

## Sample Language for Required Documents

\*This language is for reference and is in no way required for documentation. Please feel free to use as much or as little of this as you like\*

### **Property Assessment List Public Posting:**

Must be published for three consecutive days and must include the information from the Property Assessment list. This does NOT need to be in chart form. You may write the information out, much like below.

*The [MUNICIPALITY] intends to seek grant funding under the Restore NY Communities Initiative to facilitate revitalizing urban and rural areas, disadvantaged communities, and stabilizing neighborhoods. Pursuant to the requirement of the grant application, a description of the location, size, and nature of each property, whether the property is proposed to be demolished, deconstructed, rehabilitated, or reconstructed, and the status of the property is as follows: [PROPERTY ASSESSMENT LIST INFO – ex. “101 Main St, 70,000 square feet, vacant commercial property, proposed for demolition”] (Repeat for each property included in the application)*

### **Public Hearing Public Posting:**

Must be published for one day and include all relevant information on where/when/how to access the meeting. It must also state that the meeting will discuss the Restore NY application.

*The Common Council of [MUNICIPALITY] has scheduled a public hearing for [DATE] at [TIME] in [LOCATION]. The purpose of the hearing is to obtain citizens’ views and comments relative to the submission of an application to Empire State Development for financial assistance under the Restore NY Communities Initiative. This project includes [PROJECT DESCRIPTION, ETC.]*

### **Public Hearing + Property Assessment List Combo Public Posting:**

You MAY do the public hearing and property assessment public posting in ONE posting. It would then need to run for three consecutive days. If combined, it would look something like the below.

*The Common Council of [MUNICIPALITY] has scheduled a public hearing for [DATE] at [TIME] in [LOCATION]. The purpose of the hearing is to obtain citizens’ views and comments relative to the submission of an application to Empire State Development for financial assistance under the Restore NY Communities Initiative. This project includes [PROJECT DESCRIPTION, ETC.]. The following properties will be submitted for consideration: [PROPERTY ASSESSMENT LIST INFO – ex. “101 Main St, 70,000 square feet, vacant commercial property, proposed for demolition”] (Repeat for each property included in the application)*



**Municipal Resolution:**

Please keep in mind this does NOT NEED TO BE THE EXACT WORDING. This is for reference ONLY.  
Please complete the municipal resolution however your municipality would normally go about this.

“

*WHEREAS the [MUNICIPALITY] is eligible for grant funding under Round [#] of the Restore NY Communities Initiative Municipal Grant Program, and*

*WHEREAS the City Council has considered proposals that qualify for funding under the program and selected one project to be included in an application that will be submitted to Empire State Development Corporation (ESDC) as follows:*

*Redevelopment of [PROPERTY], [PROPERTY ADDRESS]. The project will [ACTIVITY - ex. “renovate a vacant and abandoned 50,000 square foot property into a mixed-use building containing three shops for commercial use on the first floor, and 12 market rate apartments on the upper floors”].*

*WHEREAS this project is consistent with all existing local plans, the proposed financing is appropriate for the project, the project will facilitate effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources and the project develops and enhances infrastructure and/or other facilities in a manner that will attract, create and sustain employment opportunities in [MUNICIPALITY].*

*NOW THEREFORE BE IT RESOLVED that the City Council hereby supports and will sponsor an application for Restore NY funding for [PROPERTY], [PROPERTY ADDRESS] and will administer the grant in accordance with all applicable rules and regulations established by ESDC, and*

*BE IT FURTHER RESOLVED that the City Manager is authorized to sign the applications and any agreements required by ESDC for grant funding that results from the application*