



DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT

Downtown Revitalization Initiative (DRI)

Main Street Façade Improvement Program

Request for Applications



DRI Main Street Façade Improvement Program | Request for Applications

Frequently Asked Questions (FAQs)

Using funding allocated from the State of New York and Onondaga County Department of Community Development, the City of Syracuse has created an investment program designed to support the redevelopment and improvement of commercial, mixed-use, and/or historic properties located within the Downtown Revitalization Initiative (DRI) area. The City of Syracuse sees this as integral to the ongoing economic recovery, reactivation of commercial uses and mixed-use buildings, and foster new growth. Please see information and instructions on how to apply below.

1. Who is eligible to apply?

Eligible applicants include those who own or are under contract to purchase an existing property in the City of Syracuse and located within the Downtown Revitalization Initiative (DRI) Area and are seeking to make exterior/interior building improvements – this may include mixed-use buildings that contain residential apartments. Both for-profit and nonprofit / 501c3 or c4 organizations are eligible to apply.

2. How much funding is available? How much funding can an applicant apply for?

\$1.8 million has been appropriated for this program. The maximum amount of funding that can be awarded is up to \$250,000 per project. Please note however the average award size is anticipated to be \$100,000 or less. No more than 75% of the total project cost of a specific property will be funded by this program.

3. What uses qualify to receive funds through the Main Street Façade Improvement Program?

Qualifying expenses and purchases may include but are not limited to activities relating to building stabilization, structural repairs, and exterior/interior improvements in order to facilitate successful redevelopment of a property, improve the exterior façade, and/or return the property back to productive use. Projects that involve new construction and development are not eligible. Projects should identify the name of the design and construction professionals they will be working with as part of the application process. Funds cannot be used for acquisition of a building or property. Under limited circumstances, demolition of a blighted property is eligible to receive funding through the Main Street Program.

4. Can a commercial tenant of a building that needs improvement apply for this program?

Yes, however the property owner must sign the application and must agree to the improvements included in the proposed scope of work. Tenants and property must work together in order to submit and successfully receive a funding award.

5. Can residential-only buildings qualify to receive funding?

Yes, but under limited circumstances. Properties that are solely residential in use will be considered eligible if they were 100% vacant as of July 1, 2023. Occupied residential structures will not be considered eligible.

6. How will funds be disbursed if my project is selected?

This program will have the ability to reimburse expenses as phases of the project are completed in partial draws. Grant proceeds will be disbursed upon approval, and following execution of the necessary contract agreement and closing documents. Projects selected through the program will have the ability to receive partial draws upon completion of critical steps in the development process. As part of the application process, proposed expenses and project costs should be itemized and explain how the Main Street Program funds will be used as part of the project. The City may approve some requested expenses and disapprove others if the proposed costs do not meet the program requirements to receive funding. The City of Syracuse reserves the right to provide a smaller grant amount than originally requested.

7. Is there a match requirement from applicants?

Yes, a 25% match of the total project cost is required from the applicant as part of this program.

8. Are there Minority and/or Women-owned Business Enterprise (MWBE) Goals as part of this program?

Yes. The City of Syracuse will require all projects to the minimum threshold of 30% utilization of City and/or State certified MWBE firms. All eligible vendors, contractors, and subcontractors must be certified at the time the work is being completed.

9. How can eligible applicants submit the necessary paperwork, including the application and supporting documentation?

Funds are limited. In order to seek funding, all interested applicants are required to fill out the application form beginning on Page 5 of the request for application (RFA) document. Electronic copies of the RFA are available online at the City of Syracuse Website at www.syr.gov.net. Please see the "Application Instructions" below for more information. Fully completed applications and required supporting documentation can be submitted starting on **Wednesday, November 1, 2023**. Applications will be accepted on a rolling basis, and will be reviewed and considered in the order they are received. Only fully completed applications with all supporting documentation will be considered.

Applications and supporting materials can be submitted one of the following ways:

- A) Email electronically to business@syr.gov.
- B) Applications can be dropped off physically or mailed to the following address: City of Syracuse Department of Neighborhood & Business Development, 300 South State Street, Suite 700, Syracuse, NY 13202

10. How will funding requests be reviewed?

Funding requests will be considered by City of Syracuse staff, and reviewed by a committee of convened by the City's Department of Neighborhood & Business Development. The review committee will oversee the decision making process of all completed applications received. Following careful review and analysis, funding decisions will be made within 45 days of the receipt of a complete application. Once a funding decision has been made, a contract agreement must be executed with approved applicants prior to disbursement of any grant funds can occur.

11. What is the timeline of the program?

Any project that is selected and approved to receive funding must have design plans completed (if applicable) and submitted to the City of Syracuse within 6 months of the award date. Following review by the City's Central Permit Office and Office of Zoning Administration, all projects must commence within one (1) year of the award date. All projects must be completed with a certificate of completion within two (2) years of the award date.

APPLICATION INSTRUCTIONS:

1. Access and download the Main Street façade improvement application on the City of Syracuse Website (application also begins on Page 4 of this document): http://www.syr.gov.net/neighborhood_and_business_development
2. Carefully review and fill out/complete the application form. Please note in addition to the completed application, the proposal must provide the required supporting documentation items included in the application form.
3. Assess the checklist of items needed in order to ensure your application is complete at the time of submission. Please be aware of timelines required to receive 3rd party contractor quotes or estimates from design professionals in order to render services for cost projections and develop a detailed scope of work.

Please note in addition to the aforementioned list of required items, the City reserves the right to request additional financial or other corporate governance or other materials or information it deems necessary to adequately review and assess the application following submission.

4. Submit the completed application and supporting materials by email (preferred method) or by mail. Applications will be reviewed and considered in the order they were received. All questions regarding this program and application materials should be directed to City of Syracuse Staff and sent by email to: business@syr.gov or by calling 315-448-8100.



DRI Main Street Façade Improvement Program

Program Application

1. APPLICANT INFORMATION

Legal Business / Applicant Name: _____ Year Founded: _____

Business Address: _____ Zip Code: _____

Applicant/Primary Contact: _____ Title: _____

Applicant Email: _____ Phone: _____

Project Identification:

What property use best defines your proposed project:

Commercial Mixed-Use Historic Rehabilitation Other _____

Is the project site address the same as the business address? Yes No

If No, please identify the project address: _____ Zip Code: _____

What is the total cost of the project (including all funding sources)?: \$ _____

Is your project site located within the designated DRI Area boundary*? Yes No

**Note: If you answered no, your project is not eligible to receive funds through the Main Street Façade Improvement Program. Please see the map included on Page 11 to review the DRI Area Boundary for more information.*

Which best describes the ownership of the property:

Private/For-profit Corporation Individual owner Not-for-Profit Corporation

2. CURRENT PROPERTY CONDITIONS

Property Ownership / Entity name: _____

Primary Owner Contact Name (if different from applicant): _____

Contact Email: _____ Phone: _____

Total building square footage: _____

3. PROJECT INFORMATION

Will your project increase employment / add new jobs? Yes No

If yes, how many jobs do you project to create with completion of this project?

Construction Jobs: _____ Full-Time Jobs: _____ Part-Time Jobs: _____

Will your project include new residential units? Yes No

If yes, how many units do you project to create with completion of this project?

Affordable Units: _____ Workforce Units: _____ Market Rate Units: _____

Is the applicant the currently seeking to acquire the property/project site? Yes No

If Yes, please identify the status of plans to secure site control, and a projected timeline of when this will be achieved (limit 250 words):

As part of the proposed redevelopment project, please identify any design or construction firms or individuals you are working with as part of the proposed activities. Please also include if any of the firms or individuals are MWBE Certified.

- Architect: _____
- Engineer: _____
- General Contractor: _____
- Other Professional(s): _____

If no design or professionals have been secured at this time, please briefly describe your plan and/or approach on how these professionals will be secured (limit 50 words):

4. BUDGET AND FINANCIAL REQUEST

Please complete the table below to list and explain the costs/expenses for your project. You must include the estimated cost amount of each item/service, the 3rd party vendor or company providing this (if applicable), and identify the proposed source of the funds that will benefit your business or project (e.g. personal equity, investor support, bank financing, other grants)

DESCRIPTION OF COST TYPE:	ESTIMATED BUDGET AMOUNT:	FUNDING SOURCE:
Building Construction & Renovation	\$	
Site Work/ Demolition	\$	
Furniture / Fixtures / Equipment	\$	
Engineering/Architect Fees	\$	
Legal Fees	\$	
Other:	\$	
Other:	\$	
Total Investment:	\$	

Please provide in detail a summary narrative about your project and explain the activities that will be undertaken as part of the proposed investment (limit 500 words):

Due to high demand, it is possible applicants may not receive the full funding request made to the DRI Main Street Façade Improvement Program. Please explain how you will prioritize each expense item listed above relative the amount of any financial assistance provided (limit 250 words):

5. MISCELLANEOUS

- Yes No Is the Company or its principals presently the subject of any litigation, or is any litigation threatened, which would have a material adverse effect on the Company's financial condition?
- Yes No Is the Company or its principal's delinquent on property, personal, and/or employment taxes?
- Yes No Has the Company, its affiliates or its principals, been cited for a violation of federal, State or local laws or regulations with respect to labor practices, hazardous wastes, environmental pollution or operating practices?
- Yes No Are there any outstanding judgments or lien pending against the Company, its affiliates or its principals other than liens in the normal course of business? If yes, please specify the amount: \$ _____
- Yes No Has the company or principal(s) ever been issued an injunction, been imposed civil penalties or fines? been accused of false or misleading statements, or been the subject of a proceeding or had any allegations made against them, by any federal, state, local agency or authority including but not limited to the SEC, FCC, FDA, or OSHA? If yes, please attach a written explanation to this application.

6. APPLICATION ATTACHMENTS

Please verify the required materials have been submitted as part of your funding request. Applications will be considered incomplete and will not be reviewed without the following.

Required attachments (Note: please check all items submitted with application form):

- **For-Profit Business Applicants or Individuals:**

- Most recent available (2021 or 2022) Business Federal Tax Return including all schedules;
- Most recent available (2021 or 2022) Personal Federal Tax Return for any individuals with >20% ownership;

- **For 501c3 or 501c4 Organizations:**

- Most recent available (2021 or 2022) CPA Audited Financial Statements;
- Most recent available (2021 or 2022) Form 990 or similar tax filing;

- **For ALL projects (required regardless of applicant type):**

- Cost estimates for project scope of work, including soft costs and/or contractor bids. (Note: 3rd party estimates provided by a contractor or design professional are strongly encouraged.);
- Provide site plans, design plans, and/or maps as necessary;
- A minimum of four (4) exterior images and four (4) interior images showing current building conditions at the time of application. (Note: photos must be taken within 30 days of the application submission date.)
- Bank financing commitment and/or interest letters (Note: if applicable)

If any of the checklist items included above are not attached and submitted with this application, please provide explanation (limit 50 words):

Other Requirements:

For each of the above, a resolution of the board of directors, if applicable, or other certification acceptable to the corporation of an authorized officer of the company authorizing the submission of this application and the acceptance of any approved grant proceeds.

Aside from the foregoing, the City of Syracuse may request other corporate governance materials or information it deems necessary to adequately review and assess the application. A contract agreement must be executed between the City of Syracuse and awardees prior to disbursement of any approved funds.

7. SIGNATURE AND APPLICATION ACKNOWLEDGMENTS

The Applicant understands and agrees with the City of Syracuse as follows:

Absence of Conflicts of Interest

To the best of my knowledge, no member, officer or employee of the City of Syracuse has an interest, whether direct or indirect, in any transaction contemplated by this application, except as hereinafter described.

Initial

A. False or Misleading Information

The applicant understands and agrees that the submission of knowingly false or misleading information in this application may lead to the immediate termination of any financial assistance and the reimbursement of an amount equal to all or part of any awarded and disbursed.

Initial

B. Hold Harmless Agreement

Applicant hereby releases the Agency and the members, officers, servants, agents and employees thereof (collectively, the "Employees") from, agrees that the City and the Employees shall not be liable for, and agrees to indemnify, defend, and hold the City and the Employees harmless from and against any and all liability arising from or expense incurred by the City's examination and processing of, and action pursuant to or upon, the attached application, regardless of whether or not the application is favorably acted upon by the City of Syracuse.

Initial

C. Disclosures

The Applicant understands that the Applicant must identify in writing to the City of Syracuse any information it seeks to have redacted.

Initial

D. Reporting

Applicants agree to cooperate with the City of Syracuse to satisfy any Federally mandated reporting requirements.

Initial

APPLICANT VERIFICATION

STATE OF _____)
COUNTY OF _____) SS:

_____, deposes and says that s/he is the
(Name of Individual)

_____ of _____
(Title) *(Applicant Name)*

that s/he is the CEO or a person authorized to bind the company/applicant, and has personally completed and read the foregoing application and knows the contents thereof and that the same is true, accurate, and complete to the best of her/his knowledge, as subscribed and affirmed under the penalties of perjury. The grounds of deponent's beliefs relative to all matters in the said application which are not stated upon her/his own personal knowledge are investigations which the deponent has caused to be made concerning the subject matter of the application as well as, if applicable, information acquired by deponent in the course of her/his duties/responsibilities for the applicant and from the books and papers of the applicant. Deponent further acknowledges review and understanding of the program requirements, and agrees on behalf of the Applicant to be bound by and comply with, all such policies as set forth in the application.

Applicant Representative's Signature

Title

**PROPERTY OWNER VERIFICATION (IF APPLICABLE AND
DIFFERENT FROM THE APPLICANT)**

STATE OF _____)
COUNTY OF _____) SS:

_____, deposes and says that s/he is the
(Name of Individual)

Owner of _____
(Title) (Property Address/es)

that s/he is the person authorized to bind the company/applicant, and has personally completed and read the foregoing application and knows the contents thereof and that the same is true, accurate, and complete to the best of her/his knowledge, as subscribed and affirmed under the penalties of perjury. The grounds of deponent's beliefs relative to all matters in the said application which are not stated upon her/his own personal knowledge are investigations which the deponent has caused to be made concerning the subject matter of the application as well as, if applicable, information acquired by deponent in the course of her/his duties/responsibilities for the applicant and from the books and papers of the applicant. Deponent further acknowledges review and understanding of the program requirements, and agrees on behalf of the Applicant to be bound by and comply with, all such policies as set forth in the application.

Owner's Signature

Title

DRI Eligible Target Area Map

The map below displays the boundary of the Syracuse Downtown Revitalization Initiative Area. Properties located within the blue dashed boundary line (DRI Study Area) is considered eligible to apply as long as the project meets the criteria of the Main Street Façade Improvement Program and is an eligible use of funds. Any property or project site located outside of the DRI Study Area below will be unable to apply.

