

## NOTICE OF FUNDING AVAILABILITY

### Lewis County Façade & Streetscape Improvement Program

Applications Due November 3, 2023

**September 1, 2023**

#### OBJECTIVE

Lewis County's downtown districts and public spaces hold central importance for community gatherings, special events, and the success of small businesses. The Façade & Streetscape Improvement Program aims to revitalize the character and attractiveness of villages and hamlets in Lewis County through public and private investment. To encourage and advance revitalization efforts, this program will provide 75/25 matching funds for eligible improvements to mixed-use and commercial buildings and streetscape enhancements in Lewis County's villages and hamlets. Together, these improvements will help business growth and retention, enhance tourism, increase spending in the local economy, and reduce the number of blighted and vacant properties.

**Details:** The program will provide up to 75% in funding for eligible projects with a 25% match requirement. For Round 3, there is \$200,000 in funding available.

#### FAÇADE IMPROVEMENT

##### *Project Eligibility:*

- Property owners, non-profit organizations, businesses with mixed-use and commercial buildings (to include multi-unit dwellings) located in a downtown area of a hamlet or village
- Aligns with local zoning regulations and/or design standards (if applicable)

##### *Project Type:* Some eligible project types include the following:

- Awnings & canopies
- Interior display & exterior lighting
- Repair or replacement of façade windows, doors, and paint
- Window boxes and permanent planters
- Entryway improvements
- Signage: wall, perpendicular, free-standing signs
- Awning and window lettering

**Ineligible expenses:** Engineering and/or design costs associated with the project.

## STREETSCAPE

### *Project Eligibility:*

- Open to municipal governments
- Improves walkability and/or community aesthetics in a village or hamlet
- Publicly accessible

### *Project Type:* Some eligible project types include the following:

- Permanent public art (murals, sculptures, etc.)
- Gateway & wayfinding signage
- Street furniture
- Public fixtures (kiosks, plaques, etc.)
- Street trees and permanent landscaping
- Bike racks and similar active transportation infrastructure

**Ineligible expenses:** Engineering and/or design costs associated with the project.

## PROJECT SELECTION & OVERSIGHT

- This is a competitive funding application.
- A review committee with representation from the Department of Planning and Community Development, the County Manager, Naturally Lewis, and the Lewis County Historical Society will lead in project selection. Municipal Zoning Enforcement Officers will participate in the project review process to ensure compliance with local zoning regulations.
- Projects not selected for any given funding round will receive feedback on improving their proposal for a future application.
- The Department of Planning and Community Development will lead the day-to-day oversight of project implementation and will provide the County Manager with monthly summaries to present to the Finance and Rules Committee.

For projects involving historic structures, priority will be given to those that align with best practices in historic preservation as outlined in the Secretary of the Interior's Standards for Rehabilitation, downloadable for free at: <https://www.nps.gov/tps/>.

If project funding is awarded, the final scope of work will need to be approved by the committee. Expenses incurred prior to the final scope approval will not be eligible for reimbursement. Depending on the project, a building and/or land use permit may be required. If the project includes signage, the awardee may need to apply for a permit dependent on municipal zoning. Permits are not required to submit the application; however, they must be in place before any work can begin.

## ROUND 3 TIMELINE

- Funding Open: September 1, 2023
- Application Due Date: November 3, 2023
- Committee Review: November 15, 2023
- Award Notifications: December 1, 2023

## PROJECT COMPLIANCE AND COMPLETION REQUIREMENTS

Projects must be completed within twelve months of the award notice to complete a project barring exceptional circumstances. Monthly update forms must be completed and sent to the Lewis County Planning and Community Development Department on the last Friday of each month. Once the project has started, photos are required in the monthly updates to prevent failures in scope completion upon final inspection.

Temporary signage acknowledging the participation in the Lewis County Façade and Streetscape Improvement Program will be supplied and required to be displayed at the project sites during the project and upon its completion.

For awards made to historical structures, the Lewis County Historical Society (LCHS) will need to sign off on the detailed scope of work (paint colors, window type, etc.) before proceeding with the improvements. It is the responsibility of the awardee to connect with the LCHS to ensure compliance with the contracted project scope.

Funds will not be distributed until verification of satisfactory work has been completed and all vendors have been paid in full. Upon project completion, proof of payment to the contractor/vendor is required in the form of an invoice and canceled check or credit card statement. **Cash payments are not acceptable and will not be reimbursed.** Personal labor by the business or property owner and sales tax are not reimbursable expenses. Only expenses detailed in the approved scope of work will be eligible for reimbursement and meet the 25% match requirement.

## HOW TO APPLY

Applications for Round 3 of the Façade and Streetscape Improvement Program are available via fillable PDF or as an online form at <https://lewiscountyny.gov/departments/planning-and-community-development/facade-and-streetscape-improvement-program/>. For a paper version of the application, please contact the Lewis County Planning & Community Development Department and a copy will be mailed to you. Paper applications should be mailed to:

Megan Krokowski  
Community Development Specialist  
Lewis County Planning & Community Development  
7660 N. State Street  
Suite 324  
Lowville, NY 13367

Once your application has been received, a confirmation email or letter will be sent. **It is the applicant's responsibility to ensure that the application has been received.** If no confirmation has been made, promptly reach out to Megan Krokowski.

For any additional questions about this program, please contact Megan Krokowski, Community Development Specialist, at 315-376-5423 or [megankrokowski@lewiscounty.ny.gov](mailto:megankrokowski@lewiscounty.ny.gov).