



PLEASE NOTE THAT THIS APPLICATION MUST BE SUBMITTED TO THE:
FULTON COMMUNITY DEVELOPMENT AGENCY
ATTN: NATE EMMONS
125 WEST BROADWAY
FULTON, NY 13069

DUE ON OR BEFORE: OCTOBER 3, 2022 AT 4:00 PM (DRAFT)

CONTACT YOUR CONSULTANT TEAM:
Sarah Farley at 315-593-7166/sfarley@fultoncda.com
Nate Emmons at 315-593-7166/nemmons@fultoncda.com
with any application questions

The maximum grant amount for the Downtown Revitalization Fund is \$100,000.

Table with 2 columns: Date and Description of event. Title: Anticipated Timeline. Rows include dates from October 3, 2022 to July 1, 2024 with corresponding project milestones.

Eligible Use of Funds:

- 1. All buildings must be commercial or mixed use. Work may include renovation or placement of occupied or unoccupied residential or commercial space. Eligible work may include, but not limited to wall, floor, stair, ceiling, and roof repairs, and handicapped accessibility projects.
2. General facade 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.



- 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 of Fulton’s design guidelines.
3. Repairs to alleviate building code violations that relate to the proposed project are eligible, and will be financed before assistance is available for elements that have not been cited for violation.
 4. Energy efficiency upgrades and alternative energy projects if part of a larger project.
 5. Owner will may be asked to provide evidence, from a licensed engineer demonstrating the structural integrity of the building to be renovated.
 6. Soft costs (e.g., costs associated with project scoping and/or development);
 7. Technical assistance projects including, but not limited to: Building reuse or feasibility analysis, and architectural drawings
 8. COVID-19 relief and emergency preparedness; Eligible COVID activities include:
 - Reconfiguration of existing facilities to encourage reduced density;
 - Redesign and updates for air filtering or ventilation systems;
 - Equipment or software required to increase business capacity and efficiency in post-COVID climate, e.g., online sales, POS systems. One-time only purchases, subscription or membership fees are not eligible for reimbursement;
 - Fixtures and equipment to partition customers, guide social distancing or provide contact-less sales opportunities;
 - Interior and exterior improvements to support adjusted business practices, e.g., pick-up windows, outdoor seating areas;
 - Personal Protective Equipment (PPE) *(PPE is considered an incidental expense. Generally, no more than 20% of the request or \$5,000, whichever is lower, can be awarded for PPE expenses).

Ineligible Use of Funds:

1. The refinancing of existing debt and payment of interest generated from interim financing.
2. Payment or reimbursement for Awardee’s in-kind labor.
3. Payment of any sales tax.
4. Acquisition costs; new construction (including in-fill buildings); improvements to structures owned by religious or private membership-based organizations; or improvements to municipally owned and municipally operated buildings; furnishings, appliances, electronics, tools, disposable supplies, business equipment, nonpermanent fixtures, temporary artwork.
5. Funds may not be used for site work or ancillary activities on a property including but not limited to: septic systems/laterals, grading, parking lots, sidewalks, patios, decks, garages, sheds, landscaping, fences, free standing signs, general maintenance or repairs.
6. Ineligible COVID activities include: inventory, rent or lease expenses, working capital or other undefined expenses, general or disposable supplies beyond PPE as outlined above and other expenses that do not sustain business operations.
7. Any work that, in the Review Committee’s opinion, is inconsistent with or detracts from the character of Downtown Fulton.



The Fulton Downtown Revitalization Review Committee reserves the right to determine whether a proposed project meets the goals and intent of said Program.

Project Scoring:

Each project will be reviewed by the Fulton Downtown Revitalization Review Committee. Projects will be selected based on the impact their project will have within the DRI area.

Projects will be scored based on the following criteria:

- Readiness- projects that provide proof of overall feasibility and readiness such as proof of ownership, documentation that 100% of the financing for the project is in place, reasonable construction timeline (up to 20 points).
- Physical Impact- projects that are visually prominent downtown, have historic value, are in danger of being lost, bring existing properties into compliance with design guidelines, that are transformative beyond normal maintenance (up to 20 points).
- Economic Impact- projects leveraging grant funds with private investment that with the assistance of grant funds, will reduce blight and vacancies, contribute to the economic recovery of the target area, or realize a stabilization or expansion of downtown tax base, businesses and/or jobs (up to 20 points).
- Quality of Life- projects include renovation of upper floor residential units, include energy efficiency or accessibility improvements, (up to 20 points).

DRI Priorities- projects that advance the goals and priorities of the City of Fulton Investment Strategy and 2021 Comprehensive Plan. These goals include the following: (1) Fill and redevelop vacant commercial space; (2) Enhance existing aesthetics and infrastructure to attract visitors; (3) Support local entrepreneurship; and (4) Increase business investment (up to 20 points).

Design Standards:

The FCDA will develop design guidelines for exterior renovations if the City of Fulton does not already require participating renovation projects to undergo an architectural or design review process. These guidelines will be consistent with the requirements of the State Historic Preservation Office, Housing Trust Fund Corporation (HTFC), and the City of Fulton. Together, the City of Fulton and FCDA will enforce the standards throughout the development process.

Project Fee(s):

If awarded, project fees may be assessed to each project in regards to architectural/engineering drawings and/or the environmental review process which includes a Phase I Environmental Assessment, Risk Assessment, and Lead Testing (for residential renovations) as well as the project signage. The fee is estimated based on the scope of the project and will be deducted from the grant award. If the actual cost is higher than was initially estimated, the difference must be paid prior to construction. Upon completion of the Environmental Assessment, Risk Assessment, and Leading Testing (for residential renovations), Asbestos and Radon Testing may be required and will need to be paid prior to construction. If after project commencement, it is determined that a Phase II Environmental Investigation is required, an additional fee will be assessed.



Ongoing Compliance:

All assistance is in the form of a reimbursable grant with a three (3)-year compliance period. Property owners will be required to execute a Declaration document committing to this compliance period. If the property contains residential units that were improved with Grant Assistance, and such improved units become vacant during the Regulatory Period, the property owner will be required to market, and make them affordable, to households with incomes at or below 100% of the area median income, as adjusted for family size. This requirement is met through a rent limit imposed on the assisted unit(s) during the regulatory term. Should the property owner sell the property within the five (5)-year timeframe, they will be responsible for repaying a portion of the grant funding received. A Declaration Form will be filed with the County Clerk to secure this obligation and the following repayment schedule will apply:

- Months 0-12: 33% repayment due
- Months 13-24: 66% repayment due
- Months 25-36: 100% repayment due

Repayment of grant funding is payable to the Fulton Community Development Agency

Opportunity to Discuss Potential Proposals

The consultant team is available to discuss questions about potential submissions. Contacting the consultant team is not required prior to submitting an application, but is an opportunity to discuss a potential project before finalizing a project submission. Please contact a member of the consultant team to arrange for an in person/virtual appointment. If you have questions about your proposal, but are unable to schedule an appointment with a member of the consultant team, please submit your questions via email (see below). Please visit www.fultoncda.com/dri for more information.

Deadline to submit questions:

Thursday September 1, 2022 at 4pm.

Questions regarding this application/ project proposals should be submitted in writing to either: sfarley@fultoncda.com or nemmons@fultoncda.com. Answers to questions submitted will be directed to the project applicant, unless they are general questions that may apply to multiple applicants, in which case answers will be posted on the Fulton CDA website.

Following the submission deadline, the consultant team will contact project sponsors to schedule further discussion and request additional information as needed.

Note: The FULTON COMMUNITY DEVELOPMENT AGENCY reserves the right to consider potential DRI projects beyond the deadline of this application if funding is not expended during the initial application/award period. Availability of funding is not guaranteed beyond the initial application/award period.



The City of Fulton DRI Fund is funded through the New York State Downtown Revitalization Initiative

GENERAL INFORMATION

Name of Applicant:

Mailing Address:

Business Name (if applicable):

Property Owner:

Property Address:

Phone Number:

Applicant Email Address:

Name/Firm/Address/Phone of Company Attorney:

Name/Firm/Address/Phone of Accountant:

TYPE OF APPLICATION/REQUEST FOR FUNDING BEING SUBMITTED (PLEASE CHECK ALL THE APPLY)

- NEW/REPLACEMENT OF SIGN, INTERIOR RENOVATIONS, NEW/REPLACEMENT OF AWNING, COVID-19 EMERGENCY PREPAREDNESS, EXTERIOR RENOVATIONS/FACADE IMPROVEMENTS

If you are applying for a sign and/or awning only, please stop here and go to the section on "SIGNS/AWNINGS" later in this packet.

BUILDING INFORMATION

Building Construction: Wood frame, Masonry/brick, Other

Number of stories: Number of storefronts:

Current Building Uses:

Table with 4 columns: FIRST FLOOR, # units occupied, # units vacant, square feet of vacant space. Rows include Retail, Commercial/Office, Residential, and Other.



SECOND FLOOR	# units occupied	# units vacant	square feet of vacant space
Retail			
Commercial/Office			
Residential			
Other			

THIRD FLOOR	# units occupied	# units vacant	square feet of vacant space
Retail			
Commercial/Office			
Residential			
Other			

Current Retail/Commercial tenants:

PROJECT INFORMATION

Proposed work involves: Front of Building Rear of Building Side of Building
 Interior Commercial Interior Residential

Proposed work is visible from a public right-of-way: Yes No

Will your project include the removal of a false façade? Yes No

Project Includes: Signage Windows/Doors Masonry/Repointing
 Painting Awnings Other

Overall Project Description/Proposal: Describe exactly what you intend to use the grant funds for, if awarded. Attach drawings of the proposed project and photographs of the current building. (Please see Appendix 1 for information to be included within the proposal). Provide proposal information on a separate sheet(s)



CERTIFICATION/AUTHORIZATIONS/SIGNATURE(S)

By signing below, I/we 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 Fulton Downtown Revitalization Grant Fund I/we further certify that all information submitted has been examined and approved by me/us and is true, correct, and complete. I/we understand that this information will be used to assess my/our proposed project and that additional information may be needed in order to rate and rank the project in accordance with funding criteria. I/we agree to abide by all requirements set forth or to be set forth in connection with said Fund.

In addition, I/we understand that falsification of any item contained herein or fraudulent misrepresentation of my/our business and its processes could result in criminal and/or civil penalties applicable under or pursuant to local, state, and federal laws. Further, I/we agree that verification of any information contained herein, or to be provided in support of this loan request, may be obtained by whatever means the City or its agent determines if appropriate, and a formal credit check may be undertaken by any source deemed appropriate by the City. (All corporate officers, LLC Members, Partners or business owners must sign and date below).

I am familiar with the guidelines and requirements of the Fund including that the program is a reimbursable grant requiring me/ us to pay for the project 100% and submit receipts for reimbursement. I verify that I have the necessary funding to cover 100% of the costs of the project until reimbursement is made and commit it to the project. I understand that if the budget for my project exceeds the maximum amount of my grant award, that I will be responsible for providing such additional non-reimbursable funds as needed.

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

Certification:

Sworn to before me this _____ day of _____, _____.

Notary Public



CONFLICT OF INTEREST DISCLOSURE – PROVIDE ONE FOR EACH OFFICER, LLC MEMBER, PARTNER OR OWNER (COPY AS NECESSARY)

Please place an “X” in the appropriate box for all questions listed below so that we may make a determination of whether any conflicts may be applicable to your project. Answer for all applicants if there is more than one applicant.

- 1. Are you now, or have you ever been an employee, committee member, director, or an officer of the Fulton Community Development Agency? YES NO
 - a. If yes, please provide details in the space below question #3.

- 2. Are you now, or have you ever been an employee, committee member, an elected officer, or a member of a board of the City of Fulton? YES NO
 - a. If yes, please provide details in the space below question #3.

- 3. Are you related to an employee, committee member, director, or an officer of the Fulton Community Development Agency? YES NO
 - a. If so please indicate to whom you are related and the relationship on the space provided below question #5.

- 4. Are you related to an employee, committee member, an elected officer, or a member of a board of the City of Fulton? YES NO
 - a. If so please indicate to whom you are related and the relationship on the space provided below question #5.
 - b. Do you have a business connection to any of the people listed in #1 or #2? YES NO

If yes, please note the relationship below.

By signing below I certify that all of the information provided above is true, correct, and complete:

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ POSITION: _____



APPENDIX 1 - INFORMATION TO INCLUDE WITHIN YOUR PROJECT DESCRIPTION

Company Background

- a brief narrative describing the company's history
- a description of the company's current operations including products, markets, etc.
- trade references, primary customer listing, and banking relationships
- a description of the company's current operation facilities - both owned and leased
- a summary of the company's current full and part-time employment
- a description of the company's need to undertake the proposed project

Project Information

- physical description of the proposed project, including any business or residential relocation which may result from the undertaking of the project
- projected new employment for each of the three years following project completion
- source of all project costs shown in this application (vendor quotes, negotiated sales prices, engineer's or contractor's estimates, catalog prices, etc.)
- summary of proposed project financing, including status of other loan applications, sources of equity capital, etc.
- description of whether vacant space is currently available and whether the project will address current vacant space
- a description of how the project addresses DRI priorities (include all that apply) - housing; contributes to the cultural and arts environment; supports the economic revitalization of downtown; improves the quality of life for area residents;
- amount of loan assistance requested with this application, proposed repayment terms, and available security

Financial Information

Financial statements must be in a form acceptable to the lender. The applicant may wish to verify the acceptability of its statements prior to preparation.

- financial statements of the company for the last three completed fiscal years
- interim financial statements of the company through the most recent month available, but in no case more than three months prior to the loan application date
- personal financial statements (either on a standard bank form or in a comparable format) for each principal owning at least 20% of the company
- financial statements for each company and/or individual who will act as a guarantor of the requested financing

Additional Information (as applicable)

- documentation of other required financing including bank and other public lending agency commitment letters, bond inducements, and evidence of availability and commitment of cash equity requirements
- evidence of site control or current ownership