

SARANAC LAKE ENERGIZE DOWNTOWN FUND

PROGRAM APPLICATION

The Saranac Lake Energize Downtown Fund (Energize Downtown) provides matching grant funds to commercial and mixed-use properties in the Saranac Lake DRI target area. Property owners, business owners, entrepreneurs and non-profit organizations are eligible to apply for funds for interior and exterior building improvement, site upgrades and enhancements and commercial rent assistance. Projects should meet the goals of the Downtown Revitalization Initiative (DRI) and advance the community's vision for downtown revitalization. The Energize Downtown Fund is administered through the Franklin County Local Development Corporation (FCLDC).

Visit www.franklinida.org/SLEDF to find guidelines, frequently asked questions and relevant plans and documents. 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) can meet program criteria and minimum requirements and (2) 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 within this application.

Upon notice of funding award, the applicant must work with FCLDC to complete project design and scope, finalize budget, obtain necessary approvals, and complete contracts.

Application Submission Instructions

1. The application submission deadline is **Friday, February 28, 2020 at 5PM.**
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 signature field in the Certification Section must be completed using the Signature Tool in Adobe Acrobat, equivalent tools available in other applications, or hand-initialed, hand-signed, and scanned.
4. The application form and all attachments must be submitted via web form at <https://tinyurl.com/sledf>. The web form allows attachments to be uploaded separately. All attachments must be uploaded in .pdf format.
5. Applicants for commercial rent assistance please fill out separate application found here: www.franklinida.org/sledf

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 make 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 Category

Instructions: Select one (1) project category. Refer to program guidelines for information about each category.

Building & Site Improvements	<input type="checkbox"/>
Details Matter	<input type="checkbox"/>

3. Project Information

Instructions: Check all that apply

Project details (check all that apply)	<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"/> Site improvements/enhancements

Is the proposed work visible from a public right-of-way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Project includes (Check all that apply):

Exterior

<input type="checkbox"/> Signage	<input type="checkbox"/> Masonry/Repointing	<input type="checkbox"/> Painting	<input type="checkbox"/> Roofing
<input type="checkbox"/> Awnings	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Lighting	<input type="checkbox"/> Demolition
<input type="checkbox"/> Furniture	<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Art Installation	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Windows	<input type="checkbox"/> Other (Describe):		

Interior

<input type="checkbox"/> HVAC	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other (Describe):		

4. 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					

5. 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)

6. Project Description

Instructions: Describe your project in detail including:

- *Total scope of the proposed project including descriptions of each major component*
- *The current condition of the building/site*
- *Existing uses of the building including names and types of businesses*
- *The amount of grant funds you are seeking and how the funds will be used to do what you are proposing*
- *Why this grant funding is necessary to accomplish your project*

Attach additional sheets if necessary.

7. Scoring Criteria

Instructions: Please refer to the program guidelines for details about scoring criteria. This is a competitive grant program and the project will be scored and ranked against scoring criteria. Projects will be scored on (I) Alignment with the Village of Saranac Lake DRI Investment Plan Goals, (II) Project Readiness, (III) Alignment with Program Criteria.

In the sections below, describe how your project promotes or contributes to the goals from the DRI Investment Plan and meets the scoring criteria. Projects may not have a direct impact on each goal. Attach additional pages if necessary. Support documents can be found at www.franklinida.org/SLEDF.

I. Alignment with local strategic investment plan goals

PROSPERITY- How does your project:

- *Attract and support entrepreneurs to create new employment opportunities for the next-generation workforce;*
- *Encourage redevelopment of priority areas to accommodate a mix of commercial and office development;*
- *Nurture a business environment that offers opportunities for locally owned businesses and residents from all walks of life?*

DESTINATION- How does your project:

- *Attract and support the establishment of new arts, culture, and entertainment venues and events for residents and visitors of all ages, incomes and interests;*
- *Develop new and support existing programs and events that provide opportunities for people to remain in downtown in the evening and on the weekends;*
- *Achieve and maintain a balanced mix of businesses and organizations that attract visitors and provide necessary goods and services to regional residents?*

URBAN DESIGN - *How does your project:*

- *Encourage high quality urban design of privately-owned buildings and places;*
- *Maintain the historic character of downtown by promoting preservation and restoration of historic buildings;*
- *Support placemaking to promote an attractive, walkable, dynamic downtown;*
- *Utilize green infrastructure and green building techniques to create a more sustainable downtown?*

CONNECTIVITY – *How does your project:*

- *Identify, prioritize and correct accessibility barriers within downtown;*
- *Enhance visual and pedestrian connections to Upper Broadway and Depot area from the rest of downtown;*
- *Invest in streetscape improvements that will promote walkability and increase safety for all ages and abilities?*

LIVABILITY – How does your project:

- Support the creation of quality market rate and workforce housing that serves year-round residents and supports continued employment growth;
- Diversify housing options downtown including a range of affordability and type?

II. Alignment with program priorities

Is your project:

- *Located within one of the Priority Redevelopment Areas;*
- *Comprehensive;*
- *Previously proposed for DRI funding but not awarded;*
- *Cost effective (e.g. does the project cost justify the potential community benefit)?*

III. Project Readiness

Does your project include a:

- Complete scope of work: (will be scored based on Project Description section above)
- Reasonable estimated project budget; (will be scored based on Budget below)
- Percentage of total project cost funded by applicant; (will be scored based on Budget below)
- Reasonable and achievable financing plan; (will be scored based on Financing Plan below)
- Reasonable and achievable design and approval plan; (will be scored based on Design and Approval Plan below)
- Reasonable project timeline (will be scored based on Timeline below)

8. Project Budget

Instructions: Complete all sections that apply. List each major work component described in the Project Description and provide an estimated cost for each. Provide an estimated cost for exterior work, interior work and an overall total project cost. Please refer to the program guidelines for match requirements and maximum funding awards for each project category. Additional pages may be attached using the same budget table format.

Project Component	Estimated Cost
Exterior (e.g. masonry, roofing, signage, landscaping, art installation, decks/patios, etc.)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total Exterior Cost	
Interior (e.g. Electrical, HVAC, framing)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total Interior Cost	
Renovation Costs Total Exterior Cost + Total Interior Cost	
Soft Costs 15% of renovation costs (only applies to Building & Site Improvement projects)	
Total Project Cost Total Renovation Costs + Soft Costs	
Grant Request Max. \$50,000 per building & site renovation; \$10,000 per details matter project; \$18,000 rent assistance	
Applicant Match Total Project Cost – Grant Request	
Grant Request Percentage Grant Request / Total Project Cost but cannot exceed 50%	

9. 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 <i>(e.g. Owner cash, bank loan, NMYS grant)</i>	Amount	% of Total	Status <i>(e.g. Committed, Pending, Unknown)</i>
1.			
2.			
3.			
4.			
5.			
6.			
Total <i>(Must equal Total Project Cost)</i>			

Explanation:

10. Taxes and Utilities

Instructions: Property owners who are the beneficiaries of Energize Downtown 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:

11. Design & Approval Plan

Instructions: Describe the status and plan for obtaining façade renderings or stamped plans, 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.

12. Project Timeline

Instructions: Using March 2020 as a starting point, provide a project timeline. List each major milestone and the month it will be completed. Provide additional explanation as necessary. Refer to pg.6 in program guidelines for expected milestones. Milestones may not apply to all projects.

Milestone (e.g. Building Permit Issued, Construction 100% Complete)	Completion Date
1. Project selected for funding	March 2020
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Explanation:

13. Attachments

Instructions: Attach any documentation that supports the application. Attachments may be uploaded 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 (Required)	<input type="checkbox"/>
Written authorization from property owner if the owner is not the applicant (Required)	<input type="checkbox"/>
Cost estimates for any components of proposed work	<input type="checkbox"/>
Rendering of façade or design work	<input type="checkbox"/>
Evidence of committed funds (e.g., line of credit, bank statement, bank issued pre-qualification letter, etc.)	<input type="checkbox"/>
Additional pages for application questions	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

14. Acknowledgements

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

Initials	Statement
	I have read all associated plans, program guidelines and FAQ's
	Awardees must pay a non-refundable commitment fee of \$500 to FCLDC at the time of contract execution for certain grant management expenses. The fee may be reduced or waived for projects under \$5,000 or for a rent subsidy.
	Building and Site Improvement Projects must undergo an environmental review and clearance of work scope by the State Historic Preservation Office.
	All projects awarded Energize Downtown funds must demonstrate compliance with the following design guidelines, standards and requirements: Village of Saranac Lake Development Code, NYS Uniform Fire Prevention and Building Code, New York State Historic Preservation Office requirements, Housing Trust Fund Corporation requirements, and Clinton and Franklin Counties Regional Design Guidelines for Downtowns
	Each phase of work is required to have at least two bids 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 Saranac Lake Energize Downtown Fund 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.
	Saranac Lake Energize Downtown 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 September 1, 2020 and must be completed by October 31, 2022. However, FCLDC reserves the right to remove funding from projects that do not make timely progress.
	FCLDC reserves the right to make grant awards that are less than the amount requested.

15. 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 Saranac Lake Energize Downtown Fund 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