

TUXEDO LOCAL DEVELOPMENT CORPORATION

HAMLET REVITALIZATION PROGRAM

PROGRAM GUIDELINES

Purpose

The purpose of the Tuxedo Local Development Corporation (the “LDC”) Hamlet Revitalization Program is to provide resources to assist the Town of Tuxedo and owners of commercial properties and businesses located in the Town’s central business district to make infrastructure and physical beautification improvements within the Town.

Hamlet Revitalization Program

Funding Availability – The LCD will provide reimbursement of the cost of Eligible Projects (as defined below). Preference will be given to applications with matching funds. The reimbursement shall not exceed \$250,000 for any individual application; provided, however, the LDC reserves the right to waive the \$250,000 maximum in its sole and exclusive discretion.

Funding will be awarded through a competitive application process. To receive funds, an applicant must submit a complete application package to the LDC for consideration. If project funding is awarded the final scope of work must be approved by the Building Department and Planning Board/Architectural Review Board before construction can begin.

Only those costs deemed to be reasonable and appropriate to complete the proposed project and which have been approved in advance by the LDC will be reimbursed. Personal labor by the business or property owner is not a reimbursable project cost. Grant funds will be paid in three (3) disbursements. The first disbursement equal to 25% of the total grant award shall be made upon execution of the Grant Agreement. The second disbursement shall be made upon completion of 50% of the project work and shall be conditioned upon (i) presentation of invoices and (ii) verification that the work has been completed as proposed. The third and final disbursement shall be made upon completion of project work and shall be conditioned upon (i) presentation of invoices and (ii) final project inspection by the Town Building Department

Eligible Applicants – The Town of Tuxedo and owners of business and/or commercial properties, including non-for profit organizations, located within the Hamlet business district as defined in the Town zoning map, may apply for the grant program. Tenants operating a business within the business district shall be eligible to apply for the program. Tenants must provide written acknowledgement and approval from the owner of the building in order to qualify for participation in the program. Eligible applicants may include any retail business or professional service use that is operating in conformity with the Hamlet zoning regulations.

Strictly residential buildings are not eligible for funding. However, mixed-use buildings in the designated commercial district that include both commercial and residential use are eligible to apply for funding.

Real Property Tax Obligations – applicants for participation in the Hamlet Revitalization Program will not be approved unless the property owner is current on all real property taxes as well as any water and sewer charges. Proof of payment may be required.

Eligible Activities – Eligible activities include but are not limited to the following:

- Installation, repair or replacement of existing sign or awning
- Exterior painting
- Installation or replacement of exterior storefront and/or storefront display lighting
- Cleaning and re-pointing of brick on façade
- Repair or replacement of façade windows
- Landscaping
- Improvement to vehicular access and parking
- Improvement to pedestrian accessibility
- Preservation of historic ambiance
- Other activities, upon approval by the LDC (may include specific projects not listed here).

**PROJECTS UNDERTAKEN PRIOR TO RECEIVING FUNDING APPROVAL
WILL NOT BE ELIGIBLE FOR FUNDING REIMBURSEMENT**

Completed applications will be accepted immediately and will be reviewed in the order returned to the Office of the Town Supervisor, Tuxedo Town Hall, One Temple Drive, Tuxedo, New York. Funding awards will be made on an on-going basis.

Applications to participate in the program are available at the Town Office.

Required items to be included with completed grant application package:

- \$250 non-refundable Application Fee
- Project Budget
- Written description of proposed project to include project narrative with enough detail to ensure that the reviewer can understand the entire scope of the project.
- Colored renderings of proposed façade improvements
- Map of project location
- NYS Environmental Quality Assessment Form (SEQRA)
- Proof of matching funds. If funding request is \$10,000 or less, no matching funds are required.
- Letter from property owner stating that the applicant is permitted to undertake the proposed façade improvements and that they are aware that grant funding is being requested.
- Two (2) cost estimates for the proposed project are required and must be included with your application. The Board, in its sole and absolute discretion reserves the right to waive this requirement.

Application Submittal – property/business owners must submit an application for participation in the program. A color rendering of the proposed work to be completed must be included with the application. If renderings are not provided at the time of application, the project will not be considered for funding. Such designs will be reviewed by the LDC Board

Criteria used by the Application Review Committee will include:

- Aesthetic appeal in keeping with the Hamlet's appearance and style of the building

- Aesthetic impact on character of the downtown business district
- Project will create or expand a business
- Project will retain or create new jobs
- Degree to which the improvements capitalize on the building's architectural integrity
- Applicable interior work may be considered by the Board
- Other building improvement beyond those funded by the façade grant

Grant Approval – projects approved by the LDC for funding will receive a written commitment letter from the LDC detailing any supplemental information needed.

Reimbursement Procedures – The first disbursement equal to 25% of the total grant award shall be made upon execution of the Grant Agreement. The second disbursement shall be made upon completion of 50% of the project work and shall be condition upon (i) presentation of invoices and (ii) verification that the work has been completed as proposed. The third and final disbursement shall be made upon completion of project work and shall be conditioned upon (i) presentation of invoices and (ii) final project inspection by the Town Building Department.

Applicants must document project expenditures and the required match to receive reimbursement. (If funding request is \$10,000 or less, no matching funds are required.)

Proof of payment to the contractor/vendor is required. (Proof of payment includes a paid invoice and cancelled check.) Cash payments are not an acceptable form of payment and cannot be reimbursed.

Completion Date – All projects awarded funding under the Hamlet Revitalization Program must be completed no later than one year after execution of the Project Agreement.

Event of Default – if the property improved under the Hamlet Revitalization Program is sold, transferred or foreclosed, or if there is a change in the ownership of the business or discontinuance of the business after the date of completion of the work performed under the Hamlet Revitalization Program, the applicant must repay the LDC as follows:

- Within Year 1 100% of the grant must be repaid
- Within Year 2 75% of the grant must be repaid
- Within Year 3 50% of the grant must be repaid

Repayment shall be made prior to the applicant retaining funds from a sale or transfer, unless the LDC grants a waiver. All waiver requests shall be submitted in writing to the LDC board with appropriate documentation justifying the request for the waiver.

Grant Disapproval – if the LDC denies the Hamlet Revitalization grant funding, the LDC will notify the applicant.