

# Village of Canton

## New York Main Street Program



The New York State Main Street Program was created to support residential and commercial development projects within the mixed-use downtown core areas of New York's urban and rural communities. The mission of the program is to stimulate reinvestment in properties, increase occupancy rates, and generate economic activity. The Village of Canton is applying for 2020 NYS Main Street Program funds to disburse to property owners in a designated target area help fund the cost of renovating their buildings.

### Program Timeline

December 17, 2020	Main Street Program applications available
January 12, 2021	Applications due to Office of Economic Development by 12pm
January 13, 2021	Project selection

**APPLICATIONS MUST BE RECEIVED AT THE VILLAGE OFFICE  
NO LATER THAN 12PM ON TUESDAY, JANUARY 12, 2021**

**Return this form to:**

Village of Canton, Office of Economic Development  
60 Main Street, Canton, New York 13617

For questions, please contact Leigh Rodriguez, Program Manager, at (315) 386-2871 x5, or  
[lrodriguez@cantonny.gov](mailto:lrodriguez@cantonny.gov).

# Application for Canton Main Street Program

The Canton Main Street Program operates under contract with the Housing Trust Fund Corporation

**Application deadline 4:00pm, January 8, 2021**

Submit original completed, signed, and notarized application with all required documentation  
to: Village of Canton, Attn: Leigh Rodriguez, 60 Main Street, Canton, New York 13617

**If you need additional space for any question, please attach additional pages as required.**

For questions, contact Leigh Rodriguez at (315) 386-2871 x5 or [lrodriguez@cantonny.gov](mailto:lrodriguez@cantonny.gov)

## I. APPLICANT INFORMATION:

Applicant's full name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Applicant is the:  Building owner     Tenant

*If tenant, additional conditions apply. Please see **Canton Main Street Program Administrative Procedures** for details and consult with Leigh Rodriguez at the number listed above.*

If the applicant is a business, please provide the following information:

N/A     Existing     Proposed     New    Type of Business: \_\_\_\_\_

## II. BUILDING INFORMATION:

Project address: \_\_\_\_\_

What is the <b>current</b> use of the building? <small>C=Commercial, R=Residential, Ci=Civic/Community</small>	What is the <b>proposed</b> use of the building? <small>C=Commercial, R=Residential, Ci=Civic/Community</small>
Basement: <input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> Ci # Units:	Basement: <input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> Ci # Units:
1 <sup>st</sup> Floor: <input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> Ci # Units:	1 <sup>st</sup> Floor: <input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> Ci # Units:
2 <sup>nd</sup> Floor: <input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> Ci # Units:	2 <sup>nd</sup> Floor: <input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> Ci # Units:
3 <sup>rd</sup> Floor: <input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> Ci # Units:	3 <sup>rd</sup> Floor: <input type="checkbox"/> C <input type="checkbox"/> R <input type="checkbox"/> Ci # Units:

Do the units have a certificate of occupancy?     Yes     No

If both “yes” and “no” apply, please explain:

Is this building listed (or eligible for listing) on the State or National Register of Historic Places?

Yes  No

### III. PROJECT INFORMATION:

In addition to traditional renovation activities, 2020 NYMS Program applicants may also request to use funds to alleviate the impacts of the COVID-19 pandemic. COVID Relief activities must be directly related to a building renovation activity and be ancillary to traditional NYMS building renovation projects.

**Proposed work involves: (check Yes or No for each)**

**Yes No**

<b>Traditional NYMS Renovation Activities</b>	<b>Yes</b>	<b>No</b>
Building interior	<input type="checkbox"/>	<input type="checkbox"/>
Façade	<input type="checkbox"/>	<input type="checkbox"/>
Rear of building	<input type="checkbox"/>	<input type="checkbox"/>
Work visible from public right of way	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>
Exterior painting	<input type="checkbox"/>	<input type="checkbox"/>
Exterior lighting	<input type="checkbox"/>	<input type="checkbox"/>
Awnings	<input type="checkbox"/>	<input type="checkbox"/>
Windows and/or doors	<input type="checkbox"/>	<input type="checkbox"/>
Masonry repair/repointing	<input type="checkbox"/>	<input type="checkbox"/>
Roofing	<input type="checkbox"/>	<input type="checkbox"/>
Structural repair	<input type="checkbox"/>	<input type="checkbox"/>
Repairs to address health and safety code violation(s)	<input type="checkbox"/>	<input type="checkbox"/>
Interior repairs/upgrades	<input type="checkbox"/>	<input type="checkbox"/>
Residential unit repairs/upgrades	<input type="checkbox"/>	<input type="checkbox"/>
Energy efficiency improvements	<input type="checkbox"/>	<input type="checkbox"/>
Handicapped accessibility improvements	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
<b>COVID Relief Activities (must be related to above activities)</b>		
Reconfiguration of existing facilities to encourage reduced density	<input type="checkbox"/>	<input type="checkbox"/>
Redesign and updates for air filtering or ventilation systems	<input type="checkbox"/>	<input type="checkbox"/>
Equipment or software required to increase business capacity and efficiency in post-COVID climate (e.g. online sales, POS systems)	<input type="checkbox"/>	<input type="checkbox"/>
Fixtures and equipment to partition customers, guide social distancing or provide contact-less sales opportunities	<input type="checkbox"/>	<input type="checkbox"/>
Interior and exterior improvements to support adjusted business practices (e.g. pick-up windows, outdoor seating areas)	<input type="checkbox"/>	<input type="checkbox"/>

How many units will be improved with Canton Main Street Program funding?

Commercial Units: \_\_\_\_\_ Residential Units: \_\_\_\_\_ Civic/Community Units: \_\_\_\_\_

Provide a detailed description of all proposed activities:

Describe the condition of the building and explain the need for the proposed work:

Describe the expected impact of the proposed work, such as a creation of jobs, new business creation or expansion, occupancy of previous vacant space, creation of new residential units, etc.

Are repairs needed to correct Code and/or health/safety/structural concerns?  Yes  No

Are you proposing a Change-of-Use for the property?  Yes  No

*Any change of use will require written approval from the Code Enforcement Officer.*

If yes, describe:

Do you have an architect?  Yes  No

If yes, who?

Have architectural/engineered designs been completed?  Yes  No  N/A

Why are grant funds needed for this project? (500 character limit)

Does your project include COVID Relief activities?  Yes  No (If "No", skip to next section.)

If Yes, please describe:

The impact of COVID on your business or property:

The need for COVID Relief funding:

How the investment impacts the sustainability and resiliency of the business or property.

**IV. FINANCIAL INFORMATION:**

Estimated Total Project Costs	
Renovation/Construction	\$
Soft Costs*	\$3,000
Architect/Engineer	\$
Other	\$
<b>Total</b>	<b>\$</b>

\* All projects include approximately \$3,000 for required construction management fees, environmental review and filing fees.

Source of Funding	Amount	Use of Funds
Private Loan	\$	
Bank Loan	\$	
Owner Equity/Cash*	\$	
<b>Total**</b>	<b>\$</b>	

\* Owner Equity/Cash must be a minimum of 25% of the Total Project Cost.

\*\* Please provide sources of funding to cover 100% of the Total Project Costs, as this is a reimbursement program.

Main Street Funds Requested*	\$	<i>(see note in yellow below)</i>
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\* Canton Main Street Program can fund a maximum of 75% of the Total Project Cost up to \$50,000 per building. For projects renovating residential units, an additional \$25,000 per unit can be requested with a per building maximum of \$100,000.

Do you have funds available for your entire project?  Yes  No

*Please attach evidence of committed funding such as a bank statement or bank commitment letter.*

Do you need to secure bank financing to complete your project?  Yes  No

If yes, please explain where you are in the process of securing funding.

## V. CONFLICT OF INTEREST:

1. Are you an official, agent, consultant, or member of any board or agency of the Village of Canton?  Yes  No

If yes, please describe your position:

2. Are you related by blood or marriage to any official, employee, agent, consultant, or member of any board or agency of the Village of Canton?  Yes  No

If yes, please identify the individual(s) and describe your relationship:

3. Do you have any corporate, partnership, landlord-tenant, or other business relationship with any official, agent, consultant, employee, or member of any board or agency of the Village of Canton?  Yes  No

If yes, please identify the individual and describe the business relationship:

4. Are you doing business in any of the following ways with any official, agent, consultant, employee, or member of any board or agency of the Village of Canton? Check any that are applicable.

Purchaser or seller of goods – please describe:

Loan or grant recipient – please describe:

Provision of services – please describe:

Other – please describe:

**VI. CERTIFICATIONS:**

Please review the following certifications, which are part of this application, before signing below. Compliance with the certifications and all other New York/Canton Main Street Program procedures is required. All owners must sign.

**Ownership**

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 Canton immediately. Failure to do so may result in denial or termination of New York/Canton Main Street Program participation.

**Adherence to Program Guidelines**

I/We, the applicant(s), hereby agree to perform the work in accordance with the historical technical specifications for maintenance and repair work for properties located in the Canton Historic District, as well as undergo State Environmental Quality Review (SEQR) and State Historic Preservation Office (SHPO) review. I/We also understand that all work that uses NYMS funds to renovate residential units must comply with Federal Lead-Safe Work Practices (LSWP)/lead hazard control guidelines at least at the interim control level.

**Taxes**

I/We understand that all taxes must be paid for the property to be improved with New York Main Street Program resources and for all other properties in the Village of Canton owned by me/us. I/We understand that no NYMS contract will be signed unless all taxes and service charges are current.

**Construction Monitoring**

I/We understand that any contract for work paid for in part by the New York Main Street Program 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 Canton. I/We understand that the receipt of New York Main Street Program assistance is subject to satisfactory completion of the approved work. I/We also understand that the Village of Canton is 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 Canton. The written Notice to Proceed will be provided when all conditions are met and all necessary approvals are received. Competitive bids will be solicited for all of the New York Main Street 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.

**Application Information**

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 Canton is hereby granted permission to verify any of the information in the application in any appropriate manner. I/We understand that this information will be used to assess and rank my/our proposed project in accordance with funding criteria. I/We understand that this is a competitive award program and that my/our project may not be awarded funding, or may not be awarded all of the requested amount of funding.

If applicant is an individual or individuals:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant

If applicant is a corporation:

\_\_\_\_\_  
Name of corporation

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of authorized representative

\_\_\_\_\_  
Title

State of New York  
County of St. Lawrence

On the \_\_\_ day of \_\_\_\_\_, in the year 20\_\_ , before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public



## VII. REQUIRED EXHIBITS:

If you are struggling to get any of the following items in time please contact [lrodriguez@cantonny.gov](mailto:lrodriguez@cantonny.gov).

### Site Control Documentation:

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	If applicant owns property, a copy of the deed
<input type="checkbox"/>	<input type="checkbox"/>	If applicant is tenant, letter from property owner allowing proposed alterations
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of occupancy/use
<input type="checkbox"/>		Proof of hazard/liability insurance (must be carried for the five year program period)
<input type="checkbox"/>		Proof property taxes are current (Town, Village, School) <i>Use this link: <a href="http://www.taxlookup.net/search.aspx?jurisdiction=cantonvillage&amp;year=2020">http://www.taxlookup.net/search.aspx?jurisdiction=cantonvillage&amp;year=2020</a></i>

### Project Information:

Yes	N/A	
<input type="checkbox"/>		Minimum of two (2) estimates for proposed work, three (3) are preferred
<input type="checkbox"/>		An estimated project schedule

### Financial Documentation:

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Commitment letter or term sheet from lender(s)
<input type="checkbox"/>	<input type="checkbox"/>	Commitment letter or term sheet from private loan(s)
<input type="checkbox"/>	<input type="checkbox"/>	Bank statement, or other evidence of cash/equity (at least 25% of project cost)
<input type="checkbox"/>	<input type="checkbox"/>	Evidence that any mortgages on the property are current (i.e. bank statement, letter from lender)

### Building Documentation:

Yes	N/A	
<input type="checkbox"/>		Photos of building – include both interior and exterior that show current condition and where work will be performed. Detailed photos of any problem areas are recommended.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of architectural and/or engineering documents, if available

### Other:

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	