



Haverstraw
Downtown
Revitalization
Initiative

Haverstraw Downtown Revitalization Initiative Façade Restoration Fund Application



APPLICATIONS MUST BE RECEIVED ON OR BEFORE:

June 14, 2024 at 4:00 pm

Applications may be submitted in physical form at the Village Clerk's office

The Village of Haverstraw is offering funding assistance from New York State to improve and rejuvenate downtown commercial and mixed-use building facades through the Downtown Façade Restoration Fund. The selected projects will contribute to enhancing and strengthening the Village of Haverstraw's Downtown Revitalization Initiative (DRI) area (see map below). Immediate goals and improvements associated with this investment in the DRI area include:

- Building façade improvements
- Interior and exterior building renovations for commercial and mixed-use spaces
- Energy system upgrades
- Permanently affixed signage and awnings
- ADA accessibility improvements
- Preservation/restoration of historical, and culturally significant structures

The long-range goals of this investment include increased property values and property tax revenues, attraction of new businesses and residents to the Village's downtown, and ongoing, sustained vibrancy within the downtown neighborhood. Building and business owners within the Village of Haverstraw are encouraged to apply for their building façade to be revitalized. Further information and the application can be found below.

APPLICANT ELIGIBILITY - Applicants who are eligible for DRI assistance include property owners of commercial or mixed-use buildings that are:

- Individual
- For-profit entity
- Not-for-profit entity
- Current on payment of property taxes
- No outstanding building code violations
- Within the DRI area boundary (see map below)

ELIGIBLE ACTIVITIES

- Improvements and restoration to the exterior façades of downtown buildings.
- Interior and exterior building renovations for commercial and mixed-use spaces.
- Energy system upgrades for downtown buildings including the installation of alternative energy sources such as solar panels and ground-source heat pumps.
- Permanently affixed signage and awnings to give businesses a better forward facing image in the community.
- ADA accessibility improvements such as wheelchair access, ramps, and automatic doors.
- Preservation/restoration of historical and culturally significant structures.
- Soft Costs – architectural, engineering, environmental but must be part of a building renovation project.

INELIGIBLE ACTIVITIES

- Ineligible uses of funds include: acquisition costs; improvements to structures owned by religious or private membership-based organizations; improvements to municipally owned and municipally operated buildings; furnishings, appliances, electronics, tools, disposable supplies, business equipment, non-permanent fixtures, temporary artwork.

- Funds may not be used for site work or ancillary activities on a property including but not limited to: septic systems/laterals, sidewalk replacement, grading, parking lots, patios, decks, garages, sheds, landscaping, fences, free standing signs, general maintenance or repairs.
- Ineligible business activities include: inventory, rent or lease expenses, working capital or other undefined expenses that do not sustain business operations.
- Funds cannot be used for participant, participant's family, or participant's staff labor. In-kind labor and the reimbursement for materials only is also not eligible.

AVAILABLE FUNDING

- **Activity Limits and Match Requirements**
 - The Village of Haverstraw may award between \$20,000 - \$100,000 in DRI grant funds, per building, not to exceed 75% of the total eligible project cost. Building renovation funds may be used to renovate facades, storefronts and commercial interiors.
 - The minimum match requirement is 25% of the total project cost.
 - Match requirements will be determined on a project-by-project basis and are calculated using the total cost of each individual project.
 - In-kind match is not eligible.
 - Costs incurred prior to the effective date of the grant agreement are not eligible for reimbursement and not eligible as a match.
- **Soft Costs**
 - Eligible soft costs include Architecture, Engineering, and Environmental Testing expenses.
 - Soft costs must be included within per building activity funding limits identified above.
 - May not exceed 18% of the awarded funds.
 - Soft costs require matching funds, and in-kind match is not eligible.
 - Soft costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed with DRI funds. Therefore, reimbursements for soft costs may not be requested as part of a partial payment prior to project completion.
- **Proof of Available Financing**

Property owners are responsible for the total cost of the project. Grants will reimburse property owners at the conclusion of the project after all costs are paid. Proof of available financing through funds in bank, secured loan commitments, and/or project lines of credit is required. The Village of Haverstraw will use its discretion and may assist in securing other funds and financing sources available to property owners.

- **Payment Process**

The program operates fully as a reimbursement grant program and the owner is responsible for paying for all agreed upon improvements and payment of grant funds will be made only upon satisfactory completion of the items in the approved scope of work and payment of expenses.

No reimbursement shall be paid to the owner until periodic inspections of the work has been completed by the DRI Community or its representative. All completed work shall comply with all applicable building codes and standards.

To substantiate work costs, Owners must provide the following:

- written contracts;
- bank documents;
- copies of invoices;
- cancelled checks;
- lien releases;
- any other documents deemed reasonably necessary by the DRI Community or required by NYS HTFC to maintain effective internal controls.

Cash payments/cash receipts are not permitted and will not be reimbursed.

DRI AREA BOUNDARY

The map below depicts the boundary of the DRI area. For a property to be eligible for this program, it must be located within this boundary.



APPLICATION DELIVERY

Applications will only be accepted as a printed hard copy. Email submissions will not be considered. Application are to be delivered to the Village Clerk by June 14, 2024. Applications are to be addressed as below:

Isabel Gonzalez Soto – Village Clerk
Village of Haverstraw, Village Hall
40 New Main Street
Haverstraw, New York 10927

QUESTIONS

All questions regarding the application process should be directed to Mayor Kohut’s office. The Mayor’s office can be reached at:

Mayor Michael F. Kohut
michael.kohut@vohny.com
(845) 429-0300

APPLICANT INFORMATION:

Applicant Name(s): _____

Applicant Address: _____

Daytime Phone Number: _____ Email Address: _____

PROPERTY OWNER INFORMATION (if different from above):

Property Owner Name: _____

Property Owner Address: _____

Daytime Phone Number: _____ Email Address: _____

CHECK ALL THAT APPLY:

- | | | |
|--|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> For Profit Entity | <input type="checkbox"/> Not-for-Profit Entity |
| <input type="checkbox"/> Owner of the building | <input type="checkbox"/> Lease the building | <input type="checkbox"/> Lease a portion of the building |

Proposed Improvements:

- Façade Improvements
- Interior and exterior building renovations for commercial and mixed-use spaces
- Energy System Upgrades
- Permanently affixed signage and awnings
- ADA Accessibility improvements
- Preservation/restoration of historical, and culturally significant structures
- Soft Costs - architectural, engineering, environmental (must be part of a building renovation project)

Eligibility Requirements:

- Current on payment of property taxes
- No outstanding building code violations
- Free of open building code violations
- Property located within the Village of Haverstraw's DRI designated boundary
- Property is not receiving additional DRI funding
- The applicant is able to finance the entire project and await reimbursement upon project completion

BUILDING INFORMATION:

Property Address: _____

Within DRI Boundary (see map): YES NO

Please describe any supplemental information that will be provided with this application:

PROPOSED BUDGET:

Please include a proposed budget for all expenses for each proposed project:

	Total Project Cost	Funds Requesting from DRI	Matching Funds	Sources of Matching Funds	Dollar Amount	Status of Funds (e.g. Anticipated, Secured, Donated, Requested)
Architectural Fees	\$	\$	\$	1	\$	
				2	\$	
				3	\$	
Engineering Fees	\$	\$	\$	1	\$	
				2	\$	
				3	\$	
Signage	\$	\$	\$	1	\$	
				2	\$	
				3	\$	
Equipment	\$	\$	\$	1	\$	
				2	\$	
				3	\$	
Construction/ Rehabilitation	\$	\$	\$	1	\$	
				2	\$	
				3	\$	
SUBTOTAL	\$	\$	\$			
CONTINGENCY (%)	\$	\$	\$			
TOTAL COST	\$	\$	\$			

CERTIFICATION:

I certify that all of the information, statements and representations contained in this application, and in all attachments and supporting material, are, to the best of my belief, true, accurate and complete.

I acknowledge that all appropriate permits and approvals, site specific environmental review, and State Historic Preservation Office (SHPO) review, as required for work on historic buildings, must be complete for eligible activities prior to the start of construction.

I acknowledge that, as part of the evaluation process, the Village of Haverstraw or its representatives will conduct a site visit to this property and may need access to the interior and exterior of the building.

Costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed with DRI Business Assistance Funds; therefore, reimbursements for soft costs may NOT be requested as part of a partial payment prior to project completion.

I have read and understand all Village of Haverstraw DRI Business Assistance Fund Requirements as outlined in the Program Guide.

Signature of Applicant

Date

DOWNTOWN FAÇADE RESTORATION FUND

CONFLICT OF INTEREST POLICY

December 2023

A conflict of interest, in this context, is defined as the applicant having any relation to a separate party involved in the project. This could be any employee, officer, Board Member, Project Review Committee member, elected official, or any other party with decision-making power and/or influence in the project. This is not an exhaustive list and there may be other situations where a conflict of interest may arise.

A Conflict of Interest Disclosure Form is required of each applicant and must be acknowledged by the Village of Haverstraw prior to the start of the project. If there are any actual or perceived conflicts of interest that arise, the applicant is required to describe them on the Conflict of Interest Disclosure Form and submit said Form with their application. If a conflict of interest arises after the project has commenced, a new Form must be submitted as soon as possible. In the event that a conflict of interest is noted, the Village will make a formal determination on the application and provide it to the Housing Trust Fund Corporation (HTFC) staff to document the decision. This must be completed prior to the allocation of DRI funds. This policy shall apply to any and all projects or programs related to the Haverstraw DRI Façade Program.

Municipalities must adhere to Article 18, “Conflicts of Interest of Municipal Officers and Employees,” of the NYS General Municipal Law.

DOWNTOWN FAÇADE RESTORATION FUND PROGRAM CONFLICT OF INTEREST DISCLOSURE FORM

Please complete this form and describe below any conflicts of interest you may have regarding the Village of Haverstraw DRI Façade Program according to the Downtown Façade Restoration Fund Conflict of Interest Policy.

Applicant Name

Address of Project

Check one:

I hereby certify that, at this point in time, I have no known conflicts of interest regarding this project as per the Village of Haverstraw Downtown Façade Restoration Fund Conflict of Interest Policy.

I have conflicts of interest regarding this project. Such conflicts are described below.

Conflicts of Interest

Name	Relationship to Applicant	Role on Project

Applicant Signature

Date

FOR OFFICE USE ONLY

The signatures below confirm the acknowledgement of the above form by the Village of Haverstraw and, if applicable, that a decision has been administered regarding the conflicts of interest and such decision has been documented by the HTFC.

Village Representative

Signature

Date

If applicable:

HTFC Staff Name

HTFC Staff Signature

Date