

**Village of Tannersville  
Downtown Revitalization Fund**

**Round 2 Application**

**DUE: June 27, 4:00 P.M.**

**Directions:** Please complete all fields in the application below. Gather and provide all required supporting documentation and include those with the application form. Please complete a separate application form for each property you are requesting funding for. If you require additional space for any responses, please attach an additional sheet and identify the response according to the application question letters and numbers.

The application questions and required information are based on the VILLAGE Downtown Revitalization Fund Administrative Plan. Your review and understanding of this plan is critical to developing an eligible and impactful application. Please take the time to review this document in full. It is available for download at the VILLAGE Downtown Revitalization Fund website.

After full applications are received and evaluated, allocations will be made to project awardees until funds are fully allocated. A **\$500** commitment fee is required as part of the award acceptance. The commitment fee will be reimbursed to the applicant upon successful completion of the project.

Awarded projects may receive **up to** 60% reimbursement of their total project costs and up to the **maximum amount allowed per project category**. The awardee will be notified of their reimbursement and match share in their notice of initial award letter. Projects should request the specific funds they need to make their project financially viable. Projects requesting below the 75% maximum will receive a higher score under Economic Impact for “leveraging private funding beyond the minimum match.”

If you are submitting for an application for a Minor Exterior Improvements and a Small Business Assistance project, please submit **two separate** applications for each type.

Projects that are not awarded will be notified and may request a debrief for an explanation regarding the decision.

Submit completed applications via e-mail Devin Bulger at [dbulger@labellapc.com](mailto:dbulger@labellapc.com). If responses are handwritten, please ensure all responses are legible.

## Village of Tannersville – Downtown Revitalization Fund

### A. Financial Information

1. Taxes/Insurances

a. Are all property, water and sewer taxes paid to date? ☐ Yes ☐ No

If no, which taxes are not current? \_\_\_\_\_

b. Do you have property insurance? ☐ Yes. ☐ No

If yes, is it paid to date? ☐ Yes. ☐ No

### B. Final Proposed Scope of Work

1. What improvements do you wish to make to your building? List in order of priority, beginning with (1). Please note if the improvements are for commercial spaces or residential spaces. Attach an additional page if necessary.

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2. Total Project Cost: \_\_\_\_\_

3. Funding Request: \_\_\_\_\_

4. Please attach any additional information relevant to your project type and scope that will help the Committee evaluate your project, e.g. plans and specifications, sketches, renderings, floor plans, and cost estimates. **Applications submitted with this information may be rated higher for readiness.**

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5. Are any approvals required by the Committee for the project including planning or zoning approvals to permit this project to move forward? **Applicants are expected to understand what project documents will be required as part of local submissions to the Planning Board.** Y \_\_\_ N \_\_\_

6. **PLEASE ATTACH PROOF OF FINANCIAL SUPPORT FOR THE PROJECT**

This is a reimbursement program. Applicants must demonstrate that they can provide bridge financing for the full costs of the project until reimbursement is provided at project completion as well as proof that they can supply 40% or more of a project match).

Accepted proof of financial support includes:

- Letter of Interest from a financial institution
- Letter from a bank indicating the applicant has sufficient resources to cover project costs
- Commitment from other sources (i.e. loan, other grants, etc.)

**C. Conflict of Interest** (If there are any conflicts they will need to be disclosed prior to receiving approval)

1. Are you an official, employee, agent, consultant or member of the board of the Village of Tannersville?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe your position: \_\_\_\_\_

2. Are you related by blood or marriage to any official, employee, agent, consultant or member of the board or agency of the Village of Tannersville?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please identify the official(s), agent(s), consultant(s), employee(s) or member(s) and describe your relationship:

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3. Do you have any corporate, partnership, landlord-tenant-or other business relationship with any official, agent, consultant, employee or member of the board of the Village of Tannersville?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, identify the official(s), agent(s), consultant(s), employee(s) or member(s) and describe the business relationship:

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4. Are you doing business in any of the following ways with any official, agent, consultant, employee, or member of the board of the Village of Tannersville (check any that are applicable, if other, please describe):

\_\_\_\_ Purchaser or Seller of Goods - please describe \_\_\_\_\_

\_\_\_\_ Loan or Grant Recipient- please describe \_\_\_\_\_

\_\_\_\_ Provision of Services - please describe \_\_\_\_\_

\_\_\_\_ Other - please describe \_\_\_\_\_

### Project Narrative

*Responses to the following questions can be provided on a separate sheet of paper.*

#### D. Physical Impact

Please describe the physical and aesthetic impact that your project will have on your building and the DRI project area. If the building is historical, describe its historical significance and include any State or Federal Registry information. Please demonstrate your familiarity with Village design guidelines and describe how those guidelines will be incorporated into your project. Please share any other details or features of your project that are especially impactful or noteworthy.

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### E. Economic Impact

Please describe funding sources that your project will leverage in addition to the DOWNTOWN REVITALIZATION FUND funds. Please also describe ways in which your project will reduce blight and vacancies, contribute to economic growth downtown, stabilize or expand the tax base, or create new businesses or jobs.

### F. DRI Priorities

Please describe how your project aligns with the goals and priorities identified in the DRI Investment Strategy. The Investment Strategy is available on the VILLAGE website DRI page.

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**Please review the certifications on the following page, which are part of this application, before signing below. Compliance with the certifications and all other Building Improvement Program procedures is required. All owners must sign.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Village of Tannersville – Downtown Revitalization Fund

### Ownership

I/We hereby certify that I/we own the property to be improved. If any changes in ownership should occur from this date forward, I/we agree to notify the Committee immediately. Failure to do so may result in denial or termination of Downtown Revitalization Fund participation.

### Application Information

To the best of my/our knowledge, all the application information I/we have provided is true and correct. I/We understand that any willful misstatement of material fact will be grounds for disqualification. The Village is hereby granted permission to verify any of the information in the application in any appropriate manner.

### Taxes

I/We understand that all taxes must be paid for the property to be improved with Downtown Revitalization Fund resources and for all other properties in the Village of Tannersville and Greene County owned wholly or in part by me/us. I/We understand that no Downtown Revitalization Fund contracts will be signed unless all taxes and service charges are current.

### Contracts

I/We understand that any contract for work paid for in part by the Downtown Revitalization Fund will be between the contractor and myself/ourselves and I/we should **NOT SIGN ANY CONTRACT FOR WORK UNDER THIS PROGRAM UNTIL AUTHORIZED TO DO SO IN WRITING BY THE VILLAGE**. I/We understand that the receipt of Downtown Revitalization Fund assistance is subject to satisfactory completion of the approved work. I/We also understand that the Village is not responsible or liable for any breach of contract, faulty workmanship, accidents, liability or damage that may arise from my/our relationship with the contractor. I/We further understand that the Contractor cannot begin work on my/our property until a **WRITTEN NOTICE TO PROCEED** is issued to me/us and the Contractor by the Village. The written Notice to Proceed will be provided when all conditions are met and all necessary approvals received.

Competitive bids will be solicited for all of the Downtown Revitalization Fund projects. I/we understand that if I/we choose a qualified contractor who is not the lowest bidder, the reimbursement will be based on the lowest bid.

### Reimbursement Program

I/We understand the Downtown Revitalization Fund is a reimbursement program and that we will be reimbursed up to 60% of our project costs after the project is complete and paid in full as evidenced by paid invoices and cancelled checks.

### Environmental Compliance

I/We understand that before proceeding with the project New York State will require compliance with an Environmental Checklist including, but not limited to, NY State Historic Preservation Office (SHPO) approval, local zoning, site disturbance, lead based paint and asbestos.