



Town of Newcomb Main Street Revitalization Program Phase 2

Funded by the NYS Department of Environmental Conservation

Announcement of Availability of Funding

The Town of Newcomb has been awarded \$220,000 from the Environmental Protection Fund, to conduct a Main Street Revitalization Grant Program. Under the Main Street Revitalization Program, the funding must be used for renewal of the built environment, supporting new or expanded enterprises while protecting the environment and maintaining the historic value of the community core.

This program will provide private for-profit and non-profit property owners located along the town's NYS Route 28N primary community corridor with funding for exterior facade and storefront renovations and/or interior renovations for commercial or residential units and for related construction activity needed to support such renovation. One of the primary objectives of this program will be enhanced dining and lodging facilities for residents as well as visitors. All property owners in the eligible area should be aware of this opportunity for financial assistance.

This announcement includes instructions on how to apply for assistance as well as required forms and will be available at the offices of the Town and other local partners. The Town has developed formal project selection criteria and a clear project selection process as detailed below. The Town will identify a Project Selection Committee to implement the project selection process and generate funding decisions.

This announcement is accompanied by an application form. Applications must be received at the following address by the application deadline.

ATTN: **Newcomb Main Street Revitalization Program**
 ADDRESS: P.O. Box 405
 Newcomb, NY 12852

ANNOUNCEMENT DATE: DECEMBER 27, 2017

Program Timeline:

Public Informational Meeting	Jan. 11, 2018
Application Deadline	Jan. 31, 2018
Announcement of Awards	Feb. 28, 2018
Scope of Work Development	
Executed Landowner Agreement	
Construction Activity Begins	

Eligibility Requirements:

Applicants must comply with the following requirements:

Location: Projects must be located within the Town of Newcomb along the Route 28N Corridor as shown on the attached map.

Individual grant size: \$10,000 - \$175,000

Match: Funds can finance up to 90% of the total project cost. A minimum of 10% owner equity contribution to the project is required.

Underwriting: Review of the project will only occur upon completion of minimum underwriting criteria:

- that project costs are reasonable;
- that all sources of project financing are committed;
- that applicants are ready and able to begin work

Eligible Expenses:

Building Renovation – the Town may provide participating property owners with grants for exterior facade and storefront renovations or interior renovations for commercial or residential units and for related construction activity needed to support such renovation. All work must comply with the standards of the State Office of Parks, Recreation and Historic Preservation (OPRHP or SHPO), and with local design guidelines.

Professional service costs, or “soft costs,” that can be attributed directly to the delivery of the renovation activities may be eligible Project Delivery expenses.

- Project Delivery expenses must be reasonable and necessary for the completion of a building renovation project.
- Project Delivery costs must be included in the proposed program budget at the time of application.
- Project Delivery expenses may not exceed 18% of the Main Street funds for the project.
- Project Delivery expenses may not be requested as part of a partial payment prior to project completion.

Funded projects must produce a finished commercial or residential space, ready for occupancy. Funds will be disbursed only for completed projects. Work can be completed on part of a building, leaving another part unfinished as a holdover for future use, provided that the project can be completed in compliance with all applicable codes and ordinances, and the unfinished space does not present a hazard to occupants or users of the building, nor does it have a negative visual impact on the Main Street façade.

Project costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed with grant funds.

Sources of Match:

The required match may come from the building owner and/or other non-State/non-Federal funds.

- Building owners may take out a loan for construction financing and the match. The equity of a property that is free and clear of a mortgage obligation can be considered as a cash match, only if funds are borrowed against the equity from a financial institution and used in the renovation.
- Professional service costs incurred, including project delivery, or "soft costs," such as architectural services, are recognized matches, provided they are reasonable, sufficiently documented, and related to a specific building project.
- The award or contract date of the matching funds does not impact the eligibility as match, as long as the matching funds are expended on the Main Street renovation projects following State contract execution.
- Real Estate acquisition costs may be counted as match.

Ineligible Expenses:

- Ineligible uses of funds include: acquisition costs; capitalizing a revolving loan fund; improvements to structures owned by religious or private membership based organizations; or improvements to municipally owned buildings used for municipal purposes.
- Funds will not generally be used for the improvement of single family homes. In certain cases this may be an eligible expense, however, no more than 10% of the available funding can be used to improve single family homes.
- Funds may not be used for landscaping, fences, free standing signs or general maintenance.
- Non-permanent fixtures, furnishings, appliances, electronics, tools, disposable supplies and business equipment are not eligible uses of this funding.

PROGRAM ADMINISTRATION

Applicants should be aware of the following administrative requirements should they receive funding.

A. Scope of Work

A written scope of work is a program requirement. Following award, Recipients must work with the Town to develop a formal written Scope of Work that is approved by NYS DEC and works for both the State Historic Preservation Office (SHPO) to review and Contractors to bid on. The scope of work must address:

- Immediate health and safety concerns;
- The correction of code violations;
- Lead-based paint hazards that may exist in buildings that contain residential units;
- Radon hazards in buildings that contain residential units;
- Installation of energy conservation measures;
- Consistency with any other local program design guidelines; and
- Preservation of historical elements of the building.

B. State Historic Preservation Office (SHPO) Review

The Town must submit building information and proposed project scopes of work for each participating project to the New York State Office of Parks, Recreation and Historic Preservation (OPRHP or SHPO) for review.

C. Contractor Selection

Contractor references and proof of proper insurance must be supplied to the Town and approved. At least two bids must be obtained for each separate construction project or professional service to establish the reasonableness of project costs. If the property owner chooses other than the lowest bidder, re-imbursement will be based on the amount of the lowest bid.

D. Town/Landowner Agreement

The Town will enter into a contract with the property owner to provide the agreed financial assistance, subject to terms outlined below. A Town representative will be assigned to review and approve bids and oversee contracts between Town and Recipient.

The contract will outline the roles and responsibilities for both the Town and the participating property owner. At a minimum, the contract will specify:

- The agreed upon scope of work;
- The amount of financial assistance awarded;
- The project timeline;
- That payments will be made only after work is complete;
- The Town has the right to inspect work at any time and to cancel the contract should the work be inconsistent with the standards outlined or if insurance is not maintained by the contractor;
- Ongoing maintenance requirements;
- Payment will only be made upon satisfactory completion of all work. Satisfactory completion will be determined by the Town

E. Finances

This is a reimbursement based grant program. The property owner will be responsible for paying for all agreed upon repairs, but the Town will not reimburse more than the costs identified as available per building for the funding year. Payment will only be made upon satisfactory completion of all work. Local property owners will be responsible for obtaining construction or interim financing for their project.

F. Ongoing Maintenance

Property owners will be required to maintain property assisted with these funds for a period of five years from the date of project completion and final inspection.

PROJECT SELECTION PROCESS:

Eligibility Review

All applications will be reviewed by the Town for eligibility according to:

- Project Location, Match, Ownership and Underwriting as described above

Scoring Review

Applications that pass eligibility requirements will be forwarded to a committee of at least three reviewers who will score each application according to the selection criteria below. Reviewer scores will be averaged to produce a final score. Applicants are encouraged to read and address the selection criteria below in the process of developing their application.

Selection of Projects

Scored applications will be ranked in order beginning with the highest down to the lowest scored applications. Applications having the highest final scores will be selected for funding, beginning with the highest down to the lowest ranked proposal, until available funding is exhausted.

Tie Breaker: If there is a numerical tie in applications final scores, the application that scores the highest in the “primary goals” in the evaluation criteria will determine placement on the ranked list. If a tie remains, the application with the higher combined Cost Effectiveness and Feasibility score will determine placement on the ranked list.

PROJECT SELECTION CRITERIA

Primary Goals:

Project Location - Is the project visually prominent within the Newcomb Route 28N Main Street Corridor? **16 POINTS**

Dining and Lodging - Will the proposed project provide or enhance lodging or dining facilities open to the public? **16 POINTS**

Expansion of Services – Will the project result in establishment or expansion of a Main Street business? **16 POINTS**

Secondary Goals

Historical Value – Property - Does the project include restoration or repairs of historically significant property? **4 POINTS**

Economic Growth - When completed will the project provide means for economic growth to the community? **4 POINTS**

Creation of Jobs - Including the owners, will the project provide for 1 or more full or part-time jobs? **4 POINTS**

Public Accessibility and Use - Will the project create or enhance community gathering spaces that are open to the public? **4 POINTS**

Recreation - Does the project promote available recreational opportunities to visitors and tourists? **4 POINTS**

Tourism and Visitors - Does the project support and market tourist and visitors planning vacations in the community? 4 POINTS

4 Seasons - Is the project designed to promote recreation, tourism during the four seasons? 4 POINTS

Shared Commerce - Will the project attract revenue from recreating visitors and promote the commercial activities of other businesses located within the corridor? 4 POINTS

Cost Effectiveness:

Is the budget cost-effective, well-balanced and without extraneous expenses? Applicants must provide documentation to support the project budget, such as standard government wage rates, current market prices for equipment, and cost-estimates from potential contractors. 10 POINTS

Feasibility:

The Review Committee will review all projects to determine the financial feasibility of a project and what, if any other feasibility issues exist. This will be a comparative measure of all projects in the eligibility pool with the greatest number of points being awarded to the project with the greatest feasibility (or least number of feasibility issues). 1 TO 10 POINTS