

Transform Tremont Program

Guidelines & Requirements

The Transform Tremont Program provides funding to property owners and businesses to complete building renovation projects. The program reimburses up to 75% of the cost of eligible improvements with a maximum grant of \$50,000 per property.



► HOW IT WORKS

1. Application Period

- Submit your completed application form and required attachments via email to storefronts@sbs.nyc.gov on or before **March 18, 2019**.
- Applications will be reviewed on a rolling basis. Early submissions are encouraged.

2. Application Review & Selection

- Applications are reviewed for completeness and evaluated based on the selection criteria (see below). You are notified in 3-4 weeks if your application is approved and your project is selected to move forward.

3. Project Design & Contract Execution

- Meet with NYC Small Business Services staff to finalize the scope of work and project design.
- Complete the required environmental testing (if applicable) with help from program staff.
- Get detailed estimates from at least two licensed, insured contractors.
- Sign a contract agreeing to follow program requirements. The contract includes the detailed project scope, grant amount, and contractor information.

4. Construction

- Work with your contractor(s) to begin and complete your project as soon as possible but no later than 3 months after contract is signed. If needed, program staff can help you find qualified contractors.
- Program staff make regular site visits to monitor progress and ensure compliance with the agreed-upon design and scope of work.
- Construction will start in **Summer 2019**, please plan accordingly.

5. Payment

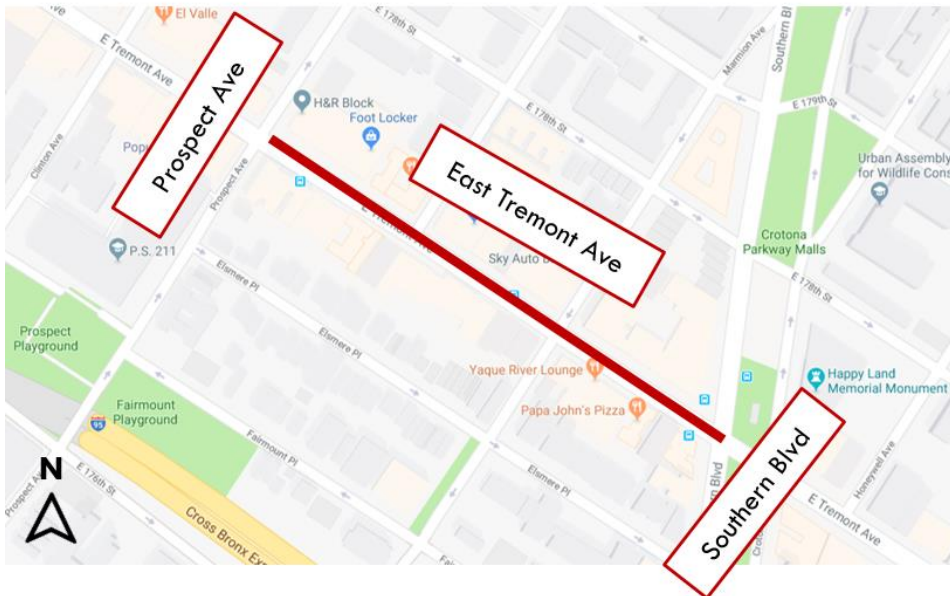
- Program staff complete a site visit to document the completion of your project, conduct a survey, and collect receipts showing your contractors have been paid in full.
- Program staff deliver your reimbursement payment in 4-6 weeks.

► ELIGIBILITY

The program is open to small businesses and property owners located on East Tremont Avenue between Prospect Avenue and Southern Boulevard. Churches, schools, colleges, universities, government buildings, and non-profit offices are not eligible.

Applicants must:

- Own a small business or property in the eligible target area;
- Secure funding to pay for the total project cost up front, prior to reimbursement;
- Complete and submit the application form with required attachments;
- Demonstrate commitment to program requirements and design guidelines.



Eligibility Area

Buildings located on East Tremont Avenue between Prospect Avenue and Southern Boulevard.

Eligible Improvements

- ✓ Façade restoration and cornice repair
- ✓ Masonry work and brick pointing
- ✓ New signage and awnings
- ✓ Installation of open-grill security gates
- ✓ New storefront framing & glass
- ✓ Exterior lighting installation
- ✓ Exterior painting
- ✓ Door repair/replacement
- ✓ Fire alarms, sprinklers, fire escape repair
- ✓ Roof replacement
- ✓ Electrical, plumbing, HVAC
- ✓ Flooring, tile
- ✓ Residential unit improvements

Ineligible Improvements:

Building demolition, solid-panel security gates, non-permanent fixtures, vinyl materials, personal property and equipment, security bars, sidewalks and paving, improvements that don't comply with design guidelines.

► DESIGN GUIDELINES

The guiding principle of good storefront design is to **keep it simple**. Projects funded by the program must follow best practices as described in SBS's:

[Top 10 Storefront Design Tips](#) and [Storefront Improvements: A Guide for Neighborhood Commercial Districts](#).

► SELECTION CRITERIA

Impact

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Clusters of 3-5 adjacent businesses, buildings with street frontages greater than 20 feet, and/or corner properties will be considered priority projects. This clustering effect has the biggest visual impact.

Capacity

Applicants must be able to pay for the total project cost up front as well as adhere to project deadlines and requirements.

Need

Priority will be given to storefronts in disrepair or in poor to moderate condition.

Project Vision

Commitment to improvements that respect the history and character of the neighborhood and follow best practices in storefront design.

► GRANT REIMBURSEMENT

The program operates as a reimbursement program and payment will be made upon satisfactory completion of projects. Grantees will be reimbursed by NYC Small Business Services for up to 75% of the total cost of improvements with a maximum grant of \$50,000. The following sample projects detail how the matching grant works:

Sample Project 1

Total Project Cost
\$5,000

75% Grant
\$3,750

25% Owner Match
\$1,250

Sample Project 2

Total Project Cost
\$20,000

75% Grant
\$15,000

25% Owner Match
\$5,000

Sample Project 3

Total Project Cost
\$60,000

75% Grant
\$45,000

25% Owner Match
\$15,000

► PROGRAM TERMS

- This is a grant program, not a loan. You will not need to repay the money.
- You must pay the entire cost of the improvements upfront. You will be reimbursed after your project is completed and SBS program staff completes a closeout site visit. You must provide receipts showing contractors have been paid in full.

Cash payments will not be reimbursed.

- Business owner applicants are required to get landlord permission for their project. Landlords must sign the property owner statement of support in the application form.
- You cannot start construction before the grant agreement is executed. All work plans must be pre-approved and the scope of work will be written into a project contract that you will sign before work begins. **Any projects that do not follow the grant agreement will not be reimbursed.**
- You are responsible for securing licensed and insured contractors who obtain all necessary approvals and permits and abide by all City regulations.
- You must complete projects that adhere to the program design guidelines. Program staff must approve the final design and any changes to the scope of work.
- You must agree to release any photos taken throughout the course of the project and complete the grantee survey upon project completion.
- All projects must be tested for lead based paint and asbestos before work begins.
- All projects must receive at least two bids/estimates for all work and all selected contractors must be licensed and fully insured. In addition, you are required to make good faith efforts to hire MWBE/EEO firms.
- If grantee owns or co-owns a contracting company, that company is not allowed to bid or work on this project.
- In order to protect the investment, all property owners must agree to maintain improvements for 5 years and to notify program staff if owners decide to make major changes to the property within that 5-year period.
- All projects must respect the historic character of the building, improve the building's appearance and contribute to the revitalization of the neighborhood.

