

# GROW GREECE



Supervisor, William D. Reilich

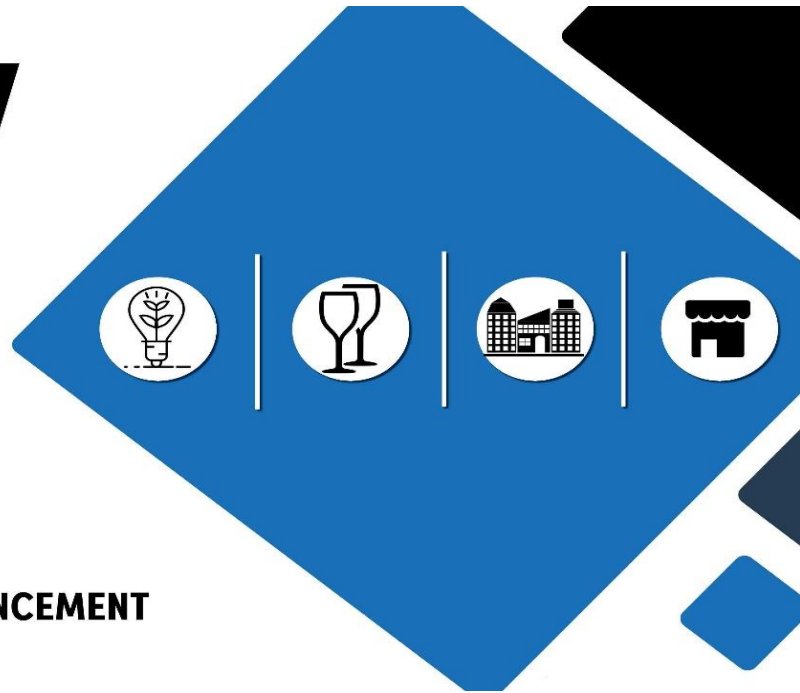
Director, Scott Copey

**G**RANTS AND ASSISTANCE

**R**ETAINING JOBS

**O**PPORTUNITIES FOR GROWTH

**W**ORKING TOGETHER FOR ECONOMIC ENHANCEMENT



## COVID-19 Economic Recovery and Resiliency Program

# Commercial Occupancy Incentive

The COVID-19 public health crisis has had a devastating effect on many small businesses in our community. The **GROW Greece Commercial Occupancy Incentive** is the next step in the town's plan for a strong and speedy economic recovery.

Funds are available to assist with the cost of physical improvements and renovations necessary to re-occupy an existing commercial space that has become vacant as a direct result of impacts associated with the COVID-19 public health crisis (Renovation Funds). Additional funds are available to help cover certain social distancing improvements (Adaptive Improvement Funds). This is a reimbursement program and funds must be matched by the applicant per the included program instructions.

The town will begin accepting applications on Friday, March 5, 2021, and awards will be granted on a rolling basis until funds are exhausted. Program funds have been allocated from a supplement to the town's Community Development Block Grant (CDBG), pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020.

Economic development programs are among the core recommendations of the town's 2020 Comprehensive Plan, and they are more important now than ever. Supervisor Reilich and the Town Board are committed to strengthening our local economy, and we look forward to working with you. If you have questions, feel free to contact the GROW Greece Team in the Office of Economic Development at 585-723-2344 or by e-mail to [EconomicDevelopment@greeceny.gov](mailto:EconomicDevelopment@greeceny.gov).

**\$250,000** in funding available

**50% Cost Match - \$50,000 Maximum Award**

**\$10,000 in additional funds available** for certain social distancing improvements.

Applications accepted starting **Friday, March 5, 2021**



# PROGRAM DETAILS

## Funds Available

- **Renovation Funds**

- May be used to cover up to 50% of fixed physical improvements necessary to re-occupy Eligible Commercial Spaces.
- Maximum Renovation Funds available per application; \$50,000 (for example, a \$80,000 renovation project would be eligible for up to \$40,000 in program funds, or 50% of the total project cost; A \$100,000 renovation project would be eligible for \$50,000 in program funds, which is the maximum amount available).
- Eligible Expenses: Renovation Funds may be used to cover interior renovation costs, including but not limited to walls, floorings, windows, doors, lighting, electrical and plumbing work, HVAC, and other fixed improvements. Certain exterior improvements deemed necessary by the town to accommodate an otherwise eligible project may also be covered, including but not limited to ingress/egress, weatherization, and utility services.
- Ineligible Expenses: Furniture, equipment, temporary improvements, services including design services, permit fees and other similar expenses.

- **Adaptive Improvement Funds**

- Adaptive Improvement Funds are only available for projects that receive Renovation Funds.
- An additional \$10,000 per application is available for adaptive improvements needed to accommodate social distancing requirements.
- There is no cost match requirement for Adaptive Improvement Funds.
- Eligible Expenses: Adaptive Improvement Funds may be used for improvements including but not limited to automatic doors, touchless pay accommodations, outdoor seating provisions, curbside pickup improvements and other similar physical improvements.
- Ineligible Expenses: Temporary improvements, personal protective equipment (PPE), services including design services, permit fees and other similar expenses.

## Eligibility

- **Eligible Applicants**

- Eligible applicants include tenants, property owners and land lords.
- Projects must result in the creation or retention of at least one (1) qualifying job. Per Department of Housing and Urban Development requirements, qualifying jobs are those with a salary not exceeding 80% of the area median income, or \$42,800 annually.

- **Eligible Commercial Spaces**

- Eligible Commercial Spaces are those spaces that have become vacant as a direct result of impacts associated with the COVID-19 public health crisis.
- Eligible Commercial Spaces must have become vacant on or after January 27, 2020 (effective date of the U.S. Department of Health and Human Services' Novel Coronavirus Public Health Emergency Declaration). Completed renovations and adaptive improvements are eligible so long as the vacancy occurred on or after January 27, 2020.
- Successful applications must result in a net reduction of vacant commercial floor space town wide.
- Eligible Commercial Spaces must be current on property taxes and free of code violations.



## **PROGRAM DETAILS CONTINUED**

### **Additional Program Requirements**

- Reimbursement Program: All program funds (Renovation Funds and Adaptive Improvement Funds) are available on a reimbursement basis, upon proof of payment for *approved* eligible expenses and issuance of required Certificates of Occupancy. Expenses must be approved in writing by the Town of Greece prior to reimbursement.
- All reimbursable costs must be incurred by the applicant directly.
- The Town of Greece, in its sole discretion, reserves the right to determine grant eligibility, compliance with selection criteria, and award amounts.
- Additional documentation may be requested upon receipt of your application to demonstrate eligibility.
- Applications may be funded, partially funded, or not funded based on eligibility requirements, selection criteria, and availability of funding.
- Successful applicants will be required to sign a Grant Agreement detailing the terms and conditions of the grant award, along with a disclosure statement relating to any potential conflicts of interest.
- In the event that the subject business closes down within 3 years of signing the Grant Agreement, awarded program funds must be returned on a prorated basis, as detailed in the Grant Agreement.

### **Application Instructions**

- Before filling out the application, carefully review Program Details to be sure your business and funding request are eligible.
- Complete and sign/initial both the Application and Certification forms included in this package.
- Collect other required documents listed in the checklist (applications which do not include all required documents will not be considered complete).
- Complete the checklist provided (last page of this package).
- Organize all of the required documents (including the completed checklist) into a single package for submittal. A cover letter is not required but may be helpful.
- Submit your application via e-mail to [EconomicDevelopment@greeceny.gov](mailto:EconomicDevelopment@greeceny.gov) beginning Friday March 5, 2021.
- Additional documentation may be requested upon receipt of your application.
- Questions should be e-mailed to [EconomicDevelopment@greeceny.gov](mailto:EconomicDevelopment@greeceny.gov). Please include your name, and a phone number where you can be reached.

### **What Happens Next?**

- Upon receipt of your application, it will be reviewed for eligibility. Additional documentation may be requested to determine eligibility.
- Depending on the status of completion of the project, you may be either “determined eligible” for funding or “approved” for funding.
- If the project has not started or is underway, it may be “determined eligible” for funding. Following that determination, we will contact you regarding next steps which may include a walk-through of the commercial space with our Building Inspectors. Building permits, fees, and design costs, are all the responsibility of the applicant and associated expenses are not eligible reimbursement.
- For completed projects with Certificates of Occupancy, we will review payment information and proceed to reimbursement.
- Awards will be issued in a single lump sum payment following completion of construction and issuance of required Certificates of Occupancy.



# APPLICATION FORM

**Section 1A: Applicant Information**

Business Name: \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Business Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Federal Tax ID: \_\_\_\_\_  
# of Employees: \_\_\_\_\_

**Section 2: Commercial Space to be occupied**

Address of  
Commercial Space: \_\_\_\_\_  
Date of Vacancy: \_\_\_\_\_  
Intended  
Date of Occupancy: \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Section 3:** Describe how the COVID-19 public health crisis resulted in vacancy of the existing commercial space.

**Section 4: Renovation Funds:** Describe the renovations necessary to accommodate the business.

**Estimated cost of renovations:** \_\_\_\_\_

**Section 5: Adaptive Improvement Funds:** Describe any adaptive improvements proposed to facilitate social distancing.

**Estimated cost of additional adaptive improvements:** \_\_\_\_\_

**Section 6: Application Certification:** I hereby certify that, to the best of my knowledge, the information contained in this application is true and correct. I am aware that any material misrepresentation made in this application constitutes an act of fraud which may result in termination of any grant award, repayment of any funds disbursed, and possible legal action.

Business Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Project ID:** CV2021 - \_\_\_\_\_

**Date Received:** \_\_\_\_\_



## CERTIFICATIONS

Applicants must read and initial/date each certification on this page in order for your application to be considered.

**Non-discrimination Certification:** I hereby certify that this business does not deny services, employment, tenancy or membership to persons based on age, race, creed, color, national origin, gender, gender orientation, sexual orientation, disability, marital status or income.

Business Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Tax Certification:** I hereby certify that this business and property is current, and shall remain current throughout the term of the Grant Agreement, on all federal, state, sales, income, and withholding taxes.

Business Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Duplication of Funding Certification:** I hereby certify that I have not requested, accepted, or received any additional public funding which will be used to cover expenses described in this application.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_



## CHECKLIST

- Completed and signed Application Form
  
- Completed Certification Form
  
- Executed lease agreement, purchase agreement, or letter of permission signed by the Owner/Land Lord
  
- Documentation demonstrating that the subject commercial space became vacant on or after January 27, 2020 (effective date of the U.S. Department of Health and Human Services' Novel Coronavirus Public Health Emergency Declaration, such as lease termination notices, public announcements, or other correspondence and evidence deemed adequate by the Town of Greece.
  
- For **Renovation Funds** requested, you must provide a cost estimate prepared by a contractor or licensed design professional, or proof of payment for completed work.
  
- For **Adaptive Improvement Funds** requested, you must provide a cost estimate prepared by a contractor or licensed design professional, or proof of payment for completed work.
  
- Completed IRS Form W-9
  
- Most recent NYS-45 Tax Form, payroll records or other documentation deemed adequate by the Town of Greece to validate creation or retention of at least one qualifying job.
  
- Completed application checklist (this page)

