

TUPPER LAKE HAMLET REVITALIZATION FUND

PROGRAM APPLICATION

The Tupper Lake Hamlet Revitalization Program (TLHRF) provides matching grant funds to commercial and mixed-use properties in the two traditional commercial districts of Tupper Lake: Uptown (centered around Park Street) and the Junction (centered around Main Street) to undertake transformative building renovations. Funds will be used for façade renovations and the creation and renovation of indoor and outdoor commercial spaces. Funds are made available through the Adirondack Park Smart Growth Program. The Fund is administered by the Franklin County Local Development Corporation (FCLDC). Additional information about the Fund, including the project application, is available at www.franklinida.org/TLHRF

Visit www.franklinida.org/TLHRF 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 **Monday, December 7, 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 found at <https://tinyurl.com/yxvy8acq>. All attachments must be uploaded in .pdf format.

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 Information

Instructions: Check all that apply

Project details
(check all that apply)

- Creation or renovation of commercial units
 Site improvements/enhancements

Façade renovations

Is the proposed work visible from a public right-of-way?

Yes No

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"/> Windows | <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Landscaping | |
| <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): | | |

3. 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.

4. 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 (A) Visual Impact, (B) Commercial Impact, (C) Project Readiness, (D) Impact to Local and Regional Plans

In the sections below, describe how your project promotes or contributes and meets the scoring criteria. Attach additional pages if necessary.

A. Visual Impact

- *Visual prominence within the target areas and the village,*
- *Comprehensive improvement to the exterior appearance of the building,*
- *Restoration of historic structures or building elements, especially those in danger of being lost in part or in total to disrepair or damage,*
- *Reduction in blight or improvement to a deteriorating building,*
- *Compliance with applicable design guidelines.*

B. Commercial Impact

- *Creation of new commercial space,*
- *Expansion of existing commercial space,*
- *Reduction of barriers to accessibility,*
- *Retention of business(es) in the building that are at risk of being lost or unable to grow without renovation, and*
- *Catalyst for new development by attracting people and activity to the target area*

C. Project Readiness

- *Complete scope of work;*
- *Reasonable estimated project budget;*
- *Percentage of total project cost funded by applicant;*
- *Reasonable and achievable financing plan;*
- *Reasonable and achievable design and approval plan;*
- *Reasonable project timeline.*

D. Impact to Local and Regional Plans

- *Reduction of blight and contribution to the economic recovery of the target area, or stabilization or expansion of a target area business,*
- *How cost effective is the project (e.g. does the project cost justify the potential community benefit),*
- *Alignment with applicable existing local and regional plans, goals or strategies.*

5. 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 amounts. 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 <i>Total Exterior Cost + Total Interior Cost</i>	
Total Project Cost <i>Total Renovation Costs + Soft Costs</i>	
Grant Request <i>Max. \$30,000</i>	
Applicant Match <i>Total Project Cost – Grant Request</i>	
Grant Request Percentage <i>Grant Request / Total Project Cost</i>	

6. Taxes and Utilities

Instructions: Property owners who are the beneficiaries of Hamlet Revitalization 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"/>

7. 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):	<input checked="" type="checkbox"/>
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 or design work	<input type="checkbox"/>
Evidence of committed funds <i>(e.g., line of credit, bank statement, bank issued pre-qualification letter, etc.)</i>	<input type="checkbox"/>
Additional pages for application questions	<input type="checkbox"/>
Other:	<input type="checkbox"/>

8. 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.
	Projects must undergo an environmental review and clearance of work scope by the State Historic Preservation Office.
	All projects awarded Hamlet Revitalization funds must demonstrate compliance with the following design guidelines, standards and requirements: Village of Tupper Lake codes and guidelines, NYS Uniform Fire Prevention and Building Code, New York State Historic Preservation Office requirements, and NYS DEC requirements.
	Each phase of work is required to have at least two bids and reimbursement will be based on the lowest responsible bid. Owners cannot be reimbursed for work they perform. Work cannot begin until contract is executed with the FCLDC.
	Tupper Lake Hamlet Revitalization funds 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 completed by October 31, 2021. 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.

9. 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 Tupper Lake Hamlet Revitalization 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