



*Housing with compassion...
Development with a vision*

CITY OF POUGHKEEPSIE MAIN STREET PROGRAM 2010

INSTRUCTIONS

Hudson River Housing, Inc. (HRH) has funds available to support downtown revitalization efforts in the City of Poughkeepsie. HRH will award grants for the following:

Storefront Facade & Signage Improvement Grants up to \$5,000 per building for first and/or second floor civic or commercial use, not to exceed 75% of Total Project. A 1:3 owner match is required. Improvements to second floor commercial or civic space may only be considered in conjunction with first floor improvements. All work must comply with the standards of the State Office of Parks, Recreation and Historic Preservation, for properties eligible for the historic register, and with local design guidelines. If the facade does not meet design standards, a facade renovation may be required. Proposed work must be reviewed and approved by HRH.

The target area for this grant opportunity is the **Middle Main Neighborhood**. A map detailing the neighborhood boundaries is included. Only those entities with properties located in the target area with frontage on Main Street are eligible for the program.

Work that will be funded can include signage and aesthetic improvements to storefronts. Window replacements, structural renovations, electrical/HVAC/plumbing, and equipment may be described in the project's scope of work but will not be funded through this program. All projects must be designed so as to enhance the overall appearance of the neighborhood. Work funded by the program must be completed by June 30, 2012.

Priority will also be afforded to:

- Properties that front directly onto Main Street;
- Properties where immediate action will help alleviate or prevent dangers to the health and safety of the community;
- Readiness to proceed - the degree to which necessary public approvals (e.g., local zoning and planning, environmental, historic preservation) and financial resources have been secured;
- Properties where improvement would reduce blight or contribute to the economic recovery of the target area;
- Historic properties in danger of being lost, in part or in total, to disrepair and damage.

Projects will be selected based not only on their individual merits, but also on their combined impact potential. A selection committee consisting of local business and community leaders and representatives from Hudson River Housing will make the final decision as to which properties will receive the matching funding. All renovations made using these funds must be maintained for a minimum of five years following the grant completion date.

Applications for interested property owners in the target area are available for download at www.hudsonriverhousing.org. Applications are also available at the following locations:

Hudson River Housing Administrative Offices
313 Mill Street
Poughkeepsie, NY

Hudson River Housing Middle Main Revitalization Office
317 Main Street
Poughkeepsie, NY
Open Tues - Thurs 12-8

Dutchess Regional Chamber of Commerce
1 Civic Center Plaza
Poughkeepsie, NY

City of Poughkeepsie
Office of Community Development
Municipal Building, Civic Center Plaza
Poughkeepsie, NY

Please submit one copy of your completed application, with all required attachments, to:

Andrew Sawtelle
Hudson River Housing, Inc.
313 Mill Street
Poughkeepsie, NY 12601

or an electronic copy may be submitted to Andrew Sawtelle at
asawtelle@hudsonriverhousing.org

Incomplete applications will not be considered. Please label all attachments. To be considered for funding, your application must be received by:

4:00 PM on Friday, October 14, 2011

Project awards will be announced by the end of November 2011.

All questions can be directed to Andrew Sawtelle at (845) 454-9288.

HUDSON RIVER HOUSING
CITY OF POUGHKEEPSIE MAIN STREET PROGRAM 2010
APPLICATION

I. APPLICANT INFORMATION

Applicant Name _____

Applicant Address _____

Phone: _____ Fax: _____ E-mail: _____

Tax ID #: _____

Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

Project Address _____

Applicant is Individual Partnership For Profit Not for Profit
 Corporation Corporation

II. PROJECT DESCRIPTION

Please provide a brief project description. Include the number of commercial units. Please be sure to describe planned façade improvements. Attach drawings or photographs if available.

Please describe how this project will benefit Poughkeepsie’s Main Street and downtown revitalization efforts.

III. PROJECT FINANCING

New York Main Street (NYMS) Funding will only be made available on a reimbursement basis, after work is completed. Funds can be requested for:

Building Renovation Grant: up to \$5,000/building for first and/or second floor civic or commercial use, not to exceed 75% of Total Project.

Type and amount of funds requested:

Building Renovation: \$ _____

Project Financing Sources:	Amount	Status *
NYMS		
TOTAL SOURCES:		

- *If other funds are pending approval and the project is dependent on them, please be advised that we reserve the right to rescind Main Street funding if other funding becomes unavailable.*

IV. PROJECT BUDGET

Uses	NYMS	Amount from other funding sources	Total Cost
Rehabilitation/Construction Costs			
Soft Costs			
Developer's Retention			
Other: Carrying Costs			
TOTAL USES:			

VI. PROJECT SITE INFORMATION

Tax Parcel No.: _____

Control of Property by: Deed Option Contract

<i>Check all required approvals:</i>	<i>Date approval received or anticipated</i>
Use/Area Variance <input type="checkbox"/>	
Parking Variance <input type="checkbox"/>	
Special Permit <input type="checkbox"/>	
Rezoning <input type="checkbox"/>	
Site Plan Approval <input type="checkbox"/>	
Building Permit <input type="checkbox"/>	
SHPO Designation <input type="checkbox"/>	

ALL OF THE FOLLOWING DOCUMENTS MUST BE ATTACHED:

- A. Certificate of insurance
- B. Funding commitment letters for committed funds
- C. Evidence of site control (e.g. deed, option, contract)
- D. Evidence of required approvals which have already been obtained
- E. Site photos, in color, showing property and surroundings

APPLICANT’S CERTIFICATION AND SIGNATURE

The undersigned, duly acting as an authorized representative of the applicant, hereby certifies the following:

- ❑ The information set forth in this completed application for City of Poughkeepsie Main Street Grant Funds, to the best of my knowledge, is correct.
- ❑ The requested funds shall only be used for the purposes specified in this application, and in accordance with regulations of the New York State Housing Trust Fund Corporation (HTFC).
- ❑ In the event that the project as described in this application fails to meet its specified goals or otherwise falls out of compliance with HTFC regulations, the funds will be recaptured and returned to Hudson River Housing.
- ❑ The applicant agrees to submit reports and supporting documentation related to the development and performance of this project as often as Hudson River Housing may require, and will monitor the project in accordance with HTFC regulations.

Signature of Applicant’s Authorized Signatory

Title

Name of Applicant’s Authorized Signatory (printed)

Date

**BOUNDARIES OF CITY OF POUGHKEEPSIE MAIN STREET PROGRAM 2010
PROPERTY MUST BE WITHIN INDICATED TARGET AREA**

