



**Introduction**

During the Downtown Revitalization Initiative planning process, detailed profiles are created for potential DRI projects. These profiles will be reviewed by the Local Planning Committee (LPC) with the support of state partners. Summaries of the projects will also be shared with the public during public events.

Projects that are ultimately recommended by the LPC will be included in the City of North Tonawanda Strategic Investment Plan. This plan will be shared with the state in July, who will conduct their own review of projects and make the final selection of projects that will receive a DRI award (anticipated by end of 2022).

**Instructions**

Please complete the fields below by **April 25, 2022** to describe your project. Completed forms and attachments can be submitted as follows:

**Drop off:**            **City of North Tonawanda, Department of Community Development, Norman Keller Building, 500 Wheatfield Street North Tonawanda, NY 14120, Attention: Laura Wilson, Director**

**Email:**            **EPhillips@cscos.com.**

Guidance for each question is provided in the Call for Projects document and in the gray text below. Some suggested response lengths are also included, though individual projects may need more or less explanation in each field. Please aim to be concise but thorough in your responses. Add any attachments to expand on your responses.

***If available/applicable, please attach any other additional supporting documentation such as site control documentation, financing letters, commitment letters, project plans, floor plans, supporting studies, images, drawings, reports, letters of support, etc.***

**PROJECT PROFILE CHECKLIST:**

- |   |   |
|---|---|
| <input type="checkbox"/> Project Title  | <input type="checkbox"/> Timeframe for Implementation and Project Readiness Table |
| <input type="checkbox"/> DRI Funding Request  | <input type="checkbox"/> Anticipated Revitalization Benefits*                     |
| <input type="checkbox"/> Total Project Cost   | <input type="checkbox"/> Jobs Created   |
| <input type="checkbox"/> Images of current and proposed conditions (attachments)    | <input type="checkbox"/> Public Support   |
| <input type="checkbox"/> Project Address/Location                                   | <input type="checkbox"/> Capacity   |
| <input type="checkbox"/> Property Owner/Sponsor                                     | <input type="checkbox"/> Project Partners   |
| <input type="checkbox"/> Project Description  | <input type="checkbox"/> Acquisition of Real Property                             |
| <input type="checkbox"/> Project Budget and Funding Sources Table, and budget notes | <input type="checkbox"/> Regulatory Requirements                                  |
| <input type="checkbox"/> Feasibility and Cost Justification*                        | <input type="checkbox"/> Strategies   |
| <input type="checkbox"/> Detailed cost estimates / documentation (attachments)*     | <input type="checkbox"/> Other Supplemental Materials (attachments)               |

**For questions or additional information please contact:**

- Laura Wilson, City of North Tonawanda, (716) 695 - 8580 x5516
- Dan Riker, C&S Companies, (716) 572-5312
- Emma Phillips, C&S Companies, (585) 406-7945

**In person office hours with the consultant team are also offered at the following times/locations:**

- Every other Wednesday beginning 4/13/22 at 308 Oliver (Project 308 Gallery) from 3:30-5:30
- Every other Thursday beginning 4/7/22 at 31 Webster Street (Pulp 716) from 2:00-4:00.

***Projects that address the criteria outlined above will be judged to be more highly competitive than those than do not***

# City of North Tonawanda DRI Boundary Map



**Applicant Information**

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Information (phone, email):** \_\_\_\_\_

**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 \_\_\_

**Please indicate Funding Request: \$** \_\_\_\_\_

Amount requested in DRI funding. May be up to 100% of the total project cost for non-profit projects and up to 40% for private projects. Projects that contribute more than the required match/equity amounts will be considered more competitive. To ensure projects are of a significant size and scale to be truly transformative in nature, the minimum DRI funding request is \$100k.

**Please Provide Total Project Cost: \$** \_\_\_\_\_

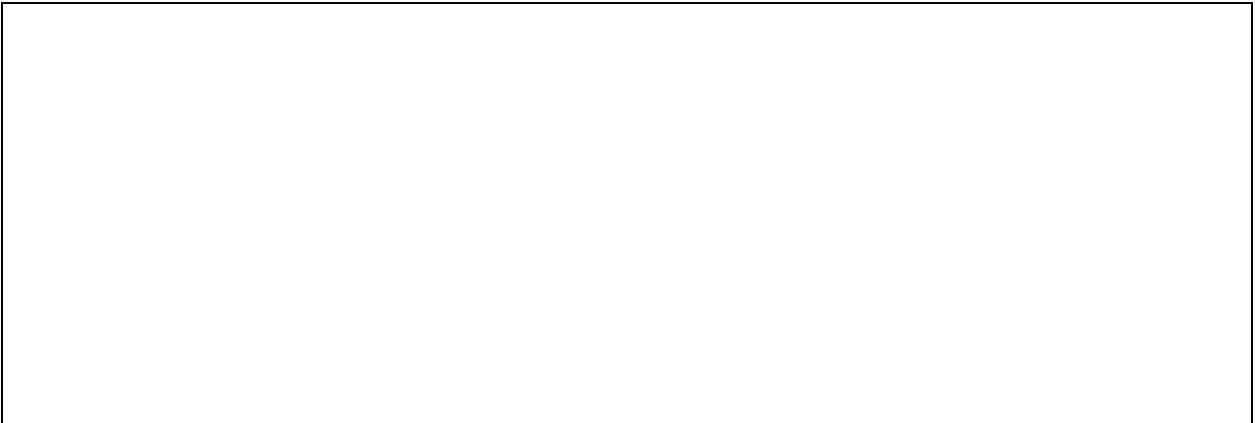
Total project cost including DRI funding.

**Please Attach Image(s) of Current Condition (list file names here and attach separately)**

Provide image(s) of the site and/or project in its current condition. Images should be.JPG .PNG, or other standard file format.

**Please Attach Image(s) of Future/Proposed Condition (list file names here and attach separately)**

Please submit any illustrations, renderings, precedent images, or appropriate design imagery that provide a visual representation of the project when it is complete. Images should be minimum 2MB and in .JPG .PNG, or other standard file format. If these are not yet available, please indicate 'not yet available.' Note: Floor plans can also be included, but should not be considered an adequate replacement for an exterior view of the property to be improved.



**Provide Project Description**

Concise description of the project (1-4 paragraphs). Use of bullet points are ok. Please include, where applicable:

- Description of the current condition and use of the project site, including the problem, need, and/or opportunity the project addresses.
  - Description of the proposed future condition (e.g., design, tenants) and future use (e.g. commercial, industrial, residential, mixed-use) for the site, including the size of the area that will be impacted (e.g. square footage, number of floors/rooms, acreage), and the implementation actions/phases needed to complete the project (e.g., demolition, interior rehab, exterior repairs).
  - Summarize how the project will positively impact downtown North Tonawanda (e.g., visually, functionally, socio-economically, etc. explain how it will be catalytic and/or transformative in nature for downtown. Note: this item can be expanded upon in "Anticipated Revitalization Benefits" question below.)
  - Explain any anticipated challenges or obstacles; maintenance or management arrangements; environmental benefits (e.g., decarbonization); and any relationship to other proposed projects.
- Fully residential projects must include at least 8 units and an affordable component.

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**Please Indicate Project Budget and Funding Sources (Attach Separately. An example table is provided below).**

Please provide a project budget summary. It should be clear what aspects of the project will be paid for with DRI funds. Sources of funding other than the DRI may include private equity or financing, tax credits, or other public funding or financing; and bond documents, memorandum of understanding, or contracts or other instruments. Note: Reimbursement for costs incurred before the DRI funding awards are announced is not permitted. No costs incurred prior to DRI grant award are eligible for reimbursement.

**Example table:**

Activity / Use	Cost	Funding Source	Status of Funds
Second floor renovation	\$400,000	DRI	Requested
Elevator upgrade	\$150,000	DRI	Requested
Abatement and Demolition Soft Costs (Arch. & Eng.)	\$800,000	Cash Equity	Secured
Site work and construction costs	\$150,000	ESD CFA Grant	Committed
Construction and Soft Costs (Arch. & Eng.)	\$1,100,500	Bank Financing	Secured
Landscaping and sidewalks	\$90,000	ABC Foundation	Pending
Historic Façade Repairs	\$370,000	Capital Campaign	Secured
Exterior Mural	In kind	Volunteers	Committed
<b>Total DRI Funding Request</b>			<b>\$550,000</b>
% Requested of total cost			18%
Total Funds from other sources (leveraged)			\$2,510,500
<b>Total Project Cost</b>			<b>\$3,060,500</b>

**Budget notes (1 paragraph)**

If applicable, please add any special notes or clarifications on the budget, including an explanation of any pending costs and the level of confidence as to if/when these will be secured.

**Budget Attachments:**

Please attach a detailed cost estimate for the project (cost *ranges* should NOT be provided). Other documentation of expected costs or funding can also be attached. For other sources of funding, the project sponsor should be able to provide documentation or otherwise demonstrate that these other sources are committed.

**Provide Timeframe for Implementation and Project Readiness**

Include a general timeframe for the project with milestones and deliverables, using the table below as a template (see example below). Please modify and delete elements from the table as needed.

- First, list any immediate next steps, indicating number of months each step will take (e.g., prepare engineering design document | 2 months)
- Next, list milestone tasks. These can be organized into project phases if desired. Please provide any known or anticipated start and completion dates for these tasks (e.g., April 2023). If precise dates are not available, provisional dates are acceptable (e.g., Spring 2023 or Q2 2023).
- Where appropriate, describe any preliminary work that is needed to advance the proposed project below the table, and indicate whether any of this work has been completed or what parts of this work remain to be completed.

Note: The earliest start date is after DRI awards are announced and contracting is completed (estimated to be by Q1 2023). Projects must be able to break ground within two years of the DRI award announcement (by Q1 2025, approximately).

**Describe Anticipated Revitalization Benefits (1-4 paragraphs)**

Describe benefits associated with the project in the short, middle and long terms. Identify co-benefits of the overall project including the economic, environmental, health, and social benefits, as applicable, of undertaking the project.

**Indicate Estimated Number of Jobs Created**

Provide the number of full-time or full-time equivalent jobs created by this project, if applicable. Do not include construction jobs required to build the project.

**Indicate Any Public Support for the Project (1 paragraph)**

Describe the level of public support for the project if known; refer to any specific outreach. (Optional, consultant team will add to this item).

**Indicate Capacity to Undertake Project (1-3 paragraphs)**

Identify the authorized contracting entity responsible for long term implementation of this project. Address the capacity of the responsible party(ies) to implement and sustain the project, including a reference to any other DRI project profiles for which the entity(ies) is/are involved.

- For private development, the description must demonstrate that the project owner/sponsor has a track record of successful redevelopment.



**Identify Project Partners and their Role**

If applicable, include a list of the key public, non-profit, and private entities or organizations needed to implement the project and their role in implementation (e.g., for a public art project, a partner might be “Local artists, create and install public art”).

**Indicate if Acquisition of Real Property is required**

If applicable. A DRI project profile may include the cost of acquisition in the budget of a larger redevelopment, but it must also show that the acquisition itself will be, or has already been, covered by another funding source. Clearly describe the need for property acquisition and alternatives explored that eliminate the need for additional land. Projects that include land acquisition as a part of the project will not be as competitive for project award selection.

**List Regulatory Requirements**

List any review, approvals, and permits (local, state, federal) required for the project, as applicable.