

ENERGIZE LAKE FLOWER BUSINESS DISTRICT

PROGRAM APPLICATION

The Energize Lake Flower Business District Program (Energize Program) provides matching grant funds to commercial and mixed-use properties in the River Street and Lake Flower Avenue target area. Property owners, business owners, entrepreneurs and non-profit organizations are eligible to apply for funds for interior and exterior building improvement, site upgrades and enhancements and commercial rent assistance. Projects should meet the goals outlined below. The Energize Program is administered through the Village of Saranac Lake Community Development Department.

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) can meet program criteria and minimum requirements and (2) 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 within this application.

Upon notice of funding award, the applicant must work with Community Development Department staff to complete project design and scope, finalize budget, obtain necessary approvals, and complete contracts.

Application Submission Instructions

1. The application submission deadline is **January 12, 2023**
2. Applications must 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/>. **Handwritten applications will not be accepted.**
3. The signature field in the Certification Section must be completed using the Signature Tool in Adobe Acrobat, equivalent tools available in other applications, or hand-initialed, hand-signed, and scanned.
4. The application form and all attachments must be submitted via email to comdev@saranaclakeny.gov. All attachments must be emailed in .pdf format.

1. General Information

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 than the application must include a letter from the owner authorizing the applicant to apply for funding and make proposed improvements.

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. Project Category

Instructions: Select one (1) project category. Refer to program guidelines for information about each category.

Building & Site Improvements	<input type="checkbox"/>
Details Matter	<input type="checkbox"/>

3. Project Information

Instructions: Check all that apply

Project details (check all that apply)	<input type="checkbox"/> Façade renovations	<input type="checkbox"/>
	<input type="checkbox"/> Site improvements/enhancements	<input type="checkbox"/>

Is the proposed work visible from a public right-of-way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Project includes (Check all that apply):

Exterior

<input type="checkbox"/> Signage	<input type="checkbox"/> Masonry/Repointing	<input type="checkbox"/> Painting	<input type="checkbox"/> Roofing
<input type="checkbox"/> Awnings	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Lighting	<input type="checkbox"/> Demolition
<input type="checkbox"/> Furniture	<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Art Installation	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Windows	<input type="checkbox"/> Other (Describe):		

4. Current Building Uses

Instructions: List the square footages of space for each floor and the total square footage of the building. Provide the total number of residential and commercial units on each floor and the number of vacant units on each floor.

	Total Sq. Ft	Residential		Commercial	
		# Units	# Units Vacant	# Units	# Units Vacant
Basement					
1 st Floor					
2 nd Floor					
3 rd Floor					
Other					
Totals					

5. Current Commercial Uses

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

Business Name (e.g. Mountain Cuisine)	Type (e.g. Restaurant)	Location (e.g. 1 st floor)

6. Project Description

Instructions: Describe your project in detail including:

- *Total scope of the proposed project including descriptions of each major component*
- *The current condition of the building/site*
- *Existing uses of the building including names and types of businesses*
- *The amount of grant funds you are seeking and how the funds will be used to do what you are proposing*
- *Why this grant funding is necessary to accomplish your project*

Attach additional sheets if necessary.

7. Scoring Criteria

*Instructions: Please refer to the program guidelines for details about scoring criteria. This is a competitive grant program and the project will be scored and ranked against scoring criteria. Projects will be scored on (I) **Alignment with the Program Goals**, (II) **Project Readiness**, (III) **Improvements to Accessibility**.*

In the sections below, describe how your project promotes or contributes to the program goals and meets the scoring criteria. Projects may not have a direct impact on each goal. Attach additional pages if necessary.

I. Alignment with program goals

How does your project:

Encourage high quality urban design of privately-owned buildings and places?

How does your project:

- *Invest in streetscape improvements that will promote walkability and increase safety for all ages and abilities?*

How does your project:

- *Nurture a business environment that offers opportunities for locally owned businesses and residents from all walks of life?*

How does your project:

Achieve and maintain a balanced mix of businesses that attract visitors and provide necessary goods and services to regional residents?

II. Alignment with program priorities

How does your project:

- *Address or improve accessibility for individuals with disabilities?*

III. Project Readiness

Does your project include a:

- Complete scope of work: (will be scored based on Project Description section above)
- Reasonable estimated project budget; (will be scored based on Budget below)
- Percentage of total project cost funded by applicant; (will be scored based on Budget below)
- Reasonable and achievable financing plan; (will be scored based on Financing Plan below)
- Reasonable and achievable design and approval plan; (will be scored based on Design and Approval Plan below)
- Reasonable project timeline (will be scored based on Timeline below)

8. Project Budget

Instructions: Complete all sections that apply. List each major work component described in the Project Description and provide an estimated cost for each. Provide an estimated cost for exterior work, interior work and an overall total project cost. Please refer to the program guidelines for match requirements and maximum funding awards for each project category. Additional pages may be attached using the same budget table format.

Project Component	Estimated Cost
Exterior (e.g. masonry, roofing, signage, landscaping, art installation, decks/patios, etc.)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total Exterior Cost	
Renovation Costs <i>Total Exterior Cost</i>	
Soft Costs <i>15% of renovation costs (only applies to Building & Site Improvement projects)</i>	
Total Project Cost <i>Total Renovation Costs + Soft Costs</i>	
Grant Request <i>Max. \$25,000 per building & site renovation; \$10,000 per details matter project;</i>	
Applicant Match <i>Total Project Cost – Grant Request</i>	
Grant Request Percentage <i>Grant Request / Total Project Cost but cannot exceed 50%</i>	

9. 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 <i>(e.g. Owner cash, bank loan, Energize grant)</i>	Amount	% of Total	Status <i>(e.g. Committed, Pending, Unknown)</i>
1.		%	
2.		%	
3.		%	
4.		%	
5.		%	
6.		%	
Total <i>(Must equal Total Project Cost)</i>		%	
Explanation:			

10. Taxes and Utilities

Instructions: Property owners who are the beneficiaries of Energize Program funds must be current with all property taxes and special district fees. Indicate the status of taxes and fees. Provide an explanation for any taxes or fees that are late or unpaid.

	Yes	No	Unsure
Are Village, County and Town Taxes Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are School Taxes Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Water/Sewer Bills Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation:			

11. Design & Approval Plan

Instructions: Describe the status and plan for obtaining façade renderings or stamped plans, a scope of work, planning/development board approvals, and a building permit. Please note: Village staff will assist with development of the scope of work. All other design and approval steps are the responsibility of the applicant.

12. Project Timeline

Instructions: Using 02/10/23 as a starting point, provide a project timeline. List each major milestone and the month it will be completed. Provide additional explanation as necessary. Refer to pg.4 in program guidelines for expected milestones. Milestones may not apply to all projects.

Milestone (e.g. Building Permit Issued, Construction 100% Complete)	Completion Date
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
Explanation:	

13. 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):	✓
Current photo of building and photos of areas to be renovated (Required)	<input type="checkbox"/>
Written authorization 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 or design work	<input type="checkbox"/>
Evidence of committed funds (e.g., line of credit, bank statement, bank issued pre-qualification letter, etc.)	<input type="checkbox"/>
Additional pages for application questions	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

14. Acknowledgements

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

Initials	Statement
	I have read all associated plans and program guidelines
	All projects awarded Energize Downtown funds must demonstrate compliance with the following design guidelines, standards and requirements: Village of Saranac Lake Development Code, NYS Uniform Fire Prevention and Building Code.
	Each phase of work is required to have at least two bids and grant award will be based on the lowest responsible bid. Owners cannot perform their own work.
	Energize Program grants will be used for eligible project expenses only following satisfactory completion of an approved scope of work and submittal of required documentation.
	Renovation work must be started by _____ and must be completed by_____.
	Village of Saranac Lake reserves the right to make grant awards that are less than the amount requested.

15. 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 Energize Lake Flower Business District 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.

Applicant Name

Applicant Signature

Date

Submission:

The application form and all attachments must be submitted via email to comdev@saranaclakeny.gov by **January 12, 2023**.