

# VILLAGE OF WEEDSPORT MAIN STREET ADMINISTRATIVE PLAN

## **Project Leads and Summary Responsibilities:**

### **Weedspport Downtown Revitalization Committee (“Committee”)**

Created by the village in March, 2014, the Committee developed the local Main Street program. The Committee will be responsible for conducting outreach to property owners and the general public about the program, meeting with applicants to improve upon their projects, and make recommendations to the village board regarding which projects should get funded. The Committee may also assist property owners in securing interim financing through local banks.

### **Homsite**

Homsite is a non-profit community development agency serving Cayuga County that provides housing and community development services to assist low- and moderate-income persons and to improve neighborhoods. Their staff has worked with other communities in the past on New York Main Street grant projects and brings decades of project management and grant administration experience. Homsite will work one-on-one with property owners to develop scopes of work and get contractor bids for their Main Street projects. It will also help make sure that each construction project complies with Main Street program requirements.

### **Village of Weedspport Board of Trustees (“Board”)**

The Village is the grant applicant and will be the grantee of New York Main Street program funds. The Board is the party responsible for ensuring that all program requirements and grant program contractual obligations are met in a timely manner and that the duties and responsibilities of all other project leads are being met. The Board will issue the final decision on project selections, and will enter into a contract with New York State and with each property owner with an approved project. As the grantee, the Board is also responsible for requesting reimbursements from the state and for issuing those reimbursements to each property owner once his/her project is complete.

### **Code Enforcement Officer (“CEO”)**

The Village’s CEO will conduct a final inspection for each Main Street Program construction project and establish written procedures to comply with 5-year project monitoring requirements. The CEO will conduct the post-completion monitoring work and submit related paperwork to the Grant Administrator for the program files.

### **Grant Administrator**

The Grant Administrator will work closely with the Board, Homsite, the CEO, and the Committee to ensure that all necessary paperwork is organized and maintained in program files. The Grant Administrator will also process reimbursement requests, submit program paperwork to the state, and maintain the program webpage.

### **Property Owner**

The property owner is responsible for knowing and understanding all his/her obligations and all program requirements relevant to his/her specific project. The property owner is also responsible for paying project costs in full before being reimbursed through the grant program, and for securing interim financing, if needed.

## 1. PROGRAM DEVELOPMENT

### 1a. Marketing the Program: Weedsport Downtown Revitalization Committee & Grant Administrator

Once the grant is awarded, the Weedsport Downtown Revitalization Committee (“Committee”) shall conduct outreach in the target area to make all property owners aware of the availability of financial assistance through the New York Main Street (NYMS) Program. The Committee shall accomplish this by:

- Developing and distributing informational materials to market the program’s availability and explain program requirements. These will be distributed to businesses and property owners in the target area and will be made available for distribution at the Village Office;
- Providing required forms and instructions on how to apply for assistance;
- Organizing at least one public informational meeting at a central location in or near the Target Area to present information about the program and answer questions from prospective applicants and the general public; and
- Working with the Village Board of Trustees and Homsite to set application deadlines, develop outreach materials, and organize informational meetings.

The Grant Administrator shall be responsible for maintaining a webpage linked to the Village website with the application, informational materials, and updates about the progress of the program for prospective applicants and the general public throughout the term of the NYMS contract.

The Committee must retain distribution lists, public notices and other documentation of marketing and outreach efforts and submit them to the Grant Administrator to be maintained in the program files.

### 1b. Project Selection: Weedsport Downtown Revitalization Committee, Homsite & Village of Weedsport Board of Trustees

The Committee will issue at least one request for applications (RFA) with a deadline for submissions. Applicants will be required to schedule a one-on-one pre-submission meeting with the Committee before the deadline to determine appropriateness of projects in terms of program priorities and project criteria. The Committee will provide suggestions or feedback to strengthen applications before they are submitted. Pre-submission recommendations from the Committee shall be provided in writing to prospective applicants within 5 business days of the meeting and copies of said correspondence shall be submitted to the Grant Administrator for the program records. Following a pre-submission meeting, the Committee may refer the applicant to Homsite for assistance in developing a preliminary scope of work and estimate of costs in order to submit a complete and accurate application.

The Committee will apply the pre-determined project selection criteria and the project selection process to all submitted applications, which will be used consistently throughout the term of the NYMS contract. The Committee may consult with Homsite or other identified experts, as needed, for feedback regarding applicants’ proposed scopes of work and cost estimates. The Committee will submit its project recommendations to the Village of Weedsport Board of Trustees (“Board”) within 5 business days of the application deadline for the Board’s approval or denial of the recommended project selections. As the NYMS grantee, the Board is responsible for final project selections.

The Board will advise applicants on the disposition of their applications within 30 business days of the application deadline.

If not all program funds are allocated in the first round of applications, the Committee may issue a second RFA later in 2015.

The Committee will retain clear documentation of each project selection decision and submit that documentation to the Grant Administrator to be kept in the program files. This must include a determination for each application reviewed, and each project selected. This documentation should also include project selection memos, Committee meeting minutes or other related correspondence.

The Committee and the Board must adhere to Article 18, "Conflicts of Interest of Municipal Officers and Employees," of the NYS General Municipal Law when selecting eligible projects.

## **2. PROJECT DEVELOPMENT**

### **2a. Work Write-up / Scope of Work: Homsite**

Once the Board determines that an application is eligible for assistance, Homsite will meet with the property owner to develop a full scope of work and project budget. This meeting may occur at the building site or after a visit to the site. Homsite will discuss requirements related to lead- based paint hazards, energy efficiency, historic design standards, and any other scope of work issues with the property owner.

A written scope of work is a NYMS program requirement. See NYMS Program Guidelines for minimum required components for each scope of work.

Homsite shall be responsible for coordinating work write-ups with local code officials, the State Historic Preservation Office, and other regulators. If needed, additional experts must be consulted. Both Homsite and the property owner must sign-off on the formal scope of work before the owner is authorized to seek bids for the work.

### **2b. Contractor Selection: Homsite**

Homsite will establish a list of contractors who are able to perform work in compliance with applicable standards and who carry the types of insurance coverage required for this program. This list should be developed through a formal Request for Qualifications (RFQ) process to ensure that contractors are provided an equal opportunity for consideration. The contractors must supply references and proof of proper insurance. Homsite should make this list available to participating property owners. If the property owner would like to use a contractor *not* on the list, references and proof of proper insurance must be supplied to Homsite and approved.

Under Article 15A of the New York State Executive Law, all award recipients and their contractors are required to comply with the Equal Employment Opportunity provisions of Section 312 of that Article. Also, all contractors and awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises are afforded opportunities for meaningful participation in projects through inclusion on the list of contractors funded by HTFC pursuant to Section 313 of the Article. Please see NYS Empire State Development's Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses:

<http://www.esd.ny.gov/MWBE.html>

At least two bids must be obtained for each separate construction project or professional service to establish the reasonableness of project costs.

Certain principles must be upheld in seeking bids or quotes. There must be a clear, written, scope of work for the project for which bids or quotes are sought, as outlined in section 2a. Work Write-up / Scope of Work above. All bidders must have equal access to relevant information, including information on the property itself. The process should be free of collusion or intimidation, and Homsite should exercise appropriate oversight over the entire process to ensure that it is fair and efficient and avoids actual and perceived conflicts of interest.

Although the property owner may select the contractors to supply quotes, the quotes should be received by Homsite. Homsite will advise the property owner of acceptability of bids/proposed cost. If the property owner chooses a contractor other than the lowest bidder, reimbursement will be based on the amount of the lowest bid.

### **2c. Contracting Procedures: Village of Weedsport Board of Trustees & Property Owner**

Once a scope of work has been developed, the lowest contractor bid identified and the project budget finalized, the Board must approve the project and shall enter into a contract with the property owner (see NYMS Program Guide, contract template available on the NYMSP website and Town of Warsaw contract example available from the Cayuga County Department of Planning & Economic Development for what provisions should be included in contract) to provide the agreed financial assistance. The Board will develop a contract to outline the roles and responsibilities for both the Board and the participating property owner.

## **3. CONSTRUCTION MANAGEMENT/QUALITY CONTROL**

### **3a. Design Standards: Homsite**

All work will be completed in accordance with the design guidelines adopted by the Board as official policy and that were developed to meet the priorities of the NYMS. These design guidelines were made to be consistent with the requirements of the State Historic Preservation Office, the Housing Trust Fund Corporation, and the local needs of the community. Homsite will enforce the standards throughout the development process.

### **3b. Inspections: Homsite & Code Enforcement Officer**

Homsite and the Code Enforcement Officer shall inspect work in progress at any point, as needed. Before a final payment can be made, a final inspection will be required. Homsite, the local Code Enforcement Officer, and the Property Owner will all verify that the work was completed properly and is consistent with the contracted scope of work. Homsite must clearly document each site visit and inspection, and submit documentation to the Grant Administrator to add to the project files. Inspection reports will be reviewed during the NYMS Program monitoring visit.

## **4. FINANCIAL MANAGEMENT**

### **4a. Financial Transactions: Grant Administrator & Village of Weedsport Board of Trustees**

The Village of Weedsport's chief financial officer will be responsible for all financial transactions under this contract. The Board shall have a written policy on internal controls, and use this policy to determine the process for review and approval of requests for disbursement of NYMS funds. The Authorized Signature Form must be completed to designate the representative(s) authorized to sign disbursement requests and must reflect the Board's written policy on internal controls.

**4b. Interim / Construction Financing: Property Owner & Weedsport Downtown Revitalization Committee**

NYMS is a reimbursement program. The property owner will be responsible for paying for all agreed upon repairs, but the Board will not reimburse more than the costs identified as available per building for the funding year. Payment will only be made upon satisfactory completion of all work. Property Owners will be responsible for obtaining construction or interim financing for their project. The Committee may assist owners in obtaining financing if requested, but Property Owners are free to make their own arrangements.

**5. ONGOING MAINTENANCE**

**5a. Maintenance Obligations: Property Owner**

Property Owners will be required to maintain property assisted with NYMS funds for a period of five years from the date of project completion and final inspection. This requires that any assisted residential, commercial or civic units be maintained in a manner that is consistent with the goals of the NYMS program for the enforcement period. Assisted residential units, when they become available, must be marketed and affordable to low income households for the enforcement period. This requirement is met through a rent limit imposed on the assisted residential unit (check with the NYMS program office to obtain annual rent limits).

The Board will require each property owner receiving NYMS funds to file a Property Maintenance Declaration and to cross-reference the Declaration with the original deed document, in a form approved by HTFC, with the Cayuga County Clerk. In the Declaration the Property Owner will declare that he/she has received assistance from NYMS and will maintain the property in a manner consistent with the program objectives for a minimum of five years. In the event of non-compliance or resale, the amount of grant funds will be subject to repayment in accordance with a simple annual declining balance, based on the five-year enforcement period (see NYMS program guidelines for repayment schedule).

**5b. Responsible Parties: Code Enforcement Officer**

The local Code Enforcement Officer will monitor projects assisted under NYMS during the five-year enforcement period to ensure maintenance of Main Street investments. The Code Enforcement Officer must develop a formal plan for monitoring the assisted properties and ensuring compliance for the full maintenance term. The plan must address staff assignment of this responsibility and address continuity of operations. As part of this plan, the Code Enforcement Officer will inspect assisted properties on an annual basis as well as conduct any inspections directed by HTFC. All inspections shall be documented and submitted to the Grant Administrator to be added to the project files.

**5c. Records Maintenance: Grant Administrator**

The Grant Administrator shall maintain general program records and files on each approved building project in the Village of Weedsport offices until all maintenance obligations have been fulfilled.

## **6. PROGRAM COMPLIANCE**

### **6a. Program Compliance: Village of Weedsport Board of Trustees & Grant Administrator**

The Board shall comply with all NYMS program requirements and shall work closely with the Grant Administrator and the NYMS program office to ensure that all requirements are met. The HTFC reserves the right to change or disallow aspects of the grant application and may make changes to conditions of its commitment to provide funding to a project or program. The Board will address any additional requirements or conditions of approval. The Board will comply with all applicable statutes, guidelines, regulations, policies and procedures of the New York Main Street program. Any defect or departure from the New York Main Street Administrative Plan must be requested and approved in writing. The Board must refer to Grant Agreement Schedule A – Awarded Budget & Projected Accomplishments for a summary of the awarded program activities.