



VILLAGE OF MASSENA

CORE OF THE COMMUNITY FUND (“COTC”) APPLICATION

The Core of the Community Fund (COTC) provides matching grant funds to commercial and mixed-use properties in the Downtown Massena 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 small business assistance. Projects should meet the goals outlined below.

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 state and local 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 Village of Massena staff to complete project design and scope, finalize budget, obtain necessary approvals, and complete contracts. Thank you for your interest in the Core of the Community Fund and your dedication to improving our community!

APPLICATION SUBMISSION INSTRUCTIONS

1. The application submission deadline is **October 17, 2023**. A second round of funding may be announced if not all funds are expended in the first round.
2. Applications must be completed as either a fillable pdf (using Adobe Acrobat, Adobe Acrobat Reader or another compatible application too OR as a typed Word document. Acrobat Reader DC may be downloaded for free at <https://get.adobe.com/reader/>. **Handwritten applications will not be accepted.**
3. The application form and all attachments (in pdf format) must be submitted via email to jkonkoski@labellapc.com.
4. Before submitting an application, review the Program Guidelines (including the target area map) and Design Guidelines on the Village of Massena website: massena.us.

The program is administered by LaBella Associates. For more information or queries regarding the application process, please contact Jamie Konkoski at 518-491-9884 or jkonkoski@labellapc.com.

SECTION 1: GENERAL INFORMATION

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:

SECTION 2: PROJECT INFORMATION

What type of project are you proposing? Building Renovation Small Project Business Assistance

Instructions: Check all applicable project components.

Type of Work <i>(check all that apply)</i>	<input type="checkbox"/> Creation or renovation of commercial space	<input type="checkbox"/> Façade renovation	
	<input type="checkbox"/> Creation or renovation of residential units	<input type="checkbox"/> Signage, awning, etc.	
	<input type="checkbox"/> Permanent machinery/equipment	<input type="checkbox"/> Other:	
Project Includes <i>(check all that apply):</i>			
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"/> Windows	<input type="checkbox"/> Other:		
Interior			
<input type="checkbox"/> HVAC	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Demolition	<input type="checkbox"/> Equipment/machinery	<input type="checkbox"/> Other:	

SECTION 3: CURRENT BUILDING USES

Commercial		
Business Name <i>(or "vacant")</i>	Business Type <i>(e.g. retail, restaurant)</i>	Location <i>(e.g. 1st Floor)</i>

Residential	
# Occupied Units	# Vacant Units

SECTION 4: 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
- Expected impact on the community
- Describe general time frame for the project (projects expected to be started in the next 2 years. Costs prior to award are not eligible for reimbursement).

Attach additional sheets if necessary.

Will any new jobs be created as a result of the project? Yes No

If yes, how many new jobs will be created? # Full-time jobs ____ # Part-time jobs ____

SECTION 5: PROJECT BUDGET

Fill out the Budget Worksheet Attachment. Please provide an estimated cost for each project component. Refer to Section 2 – list each project component and estimated cost in the Budget Worksheet. Also fill in the Grant Request amount (amount of funding you are seeking from the COTC Fund) on the Worksheet. The other lines will fill in automatically.

**COTC funds are not to Exceed 50% of the total eligible project cost; 75% if the project is for a non-profit entity. Indicate the amount of funding (Grant Request) you are seeking from the COTC Fund.

Have you obtained professional cost estimates? Yes No

SECTION 6: PROJECT TIMELINE

Anticipated Construction Start Date: _____

Anticipated Construction Completion Date: _____

Does the project require construction drawings? ___ Yes ___ No ___ Unknown

If yes, what is the status of the drawings? (e.g. complete, in progress, engineer/architect hired)

Does the project require review/approval from the Planning Board? ___ Yes ___ No ___ Unknown

If yes, has the project been approved? ___ Yes ___ No/Anticipated submission date:

Does the project require a Building Permit? ___ Yes ___ No ___ Unknown

If yes, has a permit been granted? ___ Yes ___ No

SECTION 7: FINANCING PLAN

Instructions: List the sources and amounts of all funding required to cover the entire Total Project Cost shown in the Budget Worksheet. 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)	Amount	Status (Committed, Pending, Unknown)
1.		
2.		
3.		
4.		
Total (must equal total project cost)		

Explanation/Additional Information:

SECTION 8: TAXES & UTILITIES

Indicate the status of taxes and fees. Provide an explanation for any taxes or fees that are late or unpaid.

Are Village, School, County and Town Taxes Current? Yes No Unsure

Are Water/Sewer Bills Current? Yes No Unsure

Explanation (if applicable):

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SECTION 9: ATTACHMENTS

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

Information submitted with application (check all that apply)	<input checked="" type="checkbox"/>
Proof of property ownership or site control (MOUs are acceptable if property purchases are in motion)	
Written authorization from property owner if applicant is not the owner (Required)	
Current photo of building and photos of areas to be renovated (Required)	
Cost estimates for any components of proposed work (Required)	
Renderings for proposed work	
Evidence of committed funds e.g., bank statement, line of credit, bank-issued pre-qualification letter, etc. (Required)	
Site/floor plans	
Conceptual designs	
Planning board approval	
Building permit	
Business Plan	
Other:	

SECTION 10: SCORING CRITERIA

Projects will be selected based on the impact it 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 DRI Investment Strategy (up to 20 points).

SECTION 11: ACKNOWLEDGEMENTS

Initials	Acknowledgements
	I have read the Core of the Community Program guidelines.
	I have read and understand the owner match requirements.
	Projects must undergo an environmental review and clearance of work scope by the NYS Historic Preservation Office.
	The project must conform to village planning and zoning regulations, design guidelines and NYS Building code.
	Renovation projects 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.
	Awarded projects containing a residential component must comply with lead-based paint requirements.
	<p>All assistance is in the form of a reimbursable grant with a five (5)-year compliance period. Property owners will be required to execute a Declaration document committing to this compliance period. 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:</p> <p>Months 0-12: 100% repayment due Months 13-24: 80% repayment due Months 25-36: 60% repayment due Months 37-48: 40% repayment due Months 49-60: 20% repayment due Months 60 and beyond: 0% repayment due</p>

	I acknowledge that a lien will be placed on the property for a term of up to 5 years, depending on the funding source(s).
	Reimbursement of eligible project expenses are contingent upon completion of all items in the approved scope of work and submission of required documentation.
	Projects will be scored and awarded funding by the project review committee. The committee reserves the right to make grant awards that are less than the amount requested.
	If I am awarded funds, I understand that LaBella is required to report and make available to the public information about my project, including photos, name, address and grant award amount.
	Awardees are responsible for advancing their project and meeting project milestones. Failure to meet milestones will result in loss of grant funds.
	Awardees must pay a refundable commitment fee of \$1,000 to the Village of Massena at the time of award for soft costs. The fee is only refundable for completed projects.
	Projects must comply with New York State Code Rule 56, which requires asbestos testing whenever all or part of a building or structure will be demolished, renovated, remodeled or repaired, except for bare metal, wood or plastic.
	I understand only qualified contractors selected by a standard procurement procedure can work on my project. There will be no reimbursement for purchase of materials, labor or contractors not procured through LaBella without written consent.
	The completed construction project must receive a Certificate of Occupancy or Certificate of Compliance from Code Enforcement.
	The scope of work must be finalized by January 15, 2024 and all construction must be complete by December 31, 2025.
	I am current with all mortgage payment, property taxes and utility payments.
	The project is required to comply with Articles 15-A and 17-B of the NYS Executive Law. These requirements include equal employment opportunities for minority group members and women, and contracting opportunities for certified minority and women-owned business enterprises (MWBEO) and service-disabled Veteran-owned businesses (SDVOBs).
	Village of Massena reserves the right to make grant awards that are less than the amount requested.
	The Village of Massena, its representatives and consultants are released of all liability regarding the building renovations.

SECTION 12: CERTIFICATION

I hereby certify that the information provided in this application is accurate and complete to the best of my knowledge. I understand that any misrepresentation or omission may result in disqualification from the Core of the Community Fund. 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 requested.

I also hereby certify that to the best of my knowledge, neither I nor my spouse, child, close relative, general partner, or any organization for which I am serving as an officer, director, trustee, general partner or employee, has a financial interest in or with the Village of Massena, or in or with any person that will have decision making authority with regard to this grant request.

I further certify to the best of my knowledge that this application, if it is approved, will not affect the financial interests of any member of my household; no relative with whom I have a close relationship; no one with whom my spouse, parent or dependent child has or seeks employment; and no organization with which I am seeking a business relationship nor which I now serve actively or have served within the last year.

I also acknowledge my responsibility to disclose the acquisition of any financial or personal interest as described above that would be affected by the matter, and to disclose any interest I, or anyone noted above, has in any person or organization that does become involved in, or is affected at a later date by, the conduct of this matter.

Signature: _____

Date: _____