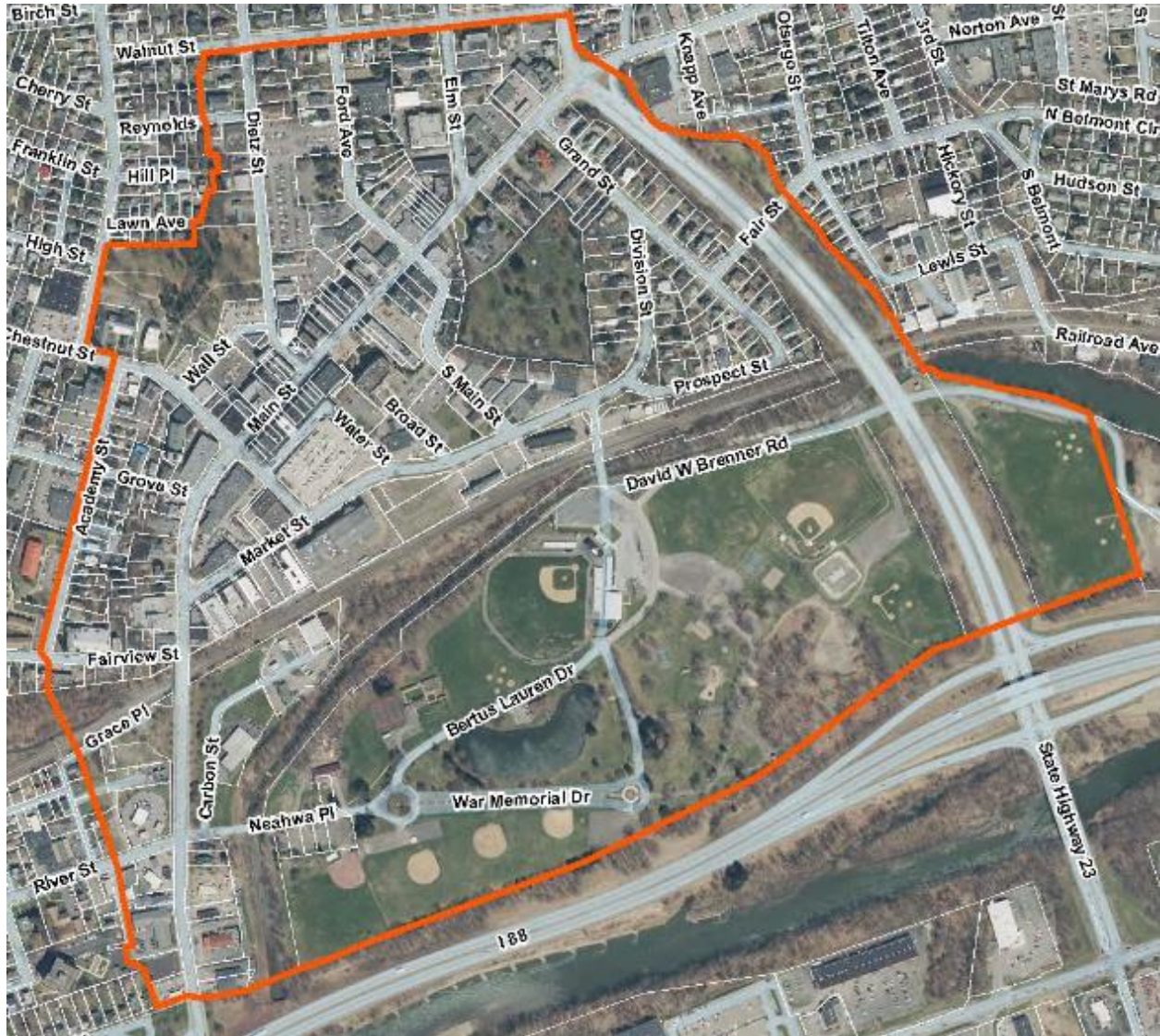




City of Oneonta

Downtown Improvement Fund (DIF)

APPLICATION



**APPLICATIONS MUST BE RECEIVED ON OR BEFORE
FRIDAY, AUGUST 31st, 2018, at 4:00 p.m.**

For Signage Only: Submit by Tuesday, July 31st for Early Consideration

Applications may be mailed or delivered to DRI, c/o City Hall, 258 Main Street, Oneonta, NY, 13820, or emailed to Elizabeth Horvath at ehorvath@delawareengineering.com

FUND OR APPLICATION QUESTIONS?

Contact Elizabeth Horvath at ehorvath@delawareengineering.com or (607) 432 8073



City of Oneonta DRI Downtown Improvement Fund

APPLICATION FOR FUNDING

Please Note: For any answer, you may attach additional pages if you require more space

APPLICANT INFORMATION

Applicant Name(s): _____

Applicant Address: _____

Daytime Phone: _____ Email Address: _____

Are you: An Individual A Corporation A Not-For-Profit

Do you: Own the Building Lease the Building Lease a Portion of the Building

I am applying for funding for (please check all that apply):

Signage/Awnings (p.2) Façade Improvements (p.3-4) Upper-Story Housing (p.5-6)

Property Owner Name and Contact Information, if different from Applicant:*

*** If are you not the property owner, you will need to submit a signed letter from the owner showing his/her support for the project**

BUILDING INFORMATION

Property Address: _____

This property is within the DRI boundary (see Application Instructions): **YES NO** Tax Map #: _____

Do you own/operate a business at this location? **YES NO**

If yes, business name and date of opening: _____

Summary of Current Use of Building: _____

Describe the condition of the building when you acquired/began to rent it, and the improvements that you have made since:

(1) SIGNS/AWNINGS

Encouraged Activities: Creation and installation of new blade signage; creation and installation of new awnings.

Ineligible Activities: Interior-lit and freestanding signs; signs and projects that do not meet the City of Oneonta's DRI Design Guidelines.

PROJECT DESCRIPTION

Please describe exactly what you intend to use the grant fund for, if awarded.

REQUIRED SUPPORTING INFORMATION

1. Estimate from at least one (1) sign and/or awning maker which includes the following:

- Dimensions of sign/awning
- Materials (e.g., high-density foam, fabric)
- Colors to be used
- Description of mounting hardware and brackets
- Cost estimates
- "Before" photos of front of building
- Colored rendering of the sign/awning

2. Illustration of the placement of the sign/awning on the building

NOTE:

You must apply for all applicable City permits and obtain approval before contracting for any materials, whether you apply for a grant or not. Grant funding must be applied for and approved BEFORE any sign/awning construction is started.

Please provide the anticipated schedule for renovations funded under this grant program.

Please explain how the proposed project addresses the goals of the DRI Strategic Investment Plan, and/or how you think your project will help transform Downtown Oneonta.

PERMITTING AND REVIEW INFORMATION

Have you applied for a building permit for renovations? **YES NO** * **If available, attach a copy of the permit.**

Have you submitted the project to the City for review? **YES NO**

REQUIRED INFORMATION

1. **Itemized cost estimate for each phase of the proposed project.**
2. **Color renderings of your proposed façade improvement.**
3. **If repainting façade, please identify specific colors to be used.**
4. If available, architectural designs.

NOTE:

You must apply for all applicable City permits and obtain approval before beginning any construction.

(3) UPPER-STORY HOUSING

Eligible Activities: Design and Construction activities for building improvements; handicap accessibility improvements; renovations to address energy efficiency and green-building measures in residential units.

Ineligible Activities: Interior-lit and freestanding signs; non-permanent fixtures, furnishings, appliances, electronics, tools, disposable supplies and business equipment; new construction; property acquisition; demolition of an entire structure; site work or ancillary activities including laterals, grading, parking lots, sidewalks, landscaping, fences, and general maintenance; projects inconsistent with the objectives and priorities of the City of Oneonta's DRI Strategic Investment Plan.

Funds will not be used on municipally-owned or -operated buildings.

PROJECT INFORMATION

Does the building have residential units? **YES NO** If yes, how many? _____ How many are occupied? _____

Does the building have commercial units? **YES NO** If yes, how many? _____ How many are occupied? _____

Number of stories: _____ Approximate Square Footage: _____ Percent of building that's vacant? _____

How many upper-story housing units will you create? _____ How many will be market-rate units? _____

Current Estimated Value of the Property: _____ (**Attach Source of Estimate: Appraisal, Assessment, Other**)

Please describe how you hope to use grant funds to improve your property. Provide a clear and concise **summary of need**, describing overall condition of building, interior and exterior; any health & safety or code-compliance issues; energy efficiency goals; intended use of building.

Please describe the work you propose to undertake, **including** renovations for which you **are not** seeking DRI funds. Describe the size(s) and location(s) of residential units, current conditions, particular features, anticipated lease structure and rent. *** Please attach existing floor plans and proposed floor plans, including uses**

Please explain how the proposed project addresses the goals of the DRI Strategic Investment Plan, and/or how you think your project will positively impact Downtown Oneonta.

Please provide the anticipated schedule for renovations funded under this grant program.

PROJECT TEAM INFORMATION

Provide the names, qualifications and experience of the members of the project team (including but not limited to the architect, engineer, designer, builder, developer, financiers, attorneys) **Please provide resumes or CVs for all project team members.**

Please provide information regarding other commercial or mixed-use structures you've owned, and your experience renting market-rate housing:

PERMITTING AND REVIEW INFORMATION

Have you applied for a building permit for renovations? **YES NO** * If available, attach a copy of the permit.

Have you submitted the project to the City for review? **YES NO**

New York State may require a Phase I Environmental Site Assessment (ESA) and/or lead-based testing and control and/or asbestos or radon testing and mitigation. Have you had:

- A Phase I ESA conducted on your building? **YES NO**
- Lead-based testing on residential units or elsewhere? **YES NO**
- Radon testing conducted? **YES NO**
- Asbestos evaluation done? **YES NO**

Please provide details for any of these questions to which you answered "YES" on a separate page/attachment.

REQUIRED INFORMATION

- (1) Existing floor plans and uses
- (2) Proposed floor plans and uses
- (3) Estimate of Property Value, Including Source
- (4) Resumes or CVs for All Project Team members
- (5) An Itemized Construction Budget for improvements to be funded
- (6) Any/All Letters of Commitment from Banks or Other Lenders, if you have them
- (7) Copies of Permits Obtained, if you have them

(4) OTHER/TRANSFORMATIVE

Governor Cuomo's Downtown Revitalization Initiative encourages small cities to put forward ***transformative*** projects whose affect on Downtowns will be catalytic, positive, game-changing. Do you have a transformative idea for the Downtown Improvement Fund? Tell us! Follow these steps:

(A) Keep in mind that your project can't request money for any Ineligible Activities:

Ineligible Activities: Interior-lit and freestanding signs; non-permanent fixtures; new construction; property acquisition; demolition of an entire structure; site work or ancillary activities including laterals, grading, parking lots, sidewalks, landscaping, fences, and general maintenance; projects inconsistent with the objectives and priorities of the City of Oneonta's DRI Strategic Investment Plan.

PROJECT DESCRIPTION

(B) Provide us with as much possible information as you can about your project.

- What do you intend to do?
- What's ***transformative*** about your project? Be as concrete as possible, including information like job creation, attraction of private investment, benefits to the City, underlying goals, etc. Attach a separate sheet(s) to make your case.

AND MORE

(C) Complete the following page, (5) Budget, with as much detail as you can provide.

(D) Sign the Certifications page, and attach all documents required of All Applicants.

We don't want to limit anyone who has a great idea, which is why the guidelines in this section of the application are open-ended.

This is your chance to make the best possible case that you can to have your project funded.

Attach as much additional information as you can to show us that your project is feasible, ready, and truly transformative.

(5) FOR ALL APPLICANTS: BUDGET

PROJECT BUDGET

This program seeks to measure the extent to which the Downtown Improvement Fund grants will catalyze private investment and leverage New York State's investment in Oneonta. To this end, please provide the information below, or attach a separate sheet with the same information requested below.

| Project Elements ¹ | Estimated Total Cost | DRI Funds Requested | DRI Funds as % of Total Cost | Amount of Other Funds | Source of Other Funds ² |
|--|----------------------|---------------------|------------------------------|-----------------------|------------------------------------|
| Signs/Awnings | | | | | |
| | \$ | \$ | | \$ | |
| | | | | | |
| | | | | | |
| Subtotal Signs/Awnings | | | | | |
| Façade Improvements | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Subtotal Façades | | | | | |
| Upper-Story Housing | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Subtotal Housing | | | | | |
| Other/Transformative | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Subtotal Other | | | | | |
| NON-DRI-ELIGIBLE PROJECT ELEMENTS ³ | | | | | |
| | | | | | |
| | | | | | |
| Subtotal Non-DRI | | | | | |
| COMBINED TOTALS | | | | | |

Are you able to cover 100% of project costs upfront? **YES NO**

(Please note that DRI grants are reimbursement-based; however, you may qualify for a low-interest loan from the City to cover upfront project costs)

¹ e.g., awnings, façade re-painting, masonry, new doors, design, architectural, construction, etc.

² Should include all sources, including banks, owner's equity, other private sources of capital, and other grant sources.

³ So that we may understand the full scope of your project, please indicate here all of the project elements that are not eligible for DRI funding, but that are part of your project nonetheless (for example, kitchen appliances)

CERTIFICATIONS

I certify that all of the information, statements and representations contained in this application, and in all attachments and supporting material, are, to the best of my belief, true, accurate and complete.

I acknowledge that as a recipient of this grant program, I or my contractor must create and install signage identifying this project as receiving Downtown Revitalization Initiative funding, at my own expense, following the State's DRI Signage Requirements, within one week of commencement of work at the site.

I acknowledge that all appropriate permits and approvals, site specific environmental review, and State Historic Preservation Office (SHPO) review, as required for work on historic buildings, must be complete for eligible activities prior to the start of construction.

I acknowledge that, as part of the evaluation process, the City of Oneonta or its representatives will conduct a site visit to this property and may need access to the interior and exterior of the building.

I acknowledge that soft costs (project development, studies, environmental review, SHPO review, permits and approvals, etc.) are eligible project expenses and must be included in the project budget to be considered for program funds. Costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed with DRI Downtown Improvement Funds; therefore, reimbursements for soft costs may NOT be requested as part of a partial payment prior to project completion.

I acknowledge that, if I am awarded a grant, I will be assessed a commitment fee of \$800 to cover costs of site contamination review (if applicable) and grant administration. The fee will be reimbursable with program funds based on the terms described in the Grant agreement if the project is successfully completed; if the project is not completed, this fee is non-refundable. For projects less than \$10,000 that involve minor exterior activities only without interior building rehabilitation, a Site Contamination Evaluation will not be completed, and the commitment fee will be waived.

I have read and understand all City of Oneonta DRI Downtown Improvement Fund Requirements as outlined in [Program Information for Applicants](#).

Signature of Applicant

Date

Please refer to the Application Checklist on the following page to ensure that you attach all necessary and required documentation to this completed Application

Please refer to the [Program Information for Applicants](#) document for program rules and requirements.

Application CHECKLIST

ALL APPLICANTS

- ___ **Application Form(s)** completed and signed
- ___ Proof that **City Taxes & Fees, and Otsego County Property Taxes, are current**
- ___ Copy of the **deed** to the property (or abstract)
- ___ Documentation of **current Fire/Hazard/Liability insurance** with the City of Oneonta listed as additional insured

IF THE APPLICANT IS NOT THE OWNER OF THE BUILDING, ALSO ATTACH:

- ___ A signed letter from the owner showing his/her support for the project and written consent to undertake the project

FOR UPPER-STORY HOUSING

- ___ **Sources and Uses Budget**
- ___ **Two (2) 5-year operating pro formas: One WITH DRI funding, One WITHOUT**
- ___ **Current floor plans and Proposed floor plans**, including uses
- ___ **CVs or resumes** for each member of the project team
- ___ **Estimate** of building's value, with source of estimate (appraisal, assessment, other)
- ___ Itemized **construction budget** for improvements to be funded
- ___ **Letters of commitment** from any/all lenders, if received
- ___ Any **applicable permits**, if received

FOR FAÇADE IMPROVEMENTS

- ___ Itemized **cost estimate** for each phase of the proposed project
- ___ **Colored renderings** of the proposed façade improvement; If repainting façade, **specific colors to be used**
- ___ **Architectural designs**, if available

FOR SIGNS/AWNINGS

- ___ **Estimates and sign details from a fabricator**
- ___ **Illustration of the sign/awning and its placement on the building**