

Village of Attica

Market-Main-Exchange: Downtown Revitalization

Program Administration

The Village of Attica received a \$250,000 New York Main Street (NYMS) grant to stimulate reinvestment in properties within a section of the Village's historic commercial downtown district. The Village will administer the New York Main Street Program and offer grants of up to \$50,000, and an additional \$10,000 for each assisted residential unit (up to a maximum of \$100,000) for properties within the target area. Funding is limited to 75 percent of total project costs and is provided on a reimbursement basis for improvements to commercial and mixed used properties. Property owners with proposed residential unit improvements are encouraged to apply and will be given priority. Façade and building renovations eligible under the program include:

- Window/Door repair and replacement
- Painting
- Masonry repairs
- Signs
- Awnings
- Exterior Lighting
- Storefront upgrades
- Roofs
- Interior upgrades (heating, plumbing, electrical, walls, floors)

The target area for the program is illustrated below:



Eligibility Criteria

To be eligible for the Downtown Attica Market-Main-Exchange Downtown Revitalization Program, participants must meet the following criteria:

- The property must be within the designated target area;
- The building must be in need of repairs. Projects with code or health and safety violations will be given priority;
- Properties must be commercial or mixed use. Projects with a residential component will be given priority;
- Property must be current on all Village taxes including property, water and sewer and any other obligations to the municipality;
- A property owned by the Village's board members or staff may not be eligible for grant funding to avoid any conflict of interest issues. However, if there is an instance where a board member submits an application, a conflict of interest procedure will be followed and publicly disclosed.

Application

All participants in the Downtown Attica Market-Main-Exchange Downtown Revitalization Program must submit an application package to be considered for the grant funding. The application is available at the Village of Attica, 9 Water Street, Attica, NY, 14011 and a complete application package consists of:

- Completed Application
- Copy of Deed for the Property
- Conflict of Interest Statement

Project Selection

Applications received will be rated based on selection criteria. The Village of Attica NY Main Street subcommittee will select projects in the target area that best meet the following criteria:

- Improvements that will provide the greatest visual impact on the target area;
- Provide economic development benefits including jobs, business retention/expansion and reinvestment;
- Projects with historic architectural value;
- Projects that eliminate or mitigate health or safety concerns;
- Inclusion of a residential element; and
- Demonstration of Project Readiness (scopes defined, cost estimates, etc.)

Project Development

Once a property has been selected by the Village of Attica NY Main subcommittee for grant funding, a staff member or agent of the Village of Attica will contact a property owner to begin developing a scope of work for the project. The steps below generally describe the process to insure a project is ready for approval by the Village of Attica NY Main Street subcommittee and that it meets NY Main Street program requirements.

Establish a Feasible Scope of Work and Perform an Environmental Review

The Village of Attica will meet with the property owner at his building to review the scope of work proposed by the owner in his application. The initial scope of work may be amended by mutual agreement to include work items that resolve any health, safety or code issues.

Pictures will be taken of those areas proposed for Market-Main-Exchange Downtown Revitalizations. The pictures will be used to document the pre-construction condition of the property and to describe proposed improvements to the State Historic Preservation Office.

Prior to preparing the final scope of work, an environmental review of the proposed improvements will be conducted. If the proposed improvements include residential improvements, then a risk assessment for lead based paint must be performed if necessary based on the scope of work. If lead is found, a remediation plan will be included in the scope of work. In addition, New York State Department of Labor procedures to contain any asbestos materials disturbed as part of the proposed project will be incorporated into the scope of work. Once the project is complete clearance tests for all environmental concerns must be performed before a final payment is issued for the project.

As part of the environmental review the scope of work and pictures of the project will be sent to the State Historic Preservation Office for review and approval. Review and approval of the project's consistency with local planning, zoning, design and SEQR regulations will also be required.

A final scope of work and cost estimates will be mutually agreed upon by the Village of Attica and applicant prior to requesting bids from contractors. The applicant will agree to or sign off on the final scope of work.

Bidding

The New York Main Street program requires at least two bids for each project. The final scope of work agreed upon between the Village and the applicant will be sent out to multiple contractors selected by the applicant. At the same time, certified requests for bids will be sent to minority and women business enterprises (MWBE) by the Village. Contractors will be given an adequate period of time to prepare and submit the bids.

When bids are received by the Village, they will be reviewed for compliance with the bid specifications and reasonableness of costs. A bid tabulation will be prepared and sent to the applicant so they can select a preferred contractor. If the applicant does not choose the lowest bid, then he must understand that project reimbursements will be based on the lowest bid received.

Project Approval and Project Setup

A project background and resolution describing the scope of work and project costs will be prepared by the Village and sent to the Village NYMS committee board for approval. The Village NYMS board can approve the project as presented in the resolution, disapprove the project or approve the project with conditions. The board has the authority to modify the reimbursement level awarded.

Once the project is approved, a Project Setup form will be sent to the New York Main Street office. Contracts for project funding and construction will be prepared for execution after the project setup is verified by the New York Main Street office. The following contracts will be prepared:

1. ***Applicant/Contractor Contract*** to document the agreed upon work scope and costs as well as insurance requirements and any local or state regulations. *Proof of contractor insurance will be required prior to executing the contract.*
2. ***Local Program Administrator (LPA) /Applicant Agreement*** to document the reimbursement award approved and to certify compliance with local and state regulations.
3. ***Asset Maintenance Declaration*** to be filed at the County Clerk's Office will acknowledge the applicant's intention to maintain the property for a five (5) year period and to market, and make affordable, any assisted residential units that are vacant or become vacant in a five (5) year period.
4. ***Property Release Form*** to authorize the New York Office of Community Renewal to utilize any photos of the property for the office's marketing and outreach efforts.

Signatures on the forms must be notarized. Once contracts have been signed a Notice to Proceed will be issued and a ***project sign***, documenting the state's participation in the project, will be delivered to the site

Project Reimbursements

Preferably, project reimbursements are made when the project is complete. However, progress payments can be coordinated if necessary. The following paperwork must be submitted to process reimbursement requests:

1. Paid invoices or cancelled checks.
 - a. Addresses of the project site must be indicated on the invoices.
 - b. Sales tax should not be included on the invoice because the state is exempt from sales tax. If it is included it will be deleted from the total reimbursement.
2. Signed Inspection – an inspection confirming work was completed satisfactorily.
3. Environmental clearances and proof of rent levels if necessary.

Once the applicant submits accurate documentation reimbursements will be made to the applicant within three to four weeks.

Project Closeout

Before the final reimbursement is made for the project, a final inspection must be performed and pictures of the completed project will be taken. In addition, the project file will be reviewed for completeness and any missing or incomplete documents will be perfected with the applicant prior to reimbursement.