

**Prepared for:**

**Marguerite Sherman**

Mayor

Village of Medina

119 Park Avenue

Medina, NY 14103

**Submitted by:**

**Lauryn DaCosta**

Grants Program Manager

LaBella Associates

300 State Street

Suite 201

Rochester, NY 14614

(585) 471-7303



**Village of Medina:** New York Forward Small Project Fund  
Administration

**MARCH 7, 2025**

**LABELLA PROPOSAL NO. 2501911**



March 7, 2025

Marguerite Sherman  
Mayor  
Village of Medina  
119 Park Avenue  
Medina, NY 14103

**RE: New York Forward Small Project Fund Administration**

Dear Ms. Sherman:

LaBella Associates (LaBella) is excited to submit our proposal to provide administrative consulting services for the New York Forward (NYF) Small Project Fund. We have experienced the transformational impact that these funds can have on communities across New York State, and look forward to the opportunity to partner with you on this project. Having worked with the Village and the Orleans County Chamber to administer a New York Main Street Building Improvement Program, we understand the context of your community, and are committed to leveraging our expertise to ensure the seamless implementation of your projects and the realization of your community's goals.

LaBella has extensive grant experience and well-established relationships with the funding agency that oversees project implementation. We bring a wealth of experience serving municipalities and fostering development and revitalization through state funding programs, such as the Downtown Revitalization Initiative, New York Main Street, and Community Development Block Grant.

LaBella's commitment to community success is demonstrated by our proven track record in small project fund administration projects throughout New York State, including assisting 33 projects and 180 businesses with more than \$12 million in funding. Through these collaborations, we have gained a profound understanding of the nuances involved in facilitating impactful building and business enhancements. We are excited to assist the Village of Medina in achieving its vision for downtown growth and sustainability.

Our multi-disciplinary team is equipped to provide the full range of services needed to see the projects through to completion. In addition to grant administrators and planners, our team includes environmental experts who can offer specialized assistance as needed.

Making a positive impact in the communities we serve is at the heart of our mission. This proposal illustrates our capacity to support the Village in program administration and the successful execution of the New York Forward program. If you wish to discuss our proposal further, please contact me at [\(585\) 471-7303](tel:5854717303) or [ldacosta@labellapc.com](mailto:ldacosta@labellapc.com).

Respectfully submitted,

**LaBella Associates**

Lauryn DaCosta  
**Project Manager** | Grants Program Manager

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# **ORGANIZATION INFORMATION & SERVICES CAPABILITY**

# ABOUT LABELLA

At LaBella Associates, our job is to create – structures, plans, ideas, results. As a nationally recognized Design Professional Corporation, that's a given, right?



But here's what really drives us: creating partnership between our team and our clients. So much so that we become one team, unified in the unrelenting pursuit of exceptional performance on each and every project. Reliability. Accountability. Collaboration. Respect. Not skills we went to school for, but innate in LaBella team members.

The pursuit of partnership is embedded in our culture – has been since our inception in 1978. And it affects client outcomes in profound ways. It means we're built to expertly execute projects from start to finish. That we have the talent and resources to take on any challenge. That projects are completed on time, on budget, and beyond expectations. And that we win awards – not just for our talent, but also for our ethics, employee culture, and growth.

Today, our wheelhouse is broad, with four key service offerings: Buildings, Energy, Infrastructure, and Environmental. Our reach is widespread with staff located throughout the country and Europe. We're headquartered in Rochester, NY– but our impact is seen, felt, and experienced around the world.

## SOLVE COMPLEX PROBLEMS



## INFRASTRUCTURE

We're planning, designing, and building the systems and structures that enable modern life. It's innovation meets heavy-duty insight.

## ENHANCE OUR EXPERIENCE



## BUILDINGS & FACILITIES

It's about more than creating, maintaining, and resurrecting the buildings in which we work, learn, and engage – it's about beautifying and bettering the communities we call home.

## ADVOCATE FOR THE FUTURE



## WASTE, RECYCLING, & ENVIRONMENTAL

Our services are leading the way to help study, restore, and safeguard the land, air, and waterways in and around our communities.

## LEAD THE WAY

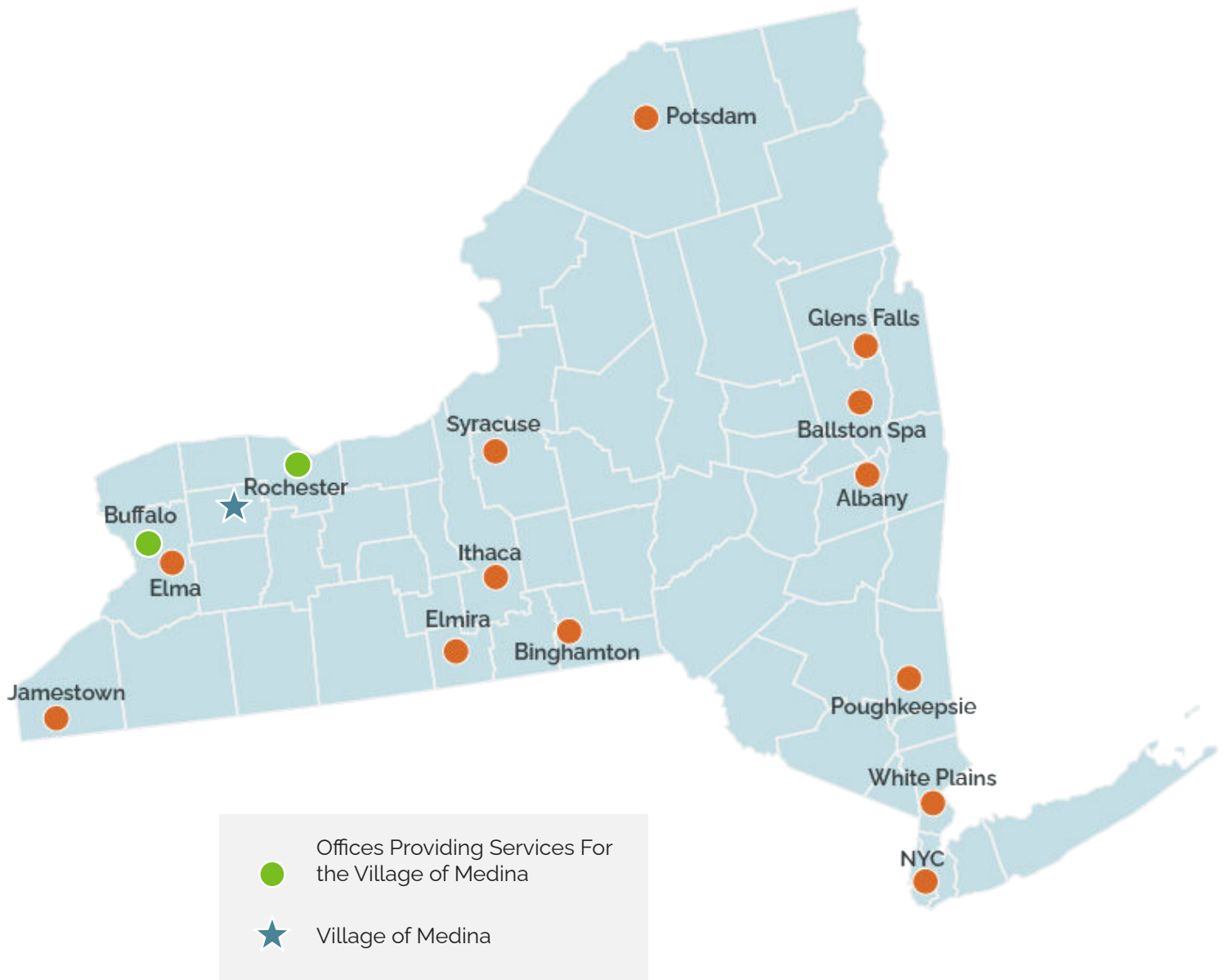


## ENERGY

From traditional energy sources to renewable ones, we're helping power our regions through energy resource management, transmission, and distribution.

# WHERE WE ARE

New York Office Locations



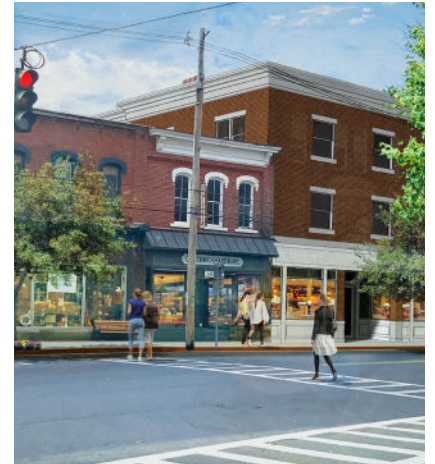
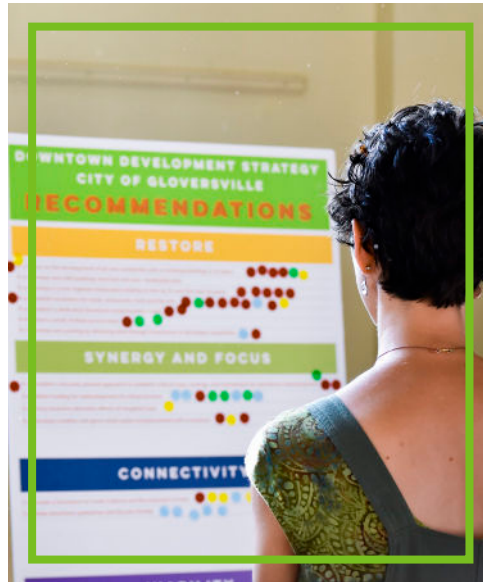
# PLANNING SERVICES

## Overview

A strong and vibrant community supports growth and sustainability.

At LaBella Associates, we provide the tools you need to bring your community's vision to life. With a multi-disciplinary staff of more than 20 experienced team members, including planners certified by the American Institute of Certified Planners (AICP), our clients can rest assured that we have the resources and knowledge to implement successful projects within budget and on time.

Our Planners have assisted Upstate New York communities for more than 45 years and are responsible for all planning and grant services. We thoughtfully assist clients with achieving their planning, community development, and economic development goals.



Our planners have achieved considerable success in helping clients find appropriate sources of funding for projects.





# PLANNING SERVICES

## Overview



Our team is comprised of more than 20 experienced team members across our footprint.

### Our full range of planning and grant services include:

- Active Transportation
- Agricultural Preservation
- Brownfield Redevelopment
- Community Participation & Engagement
- Comprehensive Planning
- Downtown & Neighborhood Revitalization
- Economic Development
- Economic and Market Analysis
- Housing Analysis
- Environmental Review
- Geographic Information Systems (GIS)
- Grant Applications and Administration
- Land Use Regulation and Zoning
- Market Research
- Municipal Infrastructure and Improvements
- Plan Review / Board Support
- Program Management
- Resiliency Planning
- SEQR and Impact Analysis
- Strategic Plans

Success for us looks like long-term partnerships and ongoing support for your community as it grows.

Whether you're ready for planning and development, grant/funding application and administration, or project execution, we've got you covered.







## **PERSONNEL**

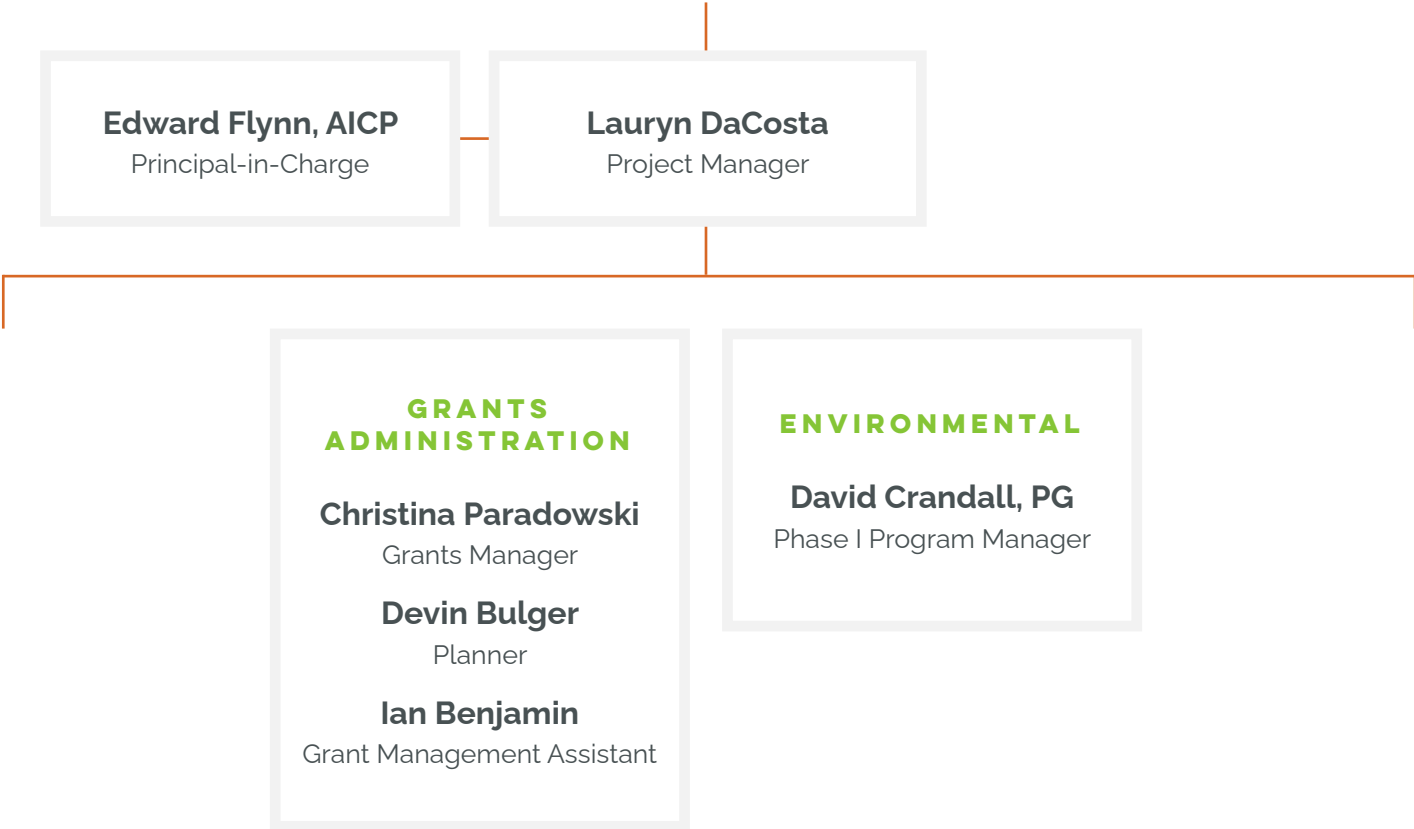
# TEAM ORGANIZATION

We have built this project team by thoughtfully engaging professionals that have demonstrated reliability, accountability and collaboration on the administration of a multitude of grants across New York State.

**Lauryn DaCosta** will serve as Project Manager and the Village's Primary Point of Contact. With a decade of experience in grant writing, reporting, management, and administration, Lauryn will oversee projects effectively, meet reporting requirements, and deliver impactful results.



## VILLAGE OF MEDINA





# LAURYN DACOSTA

**Project Manager | Grants Program Manager**

Lauryn possesses 10 years of experience in grant writing, reporting, management, and administration for non-profit and community development organizations. Prior to joining LaBella, she was the Director of Resource Development for five years at a community development corporation focused on building affordable housing and strengthening community assets.

## EDUCATION

**St. Bonaventure University: B.S. in Political Science & English**

**Merrimack College: M.Ed in Nonprofit & Community Organizations**

## ORGANIZATIONS

**Tufts Institute for Nonprofit Practice**

**AmeriCorps**

### **Village of Waterloo: Downtown Revitalization Initiative Application—Waterloo, NY**

Oversaw the Village's planning and community engagement efforts in preparation for submitting a successful DRI application, as well as compiling and editing all components of the application that was ultimately submitted for funding consideration.

### **Village of Perry: CDBG Storm Drainage Improvements Program Delivery & Grant Administration—Perry, NY**

Supported the Village with disbursement requests, Federal compliance requirements, annual reporting, monitoring and final close-out activities to meet program guidelines and grant objectives.

### **Village of Victor: 2024 NYMS Grant Administration—Victor, NY**

Currently supporting the Village with successful implementation of NYMS funding with public outreach, project management and coordination, reporting and compliance requirements, environmental review, bidding and procurement, disbursements, and closeout efforts.

### **City of Batavia: 2023 CDBG Housing Rehab Grant Management—Batavia, NY**

Monitoring and supervision of all CDBG program activities and compliance requirements. Assistance with overseeing residential rehabilitation program, including the application process, bidding and procurement, environmental review, and executing grant agreements for approved projects.

### **Town of Macedon: Annual Grant Support—Macedon, NY**

Assisted with the administration of existing Town approved grants. Supported the Consolidation Funding Application (CFA) submissions for New York Main Street and Downtown Revitalization Initiative/New York Forward grant programs.

### **City of Hornell: 2022 CDBG Economic Development Grant Administration—Hornell, NY**

Assisting the City with successful implementation of project activities including meeting all Federal and State compliance requirements, annual and quarterly reporting, payment requests, and project coordination to meet grant-funded hiring and job creation goals.



## EDWARD FLYNN

Principal-in-Charge | Planning Director

Ed is a certified planner with over 25 years of experience in planning, economic development, and downtown revitalization, including 14 years as the City of Batavia's Director of Community Development. His extensive experience working with elected officials, community groups, and municipal staff has resulted in successful, award-winning projects.

### AICP

American Institute of Certified Planners

### EDUCATION

Rutgers University: M.C.R.P. in City & Regional Planning

University at Buffalo: B.A. in Economics

### CERTIFICATION / REGISTRATION

IEDC Economic Development Course

Buffalo Business First "40 under 40" Award

NY Upstate American Planning Association

NYCOM Planning Implementation Award for Downtown Redevelopment

### ORGANIZATION

American Planning Association, Member

NY Upstate Chapter American Planning Association

### NY Main Street Building Improvement Programs

Administered 19 New York Main Street projects totaling more than \$7 million that assisted more than 100 small businesses in 15 communities with façade and building upgrades.

- Village of Lyons
- Village of Sodus
- City of Batavia (2)
- Village of Victor (2)
- Village of Attica
- Village of Perry
- Town of Williamson
- Village of Medina
- City of Rochester - Little Theatre
- City of Buffalo - Lovejoy Neighborhood
- Village of Camden
- Village of Penn Yan
- Village of Bergen

### Village of Geneseo: Main Street Plan—Geneseo, NY

Project Manager for a plan to improve the aesthetics, circulation, safety, and parking in the Court St./North St./Main St. corridor. The project included an extensive public input process that included a Community Workshop, surveys and collaboration with a Steering Committee.

### Village of Scottsville: Main Street Improvement Plan—Scottsville, NY

Worked closely with a Steering Committee and community members to develop a streetscape improvement plan for the Main Street business district based on the National Trust's Four Point Approach. The project included a collaborative public input process that incorporated a Community workshop, surveys, and several public meetings to develop a consensus on the final plan.

### City of Batavia: Comprehensive Downtown Redevelopment Project—Batavia, NY

Provided project management, leadership, and technical expertise on an award winning decade long redevelopment project included extensive streetscape improvements, the creation of a business improvement district, microenterprise funding, façade improvements, and the establishment of new city events.



# CHRISTINA PARADOWSKI

Grants Manager

Christina has a Master's degree in Urban Planning, Design, and Development from Cleveland State University's Levin College of Urban Affairs, with a certificate in Historic Preservation. With more than a decade of experience in the non-profit, government, and private sectors, her expertise lies in community development and grant writing. Christina is an Advisor to the National Trust for Historic Preservation, and has written or assisted with several successful grant applications, a National Register nomination, New York State Seven to Save nominations, and a National Treasures nomination.

## EDUCATION

**Cleveland State University, Maxine Goodman Levin College of Urban Affairs: MS in Urban Planning, Design, & Development**

**State University of New York at Fredonia: B.S. in Communications**

## CERTIFICATIONS

**Erie County Department of Health Lead Safe Renovator Certification**

**Cornell University Certificate in Sustainable Preservation**

## ORGANIZATIONS

**National Trust for Historic Preservation**

## AWARDS

**Preservation Advocacy Award, Preservation Buffalo Niagara**

## ACCREDITATIONS

**Published in Urban Infill: Historic Preservation & Urban Change**

### **Village of Fredonia: New York Main Street Initiative—Fredonia, NY**

Grants Manager for the Village of Fredonia's first NY Main Street Target Area initiative. Answered questions from applicants and the project committee and will be responsible for SHPO review submission, environmental checklists, project setup, project bidding via state procurement requirements, and project disbursements and closeouts.

### **InSite Architecture: Village of Arcade New York Main Street Building Improvement Admin—Arcade, NY**

Grants Manager responsible for administration of programs including SHPO review, environmental checklist and project setup with the state, and issuing a second round of applications.

### **Village of Gowanda: New York Forward—Gowanda, NY**

Grants Manager writing Historic, Cultural, and Artistic Assets chapter of the Village of Gowanda's NY Forward Downtown Profile.

### **City of Niagara Falls: Downtown Revitalization Initiative Bridge District Grant Admin—Niagara Falls, NY**

Grants Manager administering the City of Niagara Falls' Bridge District DRI Small Project Fund. Answered questions from applicants and the project committee and responsible for project walk throughs and scope of work confirmation, SHPO review submission, environmental checklists, project setup, project bidding via state procurement requirements, and project disbursements and closeouts.

### **City of Batavia: New York Main Street Grant Administration—Batavia, NY**

Grants Manager tasked with monitoring and close out for the 2019 NY Main Street grant and ensuring disbursement requests were submitted and building owners reimbursed.

### **Town of Irondequoit: CDBG Administration—Irondequoit, NY**

Grants Manager for the the Town of Irondequoit's Annual Action Plan. Assisted with drafting an updated Consolidated Plan that will guide the Town's development and spending for the next five years.

**Niagara University: GIS Mapping—Niagara, NY**

Assisted with housing conditions survey to gather data to input into GIS system that will be used to make future investment and program decisions for Niagara University and the City of Niagara Falls. Also conducted stakeholder interviews and summarized results in a report.

**WCBC North LLC: EPA Cleanup Grant Management & Technical Support—58 Church Street, Arcade, NY**

Responsible for quarterly reporting via the EPA's ACRES system on cleanup design and activity at the Emkay site in Arcade.

**City of Niagara Falls: NYS DRI Bridge District Grant Admin—Niagara Falls, NY**

Administering the City of Niagara Falls' Bridge District DRI Small Project Fund: Answered questions from applicants and the project committee and responsible for project walk throughs and scope of work confirmation, SHPO review submission, environmental checklists, project setup, project bidding via state procurement requirements, and project disbursements and closeouts.

**New York State Department of State Office of Planning Development & Community Infrastructure: Planning for the Western New York New York Forward—Wellsville, NY**

Assisted in creating project profiles including budgets, timelines, and renderings to submit for state approval and funding.

**Village of Fredonia: Fredonia (V) Annual Grant Support 2023—Fredonia, NY**

Kicked off the Village of Fredonia's first NY Main Street Target Area initiative. Answered questions from applicants and the project committee and will be responsible for SHPO review submission, environmental checklists, project setup, project bidding via state procurement requirements, and project disbursements and closeouts.

**Buffalo Urban Development Corporation: Northland Corridor Redevelopment Phase 3 – Buffalo, NY**

Wrote quarterly reports on design phase of the project and completion percentage.

**InSite Architecture: Village of Arcade NYMS Building Improvement Admin—Arcade, NY**

Responsible for administration of programs including SHPO review, environmental checklist and project setup with the state, and issuing a second round of applications.

**City of Batavia: Administration of 2019 NY Main Street Grant—Batavia, NY**

Assisted with monitoring and close out for the 2019 NY Main Street grant and ensuring disbursement requests were submitted and building owners reimbursed.

**Erie County: Household Income Surveys to Determine Eligibility for CDBG Assistance—Erie County, NY**

Part of a team that assists communities in Erie County conduct income surveys. Responsible for drafting final report that determines area eligibility including upper quartile calculations and response rates.

**Buffalo Urban Development Corporation: US EDA Grant**

**Administration, Northland Corridor Redevelopment Project—Buffalo, NY**

Christina is assisting the engineering and environmental teams on quarterly reporting responsibilities for the redevelopment of two properties on East Delavan and Northland Avenues, a micro-grid, and green space in the Northland Corridor of Buffalo.

**Town of Irondequoit: CDBG Administration—Irondequoit, NY**

With prior experience with administration of the Community Development Block Grant program and IDIS, Christina has been tapped to assist with the Town of Irondequoit's Annual Action Plan and with drafting an updated Consolidated Plan that will guide the Town's development and spending for the next five years.

**WCBC North LLC: US EPA Grant Administration, 58 Church Street Clean-up—Arcade, NY**

Christina is assisting with administration and reporting, of the US EPA grant for clean-up of the former Emkay Trading Corporation in the Town of Arcade. The site has been many things throughout the years and is contaminated with hydrocarbons, metals, and petroleum. LaBella will be assisting in getting the site ready for redevelopment.

**Lt Col Matt Urban Human Services Center: Housing Rehab Programs Manager—Buffalo, NY\***

Christina met and worked with a diverse set of residents through block club meetings, public meetings, and MUC workshops to navigate the City of Buffalo's housing rehab program process and connected them to other



helpful programs to keep their homes healthy and safe. Created activity books for each neighborhood she worked in to promote home repair and safety programs. Christina developed additional housing repair programs; grant writing and administration.

**Swiatek Studios Inc: Director of Development & Restoration—Clarence, NY\***

Christina developed the company through promotion and media presence; provided guidance regarding historic preservation, tax credits, and allowable repairs in historic districts to contractors and residents.

**Clinton Brown Company Architecture: Project Assistant—Buffalo, NY\***

Christina assisted with grant writing including CFAs, National Register nominations, and planning initiatives on a per project basis.

**City of Dunkirk: Community Development Planner / CDBG Administrator—Dunkirk, NY\***

Christina charged with administration of CDBG funds, grant writing, public presentations regarding planning initiatives and developing strategies for economic growth and housing stabilization in the City.

**Preservation Buffalo Niagara: Director of Operations—Buffalo, NY\***

Christina was responsible for assisting residents, business and building owners in all aspects of historic preservation including tax credits, and repairs and replacements within historic preservation guidelines. She assisted in the creation of a new business and strategic plan. She managed volunteers and

scheduled and developed tours and fundraising events.

**Detroit Shoreway Community Development Organization: Housing Specialist—Cleveland, OH\***

Christina was responsible for assessing building conditions and working with owners on repairs; worked with block clubs on resolving complaints. She worked with housing teams to recommend homes for rehabilitation or demolition based on neighborhood data and structural analysis.

**City of Lakewood: Staff Assistant, Housing & Building Department—Lakewood, OH\***

Christina was responsible for board applications, issuing permits, housing licenses, and contractor registrations. She was part of Housing Forward survey team assessing the condition of all homes in the City of Lakewood. Christina was on Lean Lakewood Team streamlining processes, causing city departments to run more efficiently.

**City of Lakewood: Division of Community Development Internship, Planning Department—Lakewood, OH\***

Christina assisted in writing a Neighborhood Stabilization Program grant that won the City of Lakewood \$250,000 in NSP III funds- the highest amount available, used for both demolition and rehabilitation. Christina wrote a Community Reinvestment Area proposal that was accepted by the State of Ohio and implemented by the City for a new housing development on the riverfront. Christina examined conditional use permits and put forth a walkability plan for the city.



## DEVIN BULGER

Planner

Devin brings over 10 years of project management, grant writing, and grant administration experience to his role as Planner at LaBella Associates. He has particular expertise in demographic and market analysis. Devin drives organizational projects by communicating project deliverables, delegating tasks, tracking progress to completion, and collaborating on an individual and group basis. He integrates project conceptualization, research, data analysis and problem-solving skills to address and overcome obstacles.

### EDUCATION

**Loyola University Maryland:  
B.A. in Business Administration,  
Finance**

#### **Village of Tannersville: Downtown Revitalization Fund— Tannersville, NY**

Currently administering the Village's \$600,000 small project "Downtown Revitalization Fund". Work includes project solicitation, selection, set-up, monitoring, and disbursements, as well as grant administration, reporting, and environmental and historical preservation compliance. The project team includes a local selection committee

#### **Village of Hudson Falls: NYS Homes and Community Renewal (HCR) Main Street Program— Hudson Falls, NY**

Led outreach to Target Area property owners. Conducted informational presentation for interested property owners as part of outreach process. Performed relevant research and analysis to determine current community conditions, trends, and opportunities. Supported Target Area property owners in developing their project budgets, scopes, and supporting documentation.

#### **Village of Hudson Falls: 188 Main Street Restore NY Administration—Hudson Falls, NY**

Currently administering a \$1.7 million project that will renovate first floor retail space and develop 10 units of residential apartments on the building's second and third floors. Work includes local site plan review approvals, SEQR, SHPO, contractor solicitation, and budgetary and project consulting.

#### **Village of Hudson Falls: 119 Main Street Restore NY Administration—Hudson Falls, NY**

Currently administering a \$1.2 million project that will restore basement and first floors for retail use and second floor residential apartments. Work includes support for contract execution, MWBE guidance and solicitation support, and budgetary consulting.



# IAN BENJAMIN

## Grant Management Assistant

Ian is a Grant Management Assistant with over a decade of experience in public service. His extensive background equips him with an in-depth understanding of state and municipal processes, which he skillfully leverages to accelerate projects for clients. Prior to joining LaBella, Ian spent nearly a decade in planning and grant administration for New York State, working with both NYS Parks and NYS Homes and Community Renewal. He managed a diverse portfolio of programs, ranging from federal grants for large-scale state capital projects to vital urban revitalization initiatives at the municipal level. Ian's expertise lies in helping communities achieve their shared goals of urban revitalization and environmental conservation, delivering impactful and sustainable solutions.

### EDUCATION

**SUNY at Buffalo: M.U.P. in Urban Planning**

**The College of Saint Rose: B.A. in English Literature**

### ORGANIZATIONS

**Nickel City Housing Co-Operative, Board Member & Treasurer**

**Friends of the Albany Rural Cemetery, Board of Directors**

#### **Villages of Fredonia and Victor: New York Main Street Grant Administration—Fredonia and Victor, NY**

Working closely with municipal officials and project sponsors to complete preliminary scope reviews and obtain all State approvals with the goal of ensuring an efficient, streamlined grant administration of all New York Main Street Target Area projects. Coordinated property owner communications and periodic review to ensure grant compliance and project efficiency. This process will result in beautiful transformations of both village cores.

#### **Town of Irondequoit and Village of Victor: New York Forward Initiative—Irondequoit and Victor, NY**

Assisted in applying for the New York Forward (NYF) grant program for both the Town of Irondequoit's Titus Avenue Corridor and the Village of Victor's Main Street corridor. Involvement included research and community engagement in the

development of a holistic vision for the focus corridors inclusive of potential priority projects.

#### **Wayne County: Parks, Recreation, & Trails Plan—Wayne County, NY**

Conducted extensive research, design, routing, and GIS mapping to support the development of the Connectivity and Trails chapter, aimed at improving regional trail networks. Work included leading feasibility studies for alternative Empire State Trail routes, with a focus on evaluating potential connections with Ontario County and exploring a new east-west trail along Lake Ontario (Hojack Trail). Collaborated closely with the Wayne County Planning Department, local advocacy groups, and state-wide greenway and trail planning professionals to deliver sustainable and strategic trail solutions.



## DAVID CRANDALL

Phase I Program Manager

**PG**

**Professional Geologist  
NY**

### EDUCATION

**State University of New York  
College of Environmental  
Science and Forestry: B.S.  
in Environmental Studies,  
Concentration in Policy and  
Management**

### CERTIFICATIONS/ REGISTRATIONS

**Environmental Professional, as  
per USEPA AAI Rule**

**40 Hour HAZWOPER/  
Supervisor; 8-hour refresher**

Dave is LaBella's Phase I Program Manager and is responsible for oversight, training, and professional development of Analysts and Senior Reviewer staff, overall quality assurance/quality control of Phase I Environment Site Assessment, Transactions Screen, and Records Search with Risk Assessment (RSRA) due diligence reports, and assisting project managers with client interactions and business development activities. Dave has been involved in over 10,000 due diligence projects ranging from undeveloped land and commercial properties to automotive repair facilities, gasoline stations, and large-scale industrial facilities. Dave has performed environmental due diligence services for attorneys, private entities/developers, municipalities, and various commercial lenders. In addition, Dave is experienced in environmental investigation and remediation techniques and offers his experience in these areas to assist clients in determining the best way to address potential environmental risks encountered through due diligence activities.

### Various Clients: Environmental Due Diligence—Various Locations

Dave has extensive experience in Environmental Due Diligence, having been involved in over 10,000 due diligence projects including Phase I Environmental Site Assessments, Transaction Screens, Records Search with Risk Assessments (RSRAs) and other desktop reports. Dave has also been involved with the peer review of reports completed by other consultants to ensure compliance with applicable standards and to assist with assessing overall environmental risk.

In previous roles, Dave was responsible for the oversight of a group of approximately 15 technical writers and senior reviews/Environmental Professionals who, along with a team of field staff/inspectors completed over 7,000 due diligence projects per year for private, attorney, municipal, and commercial banking clients, including several thousand Phase

I ESAs and Transaction Screens per year. David was responsible for overall QA/QC of reports and ensuring that reports met applicable standards/criteria. In addition, he would assist with client discussions of concerns and help to develop scopes of work for Phase II Environmental Site Assessments or assist in determining alternatives to addressing potential environmental risk.

Prior to that time, Dave worked as an Environmental Scientist for an international consulting firm that worked primarily on remedial investigations and feasibility studies for State and Federal clients. In this role, he served as Site Manager and was responsible for work plan development and investigation scoping, soliciting bids from subcontractors, oversight of field investigation activities/staff, and completions of summary reports.



## **TIMELINE**

# TIMELINE

## Village of Medina: New York Forward Small Project Fund Administration

2025									
Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Kick off with Municipality	Solicitation to Businesses and Properties		Evaluation and Selection Process				Prepare Bidding Documents and Bid to Contractors/Vendors	Construction/Purchase Equipment Phase	
					Environmental and SHPO Review				

2026											
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Construction/Purchase Equipment Phase						Project Close Out and Distribution Requests					
								Monitoring Reporting			

Total Timeline: 22 months\*

\*Timeline is subject to change based on kickoff meeting with the Village





**WRITTEN DESCRIPTION OF WORK &  
COST ESTIMATES**

# DESCRIPTION OF WORK

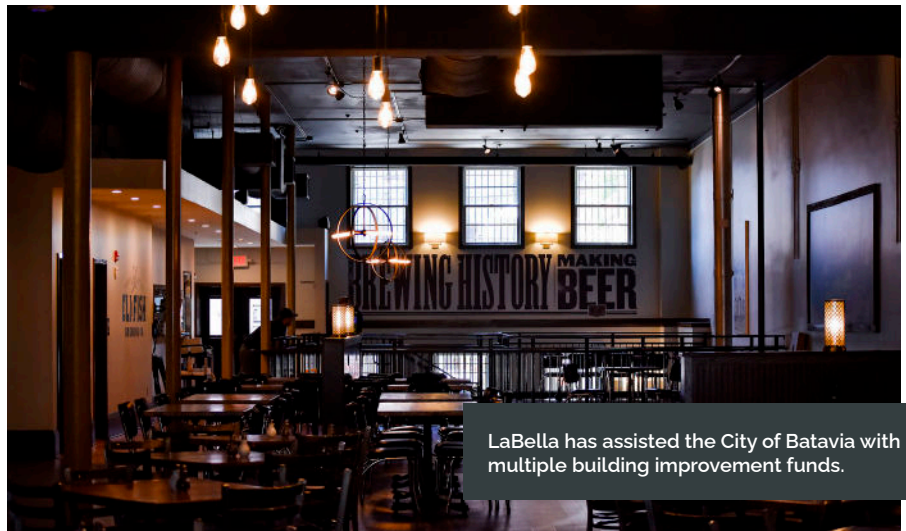
## Project Approach

Successfully administering the Village of Medina's New York Forward (NYF) Small Project Fund (SPF) demands a strategic blend of skills and competencies. At the core, the successful administration of this initiative hinges on robust public outreach, thorough education about the program, and practical assistance in application preparation for potential project sponsors.

**Effective public outreach is key.** We understand that in order to have a successful program, we must have solid project applications. The LaBella team possesses excellent communication skills, an in-depth understanding of the NYF program, and the ability to build and maintain trust within the community.

**Education about the NYF program is another critical aspect.** This involves clearly articulating the program's goals, benefits, and requirements to potential participants. LaBella will ensure the program information is accessible and understandable to a diverse audience. This process entails developing and disseminating educational materials, conducting workshops or seminars, and providing platforms for Q&A sessions. The administrator can encourage broader and more effective participation by demystifying the program and its objectives.

**Finally, we will assist potential project sponsors with their application process, which is crucial for the NYF fund administration's success.** This involves guiding applicants through the requirements, helping them articulate their project ideas clearly, and ensuring that their proposals align with the strategic goals of the NYF program. This task



LaBella has assisted the City of Batavia with multiple building improvement funds.

requires the administrator to have a keen eye for detail, a deep understanding of the program's criteria, and the ability to provide constructive feedback. By actively supporting applicants, the administrator improves the quality of submissions and ensures that the projects selected for funding can significantly impact the community's revitalization.

## NYF SPF General Program Management

Administration of the NYF Small Project Fund generally includes two components: general HCR administration and identifying and supporting selected projects to ensure their successful completion.

LaBella Associates will assist the Village of Medina with the overall management of the NYF Small Project Fund, including, but not limited to:

*Assist the Village in complying with all applicable State and local rules and regulations including:*

1. Village Codes and Regulations
2. Minority and Women Business Enterprise Solicitation

LaBella Associates has extensive experience administering Small Project Funds.

We understand that success requires a comprehensive approach that encompasses effective public outreach, educational initiatives, and hands-on assistance in the application process.

These efforts, when combined, can lead to a transformative impact on the community, driving sustainable growth and revitalization in line with the program's overarching objectives.

3. Environmental Checklist Compliance including State Historic Preservation Review, site disturbance, flood regulations, lead paint compliance and asbestos regulation compliance
- Maintain communications with HCR officials to ensure effective administration of the grant

# DESCRIPTION OF WORK

- Assist with Project Setup, Disbursement and Project Completion Forms for individual projects
- Maintain a Project Commitment Log
- Assist with preparation of program amendments as necessary
- Facilitate compliance with the NYF SPF Administrative Plan and other contract requirements
- Assist with disbursement requests and payment to owners
- Attend SPF project review meetings if necessary
- Prepare files and documents for program closeout and monitoring of the program, including assistance with filing Declarations

## NYF SPF Administration of Grant Program

LaBella Associates will work with the Village to review and prepare documents for the projects, including:

- Reviewing program guidelines and modifying them, as needed, to align with the Village's goals
- Preparing application forms, contract documents, and related materials
- Assisting the Village with program announcement materials for each funding round, including the preparation of flyers and press releases
- Providing a pre-submission conference or office hours to assist applicants with submitting applications to participate in the program

## Scope of Work

### Architectural Assistance (Applicant Assistance)

LaBella Associates will provide independent proposals to project participants for architectural design services to assist applicants with interior and exterior building renovations:

- Meetings with applicants to determine the final scope of work
- Preparation of initial renderings and floor layouts for applicant review

- Preparation of final design documents incorporating required code requirements
- Coordination with the Village Building Inspector
- Preparation of bid documents
- Distribution of bid documents in coordination with the Village
- Review of bid documents
- Coordination with contractors
- Coordination with SHPO

**Note: The cost of these services is not included in the NYF SPF grant administration scope of work.**

## Site and Building Environmental Compliance (Applicant Assistance)

LaBella Associates will provide proposals for the following services independently to applicants to ensure compliance with environmental regulations if required by the scope of the project:

- Environmental Screen (site contamination)
- Lead Risk Assessment and Clearance Tests, as well as Radon Tests
- Asbestos Testing if needed
- Phase I Environmental Assessments per ASTM 1527-13 if needed
- Soil Boring Testing if required
- Soil Vapor Intrusion (SVI) testing if required

**Note: The cost of these services is not included in the NYF SPF grant administration scope of work.**

## Timeline

LaBella Associates will work within the timeframes outlined in the NYF SPF contract with the State. NYF SPF projects typically have a 2-3 year completion timeframe to complete the projects. LaBella will work with the Village to obtain extensions if necessary, provided that owners cooperate and provide information in a timely fashion.

# COST ESTIMATE

## Assumptions and Exclusions:

We anticipate the following conditions related to this project to ensure we can complete the scope within the attached cost estimate.

- There will be, at maximum, 10 projects selected for funding. The amount of support available to property owners is contingent on the number of awards. Please note that beyond 10 projects, we cannot keep the project within budget.
- All projects will be selected through a single call for projects event; if projects drop out of the funding program and a second call for projects is needed, there will be an additional fee to facilitate that process.
- Any extensions beyond the grant timeline set forth by HCR would result in additional fee
- All property owners will hire a general contractor or project manager to coordinate all contractors and subcontractors. **Construction Management is not within the scope of this proposal.** This will be made clear to project owners. LaBella staff will oversee the bidding process for a general contractor per project but not multiple bids for divided work on a project.

These assumptions and exclusions are to ensure fair support across all project and prevent undue costs to the Village or LaBella Associates.

In order to effectively assist the Village of Medina in the administration of the New York Forward Small Project Fund grant, we propose to make staff available on an "as-needed" basis for the term of the NYF SPF contract.

With these assumptions in mind, we propose to provide professional administration services at a rate of \$115 per hour and bill based on the actual number of hours committed to the project. Travel expenses will be billed at cost. The combined not-to-exceed cost to administer the NYF SPF is \$30,000 of the grant awarded.

This fee includes the following services outlined in this proposal:

- Assistance with General Program Management, including Environmental Checklist coordination and completion, as well as HCR staff consultation
- Assistance with Administration of the Grant
- Initial Environmental Screens
- Initial Design Discussions

To maximize the funding, we recommend coordinating site visits between projects.

**Project-Specific Environmental Services and Architectural Assistance are not included in the \$30,000 budget.** LaBella's environmental and architectural staff will provide proposals for this work to individual applicants on an as-needed basis, with these costs being the responsibility of the applicants.



**EXPERIENCE & CAPACITY**

# HTFC / NY MAIN STREET GRANTS

Administered by LaBella Associates

Project	Award Year	Client	# of Projects	Grant	Total Project
1	2007	Town of Williamson	4	\$65,000	\$108,000
2	2008	Victor Local Development Corp.	8	\$200,000	\$405,000
3	2011	Village of Lyons	8	\$390,000	\$741,000
4	2011	Sodus Chamber of Commerce	7	\$200,000	\$381,000
5	2011	City of Batavia	9	\$450,000	\$1,200,000
6	2012	City of Dunkirk	5	\$250,000	\$275,000
7	2012	Victor Local Development Corp.	10	\$200,000	\$440,000
8	2013	Village of Attica	9	\$250,000	\$1,000,000
9	2013	Downtown Batavia BID (RARP)	2	\$150,000	\$205,000
10	2013	Little Theatre / WXXI (UI)	1	\$150,000	\$200,000
11	2015	Village of Perry	12	\$275,000	\$500,000
12	2015	Orleans Chamber of Commerce	11	\$335,000	\$450,000
13	2015	Batavia Development Corporation	1	\$500,000	\$2,100,000
14	2015	Iron Island (BMSI)	11	\$275,000	\$350,000
15	2015	Village of Camden	7	\$350,000	\$450,000
16	2017	Victor LDC	1	\$500,000	\$750,000
17	2017	Finger Lakes EDC	4	\$300,000	\$600,000
18	2018	City of Elmira (DRI Activate Buildings)	13	\$1,750,000	\$12,161,000
19	2018	North Buffalo Organization (BMSI)	1	\$500,000	\$6,500,000
20	2019	Village of Fredonia	1	\$438,950	\$685,000
21	2019	Village of Bergen	5	\$475,000	\$725,000
22	2019	Batavia Development Corporation (DRI Building Fund)	5	\$600,000	\$1,933,000
23	2020	City of Batavia	5	\$300,000	\$700,000
24	2021	Village of Lyndonville	1	\$500,000	\$635,000
25	2021	City of Batavia	1	\$417,000	\$550,000
26	2021	Village of Perry	1	\$300,000	\$400,000
27	2021	Village of Newark	6	\$336,000	\$390,000
28	2021	Town of Macedon	1	\$80,000	\$90,000
29	2022	Seneca Falls Development Corporation	18	\$600,000	\$1,250,000
30	2023	Village of Victor	6	\$300,000	\$1,800,000
31	2023	Village of Tannersville	5	\$600,000	\$1,000,000
32	2023	Village of Fredonia	5	\$230,000	1,000,000
33	2023	Village of Arcade	4	\$315,000	\$500,000
<b>TOTAL</b>			<b>188</b>	<b>\$12,581,950</b>	<b>\$39,224,000</b>



# ORLEANS COUNTY CHAMBER OF COMMERCE

Village of Medina — New York Main Street Building  
Improvement Program



LaBella Associates was engaged by the Orleans County Chamber of Commerce to manage a NY Main Street program in downtown Medina. Downtown Medina is designated a National Register of Historic Places Historic District that is almost completely intact with a variety of architectural styles of various ages, heights, and occupancies.

The LaBella team helped guide the Chamber through all the required phases of a NY Main Street program including:

- Application and project development
- Bidding
- Project approval & setup
- Contracts
- Reimbursements
- Closeout
- Reporting

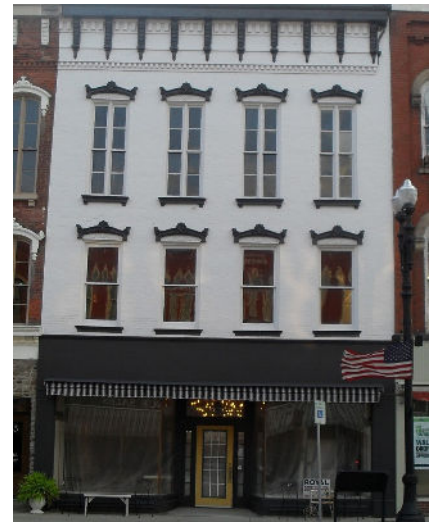
Thirteen property owners benefitted from the program by utilizing \$318,000 in NY Main

Street funds to leverage projects totaling more than \$415,000. Projects included interior upgrades, façade improvements, signage, storefront upgrades, and necessary mechanical or structural upgrades.

The success of the NY Main Street program has leveraged additional public and private investment in the Village. A \$4.5 New York Forward award was provided to the Village for its historic downtown, which will benefit eight transformative projects. The Bent Opera House, an anchor in Medina, has also recently been renovated and includes a restaurant, hotel, and the restored opera house.

## CLIENT PARTNER

Kathleen Blackburn  
Former Executive Director  
Orleans County Chamber of  
Commerce  
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The success of the NY Main Street program has led to further economic growth and fostering long-term improvements to the local economy. This momentum continues to enhance the Village's appeal as a vibrant, thriving community for residents, businesses, and visitors alike.

# CITY OF BATAVIA

## New York Main Street Building Improvement Program

### CLIENT PARTNER

Rachael Tabelski  
City Manager  
City of Batavia  
(585) 345-6330  
rtabelski@batavianewyork.com

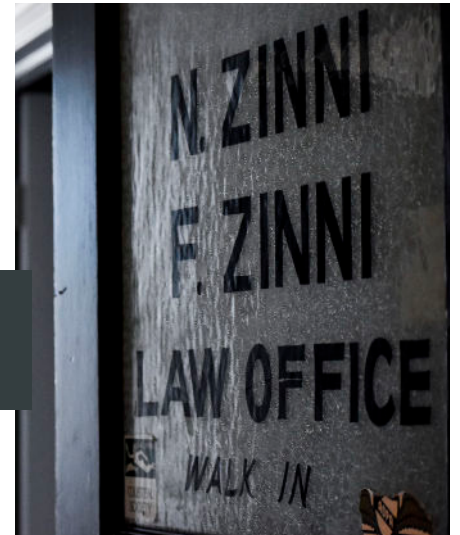


With LaBella's assistance, property owners made significant improvements—changing the appearance of downtown Batavia.

Over the last decade, LaBella has managed \$2.5 million in grant-funded building improvement programs that have benefitted 23 properties in the City of Batavia. Total investment amount for these projects has exceeded \$5.5 million.

LaBella staff have worked closely with architectural firms engaged by the City to assist property owners with appropriate building improvements. Owners made significant improvements, changing the appearance of downtown Batavia and providing high-quality mixed-use spaces in multi-story buildings.

LaBella continues to administer the overall program and individual building projects with the City, including compliance with agency administrative plans, environmental regulations, financial systems, and local regulations.





# CITY OF ELMIRA

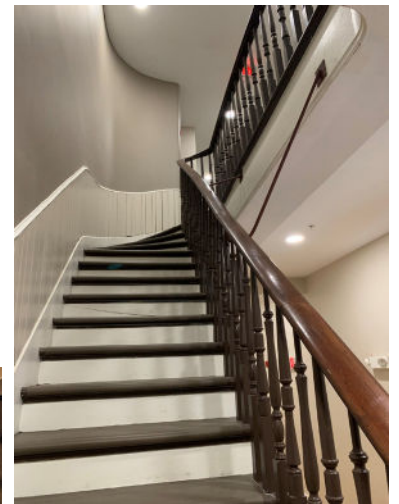
## Downtown Revitalization Initiative Activate Building Improvement Program

The City of Elmira partnered with LaBella Associates to successfully administer its Downtown Revitalization Initiative (DRI) Building Improvement Fund, a key component in the City's recent downtown renaissance.

LaBella guided the City through all the required phases of a DRI building improvement fund including:

- Application and project development
- Bidding
- Project approval & setup
- Contracts
- Reimbursements
- Closeout
- Reporting

As a result, twelve property owners utilized \$1.5 million in DRI funds to leverage projects totaling over \$3.8 million. These projects encompassed interior renovations, façade enhancements, signage, storefront upgrades, and essential mechanical and structural improvements. The properties involved included mixed-use buildings, commercial spaces, and restaurants, contributing significantly to the revitalization of Elmira's downtown.



In partnership with LaBella Associates, the City of Elmira successfully administered its DRI Building Improvement Fund, enabling 12 property owners to utilize \$1.5 million in funds to leverage over \$3.8 million in transformative downtown projects.

**CLIENT PARTNER**

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# LaBella

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