



**Franklin County Main Street Program
2019 Saranac Lake & Tupper Lake
Project Application Form**

The Franklin County Local Development Corporation (FCLDC) has been awarded \$500,000 through the New York Main Street Program (NYMS) to assist building owners in Downtown Saranac Lake and Tupper Lake’s Park Street commercial district with costs associated with undertaking building renovations. Projects must be located within **designated target areas**, comply with **design guidelines and standards** for the community and must be **transformative**. Visit www.franklinida.org to find target area maps, design guidelines and frequently asked questions. This is a competitive grant program and the purpose of this application is to collect the information necessary to determine whether a proposed project (1) has the potential to be transformative, (2) can meet minimum state and local program requirements, and (3) scores high enough compared to other proposed projects to be awarded funding. It is the responsibility of the applicant to provide accurate and complete information with this application. The deadline to submit applications is **Monday, April 8, 2019 at 3PM**. Applications must be completed as a fillable .pdf. **Handwritten applications will not be accepted** and must be submitted via web form at https://app.smartsheet.com/b_form/42be1dbcdd7144a8a924d3f78905c4cd.

1. General Information

Instructions: Complete all applicable fields. Phone numbers and email addresses must be provided for the applicant, property owner, and contact person. If the property owner is not the applicant than the application must include a letter from the owner authorizing the applicant to apply for funding and to make the proposed improvements.

Property Address:					
Applicant Name:			Owner Name (if different):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:			Email:		
Contact Person (if different):					
Phone:			Email:		

2. Project Information

Instructions: Complete all fields.

Type of Work <i>(Check all that apply):</i>	<input type="checkbox"/> Creation or renovation of commercial units	<input type="checkbox"/> Façade Renovations
	<input type="checkbox"/> Creation or renovation of residential units	<input type="checkbox"/> Other:
Is the proposed work visible from a public right-of-way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes <i>(Check all that apply):</i>		
Exterior		
<input type="checkbox"/> Signage	<input type="checkbox"/> Masonry/Repointing	<input type="checkbox"/> Painting
<input type="checkbox"/> Awnings	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Lighting
<input type="checkbox"/> Windows	<input type="checkbox"/> Other:	
Interior		
<input type="checkbox"/> HVAC	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:	

3. Current Building Uses

Instructions: List the square footages of space for each floor and the total square footage of the building. Provide the total number of residential and commercial units on each floor and the number of vacant units on each floor.

	Total Sq. Ft	Residential		Commercial	
		# Units	# Units Vacant	# Units	# Units Vacant
Basement					
1 st Floor					
2 nd Floor					
3 rd Floor					
Other					
Totals					

4. Current Commercial Uses

Instructions: Provide the name, type and location in the building for each existing commercial use.

Business Name (e.g. Mountain Cuisine)	Type (e.g. Restaurant)	Location (e.g. 1 st floor)

5. Project Description

Instructions: Describe in detail the following: (1) the current condition of the building, (2) existing uses of the building including names and types of businesses, (3) the total scope of the proposed project including descriptions of each major component, and (4) what project component(s) grant funding would be used for. Attach additional sheets as necessary.

6. Project Budget

Instructions: List each major work component described in the Project Description and provide an estimated cost for each. Provide an estimated cost for exterior work and interior work and an overall total project cost. The grant request cannot exceed \$50,000 per building + \$25,000 per residential unit for up to two (2) units for a maximum of \$100,000. The grant request cannot exceed 75% of the Total Project Cost.

Work Component	Estimated Cost
Exterior (e.g. masonry, roofing, signage)	
1.	
2.	
3.	
4.	
Total Exterior Cost	
Interior (e.g. Electrical, HVAC, framing)	
1.	
2.	
3.	
4.	
Total Interior Cost	
Total Project Cost (Total Exterior Cost + Total Interior Cost)	
Grant Request (Max. \$50,000 per building & \$25,000 per res. unit for a max. of \$100,000)	
Applicant Match (Total Project Cost – Grant Request)	
Grant Request Percentage (Grant Request / Total Project Cost but cannot exceed 75%)	

7. Financing Plan

Instructions: List the sources and amounts of all funding required to cover the entire Total Project Cost shown in the Project Budget. If the project has a financing gap, please indicate the amount and provide a plan for eliminating the gap. Provide any additional information about the sources of financing and the status that could be helpful in evaluating the project.

Source (e.g. Owner cash, bank loan, NMYS grant)	Amount	% of Total	Status (e.g. Committed, Pending, Unknown)
1.			
2.			
3.			
4.			
Total (Must equal Total Project Cost)			

Explanation:

8. Design & Approval Plan

Instructions: Describe the status and plan for obtaining drawings, a scope of work, planning/development board approvals, and a building permit. Please note: FCLDC will assist with development of the scope of work. All other design and approval steps are the responsibility of the applicant.

9. Project Timeline

Instructions: Using April 2019 as a starting point, provide a project timeline. List each major milestone and the month it will be completed. Provide additional explanation as necessary.

Milestone (e.g. Building Permit Issued, Construction 100% Complete)	Completion Date (e.g. September 2019)
1. Project selected for funding	April 2019
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Explanation:

10. Justification

*Instructions: This is a competitive grant program and the project will be scored and ranked against other projects in the Saranac Lake and Tupper Lake target areas. Projects will be scored on (1) **Visual Impact**, (2) **Commercial Impact**, (3) **Residential Impact**, (4) **Readiness**, and (5) **Alignment with Local & Regional Plans**. A project will be considered transformational if it receives a high score. Describe in detail how the project promotes or contributes to each scoring category and meets category criteria. Attach additional pages if necessary.*

Visual Impact

Visual Impact will be scored based on the following criteria: (1) Visual prominence within the target area and the village, (2) comprehensive improvement to the exterior appearance of the building, (3) restoration of historic structures or building elements, especially those in danger of being lost in part or in total to disrepair or damage, (4) reduction in blight or improvement to a deteriorating building, and (5) compliance with applicable design guidelines.

Commercial Impact

Commercial Impact will be scored based on the following criteria: (1) Creation of new commercial space, (2) expansion of existing commercial space, (3) reduction of barriers to accessibility, (4) retention of business(es) in the building that are at risk of being lost or unable to grow without renovation, and (5) catalyst for new development by attracting people and activity to the target area.

Residential Impact

Residential Impact will be scored based on the following criteria: (1) creation of new upper floor residential units, (2) reduction of barriers to accessibility, (3) significant improvement to existing residential units, and (4) preservation and restoration of historic interior building elements.

Readiness

Readiness will be scored based on the following criteria: (1) reasonable estimated project budget (2) percentage of total project cost funded by applicant (3) reasonable and achievable financing plan, (4) reasonable and achievable design and approval plan, and (5) reasonable project timeline.

Alignment with Local & Regional Plans

Alignment with Local & Regional Plans will be scored based on the following criteria: (1) Reduction of blight and contribution to the economic recovery of the target area, or stabilization or expansion of a target area business, and (2) Alignment with applicable existing local and regional plans, goals or strategies.

11. Taxes and Utilities

Instructions: Property owners who are the beneficiaries of NYMS funds must be current with all property taxes and special district fees. Indicate the status of taxes and fees. Provide an explanation for any taxes or fees that are late or unpaid.

	Yes	No	Unsure
Are Village, County and Town Taxes Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are School Taxes Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Water/Sewer Bills Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation:			

12. Attachments

Instructions: Attach any documentation that supports the application. Attachments may be uploaded as separately or combined but all attachments must be uploaded in .pdf format.

Information submitted with application (Check all that apply):	✓
Current photo of building and photos of areas to be renovated <i>(Required)</i>	<input type="checkbox"/>
Written authorization from property owner if the owner is not the applicant <i>(Required)</i>	<input type="checkbox"/>
Cost estimates for any components of proposed work	<input type="checkbox"/>
Rendering of façade work	<input type="checkbox"/>
Evidence of committed funds	<input type="checkbox"/>
Additional pages for application questions <i>(label each by question #)</i>	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Explanation:	

13. Acknowledgements

Instructions: Initial next to each statement verifying that you have understand and agree to each.

Initials	Statement
	Awardees must pay a non-refundable commitment fee of \$500 to FCLDC at the time of contract execution for certain grant management expenses.
	Projects must undergo an environmental review and clearance of work scope by the State Historic Preservation Office.
	The project must conform to village zoning regulations, design guidelines, and the NYS Building Code.
	Applications must have at least two bids for each phase of work and reimbursement will be based on the lowest responsible bid. Owners cannot perform their own work.
	Awarded projects containing a residential component must comply with NYMS lead-based paint requirements.
	Participants in the New York Main Street Program must execute a Property Maintenance Declaration agreeing to maintain assisted improvements and to restrict rent to the annual NYMS rent limits for NYMS-assisted residential units for five years following project completion. The declaration will be filed with the County.
	New York Main Street grants will be reimbursed for eligible project expenses only following satisfactory completion of an approved scope of work and submittal of required documentation.
	Renovation work must be started by June 1, 2020 and must be completed by October 21, 2020.
	FCLDC reserves the right to make grant awards that are less than the amount requested.

14. Certification

I hereby certify that all information, which has been or will be furnished in support of this application, is given for the purpose of obtaining funds through the New York Main Street Grant Program and that all information submitted has been examined and approved by me and is true, correct, and complete. I understand that this information will be used to assess and rank my proposed project in accordance with funding criteria. I agree to abide by all requirements to be set forth in connection with said program and the penalties and provisions of all applicable local, state, and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my business. I understand that this is a competitive award program and that my project may not be awarded funding. I agree that verification of any information contained herein may be obtained.

Applicant Name

Applicant Signature

Date

Program and Application Notes

Application Submission Instructions

1. The application submission deadline is **Monday, April 8, 2019 at 3PM**.
2. Applications must be completed as a fillable .pdf using Adobe Acrobat, Adobe Acrobat Reader or another compatible application that includes an electronic signature tool. Adobe Acrobat Reader DC may be downloaded for free at <https://get.adobe.com/reader/>. **Handwritten applications will not be accepted.**
3. The initial fields in Section 13 and the signature field in Section 14 must be completed using the Signature Tool in Adobe Acrobat, equivalent tools available in other applications, or hand-initialed, hand-signed, and scanned. Typed initials and signatures will not be accepted.
4. The application form and all attachments must be submitted via web form at <https://app.smartsheet.com/b/form/42be1dbcdd7144a8a924d3f78905c4cd>. The web form allows attachments to be uploaded separately. All attachments must be uploaded in .pdf format.

Application Guidance

Projects awarded for funding must be **transformative**, in other words, renovation projects that make important and lasting change to the building and target area.

The following design elements are program priorities and will receive special consideration if included in the project:

- Renovation of rear facades that face a prominent public right-of-way
- Dramatic increase in the percentage of fenestration for first floor commercial spaces
- Installation of pedestrian-scaled projecting business signs
- Creation of fully accessible commercial spaces.

The following elements are not eligible and may not be part of the project scope or budget:

- Property acquisition
- Replacement of historic/original doors, windows, exterior and interior trim and other ornamental features (repair or restoration of such features is an eligible expense)
- New construction and roof replacement unless used as match as part of a larger transformative renovation project
- Replacement of appliances, carpets, and flooring in existing residential units
- General maintenance and repairs such as roof repair and painting that are not part of a larger transformative renovation project
- Site work or ancillary activities on property including but not limited to septic systems/laterals, grading, parking lots, patios, decks, garages, shed, landscaping, fences, and free-standing signs.

Project Development

Upon notice of funding award the applicant must work with FCLDC to complete project design, obtain necessary approvals, select a contractor and begin work. The project development phase includes the following steps:

1. Pay \$500 commitment fee
2. Work with FCLDC to develop project scope of work*
3. Execute contract with FCLDC
4. Complete architectural/engineering plans as necessary
5. Coordinate environmental review and clearance
6. Secure SHPO Approval
7. Finalize budget
8. Receive clearance from FCLDC Design Standards
9. Secure planning/development board approval
10. Obtain a minimum of two bids for each phase of work and select contractors*
11. Execute agreements with contractors
12. Obtain building permit

*FCLDC will assist in development of the project scope of work and administer the bidding process.

Steps 1-9 must be completed by August 31, 2019 or FCLDC reserves the right to revoke the funding award. Renovation work may begin as soon as all these steps are complete but no later than June 1, 2020. Work must be completed by October 31, 2020.