

TOWN OF ROTTERDAM  
INDUSTRIAL DEVELOPMENT AGENCY

Information for Applicants

*2009 Exterior Improvements Grant Program*

## **I. INTRODUCTION AND BACKGROUND**

The Town of Rotterdam Industrial Development Agency (the “Agency”) requests detailed proposals for its 2009 Exterior Improvement Grant Program. The Agency will be awarding up to ten (10) grants in an amount not to exceed \$5,000 per grant to provide funds to commercial business in the Town of Rotterdam for exterior (e.g. façade work, access improvements for compliance with the Americans with Disabilities Act, signage, spot lighting, side walks and similar exterior improvements). This is a 1:2 funds grant. Recipients of grants will be required to spend their own funds on the project in an amount twice as much as the grant received. Any project awarded a grant must comply with all applicable Federal, State and Town laws regarding this project, and these laws remain in effect and must be followed.

## **II. THE SELECTION PROCESS**

### **A. Timetable**

The Agency expects to undertake the selection process described below according to the following schedule:

Submission of Proposals      Wednesday, September 30, 2009, no later than 4:00 p.m.

Announcement of Grant Recipients    On or before November 30, 2009

### **B. Proposal Evaluation**

All proposals will be evaluated by the Agency. The Agency may (but is not required to) conduct interviews with finalists to clarify information provided in the proposals. Proposals received that meet the submittal criteria set by the Agency, will be further evaluated by in accordance with the criteria outlined below.

The Agency will make a final selection based upon such factors as the Agency deems to be in the best interest of furthering the objectives of the Agency to promote the economic welfare, recreation opportunities and prosperity of the residents of the Town of Rotterdam, and to actively promote, attract, encourage and develop recreation and economically sound commerce and industry for the purpose of preventing unemployment and economic deterioration.

## **III. Grant Agreement**

Once final selection has been made as described above, the Agency and each grant recipient will enter into a Grant Agreement within thirty (30) days of award.

#### **IV. RFP PROCEDURES**

##### **A. Point of Contact**

Questions concerning this Information to Applicants and the procedures for responding to it should be directed to Angelo Santabarbara, Chairman at (518) 355-7575.

##### **B. Submission of Proposals**

Respondents should submit an original and two (2) copies of their proposal in a sealed envelope labeled "Town of Rotterdam Industrial Development Agency 2009 Exterior Grant Program".

Proposals must be received by 4:00 p.m., on Wednesday, September 30, 2009 at the following address:

Angelo Santabarbara, Chairman  
Town of Rotterdam Industrial Development Agency  
c/o Supervisor's Office  
Town Hall  
John F. Kirvin Government Center  
1100 Sunrise Boulevard  
Rotterdam, New York 12306

The Agency will disqualify from consideration proposals received after the time and date specified above.

##### **C. Right to Reject**

In submitting this proposal, it is understood by the respondent that the right is reserved by the Agency to accept any proposal, to reject any and all proposals and to waive any irregularities or informalities when to do so is in the best interest of the Agency.

##### **D. Cost of Proposal Preparation**

The cost of preparing a response to this RFP will not be reimbursed by the Agency.

#### **V. PROPOSAL FORMAT AND CONTENTS**

Proposals must include, at a minimum, a completed application. Applicants may include additional information that they believe will assist the Agency in reviewing the application.

**Town of Rotterdam Commercial Exterior Improvement Program  
Grant Application Form**

The Town of Rotterdam Industrial Development Agency will be awarding up to ten (10) grants in an amount not to exceed \$5,000 per grant to provide funds to small commercial business in the Town of Rotterdam for exterior improvements (e.g. façade work, access improvements for compliance with the Americans with Disabilities Act, signage, spot lighting, sidewalks and similar exterior improvements).

This is a 1:2 funds grant. Recipients of grants will be required to spend their own funds on the project in an amount twice as much as the grant received. In other words, the recipient will need to spend \$10,000 of their own funds in order to receive a grant of \$5,000. Also, projects that have already been awarded a grant from the Town of Rotterdam IDA within the last two (2) years are not eligible for this program.

\_\_\_\_\_  
(Property address)

**Applicant Information**

Property Owner: \_\_\_\_\_ SS#ID# \_\_\_\_\_

Applicant: \_\_\_\_\_ SS#ID# \_\_\_\_\_

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

\_\_\_\_\_  
Applicant Home Phone: \_\_\_\_\_ Applicant Work Phone: \_\_\_\_\_

I (We) make this application to the Town of Rotterdam Industrial Development Agency for grant funds to be used for exterior improvements to the property listed above. I (We) understand that any project awarded a grant must comply with all applicable laws regarding this project, and these laws remain in effect and must be followed.

I (We) hereby certify that the above referenced business either (A) had sales of not more than \$1,000,000 (as of the most recent filed federal income tax return) **OR** (B) has no more than 50 employees. Proof of sales or number of employees may be required prior to final award of grant.

Applicants Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

If the Applicant is other than the owner of the property, I (We) as owner(s) of record have been informed of the nature of improvements, described below, to be made to my property as referenced above and consent to the described improvements.

Owner's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**Town of Rotterdam Commercial Exterior Improvement Program  
Grant Application Form**

Application will be evaluated by the information provided below. You may attach additional pages if you need more space. **You do not need to present formal estimates with this application.** Please complete all items. More complete documentation may be required upon award of a grant.

Estimated total cost of project:	
Grant amount sought (\$5,000.00 Maximum)	
Source of other funds to complete project:	
Street Address where work will be performed (must be in the Town of Rotterdam)	
Describe the work to be undertaken as part of this program, including building conditions that will be addressed by the work:	

Will work result in increased economic activity? Explain:	
Will the work undertaken preserve or restore any historical aspects of the building? Will the work undertaken remove any historical aspects of the building?	
Number of employees prior to undertaking the project:	
Estimated number of employees within one year after completion of project:	
Additional information regarding your business or the proposed project that you believe may be helpful to the Agency in making its grant awards:	