

TUPPER LAKE HAMLET REVITALIZATION FUND

PROGRAM GUIDELINES

1. INTRODUCTION

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.

The goals for the Fund include:

- Reduction in blight through renovations to exterior building facades;
- Creation and renovation of commercial spaces;

Applications will be scored on the following criteria:

- Visual Impact
- Commercial Impact
- Readiness
- Impact to local and regional plans

The maximum grant award is \$30,000. Applicants will be required to match a minimum of 25% of eligible costs ensuring a level of commitment to complete projects. The match may be fulfilled by work previously performed on or after November 1, 2019 provided that it is work directly related to a transformative renovation project and adheres to the [Tupper Lake Design Guidelines](#). Expenses must be eligible costs covered under the TLHRF and documentation of expenses incurred provided.

2. ELIGIBILITY

ELIGIBLE APPLICANTS

Eligible applicants include owners of properties and businesses within the target area (see attached Target Area Map).

INELIGIBLE APPLICANTS

Businesses or organizations that propose projects to buildings, spaces or properties that would be closed to the general public based on age, race, gender, religion, etc. For example: The owner of a bar or tavern that does not allow admittance to anyone under the age of 21 is ineligible to apply for funds to renovate the tavern. The owner of the building where the bar or tavern is located would be eligible to apply for funds to renovate the facade or other commercial spaces within the building. A religious-based or private membership-based organization would be ineligible to apply for funds to renovate a building or portion of a building that is normally closed to the general public. However, the same organization would be eligible

to apply for funds to renovate the facade or other commercial spaces within the building that are generally open to the public.

The final determination of applicant eligibility is at the discretion of FCLDC.

3. AVAILABLE FUNDING

Funding is available for projects that result in high-impact transformations of exterior building facades. Funds may also be used for the following purposes only when proposed as part of a larger building renovation plan that includes transformation facade renovations:

- the creation of residential units on upper floors;
- the renovation of interior commercial units; and
- building system renovations and upgrades such as electrical, HVAC, and roofs

4. ELIGIBLE EXPENSES

In general, eligible expenses include, but are not limited to, the following:

- Exterior building improvements such as painting, brick repair, window & door repair/replacement, siding and trim replacement and repair, awnings, decks, exterior lightning & other storefront renovations.
- Interior building improvements including electrical, general carpentry, HVAC, and plumbing system upgrades.
- Site improvements including outdoor seating, permanent landscaping, signage, and private walkways and patios.

5. INELIGIBLE EXPENSES

Ineligible expenses include, but are not limited to, the following:

- Improvements to single-family residential dwellings
- Property acquisition
- Improvements to structures where the sole beneficiary is a religious or private membership-based organization
- Improvements to structures where the sole beneficiary is a municipally owned or municipally operated structure
- Furnishings (other than approved outdoor seating), appliances, carpet, electronics, tools, disposable supplies, business equipment and non-permanent fixtures, hardware, vehicles, computers, etc.
- Grading, utility work, fences, etc. and other site work that is not part of a finished landscaping project or building renovation.
- Construction of or repaving of parking lots and driveways
- General maintenance or repairs unless part of a comprehensive renovation
- Roof and other building system replacements unless part of a comprehensive renovation
- Replacement of original windows
- Repayment of debt
- Loan, finance, interest and/or tax fees
- Reallocation of funds to other organizations (other than approved subcontractors for the project)
- Salaries, wages and benefits
- Expenses reimbursed from any other source or agency;

- Work that in the opinion of FCLDC, is inconsistent with or detracts from the character of Tupper Lake, or that is otherwise reasonably objectionable.

6. BUDGET & FINANCING

MATCH REQUIREMENTS

Match requirements must be realized on a building-by-building basis.

There is a minimum match requirement of 25%.

In-kind labor is not eligible.

Costs incurred prior to November 1, 2019 are not eligible for reimbursement and not eligible as a match. Eligible costs incurred on or after November 1, 2019 may be used to meet the match requirement only.

SOFT COSTS

Eligible soft costs include Architecture, Engineering, and Environmental Testing expenses.

Soft costs require matching funds, and in-kind match is not eligible.

Soft costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed with TL Hamlet Revitalization Funds. Therefore, reimbursements for soft costs may not be requested as part of a partial payment prior to project completion.

FINANCING

FCLDC will offer funding assistance to awarded projects that demonstrate a financial need and ability to repay a loan. Please contact the FCLDC for more information on financing options.

7. PROJECT EVALUATION CRITERIA

The Project Review Committee will use the following criteria to review, score and recommend projects for funding:

A. VISUAL IMPACT

- Visual prominence within the target area 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 areas

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, and
- 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

PROJECT SCORING & SELECTION

The project review committee will assign a score to each project using the following scoring system:

Criteria	Max Points
Visual Impact	50
Commercial Impact	25
Project Readiness	15
Impact to Local & Regional Plans	10
Total	100

The project review committee will recommend to the FCLDC Board of Directors. The FCLDC Board of Directors will approve the final awards. Individuals, organizations, and businesses may not receive more than one funding award.

Selected applicants will be required to sign an award acceptance letter and pay a \$500 commitment fee prior to FCLDC commencing any work on the project.

8. PROGRAM 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. Complete architectural/engineering plans as necessary
4. Coordinate environmental review and clearance
5. Secure SHPO approval
6. Finalize budget
7. Execute contract with FCLDC
8. Receive clearance from FCLDC on Design Standards
9. Secure planning board approval if necessary
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 2-8 must be completed by May 31, 2021 or FCLDC reserves the right to revoke the funding award. Not all steps may apply to your project. Renovation work may begin as soon as all these steps are complete but bids must be awarded no later than July 1, 2021. Work must be completed by October 31, 2021.

9. PROGRAM CONDITIONS

- Grant awards are merit based. Applicants that can communicate a compelling need and directly meet the village of Tupper Lake's Design Guidelines with quantifiable results will be given higher consideration.
- Projects selected to be recommended for approval by the Project Review Committee will be submitted to NYS Department of Conservation (DEC) for review and approval prior to notifying property or business owner of formal funding approval.
- Awarded funds may be subject to conditions. The award letter and agreement will clearly outline all conditions.
- FCLDC reserves the right to award a project less funding than requested.

10. APPLICATION PROCEDURES

The application must be submitted to the FCLDC electronically and in typed form. No handwritten applications will be accepted. All attachments must be sent as digital files. FCLDC reserves the right to request additional information from the applicant.

11. PROGRAM INFORMATION

Additional information about this program, including contact information and the program application form, is available at www.franklinida.org/tlhrf.