



DOWNTOWN LYONS FALLS SMALL PROJECT FUND (DLFSPF) APPLICATION

APPLICANT INFORMATION

Business Name: _____

Applicant Name: _____

Applicant Phone: _____

Applicant Email: _____

Street Address: _____

City, Zip Code: _____

PROPERTY INFORMATION

Street Address: _____

City, Zip Code: _____

Do you rent or own the building? Rent Own

Do you have a plan to purchase the building, or do you have the owner's permission to do a renovation project? Please explain:

Owner Name: _____

Owner Phone: _____

Owner Email: _____

Owner Address: _____

City, Zip Code: _____

CURRENT BUILDING USES

	RESIDENTIAL	COMMERCIAL
# UNITS		
# VACANT UNITS		

PROJECT DESCRIPTION

Please describe, in detail, the following:

(1) The current condition of the building:

(2) Existing uses of the building, including names and types of businesses:

(3) The total scope of the proposed project, including descriptions of each major component:

(4) What project component(s) grant funding would be used for. Attach additional sheets as necessary.

LEWIS COUNTY DOWNTOWN DESIGN GUIDELINES

It is required that all projects align with the Lewis County Downtown Design Guidelines, and a copy can be found at the following link:

<https://lewiscountyny.gov/wp-content/uploads/2024/08/FINAL-Lewis-County-Downtown-Design-Guidelines.pdf>

TYPE OF FUNDING REQUESTED

Building Renovation: Building Renovation funds may be used to renovate facades, storefronts, and commercial interiors. Requests can be made for between \$25,000 and \$100,000 in DLFSPF program funds per building, not to exceed 75% of the total eligible project cost. An additional \$25,000 per residential unit up to \$125,000 per building, not to exceed 75% of the total project cost, depending on funding availability.

(√)

Minor Exterior Projects: Minor Exterior Project funds may be described as minor exterior cosmetic improvements, including signage, awnings, and painting. Requests can be made for \$10,000-\$25,000 in DLFSPF per project, not to exceed 75% of the total eligible project cost.

Small Business Assistance: Small Business Assistance funds may be used for permanent machinery and equipment necessary for the business. Requests can be made for \$10,000-\$50,000 per project, not to exceed 75% of the total eligible project cost.

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PROJECT BUDGET

List each major work component described in the Project Description and provide an estimated cost for each. Provide an estimated cost for exterior work and interior work, and an overall total project cost. A 25% cash match is required to receive any funds and "In-kind" matches are not eligible.

WORK COMPONENT	ESTIMATED COST
EXTERIOR	
1.	
2.	
INTERIOR	
1.	
2.	
PERMANENT MACHINERY/ EQUIPMENT	
1.	
2.	
TOTAL EXTERIOR COST:	
TOTAL INTERIOR COST	
TOTAL MACHINERY/ EQUIPMENT COST	
TOTAL PROJECT COST	
GRANT REQUEST (MAX OF 75% TOTAL PROJECT COST):	
APPLICANT MATCH (MINIMUM OF 25% TOTAL COST):	

Have you obtained at least one professional cost estimate (required)? Yes No

TAXES AND UTILITIES

Are County and Town Taxes Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are School Taxes Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are Water/Sewer Bills Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
If any answer above is 'No' or 'Unsure', please explain:	

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CHECKLIST

PROVIDED DOCUMENTS	ATTACHED (✓)
Current photo of building and/or areas to be renovated (Required)	
Commitment Letter [Attachment 1] (Required)	
Property Owner Authorization [Attachment 2] (Required)	
Signed/Initialed Notice of Funding Availability (NOFA) https://lewiscountyny.gov/wp-content/uploads/2025/04/FINAL-NOFA-Downtown-Lyons-Falls-Fund-4.16.25.pdf (Required)	
Evidence of committed funds [bank statements, grant award from local state agencies, loan commitment letters] (Required)	
Letter of reference from Lewis County Building Codes Department (Required)	
One (1) Professional Estimate (Required)	
Letter(s) of Support from the community (Optional)	

ACKNOWLEDGMENTS *(initial each)*

I understand that a Code Inspection will be performed at all properties that apply to ensure the accuracy of the project description and to identify any potential code violations and or condemnation remediations through the DLFSPF.

The grant will only fund a maximum of 75% of the total eligible project cost. There is a mandatory 25% owner match requirement. Soft costs may not exceed 18% of the funds awarded.

With this being a competitive funding program, projects will be scored and awarded funding by the project review committee. The committee reserves the right to make grant awards that are less than the amount requested.

If I am awarded funds, I understand that Local Program Administrator (LPA) is required to report and make available to the public information about my project, including photos, name, address, and grant award amount.

If I am awarded funds, I will provide proof of full replacement value insurance (100 %), fire insurance, and flood insurance coverage (if in a special flood hazard area) to the LPA.

I am current with all mortgage payments, property taxes, and utility payments.

ACKNOWLEDGMENTS *CONTINUED (initial each)*

All projects must undergo an environmental review and clearance of work scope by the State Historic Preservation Office, when applicable.

The project must conform to local zoning regulations, Lewis County Downtown Design Guidelines, and the NYS Building Code. I understand these requirements and have incorporated the Lewis County Downtown Design Guidelines to develop my project proposal.

Renovation projects must have at least two bids for each phase of work, and reimbursement will be based on the lowest responsible bid. I am aware of these requirements and that I cannot be reimbursed for my labor or materials unless OCR provides a prior exception.

I understand that only qualified contractors selected by a standard procurement procedure can work on my project. There will be no reimbursement for the purchase of materials, labor, or contractors not procured through the LPA.

Participants must execute a Property Maintenance Declaration agreeing to maintain assisted improvements for five years following project completion. The declaration will be filed with the County. If the property is to be sold during the five-year regulatory period, all or part of the grant funds may need to be repaid.

I acknowledge that a lien will be placed on the property for a term of 5 years, depending on the funding source(s). I understand that the LPA will perform an annual inspection of the building for each year during the term of the lien.

Participants will be reimbursed for eligible project expenses only following satisfactory completion of an approved scope of work and submittal of required documentation. I will provide the LPA with invoices acceptable to NYS as well as proof of payment, such as bank statements or canceled checks, to demonstrate costs incurred and paid unless Interim Reimbursement is granted. Costs incurred before the effective date of the grant agreement are not eligible.

The completed construction project must receive a Certificate of Occupancy or Certificate of Compliance from Code Enforcement.

I understand that I am required to submit a commitment fee of \$1,500.00. I understand that this fee will not be refunded and will be applied towards my match upon successful completion of my approved project.



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CERTIFICATION

I hereby certify that all information, which has been or will be furnished in support of this application, is given for the purpose of obtaining funds through the Downtown Lyons Falls Small Projects Fund and that all information submitted has been examined and approved by me and is true, correct, and complete. I understand that this information will be used to assess and rank my proposed project in accordance with funding criteria. I agree to abide by all requirements to be set forth in connection with said program and the penalties and provisions of all applicable Local, State, and Federal laws about falsification of any item contained herein or fraudulent misrepresentation of my business. I understand that this is a competitive award program and that my project may not be awarded funding. I agree that verification of any information contained herein may be obtained.

Signature of Applicant

Date

****By typing your initials and/or name in the designated signature/initial locations throughout this document, you are consenting to a legally binding document and are attesting to the accuracy of the information submitted.**



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Attachment1

Subject: Commitment Letter for Downtown Lyons Falls Small Project Fund Participation

Dear Lewis County Planning and Community Development,

I, _____ am submitting this commitment letter as an official declaration of my intent to participate in the Downtown Lyons Falls Small Projects Fund, through the New York Forward program. I acknowledge and agree to the following terms as a condition of my application and participation:

Commitment Fee: I agree to submit a commitment fee of \$1,500. I understand that this fee will be used to advance my project through the environmental review, and once my project is completed, the commitment fee will be applied to the mandatory 25% match. Failure to complete the project/ comply with all terms and agreements will result in the forfeiture of this fee.

Financial Commitment: I confirm that I am financially capable and willing to personally match at least 25% of the total project cost. I understand that this matching contribution is a required component of my participation and will be documented accordingly.

Reimbursement Method :

Standard Reimbursement

Interim Reimbursement

Project Completion: I acknowledge that all work must be completed within the timeline and scope approved by Lewis County. Any deviation from the approved project may impact my eligibility for the commitment fee and program funding.

Compliance with Program Guidelines: I agree to adhere to all program rules, regulations, and requirements as outlined by Lewis County. I understand that failure to meet these obligations may result in disqualification from the program.

I certify that the information provided in this commitment letter is accurate and that I fully understand and accept the terms outlined above. I look forward to working with Lewis County to support the revitalization of our downtown community.

Sincerely,

Print Name:

Signature:

****By providing your typed name in the designated signature location, you are consenting to a legally binding document and are attesting to the accuracy of the information submitted.**

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Attachment 2

Property Owner Authorization Form

I, (owner name) _____, as the owner of the property at
(property address) _____ have reviewed
the application and authorize the operator of (operator/ DLFSPF applicant name)
_____ at said address to perform the
improvements described above as part of the Downtown Lyons Falls Small Project Fund.

Signature of the property owner or authorized representative

Printed Name: _____

Date: _____

The property I am requesting Downtown Lyons Falls Small Project Fund, is owned by me,
therefore, the above Section of this form is not applicable.

By initialing the box to the right, I am attesting that I own the property
regarding this application and the above Property Owner Authorization
does not apply.

****By typing your initials and/or name in the designated signature/initial locations
throughout this document, you are consenting to a legally binding document and are
attesting to the accuracy of the information submitted.**