



**NEW YORK MAIN STREET PROGRAM APPLICATION**  
**CITY OF GENEVA**

**General Information**

APPLICANT NAME		BUSINESS NAME	
MAILING ADDRESS		PROPERTY ADDRESS	
PHONE NUMBER	CELL PHONE NUMBER	EMAIL ADDRESS	

Applicant is:     Building Owner                       Tenant                       Other

*If tenant, the owner of the property must give written approval for the applicant to make improvements.*

**Project Information**

Proposed work involves:                       Façade                       Commercial Units                       Residential Units

Proposed work is visible from a public right-of-way:                       YES                       NO

Project includes:

<input type="checkbox"/> Signage	<input type="checkbox"/> Windows/Doors	<input type="checkbox"/> Interior Renovations
<input type="checkbox"/> Painting	<input type="checkbox"/> Masonry/Repointing	<input type="checkbox"/> Currently Vacant Space
<input type="checkbox"/> Awnings	<input type="checkbox"/> Roof	<input type="checkbox"/> Other
<input type="checkbox"/> Lighting	<input type="checkbox"/> HVAC	

Will your project include the removal of a false façade?                       YES                       NO

**Project Description**

*Please describe (1) the current condition of the building, (2) exactly what your total project entails and what you will use grant funding for, and (3) the expected impact that this project will have on your building, any businesses, and the community. Attach additional pages if needed.*

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Architectural designs completed

YES

NO

Architect's Name, Address and Phone number, if applicable:

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### Cost Estimates

Work to be Completed	Estimate

**Total Estimated Project Cost**      \$ \_\_\_\_\_

**Grant Request:**                              \$ \_\_\_\_\_      (\$50,000 per building + \$25,000 per residential unit – not to exceed 50% of total project or \$100,000)

**Applicant's Match:**                        \$ \_\_\_\_\_      (total project cost minus grant request)

Are your funds currently available for the entire project?                               YES                               NO

If NO, do you need to secure bank financing to complete your project?                               YES                               NO

What is the anticipated start date for your project: \_\_\_\_\_                              Anticipated completion date: \_\_\_\_\_

**Current Building Uses** (please account for all 1<sup>st</sup> and 2<sup>nd</sup> floor spaces – attach additional pages for additional floors):

First Floor	# Units Occupied	# Units Vacant	Square Feet Vacant

Second Floor	# Units Occupied	# Units Vacant	Square Feet Vacant



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Current Retail/Commercial tenants:

Business Name	# Full-time jobs	# Part-time jobs

Proposed Retail/Commercial tenants:

Business Name	# Full-time jobs	# Part-time jobs

- Are City, County and Town Taxes Current?       YES       NO       Unsure
- Are School Taxes Current?       YES       NO       Unsure
- Are Water/Sewer Bills Current?       YES       NO       Unsure

If NO or unsure to any of the above answers, please explain.

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**Please initial the following statements indicating that you understand and agree to each:**

\_\_\_ Grant awardees must pay a commitment fee of \_\_\_\_\_ at the time of contract which will cover certain grant management expenses of the City of Geneva.

\_\_\_ Prior to starting, New York Main Street projects must undergo an environmental review and clearance of work scope by the State Historic Preservation Office.

\_\_\_ New York Main Street applications must have at least two bids for each phase of work and reimbursement will be based on the lowest responsible bid. Estimates must be attached to the application. Building owners cannot do their own work.

\_\_\_ Awarded projects containing a residential component must comply with New York Main Street requirements regarding lead-based paint safety, radon testing, and rent limits.

\_\_\_ Participants in the New York Main Street Program must execute a declaration agreeing to maintain improvements for five years following project completion.

\_\_\_ New York Main Street grants will be reimbursed for eligible project expenses only following satisfactory completion of an approved scope of work and submittal of required documentation.

\_\_\_ Project must receive all approvals by September 1, 2019 and be completed by December 1, 2020.



## NEW YORK MAIN STREET PROGRAM APPLICATION CITY OF GENEVA

### Certification

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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 under the New York Main Street Grant Program 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.

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

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

### Required Attachments

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- Current photo of building and photos of areas to be renovated
- Estimates (at least two for each phase of work to be completed)
- Written approval of project from property owner (if tenant is applying)
- Rendering of façade project (if significant façade work is proposed)



## NEW YORK MAIN STREET PROGRAM GUIDELINES CITY OF GENEVA

### PROGRAM DESCRIPTION:

The City of Geneva has been awarded funding through the New York Main Street Program to continue to provide grant funding for building renovations in the Geneva Business Improvement District. The grant budget allows for \$295,000 in building renovation funds and \$15,000 in streetscape improvements. Preference will be given to projects that advance downtown streetscape, preserve historic character and fill market needs.

The City welcomes applications for façade improvement projects that will result in a highly visible transformation to the exterior of the building. Clustering of small projects that will maximize visual impact is encouraged. Awardees must agree to provide a minimum 50% match to their project cost. Minimum grant award will be \$7,500 with the maximum award being \$50,000 which includes the cost of environmental testing and façade design. Renovation projects that provide direct assistance to residential units may also receive an additional \$25,000 per residential unit to a building maximum of \$100,000.

### PROPERTY ELIGIBILITY:

1. Property must be located in the target area which is the Geneva Business Improvement District;
2. Property or property owner must not have any unresolved code violations;
3. Property must be commercial or mixed use.
4. Property must be covered by liability and hazard insurance. Hazard insurance must be sufficient to cover any outstanding loans on the property and the total amount of grant funds provided.
5. Property owned by a religious organization and/or used for religious purposes is not eligible.

### PROPERTY OWNER ELIGIBILITY

1. Participant(s) may be the owner of the property or the owner of the business. If the business owner is the participant, the property owner must provide a signed letter showing the building owner's support. References to "participant" hereinafter shall refer to all owners of a property or business owners receiving assistance.
2. Participant must be current with all City, County, and school taxes for all properties owned by the participant in the City of Geneva and not have any unresolved code violations on properties owned in the City of Geneva.
3. Property owner must have the ability/financial capacity to secure matching funds for the project, and must provide proof that such funds are available for the specific project. Property owner must verify approval of a loan or availability of cash equal to the amount of the balance of the project cost. All grant funds are provided as a reimbursement following completion of the project. Therefore, participants must also have the ability to provide financing for the entire project, until reimbursement is provided, typically 45 days after project completion.
4. Commitment Fee: Following approval/award of grant funds, each participant must provide a specific commitment fee with his or her signed commitment letter. The commitment fee will be used by the City to pay for required work such as environmental testing, development of work scope and final inspection. The amount of each commitment fee will vary depending upon the type of project. The paid commitment fee will be counted toward the required match.



## NEW YORK MAIN STREET PROGRAM GUIDELINES CITY OF GENEVA

### ELIGIBLE USE OF FUNDS:

1. Work to renovate occupied or unoccupied residential or commercial space. Eligible work may include, but not necessarily be limited to wall, floor, stair, ceiling, and roof repairs, and handicapped accessibility projects. Installation and/or repair or plumbing, electrical, heating, and ventilating features may also be determined to be an eligible expense. 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 City's design guidelines (City Code Chapter 350-45 and Chapter 351 Zoning Appendix regarding the Traditional Urban Design District).
3. Energy efficiency upgrades and alternative energy projects.

### INELIGIBLE USE OF FUNDS:

1. The refinancing of existing debt and payment of interest generated from interim financing.
2. Payment or reimbursement for participant's in-kind labor.
3. Work completed by the property owner whether or not they are in business as a contractor or own a contracting business.
4. Payment of any sales tax.
5. Work that is undertaken with the intent of attracting a tenant from another building/business located in the City's Business Improvement District.
6. Any work that, in the City's opinion, is inconsistent with or detracts from the character of the Business Improvement District, or that is otherwise reasonably objectionable to the City.
7. Projects that eliminate existing occupied housing units, permanently displace low-to-moderate income tenants, or permanently displace existing businesses.
8. Projects that do not further the priorities of the City of Geneva's New York Main Street Program. The City of Geneva reserves the right to determine whether a proposed project meets the goals and intent of said Program.

### FINANCING STRUCTURE

1. Maximum grant up to \$50,000 for façade improvements with an additional \$25,000 available to projects that provide direct assistance to residential units for a maximum of \$100,000 per building, or up to 50% of the project cost, whichever is less. Minimum grant is \$7,500. The Fund budget is
2. \$295,000 and the City reserves the right to make one or more awards. Final awards will be determined by the New York Main Street Program Review Committee (Review Committee). All participants are required to provide a minimum of 50% of the project cost as a match to all grant funding. The match may be in the form of cash or loan. In-kind labor is not an eligible match.



## NEW YORK MAIN STREET PROGRAM GUIDELINES CITY OF GENEVA

3. All assistance is in the form of a reimbursable grant with a five-year compliance period. Should the property owner sell the building within the 5-year timeframe, they will be responsible for repaying a portion of the grant funding received.
4. Participant is responsible for the total cost of the project. Grants will reimburse participants at the conclusion of the project after all costs of the project are paid and proper documentation is provided. Participants should allow approximately 45 days for reimbursement processing.
5. Participant will submit project invoices which reflect the name of the contractor, work completed, and amount invoiced. Corresponding cancelled checks for these invoices will also be required. Payments made in cash will not be accepted for reimbursement.
6. Reimbursement is subject to execution of a Declaration Form at the conclusion of the project. The Declaration Form will be filed with the Ontario County Clerk.
7. Any residential units assisted 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 at 90% of County median income. Rents will be verified annually during the compliance period, and may increase in future years. Current maximum rent limits are:

Efficiency –	\$650
One bedroom –	\$760
Two bedroom –	\$951
Three bedroom –	\$1,192
Four bedroom –	\$1,285

### LOCATION OF PROGRAM:

To be eligible for assistance the property must be located in the City of Geneva Business Improvement District (target area map attached), and the business location must be zoned appropriately for the proposed business use.

### PROJECT SCORING:

Each project will be reviewed by a Review Committee made up with representatives from the Business Improvement District, Geneva Chamber of Commerce, Local Development Corporation, Industrial Development Agency, Revolving Loan Fund, and City staff. Projects will be selected based on the impact their project will have within the target 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 (up to 15 pts).
- Physical Impact – Completed project will be a highly visible transformation, building is prominent on the block or in the community, affordable 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).
- City Priorities as outlined in the City’s Comprehensive Plan – To what extent does your project address the following? Making the City more beautiful, prosperous, equitable, connect, and sustainable. See Page 22 of the Guide [www.cityofgeneva.com](http://www.cityofgeneva.com). (up to 20 pts).



## NEW YORK MAIN STREET PROGRAM GUIDELINES CITY OF GENEVA

### PROJECT DEVELOPMENT

#### Design Standards

All façade renovations must be consistent with the City's design guidelines (City Code Chapter 350-45 and Chapter 351 Zoning Appendix regarding the Traditional Urban Design District). All projects will be subject to review by the New York State Historic Preservation Office (SHPO) with any recommendations being included in the Scope of Work.

#### Work Write-up / Scope of Work

Certain projects may require the use of an architect or other design professional, as determined by the City. The City will contract with an architectural firm to discuss the design elements of these projects with the property owner. For projects requiring detailed design elements, the architect will prepare the Scope of Work appropriate for bidding purposes or the participant may retain the services of their own architect. Fees charged by the participant's architect cannot be reimbursed through the Program.

In some cases, a simplified Scope of Work and bid package can be prepared. The consultant and/or architect will discuss requirements related to environmental hazards, energy efficiency, historic design standards, and any other Scope of Work issues with the property owner. The Scope of Work will be submitted to the State Historic Preservation Office and comments from the SHPO will be incorporated in the Scope of Work. The City Building Official will work with the architect and/or consultant to ensure that all code issues are resolved and that the project meets the NYS Building and Fire Prevention Code. The participant must sign off on the formal scope of work before bids for the work are solicited.

#### Environmental Review

Prior to the commitment or expenditure of Program funds, the environmental effects of each activity must be assessed in accordance with the State Environmental Quality Review Act (SEQR). The environmental assessment will consist of:

1. Review by the State Office of Parks, Recreation, and Historic Preservation Office;
2. A review of the zoning classification where the project is located to determine that the project is an allowed use in that zoning district;
3. The City will determine if current or prior uses of a project site and neighboring properties will require remediation;
4. For projects with rental units, a lead-based risk assessment and radon testing will be conducted;

The cost of any environmental testing will be paid by the applicant as part of the commitment fee and can be used as part of the project match.

#### Contractor Selection

The City of Geneva will establish a list of contractors who are able to perform work in compliance with applicable standards and who carry the types of insurance coverage required. This list will be developed by placing advertisements for contractors in newspapers with a regional distribution. The City will also post the information on the City website as well as on its social media accounts. The contractors must supply references and proof of proper insurance. The resulting list of contractors will be provided to the property owner. If the property owner would like to use a contractor *not* on the list, references and proof of proper insurance must be supplied to the City and approved. Under Article 15A of the New York State Executive Law, all award recipients and their contractors are required to comply with the Equal Employment Opportunity provisions of Section 312 of that Article. Also, all contractors and





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awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises are afforded opportunities for meaningful participation in projects through inclusion on the list of contractors funded by HTFC pursuant to Section 313 of the Article.

At least two bids must be obtained for each separate construction project or professional service to establish the reasonableness of project costs. There must be a clear, written scope of work for the project for which bids or quotes are sought in section entitled Work Write-up/Scope of Work. All bidders must have equal access to relevant information, including information on the property itself. The process should be free of collusion or intimidation, and the City will exercise appropriate oversight over the entire process to ensure that it is fair and efficient and avoids actual and perceived conflicts of interest. Bids will be received by the City on behalf of the property owner. The City will advise the property owner of the acceptability of the bid/proposed cost. If the property owner chooses a contractor other than the lowest bidder, reimbursement will be based on the amount of the lowest bid.

**Participants are excluded from completing the rehabilitation work on their own properties whether or not they are in business as a contractor or own a contracting business. In-kind labor and the reimbursement for materials only will not be eligible.**

### Contracting Procedures

The participant will choose the contractor based on the bids received. When contractor selection has been made, a contract between the participant and the City of Geneva will be prepared. The contract will outline the rolls and responsibilities for both the City of Geneva and the participant. At a minimum, the contract will:

1. Outline the agreed upon scope of work,
2. State the projected amount of financial assistance awarded,
3. Provide an estimated project timeline,
4. Outline the regulatory term or repayment provisions,
5. Require that a contractor be engaged and begin work within 30 days of approval,
6. Payment structure and timing to be included,
7. The City of Geneva has the right to inspect work at any time and may terminate the award and cancel the contract should the work or purchases be inconsistent with the program rules outlined, agreed upon scope of work or project design, and stated timeline or if insurance is not maintained by the participating contractor.

### **CONSTRUCTION MANAGEMENT/QUALITY CONTROL**

#### Construction Monitoring

The City of Geneva retains the right to inspect or audit work in progress at any point. The City of Geneva Building Inspector will perform periodic inspections of renovation/construction activities to monitor adherence with Fund rules, environmental hazard compliance, and general project progress.

#### Final Inspection

Before a final payment can be made, a final inspection will be required. The architect (when appropriate), Building Inspector, and property owner will all verify that the work was completed properly and is consistent with the contracted scope of work.



## NEW YORK MAIN STREET PROGRAM GUIDELINES CITY OF GENEVA

### Conflict of Interest:

Under certain circumstances, an applicant for State or federal funding may have a “conflict of interest” and may need a waiver in order to participate in a program. For example, a conflict of interest may be present if the applicant is related to an employee, officer, or elected official of the City of Geneva. There are other cases where a conflict of interest may also be present. Applicants will be required to complete a Conflict of Interest Disclosure Form to determine if a conflict of interest exists. If a conflict of interest does exist, the City Attorney will make a final determination.