

ELIGIBILITY

- Any property located directly on the Connective Corridor – which includes both the main Connector and Civic Strip sections (see map on page 4) – is eligible for the program.
- Properties located on intersecting cross streets are eligible, provided that at least one façade of the property’s proposed project area is on the Connector and/or Civic Strip route.
- Residential and commercial properties are eligible.
- For-profit and non-profit organizations are eligible.
- Property owners and tenants are eligible to apply. **Tenants applying must have a lease agreement in place throughout the planned construction phase** and statement of permission from the property owner, with additional proof of ownership required (e.g., copy of the deed or tax bill).

GENERAL CONDITIONS & GUIDELINES

- Funds can be used for improvements to a building’s physical exterior, features or items that increase social activity, and/or landscaping to enhance curb appeal.
- Funds cannot be used for the demolition or deconstruction of historically significant components of building façades.
- Funds cannot be used for improvements that are not visible from the street.
- Funds cannot be used for interior improvements or renovations unless they contribute to an improved curb appeal or increased social activity (e.g., interior lighting in vacant spaces).
- After conditional approval, applicant is responsible for retaining an architect/landscape architect/designer at their own expense, if needed. **Associated costs for design are not reimbursable under this program.**
- After conditional approval, applicant is responsible for obtaining any necessary permits and code approvals from the City of Syracuse.
- The FIP is a reimbursement program. Applicants must show that they are able to fully finance the project up front.
- **Funds will not be awarded for projects which have already commenced.**
- Demonstrated integration of Connective Corridor design elements, as contained in the *Connective Corridor Identity Overview*, must be shown in the plans and/or designs.

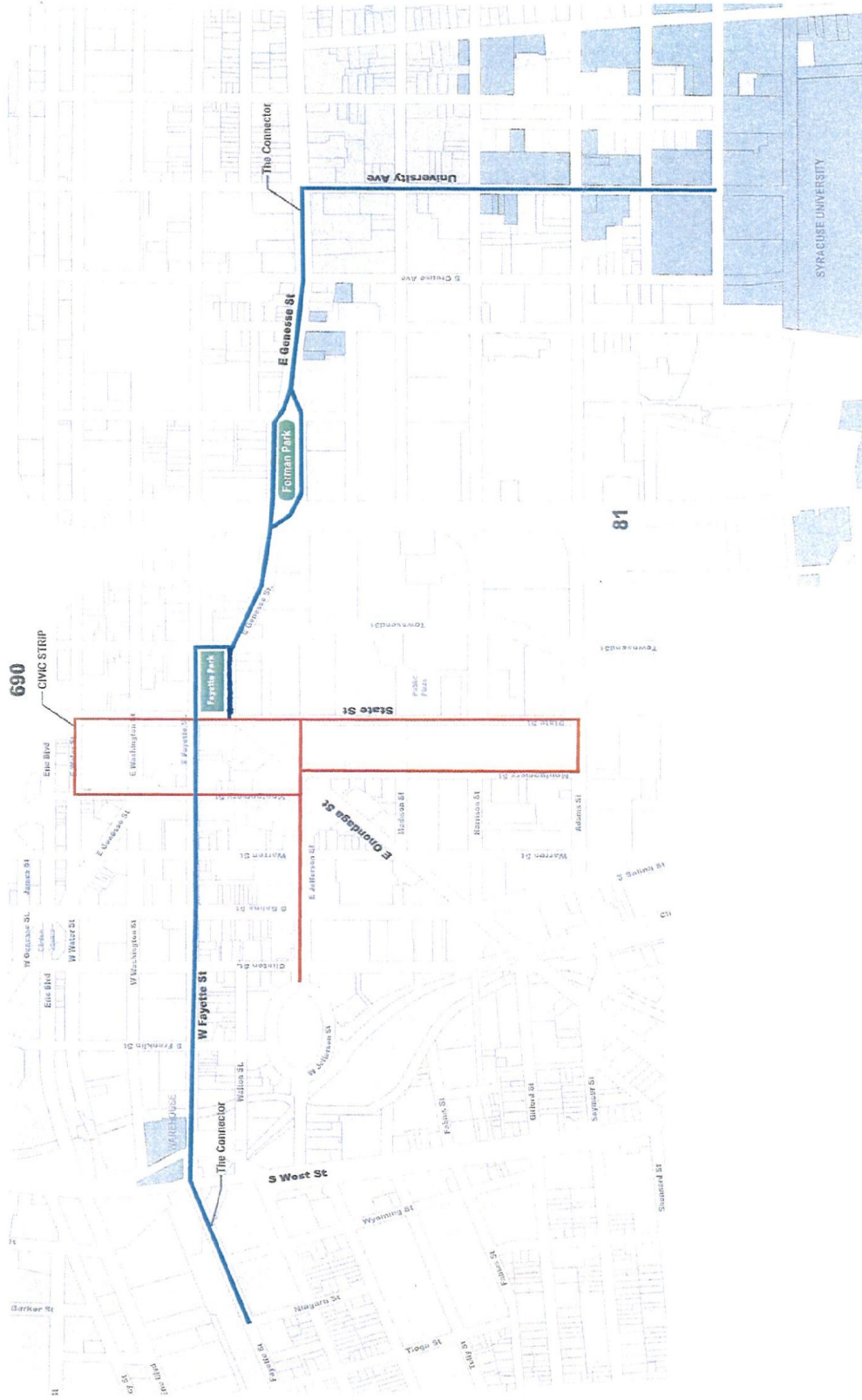
PROCESS

1. **Seek Conditional Approval.** Applications will be evaluated based upon the below **CRITERIA**, and applicants will be notified in writing within 60 days as to whether they have received conditional approval. **Applicants should not engage the services of any design professionals before they have been notified that they have received conditional approval.** (NOTE: The Grant Selection Committee reserves the right to grant conditional approval for only those portions of the plan which the committee deems to advance the goals of the FIP.)
 - *Integration of the Connective Corridor design aesthetic.* Applicants have visibly integrated design elements consistent with the *Connective Corridor Identity Overview*.
 - *Improved vacant space or structure.* Plans include new tenant commitments or otherwise improve the façade – particularly on ground floor locations – by addressing vacant window spaces, making repairs, removing outdated signage, and/or incorporating interior lighting.
 - *Increased social activity.* Plans include the addition of dining or retail establishments, expansion of cultural activity, and/or the creation of outdoor accommodations such as a café or seating area.
 - *Inclusion of artwork in façade improvement plan.* Applicant has plans for artwork such as murals, graphics, storefront galleries or nighttime projections to further reflect the cultural richness of the community.
 - *Green materials.* Improvements include the use of environmentally-friendly materials.
 - *Project timeframe.* Preference will be given to projects that commence by November 2011. (NOTE: All projects must be underway by October 31, 2012.)
2. **Seek Final Approval.** Applicants with conditional approval will then be required to submit the below items for final approval.
 - Official site plans and drawings/renderings (Please include a .PDF of the building façade that shows the planned renovations and/or enhancements);
 - Project Budget, Funding Request and Source of Funds;
 - Construction estimates from three (3) qualified bidders and/or three (3) official quotes for each item listed in the Project Budget; and,
 - Proof of ability to fully finance the project up front (e.g., bank statements and/or commitment letters for grants, loans or other funding sources).
3. **Complete Project.** After receiving written final approval, the project may commence. (NOTE: Applicants are responsible for obtaining necessary permits and approvals from City agencies.)
4. **Seek Reimbursement.** Upon completion of the project, applicants must submit copies of paid invoices and receipts for any construction services and/or items for which they are seeking reimbursement through the Façade Improvement Program. **Reimbursement of up to \$25,000 will be made 1) in accordance with the construction services and/or eligible items approved in the Project Budget and Funding Request and 2) after it has been demonstrated that work has been completed in a satisfactory manner.**

Connective Corridor Map

Syracuse Connective Corridor

- Key**
- Connective Corridor: Connector
 - Connective Corridor: Civic Strip



CONTACTS

Façade Improvement Program

Michael Short, Project Director
Connective Corridor/Syracuse University
350 W. Fayette Street, 4th Floor
Syracuse, NY 13244
(315) 443-5402, mwshort@syr.edu

City of Syracuse

Building Permits, Certificates and Licensing
201 E. Washington Street
City Hall Commons, Room 101
Syracuse, NY 13202
(315) 448-8600
Hours: 8:00-5:00, Monday-Friday

Department of Zoning
201 E. Washington Street
City Hall Commons, Room 211
Syracuse, NY 13202
(315) 448-8640 / Fax: (315) 448-8621
zoning@ci.syracuse.ny.us

Design firms attending Information Session on Façade Improvement Program

Debra Sands
Bell & Spina PC
215 Wyoming Street, Suite 201
(315) 488-0377, dsands@bellandspina.com

Steve MacKnight
Macknight Architects
225 W. Jefferson Street
(315) 424-0018, steve@macknightarchitects.com

Randy Crawford
Crawford & Stearns
134 Walton Street, Suite 201
(315) 471-2162, rcrawford@crawfordstearns.com

Anthony Catsimatides
Open Atelier
451 S. Warren Street
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101 N. Clinton Street, Suite 300
(315) 422-0201, jknittel@dalpos.com

Sarah Parsons
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(315) 447-8570, plus-sign@twcny.rr.com

Bruce King
Holmes King Kallquist & Associates
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Todd Ruetsch
Printing & Promotional Solutions
235 Walton Street
(315) 474-1110, todd@ppspros.com

Robyn Larwood
Klepper Hahn & Hyatt
5710 Commons Park Drive East
(315) 446-9201, ral@khhpc.com

Bob Garner
VIP Structures
One Webster's Landing
(315) 471-5338, rgarner@vipstructures.com

APPLICATION PACKAGE CHECKLIST

Please mail the following to Michael Short (see address in “Contacts”) for **Conditional Approval:**

- Completed Application form;
- Signed Acknowledgement form;
- Five (5) copies of a type-written project description, of no more than three (3) pages, outlining:
 - 1) The project you will be undertaking (i.e., please address how your project meets the evaluation **CRITERIA** found on page 3 in “Seek Conditional Approval”);
 - 2) A plan for maintenance and care of the façade and improvements.
- Proof of ownership (e.g., copy of the deed or tax bill);
- If applicant is a tenant, include a letter of permission from the property owner supporting improvements as described in the project description;
- If applicant is a tenant, include a copy of your current lease;
- Proof that property taxes, any special assessments and loan payments are up-to-date;
- Proof of property insurance; and,
- Colored photographs of the property depicting the building exterior and current conditions of the space you plan to renovate. Drawings may also be provided at this stage, if desired.

If advancing, the following will be required at a later date for Final Approval:

- Official site plans and drawings/renderings;
- Project Budget, Funding Request, and Source of Funds;
- Construction estimates from three (3) qualified bidders and/or three (3) official quotes for each item listed in the Project Budget;
- Identified contractor and/or vendor(s). Please include rationale for selected contractor if not the lowest bidder; and,
- Proof of ability to fully finance the project up front (e.g., copies of bank statements and/or commitment letters for grants, loans or other funding sources).

Applicant: _____

Date Rec'd: _____

Connective Corridor Façade Improvement Program

APPLICATION

PLEASE CHECK:

COMMERICAL PROPERTY RESIDENTIAL PROPERTY MIXED-USED PROPERTY

APPLICANT'S NAME: _____

Property Owner Tenant

IF APPLICANT IS A PROPERTY OWNER

Company name: _____

Property address: _____

Mailing address: _____

Primary contact for application: _____

Phone number: _____ Email: _____

IF APPLICANT IS A TENANT

Property address: _____

Building owner's name: _____

Owner's mailing address: _____

Owner's phone: _____ Owner's email: _____

Primary contact for application: _____

Phone number: _____ Email: _____

Applicant: _____

ACKNOWLEDGEMENT

PLEASE READ AND INITIAL EACH STATEMENT BELOW, AND SUBMIT THIS SIGNED
ACKNOWLEDGEMENT WITH YOUR APPLICATION.

I, _____, hereby certify that (please check) I am the owner of the property or I am a tenant of the property and have permission from the property owner to implement physical changes to the property as described in this application.

_____ I have read and understood the General Conditions and Guidelines of the program.

_____ If selected to receive an award, I understand that Syracuse University or any of its project partners are in no way responsible for any debts resulting from work commenced prior to my receiving written approval of the Project Budget and Funding Request.

_____ If selected to receive an award, I agree that costs for repairs or improvements in excess of the approved Project Budget and Funding Request are my full responsibility.

_____ I understand that the Connective Corridor Façade Improvement Program is a reimbursement program. If selected for an award, I understand I need to show proof of available funding and must fully finance the project up front.

_____ I understand that any necessary building permits and approvals must be obtained before work may commence.

_____ I authorize Syracuse University or other sponsors of the Connective Corridor Façade Improvement Program to have access to the property for which funds are being awarded in order to inspect improvements prior to reimbursing project expenses.

_____ I authorize Syracuse University or other sponsors of the Connective Corridor Façade Improvement Program to use photos of my project for marketing purposes.

_____ If selected to receive an award, I agree to maintain and keep in good repair all improvements funded by this program for a minimum period of five (5) years.

I hereby certify that all information I have provided in and with this application is complete and correct.

APPLICANT SIGNATURE

DATE

PROJECT BUDGET (SUBMIT WHEN SEEKING FINAL APPROVAL)

Please outline all costs associated in carrying out your project. This includes costs not covered by the grant (e.g., design fees, permits), as well as those for which other funding sources may be used.

| Item Description | Vendor | Quantity | Cost/Unit | Total Cost | Amt requested through FIP |
|------------------|------------------|----------|-----------|-----------------|---------------------------|
| 8' CAFÉ UMBRELLA | COMPANY ABC | 2 | \$2,000 | \$4,000 | \$4,000 |
| 8' X 12' WINDOW | COMPANY XYZ | 1 | \$6,250 | \$6,250 | \$6,250 |
| WINDOW PERMIT | CITY OF SYRACUSE | 1 | \$50 | \$50 | NOT COVERED |
| DESIGN FEES | COMPANY DFK | | \$1,200 | \$1,200 | NOT COVERED |
| TOTAL | | | | \$11,500 | \$10,250 |

FUNDING REQUEST (SUBMIT WHEN SEEKING FINAL APPROVAL)

Project Total: **\$11,500**

Amount requested through FIP: **\$10,250**

SOURCE OF FUNDS (SUBMIT WHEN SEEKING FINAL APPROVAL)

This program is a reimbursement program. Applicants must prove that they have all funding necessary to complete the project in advance of award payment.

| | |
|--------------------------------------|------------------------|
| <i>Amount requested through FIP:</i> | <i>\$10,250</i> |
| <i>Total, Grants:</i> | |
| <i>Total, Loans:</i> | |
| <i>Other Funding Sources (cash):</i> | <i>\$ 1,250</i> |
| <i>Project Total:</i> | <i>\$11,500</i> |

SAMPLE PAGE

Applicant: _____

FUNDING REQUEST (SUBMIT WHEN SEEKING FINAL APPROVAL)

Project Total: _____

Amount requested through FIP: _____

SOURCE OF FUNDS (SUBMIT WHEN SEEKING FINAL APPROVAL)

This program is a reimbursement program. Applicants must prove that they have all funding necessary to complete the project in advance of award payment.

| | |
|--------------------------------------|--|
| <i>Amount requested through FIP:</i> | |
| <i>Total, Grants:</i> | |
| <i>Total, Loans:</i> | |
| <i>Other Funding Sources:</i> | |
| <i>Project Total:</i> | |