

Guidelines, 2011 New York Main Street Program Town of Warsaw, Local Program Administrator (LPA)

Purpose

- Enhance downtown architecture
- Recruit or expand niche enterprises
- *Develop quality residential units*
- *Create a vibrant and shop-able downtown*
- *Promote economic development*

Grant Award - \$500,000 - Budget

\$449,200 for interior building and or facade improvements

\$25,800 for streetscape enhancements (Victorian hanging brackets/baskets, benches and signage)

\$25,000 for administrative costs

- **\$16,500:** permits & legal, webpage, NOFA, advertising, application(s) reviews, work scopes, SHPO clearances, bidding, panel meetings /minutes, contracts, work inspections, approvals, payment setups-disbursements, bidding, purchases, compliance requirements-permits, funding commitments, press releases, supplies, streetscape coordination/meetings/bidding, financial, interim and final narrative report, before-after photos
- **\$8,500:** development of marketing-materials, printed brochures

Matching Grants Available

up to \$50,000 per building for first and/or second floor civic/commercial use, plus an additional \$25,000 for each residential unit, not to exceed 75 percent of total Project Cost or \$150,000 per building whichever is less.

Eligibility

- Buildings in the State approved [target area](#).
- Owners and/or tenants with seven year leases
- All taxes or other fees assessed on applicant's property must have been paid in full at the time of application.
- All payments on indebtedness on applicant's property must be up to date at time of application.

Not Eligible

Buildings owned by municipalities, churches, not-for-profits with a few exceptions.

Owners who have begun work on NYMS project before a contract with the Town has been signed.

APPLICATIONS will not be chosen on a first come, first serve basis. Filing an application does not guarantee that the Owner will receive a grant.

Eligible Building Improvements Include:

- | | |
|-----------------------------|--|
| signs, awnings, lighting | sprinkler/alarm systems, |
| exterior /interior finishes | wiring, elevators |
| removal/replacement | |
| door/window | engineer/architect's work |
| replacement or repair | liability insurance |
| kitchens/bathrooms | |
| possibly - carpeting | Building permits |
| roof if part of façade | Tests and/or removal of radon,
lead paint, mold |

Improvements Not Eligible

- | | |
|----------------------|------------------------------|
| sidewalks, paving | moveable equipment/furniture |
| landscaping | |
| | vinyl siding, plastic signs |
| additions | |
| | plastic/vinyl box type, |
| building demolitions | internally lit signs |

- For all applications, the Review Panel and SHPO will review both the applicant’s building façade and interior building conditions. The Review Panel (not SHPO) may recommend Owner apply for façade improvements if an application has not been made.

General Information - Bidding

- *Arms-length Contractors within Wyoming, Genesee and Livingston Counties may submit competitive bids. Contractors from other counties may submit bids with the permission of the Town’s Applications Review Panel.*

- Owner must secure at least two competitive bids from “arms length” contractors/vendors.

Owner’s reimbursement will be based on the value of the lowest bid.

- Owner may be his/her own general contractor.

Should Owner decide to be his/her own contractor, only the itemized costs of materials, fixtures, direct labor, equipment rental etc., may be reimbursed at the value of the lowest, competitive “arms length” bid for the same work or the actual itemized costs whichever is less.

- Owner will not be reimbursed the cost of his/her labor or labor of family members.

- Regardless of whether Owner becomes his/her own contractor, Owner must secure two competitive bids from “arms length” contractors/vendors.

- Sales taxes will not be reimbursed.

How to Apply

Download preliminary application, guidelines, scope of work forms **from**

[Warsaw Chamber of Commerce](#) or [Warsaw Historical Society](#)

**OR Pick up at
Town or Village Offices, The Gates
House, Warsaw Public Library**

- Read all guidelines
- Develop construction plans according to [Improvements Guidelines](#)
- Complete [Preliminary Scope\(s\) of Work - Facades](#)
- Complete [Preliminary Scope\(s\) of Work - Interiors](#)
- Complete [Preliminary Application](#).
- Arrange an on-sight visit with Program Manager.
- Manager will take pictures of project.
- Sign [Conflict of Interest Statement- Owner](#)
- Program Manager will submit plans, photos to SHPO for clearance.

How to Apply (Continued)

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Program Manager will submit owner's Preliminary Application, attachments, scope(s) of work and (paint/sign/awning proposals if Owner provides them.)

The Town's Five-member Applications Review Panel

- will review guidelines, determine eligibility
- will deny or make suggestions to Owner or will give tentative approval to Owner's Preliminary Application and Preliminary Scope of Work and make each FINAL.
- will give GO-AHEAD for seeking at least two competitive bids on Owner's Final Scope of Work

If Owner gets Review Panel's GO-AHEAD

- Owner will secure each selected bidder's [Conflict of Interest Statement](#) and competitive bid based on his/her finalized Scope of Work.
- Owner will submit FINAL Application with attachments , FINAL Scope(s) of Work, each contractor's Conflict of Interest Statement, paint/awning/sign proposals and competitive bids to the Program Manager

How are projects selected for funding?

Once Owner has submitted a complete Final Application, the Town's five-member review panel will review the application for compatibility with all guidelines including the Town's building improvement guidelines, SHPO clearance-recommendations, Final Scope(s) of Work, reasonableness of bids, proof of insurance and project start/ completion dates.

Priority will be given to:

- **projects visually prominent in target area**
- **projects that include renovation of upper story residential units**
- **projects with historic value or historic properties in danger of disrepair or damage**
- **Projects which create or expand niche business opportunities**
- **projects that with assistive grant funds will reduce blight, contribute to the economic recovery of the target area or realize a stabilization or expansion of a main street business**

After the Review Panel recommends the project for funding, the Town Board will meet and likely approve the project for funding.

“Owner will have a determination on his/her Final Application within 30 days of the filing of a complete Final Application.”

Contracts – Agreements

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If the Town Board has approved your project for funding, you must sign a [Contract with the Town](#) agreeing to the terms of the contract, including:

- Owner and his/her selected contractor will sign an Owner-Contractor Agreement incorporating the Contractor's proof of insurance, Review Panel's approved Final Scope of Work plus covenants including:
 - Project Work shall begin within 30 days of the date the Town Board approves owner's application.
 - All work shall be completed within six months of the date the Town Board approves owner's application for funding.
 - Only in exceptional circumstances will extensions be given.
 - Interim and final inspections shall be permitted.
 - Contractor will maintain insurance throughout project.

Deadlines

Preliminary Application, etc., due on or before February 17, 2012 3 p.m.

Final Application, etc., due on or before April 20, 2012, 3 p.m.

Checklist of Documents, Guidelines or Other Criteria

1. [Preliminary Application Form](#)
2. [Target Area Map](#)
3. [Preliminary Scope of Work for Façade Improvements](#)
4. [Preliminary Scope of Work for Interior Building Improvements](#)
5. [Building Improvements Guidelines](#)
6. [Owner's Conflict of Interest Statement](#)
7. [Bidder's conflict of Interest Statement](#)
8. [Contract with the Town of Warsaw](#)
9. [Low Income Eligibility Limits](#)
10. [Declaration](#)
11. [Property Owner Release - photos](#)
12. [NYMS Program Forms completed by Town](#)

Other Conditions

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- Owner shall request final inspection and reimbursement.
- The property will be inspected by the Town and the Village's Code Enforcement Officer and will give inspection reports to Program Manager.
- Program Manager will collect and send Owner's paid invoices on company letterheads, cancelled checks and other documentation requested to support reimbursement claim(s) to the HTFC.
- Once HTFC deposits into the Town's Special Checking Account Owner's reimbursement payment, the Town will pay owner within five days of deposit.

(Overall reimbursement process takes about 30 days.)

- Owner must sign a Declaration containing covenants below plus others.

For apartment renovations, owner must market, and make affordable, to persons of low income for five years

All awardees must maintain property for five years.

See sample [Declaration](#)

IMPORTANT CONTACT and OTHER INFORMATION

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Becky Ryan, Town Supervisor Town of Warsaw 27 North Main Street Warsaw, NY 14569	585 786-2583 townofwarsaw2@frontier.com
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George Anna Almeter Program Manager Gates House 15 Perry Avenue Warsaw, NY 14569	585 786-5240 or 786-8646 george.almeter@yahoo.com or gateshouse@basicisip.net
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Daniel Hurlburt 15 South Main Street, Warsaw NY 14569	Village of Warsaw Code Enforcement Officer phone 585 786-2120
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All contractors must be registered with the Village before commencing work.

[Village Building Permit Application](#)
[Village Sign Permit Application](#)

Applications Review Panel meetings will be held at the Gates House.

Applicants will be notified of the date and time to meet with the Review Panel regarding his/her application.

The members of the Review Panel should not be contacted for discussion of an applicant's project or to ask questions about the NYMS grant.

Any papers may be dropped off or mailed to the Town Office or to the Gates House at their respective addresses.

The Town Office is open Mon. thru Wed. and Fridays - 9 to 3
 & Thursdays 9 to 1 & 5 to 7

The Gates House is open M-F, 10 a.m. to 2 p.m.