|  |  |  |  |
| --- | --- | --- | --- |
|   |   |   |   |
| **Village of Owego** |
| **Downtown Revitalization Initiative** |
|   |
| **Tioga County** **Industrial Development Agency** |
| **Multi-Site Program Fund** |
|   |
| **Project Checklist** |
|   |
| **Property Owner:** |
| **Project Location:**  |
|   |   |   |   |
|   | **Item** | **Yes** | **N/A** |
| **Application:** |  |  |  |
|   | Project Information (Attachment A) |   |   |
|  |  - Proof of property ownership/deed |  |  |
|  |  - Proof real property and school taxes are paid current |  |  |
|   |  - Proof water and sewer bills are paid current |   |   |
|   |  - Copies of leases for commercial and residential tenants |   |   |
|   |  - Before Photos |   |   |
|   | Letter of Agreement (Attachment B) |   |   |
|   | Scope of Work (Attachment C) |   |   |
|   | Original Cost Estimate |   |   |
|   | Property Release Form (Attachment D) |   |   |
|   | Proof of match and ability to finance entire project |   |   |
| **Prior to start of Construction:** |   |   |   |
|  | Executed Sub-Recipient Grant Agreement |   |   |
|   | Finalized Scope of Work (Attachment C) |   |   |
|   | Architectural plans/drawings |   |   |
|   | All local, state and federal reviews and approvals complete (documentation attached) |   |   |
|   |  - NY State Historic Preservation Office, Letter of No Adverse Impact |   |   |
|   |  - Owego Historic Preservation Commission, Certificate of  Appropriateness  |   |   |
|   |  - Environmental Compliance Checklist and Clearance Letter |   |   |
|   | Environmental Pre-Testing (lead, asbestos, radon, etc.) |   |   |
|  | **Two (2) Third Party Project Proposals obtained by TCIDA** |   |   |
|   |  - Local M/WBE Utilization Plan (Exhibit A-1) |   |   |
|  |  - Bid Solicitation Log (Exhibit A-2) |  |  |
|  |  - Non-Collusive Bidding Certification |   |   |
|   |  - Proof of Contractor Insurance |   |   |
|   |  - Contractor Qualifications/Resumes/References |   |   |
|   |  - EEO Policy Statement |   |   |
|   | Signed Construction Contract |   |   |
|   | Draw schedule |   |   |
|   | Building Permit |   |   |
|   | Floodplain Permit |   |   |
|   | Proof of property insurance |   |   |
|   | Proof of flood insurance |   |   |
|   |   |   |   |
| **Project Completion/ Reimbursement** |   |   |   |
|  | Inspection and written approval from VOO Code Enforcement Officer that approved Project Scope has been completed |   |   |
|  | Environmental Post-Testing (lead, asbestos, radon, etc.) |  |  |
|   | Certificate of Occupancy |   |   |
|   | M/WBE Contractor Compliance and Payment Report (Exhibit A-3) |   |   |
|  | Proof that all contractors have been paid in full (Exhibit B) |   |   |
|  | Documentation demonstrating proof of match and total project costs (Exhibit C) |   |   |
|   | After Photos |   |   |
|   | Executed Maintenance Declaration Form (Attachment E) and filing receipt |   |   |

## **Project Site Information**

|  |  |
| --- | --- |
| Property Address: |  |
| Tax Map Number: |  |
| Business Name: |  |

**Ownership Information**

|  |  |
| --- | --- |
| Property Owner’s Name: |  |
| Mailing Address: |  |
| Telephone Number: |  |
| Cell Number: |  |
| Email Address: |  |

**Primary Contact Information (if different from owner)**

|  |  |
| --- | --- |
| Primary Contact Name: |  |
| Mailing Address: |  |
| Telephone Number: |  |
| Cell Number: |  |
| Email Address: |  |

**Encumbrances**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Lender Name** | **Original Amount** | **Remaining Balance** |
| 1st Mortgage |  |  |  |
| 2nd Mortgage |  |  |  |
| Other Liens or outstanding taxes |  |  |  |

For any other encumbrance please attach a separate page setting forth the type of encumbrance, the holder of the encumbrance, the original amount and remaining balance. Please provide a letter of good standing for all applicable mortgages, loans, and other liens and encumbrances.

**Property and Building**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Residential Space** | **Commercial Space** | **Other** | **Total** |
| Sq. ft. of proposed new |  |  |  |  |
| Sq. ft. of existing |  |  |  |  |
| **Total** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Residential Units** | **Commercial Units** | **Total** |
| # of proposed new |  |  |  |
| # of existing |  |  |  |
| **Total** |  |  |  |

Please attach a list of all current commercial and residential tenants including the amount of square feet occupied and the term of the current lease. Please list square footage of available commercial and residential space for lease, by floor. Attach a copy of all executed leases to this application. If not stated in lease, please include verification of consent from lessees to complete renovation work.

**Type of Project:**

[ ]  Facade Revitalization        [ ]  Business Development

**Description of Project**

 .

Does the proposed project involve ground disturbance? [ ]  Yes        [ ]  No

If Yes, please give a brief description:

\* Please include any available architectural plans, design sketches, site plans, and interior/exterior photographs.

\*\* Please include a copy of the initial Scope of Work (Attachment C)

**Project Cost**

|  |  |
| --- | --- |
| Soft costs (architectural/engineered drawings, environmental testing): | $ |
| Residential Portion: | $ |
| Commercial Portion: | $ |
| **Amount of total attached cost estimate for Project:** | **$** |

\* Please include a copy of original Cost Estimate(s) submitted for project.

**Project Timeline**

|  |  |
| --- | --- |
| Anticipated Project Start Date: |  |
| Anticipated Project Completion Date: |  |

**Project Funding**

Sources and amounts of matching funds must be in accordance with Project Budgets and Funding Sources section outlined in the individual Project Profiles, which can be found in the Village of Owego’s NYS DRI Strategic Investment Plan: <https://www.ny.gov/sites/ny.gov/files/atoms/files/Owego_DRI_Plan.pdf>

Façade Revitalization projects start on page 5-65, and Business Development projects start on page 5-106.

|  |  |
| --- | --- |
| **Estimated Total Project Cost:** | **$** |
|  |  |
| DRI Grant Request: | $ |
| Owner’s Equity: | $ |
| Other Public Funding: | $ |
| Lender Financing: | $ |
| ***Total Funding:*** | **$** |

**Other Documentation**

* Proof of property ownership/Deed
* Proof real property and school taxes are paid current
* Proof water and sewer bills are paid current
* Copies of leases for commercial and residential tenants
* Include pertinent interior and exterior “before” photographs of the property/building
* Executed Letter of Agreement (Attachment B)
* Completed Initial Scope of Work (Attachment C) and submit original cost estimate.
* Executed Property Release Form (Attachment D)
* Execute and file the New York State Downtown Revitalization Initiative Maintenance Declaration Form (Attachment E) upon disbursement of DRI funds.
* Proof of match and ability to finance entire project until completed and reimbursed for approved grant (cash and/or financing) for project cost (ex. bank statement, bridge loan, construction financing, permanent financing)

**Certifications (Applicants and Recipients)**

The undersigned does solemnly affirm that to the best of my/our knowledge, information and belief, all statements in this application, including all schedules, attachments and additional information submitted in connection herewith, are true and accurate.

The undersigned hereby represents and certifies that the information submitted herein with respect to mortgages, loans, and other liens and encumbrances is accurate and complete as of the date of this statement. Undersigned further represents that all current municipal obligations, including real property taxes, school taxes, special assessments, and water and sewer payments, are paid in full.

Undersigned will notify TCIDA of any changes with respect to ownership of property, mortgages, loans and/or other liens or encumbrances from the date of this application until DRI funds are disbursed.

Signature

Print Name, Title

Date

Current Address

Signature

Print Name, Title

Date

Current Address

## I understand and by signing, agree:

* That the TCIDA will review my application and, if approved, may commit up to $\_\_\_\_\_\_\_\_\_ of DRI assistance for my Façade Revitalization or Business Development project based on a total eligible project cost of $\_\_\_\_\_\_\_.
* That my personal labor and in-kind services are not considered legitimate improvement costs for the purposes of this program.
* That I am solely responsible for obtaining the proper permits or variances for my project, and am responsible for the costs associated with obtaining them.
* That I must pay for the project in full and provide appropriate proof of payment before I will receive my reimbursement, and that the TCIDA will review my completed project to determine that the actual work performed is in accordance with the approved Scope of Work.

Please note: CASH PAYMENTS ARE NOT AN ACCEPTABLE FORM OF PAYMENT AND CANNOT BE REIMBURSED

* That the TCIDA must review and approve any changes or alterations proposed to my project, after the initial approval is given.
* That the TCIDA will not be responsible for unsatisfactory work completed or claims of property damage and personal injury.
* That I must complete my project within 180 days after my application is approved. Written extension requests may be considered.
* That my project shall be based upon proper design, mutually agreeable to myself, Village of Owego Department of Public Works/Code Enforcement Office, OHPC, SHPO, and TCIDA.
* That the TCIDA reserves the right to approve or disapprove each application and ALL IMPROVEMENTS WILL BE IN CONFORMANCE WITH THE EXISTING LOCAL AND STATE BUILDING CODES.
* That any project undertaken prior to receiving approval from TCIDA is not eligible for funding.
* In addition, at the cost of the property owner ($5.00), a **New York State DRI Multi-Site Program Property Maintenance Declaration Form** must be executed, notarized and filed in the Tioga County Clerk’s office on the date of disbursement of DRI funds. A copy of the filed Attachment E and a filing receipt must be given to the Village of Owego and TCIDA must be executed and witnessed on the date of disbursement of DRI funds. In addition, a **New York State DRI Property Release Form (Attachment D)** must be executed and witnessed.

Signature

Print Name

Title

Date

Signature

Print Name

Title

Date

**Contact Information**

Property Address

Property Owner(s)

Cell Phone

Email Address

## This Scope of Work should be as detailed as possible. For example, if you are replacing windows, what style and colors of the trim (attach Additional Pages as necessary).

|  |  |
| --- | --- |
| **Property Owner:** |  |
| **Property Address:** |  |
| **Primary Contact:** |  |
| **Secondary Contact:** |  |

Job Summary:

 .

**(Renovations/New Construction) Include:**

Exterior Façade Renovations –

1. Repoint and repair loose brick on second and third level of building
2. Caulk, seal and paint exterior bottom section of building

Roof:

1. Remove all debris and loose flashing around complete perimeter and dispose of.
2. Mechanically attach .045 Rein EPDM over complete roofing area with 2” plates and 5” all-purpose fasteners.
3. Provide and install new metal gravel stop around complete perimeter of building and strip in with 6” bar cover tape.
4. All pipes or other penetrations will be sealed with 12” form flash and flash sealant.
5. Provide and install new drain insert at 1 drain location

Windows:

Doors:

Foundation:

Interior Renovations –

First Floor:

HVAC:

Electrical

## This Scope of Work should be as detailed as possible. For example, if you are replacing windows, what style and colors of the trim (attach Additional Pages as necessary).

|  |  |
| --- | --- |
| **Property Owner:** |  |
| **Property Address:** |  |
| **Primary Contact:** |  |
| **Secondary Contact:** |  |

Job Summary:

 .

**(Renovations/New Construction) Include:**

Exterior Façade Renovations –

Interior Renovations –

## For valuable consideration received, I, \_\_\_\_\_\_\_\_\_ (print name), give to the New York State Housing Trust Fund Corporation (“HTFC”) and the Tioga County Industrial Development Agency (“TCIDA”), the unrestricted right to use, for any lawful purpose, any photographs taken of the property listed below, which I own and/or for which I have authority to grant such permission, and to use my name in connection therewith if it so chooses.

I release and discharge HTFC and TCIDA from any and all claims or causes of action arising from the use of such photographs, including, without limitation, claims for libel or invasion of privacy.

I am eighteen years of age or older. I have read this release and understand its contents. This release is binding upon me, my heirs, successors, and assigns.

|  |  |
| --- | --- |
| **Property Address:** |  |
|  |  |

Signature

Print Name

Date

Signature

Print Name

Date

Signature

Witness (Print Name)

Date