

**The Cambridge Valley Community  
Development and Preservation Partnership, Inc.**  
**Request for Proposals**  
***New York Main Street Program***  
***Target Area: Eastern and Central Nodes of Main Street,  
Village of Cambridge***

The Cambridge Valley Community Development and Preservation Partnership, Inc. invites proposals from building owners predominantly in the Village of Cambridge's central and eastern nodes of Main Street interested in receiving grant support to make facade improvements and rehabilitate specific residential, commercial and civic units. Information about the program and an application follows.

**A. Introduction:**

The New York Main Street (NYMS) Program administered by the New York State Housing Trust Fund Corporation (HTFC) provides financial/technical resources to help communities throughout the State with their main street/downtown revitalization efforts. The NYMS Program will provide grants to stimulate reinvestment in primarily mixed-use main street buildings in order to provide affordable housing and job opportunities and address issues of code compliance, energy conservation, and accessibility. There are three types of activities funded under the Program: (1) Building renovation grants for the preservation and improvement of buildings in mixed-use settings (both facade renovation grants and building renovation grants); (2) Downtown Anchor Grants (to help establish or expand cultural or business anchors); and (3) Streetscape Enhancement Grants (for programs to plant trees and other landscaping, install street furniture, trash cans, etc).

The NYMS Program has awarded a grant of \$200,000 to the Cambridge Valley Community Development and Preservation Partnership, Inc. (Community Partnership) to be applied toward these goals in the Village of Cambridge. The Community Partnership is serving as the Local Program Administrator (LPA) for the grant and as such is under contract with HTFC and responsible for facilitating the selection of buildings to be renovated with NYMS support; contracting with building owners; ensuring work will be done to NYMS standards and seeking necessary approvals from State agencies for work; verifying that agreed upon work is completed properly; and ultimately facilitating reimbursement. To assist with project implementation, the Community Partnership will work with a Project Architect and Project Advisory Committee.

The goals of the state-wide New York Main Street Program are:

- To revitalize mixed-use business centers in urban, small town and rural areas.
- To act as a catalyst for small business development, thereby increasing employment and economic activity in traditional downtown or neighborhood business locations.
- To facilitate a well thought out planning process to ensure that publicly-funded bricks-and-mortar projects will enhance the aesthetics and economies of the business district through appropriate design that complements the historic architecture of the service area.

- To preserve significant historic buildings and provide an environment that attracts new investment to, and adaptive reuse of, these buildings for new Main Street enterprises.
- To increase affordable housing opportunities through living-over-the-store owner-occupied and renter-occupied apartments.
- To address code compliance, energy conservation, Americans with Disabilities Act (ADA), and fair housing issues so that vacant commercial space is brought up to code for use by a new business.

More information about the broader NYMS Program is available at:  
<[www.dhcr.state.ny.us](http://www.dhcr.state.ny.us)> or at <[www.nymainstreet.org](http://www.nymainstreet.org)>

## **B. Application Deadline and Submission Requirements:**

An original and six (6) copies of the application must be either submitted by mail postmarked by **Friday, February 19, 2010** to The Cambridge Valley Community Development and Preservation Partnership, Inc, P.O. Box 72 Cambridge, NY 12816 or delivered in person by **1:00 PM Eastern Time Friday, February 19, 2010** c/o Community Partnership at The Village of Cambridge's offices, 56 North Park Street, Cambridge, NY 12816.

A small application fee will be charge to defray administrative costs: \$25 for applications requesting support for façade renovations only and \$40 for applications requesting support for renovation of a commercial or residential unit (and if necessary a façade renovation).

Additional copies of this application can be found at the Cambridge Valley Chamber of Commerce's website at [www.cambridgenychamber.com](http://www.cambridgenychamber.com) or at the Village of Cambridge's offices. A public meeting about the program will be held on Thursday, February 11th in the Beacon Feed Freight Barn located at 5 Freight Yard Way in the Cambridge Freight Yard. *If you are unable to attend the public meeting held on Thursday, February 11th, applicants are encouraged to contact the Community Partnership to discuss the application process and other materials that may be helpful to the applicant in applying.*

## **C. Funding Availability**

The grant funds are available: (a) to stimulate reinvestment the in the *interiors* of specific units of mixed-use, commercial, civic and residential "main street" buildings in the target area--predominantly the central and eastern commercial nodes; (b) make *façade improvements* to structures in these target areas; and (c) the Village has funds reserved for streetscape improvements in the Village's eastern and central commercial nodes. The Community Partnership (and by extension the HTFC) reserves the right to fund all or a portion of the requested amount, based on the feasibility of the applications received and the total request for funds.

This is a reimbursable grant program; grant funds will be disbursed by the HTFC only after all improvements to a given property are made. **All construction for which funding is sought must be complete by August 15, 2010.**

#### **D. Eligible Applicants:**

Buildings eligible for 2008 NYMS support along Main Street are located predominately within the central and eastern commercial node of the Village of Cambridge. More specifically, in the central commercial node target area is located on Main Street between Washington/Grove Street down to Memorial Drive including the north and tentatively the south side of the street. Buildings within the eastern commercial node 46-50 East Main (on the SE corner of Park & Main) jogging diagonally over to 81 East Main along the north side of Main Street to 51 East Main Street on the North side and then crossing the street to incorporate 32 East Main as well as in the western node 53 West Main Street.

Owners of buildings in these target areas are eligible to apply for support. Prospective building owners are eligible to apply as long as they submit with their application a signed contract or a letter from the building owner confirming that negotiations for sale are underway. (Note: The Community Partnership will enter into contracts for grant awards with building owners, so transfer of the building must occur in advance of executing a contract.)

#### **E. Eligible Activities:**

*Building Renovation Grants* to enhance commercial business, civic and housing opportunities for area residents will be awarded to building owners for the preservation and improvement of buildings in the target commercial nodes of the Village on a competitive basis in two broad categories.

1. **Façade Renovation.** Grants will be awarded for façade renovation to preserve, restore or rehabilitate original architectural elements, thereby maintaining and enhancing the existing character of the historic streetscape; and/or improvement to modern storefronts, following recommendations included in the Village's Design Guidelines to make them architecturally more attractive and enhance the vitality of the commercial areas. Individual grants for façade improvements will be awarded up to \$10,000 providing a 50/50 (or dollar for dollar) match—that is 50% of the cost of renovation is to be borne by the building owner and 50% by the grant program. The Community Partnership envisions that Façade Renovation grants will range from \$2,500 to \$10,000. Façade Renovations of historic structures must comply with the U.S. Department of the Interior's 'Standards of Rehabilitation.'

Generally, the side of a building facing Main Street will be considered a façade. There may be exceptions. Some buildings on Main Street are accessed by the *general public* via a rear public space/park/parking lot, and it would therefore be possible to make the case for a ‘rear façade’ or in rare cases a side façade, which has high visibility.

(Note: Façade renovations must comply with the standards of the Secretary of the Interior’s Standards for Rehabilitation if the building is contributing within the Cambridge National Register Historic District and/or an historic register eligible property or if a more modern storefront comply with Village of Cambridge draft building design guidelines. The NYS Office of Parks, Recreation and Historic Preservation will review and approve all façade renovation plans. Owners who receive funding for façade improvements must sign an agreement with the Community Partnership that they will maintain the integrity of the façade renovation and ensure that it is preserved for a minimum of seven years.)

In order to use NYMS funds only for building façade improvement, building owners must ensure that there are no outstanding code violations or obvious health and safety issues relating to the whole building. NYMS funds cannot be used to solely address routine maintenance issues on facades such as painting.

2. **Interior Building Renovation:** Grants will be awarded for interior building renovations that lead to the rehabilitation of specific commercial, residential or civic units. It is estimated that three grants will be awarded to renovate *specific* commercial units, three grants will be awarded to renovate *specific* residential units and one civic unit. Grants will be awarded up to \$50,000 providing a 50/50 match--that is 50% of the cost of renovation to be borne by the building owner and 50% by the grant program—though it is anticipated that most grants will be in the \$15,000 – \$20,000 range.

Note: A lien in the form of a grant enforcement agreement will be placed upon the building by the Community Partnership to ensure the improvements are maintained for a minimum of seven years. If the property is transferred during that period the new owner must agree to assume the responsibility of maintaining the asset or all grant funds must be returned to HTFC. A lien will also be placed upon *residential units* assisted with NYMS funds requiring the owner to keep them affordable to low-income households for at least a seven-year period.

Any residential unit assisted with funds from this program must remain affordable to low-income household tenants for seven years. This requirement will be enforced by a grant enforcement agreement that is recorded against the property. The rental property must be maintained in a safe and habitable condition during the term of enforcement.

Note: If the existing building façade is in good condition (is consistent with the original architecture of the building, is aesthetically pleasing, and meets design

criteria), the Community Partnership may waive the requirement for façade renovation for buildings receiving an interior building renovation grant. Otherwise, applicants should consider applying for grant awards under both categories.

Grants may be made to a building that is under renovation at the time of application, but only if work to be undertaken with NYMS funds is part of a distinct phase, with a separate work scope (e.g., a particular residential unit renovation). *Only renovation costs incurred subsequent to the grant agreement execution date with the building owner will be eligible. Projects begun prior to the execution of the grant agreement are undertaken at the owner's risk, and HTFC has no obligation to provide funding.*

**E. What activities are ineligible for support?**

- New construction.
- Construction of new or 'in-fill' buildings.
- Demolition of an entire structure, though some limited funds can be used for interior demolition of a residential or commercial unit if necessary.
- Construction of an additional story on an existing building.

**F. Selection Criteria:**

An Advisory Committee, composed primarily of architects, community development professionals and practitioners from Washington County environs will review and rank all applications and recommend selection of awardees.

**Criteria for Selection** and the ranking system for selection will be drawn from the NY State's Main Street application and focus on: (a) Impact (55 points); (b) Capacity (40 points)

(a) *Impact* (up to 55 points) measures the extent to which the activities described in the application will have a positive impact on the Main Street area and surrounding community.

- Work expands a business and/or affordable housing opportunities on Main St. especially in historic mixed-use structures (up to 8 points). *Of high priority will be buildings deteriorating significantly and, as such experiencing commercial and/or residential vacancy* (up to 4 bonus points awarded).
- Work will rehabilitate or restore the physical appearance of prominent historic facades (particularly one suffering from blight or deterioration) (up to 10 points)
- Work will enhance the physical appearance of a non-historic building façade (particularly one suffering from blight or deterioration) with design elements such as awnings, signage, window improvements and improved façade treatments etc. following recommendations outlined in the Village of Cambridge Design Guidelines (10 points)

- Work will contribute to the preservation of historic structures contributing to heritage/heritage tourism (up to 5 points awarded)
- Work will contribute to the preservation of structures contributing to the Main Street economic base (up to 5 points awarded)
- Work will correct immediate health and safety concerns or code violations (up to 8 points)
- Work will address energy conservation or Americans with Disabilities Act Issues (up to 5 points).

*(b) Capacity and Plan* (up to 40 points)

- Applicants who cite private funds committed to the project equal to or exceeding the amount of grant funds sought and attach supporting documentation as necessary (up to 5 points);
- Applicants who demonstrate need for funds (up to 5 points);
- Applicants who have owned and maintained mixed-use or commercial structures for five or more years (up to 5 points) and/or have rehabilitated historic properties in an effort to preserve historic elements of a building's facade (up to 5 bonus points).
- If a request for interior renovation, applicants who have declared interested tenants for the particular residential or commercial unit for which grant support is sought to revitalize (up to 5 points).
- Readiness and Schedule (up to 5 points) evaluates the extent to which the applicant is likely to complete the proposed program by June 2010.
- Completeness and quality of application. (up to 5 points)
- Applicant's plan to maintain improvements (up to 5 points).

Award announcements are anticipated to be made in first week of March 2010.

## **G. Project Contract and Implementation**

The following section outlines the process to be followed in administering grant awards. These procedures are in accordance with the contract that the Community Partnership has with HTFC.

Finalize Scope of Work: If the Advisory Committee determines an initial application to be feasible, the Community Partnership's Project Manager, Project Architect and Washington County Code Enforcement Officer will meet with the applicant on-site to finalize a scope of work and refine the initial estimate of costs. (Note: The Washington County Code Enforcement Officer will work with the building owner to determine if there are outstanding code violations or obvious health and safety issues which need to be addressed and if so they must be addressed through construction plan and integrated into the contract.)

The priorities for the scope of work include: (1) Correction of immediate health and safety concerns; (2) correction of code violations; (3) preservation/rehabilitation of historical elements of the building façade or blighted ‘modern’ facades consistent respectively with Secretary of the Interiors Standards for Rehabilitation and the Village’s design guidelines; (4) rehabilitation of vacant commercial/residential units; (5) installation of energy conservation measures; (6) addressing any lead-based paint hazards that may exist in buildings that contain residential units.

In addition to code compliance, the Community Partnership’s Project Manager and Project Architect will discuss lead-based paint and other potentially hazardous materials, energy efficiency, and historic design standards along with the Village’s draft design guidelines and, if an historic structure the Secretary of the Interior’s “Standards for Rehabilitation” with the property owner. Appropriate testing for hazardous materials will be determined in consultation with the Community Partnership/HTFC and undertaken at the building owner’s expense.

Design Standards: The Project Manager and Project Architect will coordinate with property owners to review architectural drawings and ensure compliance with Village design guidelines/Secretary of the Interior’s Standards for Rehabilitation; work with them to submit architectural drawings regarding façade renovation of historic properties to New York’s Office of Parks, Recreation and Historic Preservation (OPRHP) (via the Community Partnership). Owners will be required to submit as necessary plans to the Village of Cambridge Planning Board, Washington County Code Enforcement Office or other local review bodies.

Contractor Selection: For work on structures listed in the Village of Cambridge National Register Historic District, all contractors not previously approved by the Cambridge NYMS Program will be required to submit qualifications and background with regard to their previous work on other buildings listed, or eligible to be listed, on the National Register of Historic Places. The property owner will obtain a minimum of two bids from qualified contractors. The bids will be received by the building owner (with a copy to the Community Partnership) and discussed with the Community Partnership’s Architect. The Community Partnership will advise the property owner to accept the lowest responsible bid for the proposed scope of work from a qualified contractor. If the property owner chooses other than the lowest responsible bidder, reimbursement will be based on the amount of the lowest bid. The Community Partnership, and the building owner both will sign-off on a scope of work.

Contract: The Community Partnership based on the agreed scope of work, with the concurrence of State regulators, will enter into a contract with the property owner to provide the agreed upon financial assistance, subject to the property owner entering into a contract for performance of the agreed scope of work and beginning work within 45 days of entering into the contract with the Community Partnership.

Construction Management/Inspections: During the design review and before grant-related work on a building commences, the Project Architect will conduct an initial inspection. Over the life of the discreet project, the Project Architect will conduct three inspections: (1) initial; (2) midway (as determined by particular building project scope and schedule) to ensure that approved plans are being followed and building codes enforced; and (3) completion to certify that renovations have been undertaken as planned. Before a final payment can be made, a final inspection will also be required. The Community Partnership's Project Architect, Project Manager and Washington County Code Enforcement Officer, and building owner will verify that the work was completed properly and is consistent with the contracted scope of work.

In addition to certification by the Project Architect, building owners upon completion will be required to submit a brief narrative summarizing work undertaken and providing photos of improvements as well as a detailed financial report for submission via the Community Partnership to HTFC.

Payments: Payments will be made only on a reimbursement basis when the project is completed and the Architect has certified that renovations have been undertaken as planned and the contractor provides a release of liens for the full scope of work.

On-Going Maintenance: Property owners will be required to maintain property assisted with grant funds for a period of seven years after final payment of grant funds has been made. The Community Partnership will place a lien in the form of a 'Declaration' upon buildings improved through the NYMS program to ensure that improvements are maintained for a minimum of seven years. A lien will also be placed upon residential units assisted through the program requiring the owner to keep them affordable for the enforcement period. An agreement will be signed by owners of buildings that receive façade improvements to maintain the integrity of the façade renovation and ensure that it is preserved for a minimum of seven years, if the building is historic it will be in the form of a preservation covenant. In the event of non-compliance (or resale) the amount of grant funds will be subject to repayment by the property owner in accordance with a simple annual declining balance, based on the seven year enforcement period. (Note: If the new building owner wishes to fulfill the obligations then the lien and preservation covenant will be transferred as an obligation to the new building owner.)

## **H. Other**

Under the terms of the Community Partnership's contract with HTFC there are certain responsibilities that building owners must meet to ensure environmental safety. Building owners should develop project budgets accordingly to address these potential concerns:

- (a) A Phase I Environmental Site Assessment of buildings may or may not be necessary. A determination will be made by the Community Partnership in consultation with HTFC on a site-by-site basis once buildings are selected. Projects funded under the Program must be free of hazardous materials, which

- could affect the health and safety of occupants or conflict with the intended utilization of the property.
- (b) Asbestos-containing materials (ACM) disturbed as part of the rehabilitation must be handed and disposed of according to NYS Department of Labor requirements at 12 NYCRR Part 56.
  - (c) All New York Main Street assisted dwelling units and their related common areas where children are permitted or likely to reside must be free from hazards posed by lead-based paint. The Community Partnership may require lead-based paint inspections be conducted at building owner's expense. Refer to HUD "Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing."
  - (d) Residential units located in areas with high or moderate potential for radon levels to exceed U.S. Environmental Protection Agency (EPA) action level, according to EPA Map of Radon Zones for NYS, must conduct radon testing and, if elevated levels are found, install radon mitigation in accordance with EPA Radon Mitigation Standards, at building owner expense.

**Have questions** as you are preparing your grant application? Please contact Sarah Ashton of the Community Partnership by email (preferably) at [sashton5@verizon.net](mailto:sashton5@verizon.net) or alternatively by telephone at 677-3555.

## Cambridge NY Main Street Program Application

### A. General Project Information

1. **Name of Building Owner(s)** \_\_\_\_\_
2. **Postal Address for Correspondence with Building Owner:** \_\_\_\_\_  
\_\_\_\_\_
3. **Telephone Number:** (w) (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_; (h) (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
4. **Fax Number:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
5. **Email Address:** \_\_\_\_\_
6. **Location of Building** \_\_\_\_\_
7. **(a) Tax Map # (including section and block)** \_\_\_\_\_  
**(b) Date purchased/status of purchase** \_\_\_\_\_
8. **Brief Description of Building:**
  - (a) Dimensions: \_\_\_\_\_
  - (b) Number of stories: \_\_\_\_\_
  - (c) Original date of construction (approximate): \_\_\_\_\_
  - (d) How is the structure listed in the Village of Cambridge's National Register of Historic places \_\_\_\_\_ (Please call Dede Nash at 677-2737 if you are unsure)
  - (e) Exterior façade materials currently used (e.g., wood, brick, vinyl, stone):  
\_\_\_\_\_  
\_\_\_\_\_
  - (f) brief history of use (if known) (Attach additional material including historic photos which applicant believes will help the Selection Committee better understand the building's history.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (g) Total current number of residential units \_\_\_\_\_
  - (h) Total current number of commercial units \_\_\_\_\_

(Include photos of all exterior sides of building)

## **B. Needs Description and Strategy**

**1. Building Address:** \_\_\_\_\_

**2. Cambridge NY Main Street Funding Sought For: (check all that apply)**

**Façade Renovation Program**

**Interior Renovation Program, specifically either or both:**

**Commercial Unit(s)**

**Residential Unit(s)**

**3. Needs Description/Business Plan: Provide a clear and concise summary of the need, describing the overall condition of building façade/interior, condition of commercial and residential units, whether or not they are occupied and if vacant for what period; immediate health and safety issues; code compliance issues, energy efficiency goals, status of potential tenants; intended use of building. Attach additional written information as necessary. (Required: Attach and label photographs)**

**4. Describe/list overall renovation plans for the building, including renovations for which you are not seeking NYMS funding.**

**5. Describe work to be undertaken with 2008 NYMS Funding:**

**(A) Façade Renovation: (describe/list components of work to be undertaken, attach architectural drawings/sketches or façade plans or photographs noting desired changes).**

**(B) Commercial or Civic Unit(s) to be Renovated** (if applicable) **Describe size/location of space, current condition, particular features owner will install, component of work to be undertaken, anticipated tenants, lease structure and rent. Attach architectural plans or layout sketch.**

**Anticipated number of jobs to be created in the Village as a result of commercial unit renovation\_\_\_\_\_ . Retained in the Village \_\_\_\_\_.**

**(C) Residential Units to be Renovated** (if applicable) **Describe size/location of apartment, current conditions, particular features, component of work to be undertaken, anticipated tenant/lease structure (if known) and rent. Attach architectural plans or layout sketch.**

**D. Permitting/Reviews**

(a) Have you sought a building permit for renovations? \_\_\_ Yes \_\_\_ No. If so, please attach copy of building permit.

(b) NYS may require a Phase I Environmental Site Assessment and/or lead-based testing and control and/or radon testing and mitigation. Have you had a Phase I Environmental Assessment conducted on your building? \_\_\_\_\_ Lead-based Testing on residential units? \_\_\_\_\_ Radon Testing conducted? \_\_\_\_\_ Are any environmental or health department reviews of your project anticipated? \_\_\_ Yes \_\_\_ No. If so, please provide details for any of these questions for which you answered 'Yes.' (Attach additional documentation as necessary).

**E. Schedule/Timeline for Renovations:**

Please indicate anticipated schedule for renovations to be funded under this grant program. If project is multi-phased, please describe phases.

**F. Building Owner Experience:** HTFC wants to be sure that building owners have the experience to undertake projects of the type for which these grant funds will be used. Please briefly describe the condition of the building when you acquired it and the general improvements you have made since that date; in addition or alternatively provide information regarding other commercial or mixed-use structures that you have owned (how long and what general improvements you made).

### C. Financial/Budget Information

#### 1. Detailed Project Budget:

Provide a Project Budget for the proposed work under 2008 NYMS. **Attach an itemized construction budget for improvements to be funded.**

	NYMS	Building Owner Match	Total
<i>1. Pre Development Costs:</i>			
Architectural/Engineering Fees	XXXXXXXXXXXXXX		
Permits and Legal Fees	XXXXXXXXXXXXXX		
Financing Fees	XXXXXXXXXXXXXX		
Testing and Assessment	XXXXXXXXXXXXXX		
Other Pre-development (specify)	XXXXXXXXXXXXXX		
2. Total Pre-Development			
<i>3. Construction Costs</i>			
Façade Restoration			
Commercial Unit Renovation			
Residential Unit Renovation			
4. Total Construction Costs			
TOTAL (Sum of 2 + 4)			

Note: It is suggested that building owners allocate 10-12% of construction costs to hire a qualified architect to develop relevant plans for NYS review.

**2. Leveraging:** This program seeks to measure the extent to which the awarding of NYMS funds will result in additional funds being committed to the revitalization of the Village of Cambridge’s Main Street. To this end, please list:

- (a) **Private Funds committed to date for to the NYMS project proposed (beyond match requirements):** \_\_\_\_\_
- (b) **Private Funds to be committed through July 2010 to make broader building improvements described in section 4 above:** \_\_\_\_\_

**3. Financing: Please list in detail sources of financing for building renovation improvements. If a bank loan has been secured please attach letter of commitment from the bank.** (Note: This is a reimbursable grant so expenses will have to be incurred by building owners first, appropriate invoices/cancelled checks and financial reports submitted to the LPA. The LPA will in turn invoice HTFC and upon receipt of reimbursement, reimburse building owner.)

**4. Please explain why this funding is necessary to enable you to make improvements to your building.** (Information regarding scope of improvements to building, income generated by improvements, income of building owner is helpful).

### **D. Maintenance Plan**

Property owners will be required to maintain property assisted with under this Program for a period of seven years after final payment has been made. The Community Partnership will place a lien in the form of a 'Declaration' upon buildings improved through the NYMS program to ensure that improvements are maintained for a minimum of seven years.

Please describe briefly the maintenance plan that will be followed for the next seven years.

**CERTIFICATION AND STATEMENT OF ASSURANCES**

The Applicant certifies, represents and warrants to The Cambridge Valley Community Development and Preservation Partnership, Inc. [the “Community Partnership”]:

1. That the information, statements and representations contained in this Application, and in all attachments and supporting material, is, to the best of the applicant’s belief, true, accurate and complete;
2. That the applicant accepts in advance any grant awarded to it, agreeing:
  - a) That any funds received as a result of the application will be expended under the terms and conditions of the Grant; and
  - b) To such other restrictions, conditions or changes as the Community Partnership and/or HTFC may impose, unless the applicant objects within fifteen (15) days of the mailing of the grant award letter.
3. That the person whose signature appears below is duly authorized to submit this application and to sign this Certification and Statement of Assurances and commit the applicant to the terms, conditions and provisions herein contained.
4. That this Certification and Statement of Assurances is a material representation of fact upon which reliance will be placed by Community Partnership and HTFC. If it is later determined that the applicant knowingly provided inaccurate, false, incomplete or misleading information in this application, or rendered an erroneous Certification and Statement of Assurances, in addition to other legal remedies available to it, the Community Partnership may terminate any award which has been made to the applicant and require the immediate repayment of all grant funds which have been disbursed.
5. That this Certification and Statement of Assurances shall be legally binding upon the applicant and any persons or organizations who, by subsequent transfer or assignment, acquire an interest in the grant or the real property which is the subject of the grant.

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NAME AND TITLE OF AUTHORIZED REPRESENTATIVE/OFFICIAL

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SIGNATURE OF AUTHORIZED REPRESENTATIVE/OFFICIAL

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DATE

**Application Check List**

Please ensure that you have included the following in your application. The Community Partnership reserves the right to reject incomplete applications.

- \_\_\_ Application Form (pgs 10-18)
- \_\_\_ Photos of Existing Conditions of Building
- \_\_\_ Architectural drawings or sketch of proposed improvements
- \_\_\_ Itemized budget for renovations
- \_\_\_ Schedule for renovation
- \_\_\_ Application Fee: \$25 for façade renovation grant requests and \$40 for interior unit renovation requests: Checks can be made out to *The Cambridge Valley Community Development and Preservation Partnership, Inc.*

If applicable:

- \_\_\_ Copy of approved building permit
- \_\_\_ Letter of commitment for financing
- \_\_\_ If application is not being submitted by building owner, contract of sale between applicant and building owner or letter from building owner indicating intention to sell to the applicant.

**An original and six (6) copies of the application submitted by mail and postmarked no later than Friday, February 19, 2010. Applications can be mailed to The Cambridge Valley Community Development and Preservation Partnership, Inc, P.O. Box 72, Cambridge, NY 12816 or delivered by 1:00 PM, Friday, February 19, 2010 to the Community Partnership c/o Village of Cambridge offices at 56 North Park Street, Cambridge, NY 12816.**