

**CITY OF ALBANY, NEW YORK**  
**ALBANY COMMUNITY DEVELOPMENT AGENCY**  
200 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210-1550  
518.434.5240 • 518.434.5242 FAX  
[www.AlbanyNY.gov](http://www.AlbanyNY.gov)

*Kathy M. Sheehan*  
Mayor

## PURPOSE

Albany Community Development Agency's Façade Improvement Program is designed to allow eligible local, small businesses and nonprofit agencies to apply for funds to improve the appearance of their exterior façade where the business is located to create a positive environment which benefits the business and neighborhood as a whole. Matching funds of up to \$10,000.00 per building (or \$15,000.00 for a corner lot) will be available on a first come, first served basis.

## ELIGIBLE IMPROVEMENTS

Grant funds can be used to make exterior improvements (including Americans with Disabilities Act improvements) to that part of a commercial building that is visible from a public way. Examples of eligible improvements under this program include: exterior signs, lighting, energy conservation, ADA improvements, windows, awnings, storefronts and entrances, doors, brickwork, painting, repair/ replacement to decorative details, cornices, correction of code violations and elimination of spot blight. Program funds may not be used for improvements to the interior of the business or improvements to sidewalks.

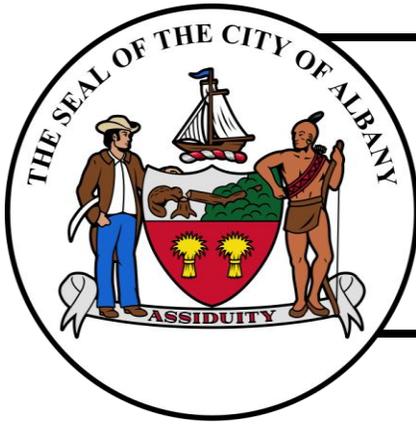
## ELIGIBILITY REQUIREMENTS

- The business must be located in the target neighborhood and serve the residents of that target neighborhood.
- All code violations must be corrected in businesses that participate in the program.
- All work to façades must be in compliance with the city ordinances and state laws, and must be approved by the appropriate departments prior to beginning any work.
- All federally-assisted improvements to buildings must be accessible.
- All construction is subject to Environmental Review and Davis-Bacon regulations.

## ELIGIBLE APPLICANTS

**The applicant must be a small business or a non-profit organization. For the purpose of this program, a small business is defined as a commercial enterprise that is independently owned, operated, and controlled, and has 25 or fewer full-time equivalent employees at the time of application. If the applicant is a business tenant, the applicant must provide written consent from the property owner for the improvements.**

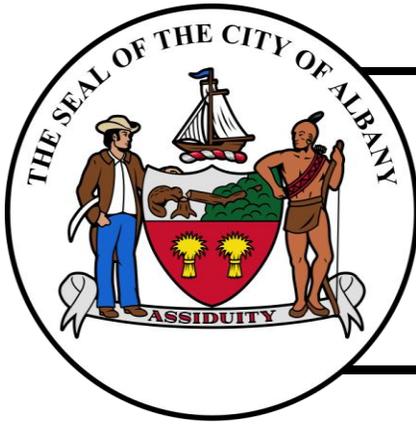
# FAÇADE IMPROVEMENT PROGRAM CHECKLIST



**CITY OF ALBANY, NEW YORK**  
**ALBANY COMMUNITY DEVELOPMENT AGENCY**  
200 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210-1550  
518.434.5240 • 518.434.5242 FAX  
[www.AlbanyNY.gov](http://www.AlbanyNY.gov)

*Kathy M. Sheehan*  
Mayor

- Complete Preliminary Application and Service Area Agreement
- Meet with City staff to review proposed improvements. Project architects/ designers are welcome to attend and explain improvements in more detail.
- If architectural designs are needed, Albany Community Development Agency (ACDA) can offer up to \$2,000.00 in grant-funded assistance. Architectures must be completed within 45 days of grant approval. **Architectural designs completed prior to being awarded assistance will not be reimburse d.**
- Upon completion of design, return to City staff to receive conditional approval for improvements. ACDA can offer up to \$10,000.00 in deferred loan-funded assistance. Up to \$15,000.00 will be available for buildings located on corner lots.
- In order to receive conditional approval, ACDA will review applications for:
  - a. Completeness
  - b. Environmental and Historical Impacts
  - c. Zoning compliance
  - d. Need for permits or other reviews
  - e. Proof of no outstanding Federal, State or City taxes or municipal lien certificate, if applicable
  - f. Project Work Schedule
  - g. Certificate of Insurance
  - h. Lenders Letter of Good Standing
  - i. Reasonable costs and project feasibility
- ACDA staff will send the Conditional Letter of Approval for your signature once preliminary review is complete. This letter should be returned to ACDA.
- Using the design submitted, the Applicant will receive three (3) quotes in accordance with City and Federal procurement policies. The lowest responsive bidder will be selected and a contract will be issued between the applicant and the contractor to complete the scope of work as requested.
- Obtain all necessary permits.
- Sign contract and Loan Agreement. This will be prepared and also signed by the City.
- Attend preconstruction meeting to discuss labor compliance and federal regulations. If all steps have been completed, the City will send a Letter to Proceed. This is your official notice to begin work. As work is completed, a Compliance Officer will periodically check to make sure the project is completed as indicated in the contract and in compliance with federal regulations.
- Submit voucher for reimbursement upon completion of work to ACDA. Once reimbursement has been paid to the owner, a lien is placed on property, declining in balance over five (5) years. After the five-year term, a discharge must be completed to remove the lien from the property. If a business is sold within five years of the issuance of the loan, the outstanding balance must be paid off at the time of sale.



## FAÇADE IMPROVEMENT PROGRAM APPLICATION

**CITY OF ALBANY, NEW YORK**  
**ALBANY COMMUNITY DEVELOPMENT AGENCY**  
200 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210-1550  
518.434.5240 • 518.434.5242 FAX  
[www.AlbanyNY.gov](http://www.AlbanyNY.gov)

*Kathy M. Sheehan*  
Mayor

Applicant Name(s) \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Applicant's Address \_\_\_\_\_ City / State / ZIP \_\_\_\_\_

Business Name \_\_\_\_\_ d/b/a or Trade Name (if different) \_\_\_\_\_

Business Address \_\_\_\_\_ City / State / ZIP \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail address \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

Nature of Business \_\_\_\_\_ Year Established \_\_\_\_\_ Number of Employees \_\_\_\_\_

Number of Years under Current Ownership \_\_\_\_\_ Annual Sales \_\_\_\_\_

Architectural Grant Amount Requested \_\_\_\_\_ Deferred Forgivable Loan Amount Requested \_\_\_\_\_

Are you the present owner of the property in which you are applying for?  YES  NO

Are all of your taxes — payroll, sales, federal, state, local, business, property — current?  
Please provide supporting documentation.  YES  NO

Are you able to legally conduct business at the premises?  YES  NO

Are there currently any outstanding City code violations present at the premises?  YES  NO

CONTINUED ON NEXT PAGE

# FAÇADE IMPROVEMENT PROGRAM APPLICATION, CONTINUED

Explain how your business will use this loan.

---

---

---

Indicate the amount and sources of private funding committed to this project. Give terms and conditions of committed funds. (Verification of these funds may be required prior to loan disbursement.)

---

---

---

---

---

---

---

## STATEMENT OF UNDERSTANDING

1. Architectural grants do not require repayment.
2. A deferred forgivable loan for major improvements can be granted in any amount up to \$10,000.00. This loan will be secured by a lien on the applicant's property. Deferred forgivable loans are forgiven 20% per year for a period of five (5) years after the lien is recorded, and discharged after the five-year period. If the business is sold prior to the five-year period, the outstanding balance is due at the time of sale. Deferred forgivable loans are conditioned upon the applicant's contribution of 100% matching funds. (For example, if the total project costs \$20,000, the Applicant would contribute \$10,000 and ACDA would contribute \$10,000 in the form of a deferred forgivable loan.)

## CERTIFICATION

I/We hereby submit my/our application for the Albany Community Development Agency's Façade Improvement Program and certify that the information submitted with this application is true and correct to the best of my/our knowledge and do hereby authorize Albany Community Development Agency, and their authorized agents, to obtain any information needed to verify and evaluate this application.

---

Applicant's signature(s)

Date

## APPLICATION SUBMITTAL

Completed applications can be sent to: Albany Community Development Agency, 200 Henry Johnson Blvd., Albany, NY 12210-1550. Feel free to call (518) 434-5240 if you have any questions.

*The Business Loan Programs are partially federally funded by the City of Albany's Community Development Block Grant (CDBG) program and administered by the Albany Community Development Agency (ACDA). Applicants must give assurance of compliance with Section 112 and 113 of Volume 13 of the Code of Federal Regulations prohibiting discrimination on the grounds of race, color, sex, marital status, handicap, age, national origin, or sexual orientation.*