

## SECTION 1.4

# Roles and Responsibilities

## Overview

The DRI and NYF programs accomplish their goals through a unique State and local partnership that includes the Local Planning Committee (LPC), State staff, municipal representatives, and a consultant team. The LPC is responsible for representing the interests and priorities of the community, while the State staff ensure that the process and deliverables are consistent with the goals, priorities, and requirements of the funding programs. In addition, State and local staff, together with the consultant team, provide expertise, guidance, and technical assistance to develop a SIP that will achieve the vision and goals for revitalization of the downtown, as approved by the LPC.

## Local Planning Committee

Each LPC is led by two co-chairs consisting of the local elected official and a member of the Regional Economic Development Council (or their respective designees). General membership in the LPC will include local and regional leaders, community stakeholders, and representatives from interest groups and organizations, as appropriate to the community.

These groups may include, but are not limited to:

- Local and regional government officials;
- Neighborhood associations, homeowners, and renters;
- Property owners, local developers, and real estate agents;

- Chambers of Commerce, local business associations, and business owners;
- Community foundations and community loan funds;
- Local development corporations, housing corporations, industrial development agencies, and business improvement districts;
- Cultural institutions;
- Educational institutions;
- Local non-profit and advocacy organizations, such as environmental organizations and park conservancies; and
- Social and public service organizations, such as local public safety and health care providers, and faith-based organizations.

As representatives of a variety of interests within the community, the LPC members will be responsible for guiding the planning process and helping to identify the most appropriate range of community engagement approaches for the DRI/NYF area. The LPC members will also be expected to take an active role in public outreach and evaluate and select projects for inclusion in the SIP.

LPC members meet regularly to brainstorm ideas, provide direction and feedback to consultant teams, review planning products, and discuss community engagement efforts. All LPC meetings that are open to the public should provide an opportunity for public comment. The

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LPC members, working with the consultant team and State planners, will determine the most appropriate meeting schedule to accomplish their goals and to deliver an on-time SIP. For additional information and requirements, see [Section 2.3: Local Planning Committee](#).

LPC members will be required to sign a Code of Conduct as a reminder that they must always act in the public interest in their role as LPC members. Any member of the committee with a real or perceived conflict related to a specific project will be required to recuse themselves from voting on or opining on the project that presents a conflict while still participating in decision-making for other projects.

#### Municipal Representatives

Professional and administrative municipal representatives from the DRI/NYF community may provide local assistance to the consultant team and State team when local resources or expertise are needed. Municipal representatives may be asked to:

- Provide existing data to assist with the development of the downtown profile and assessment;
- Help develop publicly-sponsored projects by providing guidance regarding the municipality's project objectives/ preferences and providing studies, plans, or other documents related to project development;
- Identify any relevant municipal programs and initiatives and/or funding sources that could be leveraged;

- Help secure space for and advertise public events and LPC meetings; and
- Serve as a local point of contact during the DRI/NYF planning process.

As appropriate, municipalities are encouraged to partner with the county or other local or regional entities that may be able to provide technical assistance or other resources.

#### Project Sponsors

DRI/NYF funding may be awarded to public, not-for-profit, and private entities to implement projects included in the final SIP. Each project must have a project sponsor that has both the capacity and the legal authority to undertake the project and to whom the grant funds may be awarded. A project sponsor must be an entity and not an individual. A final determination will be made by the State following award announcement as to the entity that will hold the DRI/NYF project contract.

All project sponsors, including those for the projects that were in the community's application, are expected to provide project proposal information to the consultant team in order to be considered for DRI/NYF funding. During the planning process, project sponsors will work closely with the consultant team to provide information related to their proposed project, including, but not limited to existing project funding sources, the proposed scope of work and the tasks that will be accomplished with the DRI/NYF funding, and the project sponsor's capacity to implement and maintain the project. For additional information and requirements, see [Section 5.0: Project Development](#).

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#### Consultant Team

A consultant team, contracted by the State, will be assigned to each DRI and NYF community. The consultant teams are able to provide expertise in an array of planning disciplines, such as public engagement, market analysis, communications, and feasibility assessments. The consultant teams, in close coordination with State staff and the LPC, will lead all public engagement, project identification and development, and creation of all components of the SIP.

At the onset of the planning process, the consultant team will prepare a public engagement plan with input and participation from the LPC, whose members are best positioned to recommend strategies appropriate for engaging their community. In addition, the consultant team will lead the preparation for and facilitation and documentation of all LPC and public meetings/events.

With direction from the State team, guidance from the LPC, and following the requirements articulated in this guidebook, the consultant teams will also prepare all program documents, including the:

- Downtown profile and assessment;
- Downtown vision and goals, and revitalization strategies to achieve the vision and goals; and
- Project profiles.

The consultant will compile these documents into a cohesive Strategic Investment Plan. The consultant team will also assist the LPC in identifying key projects for implementation using DRI/NYF funding and will work with project sponsors to prepare detailed project profiles and analyses that demonstrate the feasibility and potential impact of projects. As needed, the consultant team will conduct additional research, market studies, and outreach to develop and demonstrate the feasibility of proposed projects.

#### State Team

Each LPC will receive support from a team of State staff. The State team, led by the DOS, will also include staff from HCR, ESD, and NYSERDA. This team will manage the consultant team assigned to the community, assist the consultant team and LPC in meeting preparation, and participate in the preparation and review of DRI/NYF documents.

- The DOS representative will bring planning and community engagement best practices to the process and be able to provide guidance and support for the DRI/NYF planning process, including Smart Growth and climate resilience strategies. The DOS representative will manage the consultant team and act as the liaison and primary point of contact for the State team.

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- The HCR representative will provide their knowledge of the community and expertise in housing development, Community Development Block Grants, and HCR grants and programs.
- The ESD representative will provide broad knowledge of past, present, and proposed development in and around the downtown and can provide information about a variety of other State funding programs that can support downtown revitalization.
- NYSERDA staff will support the planning process by providing technical assistance focused on identifying decarbonization strategies across multiple scales – from neighborhoods to individual buildings and sites. NYSERDA will also assist with identifying additional State and federal funding that can be used to achieve decarbonization efforts in DRI/NYF areas.
- Representatives from other State agencies may be engaged, as appropriate, to address the specific needs of each DRI/ NYF community.



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