

Program Guidelines

Village of Greenwich New York Main Street Program

Administered By:

The Greater Greenwich Chamber of Commerce

For Information Please Contact:

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The Greater Greenwich Chamber of Commerce has been awarded a New York Main Street Grant from the NYS Office of Community Renewal. Up to 75% of approved activities can be reimbursed upon project completion. Grant funds will be used to reimburse approved renovations to commercial buildings in the Main Street Target Area (see attached map).

Matching Funds and Reimbursement

The Village of Greenwich New York Main Street (NYMS) Program will use grant funds to reimburse property owners up to 75% of eligible construction costs on approved, monitored and completed projects.

1. All projects must be approved in writing prior to starting construction.
2. Projects will be monitored during construction by the Rehabilitation Specialist to ensure compliance with all local, state and federal regulations.
3. Projects must be completed within the contract period.
4. Only completed projects will be eligible for reimbursement.
5. Grant amounts will vary depending on the approved scope of work. Average reimbursements will be approximately \$7,000 per project. A single building may be approved for multiple projects. The amount of grant reimbursement will be clearly indicated in all contracts between the property owner, contractor and GGCC.
6. 100% of the project costs must be documented and copies of all invoices submitted to GGCC prior to requesting grant reimbursement.
7. No grant reimbursement will be made until project completion. Every effort will be made to ensure timely processing of vouchers; however, the property owner should be prepared to wait up to 60 days after final inspection of the completed project for reimbursement with grant funds.
8. Any work not included in the approved NYMS work scope, completed prior to signing a grant agreement with GGCC or performed by the property owner, will not be eligible for reimbursement.
9. If a project is cancelled due to negligence and/or non-compliance by the property owner, no reimbursement will be made with grant funds.
10. The \$100 application fee will only be refunded if a project is not approved by the NYMS committee. If an approved project is cancelled prior to the contract start date, the application fee will not be refunded.

Eligibility Determinations

1. Applicants must own the commercial property where work will be performed.
2. The property must be located within the Main Street Target Area (see attached map).
3. Applicants must be up to date with all property taxes, as well as any other municipal, county, state or federal taxes applicable to the commercial property.
4. Projects funded with a previous NYMS grant are ineligible; however, new projects may be completed on a building that has received a NYMS grant.
5. Property owners must document the ability to finance 100% of construction costs prior to receiving approval for any grant funding.

Eligible Renovation Activities

Since this grant program is intended to substantially improve existing commercial buildings, each renovation project will give priority to improving the overall usefulness and aesthetic appearance of the property. The following is a list of renovation activities eligible for up to 75% reimbursement by the NYMS Program:

Building Renovation

- Renovation of existing first floor commercial and/or civic space
- Creation of new first floor commercial and/or civic space
- Renovation of existing upper level residential units
- Creation of new upper level residential units

Façade Renovation

- Storefront lighting
- New awnings
- New signage
- Masonry or brick re-pointing
- Painting of building façade
- Cleaning of building façade
- Window repair or replacement

Ineligible Activities

- No portable or luxury items may be purchased: furniture, carpeting, etc.
- No appliances may be purchased: stoves, refrigerators, etc.
- No work may be performed on any outside buildings: sheds, garages, etc.
- No landscaping, blacktop driveways, fences, sidewalks, etc.

Application Process

1. Having read and understood these guidelines, the applicant must submit a completed application to the Greater Greenwich Chamber of Commerce. All applications must include a \$100 application fee, made payable to the Greater Greenwich Chamber of Commerce. This fee is returned if the application is not chosen to receive funding. Applications will be accepted on an ongoing basis until all grant funds have been expended.
2. All complete applications for properties within the Target Area will be reviewed based on the following criteria:
 - Priority will be given to properties where grant funds will have the most significant and advantageous impact on the downtown business district. The Rehabilitation Specialist will arrange an on-site inspection of properties under consideration by the committee. *This inspection does not guarantee that a grant will be awarded or that any work will be done.*
 - If, under the determination of the committee the proposed work will not result in a substantial improvement to the building, the grant may be denied, regardless of previous eligibility.
 - At its discretion, the committee may choose projects in which the renovation work will have the most beneficial impact on the downtown business district.
3. Applicants whose properties are chosen will be contacted by phone and mail.

APPLICANTS WILL NOT BE CHOSEN ON A FIRST COME, FIRST SERVED BASIS. FILING AN APPLICATION DOES NOT GUARANTEE THAT THE APPLICANT WILL RECEIVE A GRANT.

Implementation

1. Once approved for a grant, the Rehabilitation Specialist will conduct a site visit to determine the scope of work that may be reimbursed by grant funds. The Rehabilitation Specialist will then prepare a detailed work write up documenting the proposed improvements and cost estimate for the project.
2. When the work write up of activities eligible for grant funding is complete, the building owner will review and sign the work write up, indicating acceptance of funding under the terms described in these guidelines.
3. Once repairs are approved, Marvin & Company will prepare a bid packet for approved contractors, and obtain written estimates from *at least two* contractors. Under most circumstances, the contract will be awarded to the lowest bidding contractor unless the Rehabilitation Specialist determines that selection of a higher bidding contractor is reasonable and appropriate. No work may be done by the building owner as a contractor under this grant program.

4. The Greater Greenwich Chamber of Commerce and Marvin & Company are in no way connected with, nor do they endorse, any contractor, subcontractor or supplier involved in renovation activities. Property owners may request the list of approved contractors who are currently eligible to perform work for the NYMS Program. Contractors who wish to submit bids for projects funded by the NYMS Program must provide proof of compliance with all applicable guidelines. Information and contractor application are available upon request.
5. Once the contractor is chosen, the property owner and contractor will sign an Owner-Contractor Agreement and work may begin. All renovation work must be completed within 90 days from signing of the owner-contractor agreement, subject to extension by the Rehabilitation Specialist upon justifiable circumstance.
6. All contracts for improvements are between the property owner and the contractor (or supplier). The GGCC and Marvin & Company are not responsible or liable for any breach of contract, faulty workmanship, damage or other cause of action which may arise from the relationship between a property owner and the contractor.
7. The property owner may submit a request for reimbursement of approved work when the project is 100% complete. Only reimbursement requests for work completed will be considered. No payments shall be made in advance for work that is uncompleted.
8. Applicants may use cash on hand, business loans, private financing, equity loans, mortgages, or any other documented source to finance the project. Any grant award will be used only for completion of a project deemed acceptable under program guidelines. Property owners must document their ability to finance 100% of construction costs, and may wait up to 60 days after project completion for reimbursement with grant funds.
9. Repayment of this grant is not required if the building owner maintains the improvements for seven years after project completion. After seven years, the occupancy requirements have been satisfied and there will be no penalty for sale of the property.
10. The Owner agrees to maintain the property, and any improvements made with grant funds, for seven years. Failure to do so may result in repayment of grant funds to the NYS Housing Trust Fund Corporation.
11. A Declaration will be filed with the County Clerk to secure the grant funded improvements made to the property. This agreement will be released upon fulfillment of the seven year period.
12. Rental units receiving grant funds that become vacant during this period must remain affordable, and be marketed to, tenants with incomes at or below 90% of the Area Median Income for seven years after project completion. These limits will be clearly documented in the grant agreement. The area median income levels are determined each year by the Department of Housing and Urban Renewal (HUD).

Penalty for false or fraudulent statements: U.S.C. Title 18 Sec. 1001, provides: “Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or documents knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both”.

Questions regarding completion of the application can be directed to:

**Marvin & Company
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518-695-3344**