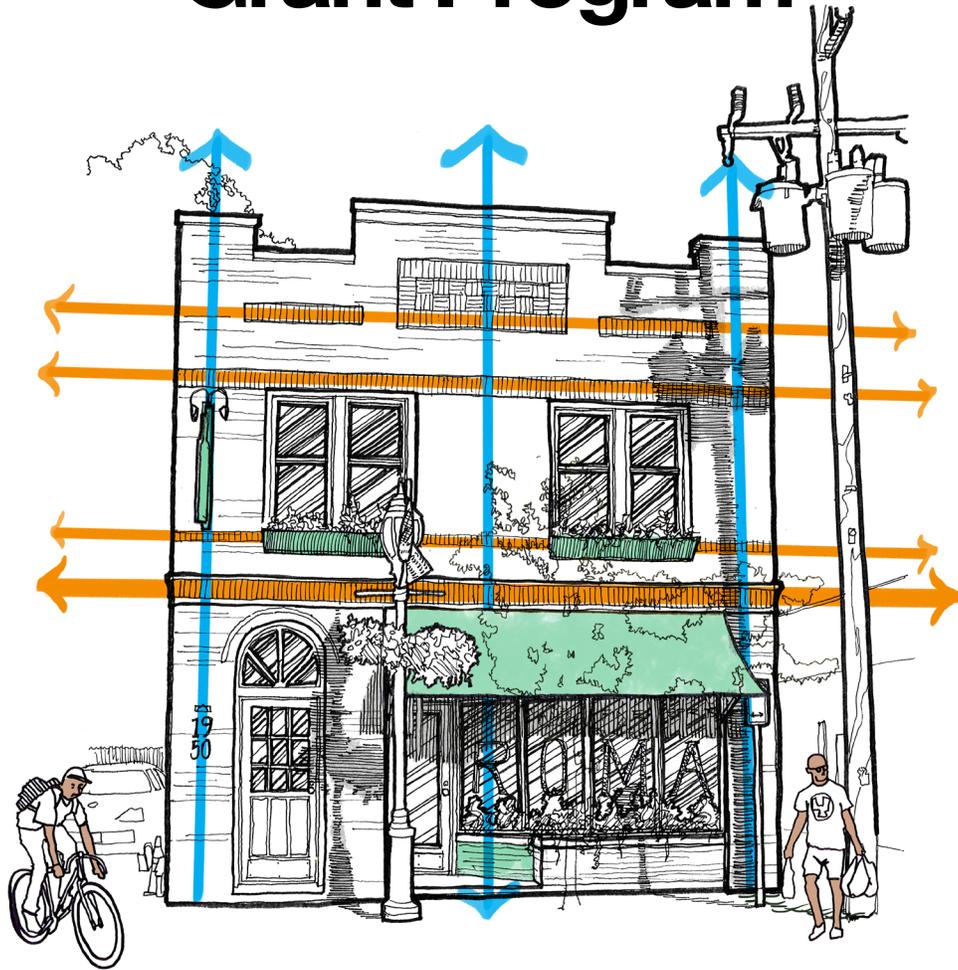


# Copiague Facade Renovation Grant Program



2017.08.10



## PROGRAM DESCRIPTION

1. **ADMINISTRATION:** The Facade Renovation Matching Program is being administered by the Town of Babylon with funds provided by the Town of Babylon IDA.
  - Eligible projects may request up to **75% matching funds**.
  - **Administrative Fee:** There is an administrative fee of **\$50 per application** that will be allocated for the execution, marketing, and development of the program.
  - **Application Due Date:** Applications are due **October, 13th by 4pm** and may be hand delivered or delivered by mail, postmarked no later than Wednesday, October 11th, to:

Town of Babylon  
Office of Downtown Revitalization  
% Gregory Roussine  
200 East Sunrise Highway  
Lindenhurst, NY 11757  
(631) 957-7430

### 2. RULES & REQUIREMENTS:

- **SCORING** - All eligible projects submitted to this matching program are subject to the scoring and ranking of the review committee.
  - Please refer to the score sheet on page five to review the categories and scoring criteria.
  - The review committee will award funding at its discretion, based upon its review of all of the projects submitted to the first round of funding.
  - The **Copiague Facade Renovation Handbook** provides design assistance for building and business owners to generate their design proposals. Proposals that best adhere to the spirit of the handbook will score higher in the "Consistency With Handbook" category.
- **BIDDING** - (2) **Two competitive cost estimates are required**. The owner is not required to contract with the lower bid, however, the award will be calculated using the lower bid for the final approved scope of work.
- **EXISTING VIOLATIONS** - All outstanding **code violations must be addressed** in the proposed scope of work or prior to submitting this application.
- **REIMBURSEMENT** - Reimbursement will be provided **at the end of construction** and is subject to inspection of the agreed upon scope of work.
- **TIMELINE** - Projects must be completed **one-year** from the letter to proceed. Upon receiving the letter to proceed from the review committee, applicants are then responsible for securing all other required permits for construction.

### 3. ELIGIBILITY:

- Commercial projects located within the Downtown Copiague Zoning District program boundary are eligible for matching funds.
- Property owners are eligible to apply. Individual business owners may apply for matching funds with the written approval of the property owner.
- Permanent improvements to the building envelope are eligible, subject to scoring criteria.

**A. APPLICANT INFORMATION**

- 1. Name: \_\_\_\_\_
- 2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
- 3. Phone: Days: \_\_\_\_\_ Evenings: \_\_\_\_\_ Fax: \_\_\_\_\_
- 4. Email: \_\_\_\_\_

**B. BUSINESS & PROPERTY INFORMATION**

- 1. Property Address: \_\_\_\_\_  
\_\_\_\_\_
- a. Do you own this property? \_\_\_\_\_
- b. If no, please provide the name and contact information of the property owner:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. Name of Business(es): \_\_\_\_\_
- 3. Number of stories above grade: \_\_\_\_\_
- a. Number of commercial units: \_\_\_\_\_
- b. Number of residential units: \_\_\_\_\_
- c. Number of vacant units: \_\_\_\_\_
- 4. Are there any known code violations for this property? \_\_\_\_\_
- a. If yes, please describe: \_\_\_\_\_

**C. APPLICANT FINANCIAL INFORMATION**

- 1. Is there a mortgage for the property? \_\_\_\_\_
- a. If yes, are the payments current? \_\_\_\_\_
- b. Who holds the mortgage? \_\_\_\_\_
- 2. Are there any other liens other than listed above? \_\_\_\_\_
- a. If yes, please describe: \_\_\_\_\_
- 3. Are all of the property, water, and sewer taxes paid up to-date? \_\_\_\_\_
- a. If no, which taxes are not current? \_\_\_\_\_
- 4. Do you have property insurance? \_\_\_\_\_
- a. If yes, is it paid to-date? \_\_\_\_\_



**E. CONFLICTS OF INTEREST DISCLOSURE**

1. Are you an official, employee, agent, consultant or member of any board or agency of the Town of Babylon? \_\_\_\_\_
  - a. 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 Town of Babylon? \_\_\_\_\_
  - a. If yes, please identify the official(s), agent(s), consultant(s), employee(s) or member(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 Town of Babylon? \_\_\_\_\_
  - a. If yes, identify the official(s), agent(s), consultant(s), employee(s) or member(s) 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 Town of Babylon? (check any that are applicable, please describe):
  - a. \_\_\_ Purchaser or Seller of Goods: \_\_\_\_\_
  - b. \_\_\_ Loan or Grant Recipient: \_\_\_\_\_
  - c. \_\_\_ Provision of Services: \_\_\_\_\_
  - d. \_\_\_ Other: \_\_\_\_\_

**F. SIGNATURE:** To the best of my knowledge, all of the application information I have provided is true and correct. I understand that any willful misstatement of material fact will be grounds for disqualification. The Town of Babylon is hereby granted permission to verify any oft information in the application in any appropriate manner.

**SIGNATURE:** \_\_\_\_\_  
**PRINTED NAME:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

G. SCORING CRITERIA (FOR REFERENCE ONLY)

CATEGORY	OBJECTIVES	CRITERIA		Overall Score
<b>CONSISTENCY WITH HANDBOOK</b>	<i>RENOVATIONS ARE APPROPRIATE, ATTRACTIVE, CREATIVE, AND PEDESTRIAN-FRIENDLY AS OUTLINED BY THE COPIAGUE FACADE DESIGN HANDBOOK</i>	CHARACTER: PROPOSED DESIGN AND SCOPE IS IN THE SPIRIT OF THE HANDBOOK	____/15	_____
		QUALITY: MATERIALS CHOSEN ARE APPROPRIATE	____/15	
		DETAIL: WINDOWS, TRIM, FINISHES ARE CONSISTENT WITH HANDBOOK	____/15	
		ELEMENTS: SIGN, LIGHTING, AWNING, ETC SHOW COHESION & ORGANIZATION ON THE FACADE	____/15	
<b>IMPACT</b>	<i>WILL THE PROJECT CONTRIBUTE SIGNIFICANTLY TO THE CHARACTER OF COPIAGUE?</i>	PROJECT WILL BE TRANSFORMATIVE FOR DOWNTOWN, AND/OR ADDRESS SIGNIFICANT BLIGHT, AND/OR HELP BRING KEY BUILDINGS INTO COMPLIANCE WITH THE HANDBOOK	____/30	_____
<b>READINESS</b>	<i>IS OWNER READY TO GO?</i>	OWNER DEMONSTRATES THAT PROJECT CAN START QUICKLY - CONTRACTORS, FINANCING, ETC.	____/10	_____

**TOTAL:** \_\_\_\_\_

NOTES: \_\_\_\_\_

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