



Philmont Beautification, Inc.

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***Philmont NY MAIN STREET
Revitalization Program***

The Philmont Beautification, Inc. Philmont NY Main Street Program aims to assist buildings located in the downtown business section of Philmont Village located on the Main St. with renovations and restorations aimed at community revitalization. We seek buildings that have experienced sustained physical deterioration, decay, neglect, or disinvestment, and are located in a concentrated area of 2 to 3 blocks that have a number of substandard buildings or vacant residential or commercial units. Please visit <http://nysdhcr.gov/Programs/NYMainStreet/> for full NYMS program guidelines and eligibility criteria, or locate the documents on the PB Inc web site under Useful Documents at <http://www.pbinc.org/main-street/>. The program is funded by the NYS Housing Trust Fund Corporation, administered by the NYS Office of Community Renewal.

PB Inc. is a recipient not-for-profit organization of three rounds of New York Main St. program funding (2005), (2007), and (2010) aimed at revitalizing eligible storefronts, commercial buildings, and buildings containing low-income rental units located in the downtown business section on the Philmont Main St. (Rt 217). Awards notification can be found by visiting <http://nysdhcr.gov/Programs/NYMainStreet/FundingHistory.htm>

To assist property owners with program eligible buildings located on Main St we have produced this guide to provide a step-by-step of procedures to be expected and to provide some answers to general program questions relating to the PB Inc. NY Main St. program. Please feel free to contact PB Inc at (518) 672 7556 if you require any further assistance. Keep this document in your records for a follow-along reference.

PROJECT DEVELOPMENT
PROCEDURE
INSTRUCTIONS
2010 PB Inc. NY MAIN ST. Program

Phase 1: - Project Selection Process

1. A Main St. property owner needs to submit the **PB Inc NY Main Street Program Application**. This can be mailed to our address, or emailed to us at info@pbinc.org . The Application Form can be downloaded on our web site under **Useful Documents** at <http://www.pbinc.org/main-street/> . Please include photos of the property with your application, a written description of intended use for the renovated property, a written description of intended scopes of work for Façade, and/or Interior Building Renovations, a preliminary financial statement/proof of how work would be paid for by the property owner (100%) before grant funds would be available for reimbursement following the completion of renovation scopes of work. A property owner should indicate if interim funding/loans would be needed to complete the scopes of work before reimbursement funds are available at the completion of the renovations.

When received, your application form will be placed in the PB Inc Administration File in the “Project Selection” section, and you will be notified we have received your application.

2. If the PB Inc Program Administrator determines the request for funds is feasible, the Application form and materials will be submitted to the PB Inc NY Main Street Selection Review Committee for project selection according to the program criteria used by the PB Inc. The Selection Review Committee is comprised of Philmont and Claverack Town residents, business owners, and professionals, who have volunteered to serve on this committee. **Please Note:** PB Inc. facilitates meetings of the Selection Review Committee, but does not have voting say for selecting project buildings to receive PB Inc New York Main St. Program funds.
3. The PB Inc NY Main Street Selection Review Committee will respond within 30 days if the property meets the program selection criteria.
4. PB Inc will inform the property owner, either in a meeting, by phone, by mailed letter, or email within one week following the Selection Review Committee selection process as to the determination of selection and if approval was provided to proceed with the project, or not.
5. If the project received approval, PB Inc will proceed by submitting the property information / Block & Lot / to the New York State Historic Preservation Office (SHPO) to receive SHPO evaluation. Information regarding the need for SHPO clearances can be found at <http://nysdhcr.gov/Forms/NYMainStreet>. The purpose of submitting documentation to SHPO is to determine if the selected building is eligible for Historic Preservation Eligibility before proceeding with any renovations. PB Inc will provide the property owner of any information or special instruction regarding proposed renovations received from SHPO. In the case of a building receiving a positive eligibility from SHPO, the Agency will make recommendations regarding any scopes of work to ensure building renovations would fall within the guidelines of the New York State Historic Preservation Office. Information regarding SHPO can be obtained at <http://www.nysparks.state.ny.us/shpo/>
6. PB Inc will submit intended renovations for SEQR / Environmental Compliance clearance to NYS Housing Trust Fund Corporation to obtain any required project SEQR instructions required for Environmental Compliance which can include, lead-based testing, testing for possible radon, asbestos, Phase I environmental evaluation, and mitigation instructions.
7. PB Inc will arrange an on-site inspection of the owner’s property intended for renovation under the grant program, attended by the PB Inc Rehab Specialist who will produce a scope of work feasibility report to PB Inc. This report will be made available to the property owner to review scopes of work with PB Inc for the project.
8. PB Inc will take “before” photographs of the property documenting existing conditions.

Phase 2. – Project Development - for selected building projects:

1. The Owner should speak with the Philmont Building Inspector to determine if any permits will be required from the Village Building Inspector to proceed and discuss the need (if any) for building permits, code enforcement requirements, and/or any submissions to the Philmont Planning Board and/or the Philmont Zoning Board of Appeals for site plan approvals. The owner needs to inform PB Inc of the Building

Inspector decisions and provide copies of all approvals and/or building permits issued.

2. **Bid Process:** PB Inc will provide the Owner a list of local contractors. The Owner, or architect, or Owner representative, with PB Inc oversight, should contact local contractors with an invite to submit bids based on scopes of work pre-approved by PB Inc. Please refer to the NYMS Program Guide for additional information regarding the bid process. The guide can be located on the PB Inc Main St. Program under Useful Documents at <http://www.pbinc.org/main-street/> Please refer to page 13 Section VIII. A. to E.

All scopes of work should be performed by local contractors, or contractors located within NYS. Additional referrals to local contractors can be provided by PB Inc to the property owner dependent on scopes work and/or project specialist needs.

3. Two sets of bids are required for proposed scopes of work. Property owner should submit copies of completed bids to PB Inc. The lowest bid will be selected. The property owner has the right to select a higher bid, but NYMS grant funds will be allocated to be reimbursed based on the lowest bid. A property owner may select to be the General Contractor and submit a bid for the scope of work dependent on a 3rd party cost assessment of proposed scopes of work. A property owner acting as General Contractor will only be reimbursed under the program for the cost of materials and sub-contractor labor (if any). The NYMS program does not accept receipts of labor for work completed by a property owner. PB Inc will advise the property owner on bids received as to reasonable cost and general observations of proposals received.
4. Once acceptable bids are secured PB Inc will earmark grant funds based on the lowest bid for a period of 90 days.
5. Within the 90 days the property owner must, obtain any Philmont Planning Board approvals, Zoning Board of Appeals variances (if any), and any Building Permits required. Extensions of reasonable time can be given if necessary. It will be up to the property owner to keep PB Inc informed of any Planning Board approvals, and provide PB Inc with copies of any permits obtained.
6. When Building Permits are in place, PB Inc and the property owner will enter into a contract (Letter of Agreement) provided by PB Inc to the Owner dependent upon agreed scopes of work to be performed under the NYMS program.
7. At the time of signing the Letter of Agreement, the property owner will be required to provide to PB Inc the following supporting documentation:
 - a) A copy of the property Deed.
 - b) A copy of a property insurance ACCORD Certificate, listing PB Inc and NYS Housing Trust Fund Corp as additionally insured for the duration of the construction phase, and must be kept in force during the five year statutory maintenance period for the property at the completion of the project.
 - c) Copy of contractors insurance (copy of workers comp cert for contractors (if applicable).
 - d) Building permits (if any).
 - e) Copies of all construction contracts and/or consultant contracts between the property owner and any contractor and/or consultant hired by the property owner. Contracts with contractors and/or suppliers must be in a form approved by PB Inc.
 - f) Property owner is required to provide PB Inc proof of financial capability to fund scopes of work.

- g) Any notification received from the New York State Historic Preservation Office pertaining to any special considerations/instructions for Façade restorations, and/or building renovations for the selected property.
8. Within 10 days PB Inc will write up a Project Set-Up document to submit to the NYS Office of Community Renewal to allocate funds and set up a NYMS program file for the property.

Phase 3. – Construction Management

1. The scopes of work must start within 30 days from the date of the Letter of Agreement. **Please note** that any work started prior to the date of the Letter Agreement will not be considered as eligible NYMS items for reimbursed grant funds at the completion of the project.
2. At commencement of construction work the Owner will be required to place at the construction site a sign, the form of which shall have been approved by HTFC, identifying the participation of the Governor of the State of New York, and HTFC in the financing of the New York Main St. Program, which sign shall be of the size and in a location as to be visible from outside the construction site, as approved by HTFC. PB Inc will provide the specifications for the sign.
3. PB Inc. Program Administrator will visit the site at least once a week and make progress reports.
4. To ensure compliance with the agreed upon budget for the property renovations, the property Owner must provide copies of all paid receipts and proof of payment on a monthly basis to PB Inc.
5. Additionally, all (if any) change orders must be pre-approved by the PB Inc Program Administrator and must be provided in a written form before any change order can be carried out. Change orders not pre-approved could be considered as ineligible for NYMS reimbursement.
6. All receipts for materials whether ordered by the property owner or a contractor must list the property address, be dated, clearly show the vendor supplier, and be paid with a bank check or use of a charge account set up specifically for the project. All invoices for labor or materials must be paid by check and/or a charge account held by the property owner, and/or the general contractor. Receipts paid with cash will not be considered for NYMS reimbursement.
7. PB Inc will make site visits to ensure PB Inc Main St. program Design Standards are followed according to the scopes of work approved.
8. PB Inc will arrange for Rehab Specialist to conduct a site visit for a completion of work report.
9. Property owner will arrange for Village Building Inspector / final inspection, and obtain a Certificate of Occupancy (COO) (if necessary). A copy of the COO and any final inspections, such as electrical, lead-based abatement, radon mitigation, must be provided to PB Inc.

Phase 4. – Project Completion and Reimbursement Process

1. Property owner shall provide PB Inc all paid receipts and paid invoices with proof of payment attached to each receipt and/or invoice corresponding to scopes of work listed as Exhibit A in the Letter of Agreement. Canceled checks corresponding to

- each receipt(s) is the preferred method for proof of payment. Bank statements showing debited amounts corresponding to each paid receipt will also be acceptable, and must be attached to each paid receipt. If the property owner uses a builder account at a local supplier of materials, the property owner must provide the supplier statements and proof of payment for receipts charged to that account.
2. Property owner will be required to provide a partial lien release obtained from any/all General Contractors, architect(s), designer(s), and/or project suppliers, and;
 - a) A General Contractor statement of lien release from sub-contractors and/or any charge accounts for building materials made by the contractor for the project.
 3. The property owner will be required to file a "Declaration" in the form approved by NYMS, with the Columbia County Clerk. In the "Declaration" the property owner will declare that he / she has received assistance from NYMS and will maintain the property in a manner consistent with the program objectives for a period of five years following the completion of the project. In the event of non-compliance, the amount of grant funds will be subject to repayment in accordance with a simple annual declining balance, based on the five year enforcement period.
 4. Based on receiving all the above documents, PB Inc will verify all paid receipts and proof of payment, and prepare the reimbursement documents to submit to the NYS Office of Community Renewal.
 5. Upon receiving the reimbursement package from PB Inc, the NYS Office of Community Renewal will review the reimbursement package for eligible items. The reimbursement process usually takes 15 days dependent on all documents submitted clearly show paid receipts and proof of payment.
 6. Upon receipt of the reimbursement PB Inc will provide a reimbursement check to the property owner for the full amount of approved program eligible items within 5 days from receipt of the reimbursement payment issued by the NYS Office of Community Renewal.
 7. PB Inc will close-out property file and produce a full project exit report.
 8. PB Inc will take project completion photographs to submit to the NYMS program at the NYS Office of Community Renewal, and to use for PB Inc program publicity and publishing purposes.
 9. PB Inc will conduct an annual maintenance review of scopes of work performed under the NYMS program for a period of five years to ensure selected buildings are maintained for the five year statutory period. PB Inc will make remediation recommendations in the case of non-maintenance and/or poor contractor work.

For more information please contact PB Inc at the below.



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