



DOWNTOWN REVITALIZATION INITIATIVE

VILLAGE OF PENN YAN

Finger Lakes Regional Economic Development Council

Request for Project Information



**Downtown
Revitalization
Initiative**

REQUEST FOR INFORMATION (RFI)

The Village of Penn Yan is the recipient of a \$10 million investment through Governor Cuomo’s 2018 Downtown Revitalization Initiative (DRI) program. The DRI program will be a comprehensive approach to boost Penn Yan’s economy by transforming the downtown into a vibrant neighborhood where the next generation will want to live, work and raise a family. A key component of the DRI program is to advance strategic private and public investments that will provide catalytic impacts to facilitate downtown revitalization.

The purpose of this Request for Information, therefore, is to identify potential projects that can provide economic and community development benefits. Projects will be vetted by the DRI Local Planning Committee (LPC) at meetings open to the public. The LPC will consider each project using the Project Criteria at the end of this form. Projects should be implemented in five years or less and be located within the DRI boundary.

The LPC Committee understands the time period to provide information is short. Consequently provide as much information as you have by the due date.

The Village will host a meeting on November 16, 2018 at 1 p.m. to review the RFI and answer questions. RFI submissions are due on December 10, 2018 before 4:00 p.m.. Please submit the form and attachments electronically to eflynn@labellapc.com (preferred) or deliver to the Village Office, P.O. Box 426, 111 Elm Street, Penn Yan, NY, 14527.

DRI BOUNDARY



**DOWNTOWN REVITALIZATION INITIATIVE (DRI)
VILLAGE OF PENN YAN**

**REQUEST FOR PROJECT INFORMATION (RFI)
CONSTRUCTION PROJECTS**

A. Applicant Information

Name of Applicant: _____

Mailing Address: _____

Telephone: _____

Cell Phone: _____

e-mail: _____

B. Property Information

Address of Property: _____

Name of Business(es) _____

of Commercial Units _____ # Vacant _____

of Residential Units _____ # Vacant _____

Total Square Feet _____ Sq. Ft Vacant: _____

Property Taxes Paid to Date? Yes ___ No ___

Water/Sewer Paid to Date? Yes ___ No ___

Taxes Paid to Date on All Village owned Properties? Yes ___ No ___

Please provide proof that you have site control or ownership of the site

C. Downtown Revitalization Initiative Funding Request

Total Project Costs \$ _____

DRI Funding Request \$ _____

D. Proposed Project

Name: _____

Attach a Description of the Project including:

(We understand the timeframe to submit information is short so please provide as much information as possible that you have at this point. The bullets and categories are for your guidance and some may not be applicable to your project)

- Detailed Description:
 - How many sq. ft. to be built and/or renovated?
 - How many commercial and residential units to be built/renovated?
 - Estimated costs from a third party (architect, engineer, contractor); please include construction and soft costs (design, testing, etc.)
 - Timeline/Schedule/Readiness
 - Photo(s) of site
 - Benefits- i.e. jobs, vacant space renovated, underutilized site redeveloped, historic property renovation, leveraging, etc.
 - Catalytic potential for the Downtown
 - Consistency with Village Plan recommendations:
 - Comprehensive Plan
 - Penn Yan Vision Plan
- Implementation
 - Who will manage the project and what is the experience of that person or firm (attach resumes or company profiles)?
 - Identify any partners that will assist with implementation (i.e. design firm, construction manager, financing partners, etc.)
- Optional Information

This information is not required at this stage but please submit if it is available. Please note that most of this information may be requested at a later stage as the LPC and consultant review the submittals. Also, DRI consultant help may be available to develop or “perfect” these items as a project progresses through the DRI LPC review.

 - Renderings/Site Plans/Graphics
 - Pro-forma
 - Financial letters of commitment
 - Evidence of zoning code and regulatory compliance

Please review the certifications on the following page, which are part of this RFI, before signing below. Compliance with the certifications is required. All owners or principals must sign.

Signature

Signature

Printed Name

Printed Name

Date

Date

RFI Information

To the best of my/our knowledge, all of the 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 State of New York is hereby granted permission to verify any of the information in the application in any appropriate manner.

Taxes/Fees

I/We understand that all taxes and fees must be paid for the property to be improved with DRI Funding and for all other properties in the Village of Penn Yan owned wholly or in part by me/us. I/We understand that no DRI contracts will be signed unless all taxes, fees and service charges are current.

Environmental Compliance

I/We understand that before proceeding with the project New York State may require compliance with environmental regulations including, but not limited to, NY State Historic Preservation Office (SHPO) approval, local zoning, environmental site disturbance, lead based paint and asbestos.

PROJECT CRITERIA

Note: This information will be used to evaluate potential DRI projects. However, at this initial RFI stage, it is understood all of this information may not be available.

When describing benefits in your project description, some of these criteria and associated examples may be helpful.

<p>1. The project is visually prominent and the proposed improvements will have a significant visual impact in the DRI target area.</p> <ul style="list-style-type: none"> • Are façade improvements included? • Are visual improvements to the rear of the building included? • Is the project consistent with the Downtown Design guidelines? • Are the visual improvements transformative for the Downtown?
<p>2. Funds will be used to improve upper story residential units.</p> <ul style="list-style-type: none"> • How many units impacted? • Are the improvements significant (\$ value, beyond maintenance, new layout, etc.)?
<p>3. The project improvements will improve a historically significant building - architectural historic value and/or relationship to history of the area.</p> <ul style="list-style-type: none"> • Will the project promote the building's architectural value? • Does the building have an important historic link to the Downtown?
<p>4. The project will promote economic development.</p> <ul style="list-style-type: none"> • New jobs? • Significant \$ investment? • Expansion of a business?
<p>5. The project is consistent with Plans for Downtown</p> <ul style="list-style-type: none"> • Village of Penn Yan Comprehensive Plan (http://www.villageofpennyan.com/pdf/PY_PLAN_ADOPTED_2017.pdf) • Penn Yan Vision Plan (http://www.py2020vision.org/wp-content/uploads/2015/12/Penn-Yan-Draft-Vision-Plan.pdf) • Downtown Design Guidelines
<p>6. The applicant has proof of other funding and the project is ready to go.</p> <ul style="list-style-type: none"> • Bank Statements? • Letters from banks or other financial institutions or investors? • Estimates received yet? • Consistent with zoning and required permits? • If improving a vacant space is there a tenant in place?
<p>7. Leveraging</p> <ul style="list-style-type: none"> • The applicant is providing a match
<p>8. Value to the Downtown</p> <ul style="list-style-type: none"> • Is the proposed project's use consistent with zoning? • Will the proposed project increase pedestrian traffic? • Will the proposed project enhance downtown's quality of life and make it more livable?
<p>9. Was the project included in the DRI Application as a potential project?</p>