

# New York Main Street



Eliot Spitzer, Governor

New York State Housing Trust Fund Corporation

Deborah VanAmerongen, Chairperson

# New York Main Street

## Outline

- Main Street: Show Me the Money
  - Program Update
  - Executing Your Contract
  - Project Set Up
  - Disbursement Procedures
  - Prepare for Monitoring
    - What should be in your files
  - Available Resources
    - Technical Assistance

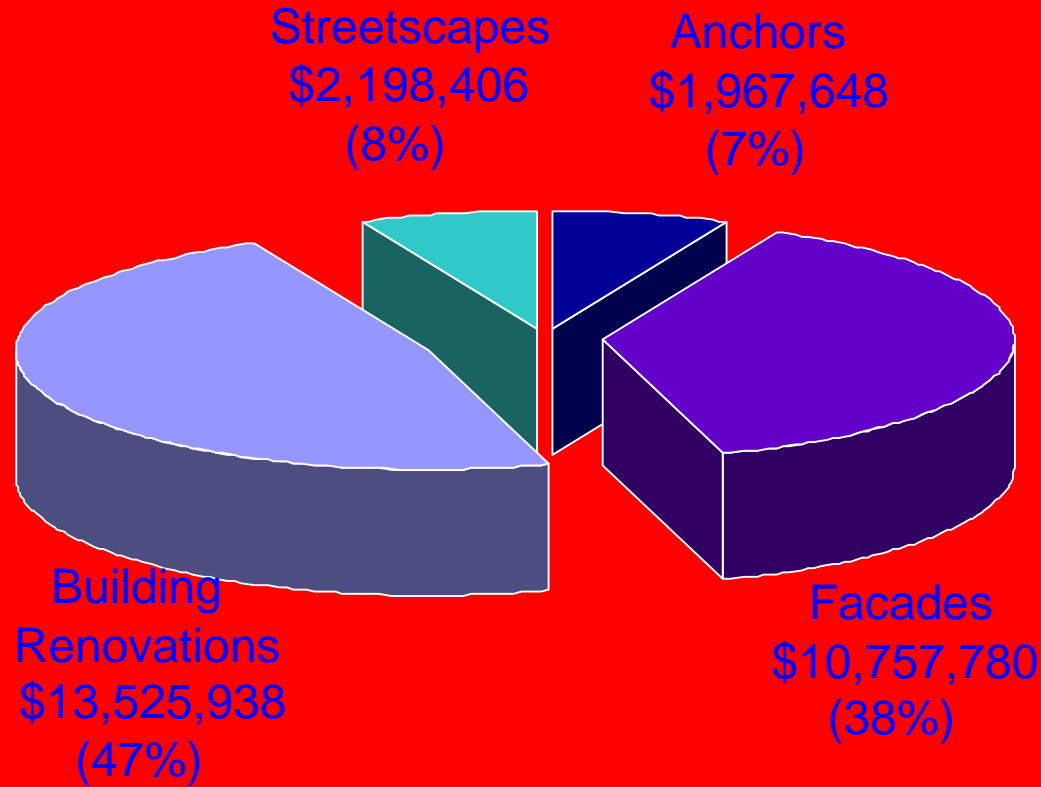


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# New York Main Street



Program Overview



NYMS USES YEARS 1 TO 3



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# New York Main Street



## Program Overview

- NYMS 2004
  - 143 applications received from 52 counties
  - 60 applications funded from 46 counties
- NYMS 2005
  - 100 applications received from 47 counties
  - 56 applications were funded from 40 counties
- NYMS 2006
  - 54 applications received from 37 counties
  - 36 applications were funded from 28 counties
- NYMS 2007
  - 64 applications received from 34 counties



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# New York Main Street

Main Street By The Book

O.K. , There Is No Book , But:

- Statutory Authority
- NYMS FAQ
- Your Contract
- Disbursement and Reporting Procedures



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## The Contract

- Your Contract: A Closer Look
  - Boilerplate – 20 Sections
  - Exhibit A - Program Summary and Description of Target Area
  - Exhibit B – Administrative Plan
  - Exhibit C – Program Budget
  - Exhibit D – Program Schedule
  - Exhibit E – Declaration Form
  - Exhibit F – Property Release Form



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## Disbursement Steps

- Getting to Disbursement
  - Automated Clearing House ACH
    - Account Designation
  - Project Set-Up
    - Certifications
  - Disbursement Request
    - Detail Sheet(s)
    - Invoice / Certification
  - Project Completion
    - Certification



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# Project Set Up

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NEW YORK MAIN STREET

<input type="checkbox"/> <b>Project Set Up</b>		<input type="checkbox"/> <b>Project Completion</b>		
Person completing form:		Date:		
Phone: (    )            ext.		<input type="checkbox"/> Original <input type="checkbox"/> Revision		
<b>PROGRAM INFORMATION</b>				
Name of Local Program:		SHARS ID:		
<b>PROJECT INFORMATION</b>				
Project Name (optional):		Project ID:		
Project Address:				
SWIS Code:		Section / Block / Lot:		
<input type="checkbox"/> Façade <input type="checkbox"/> Building Renovation <input type="checkbox"/> Downtown Anchor <input type="checkbox"/> Streetscape				
<b>PROJECT ACTIVITY COSTS</b>				
	NYMS Project	Owner's Match	Other Match	Project Total
Project Delivery				
Site tests / surveys				
Design				
Other (specify)				
<b>Project Delivery Subtotal</b>				
Façade Renovation Construction				
Building Renovation Construction				
Downtown Anchor Construction				
Streetscape Construction				
<b>Construction Subtotal</b>				
<b>TOTAL</b>				
<b>CLEARANCES (for Project Set Up)</b>				
Date of SHPO Clearance:				
Phase I Environmental Analysis:		Environmental Conditions:		
Completed <input type="checkbox"/> Not required <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>CLEARANCES (for Project Completion)</b>				
Date site was determined free from environmental hazard:				
Final property standards inspection date:				
Date assisted units were determined lead-safe:				
<b>NUMBER OF UNITS</b>				
Residential units:		NYMS-assisted Residential units:		
Commercial units:		NYMS-assisted Commercial units:		
Civic or Community units:		NYMS-assisted Civic or Community units:		



# New York Main Street

<input type="checkbox"/> Project Set Up	<input type="checkbox"/> Project Completion		
Person completing form:	Date:		
Phone: (     )            ext.	<input type="checkbox"/> Original <input type="checkbox"/> Revision		
<b>PROGRAM INFORMATION</b>			
Name of Local Program:	SHARS ID:		
<b>PROJECT INFORMATION</b>			
Project Name (optional):	Project ID:		
Project Address:			
SWIS Code:	Section / Block / Lot:		
<input type="checkbox"/> Façade	<input type="checkbox"/> Building Renovation	<input type="checkbox"/> Downtown Anchor	<input type="checkbox"/> Streetscape

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# New York Main Street

## CLEARANCES (for Project Set Up)

Date of SHPO Clearance:

Phase I Environmental Analysis:

Completed  Not required

Environmental Conditions:

Yes  No

## CLEARANCES (for Project Completion)

Date site was determined free from environmental hazard:

Final property standards inspection date:

Date assisted units were determined lead-safe:

## NUMBER OF UNITS

Residential units:

NYMS-assisted Residential units:

Commercial units:

NYMS-assisted Commercial units:

Civic or Community units:

NYMS-assisted Civic or Community units:

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FOR ALL RESIDENTIAL UNITS ASSIST ED WITH NYMS FUNDS

Unit Number	Number of Bedrooms	Occupied	Vacant	Total monthly rent
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

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# New York Main Street

PROJECT ACTIVITY COSTS				
	NYMS Project	Owner's Match	Other Match	Project Total
Project Delivery				
Site tests / surveys				
Design				
Other (specify)				
Project Delivery Subtotal				
Façade Renovation Construction				
Building Renovation Construction				
Downtown Anchor Construction				
Streetscape Construction				
Construction Subtotal				
<b>TOTAL</b>				

# Disbursement Request



Housing Trust Fund Corporation <b>NEW YORK MAIN STREET</b> <b>Local Administrator Disbursement Request</b>			
Name of Local Program Administrator (organization):		SHARS ID:	
Name, phone number and extension of person completing this form:		Date:	
Address of state recipient/subrecipient:			
City:	State:	Zip Code:	Tax ID:
<b>FINANCIAL INFORMATION</b>			
Total contract amount:			
Total requested to date:			
Total amount of this request:			
Number of Detail Sheets attached:			
Façade Detail Sheet _____		Downtown Anchor Detail Sheet _____	
Building Renovation Detail Sheet _____		Streetscape Detail Sheet _____	
Payee certification: I certify that the above bill is just, true and correct; the attached Detail Sheet(s) are accurate; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.			
Payee signature: _____		Date: _____	
Name of Signatory (Please print or type): _____		Title: _____	
<b>HTFC use only</b>			
OCD approval: _____		Date: _____	
Finance approval: _____		Date: _____	
Disbursement number (HTFC use only): _____		Voucher Number: _____	

# New York Main Street

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## Local Administrator Disbursement Request

Name of Local Program Administrator (organization):		SHARS ID:	
Name, phone number and extension of person completing this form:		Date:	
Address of state recipient/subrecipient:			
City:	State:	Zip Code:	Tax ID:

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## FINANCIAL INFORMATION

Total contract amount:

Total requested to date:

Total amount of this request:

Number of Detail Sheets attached:

Façade Detail Sheet \_\_\_\_\_

Downtown Anchor Detail Sheet \_\_\_\_\_

Building Renovation Detail Sheet \_\_\_\_\_

Streetscape Detail Sheet \_\_\_\_\_

New York State Housing Trust Fund Corporation

# New York Main Street

Payee certification: I certify that the above bill is just, true and correct; that attached Detail Sheet(s) are accurate; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.

Payee signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Signatory (Please print or type):

\_\_\_\_\_  
Title:

**HTFC use only**

OCD approval: \_\_\_\_\_

Date: \_\_\_\_\_

Finance approval: \_\_\_\_\_

Date: \_\_\_\_\_

Disbursement number (HTFC use only): \_\_\_\_\_

Voucher Number: \_\_\_\_\_

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# Project Detail Sheet



Housing Trust Fund Corporation <b>NEW YORK MAIN STREET</b> <b>Project Detail Sheet</b>		
Attach one detail sheet for each activity for which funds are being requested. Attach additional sheets if payment is requested for more than three contractors on one activity.		
Check one:		
<input type="checkbox"/>	Façade Renovation	<input type="checkbox"/>
<input type="checkbox"/>	Downtown Anchor	<input type="checkbox"/>
<input type="checkbox"/>	Building Renovation	<input type="checkbox"/>
<input type="checkbox"/>	Streetscape	
SHARS ID:	Project Name (optional):	
Activity #:	Amount of this draw:	
NYMS Funds Setup:	Total paid to date:	Percent complete*:
Project address:	Private match:	Public match:
<b>CONTRACTOR INFORMATION</b>		
Contractor name:		M/WBE?
Type of work or trade:		
Work performed:		
Contract amount:	Amount this draw:	Percent complete:
Contractor name:		M/WBE?
Type of work or trade:		
Work performed:		
Contract amount:	Amount this draw:	Percent complete:
Contractor name:		M/WBE?
Type of work or trade:		
Work performed:		
Contract amount:	Amount this draw:	Percent complete:

*\*For final payment on a project, please complete and attach a Project Completion form.*

# New York Main Street

Housing Trust Fund Corporation  
**New York Main Street**  
**Project Detail Sheet**

Attach one detail sheet for each activity for which funds are being requested.  
Attach additional sheets if payment is requested for more than three contractors on one activity.

Check one:

Façade Renovation

Building Renovation

Downtown Anchor

Streetscape

SHARS ID:	Project Name (optional):	
Activity #:	Amount of this draw:	
NYMS Funds Setup:	Total paid to date:	Percent complete*:
Project address:	Private match:	Public match:

# New York Main Street

CONTRACTOR INFORMATION		
Contractor name:		M/WBE?
Type of work or trade:		
Work performed:		
Contract amount:	Amount this draw:	Percent complete:
Contractor name:		M/WBE?
Type of work or trade:		
Work performed:		
Contract amount:	Amount this draw:	Percent complete:
Contractor name:		M/WBE?
Type of work or trade:		
Work performed:		
Contract amount:	Amount this draw:	Percent complete:

Sample Invoice



Morrison Doors and Windows

Serving Sampleville since 2003

Invoice

Date: 10/4/2006  
To: Glen C. Taylor, Glen's Menswear and Golf Emporium, 123 Main Street, Sampleville  
From: Morrison Doors and Windows  
RE: Glen's Golf and Menswear C-456-789  
Priority: Due on receipt

Removal of old windows and doors  
Installation of new, A-1 historic, energy efficient window and doors  
on Main Street façade, 123 Main Street.  
September 18 - 22, 2006

Now due .....\$4,500

JM



# New York Main Street



Prepare for Monitoring

## Local Program Checklist

## Project Checklist



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## Available Resources

- Clearinghouse to six State agencies
  - Division of Housing and Community Renewal
  - Empire State Development Corporation
  - Office for Small Cities
  - NYS Office of Parks, Recreation and Historic Preservation
  - NYS Department of State
  - NYS Department of Transportation



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# New York Main Street



## Available Resources

### TECHNICAL ASSISTANCE

- Regional Offices
- New York Main Street Web Site
- [WWW.NYMAINSTREET.ORG](http://WWW.NYMAINSTREET.ORG)  
Resources, Case Studies, Grant Information, Etc.
  - At the Crossroads
- [MAINSTREET@DHCR.STATE.NY.US](mailto:MAINSTREET@DHCR.STATE.NY.US)
- Training, Workshops and Conferences
- Consultant Contracts



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