

CITY OF PEEKSKILL DOWNTOWN REVITALIZATION FUND - PROGRAM APPLICATION

Application is due no later than February 14, 2025 at 4pm

The City of Peekskill's Downtown Revitalization Fund (DRF) provides grant funds of up to 90% of eligible project costs that enhance and strengthen the Downtown Revitalization Initiative (DRI) area. Property owners and business owners (including not-for-profit organizations) that are within the DRI area (refer to p.10) and are current on property tax payments and City fees are eligible to apply. Religious, government, and private membership organizations are not eligible for funding. Eligible projects include capital improvements to buildings that contain commercial uses, and the purchase of permanent machinery and equipment (fixtures) for businesses. Note that improvements that exclusively benefit residential units are not eligible. The property owner must retain ownership of the building and the business must remain active on the premises for at least five (5) years to receive the full reimbursement or the business or property owner will be responsible for repaying a portion of the grant funding received. Projects must meet the goals of the Downtown Revitalization Initiative (refer to p. 11 and 12) and advance the community's vision for downtown revitalization. The City of Peekskill is the administrator of the DRF with the Director of Planning being responsible for the overall program administration, and the DRF Program Administrator (a City consultant) responsible for day-to-day operations. Funding is provided by the Housing Trust Fund Corporation (HTFC) through the NYS Office of Community Renewal (OCR).

Visit [Downtown Revitalization Fund](#) to find Program Application, Guideline and other relevant documents. Any addenda or clarifications to the Program Guideline or application form will be posted to the website any time prior to the application deadline.

This is a competitive grant program, and the purpose of this application is to collect the information necessary to determine whether a proposed project can meet program criteria and minimum requirements and score high enough compared to other proposed projects to be awarded funding. It is the responsibility of the applicant to provide accurate and complete information within this application.

APPLICATION INSTRUCTIONS

1. Applicants must submit three copies of a completed and signed application form and all attachments to:
Office of the City Clerk – Attention: Program Administrator
City of Peekskill
840 Main Street Peekskill, NY 10566
2. In addition, a complete application and all attachments must be emailed to Abi Oridedi, Program Administrator, at abi@theruki.com
3. **Application is due no later than February 14, 2025 at 4pm**

1. GENERAL INFORMATION

Instructions: Complete all applicable fields. Phone numbers and email addresses must be provided for the applicant, business owner, and property owner if applicable. If the property owner is not the applicant, then the application must include a letter from the owner (Letter of Joinder) refer to p. 13 that authorizes the applicant to apply for funding, make the proposed improvements, and accepts ownership of the improvements upon project completion.

Project Address:

Applicant Name:

Applicant Address:

City: _____ State: _____ Zip Code: _____

Applicant is the Business Owner: Y N Applicant is the Property Owner: Y N

If the applicant is the business owner, name of business: _____

Existing business: Y N

New business: Y N

Business Owner Name (if different from Applicant)*: _____

Property Owner Name (if different from Applicant)*: _____

Address:

Address:

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Contact Person (if different from Applicant): _____

Relationship to Applicant: _____

Phone: _____ Email: _____

*If the owner is an LLC, provide an officer's name as the contact person for the LLC.

2. PROJECT CATEGORY

Instructions: Select all project types that apply to this funding request.

1. Interior or exterior building renovations and/or an addition (including signage and solar installations)
2. Purchase and installation of permanent machinery and equipment (fixtures) for business activities
3. Renovations and purchases of fixtures that address Public Health/ COVID 19-related issues

4. Architecture, Engineering, and Environmental Testing for project implementation

3. PROJECT INFORMATION

Instructions: Check all that apply

Project details (check all that apply)	Capital improvements to interior commercial space	Improvements to commercial space	
	Facade and exterior improvements	Solar installation	
	Purchase & installation of permanent machinery and equipment	Soft Cost (engineering, architectural work environmental testing etc.)	
	Public health/COVID-related improvements	Storefront signage	
Will improvements be visible from a public right-of-way?		Yes	No
Exterior (check all that apply)			
Signage	Masonry/Repainting	Painting	Roofing
Awning(s)	Carpentry	Lighting	Demolition
Furniture (built in)	Door(s)	Art Installation	Solar panels
Windows	Other (Describe):		
Interior (check all that apply)			
HVAC	Electrical	Plumbing	Carpentry
Demolition	Equipment/Machinery	Other (specify):	

4. PROJECT DESCRIPTION

Instructions: Describe your project in detail including a narrative with responses to all the numbered items below:

1. Total scope of the proposed project including descriptions and locations of each major component. Examples of components are listed in #3 above.
2. The current condition of the building/site. Any known code violations or environmental hazards (such as a buried fuel tank)?
3. For equipment/machinery purchases, how will they be permanently affixed to the property?
4. How do public health/COVID renovations and/or purchases apply to 3a and 5d in the Program Guideline?
5. How does the project meet the DRI goals? (refer to p. 11 and 12). Explain all that apply.
6. What energy efficient measures and accessibility improvements will be accomplished with the funding (if any)?
7. How are you able to pay for all project costs as they are incurred? Can you wait until project completion to receive full reimbursement?
8. How does the project meet the criteria listed under 6c in the Program Guideline?
9. Do you anticipate any delay in starting project design or making purchases upon grant award? If yes, please explain.
10. Identify any associated benefits from the project, over and above the benefits to the grant recipient.

Please respond to all the above. Attach additional sheets as needed.

5. CURRENT BUILDING USE

Instructions: Provide information on current use of the building.

	# Units/Spaces	Current use in each unit/space (i.e., vacant, storage, retail, restaurant, service business, general office, residential, artist loft, other (specify))
Basement		
1 st Floor		
2 nd Floor		
3 rd Floor		
Other		
Totals		

6. PROPOSED BUILDING USE

Instructions: Provide information on proposed use of the building if different from above.

	# Units/Spaces	Proposed use in each unit/space (i.e., vacant, storage, retail, restaurant, service business, general office, residential, artist loft, other (specify))
Basement		
1 st Floor		
2 nd Floor		
3 rd Floor		
Other		
Totals		

7. CURRENT RETAIL/COMMERCIAL TENANTS

Instructions: Provide the name, type of business, and location in the building for each existing commercial use.

Business Name, Type of Business, and location in building	# Full-time Jobs	# Part-time Jobs

8. PROPOSED RETAIL/COMMERCIAL TENANTS

Instructions: Provide the name, type of business, and location in the building for each proposed commercial use.

Business Name, Type of Business, and location in building	# Full-time Jobs	# Part-time Jobs

9. COST ESTIMATES FOR PROJECT

Instructions: List each major work component to be completed as described above in the Section 4. Project Description, provide an estimated cost for each component, and identify the source of each estimate. Additional pages may be attached using the same budget table

Project Component (Example: "4 new Windows")	Project Category (refer to Section 2)	Cost Estimate	Source of Estimate
Total Estimated Project Cost			
Grant Request Amount (cannot exceed 90% of total costs)			
Applicant Match (Total Project Cost less the Grant Request)			

10. PRELIMINARY PROJECT FINANCING

Instructions: Provide information on how the project will be funded.

	YES	NO
Are your funds currently available for the entire project?		
If NO, do you need to secure bank financing to complete your project?		
Is there a current mortgage/debt on the building?		
If YES, are payments current?		
Mortgage/lien holder name:		
Source of Funding	Amount	Use of Funds
Private Loan		
Bank Loan		
Owner Equity/Cash		
Other (specify)		
Total*		

**100% of the project cost must be covered upfront as this is a reimbursement program*

11. TAXES & UTILITIES

Instructions: Property owners who are the beneficiaries of Downtown Revitalization Fund must be current with all property taxes and water/sewer fees. Indicate the status of taxes and fees. Provide an explanation for any taxes or fees that are late or unpaid.

	YES	NO
Are City and School District Property Taxes current?		
Are Water/Sewer Bills current?		
Explanation (if "NO" to any of the questions above):		

12. REQUIRED SUPPORTING INFORMATION & EXHIBITS

Instructions: The following is a list of supporting documentation that must be submitted with this application. Please check boxes and submit all that apply. Note additional information may be requested by the City of Peekskill.

Information submitted with application (Check all that apply)	<input checked="" type="checkbox"/>	N/A
Current photo of building, photos of project components to be renovated, and photos of equipment/machinery to be purchased		
If applicant is a tenant, written authorization from property owner allowing proposed alterations (<i>Submit signed Letter of Joinder on p.13</i>)		
If applicant (s) owns property, a copy of the deed		
Certificate of occupancy (from the Building Department)		
Proof of hazard/liability insurance (must be carried for the 5-year program period)		
Proof that property taxes, water/sewer bills, and any other City fees are current and paid		
DRI map with property location marked		
Written estimates from designers, contractors and/or vendors for proposed work		
Commitment letter or term sheet from lender(s)		
Commitment letter or term sheet from private loan(s)		
Bank statement or evidence of cash/equity		

13. CERTIFICATION

APPLICANT INFORMATION & OWNERSHIP

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 Revitalization 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 pertaining to falsification of any item contained herein or fraudulent misrepresentation of my business/property. 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.

I hereby certify that I own the property to be improved or have provided written approval from the property owner allowing the proposed project to be executed. If any changes in ownership should occur from this date forward, I agree to notify the City of Peekskill immediately. Failure to do so may result in denial or termination of participation in the Downtown Revitalization Fund.

ADHERENCE TO PROGRAM GUIDELINE

I have received the City of Peekskill's Downtown Revitalization Fund Program Guideline. I agree to cooperate with the City of Peekskill and to comply with program requirements.

I hereby grant the City of Peekskill the unrestricted right to use, for lawful purpose, photographs taken of the property listing herein, which I own and /or for which I have the authority to grant such permission, and to use my name in connection therewith if it so chooses. I release and discharge the City of Peekskill from all claims or causes of action arising from the use of such photographs, including, without limitation, claims for libel or invasion of privacy.

TAXES & FEES

I understand that all property taxes and City fees must be paid and are current.

CONSTRUCTION MONITORING

I understand that any contract for work funded by the Downtown Revitalization Fund will be between me and the contractor and I should NOT SIGN ANY CONTRACT FOR WORK UNDER THIS PROGRAM UNTIL AUTHORIZED TO DO SO IN WRITING by the City of Peekskill. I understand that the receipt of the Downtown Revitalization Fund is subject to satisfactory completion of the approved work. I also understand that the City of Peekskill and its representatives are not responsible or liable for any breach of contract, faulty workmanship, accidents, liability, or damage that may arise from my relationship with the contractor. I further understand that the Contractor cannot begin work on my property until a WRITTEN NOTICE TO PROCEED is issued to me and the Contractor by the City of Peekskill. The written Notice to Proceed will be provided when all conditions are met, and all necessary approvals are received. Competitive bids will identify the lowest responsible bidder, and the reimbursement will be based on the lowest responsible bid.

ONGOING MAINTENANCE & REGULATORY TERM

I understand that all assistance is in the form of a reimbursable grant with a five (5)-year compliance period. I know I will be required to execute a Declaration document committing to this compliance period. Should the property owner sell the property, or the business owner vacate the property within the five (5) year timeframe, the business or property owner will be responsible for repaying a portion of the grant funding received. A Declaration Form will be filed with the County Clerk to secure this obligation and the following repayment schedule will apply if the property is sold or vacated between:

- Months 0-12: 100% repayment due
- Months 13-24: 80% repayment due
- Months 25-36: 60% repayment due
- Months 37-48: 40% repayment due
- Months 49-60: 20% repayment due
- Months 60 and beyond: 0% repayment due

CERTIFICATION/AUTHORIZATIONS/SIGNATURE:

By signing below, I certify that all information, which has been or will be furnished in support of this application, is given for the purpose of obtaining funds under the City of Peekskill's Downtown Revitalization Fund. I further certify that all information submitted has been examined and approved by me and is true, correct, and complete. I certify that I am not an ineligible applicant as outlined in Section 2b of the Program Guideline. I understand that this information will be used to assess my proposed project and that additional information may be needed to rate and rank the project in accordance with funding criteria. I agree to abide by all requirements set forth or to be set forth in connection with said Program.

In addition, I understand that falsifications of any item contained herein, or fraudulent misrepresentation of my business and its processes could result in criminal and/or civil penalties applicable under or pursuant to local, state, and federal laws. Further, I agree that verification of any information contained herein, or to be provided in support of this grant request, may be obtained by whatever means the City or its agent determines is appropriate, and a formal credit check may be undertaken by any source deemed appropriate by the City.

Applicant Name

Applicant Signature

Date

DRI AREA MAP



DRI STRATEGIC GOALS

DOWNTOWN VISION AND DRI AREA GOALS AND STRATEGIES

From the Peekskill Downtown Revitalization Initiative

Strategic Investment Plan November 2020

Downtown Vision

Downtown Peekskill is a friendly, intergenerational, and diverse community that leverages its lively arts, entertainment, and dining scene. It has excellent access to regional recreation opportunities, an entrepreneurial spirit, and historic charm to welcome people of all ages, incomes, and backgrounds to live, visit, learn, work, and raise a family.

DRI Area Goals and Strategies

- 1 Attract and support job opportunities for all skill and wage levels, helping both current and future residents establish and grow their careers and the City to expand its tax base, including through investments in critical infrastructure and the youth of the community.**
 - Build on current local growth sectors (arts, entertainment, dining)
 - Support entrepreneurial opportunities that target the local workforce
 - Encourage small business expansion
 - Provide public infrastructure that supports existing businesses and attracts new entrepreneurs to Peekskill
- 2 Strengthen linkages from the central business district to the transit-oriented waterfront area and to adjacent residential neighborhoods, creating inviting and walkable connections for downtown visitors.**
 - Improve multi-modal connectivity with emphasis on biking and walkability enhancements
 - Strengthen connections to increase tourism and regional visitors
 - Encourage alternative transportation options that reduce reliance on automobiles and serve users of all ages and abilities
- 3 Establish Peekskill as a regional arts, cultural, and dining destination, with a diverse range of offerings that support tourism as well as local jobs.**
 - Support existing arts organizations and encourage emerging groups
 - Make Peekskill's thriving arts community more visible to support local artists, including integrating art into streetscapes, signage, and public space
 - Create an identity for Peekskill's arts, culture, and business communities
 - Provide resources to arts and cultural organizations to ensure that they can provide programming and generate revenue to expand and sustain themselves

4 Enhance the attractiveness of the downtown environment for residents and visitors alike, through improvements to streetscapes, public spaces, wayfinding and parking signage, and overall aesthetics.

- Improve wayfinding and develop clearly identified walking and cycling paths
- Provide civic spaces that can be programmed for multiple public uses throughout the year
- Improve the downtown environment by supporting upgrades to downtown buildings and businesses
- Create a sense of place through the integration of landscaping, green infrastructure, street furniture, public art, and wayfinding elements

5 Promote a healthy balance of downtown uses, including retail, restaurants, small businesses, cultural and community institutions, and housing, to support a 24/7 community.

- Stimulate economic development by activating vacant or underutilized downtown properties
- Provide public realm improvements that attract and support new private development
- Provide resources to assist existing property owners and businesses
- Increase resources for community organizations that provide services for Peekskill's youth and underserved populations
- Support mixed-use development that provides a range of housing types and retail/commercial options that support local priorities

CITY OF PEEKSKILL
DEPARTMENT OF PLANNING AND DEVELOPMENT
City Hall – 840 Main Street
Peekskill, New York 10566
Phone: (914) 734-4211

LETTER OF JOINDER

(To be submitted with the application if the applicant is **not** the property owner)

I, _____, do hereby verify that I am the
(Property owner)

owner of _____
(Property address) AND (Section-Block-Lot)

and that I hereby join in the application of _____
(Applicant's name)

to request Downtown Revitalization Funds (DRF) through the Downtown Revitalization Initiative (DRI).

As owner of the above-referenced property, I hereby authorize the above-named applicant to apply for improvements and fixtures that will be made to the above referenced property, and to act in accordance with the requirements of the DRF application process. If the grant funding is awarded to the applicant, I agree to abide by the conditions of the DRF program and the requirements of the funding contract between the City and the applicant. I agree to sign a separate Letter of Joinder if any City approvals are needed such as site plan, Certificate of Appropriateness, building permit, etc. I agree to accept ownership of the improvements/fixtures made to my property as a result of the DRF program.

Signed: _____
(Property Owner)

Printed: _____

Dated: _____