

Village of Lancaster

Small Project Fund Application



**DEADLINE FOR APPLICATION SUBMISSIONS: YOUR APPLICATION
MUST BE RECEIVED ON OR BEFORE MAY 2, 2025 BY 4pm EST**

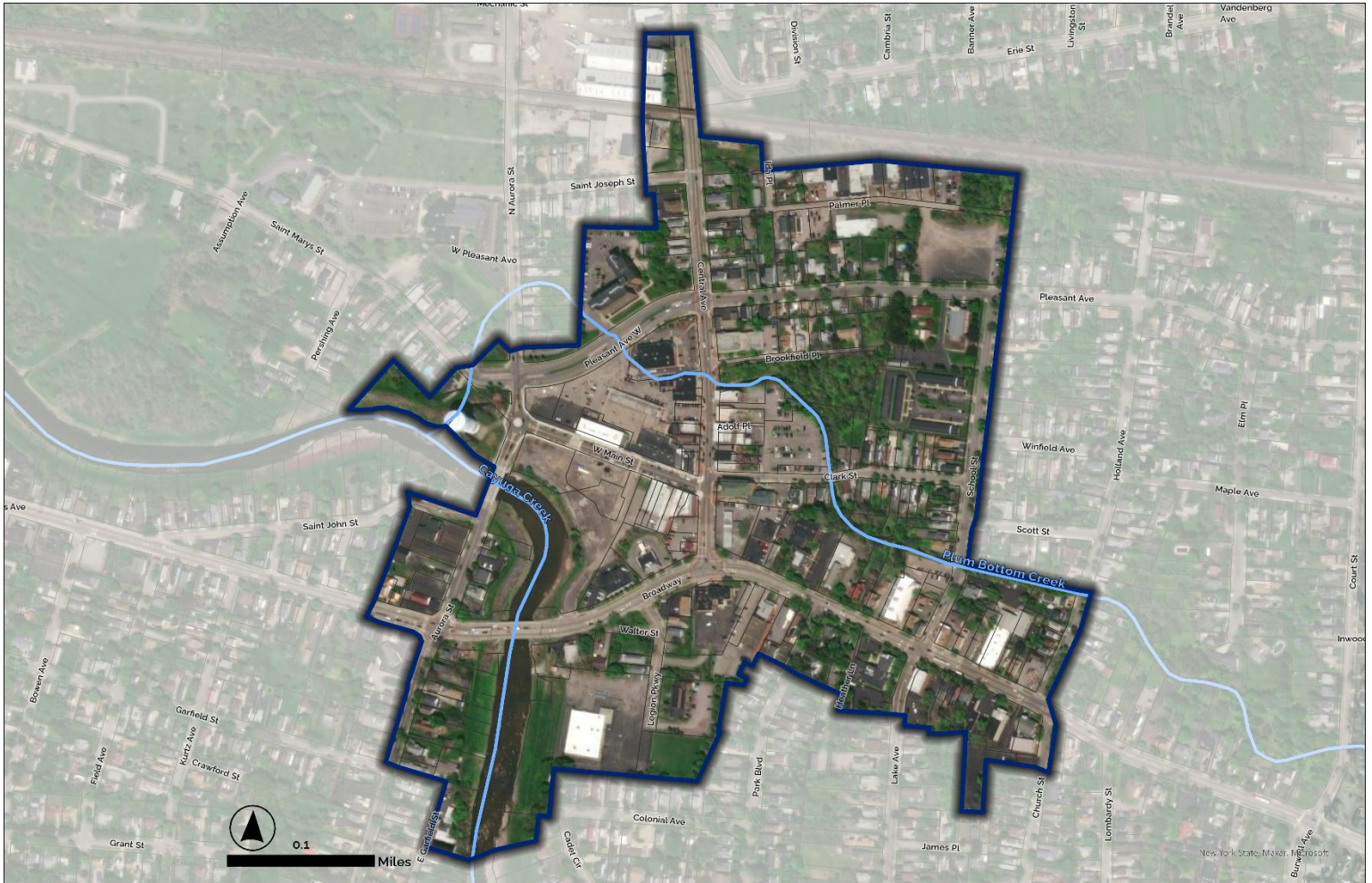
IF SENDING VIA POSTAL MAIL or HAND DELIVERING:

VILLAGE OF LANCASTER
5423 Broadway Street
LANCASTER, NEW YORK 14086
ATTN: Mike Stegmeier

IF SENDING VIA EMAIL: cparadowski@labellapc.com (.doc, .docx, or .pdf format)

TO CONFIRM RECEIPT OR FOR FUND & APPLICATION QUESTIONS:

Christina Paradowski, Grants Manager, at 716-422-2825 or cparadowski@labellapc.com



A \$270,000 NY Forward (NYF) Small Project Fund has been awarded to the Village of Lancaster to provide grant funding for applicants to implement interior and exterior building improvements in the Village of Lancaster district for both commercial and mixed-use structures.

The Village of Lancaster may award between \$10,000 (minimum) and up to \$100,000 (maximum) in NYF grant funds, per building, not to exceed 75% of the total building renovation project cost. Residential rehabilitation of upper stories may be granted an additional \$25,000 per dwelling unit, up to \$150,000 (maximum) in NYF grant funds, not to exceed 75% of the total building renovation costs.

Applicant Eligibility

For profit and not-for-profit organizations and individuals are eligible to apply after meeting the following conditions:

1. Property must be within the designated target area.
2. Properties must be commercial or mixed-use (commercial & residential).
3. The applicant must be current on all municipal taxes including property, water and sewer and any other obligations to the municipalities such as loan payments.
4. The applicant will obtain a Village of Lancaster building permit prior to construction.
5. The applicant will have the ability to finance the entire project and submit for reimbursement when the project is complete.
6. No costs can be claimed against the Lancaster Small Project Fund Program in advance of official project grant approval from the Village of Lancaster and Housing Trust Fund Corporation (HTFC).

Eligible Activities

1. Interior and exterior improvements including but not limited to roof, window, or door repairs,
2. Façade improvements, and ADA accessibility improvements.
3. Capital improvements, including purchase of permanent machinery and equipment, such as furnaces and water heaters.
4. Mechanical, electrical and plumbing upgrades and improvements within existing building.

Ineligible Activities

Ineligible uses of funds include: acquisition costs; new construction (including in-fill buildings); improvements to structures owned by religious or private membership-based organizations; or improvements to municipally owned and municipally operated buildings; signage; or furnishings, appliances, electronics, tools, disposable supplies, business equipment, nonpermanent fixtures, temporary artwork.

Funds may not be used for site work or ancillary activities on a property including but not limited to: septic systems/laterals, grading, parking lots, sidewalks, decks, garages, sheds, landscaping, fences, free standing signs, and general maintenance or repairs not connected to a larger project.

Demolition of an entire structure. Necessary interior demolition may be permitted.

Soft Costs

Eligible soft costs include architecture, engineering, and environmental testing expenses. Soft costs require matching funds, and in-kind match is not eligible. Soft costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be

reimbursed by the Small Project Fund Program. Therefore, reimbursements for soft costs may not be requested as part of a partial payment prior to project completion.

Proof of Available Financing

Proof of available financing through cash in bank (balance sheet), secured loan commitments, and project lines of credit is required from each applicant.

Payment Process

Project reimbursements are made when the project is complete. The Village of Lancaster NYF Small Project Fund Program operates fully as a reimbursement grant program and the owner is responsible for paying for all agreed upon repairs. Payment of grant funds will be made only upon satisfactory completion of building projects and payment of renovation expenses.

1. No reimbursement shall be paid to the owner until periodic inspections of the work has been completed by the Village of Lancaster, or its agent(s).
2. All completed work shall comply with all applicable building codes and standards.
3. To substantiate work costs, Owners must provide the following:
 - a. written contracts
 - b. bank documents
 - c. copies of invoices for materials and labor
 - d. cancelled checks
 - e. lien releases
 - f. and any other documents deemed reasonably necessary by the Village of Lancaster or required by HTFC to maintain effective internal controls.
4. Cash payments/cash receipts are not permitted and will not be reimbursed.
5. The payment of any amount(s) due and payable by the HTFC through the Village of Lancaster to the project owner, as a reimbursement pursuant to this grant agreement.
6. Sales tax should not be included on the invoice as the state is exempt from sales tax.

APPLICATION FOR FUNDING

APPLICANT INFORMATION

Applicant Name(s): _____

Applicant Address: _____

Daytime Phone Number: _____ Email Address: _____

Property Owner Name: _____

Property Owner Address: _____ Phone: _____

CHECK ALL THAT APPLY:

- | | | |
|--|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Corporation | <input type="checkbox"/> Not-for-Profit |
| <input type="checkbox"/> Owner of the building | <input type="checkbox"/> Lease the building | <input type="checkbox"/> Lease a portion of the building |

Proposed Improvements:

- | | |
|--|--|
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Interior Improvements |
| <input type="checkbox"/> Exterior Improvements | <input type="checkbox"/> New Signage |

Eligibility Requirements:

- Current on property taxes owed to Village of Lancaster, Lancaster School District and County of Erie
- Free of open building code violations
- Property located within the Village of Lancaster NYF Village District boundary
- Property is designated commercial or mixed-use (commercial & residential units)
- Property is not receiving additional NYF funding
- The applicant is able to finance the entire project and await reimbursement upon project completion

Property Address: _____

Within NYF Boundry (see map): YES NO

Name of Business(es): _____

Number of Commercial Units: _____

Number of Residential Units: _____

BUILDING IMPROVEMENTS

Complete description of exterior or interior improvements and signage: (Please include NYF funded project and any other improvements proposed)

Please provide a schedule for the proposed renovations:

Please explain how the proposed project addresses the goals of the NYF Strategic Investment Plan and how you think this project will contribute to the transformation of the Village of Lancaster.

EQUIPMENT

Please describe the proposed use of funds for the purchase of permanent commercial business equipment:

PROPOSED BUDGET

Please include a proposed budget for all expenses for each proposed project:

	TOTAL ACTIVITY COST	NYF AMOUNT	LEVERAGED FUNDS AMOUNT	LEVERAGED FUNDS SOURCE	DOLLAR AMOUNT	LEVERAGED FUNDS CURRENT STATUS
Architectural Fees	\$	\$	\$	1	\$	
				2	\$	
				3	\$	
Engineering Fees	\$	\$	\$	1	\$	
				2	\$	
				3	\$	
Signage	\$	\$	\$	1	\$	
				2	\$	
				3	\$	
Equipment	\$	\$	\$	1	\$	
				2	\$	
				3	\$	
Construction/ Rehabilitation	\$	\$	\$	1	\$	
				2	\$	
				3	\$	
SUBTOTAL	\$	\$	\$	<i>Choose from: Anticipated, Committed, In-Hand, Donated or Requested</i>		
CONTINGENCY (%)	\$	\$	\$			
TOTAL CONSTRUCTION COST	\$	\$	\$			

CERTIFICATION

Ownership Initial_____

I/We hereby certify that I/we own the property to be improved. If any changes in ownership should occur from this date forward, I/we agree to notify the Village of Lancaster immediately. Failure to do so may result in denial or termination of NYF Building Improvement participation.

Application Information Initial_____

To the best of my/our knowledge, all of the application information I/we have provided is true and correct. I/We understand that any willful misstatement of material fact will be grounds for disqualification. The Village of Lancaster and the lead consultant are hereby granted permission to verify any of the information in the application in any appropriate manner.

Taxes Initial_____

I/We understand that all taxes must be paid for the property to be improved with NYF Target Area resources and for all other properties in the Village of Lancaster owned wholly or in part by me/us. I/We understand that no NYF Target Area contracts will be signed unless all taxes and service charges are current.

Contracts Initial_____

I/We understand that any contract for work paid for in part by the NYF Target Area will be between the contractor and myself/ourselves and I/we should NOT SIGN ANY CONTRACT FOR WORK UNDER THIS PROGRAM UNTIL AUTHORIZED TO DO SO IN WRITING BY THE VILLAGE OF LANCASTER.

I/We understand that the receipt of NYF Target Area assistance is subject to satisfactory completion of the approved work. I/We also understand that the Village of Lancaster, and the lead consultant(s) are not responsible or liable for any breach of contract, faulty workmanship, accidents, liability or damage that may arise from my/our relationship with the contractor.

I/We further understand that the Contractor cannot begin work on my/our property until a WRITTEN NOTICE TO PROCEED is issued to me/us and the Contractor by the Village of Lancaster. The written Notice to Proceed will be provided when all conditions are met and all necessary approvals received.

Competitive bids will be solicited for all projects. I/we understand that if I/we choose a qualified contractor who is not the lowest bidder, the reimbursement will be based on the lowest bid.

EEO & MWBE Requirements Initial_____

The Village of Lancaster and the Building Owner, undertaking the project, is required to comply with Articles 15-A and 17-B of the New York State Executive Law. These requirements include equal employment opportunities for minority group members and women ("EEO"), and contracting opportunities for certified minority and women-owned business enterprises ("MWBE") and Service-Disabled Veteran-Owned Businesses ("SDVOBs"). The Village of Lancaster will require building owners/contractors to demonstrate a "good faith efforts" pursuant to 5 NYCRR §142.8 to meet the following goals.

- 20% Minority-Owned Business Enterprise (MBE) participation
- 10% Women-Owned Business Enterprise (WBE) participation

Please visit NYS Empire State Development's Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses:
www.esd.ny.gov/MWBE.html

Regulatory Requirements and Repayment Provisions Initial_____

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. Required repayment of NYF funds will be calculated in accordance with the following schedule:

- 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

****ALL OWNERS MUST SIGN****