



WATERFRONT

Project Proposal Form

Please complete this form to be considered for the Downtown Rome Waterfront DRI and/or NY Forward application. Please address each topic thoroughly and completely. Providing details will help the proposal evaluation. Submit one Proposal Form per project.

The Rome Project Team will use this information to consider potential projects to include in the application, which will be submitted to the NYS Department of State on November 7, 2025.



Concept image of mixed-use development on W. Dominick St.

Project Proposal Forms are due by Friday, October 24 at 5:00 pm.

If you have questions about the project form, contact
mandrews@romecitygov.com.

Section 1- Project Sponsor- *Must be a Business or Organization*

Name:

Sponsor business or organization (if applicable):

Title:

Mailing Address:

Phone:

Email:

Project Sponsor Experience: *Briefly describe the project sponsor's experience in implementing projects similar in scope/complexity to the proposed project, including any experience with grant administration.*

If there are additional people who should be contacted as part of this proposal, please provide their contact information.

Contact 1:

Contact 2:



▲ DRI Boundary



NY Forward Boundary



0 0.13 0.25 0.5 Miles

Section 2 – Project Details

Which program target area is your project?

DRI Waterfront

☐

NY Forward Erie

☐

Project Address:

Is the Project Sponsor listed above the property owner?

☐ Yes

☐ No

- If no, how will the Project Sponsor obtain the legal authority to implement the proposed project at this location?

Please indicate your project type:

Public Improvement (projects by or partnered with the City of Rome)

New Construction Projects on Developable Properties

Demolition/Remediation and New Construction

Redevelopment/Rehabilitation/Renovation of Existing Building(s)

Small Project Grand Fund

Project Title:

Existing Conditions: *Describe the project site's existing conditions, including a description of why the proposed project is needed.*

Project Description: *Please provide a detailed description of the proposed project's scope of work, as applicable.*

- a. The proposed future use (e.g., commercial, industrial, public improvement, mixed-use). If the use is residential, please specify the estimated number of new units and how many will be affordable (if applicable)

- b. The goal of the project.
- c. Any work or planning done previously on the proposed project.
- d. The size of the project (e.g., the square footage of the building and the space to be renovated, number of floors, acreage, number of units, type of housing, commercial tenants, etc.)
- e. 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, etc.)
- f. If available, please submit any floorplans, renderings, or visuals of the proposed project as a separate attachment.

The information submitted on this form does not need to be final and may change as the project develops over time. Bullets are acceptable.

Preliminary Budget Table

Activity	DRI Request \$	Other Funding \$	Total \$
Property Acquisition	N/A		
Construction/Renovation			
Soft Costs			
Machinery & Equipment			
Other			
TOTAL			

List all other sources of anticipated funding (equity, financing, other grants, tax credits, etc.) and the current status (e.g. pending, secured, not applied for, etc.) of each.

Section 3 – Project Alignment with Vision & Goals

Check all of the goals that your project impacts & supports.

DRI/NY Forward Program Goals	City of Rome/BOA Comprehensive Plan Goals
☐ Economic Development	☐ Housing Improvements
☐ Cultural & Historic Assets	☐ Mohawk River & Erie Canal Recreation/Tourism
☐ Recreation & Natural Assets	☐ Historic Preservation
☐ Infrastructure	☐ Heritage Tourism
☐ Tourism	☐ Parks, Open Space, and Trails (POST) & Recreation Enhancements
☐ Mixed-Use Development	☐ Economic Development
	☐ Environmental Sustainability
	☐ Woodhaven Revitalization
	☐ Mixed-Use Development

Describe how your proposed project aligns with the selected goals above.

Section 4 – Project Readiness & Timeline

Current Status of Project: *Has any work started or been completed in relation to the proposed project (e.g. feasibility studies, market studies, preliminary site design, permits obtained, etc.)?*

If so, briefly describe.

Timeline: *Describe the anticipated timeline for project implementation that includes major project milestones, such as planning completion, property acquisition, start of construction/renovation, completion of construction/renovation, certificate of occupancy.*

Potential Challenges: *Do you anticipate any challenges or issues that would affect or delay the implementation of your proposed project (e.g. environmental, zoning, site control, etc.)?*

Section 5 – Optional Supplemental Information

Please indicate which of the following optional supplemental information that will be provided with this application.

- ☐ Images of the existing project site
- ☐ Images/renderings of the proposed project
- ☐ Documentation of project readiness
- ☐ Private project sponsors are encouraged to submit information about the long-term financial feasibility of their project.
- ☐ Other (please specify)

Supplemental project information may be submitted either electronically or as a hard copy. Be sure to include the Project Title or Project Sponsor in the file name (digital) or on each document (hard copy).

If you are submitting supplemental information that is confidential, please label it as such.

Section 6 – 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 Rome's DRI application, I understand that additional information may be requested about the project and may involve meeting(s) with the City Staff and DRI consultant. I agree to provide the requested information in a timely manner in order for the Project Team to consider my project for funding.

Project Sponsor Signature:

Name & Title:

Date:

I understand that submission of this form does not constitute an application for or guarantee of funding from New York State, and that the information provided herein will be reviewed and considered by the Project Team for possible inclusion in the Rome DRI application. I further understand that inclusion in the Rome DRI application 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:

Name & Title:

Date:

Submit Application

Email: Email your completed form and any supporting materials to **mandrews@romecitygov.com**

**You will receive a confirmation email shortly after submitting. Please reach out to arrange for the submittal of large files (over 20 MB) and note that no Zip Files will be accepted.*

Hard-Copy: **If submitting a hard copy, please ensure all text in the document is visible.*

Rome City Hall
Department of Community & Economic Development
198 N. Washington St.
Rome, NY 13440

Note that this submission nor ultimate inclusion in the City's applications guarantees future funding.

Deadline for Submissions: Friday, October 24 at 5:00 pm