 2026
- Identify the property owner
 - If you are not the property owner, please describe your legal authority to implement the project
- Describe previous experience with project implementation and how the investment will be maintained in the future
 - Describe construction projects you've undertaken/managed
 - Describe any grants or similar programs you've worked with
 - Is there a partner included in this project or an organization that will help implement the project?

6 Project Alignment with Vision and Goals

How does your proposed project help advance the community's vision and goals? Please be specific in explaining exactly how your project or components of your project advances the vision and goals.

7 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.

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.

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

- ### 9 Preliminary Cost Estimate

Total Project Cost: \$1,000,000

Total DRI/NY Forward Request:	
--------------------------------------	--

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

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Project Form | Page 13 – Cost Estimate Table

Example:

Activity	Amount	Funding Source	Status of Funds
Architecture, Design and Permitting	\$194,000	Private Funds and Personal Assets	Secured
Site Construction and Utilities and Charles Street Sidewalks	\$806,000	Bank Loan	Anticipated
Building Shell Construction	\$950,000	NY Forward	Requested
	\$1,000,000	Bank Loan	Anticipated
Interior Utilities	\$1,278,000	Bank Loan	Anticipated
Interior Finishes	\$722,000	Bank Loan	Anticipated
Total NY Forward Funding Request	\$950,000		
Total Funding from Other Sources	\$4,000,000		
Total Project Cost	\$4,950,000		
NY Forward Request % of Total Project Cost	19%		

All site preparation activities and related non-building infrastructure are grouped

Funding source identified as “Bank Loan”; If NY Forward funds are requested for this item, instead list “NY Forward” as funding source and change status to “Requested”

Status of funds is “Anticipated” because the sponsor reasonably believes they can receive a bank loan but has not yet applied or secured financing. If they had a loan already in place, the status should be “Secured”

Local Funding Alternatives

- **Greater Wawarsing Local Development Corporation (GWLDC)**

- The Greater Wawarsing Local Development Corporation is a small entity that has limited funds available to lend to existing or new businesses within the Town of Wawarsing upon approval in a normal loan application process.
- More information here: [Greater Wawarsing Local Development Corporation \(GWLDC\) | Wawarsing, NY](#)

- **Ulster County – Revolving Loan Fund**

- The Ulster County Revolving Loan Fund offers low-interest, fixed rate loans to businesses and nonprofit organizations in Ulster County. Designed to fill financing gaps, the program supports viable projects when full commercial lending isn't attainable.
- More information here: [Revolving Loan Fund - Ulster County](#)

Project Form | Page 14 – Cost Estimate Description

- Provide a description of how project costs were estimated
 - Were they estimated by a third-party contractor or architect?
- Provide when non-NY Forward funds will be obtained
 - This should describe the status of all other funds listed in your budget table
 - For example, \$X will be provided by private funds. These funds are anticipated to be secured through a loan from XYZ bank by X date. Letters of commitment or other proof of funds may be attached as supplemental information.

10 Cost Estimate Description

Please describe how your costs were estimated.

For example, were the estimates provided by a third-party contractor or architect?

A large, empty light blue rectangular box intended for the user to describe how project costs were estimated.

Please describe the status of non-DR/NY Forward funds and the timeline for obtaining them.

For example, \$X will be provided by private funds. These funds are anticipated to be secured through a loan from XYZ bank by X date. Letters of commitment or other proof of funds may be attached as supplemental information.

A large, empty light blue rectangular box intended for the user to describe the status of non-DR/NY Forward funds and the timeline for obtaining them.

Project Form | Page 15 – Project Readiness and Timeframe

- Identify work completed to date, such as feasibility studies, market studies, preliminary site design, etc.
- Has any environmental investigation occurred on the site, or will it be necessary to proceed?
- If known, please list the permits or approvals your proposed project will require.
 - For example: Site plan approval, SEQRA, building permits, etc.
- What challenges or issues, if any, would affect the implementation of your proposed project?
 - For example: Ownership concerns, variances, change of zone
- Is the property listed, or eligible to be listed on the National Historic Register of Places?
- Provide a timeline for implementation by milestone – *see example on next slide*

11 Project Readiness and Timeframe for Implementation

Describe any work that is underway or has already been completed to advance the project, such as feasibility studies, market studies, business plans, preliminary site design, permits obtained, and/or funding or financing that has been secured. If studies have been completed, please submit those with this form.

Is there any environmental investigation or cleanup needed for the project to proceed? If yes, please explain.

If known, please list the permits or approvals your proposed project will require.

What challenges or issues, if any, would affect the implementation of your proposed project?

Is the property listed, or eligible to be listed, on the National Historic Register of Places?

☐ Yes ☐ No ☐ Not Sure

Check the CRIS website to determine the status of your property - <https://cris.parks.ny.gov/>

Fill out the proposed timeline for project implementation by milestone, as applicable.

Project Stage	Timeframe (in Months) and Responsible Party
Project Financing	
Sketch Plan / Preliminary Design	
Regulatory Approvals (Permitting and Approvals)	
Design, Engineering and Selection of Contractor	
Construction or Implementation	
Other	

*Instructions: Proceed as guest, then click on "Search" on the top bar, click "Spatial" and under "Option B" type in your project's address, then click "Find Address". Once your project site is located, click to expand the legend on the map (top left toggle down) to be able to respond to the question above.

Project Form | Page 15 – Project Timeframe

Example:

Project Stage	Timeframe
Conceptual Design » Develop project scope » Estimate preliminary construction costs	Completed
Engineering and Design	4 months
Regulatory Approvals » Obtain local permits and approvals (e.g., site plan approval)	4 months
Construction » Build out of mixed-use building » Build out of pedestrian amenities along Charles Street	24 months
Total Timeframe	32 Months

Indicate whether the milestone has been completed or how long it'll take to complete the milestone via months

Project Form | Page 16 – Required Docs and Additional Info

- Provide required documents and additional information when you submit your application
- Required:
 - Images of the existing project site or building (interior/exterior) of where the project is proposed
 - Additionally, please create a Short Form, Part 1 report for your project through the following website: <https://gisservices.dec.ny.gov/eafmapper/>.
 - If you have other documents available at the deadline, please submit, but they are not required at submission. However, some of the required documents may be requested after there is confirmation from the LPC that the project is moving forward (e.g., renderings)
- *More information you can provide the better at time of submitting your application!*
- Required by LPC Meeting #4 (January 7, 2027)
 - Images/renderings of the proposed project
 - Construction cost estimates/quotes from contractors
 - Letter(s) of support/commitment from financial institutions

12 Required Documents

Please include images of the existing project site or building (interior and/or exterior). The images provided must be of the space where project work is proposed. These can be submitted electronically.

Additionally, please create a Short Form, Part 1 report for your project through the following website: <https://gisservices.dec.ny.gov/eafmapper/>. Please submit a copy of the completed report as produced by the website.

13 Additional Information

The following documents may be provided, if you have them readily available. Inclusion of the documents help to demonstrate that your project is ready to be implemented in the short term and feasible. Please check the corresponding box to the supplemental information you are providing with this application.

This information can be submitted 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.**

Please note that while these additional documents are not required at time of project submittal, those marked with an asterisk, at minimum, will be required prior to LPC Meeting #4 in order for the LPC to properly evaluate the project for readiness.

- ☐ Images/renderings of the proposed project*
- ☐ Construction cost estimates / quotes from contractors*
- ☐ Letter(s) of support/commitment from financial institutions*
- ☐ Documentation of commitment from other funding entities
- ☐ Memorandum of Understanding (MOUs) or Agreements
- ☐ Business Plans / Market Studies / Pro-forma Analyses
- ☐ List of Anticipated Permits / Approvals / Variances (please add copies of documents, if available)
- ☐ Property Survey
- ☐ Letter or support from the Property Owner (or current lease terms)
- ☐ Other (please specify)

Project Form | Page 17 (Last Page) – Certifications

- Sign and attest that all the information provided is true to the best of your knowledge and that you understand the requirement of the NY Forward program
- **Signature 1:** Attest that all the information provided is accurate to the best of my knowledge
- **Signature 2:** Attest that the submission of this form does not constitute any funding guarantees
- **Signature 3:** Attest that project sponsor understands the program is reimbursement only and may be subject to additional NYS requirements if awarded

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 NY Forward funding, I understand that additional information may be requested about the project and may involve meeting(s) with the NY Forward 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 NY Forward Local Planning Committee for possible inclusion in the NY Forward Strategic Investment Plan. I further understand that inclusion in the NY Forward 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 NY Forward project criteria and understand that any NY Forward 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 NY Forward funding will be subject to all applicable New York State requirements, including, but not limited to Minority and Women Business Enterprise (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 the project team at EllenvilleNYF@vnhb.com

→ To submit a hard copy or hand-deliver to:

Village Clerk's Office
2 Eling Ct.
Ellenville, NY 12428

Deadline for Submission:

November 4, 2026 - 5:00pm

Additional Items to Consider...

- Contracting with State agencies will occur after announcement of awards – Sponsor **must be a legal entity** to work with the State (this must be in place at the time of contracting)
- **Contract terms per award range from 3-5 years** to complete the project depending on contracting state agency
- Periodic reimbursement is possible on a case-by-case basis (to be determined by the contracting State agency). But plan for your project to be reimbursed only after completion
- If awarded, state funds may be subject to recapture if property is no longer used for its intended purpose or is sold within 5 years of disbursement of funds
- Projects may be subject to State Environmental Quality Review Act (SEQRA) and/or State Historic Preservation Office (SHPO) review in addition to environmental testing

Questions to consider...

- › *Is the site under your control or do you have an access agreement?*
- › *Do you have a clear idea of scope, cost, and timeline?*
- › *Are there known environmental or permitting issues?*
- › *Can you explain how your project would benefit downtown Ellenville?*
- › *Would the project meet the local, regional, and state goals?*

Watch Webinar Recordings

- **Decarbonization 101 Webinar.** If you want to learn more about how to make your building more efficient, this webinar will provide strategies for decarbonizing your building. Please note that some building projects will be required to incorporate decarbonization. Webinar Link: <https://www.youtube.com/watch?v=Qaa5DkAnelo>
- **Historic Preservation Webinar.** All projects receiving State funding will be required to consult with the State Historic Preservation Office (SHPO). Attend this webinar to learn about how SHPO review may affect your project. Webinar Link: <https://www.youtube.com/watch?v=tS1tjkbZg9U>

Submitting a Project

Submitting a Project



Download a form online at EllenvilleNYForward.com

To submit via email: Email your completed application and any supplemental materials to the project team at EllenvilleNYF@vhb.com

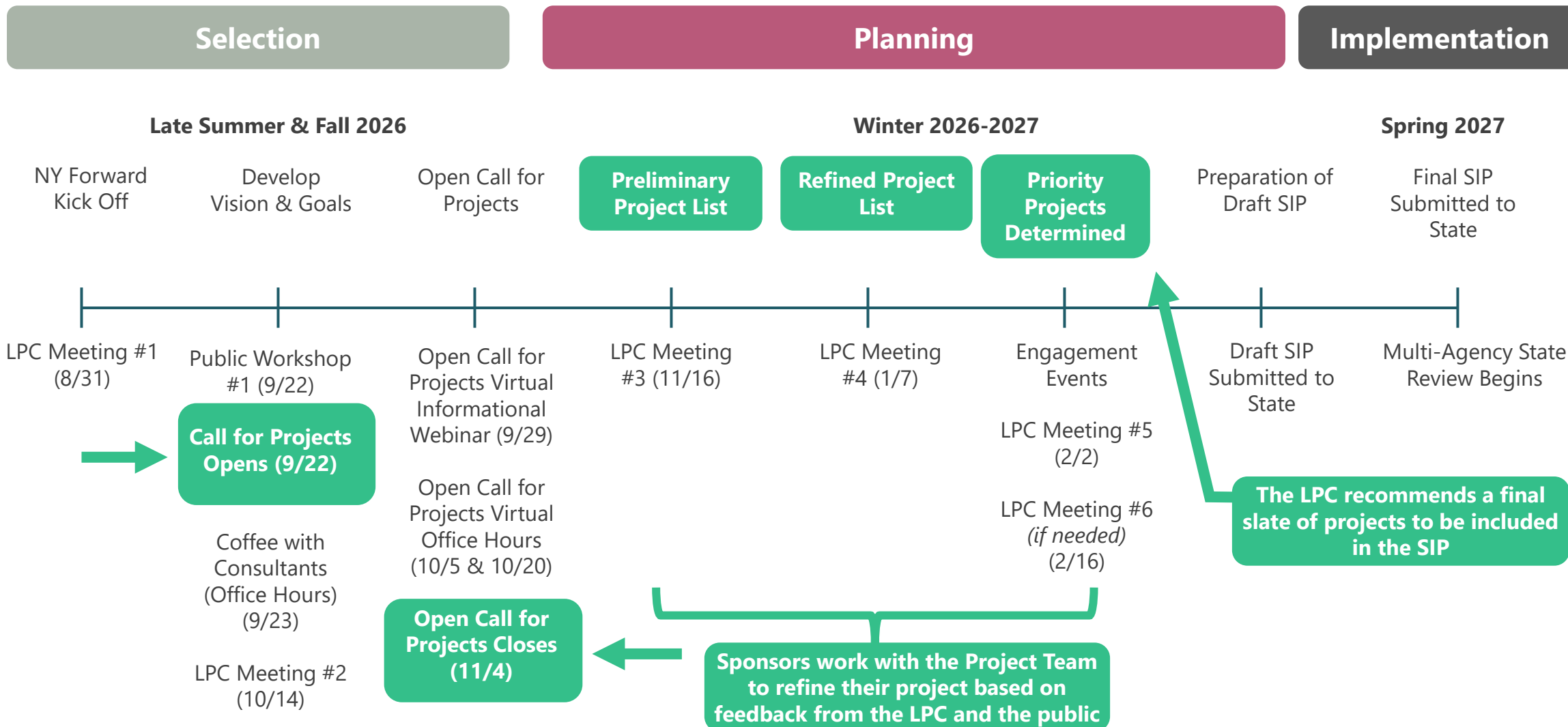
To submit a hard copy or hand-deliver to:
Village Clerk's Office
2 Elting Ct
Ellenville, NY12428

***Completed forms are due no
later than 5:00 PM on
Wednesday, November 4, 2026***

In place of the fillable PDF Project application, sponsors may submit a Microsoft Word document as long as responses to questions are numbered, labeled, and correspond to the Project Application

Timeline

NY Forward Milestones





Question and Answer



Thank you!

Join us at upcoming Office Hours!*

- › **October 5, 2026** - 2:30-4:30pm via Zoom
- › **October 20, 2026** - 10:00am-12:00pm via Zoom

**registration required – head to EllenvilleNYForward.com to register*



EllenvilleNYF@vhb.com



www.Ellenvillenynyforward.com

