



camoin associates
ECONOMIC DEVELOPMENT

October 28, 2009

Dear Main Street Property Owner,

As you may have heard, the Malone Economic Development Corporation was recently awarded a Main Street grant through the New York State Division of Housing and Community Renewal. This grant is designated to be used by property owners on Main Street between Harrison and Pearl Streets ("Target Area"). The goal of the program is to assist property owners in improving their buildings.

Each building in the Target Area is eligible for up to \$40,000 per building for first/second floor commercial space, plus \$20,000 per residential unit, not to exceed 75% of the total project cost OR \$100,000 per building, whichever is less. The owner is required to make a 25% contribution to the total project cost of the project. Grants may be used for building interior improvements or façade work.

Attached is a pre-application form for your convenience. MEDCO will award the Main Street money on a first-come, first-serve basis. Please contact Camoin Associates as soon as possible if you think you may have an eligible project.

The Village of Malone has been awarded a HOME grant through the New York State Division of Housing and Community Renewal. The HOME program provides residential rehabilitation assistance to property owners Village-wide, including apartments. The Village is holding an information session on October 28th at 6:30 at the Village Board meeting room to explain the program to possible participants and answer any questions. Main Street and HOME grants may be combined for use on the same property. Any residential units in the Village are potentially eligible for HOME assistance.

If you have any questions regarding this letter, the program, or eligible projects please do not hesitate to call me at Camoin Associates 518-899-2608 x107.

Sincerely,
Rachel Selsky

Rachel Selsky
Planner & Economic Development Specialist

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Village of Malone, New York
New York Main Street Program

Pre-Application & Determination of Eligibility Form

PART I. APPLICANT INFORMATION

Address of Property For Which
Funds are Requested: _____

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Telephone: (_____) _____

Fax Number: (_____) _____

Email Address: _____

PART II. BUILDING INFORMATION

Describe the property and its current uses (commercial, mixed use, housing, etc.),

Number of floors: _____ Square footage: _____ % Occupied: _____ % Vacant: _____

Are there any current building code violations against your building? _____ Yes _____ No

Are you delinquent in the payment of your property taxes? _____ Yes _____ No

Are you delinquent in the payment of any loans on the property? _____ Yes _____ No

If you answered "Yes" to any of the above, please explain:

Is your building insured? _____ Yes _____ No

If yes, please provide company and policy information.

Insurance Company: _____

Policy Number: _____

Policy Coverage Maximum: _____

*Attach a copy of your insurance certificate to this application

PART III. SCOPE OF WORK

Describe the type of work needed to improve your building, and the proposed improvements and renovations to be made. Refer to program guidelines for information on eligible activities. Attach further text and any exhibits as necessary.

Estimated Project Cost: \$ _____

PART IV. REQUIRED ATTACHMENTS

Your pre-application will not be accepted unless accompanied by the following:

- Evidence of site control or current ownership in the form of a deed, binding option or sale agreement, with the name of the signatory of this application listed as owner or future owner of the property.
- Proof of property insurance and coverage limitations.

PART V. DECLARATIONS

I, the undersigned, attest that to the best of my knowledge and belief, the information contained in the foregoing application is correct and true and that I am aware that the filing of a false instrument in connection with this application constitutes an attempt to defraud the Village of Malone, the Malone Economic Development Corporation, and the New York State Division of Housing and Community Renewal and may be a felony under the laws of New York State. I authorize Camoin Associates to disclose all information submitted in connection with this application and hereby waive all claims against the Village of Malone, Camoin Associates, and the Malone Economic Development Corporation with respect to this pre-application and determination of eligibility.

I, the undersigned, give to the New York State Housing Trust Fund Corporation (“HTFC”) the unrestricted right to use, for any lawful purpose, any photographs taken of property in this application, which I own and/or for which I have the authority to grant such permission, and to use my name in connection therewith if it so chooses. I release and discharge HTFC from any and all claims or causes of action arising from the use of such photographs, including, without limitation, claims for libel or invasion of privacy. I have read this release and understand its contents. This release is binding upon me, my heirs, successors and assigns.

I, the undersigned, attest that I have received a copy of and have read the “Administrative Plan” and “Declaration Form” produced for the Village of Malone’s New York Main Street Program (“Program”) and that I understand that:

- My proposed project (“Project”) **must be approved by the Program Committee before work commences.**
- If awarded Program assistance, I will enter into a contract with the Program based on the agreed scope of work and that **the contract for assistance can be cancelled** if (a) the work done is inconsistent with the agreed scope of work, (b) I am in violation of the contract or Administrative Plan, or (b) adequate hazard insurance is not maintained on my property.
- Payment under the Program is on a reimbursement basis such that, if awarded Program assistance, **I will responsible for paying the contractor in full for all work completed** on my property and that the Program will only provide payment once I have proven that the work is complete and satisfactory and that all contractor invoices have been paid in full.
- I will be required to sign a Declaration Form before receiving any payment, that the Declaration Form will be filed with Franklin County Clerk’s office, that the Declaration Form **will bind me to maintain my property for seven years in good operating order and condition, and that failure to do so will require me to repay a pro-rated portion of Program assistance received.**
- I must abide by the Administrative Plan and grant access to my property to Program staff for inspections.
- The submission of this application or any other documentation or request to the Program does not entitle me to any assistance and the Program may reject any application that is inconsistent with the Administrative Plan and other requirements of the Program.

Property Owner’s Signature

Date

Return completed applications to:
Camoin Associates
PO Box 3367
Saratoga Springs, NY 12866

Questions may be addressed to:
Rachel Selsky
rachel@camoinassociates.com
(518) 899-2608 x107