

# City of Oneida Downtown Revitalization Initiative

## Downtown Business Assistance Fund

### Project Application Form

The City of Oneida has secured funding through the NYS Downtown Revitalization Initiative (DRI) to assist business and building owners in the downtown Oneida target area through the Downtown Business Assistance Fund (BAF). In particular, the City aims to fund eligible projects associated with business startup and growth, beautification via façade and exterior building improvements, and enhancing economic vibrancy. Projects must be located within the **designated target area** and comply with **design guidelines and standards** for the community. Visit <https://www.oneidacityny.gov/dri> to find target area map, design guidelines and program guidelines with frequently asked questions. This is a competitive grant program and the purpose of this application is to collect the information necessary to determine whether a proposed project (1) is eligible, (2) can meet minimum state and local program requirements, and (3) scores high enough compared to other proposed projects to be awarded funding. It is the responsibility of the applicant to provide accurate and complete information with this application. The deadline to submit applications is **Monday, November 20, 2023 at 5PM**. After this initial deadline, applications will be due on **the last day of each quarter** (Dec 31, Mar 31, Jun 30, Sep 30) until funding is fully allocated. Applications must be completed as a fillable .pdf. **Handwritten applications will not be accepted**. Applications should be submitted by email to [oneidabaf@gmail.com](mailto:oneidabaf@gmail.com).

<b>1. General Information</b>					
<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:		

<b>2. Current Building Uses</b>				
<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 <sup>st</sup> Floor				
2 <sup>nd</sup> Floor				
3 <sup>rd</sup> Floor				
Other				
<b>Totals</b>				

### 3. Current Commercial Uses

Instructions: Provide the name and location in the building for each existing commercial use.

Business Name (e.g. Mountain Cuisine)	Location (e.g. 1 <sup>st</sup> floor)

### 4. Project Information

Instructions: Complete all fields.

Type of Work (Check all that apply):	<input type="checkbox"/> Creation or Renovation of Commercial Units	<input type="checkbox"/> Façade Renovations
	<input type="checkbox"/> Creation or Renovation of Residential Units	<input type="checkbox"/> Permanent Machinery & Equipment
	<input type="checkbox"/> Affixed Signage & Awnings	<input type="checkbox"/> Other:
Is the proposed work visible from a public right-of-way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
For business applicants, does the business owner commit to completing 4 hours of qualifying training before reimbursement? If so, the grant could cover up to 75% of the project cost. (See Program Guidelines for details)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (not a business)	

### 5. Project Description

Instructions: Describe in detail the following: (1) the current condition of the building, (2) existing uses of the building including names and types of businesses, (3) the total scope of the proposed project including descriptions of each major component, and (4) what project component(s) grant funding would be used for. Attach additional sheets as necessary.

## 6. Project Budget

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\*.

WORK COMPONENT	ESTIMATED COST
<b>Building Renovation</b>	<b>Max \$75,000</b>
<b>Exterior</b> (e.g. masonry, roofing, windows)	
1.	
2.	
3.	
4.	
<b>Total Exterior Cost</b>	
<b>Interior</b> (e.g. Electrical, HVAC, framing)	
1.	
2.	
3.	
4.	
<b>Total Interior Cost</b>	
<b>Total Renovation Cost</b>	
<b>Affixed Signage &amp; Awnings</b>	<b>Max \$15,000</b>
1.	
2.	
3.	
4.	
<b>Total Signage Cost</b>	
<b>Small Business Assistance</b> (permanent machinery and equipment)	<b>Max \$50,000</b>
1.	
2.	
3.	
4.	
<b>Total Small Business Assistance Cost</b>	
<b>Total Project Cost</b> (Total Renovation Cost + Total Signage Cost + Total Small Business Assistance Cost)	
<b>Grant Request</b> (Max. \$100,000)	
<b>Applicant Match</b> (Total Project Cost – Grant Request)	
<b>Grant Request Percentage</b> (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.

## 7. Financing Plan

*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.*

Source (e.g. Owner cash, bank loan, NMYS grant)	Amount	% of Total	Status (e.g. Committed, Pending, Unknown)
1.			
2.			
3.			
4.			
<b>Total</b> (Must equal Total Project Cost)			

Explanation:

## 8. Attachments

*Instructions: Attach any documentation that supports the application. Attachments may be uploaded separately or combined, but all attachments must be uploaded in .pdf format.*

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:

## 9. Acknowledgements

*Instructions: Initial next to each statement verifying that you have understand and agree to each.*

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

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.

\_\_\_\_\_

Applicant Name

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

## Program and Application Notes

### Application Submission Instructions

1. The application submission deadline is **Monday, November 20, 2023 at 5PM.**
2. Applications should be completed as a fillable .pdf using Adobe Acrobat, Adobe Acrobat Reader or another compatible application that includes an electronic signature tool. Adobe Acrobat Reader DC may be downloaded for free at <https://get.adobe.com/reader/>. If you need an application in a different format or assistance with the .pdf, please contact [oneidabaf@gmail.com](mailto:oneidabaf@gmail.com). **Handwritten applications will not be accepted.**
3. The initial fields in Section 9 and the signature field in Section 10 must be completed using the Signature Tool in Adobe Acrobat, equivalent tools available in other applications, or hand-initialed, hand-signed, and scanned. Typed initials and signatures will not be accepted.
4. The application form and all attachments can be submitted via email to [oneidabaf@gmail.com](mailto:oneidabaf@gmail.com). All attachments must be sent in .pdf format.

### Application Guidance

Projects awarded for funding must be **transformative**, in other words, renovation projects that make important and lasting change to the building and target area.

The following design elements are program priorities and will receive special consideration if included in the project:

- Renovation of rear facades that face a prominent public right-of-way
- Installation of pedestrian-scaled projecting business signs
- Creation of fully accessible commercial spaces.

The following elements are not eligible and may not be part of the project scope or budget:

- Property acquisition
- New construction and roof replacement unless used as match as part of a larger transformative renovation project
- General maintenance and repairs such as roof repair and painting that are not part of a larger transformative renovation project
- Site work or ancillary activities on property including but not limited to septic systems/laterals, grading, parking lots, patios, decks, garages, shed, landscaping, fences, and free-standing signs.

### Project Development

Upon notice of funding award the applicant must work with the City of Oneida and its consultants to complete project design, obtain necessary approvals, select a contractor and begin work. The project development phase includes the following steps:

1. Pay commitment fee of \$3,700 for renovation projects or \$2,750 for non-renovation projects
2. Work with City of Oneida and its consultants to develop project scope of work\*
3. Execute contract with the City of Oneida
4. Complete architectural/engineering plans as necessary
5. Coordinate environmental review SHPO Approval
6. Finalize budget
7. Receive clearance from City of Oneida Design Standards
8. Secure planning/development board approval
9. Obtain a minimum of two bids for each phase of work and select contractors\*
10. Execute agreements with contractors
11. Obtain building permit

\*The City of Oneida and its consultants will assist in development of the project scope of work and administer the bidding process.

Steps 1-9 must be completed within six (6) months of award notification or City of Oneida reserves the right to revoke the funding award. Renovation work may begin as soon as all these steps are complete but no later than seven (7) months after notification of award. Work must be completed by October 31, 2026.