NEW YORK STATE | Department of State
Downtown Revitalization Initiative & NY Forward

Village of Marcellus

NY Forward Project Form

The Village of Marcellus 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 the Village of Marcellus' 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 $4.5 million. Project proposals must be received by:

September 4, 2026 at 11:59 PM

Informational meetings to learn more about the Open Call for Projects and eligibility requirements will be held in-person and virtually on:

Virtual Webinar
Tuesday, August 11, 2026
Noon - 1:00pm
Registration Link

In-Person Office Hours
Thursday, August 20, 2026
Village Hall, 6 Slocombe Avenue
11:30am - 1:30pm

https://www.villageofmarcellusny.gov/ny-forward

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.

July 23, 2026	**Local Planning Committee Meeting (LPC) #1.** The NY Forward planning process, including the Open Call for Projects is introduced to the LPC.
July 27	**Open Call for Projects Begins.**
August 20	**Public Workshop.** The NY Forward planning process, including the Open Call for Projects is introduced to the public.
July - August	**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.
September	**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!**
August 11 & September 10	**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.
August 20	**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.
September 4	**Open Call for Projects Closes.** Completed project forms must be submitted by 11:59 pm. See p. 2 for information on how to submit.
October - January	**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 slate of projects to the State for funding consideration at the last LPC meeting. **Project Development.** The consultant team will work with project sponsors to address any questions or comments about the project. **Project sponsors are expected to respond promptly to inquiries.**
April 2027	**Strategic Investment Plan Submitted to the State.**
Mid-2027	**Project Award Announcement.** Awarded projects are announced. Funds spent BEFORE the announcements are not eligible for reimbursement.
2028 - 2030	**Contracting and Start of Construction.** Awarded projects will contract with a State agency and will progress the project to construction or implementation.

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 Marcellus' 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**

to learn more about the process and project requirements. Check the website for information about how to attend or sign up.

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 Marcellus' Strategic Investment Plan.

6 **Submit your Completed Application**

Submit your completed application (and any supplemental materials) either electronically, in-person, or by mail no later than 11:59pm on September 4, 2026.

→ To submit online:

Go to https://www.villageofmarcellusny.gov/ny-forward.html

→ To submit via email:

Email your completed application and any supplemental materials to **alanna.wittet@stantec.com**

→ To submit a hard copy, please hand-deliver before 4:30 PM:

Village Clerk
6 Slocombe Avenue
Marcellus, NY
13108

? **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 Phil Schaeffing at philip.schaeffing@stantec.com.**

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.

Ineligible Project Types

- **Planning activities.** Following the preparation of the Strategic Investment Plan, all NY Forward funds must be used for projects that directly implement the plan.
- **Operations and maintenance.** NY Forward 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.** The cost of property acquisition can be included in the overall project budget, but the acquisition must be funded by another funding source.
- **Training and other program expenses.** The NY Forward program is a one-time infusion of funds and cannot be used to cover continuous costs, such as training costs and expensed related to existing programs.
- **Expenses related to existing programs.** NY Forward funds cannot be used to supplement existing programs or replace existing resources.

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 Village of Marcellus' NY Forward 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 $100,000 in total project cost.* Projects less than $100,000 can be submitted through this process as demonstration of demand for a Small Project Fund. 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.villageofmarcellusny.gov/ny-forward.html.
- **Project Funding**. Projects should have financial commitments largely secured or be able to demonstrate a clear path to securing sufficient financing. It is strongly encouraged that all projects, especially private projects, use non-NY Forward funds that leverage requested public funding. Projects that use other funding sources will be more competitive for funding awards.

  For projects with a private sponsor, there is a minimum match requirement of 40% of the total project cost. There is no minimum match requirement for public or non-profit projects.
- **Project Sponsors**. Every project must have an identified project sponsor. Sponsors may be public, not-for-profit, or private entities with the capacity and legal authority to undertake the proposed project. Proposals with project sponsors that are membership-only organizations or religious facilities must propose projects that are available to the public and not just to active members.
- **Building Decarbonization.** For NY Forward communities, all public, private, and non-profit projects that are greater than 5,000 sq ft (new construction or building addition) or a substantial renovation greater than 5,000 sq ft that meets additional criteria shall include decarbonization techniques. Each project that meets the criteria will be required to select a method of demonstrating that the project satisfies the requirements. *More information on this requirement can be found in the NY Forward Guidebook*.

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.villageofmarcellusny.gov/ny-forward.html.

Project Development Webinars

Certain projects funded through 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.

Decarbonization
August 11, 2026 @ 11am
September 10, 2026 @ 1pm

Registration Link: click here

Historic Preservation
August 30, 2026 @ 1pm

Registration Link: click here

0
400
800 Feet
The Green Gateway Park
Route 174
Mile High Drive
Marcellus High School
Marcellus High School Driveway
Mustang Hill
Scotch Hill Road
Orchard Street
K C Heffernan Elementary School
Mutroy Place
Nine Mile Creek
Kinderwood Drive
Learners Landing
Marcellus Schools Driveway
Austindale Street
North Street
Paul Street
C S Driver Middle School
Driver Middle School Driveway
Highland Drive
Reed Parkway
Second Street
Meadow Street
Chrisler Street
Marcellus Free Library
Maple Street
First Street
Cemetery
Orange Street
Reed Street
Kelly Avenue
Marcellus Village Office
East Main Street
Marcellus Town Clerk Office
Slocombe Avenue
West Main Street
MRD Driveway
Ninemile Creekwalk Trail
Academy Green
Beach Road
Bradley Street
South Street
Braeside Apartments
Flower Lane
Driveway
Marcellus Park Trail
Marcellus Town Highway Department
Wilson Drive
Marcellus Park
Marcellus Volunteer Fire Department Incorporated
Park Street
Avenue
Dunlap
Road
Baker

Village of Marcellus' Vision and Goals

The following draft vision and goals were established in the Village of Marcellus' initial NY Forward application using feedback received from the public during earlier public engagement events. Alignment with Marcellus' vision and goals will be a criteria that the LPC will be using to evaluate submitted projects.

Draft Vision for Downtown

The Village of Marcellus exemplifies the magic of a storybook small town, embracing timeless traditions while welcoming new residents and visitors with open arms and plenty of housing for those who never want to leave. The Central Downtown is a walkers' paradise featuring thriving small businesses and pedestrian-friendly infrastructure accented with historic charm. We are known throughout New York for our second-to-none trout fishing, our community festivals like Olde Home Days that date back to our Village's inception, and our well-maintained Creek Walk, which allows pedestrians to traverse the entire length of Marcellus alongside the waters of Nine Mile Creek. We are also known for our school system that provides students with hands-on learning opportunities and involves them in Village affairs, where their opinions and suggestions are valued. We manage to combine all the draws of a must-visit destination with the neighborly feel of a classic close-knit community—and if you want to see how we do it, you'll have to Meet Us In Marcellus.

Draft Goals for Downtown Revitalization

- Improve Walkability
- Preserve Historic Character
- Expand Green Spaces
- Support Local Businesses

Evaluation Criteria

The following criteria have been established by the State for project evaluation. The LPC will use these criteria when discussing and evaluating proposed projects throughout the NY Forward planning process.

State Evaluation Criteria

Alignment with State DRI/NY 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 DRI/NY 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 DRI/NY Forward area.

Cost Effectiveness. Investment of DRI/NY 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.

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 Marcellus' 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 $100,000 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.villageofmarcellusny.gov/ny-forward.html.
- ☐ **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):

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:

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.

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 stucture
- ☐ Exterior changes (windows, siding, storefront)
- ☐ New building construction
- ☐ Addition to existing building
- ☐ Interior renovation
- ☐ Electrical / Plumbing / HVAC
- ☐ Site work or utility installation (digging, trenching, streetscape, grading)

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

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.

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

What is the total estimated project cost and the amount of NY Forward funds requested?

Total Project Cost:

Total NY Forward Request:

Please complete the budget table below. Please identify different activities associated with the project, their costs, the funding source, and the status. Please use the following definitions to guide the response for the Budget.

Secured: This funding source and amount of funding is guaranteed.
Anticipated: This funding source is reasonably expected to be available at the time of project implementation, but the project sponsor does not have the funds currently available. This status may apply for funding sources such as loans, bonds, or fees.
Requested: The project sponsor has submitted a request to a funding entity for the amount identified but has not received confirmation of funding. This category is appropriate for the NY Forward funding source or other grants.
Undetermined: This funding source has not been secured, and the project sponsor has not fully identified the funding sources and amounts.

Notes: Typical activities included in a construction budget include: architectural and design costs, permit and survey fees, site preparation costs, insurance / bond fees, construction costs, and contingencies.

NY Forward funds are structured as reimbursable grants. If NY Forward funds are awarded, the grant recipient may need to finance the total project cost using a bridge loan, owner equity, or another financing mechanism. In this situation, grant funds will be released once the project is completed per the contracted scope of work.

**If a proposed project has not yet developed cost estimates or identified sources of funding, please provide as much detail as possible at this stage.*

**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.*

Activities	Cost	Funding source (NY Forward or Other)	Status of Funds
Ex: Design Fee	*$X,000*	*NYF*	*Requested*
Total NY Forward funding request	**$**		
Total funds from other sources	**$**		
Total project cost	**$**		

10 Cost Estimate Description

Please describe how your costs were estimated.

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

Please describe the status of non-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.

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	

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 or as a hard copy.

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) _____

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 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 Alanna Wittet at alanna.wittet@stantec.com.

➔ To submit a hard copy, mail or hand-deliver to arrive before 4:30 PM:

Village Clerk, 6 Slocombe Avenue, Marcellus, NY 13108

Deadline for Submission:

September 4, 2026 at 11:59 PM