

**PLEASE NOTE THAT THIS APPLICATION MUST BE SUBMITTED TO:**

**SCHUYLER COUNTY PARTNERSHIP FOR ECONOMIC DEVELOPMENT  
ATTN: KASSADY CERNY  
910 S. DECATUR STREET  
WATKINS GLEN, NY 14891**

**DUE ON OR BEFORE: FEBRUARY 5TH, 2021 AT 4:00 PM**

**CONTACT:**

**Kassady Cerny at 607-535-6862 or [kassady@flxgateway.com](mailto:kassady@flxgateway.com)  
With any Fund or Application Questions**

The maximum grant amount for the Downtown Revitalization Fund is \$150,000 (including both residential and commercial work), or up to 50% of the project cost, whichever is less. The minimum grant is \$30,000.

**Anticipated Timeline**

February 5th, 2021 – Applications are due  
Mid-February 2021 – Review Committee meets  
Monday, March 1<sup>st</sup>, 2021 – Projects are selected and recommended to NY State HCR  
Monday, March 1<sup>st</sup>, 2021 – Grant Awards are announced  
Friday, April 2nd, 2021 – Grants Awards are finalized, and the project official commences  
May 2021 – Required Environmental Review is conducted  
May- August 2021 – Final design, project bidding, permitting, and site plan review (as required)  
August 2021 – December 2021– Construction begins  
February 2022 – All projects are complete

**Eligible Use of Funds:**

1. All buildings must be commercial or mixed use. Work may include renovation or placement of occupied or unoccupied residential or commercial space. Eligible work may include, but not limited to wall, floor, stair, ceiling, and roof repairs, and handicapped accessibility projects. Installation and/or repair of plumbing, electrical, heating, and ventilating features may also be determined to be an eligible expense if part of a larger project. All health, safety, and building code deficiencies must be addressed as part of the project.
2. General façade improvements and exterior structural repairs. Such work may include, but not necessarily be limited to, painting, signage, awnings, handicapped accessibility to storefront entrances, carpentry repairs, masonry repairs and repointing, storefront and building cornice repair and/or restoration, window repairs, and other visual improvements. All façade work should be clearly visible from a public right of way. Repairs to the rear

- façade of buildings are only eligible if such facades face a public parking lot, public sidewalk, or other public area. NOTE: Improvements to primary facades are required for all projects if needed to bring the façade into compliance with the Village of Watkins Glen’s design guidelines.
3. Repairs to alleviate building code violations that relate to the proposed project are eligible, and will be financed before assistance is available for elements that have not been cited for violation.
  4. Energy efficiency upgrades and alternative energy projects if part of a larger project.
  5. Owner will may be asked to provide evidence, from a licensed engineer demonstrating the structural integrity of the building to be renovated.

**Ineligible Use of Funds:**

1. The refinancing of existing debt and payment of interest generated from interim financing.
2. Payment or reimbursement for Awardee’s in-kind labor.
3. Payment of any sales tax.
4. Work that is undertaken with the intent of attracting a tenant from another building/business located in Schuyler County.
5. Furnishings, appliances, electronics, tools, disposable supplies, business equipment, and non-permanent fixtures.
6. Funds may not be used for site work or ancillary activities on a property including septic systems or laterals, grading, parking lots, sidewalks, landscaping, fences, free standing signs or general maintenance.
7. Any work that, in the Review Committee’s opinion, is inconsistent with or detracts from the character of Downtown Watkins Glen.
8. Projects that eliminate existing occupied housing units, permanently displace low-to-moderate income tenants, or permanently displaces existing businesses.
9. Vacation/ Short-Term Housing, including both current vacation/ short-term housing and the conversion of permanent year-round housing or commercial buildings to vacation/ short-term housing.
10. Damage resulting general maintenance neglect.

The Watkins Glen Downtown Revitalization Review Committee reserves the right to determine whether a proposed project meets the goals and intent of said Program.

**Project Scoring:**

Each project will be reviewed by a Watkins Glen Downtown Revitalization Review Committee. Projects will be selected based on the impact their project will have within the DRI area.

Projects will be scored based on the following criteria:

- Readiness –Proposal includes proof of readiness such as a signed lease/proof of ownership, documentation that financing for 100% of the project is in place, etc. (up to 15 pts).
- Physical Impact –Completed project will be a highly visible transformation, building is prominent on the block or in the community, residential units are being created or rehabilitated, number of commercial units being renovated, the building is next to other strong projects being proposed (up to 25 pts).
- Economic Impact -More than 50% leverage, Projects that bring a property “back on line,” either preparing a long-vacant space for the market or filling a vacancy, project will stabilize or expand an existing business (up to 25 pts).
- Quality of Life Impact –Renovations are historically appropriate; the project includes energy efficiency improvements and accessibility improvements (up to 15 pts).
- DRI Program Goals – Completed projects will achieve at least one of the four identified key goals. The key goals are Downtown Living, Culture and Entertainment, Economic Development, and Quality of Life. (up to 20 pts).

**Design Standards:**

All façade renovations must be consistent with the Village of Watkins Glen’s design guidelines. All projects will be subject to review by the New York State Historic Preservation Office (SHPO).

**Commitment Fee:**

If awarded, a nonrefundable commitment fee must be paid prior to commencement of the grant agreement. The commitment fee will be used to begin the environmental review process which includes a Phase I Environmental Assessment, Risk Assessment, and Lead Testing (for residential renovations) as well as the project signage. The fee is estimated based on the scope of the project. If the actual cost is higher than was initially estimated, the difference must be paid prior to construction. Upon completion of the Environmental Assessment, Risk Assessment, and Lead Testing (for residential renovations) Asbestos and Radon Testing may be required and will need to be paid prior to construction. If after project commencement, it is determined that a Phase II Environmental Investigation is required, an additional fee will be assessed. All environment review and testing fees may be used as part of the awardee’s reimbursable costs. The nonrefundable commitment fee will be between \$2,900 and \$4,500 depending on the size and scope of the project.

**Ongoing Compliance:**

All assistance is in the form of a reimbursable grant with a five-year compliance period. Should the property owner transfer ownership of the building (excluding death) within the 5-year timeframe, they will be responsible for repaying a portion of the grant funding received. In addition, grantees that receive funding for residential units agree to keep the rents affordable. A Declaration Form will be filed with the Schuyler County Clerk to secure the obligations and the following repayment schedule will apply:

- Months 0-12: 100% repayment due
- Months 13-24: 80% repayment due
- Months 25-36: 60% repayment due
- Months 37-48: 40% repayment due
- Months 49-60: 20% repayment due
- Months 60 and beyond 0% repayment due

Repayment of grant funding is payable to SCOPED.

Any residential units assisted with Program funding must be year-round and will be subject to rent limitations for a five (5) year period following completion of the project. Rents must be affordable to households with an annual income equaling the Schuyler County median income. Rents may not be higher than **125% of the Fair Market Rents** for Schuyler County as determined by HUD. Rents will be verified annually during the compliance period, and may increase in future years. Rent limits are determined by HUD annually and will be adjusted accordingly. 2019 Rent Limits are below:

	Efficiency	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
FY 2019 FMR	\$550	\$598	\$700	\$1,011	\$1,182
	1.25	1.25	1.25	1.25	1.25
FY 2019 125%	\$687.50	\$747.50	\$875.00	\$1,263.75	\$1,477.50

**Watkins Glen DRI Fund is funded through the  
New York State Downtown Revitalization Initiative**

**GENERAL INFORMATION**

Name: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

Business Name (if applicable): [Click here to enter text.](#)

Property Owner: [Click here to enter text.](#)

Property Address: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#) Email: [Click here to enter text.](#)

**BUILDING INFORMATION**

Building Construction:  Wood frame     Masonry/brick     Other

Number of stories: [Click here to enter text.](#)    Number of storefronts: [Click here to enter text.](#)

Current Building Uses:

FIRST FLOOR	# units occupied	# units vacant	square feet of vacant space
Retail	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Commercial/Office	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Residential	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Other	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

SECOND FLOOR	# units occupied	# units vacant	square feet of vacant space
Retail	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Commercial/Office	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Residential	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Other	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

<b>THIRD FLOOR</b>	<b># units occupied</b>	<b># units vacant</b>	<b>square feet of vacant space</b>
Retail	Click here to enter text.	Click here to enter text.	Click here to enter text.
Commercial/Office	Click here to enter text.	Click here to enter text.	Click here to enter text.
Residential	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other	Click here to enter text.	Click here to enter text.	Click here to enter text.

Current Retail/Commercial tenants:

1)Click here to enter text. 2)Click here to enter text.

3)Click here to enter text. 4)Click here to enter text.

5) Click here to enter text. 6)Click here to enter text.

**PROJECT INFORMATION**

Proposed work involves:  Front of Building  Rear of Building  Side of Building  
 Interior Commercial  Interior Residential

Proposed work is visible from a public right-of-way:  Yes  No

Will your project include the removal of a false façade?  Yes  No

Project Includes:  Signage  Windows/Doors  Masonry/Repointing  
 Painting  Awnings  Other

Project Description: describe exactly what you intend to use the grant funds for, if awarded. Attach drawings of proposed project and photographs of current building.

Click here to enter text.

Project will reuse vacant space:  YES  NO

Retail space  Commercial/Office space  Residential space  Other

Describe how your Project will reuse vacant space. Click here to enter text.

**DRI PRIORITIES**

1. Project was identified as a priority project in the DRI Study Area;
2. The Project provides affordable housing; contributes to the cultural and arts environment; supports the economic revitalization of downtown; improves the quality of life for area residents;

Explain how your project addresses DRI priorities as outlined above. [Click here to enter text.](#)

Architectural designs completed       YES  NO      Estimated Design Cost \$ [Click here to enter text.](#)  
(Please attach estimates if available)

Please attach a photo of the subject property.

**PROJECT BUDGET**

**Applicant's (Your) Funds:**                      \$ [Click here to enter text.](#)

**Requested DRI Grant Funds:**                      + \$ [Click here to enter text.](#)

**Total Project Cost:**                                      = \$ [Click here to enter text.](#)

**Source of Applicant's Funds:** [Click here to enter text.](#)

**CERTIFICATION/AUTHORIZATIONS/SIGNATURE(S)**

By signing below, I/we certify that all information, which has been or will be furnished in support of this application, is given for the purpose of obtaining funds under the Watkins Glen Downtown Revitalization Grant Fund I/we further certify that all information submitted has been examined and approved by me/us and is true, correct, and complete. I/we understand that this information will be used to assess my/our proposed project and that additional information may be needed in order to rate and rank the project in accordance with funding criteria. I/we agree to abide by all requirements set forth or to be set forth in connection with said Fund.

In addition, I/we understand that falsification of any item contained herein or fraudulent misrepresentation of my/our business and its processes could result in criminal and/or civil penalties applicable under or pursuant to local, state, and federal laws. Further, I/we agree that verification of any information contained herein, or to be provided in support of this loan request, may be obtained by whatever means the City or its agent determines if appropriate, and a formal credit check may be undertaken by any source deemed appropriate by the City. (All corporate officers, LLC Members, Partners or business owners must sign and date below).

I am familiar with the guidelines and requirements of the Fund including that the program is a reimbursable grant requiring me/ us to pay for the project 100% and submitted receipts for reimbursement. I am also familiar with the requirement to provide a minimum 50% match. I verify that I have the necessary funding to cover 100% of the costs of the project until reimbursement is made and commit it to the project. I understand that if the budget for my project exceeds the maximum amount of my grant award, that I will be responsible for providing such additional non-reimbursable funds as needed.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Certification:

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public



**CONFLICT OF INTEREST DISCLOSURE – PROVIDE ONE FOR EACH OFFICER, LLC MEMBER, PARTNER OR OWNER (COPY AS NECESSARY)**

Please place an “X” in the appropriate box for all questions listed below so that we may make a determination of whether any conflicts may be applicable to your project. Answer for all applicants if there is more than one applicant.

1. Are you now, or have you ever been an employee, committee member, director, or an officer of SCOPED? YES NO
  - a. If yes, please provide details in the space below question #3.
  
2. Are you now, or have you ever been an employee, committee member, an elected officer, or a member of a board of the Village of Watkins Glen? YES NO
  - a. If yes, please provide details in the space below question #3.
  
3. Are you related to an employee, committee member, director, or an officer of SCOPED? YES NO
  - a. If so please indicate to whom you are related and the relationship on the space provide below question #5.
  
4. Are you related to an employee, committee member, an elected officer, or a member of a board of the Village of Watkins Glen? YES NO
  - a. If so please indicate to whom you are related and the relationship on the space provide below question #5.
  
  - b. Do you have a business connection to any of the people listed in #1 or #2? YES NO

If yes, please note the relationship below. [Click here to enter text.](#)

By signing below I certify that all of the information provided above is true, correct, and complete:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_