

**Program Questions:  
HCR - New York Main Street Technical Assistance (NYMS-TA)**

- Q\_1145** Is the applicant a unit of local government or an organization incorporated under the NYS Not-For-Profit Corporation Law that has been providing relevant service to the community for at least one year prior to application?
- Q\_2311** Is the New York Main Street Technical Assistance (NYMS-TA) project request \$20,000 or less?
- Q\_5411** NYMS Technical Assistance (NYMS-TA) project funds must be for future renovation project(s). This means that NYMS-TA funds may **not** be requested for project(s) currently under construction or actively participating in a NYMS renovation program. Is the NYMS Technical Assistance project related to a future renovation project?
- Q\_3168** Does the proposed target area meet the New York Main Street program eligibility criteria?  
Projects must be located in an eligible target area. Applicants will be required to identify how the target area meets all three components of the definition of an eligible target area provided in Article XXVI of the Private Housing Finance Law. Applications that provide unclear responses, do not address each of the three criteria, or do not provide sources or supporting documentation will be deemed ineligible.
- Q\_3169** Has the municipality in which the project is located approved a formal resolution to submit the NYMS application or will the municipality prior to the submission of this application?  
Each municipality in which the proposed program will function must approve a formal resolution supporting an application for the proposed NYMS program. The resolution must be attached, and submitted with the application prior to the deadline.
- Q\_4270** NYMS-TA funds are disbursed on a reimbursement basis only.  
Does the applicant organization understand that cash or temporary financing will be required to complete and pay for the project before NYMS-TA funds will be released?
- Q\_2314** New York Main Street Technical Assistance (NYMS-TA) projects require matching funds. Is at least 5% in matching funds available for this project?
- Q\_5412** Will the proposed project be complete within one year (12 months) of the award date?
- Q\_928** Project Street Address: if the project does not have a definite street address, please skip to "Project without a Street Address" below.
- Q\_971** Project Without a Street Address: please enter a description of the project location. Include project starting/ending street addresses, cities & zip codes if applicable.
- Q\_565** Project City
- Q\_568** Project State  
•Choice Options:  
AL,AK,AZ,AR,CA,CO,CT,DE,FL,GA,HI,ID,IL,IN,IA,KS,KY,LA,ME,MD,MA,MI,MN,MS,MO,MT,NE,NV,NH,NJ,NM,NY,NC,ND,OH,OK,OR,PA,RI,SC,SD,TN,TX,UT,VT,VA,WA,WV,WI,WY,AS,DC,FM,GU,MH,MP,PW,PR,VI
- Q\_1034** Project ZIP Code. (please use ZIP+4 if known)
- Q\_972** Project county or counties.
- Q\_184** NYS Assembly District where the project is located. (please enter a number between 1 and 150 that represents your Assembly District)
- Q\_190** NY Senate District where the project is located. (please enter a number between 1 and 63 that represents your Senate District)
- Q\_3527** US Congressional District where the project is located.  
•Choice Options: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27
- Q\_572** Project Latitude
- Q\_573** Project Longitude
- Q\_5257** Contact Salutation  
•Choice Options: Mr., Mrs., Ms., Dr.
- Q\_550** If you are a DBA, what is your DBA name?
- Q\_549** Type of Applicant (select all that apply)  
•Choice Options: Federal, State, County, City, Town, Village, Tribal, School District, County or Town Improvement District, District Corporation, For-Profit, Not-For-Profit, Individual, S Corporation, C Corporation, IDA, LDC, LLC, LLP, Public Authority, Public Benefit Corp, Sole-Proprietorship, HDFC, BID, LP, Boards Of Cooperative Educational Services (BOCES), Fire District, Regional Planning and Development Board, Public Library, Association Library, College/University/Community College

- Q\_556** Select an applicant ID type from the list below that you normally use to identify your organization on application forms.  
•Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, Social Security Number, NYS Vendor Identification Number (SFS)
- Q\_2655** Based on your selection from the previous question, enter your applicant ID number. (Please do not provide your social security number).
- Q\_969** If you are a business, have you been certified as a New York State Minority or Women-owned Business Enterprise (MWBE)?  
•Choice Options: Yes, No, N/A
- Q\_547** Contact First Name
- Q\_1049** Contact Last Name
- Q\_1050** Contact Title
- Q\_5490** Primary Organization
- Q\_3688** Contact Street Address
- Q\_3689** Contact City
- Q\_3690** Contact State
- Q\_3691** Contact ZIP Code
- Q\_562** Primary Contact Phone Number. (please include area code)
- Q\_3692** Contact Email
- Q\_5475** Contract Salutation  
•Choice Options: Mr., Mrs., Ms., Dr.
- Q\_5476** Contract First
- Q\_5477** Contract Last
- Q\_5478** Contract Title
- Q\_5491** Authorized Organization
- Q\_5479** Contract Street
- Q\_5480** Contract City
- Q\_5481** Contract State
- Q\_5482** Contract Zip
- Q\_5483** Contract Phone
- Q\_5484** Contract Email
- Q\_5493** Additional Salutation  
•Choice Options: Mr., Mrs., Ms., Dr.

- Q\_1052** Additional Project Contact First Name
- Q\_970** Additional Project Contact Last Name
- Q\_1051** Additional Contact Title
- Q\_5492** Additional Organization
- Q\_3693** Additional Contact Street Address
- Q\_3694** Additional Contact City
- Q\_3695** Additional Contact State
- Q\_3696** Additional Contact ZIP Code
- Q\_3697** Additional Contact Telephone Number
- Q\_561** Additional Contact Email Address
- Q\_4199** Please select the primary sector or characterization that best defines this project.  
 • Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization
- Q\_4198** Please select the secondary sector or characterization that best defines this project.  
 • Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization
- Q\_3744** If the project is included in a NY Rising Community Reconstruction Program plan or a NY Rising Countywide Resiliency Plan, please indicate the planning committee name, project name, and location.
- Q\_6048** Does your project advance downtown revitalization?
- Q\_6047** If Yes, please detail how it will attract and retain residents, visitors and businesses and transform neighborhoods.
- Q\_575** Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.
- Q\_976** Statement of Need
- Q\_2366** How does your project align with the Regional Economic Development Council's Strategic Plan/Upstate Revitalization Initiative Plan? (strategic plans are located at <http://www.nyscfaprojectdata.ny.gov/> )
- Q\_929** Current State of Project Development (i.e. planning, preliminary engineering, final design, etc. You may enter N/A for non-project related applications)
- Q\_2362** If funding was awarded in prior CFA rounds, what were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)
- Q\_4160** For each program to which you are applying under the CFA, explain your strategy for proceeding if the full amount of requested funding, required matching funds, and temporary financing are not secured as expected, or committed sources become unavailable. This explanation must address any proposed project phases, and both CFA and non-CFA sources of funds.
- Q\_3531** Municipal Resolution.
- Q\_3644** Project Map - Provide a map that clearly shows the proposed project site or service area, in relation to the municipal boundaries. Label relevant adjacent buildings or project sites.
- Q\_3543** Financial Commitment Documentation.

**Q\_4352** Certificate of Incorporation & Filing Receipt - Required for not-for-profit organizations.

**Q\_2361** Project Photographs

**Q\_1445** Support Letters

**Q\_5289** 1Deliverable

**Q\_5290** 2Deliverable

**Q\_5291** 1Start

**Q\_5292** 1Completion

**Q\_5293** 1Cost

**Q\_5294** 1TACost

**Q\_5295** 1PaymentDt

**Q\_5299** 3Deliverable

**Q\_5300** 4Deliverable

**Q\_5301** 5Deliverable

**Q\_5302** 2Start

**Q\_5303** 3Start

**Q\_5304** 4Start

**Q\_5305** 5Start

**Q\_5306** 2Completion

**Q\_5307** 3Completion

**Q\_5308** 4Completion

**Q\_5309** 5Completion

**Q\_5310** 2Cost

**Q\_5311** 3Cost

**Q\_5312** 4Cost

**Q\_5313** 5Cost

**Q\_5314** 2TACost

- Q\_5315** 3TACost
- Q\_5316** 4TACost
- Q\_5317** 5TACost
- Q\_5318** 2PaymentDt
- Q\_5319** 3PaymentDt
- Q\_5320** 4PaymentDt
- Q\_5321** 5PaymentDt
- Q\_3662** Provide a project abstract. The abstract must include formal applicant name, location of project area, amount of request, and general purpose of program. Sample text: The Sample Organization will use \$20,000 in New York Main Street Technical Assistance funds to complete feasibility studies and code reviews for ten buildings the City of Sample's Downtown Neighborhood. The total project cost will be \$25,000, with \$5,000 from (specify).
- Q\_3634** Provide a concise description of the proposed project site, target area or service area that will benefit from the proposed project. Provide the name of the municipality(ies) with any commonly-used names for the neighborhood(s), or a specific street address if applicable. This description must be consistent with the required map.
- Q\_3864** TAEligPartI
- Q\_3865** TAEligPartII
- Q\_3866** TAEligPartIIa
- Q\_4275** TAEligPartIIb
- Q\_4284** TAEligPartIIc
- Q\_4285** TAEligComments
- Q\_5455** Explain the project budget. Identify the estimated costs, and planned sources of funds for the proposed project.  
  - Be specific, and list each source in a consistent format.
  - This explanation of the program budget must be consistent with the required Sources and Uses budget table at the end of this application.
  - If a source is identified as committed, the applicable commitment letter must be attached where requested in the application.
- Q\_4359** NYMS Technical Assistance funds cannot be used for general grant administration expenses. Identify the source(s) of administrative/operational funding for the project.
- Q\_4360** Explain the applicant's procurement policies/procedures, and the specific process to be used for the NYMS-TA project. Professional Services to be reimbursed with NYMS-TA funds will require a minimum of two bids to establish a reasonable project cost.
- Q\_2376** Outline the process for developing the proposed project budget and establishing the NYMS-TA request amount. Explain how a reasonable project cost will be determined. Outline how the project will be financed prior to NYMS-TA reimbursement, and identify the source of required matching funds.
- Q\_5456** Identify the specific, tangible, deliverables to be produced by the proposed NYMS technical assistance project.  
  - Include the estimated timeline for completing each of the identified deliverables.
  - Outline other anticipated immediate and long term outcomes for the proposed project.
This response should be consistent with and supplement the Project Workplan Table.  
Contact NYMS Program staff with questions related to NYMS-TA project eligibility.
- Q\_3638** NYMS-TA funds are intended to improve a community's readiness to administer a future NYMS building renovation program. Two essential elements in successful administration of a New York Main Street renovation program are a clear understanding of the needs of the project community, and interest from mixed-use property owners.  
Identify, specifically, how the proposed project will improve a community's capacity or readiness to administer a future NYMS building renovation program.
- Q\_2379** Outline the specific action plan for implementing the deliverables produced with the NYMS-TA funds. For example, an applicant should present a plan for pursuing formal municipal adoption of architectural design guidelines produced, or present a timeline for applying for NYMS building renovation funds to complete an adaptive reuse project.

- Q\_3137** Describe the procedures in place to administer the requested New York Main Street grant.
- Identify staff assigned to work on the proposed program and their specific roles.
  - Describe specific staff experience or training relevant to the implementation of the NYMS Program.
  - Identify administrative procedures in place to ensure timely implementation for proposed project. For NYMS renovation projects, specifically identify supplements to the NYMS Administrative Plan.
  - Other procedures or plans that demonstrate applicant understanding of NYMS Program rules, and demonstrate readiness.
  - Identify issues or delays encountered during the administration of earlier grants, and explain procedural changes implemented to avoid these issues or delays in the administration of future grants.
- Q\_3641** Grant administration experience is important for evaluating an applicant's capacity to administer the proposed grant. Provide examples of grant administration experience within the past three years.
- List each example in a consistent format.
  - Examples should be relevant to the proposed project.
  - Each example must specify funding source and agency, amount of funding, use of funds, total project cost, contract number or ID and completion date.
  - Clearly indicate whether the example provided was administered by the applicant, a consultant, or other involved party.
- Q\_3139** Describe the local support for the downtown revitalization process.
- Identify other planned or existing community development and revitalization efforts this program will be linked to.
  - Identify all program partners and stakeholder groups that have a role in local downtown revitalization efforts. Provide specific details related to their involvement in the proposed program.
  - Identify how the proposed project involves coordination in community based planning and collaboration.
  - If any of the support described is formally documented by letters or agreements, please attach to the application.
- Q\_3628** Document the residential and commercial need for the proposed project in specific, measurable terms and discuss the anticipated residential and commercial impact of the proposed project on the neighborhood and larger community.
- Please address the following:
    - Business conditions in the area, including vacancy rates for existing commercial space;
    - Regional unemployment and socio-economic indicators that affect the project area, or other external factors such as regional economic trends or institutional investments that will impact the area during the next five years;
    - Existing housing conditions, vacancy rates and housing affordability;
    - Leveraging of other resources;
  - Explain how the proposed program will enhance the existing assets of the target area, including historic buildings and small or unique businesses in the target area;
  - Describe the impact that the investment of these funds will have on alleviating substandard housing conditions in the target area;
  - Describe the impact that the investment of these funds will have on increasing accessible, affordable housing opportunities in the target area;
  - Describe the overall anticipated accomplishments and how the project contributes to local planning and development efforts.
  - Applicants should reference pertinent sections of adopted local plans to support the proposed project.
- Q\_3533** Explain the need for public investment in the community, and specifically the need for public investment in the proposed project.  
Explain why the private sector has been unable to address the community needs.
- Q\_3345** I understand that NYS Homes and Community Renewal may require additional project information or modifications to the original project proposal as a condition of award.
- Q\_1037** By entering your name in the box below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.
- Q\_1038** By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.
- Q\_4361** Has the applicant or any of its affiliates, including participating property owners or contractors, been cited for a violation of State, Federal, or local laws or regulations with respect to labor practices, hazardous wastes, environmental pollution or other operating practices. Indicate Yes or No, and if Yes, provide an explanation.