



City of Dunkirk Main Street Program

Department of Planning & Development



Purpose

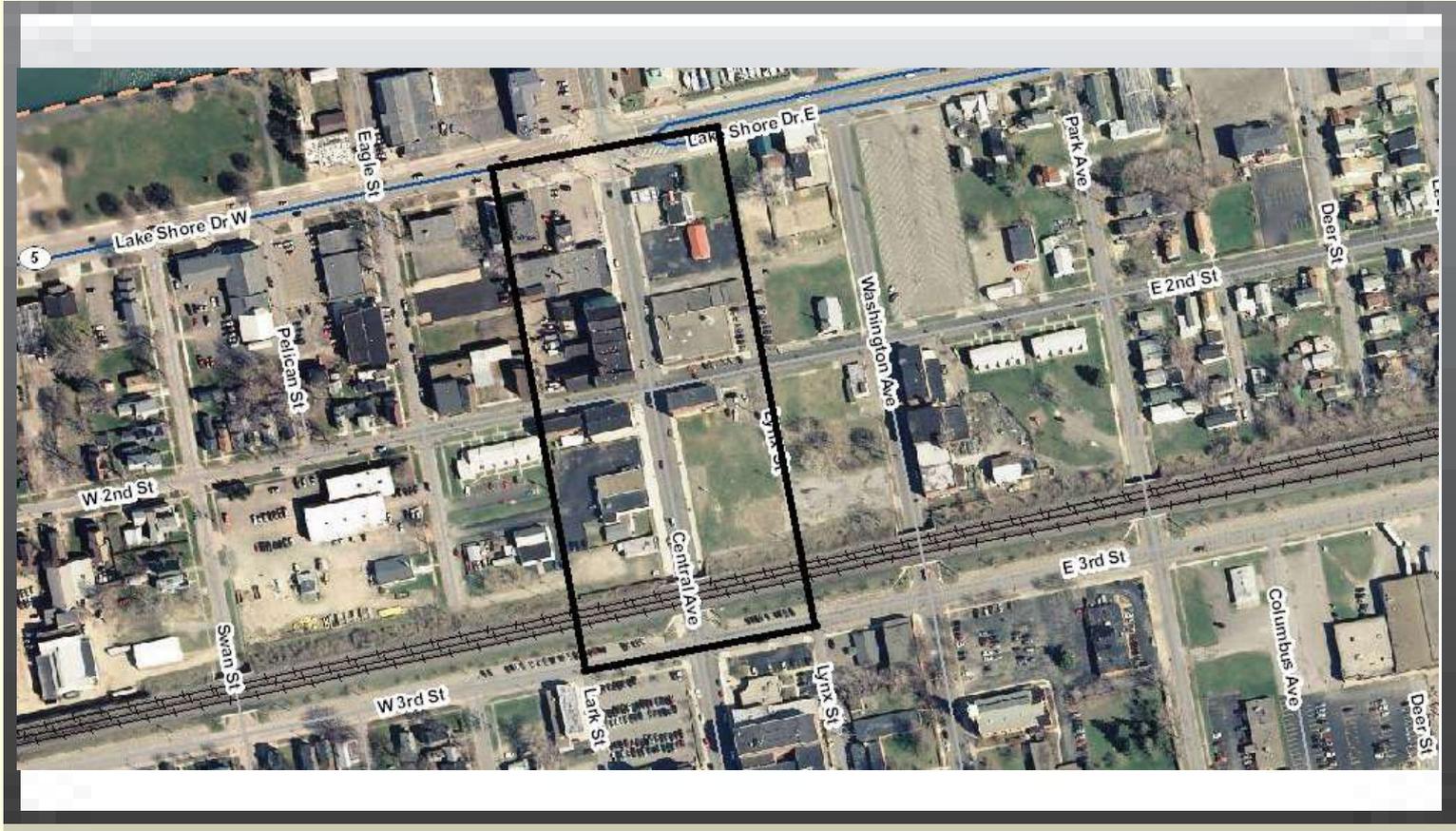
\$250,000 Grant to be used for:

1. Streetscape Improvements (\$15,000)
2. Façade Improvements/Commercial Building Renovations (\$220,000)
3. Administration (\$15,000)

Basic Facts

- \$250,000 grant to City of Dunkirk Planning & Development Department
- Funds through NYS Division of Housing & Community Renewal's Main Street New York (MSNY) Program
- 2 year program
- Matching Grant Program (requires 25% match)
- Reimbursement Program (property owner pays costs up front, gets reimbursed through the City)
- Target Area: 100 & 200 Blocks of Central Avenue

Main Street Target Area



Streetscape Improvements

\$15,000 grant to City of Dunkirk to undertake Streetscape Improvements along the 100 & 200 blocks of Central Avenue, including:

- Benches
- Street Trees
- Trash Cans
- Bike Racks
- Signage
- Flower Planters



Facade & Building Renovation Grants:

Funding Limits & Match Requirements

- Main Street Program covers up to 75% of the project cost. For renovations not including residential rehab, the total cap on Main Street funds is \$50,000 per building.
- If the renovation includes residential rehab you can get an additional \$10,000 per residential space up to a \$100,000 cap per building.
- If your project is \$10,000, Main Street pays \$7,500. YOU pay \$2,500.

Reimbursement Program

- Main Street is a REIMBURSEMENT program.
- You will be required to pay all project costs up front to the City of Dunkirk, then wait for reimbursement through the City for your approved grant award, upon completion of the project.
- City of Dunkirk will put your funds into a dedicated escrow account and will pay the contractor upon completion of work, upon your and their satisfaction.
- More information on reimbursement procedures is provided below.

The Rehabilitation Process:

First Step - Pre-Approval

City of Dunkirk will perform the following duties:

- Take applications from interested property owners
- Meet with applicants to look at properties, develop work specs, coordinate Planning Board/State review
- Obtain Project Review Committee approval for proposed work

The Rehabilitation Process:

Going to Bid

City of Dunkirk will perform the following duties:

- Prepare and send bid specs to eligible contractors
- Work with applicants to review bids and select contractor (lowest bid or property owner pays difference)
- Assist property owner with seeking short term funding through local banks
- YOU the property owner will have 6 weeks from the date of the bid opening to contract with a contractor.

The Rehabilitation Process: Going to Contract

- When you have gathered your funds, a meeting will be held with you, the City, and the contractor.
- At this time, you will enter into the contract with the selected contractor, AND you will transfer your funds to the City to manage throughout the duration of the project.
- The City will hold these funds in escrow and will use them to pay your contractor. This ensures that 1) the contractor gets paid, 2) your contractor is held accountable for the work

The Rehabilitation Process: Payment & Reimbursement

- Before the contractor gets paid YOU must sign off on the work.
- Before the contractor gets paid the City must sign off on the work.
- Before the contractor gets paid the City Code Officer must issue a certificate of occupancy or certificate of compliance.
- The City will then pay the contractor with your funds held in escrow.
- The City will submit a voucher to the State for reimbursement of your approved grant subsidy.
- The state will wire these funds to a dedicated account held by the City (approximately 2 weeks).
- The City will cut a check directly to you, the property owner, for your approved grant award.

Facade Improvement Grants:

Basic Information

- You must be the property owner to apply for a façade grant
- You must provide proof of paid taxes, tenure, homeowners insurance and all publicly funded loans in your name (e.g. student loans).
- Main Street requires that a lien be filed on your property upon completion of the work, which requires you to maintain grant funded improvements for a 5-year period.

Facade Improvement Grants: Design Approval

Facade renovations must be consistent with the **City of Dunkirk Code** (<http://www.dunkirktoday.com/city-offices/law/city-code>) and the **Chautauqua County Design Principles Guidebook** (www.ccida.com/pdf/reports/LandUseGuidelines.pdf)

- The City Planning Board will review proposed facade specs in accordance with these guidelines, and will either approve work specs or approve with modifications.
- Proposed work must be approved by NYS Office of Parks, Recreation & Historic Preservation (SHPO). If your facade treatment is incompatible with your building's historic character, then SHPO may require you to remedy incompatible elements.

Building Renovation Grants: Basic Information

- Maximum Main Street Building Renovation Grant is \$50,000 without Residential Rehab & \$100,000 with Residential Rehab.
- You must provide proof of paid taxes, tenure, homeowners insurance and all publicly funded loans in your name (e.g. student loans).
- Main Street requires that a lien be filed on your property upon completion of the work, which requires you to maintain grant funded improvements for a 5-year period.
- Building renovation grants **MAY NOT** be used for non-permanent fixtures such as equipment.

Building Renovation Grants: Selection Process

- The Project Review Committee will review applications and will make final determinations on which projects receive funding. The following criteria will be used:
 - Does the project create or enhance residential space?
 - Does the project have high viability/impact?
 - Does the project renovate substandard vacant commercial space, which is deemed necessary to attract new business to the area?
 - Will the project create new jobs?
 - Does the project expand a current business or create a new one?
 - Does the property owner already have financing to cover their required costs?

Building Renovation Grants: Design Approval

- Building Renovations DO NOT require City Planning Board approval.
- However if your façade treatment is incompatible with your building's historic character, SHPO may require you to address incompatible elements – even if you are applying for interior building renovation funds.
- **AT ANY TIME PRIOR TO SIGNING A CONTRACT WITH THE CONTRACTOR, YOU MAY WITHDRAW FROM THIS PROGRAM.**
- Main Street requires that a lien be filed on your property upon completion of the work, which requires you to maintain grant funded improvements for a 5-year period.

How do I Apply for Assistance?

- There is ONE application for Main Street – for both façade renovations and building renovations
- Applications are being distributed tonight and can also be picked up at the City Clerk's Office, the Development Department's Office, or on the City website – www.dunkirktoday.com
- The application deadline is **January 15th 2014**. Applications should be dropped off at or mailed to **City Hall 342 Central Avenue, Dunkirk, NY 14048** by this date.

For More Information...

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