

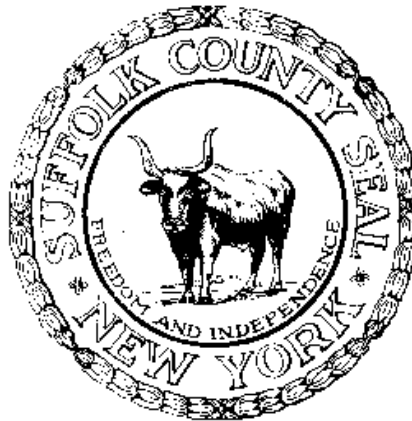
**SUFFOLK COUNTY  
DOWNTOWN REVITALIZATION GRANT**

**ROUND 15**

**GUIDELINES**

Developed by the  
SUFFOLK COUNTY  
DOWNTOWN REVITALIZATION CITIZENS ADVISORY PANEL

To provide funds to organizations working to revitalize  
downtown areas in Suffolk County.



**STEVEN BELLONE  
SUFFOLK COUNTY EXECUTIVE**

**THERESA WARD  
COMMISSIONER**

SUFFOLK COUNTY  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING  
P.O. BOX 6100 HAUPPAUGE, NY 11788  
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**SUFFOLK COUNTY DOWNTOWN REVITALIZATION  
CITIZENS ADVISORY PANEL, 2017**

DISTRICT	LEGISLATOR	REPRESENTATIVE
1	Albert Krupski	Steven Shauger
2	Bridget Fleming	Susan Von Freddi
3	Kate M. Browning	Jon Siebert
4	Tom Muratore	Robert Martinez
5	Kara Hahn	Barbara Russell
6	Sarah Anker	Lori Baldassare
7	Robert Calarco	Dennis Smith
8	William J. Lindsay III	Kay Cameron
9	Monica R. Martinez	Florence Joyner
10	Tom Cilmi	Robert Moses Kuri
11	Thomas F. Barraga	Donna DeLuca Periconi
12	Leslie Kennedy	Gina Coletti
13	Robert Trotta	Adam Wood
14	Kevin J. McCaffrey	JoAnn Boettcher
15	DuWayne Gregory	John Diliberto
16	Steven H. Stern	Walter Rabe
17	Louis D'Amaro	Jennifer A. Casey
18	William Spencer	Keith Barrett
	Planning Department Representative	Peter Lambert
	County Executive Representative	Regina Zara, Chair

**The Suffolk County Downtown Revitalization Citizens Advisory Panel  
reviews the applications for downtown revitalization funding and makes recommendations to the County  
Executive and the Suffolk County Legislature for their consideration.**

# SUFFOLK COUNTY DOWNTOWN REVITALIZATION GRANT Round 15

## APPLICATION GUIDELINES

1. **The project must be located in or adjacent to a downtown.** A downtown is that unique portion of a community that has or is striving to create a traditional “main street” business core. Concentrated commercial activity dominates the downtown area (retail and service businesses), but office and institutional uses are also usually present. Downtown development is pedestrian oriented. In a downtown, buildings are separately owned but are closely clustered together and located very close to the street, not set back from the street. A sidewalk is all that separates most downtown buildings from the public street. On-street parking is often supplemented by off-street parking located behind the stores and in municipal parking lots. An aerial photo and a street view photo showing the project location must be attached to the application.

2. **The project must be a capital improvement project and the funding request must be at least \$10,000.** Applications will be accepted for full or partial funding of significant capital projects, including but not limited to:

- Public parking facilities
- Curb, sidewalk, or roadway construction
- Pedestrian walkways
- Street lighting
- Public restrooms
- Disabled accessibility
- Sewer systems and drainage
- Renovation of existing structures
- Cultural facilities

The panel will *not* consider applications for trash receptacles, banners, flowers, microphones, benches or for items that do not have long-term improvement impact. The project life-span must be at least 15 years. In addition, grant funds cannot be used for operating expenses such as salaries, office supplies, office equipment, or advertising.

3. **Applications must be submitted by a Chamber of Commerce or comparable business organization, or civic beautification organization in partnership with a municipality.** Examples of an eligible applicant include a Business Improvement District (BID), Chamber of Commerce, Civic Association, Beautification Society, Historical Society, or Local Development Corporation (LDC).

4. **The project must be located on municipally owned property.** Projects must be located on property owned by Suffolk County or the Federal, State, Town, or Village government. If the project is located on property not owned by Suffolk County, the application must include a resolution stating that the owning governmental entity will provide Suffolk County a fee ownership interest in, an easement on, or a lease of the property. For projects on New York State or federal property, the partnering municipality must assist the County in obtaining the required permit.

5. **The applicant must partner with a municipality (town or village) in Suffolk County and a local government resolution must accompany the application.** Prior to final submission of the application, the applicant should review the application with the local partnering municipality to ensure it is accurate and complete. The sponsoring municipality must pass a resolution supporting the specific project and a resolution authorizing the execution of an inter-municipal agreement. The municipality will contract with Suffolk County for funding. A copy of the submitted application should also be sent to the Suffolk County Legislator who represents the district in which the project is located.
6. **The project must comply with SEQRA.** The town or village sponsoring the project is responsible for compliance with the State Environmental Quality Review Act (SEQRA). Submitting this application to the County endows the sponsoring municipality with Lead Agency status with respect to SEQRA and satisfies the requirements of any necessary coordinated review. The municipality must classify the action and make the appropriate determination of significance when applicable.
7. **The following resolutions must be attached to the application: Samples attached**
  - An adopted resolution from the partnering municipality supporting the specific project.
  - An adopted resolution authorizing the execution of an inter-municipal agreement with Suffolk County.
  - An adopted resolution from the partnering municipality making a SEQRA determination on the project, and the supporting Environmental Assessment Form (EAF).
  - For projects on town or village owned property, an adopted resolution authorizing the execution of an easement with Suffolk County. For projects on NYS or federally owned property, an adopted resolution from the partnering municipality stating that it must assist the County in obtaining the required easement/lease/permit/other real property interest.
8. **Applicants are strongly encouraged to seek project funding from other sources besides Suffolk County.** When funds are leveraged from other sources, a more significant capital improvement project may be achieved. A letter of financial commitment from each source of funding must be attached to the application, along with financial estimates for the costs of each facet of the project. **The following will not be accepted as leveraged funds: a) the value of staff services b) the value of real estate purchases related to the application.**
9. **Timeline: Twenty six (26) single sided paper copies of the completed application and required attachments must be received by 4:30 pm on Friday, May 26, 2017 by the Suffolk County Department of Economic Development and Planning** in order to be considered for funding by the Downtown Revitalization Citizens Advisory Panel. The panel will review the application according to a merit-based scoring system. Based on this review, the panel will recommend to the County Executive and the Suffolk County Legislature that certain applications be funded. If funding is approved, the Department of Economic Development and Planning will administer a contract between Suffolk County and the sponsoring municipality. The sponsoring municipality will take primary responsibility for environmental review and project completion.
  - Within 6 months of the notice of award from Suffolk County, the municipality must submit all documentation required to enter into a contract with the County.
  - All contracts will have a two-year term of agreement. In extenuating circumstances, at its sole discretion the County may approve a one-year extension.
10. **If you have questions about the application or the eligibility of a project, the Suffolk County Department of Economic Development and Planning can assist.**
  - If you have questions, contact Heidi Kowalchuk at 631-853-5925 or by e-mail at [heidi.kowalchuk@suffolkcountyny.gov](mailto:heidi.kowalchuk@suffolkcountyny.gov).

## SCORING SYSTEM

This scoring system is used by the Downtown Revitalization Citizens Advisory Panel in its evaluation of each application. Each application is scored individually by each panel member and the scores of all panel members are combined. This criteria-based system assists in the panel’s effort to recommend funding for projects that will contribute the greatest to the long-term improvement of local downtown business areas and have a positive economic impact on Suffolk County as a whole. **Each of the five criteria is indicated on the application.**

<b>Criteria</b>	<b>Points Awarded</b>
Project Is In or Adjacent to a Downtown	0-20 Points
Reasonable Expectation of Completion within Contract Term	0-20 Points
Part of a Downtown Improvement Plan	0-20 Points
Provides Economic Benefits	0-20 Points
Leverage of Additional Funds*	0-20 Points
<b>TOTAL</b>	<b>0-100 POINTS</b>

**\* DEFINED SCALE FOR  
LEVERAGE OF ADDITIONAL FUNDS**

<b>Percentage of Project Cost That Is Leveraged</b>	<b>Points Awarded</b>
50% and higher	20
45 - 49%	18
40 - 44%	15
35 - 39%	12
30 - 34%	10
25 - 29%	7
20 - 24%	5
15 - 19%	3
11 - 15%	2
1 - 10%	1
0%	0

## SAMPLE RESOLUTION

### Downtown Revitalization Program-Paragraphs for Town/Village Owned Land

WHEREAS, the Town/Village of \_\_\_\_\_ is always desirous to improve the economy and quality of life within the Town/Village of \_\_\_\_\_; and

WHEREAS, through the Suffolk County Downtown Revitalization Program, the County of Suffolk participates with local governments in the development, support and funding of projects located in Suffolk County that will have an important and sustainable impact on downtowns and business districts; and

WHEREAS, as part of the application process in conformity with Suffolk County Resolution No. 808-1998, the County of Suffolk requires a resolution of the Town/Village Board showing local support for the proposed project; and

WHEREAS, upon the County's approval of the project, the Town/Village would be required to enter into an intermunicipal agreement with the County under Article 5-G of the General Municipal Law pursuant to which the Town/Village of \_\_\_\_\_ would be required to undertake and complete the project and the County would be responsible for providing financing for all or part of the cost of the project; and

WHEREAS, in order to provide County financing for all or part of the project, the County of Suffolk must obtain a leasehold, easement or other real property interest in the site of the project; and

WHEREAS, the \_\_\_\_\_ Association is desirous of proposing that the Town/Village of \_\_\_\_\_ participate in such program in connection with [explain project] and the Town/Village has applied [will be applying] for \$\_\_\_\_\_ under the program;

NOW THEREFORE, BE IT RESOLVED, that the Town/Village Board of the Town/Village of \_\_\_\_\_ hereby states its support of the \_\_\_\_\_ project proposed by the \_\_\_\_\_ Association pursuant to the Suffolk County Downtown Revitalization Program through the Town/Village of \_\_\_\_\_; and be it further

RESOLVED, that the Town/Village Board authorizes the Supervisor (or Deputy Supervisor)/Mayor to sign any and all necessary documents, including but not limited to the required easement/lease documents and an intermunicipal agreement, subject to review and approval of the Town/Village Attorney, to participate in the above referenced program.

SAMPLE RESOLUTION

Downtown Revitalization Program-Paragraphs for State Owned Land

WHEREAS, the Town/Village of \_\_\_\_\_ is always desirous to improve the economy and quality of life within the Town/Village of \_\_\_\_\_; and

WHEREAS, through the Suffolk County Downtown Revitalization Program, the County of Suffolk participates with local governments in the development, support and funding of projects located in Suffolk County that will have an important and sustainable impact on downtowns and business districts; and

WHEREAS, as part of the application process in conformity with Suffolk County Resolution No. 808-1998, the County of Suffolk requires a resolution of the Town/Village Board showing local support for the proposed project; and

WHEREAS, upon the County’s approval of the project, the Town/Village would be required to enter into an intermunicipal agreement with the County under Article 5-G of the General Municipal Law pursuant to which the Town/Village of \_\_\_\_\_ would be required to undertake and complete the project and the County would be responsible for providing financing for all or part of the cost of the project; and

WHEREAS, the Town/Village has a permit with New York State for use of the portion of the \_\_\_\_\_ owned by the State; and

WHEREAS, in order to provide County financing for all or part of the project, the County of Suffolk must obtain a leasehold, easement or other real property interest in the site of the project; and

WHEREAS, the \_\_\_\_\_ Association is desirous of proposing that the Town/Village of \_\_\_\_\_ participate in such program in connection with [explain project] which is located on New York State owned land, and the Town/Village has applied [will be applying] for \$\_\_\_\_\_ under the program;

NOW THEREFORE, BE IT RESOLVED, that the Town/Village Board of the Town/Village of \_\_\_\_\_ hereby states its support of the \_\_\_\_\_ project proposed by the \_\_\_\_\_ Association pursuant to the Suffolk County Downtown Revitalization Program through the Town/Village of \_\_\_\_\_; and be it further

RESOLVED, that the Town/Village shall take all necessary action to obtain the required easement, lease, permit or other real property interest in the site of the project from the State of New York; and be it further

RESOLVED, that the Town/Village Board authorizes the Supervisor (or Deputy Supervisor)/Mayor to sign any and all necessary documents, including but not limited to the required easement/lease documents and an intermunicipal agreement, subject to review and approval of the Town/Village Attorney, to participate in the above referenced program.