



ONEIDA | DRI

MRB | *group*

FR
FLATLEY READ

**CITY OF ONEIDA
DOWNTOWN BUSINESS
ASSISTANCE FUND**

Information Session

OCTOBER 16TH, 2023



AGENDA

- 1 Introductions
- 2 About the Program
- 3 Application Process
- 4 Project Development
- 5 Agreements & Implementation
- 6 Project Completion & Compliance

Consulting Team



TRACY VERRIER

Tracy, Senior Economic Analyst for MRB Group and Project Manager, is a former economic development director who led up a local economic development organization, chamber, and two IDAs.



DREW ALBERTI

Drew, Vice President of Flatley Read, brings over 15 years of experience in program administration, public and government relations, project management, and communication to the team.



GRACE GRISSETT

Grace, Economic Development Analyst for MRB Group, has experience in numerous econometric methods, data synthesis, and policy and industry research to inform economic and community development initiatives.

STEERING & SCORING COMMITTEE

HON. HELEN ACKER Mayor, City of Oneida*

BARB HENDERSON Community Development Assistant, City of Oneida

KIPP HICKS Director, Madison County IDA

MICHAEL MAGNUSSON Economic Development Coordinator, Madison County IDA

STEVE POTTER Business Banker, Community Bank

ABBIE WOODCOCK Owner, Callee1954 Cheese and Specialty Foods



ABOUT THE PROGRAM

WHY

Facilitate
downtown
improvements
that will:

- Attract Residents & Visitors
- Preserve Oneida's Unique Architecture & Historic Character
- Empower Local Businesses & Create Opportunities for Entrepreneurs



WHO

DRI Target Area

- Businesses
- Non-profits
- Building owners

Must be current on all municipal property taxes, utility payments, and fees.

<https://www.oneidacityny.gov/DRI>

Web Links
DRI Project Map



Carinci Park

E. Walnut St.

E. Sands St.

WHAT

Reimbursable Grant for:

- Interior Renovations & Leasehold Improvements
 - Commercial
 - Residential in mixed use buildings
- Façade Improvements
- Permanent Signage
- Permanent Machinery & Equipment

All renovations must comply with local design guidelines and standards, the NYS Building Code, NYS historic preservation standards, and any other applicable regulatory requirements



WHAT NOT

Site Work & Ancillary Activities

- Septic systems/laterals, grading, parking lots, sidewalks, patios, decks, garages, sheds, landscaping, fences, free standing signs, general maintenance or repairs

Small & Handheld Equipment

- E.g. computers, printers, point of sale systems, cutlery, hand tools, space heaters, etc.

Renovation Materials

- Materials must be supplied by the contractor



HOW MUCH



Up to \$100,000 per building, up to 50%* of the total project cost

Renovation: \$15k-\$75k

Signage: \$3k-\$15k

Machinery & Equipment: \$5k-\$50k

Soft Costs: up to 18% of award

**Small Businesses that commit to 4 hours of approved training can receive a grant of up to 75% of the total project cost.*

ACRONYMS & TERMS



DRI – Downtown Revitalization Initiative



BAF – Business Assistance Fund



LPA – Local Program Administrator – City of Oneida



Program – regulations and team (City, consultants, State) facilitating the BAF



Project – the full set of expenditures and activities that you will undertake



APPLICATION PROCESS



DRI

Welcome to the City of Oneida Downtown Revitalization Initiative (DRI) Page! Please visit the links below for more information. If you have any questions or comments, please reach out to the Planning Director or Community Development Assistant:

CHRIS HENRY
Planning Director
chenry@oneidacityny.gov
315-363-7467, Ext. 135

BARBARA HENDERSON
Community Development Assistant
bhenderson@oneidacityny.gov
315-363-7467, Ext. 164



Supporting Documents

- City of Oneida Launches Downtown Business Assistance Fund (125 KB)
- DRI Application for Business Assistance Fund (290 KB)
- DRI Program Guidelines for Business Assistance Fund (100 KB)

Web Links

- Oneida Downtown Revitalization Initiative (DRI)
- DRI Project Map
- Governor Hochul Announcement
- City of Oneida Awards

APPLICATION FORM

The application form is available at www.oneidacityny.gov/DRI

Application Sections 1-3

General Information

Current Building Uses

Current Commercial Uses

1. General Information					
<i>Instructions: Complete all applicable fields. Phone numbers and email addresses must be provided for the applicant, property owner, and contact person. If the property owner is not the applicant, then the application must include a letter from the owner authorizing the applicant to apply for funding and make proposed improvements. The applicant or contact person must provide an email address.</i>					
Property Address:					
Applicant Name:			Owner Name (if different):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:			Email:		
Contact Person (if different):					
Phone:			Email:		

2. Current Building Uses				
<i>Instructions: Provide the total number of residential and commercial units on each floor and the number of vacant units on each floor.</i>				
	Residential		Commercial	
	# Units	# Units Vacant	# Units	# Units Vacant
Basement				
1 st Floor				
2 nd Floor				
3 rd Floor				
Other				
Totals				

3. Current Commercial Uses	
<i>Instructions: Provide the name and location in the building for each existing commercial use.</i>	
Business Name (e.g. Mountain Cuisine)	Location (e.g. 1 st floor)

Application Section 6

Project Budget

6. Project Budget	
<i>Instructions: List each major work component described in the Project Description and provide an estimated cost for each. Provide an estimated cost for exterior work and interior work and an overall total project cost. The grant request cannot exceed \$100,000 total. The grant request cannot exceed 50% of the Total Project Cost*.</i>	
WORK COMPONENT	ESTIMATED COST
Building Renovation	Max \$75,000
Exterior (e.g. masonry, roofing, windows)	
1.	
2.	
3.	
4.	
Total Exterior Cost	
Interior (e.g. Electrical, HVAC, framing)	
1.	
2.	
3.	
4.	
Total Interior Cost	
Total Renovation Cost	
Affixed Signage & Awnings	Max \$15,000
1.	
2.	
3.	
4.	
Total Signage Cost	
Small Business Assistance (permanent machinery and equipment)	Max \$50,000
1.	
2.	
3.	
4.	
Total Small Business Assistance Cost	
Total Project Cost (Total Renovation Cost + Total Signage Cost + Total Small Business Assistance Cost)	
Grant Request (Max. \$100,000)	
Applicant Match (Total Project Cost – Grant Request)	
Grant Request Percentage (Grant Request / Total Project Cost but cannot exceed 50%*)	

* Small Businesses that have completed an approved technical assistance training program may request a grant amount up to 75% of the Total Project Cost.

Application Sections 7-8

Financing Plan

Attachments

7. Financing Plan			
<i>Instructions: List the sources and amounts of all funding required to cover the entire Total Project Cost shown in the Project Budget. If the project has a financing gap, please indicate the amount and provide a plan for eliminating the gap. Provide any additional information about the sources of financing and the status that could be helpful in evaluating the project.</i>			
Source (e.g. Owner cash, bank loan, NMYS grant)	Amount	% of Total	Status (e.g. Committed, Pending, Unknown)
1.			
2.			
3.			
4.			
Total (Must equal Total Project Cost)			
Explanation:			

8. Attachments	
<i>Instructions: Attach any documentation that supports the application. Attachments may be uploaded separately or combined, but all attachments must be uploaded in .pdf format.</i>	
Information submitted with application (Check all that apply):	<input checked="" type="checkbox"/>
Current photo of building and photos of areas to be renovated (Required)	<input type="checkbox"/>
Written authorization of leasehold improvements from property owner if the owner is not the applicant (Required)	<input type="checkbox"/>
Cost estimates for any components of proposed work	<input type="checkbox"/>
Rendering of façade work, if completed	<input type="checkbox"/>
Evidence of committed funds	<input type="checkbox"/>
Additional pages for application questions (label each by question #)	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Explanation:	

Application Sections 9-10

Acknowledgements

Certification

+Program and Application Notes

9. Acknowledgements	
<i>Instructions: Initial next to each statement verifying that you have understand and agree to each.</i>	
Initials	Statement
	The property owner who would be the beneficiary of these funds is current with all municipal utilities, property taxes, and special district fees. This is required.
	Awardees must pay a non-refundable commitment fee to the City of Oneida at the time of contract execution for certain soft costs and grant management expenses. Renovation projects will owe a commitment fee of \$3,700, and non-renovation projects will owe a commitment fee of \$2,750. More information about the use of these fees is available in the Program Guidelines.
	Projects must undergo an environmental review and clearance of work scope, including review by the State Historic Preservation Office.
	The project must conform to city zoning regulations, design guidelines, and the NYS Building Code.
	Applications must have at least two bids for each phase of work and reimbursement will be based on the lowest responsible bid. Owners cannot perform their own work or use grant funds to purchase materials for renovations.
	Awarded projects containing a residential component must comply with NYMS lead-based paint requirements and submit to post-project radon testing.
	Participants in the DRI Program must execute a Property Maintenance Declaration agreeing to maintain assisted improvements and to restrict rent on assisted residential units to a level that is affordable to households at 100% AMI or below for three years following project completion. The declaration will be filed with the County.
	DRI grants will be reimbursed for eligible project expenses only following satisfactory completion of an approved scope of work and submittal of required documentation.
	Renovation work must be started within seven (7) months of being notified of the award.
	All projects must be complete by October 31, 2026.
	The City of Oneida reserves the right to make grant awards that are less than the amount requested.

10. Certification		
<p>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 through the Downtown Business Assistance Fund 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.</p>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant Name	Applicant Signature	Date

APPLICATION SUBMISSION & SUPPORT



Initial Deadline – Monday, November 20, 2023 @ 5:00PM



Future Deadlines – Last Day of Each Quarter (Dec 31, Mar 31, Jun 30, Sep 30)



Submission – Email Application Form & Attachments to oneidabaf@gmail.com



Application Support – Submit Questions & Requests to oneidabaf@gmail.com



Format – All materials should be typed and in PDF format

AFTER SUBMISSION



Review

- Preliminary Review & Scoring
- Scoring Committee Review
- Notification of Status



Scoring Criteria

- Readiness – 25 points
- Physical Impact – 25 points
- Economic Impact – 25 points
- DRI Priorities – 20 points
- Quality of Life – 5 points



PROJECT DEVELOPMENT

COMMITMENT FEE

Awarded applicants will be required to pay a commitment fee

- Renovation projects - \$3,700
- Non-renovation projects - \$2,750

This fees covers:

- Scope and project development assistance
- Completion of the state-required environmental checklist
- Base fees for asbestos, lead, and radon testing (as applicable)
 - Commitment fees do not cover asbestos or lead per sample fees, engineering, or architecture.

Partial reimbursement upon successful completion of the project

Forfeited if the project does not come to fruition

SCOPE OF WORK DEVELOPMENT

Site Visit by Flatley Read

The purpose of the site visit is to conduct an inspection of the building and develop and formal scope of work.

Full building access is required, not just areas included in the application.

All health and safety hazards and code violations must be addressed within the scope of work, even if not included in the application.

Projects must produce a finished commercial or residential space, ready for occupancy.

Both building owner and the Program must approve the Scope of Work before it is finalized.

ENVIRONMENTAL COMPLIANCE

Required Site-Specific Environmental Review

State Historic Preservation Office Review

SHPO may have opinions about doors, windows, fenestrations, or other exterior components that are defining architectural features.

Site Contamination Assessment

Site review by an environmental professional that clears the property of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances.

Review of Compliance with Local Zoning & Design Guidelines

ASBESTOS COMPLIANCE



All projects must comply with New York State Law, including Industrial Code Rule 56- NYS Asbestos Laws.



All substrates to be impacted by construction must be tested for Asbestos Containing Materials (ACM) and addressed by licensed abatement contractors.



There are no date-based exemptions.



ICR-56 is applicable to commercial and residential units, interior and exterior components.



ICR-56 is not a program requirement. It is State law and is required regardless of investment of state funds.

OTHER ENVIRONMENTAL CONSIDERATIONS

- All residential units identified in the scope of work must be tested for lead-based paint.
 - Positive and deteriorated substrates are a health and safety hazard and must be addressed within the scope of work.
- Radon testing must be completed for any projects that include work on residential units in the scope.
 - If elevated levels are encountered, a radon mitigation system must be installed in accordance with EPA Radon Mitigation Standards.



A completed environmental checklist and project setup must be submitted for State approval prior to advancing any project.

BIDDING PROCESS



Package

- The final scope of work will be incorporated into a bid package and distributed to contractors

Bids

- At least two bids/proposals must be obtained and reviewed for all project activities.
- The procurement process must be free of collusion or intimidation.
- The City will oversee the entire process to ensure that it is fair, efficient, and free of actual and perceived conflicts of interest.
- Contractors must submit bids/proposals directly to the Program.

Selection

- The building owner will select the contractor they wish to work with, but **reimbursement will be based on the lowest responsible bidder.**

CONTRACTOR ELIGIBILITY

- ✓ All contractors must complete and submit a bid proposal.
- ✓ Contractors must be fully insured:
 - General Liability
 - Automobile
 - Workers Compensation
 - Disability benefits coverage.
- ✓ Contractors working in buildings constructed prior to 1978 must be certified Lead Renovators (RRP Individual and Firm Licensed).
 - Per Federal Residential Lead-Based Paint Hazard Reduction Act of 1992



Projects are most successful when the Program and building owner **work together** to conduct contractor outreach.





AGREEMENTS & IMPLEMENTATION

OWNER-PROGRAM AGREEMENT

This contract will outline the roles and responsibilities for both the LPA and the participating property owner/business. At a minimum, the contract will specify:

- Agreed upon scope of work;
- Projected amount of financial assistance awarded;
- Estimated project timeline;
- Regulatory term or repayment provisions;
- Requirement to sign a photo release form permitting the LPA and HTFC to use photographs of the assisted business or property;
- Requirement to engage a contractor and begin activities within 30 days of formal LPA approval;
- Payment structure, timing;
- LPA has the right to inspect work at any time;
- Disbursement documentation requirements;
- LPA 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, stated timeline, or if insurance is not maintained by the participating contractor.

OWNER-CONTRACTOR AGREEMENT

The Program will assist in the preparation of an agreement between the building owner and the contractor, which must clearly outline:

- Price
- Project Timeline
- Responsible Parties
- Terms of the Agreement

PROJECT MONITORING

Construction Monitoring

The Program must perform periodic inspections of renovation activities to monitor adherence with program rules, environmental hazard compliance and general project progress.

Final Inspection

A final inspection is required before submitting a final payment request. The LPA, property owner and other relevant professionals must verify that the work was completed properly and is consistent with the contracted scope of work.



PROJECT CLOSEOUT & COMPLIANCE

PROPERTY MAINTENANCE DECLARATION

Acknowledgements

- You are the property owner
- You acknowledge that the property was improved with assistance from State grant funds

Actions

- Filed with County Clerk
- Lien on property (subordinate to mortgage)
- Terms & covenants run with the land

Requirements

- Three-year regulatory term
- Maintain property in good operating order and condition
- The property cannot be sold, moved, demolished or materially altered without prior written consent
- Rent Limits (residential only)

Noncompliance

- Repayment
 - Months 0-12 = 100%
 - Months 13-24 = 66%
 - Months 25-36 = 33%

REIMBURSEMENT REQUESTS

PROGRAM WILL PROVIDE

Final Inspection
Before & After Photos
Environmental Testing Results
Blank Property Maintenance Declaration
Project Close Out Form

Access to Building for Inspection
All Invoices for Grant & Match
Expenditures
Proof of Payment for All Invoices
Signed & Notarized Property
Maintenance Declaration

OWNER/BUSINESS NEEDS TO PROVIDE

After submission of complete and accurate reimbursement request, it can take 6-8 weeks to receive payment.

RESIDENTIAL RENT LIMITS

Assisted residential units must be marketed and affordable to households with incomes at or below 100% of the median family income (MFI), as adjusted for family size. This is required throughout the 3-year regulatory term.

The rent limit is subject to annual adjustment, but for 2023 limits would be:

# of Bedrooms	Efficiency/1	2	3	4
Rent Limit	\$1,634	\$2,100	\$2,520	\$2,706

COMPLIANCE MONITORING

The Program must perform annual compliance monitoring for three years, including a site inspection, to ensure compliance with the Property Maintenance Declaration and grant program requirements.

