



**Downtown
Revitalization
Initiative**



Village of Kinderhook NY Forward Small Project Fund

APPLICATION

In partnership with the NY Department of State, NYS Housing Trust Fund Corporation, and the Village of Kinderhook, the Columbia Economic Development Corporation (CEDC) has been selected to administer a Small Project Fund through NY Forward. These funds will support downtown revitalization projects for buildings and businesses within the Village of Kinderhook NY Forward Area (see Appendix A).

Priority consideration will be given to projects that align with the following criteria:

- *Projects that are visually prominent within the area map.*
- *Renovation of upper-story residential units.*
- *Restoration of historically significant properties, particularly those at risk of deterioration or loss.*
- *Projects that reduce blight, contribute to economic recovery, or stabilize and expand a downtown business.*
- *Initiatives that lead to job creation.*
- *Projects that enable businesses to expand their services.*
- *Projects that have not previously received NY Forward funding.*

In addition to improvements to structural integrity, The Small Project Fund is designed to enhance the economic vitality of local commercial districts. By improving aesthetics, these projects help increase property values, attract businesses, encourage tourism, and strengthen the overall appeal of our communities.

Application deadline is September 30, 2025.

Conditional Awards will be announced by November 30, 2025.

All projects to be completed by December 31, 2027.

Questions? E-Mail CEDC at KinderhookSPF@columbiaedc.com.

Please Note:

- Projects require all necessary approvals including but not limited to: Kinderhook Historic Preservation Commission, Kinderhook Building Department/Code Enforcement and Kinderhook Planning Board.
- Real property taxes, special assessments, water and sewer fees must be in good standing.

APPLICANT CONTACT INFORMATION

Name: _____

Business Name: _____

Mailing Address: _____

Property Address: _____

Phone: _____ E-mail: _____

Property/Project Address (must be in the NY Forward Area):

BUILDING OWNER INFORMATION AND AFFIRMATION (if different from applicant)

Name: _____

Mailing Address: _____

Property Address: _____

Phone: _____ E-mail: _____

I approve this project. Further, I attest that real property taxes, special assessments, water and sewer fees are in good standing.

Building Owner Signature: _____ Date: _____

If different, Applicant Signature: _____ Date: _____

GENERAL INFORMATION

What year was this building constructed? _____

Is this building listed on the National Registry of Historic Places? YES or NO

Is the property vacant or occupied? _____ If vacant, how long? _____

Number of Commercial Units _____

Number of Residential Units _____

Proposed Work: (check all that apply):

- Façade Improvement (brick repair, window replacement, exterior painting, lighting etc.)
- Interior and exterior building renovations for commercial and mixed-use spaces, e.g. façade/storefront renovations, permanently affixed signage and awnings, commercial interior fit-out, HVAC, MEP, and other permanent building improvements
- Upper-story residential improvements
- Permanent commercial machinery and equipment, that is integral to the business and not a replacement of existing equipment unless it allows for more/new products to be offered and has a useful life of more than one year and an acquisition cost of \$2,000 or more per unit

Scope of Work: Please briefly describe the work you propose to do for this project and attach a design plan and contractor bids for work to be completed. If available, include paint, awning color samples, architectural renderings, computer-generated images and/or pictures of both the current and proposed concept.

This is an initial review of the project scope to be accepted as a complete application and consideration of a “Conditional Award”. As a NYS program requirement, CEDC will work with the applicant to develop a detailed scope of work and solicit at least two contractor bids for review at a later date. None of the work may begin until NYS authorization to proceed has been received. An environmental review must be conducted prior to work commencing.

Will you be using the services of a design professional for this project? YES or NO

Do you have the match commitment of at least 25% of the proposed project cost? YES or NO

You are required to show proof of funds for the entire project amount in the form of cash in bank, secured loan commitments and/or lines of credit at time of application.

THE OFFER:

A successful applicant will receive a grant award for up to 75% of the total approved eligible project cost. Grant recipient must contribute at least 25% of the total project cost as cash equity.

ALL grants will be disbursed as reimbursement only.

Successful applicants should receive a "Conditional Award" letter by November 30, 2025. *Unapproved, substantial deviations from the approved project may result in withdrawal of a grant award.*

A Grant Agreement will be provided once the scope of work and bids have been reviewed and authorized by all parties.

APPLICATION CERTIFICATION

The information submitted herein is true and accurate to the best of my knowledge. I have read and understand the conditions of the grant and agree to abide by its conditions and guidelines.

Signed: _____

Date: _____

Signed: _____

Date: _____

Application Checklist:

- Completed and signed Application, signature required in at least two places
- Review, complete and attach the Design Checklist
- Attach architectural details, paint swatches, renderings and/or concept photos, as available
- Attach contractor bids (minimum of two)
- Provide match commitment letter for balance of funds, bank, equity, etc.
- Other i.e. Historic Designation, Building Code Violations, Letter of Support to emphasize support for the project
- Attach proof that the property is insured
- Provide a copy of the deed
- Provide cost estimates for the proposed scope of work
- Signed Conflict of Interest Policy (See Appendix B)

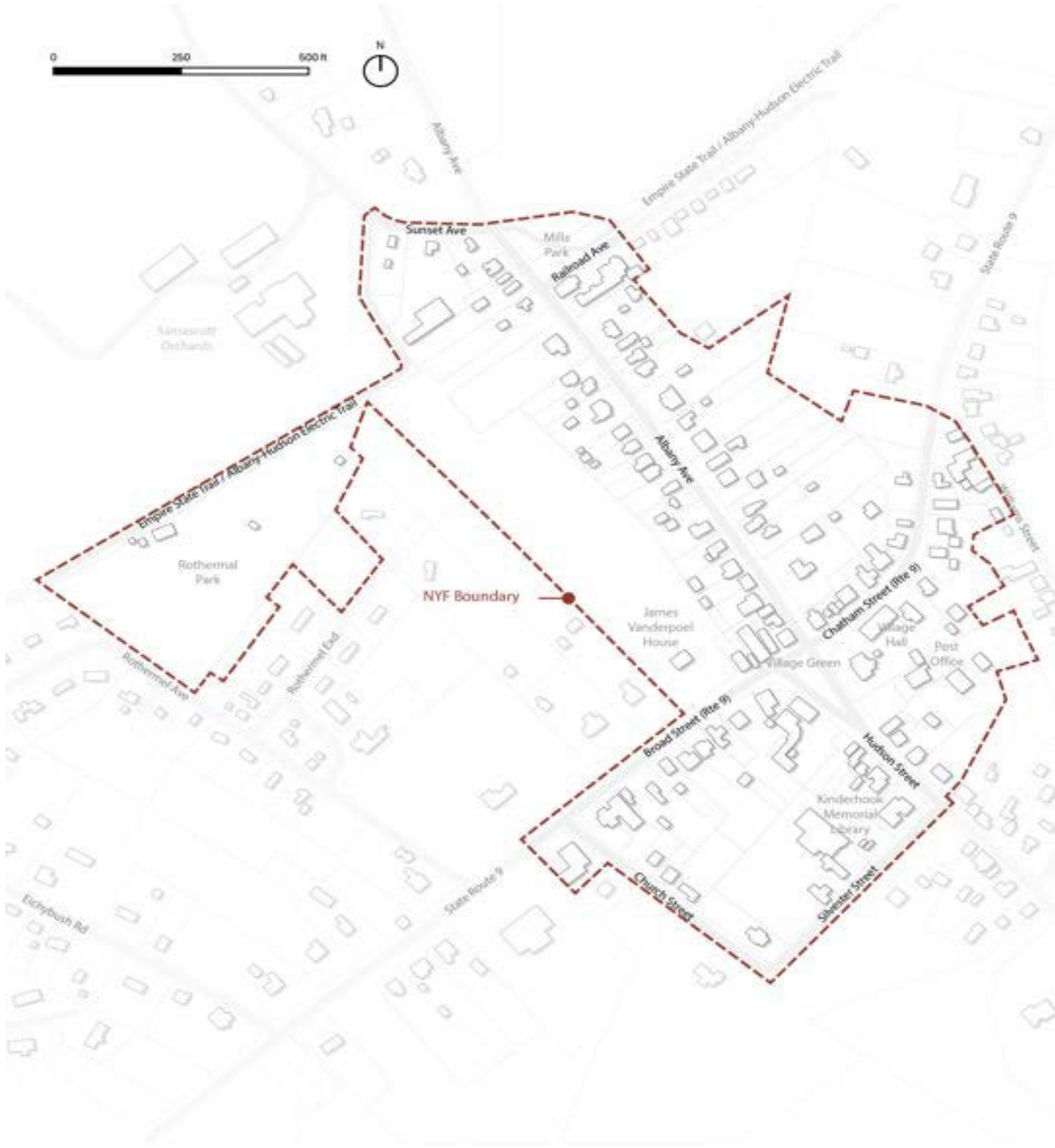
If the proposed project does not closely consider the Design Checklist provided, Review Committee representatives will be available to discuss solutions and revisions needed to advance the application for further review. Incomplete applications will not be considered for funding.

Please be aware that no work can start without HCR approval to move forward.

Appendix A

Village of Kinderhook – NY Forward Small Project Fund

Boundary Map



Appendix B

Village of Kinderhook – NY Forward Small Project Fund

Conflict of Interest Policy

1. Purpose

This policy is designed to ensure transparency, fairness, and integrity in the funding application and review process. It establishes guidelines for identifying and addressing conflicts of interest among applicants, program administrators, and decision-making bodies.

2. Definition of Conflict of Interest

A conflict of interest may arise when an applicant for funding has a personal or financial relationship with an individual involved in the funding decision-making process. This includes, but is not limited to, relationships with:

Employees of the Community

Officers or Board Members of the Community

Members of the Project Review Committee

Elected officials of the Community

Other situations may also present a conflict of interest and will be reviewed on a case-by-case basis.

3. Disclosure Requirement

All applicants for funding must complete and sign this appendix as part of the application process. The form must disclose any relationships or circumstances that could constitute a conflict of interest.

4. Review and Determination

If a potential conflict of interest is disclosed:

CEDC will review the situation.

CEDC will determine if a conflict exists and document its decision.

The determination will be formally submitted to the Housing Trust Fund Corporation (HTFC) staff for recordkeeping.

5. Municipal Agency Restrictions

In accordance with Article 18 of the New York State General Municipal Law, municipal officers and employees are prohibited from participating in the program as grant recipients or contractors. Any applications from municipal officers or employees will be disqualified.

Appendix C

Village of Kinderhook – NY Forward Small Project Fund

Frequently Asked Questions

1. What are examples of eligible uses of funds?

- a) Building Renovations: façade/storefront renovations, permanently affixed signage and awnings, interior fit-out, HVAC, mechanical, electrical and plumbing and energy system upgrades.
Note: Renovations must meet local design guidelines and standards, the NYS Building Code and NYS historic preservation standards.
- b) Business Assistance: Purchases of permanent commercial machinery and equipment that is integral to the business that is not a replacement of existing equipment unless it allows for more/new products to be offered.
- c) Soft Costs: Architectural and design, engineering, and environmental testing (not to exceed 18% of project costs)

2. What are examples of ineligible uses of funds?

- a) Acquisition costs
- b) New construction
- c) Demolition
- d) Improvements to structures owned by religious or private membership-based organizations
- e) Improvements to municipally-owned buildings used for municipal purposes
- f) Non-permanent fixtures, furnishings, appliances, electronics, security systems and business equipment
- g) Site work or ancillary activities including septic systems or laterals, grading, parking lots, sidewalks, landscaping, fences, free standing signs
- h) Inventory, rent or lease expenses, working capital
- i) General maintenance
- j) Reimbursement of cash payments
- k) Funds cannot be used for participant, participant's family or participant's staff labor. In-kind labor and the reimbursement for materials only is also not eligible

3. A written Scope of Work is required for all projects. The scope of work is a write-up that will address:

- a) Immediate health and safety concerns;
- b) The correction of code violations;
- c) Environmental hazards such as lead-based paint and/or radon that may exist in buildings that contain residential units;
- d) Installation of energy conservation measures;
- e) Consistency with any other local program design guidelines; and
- f) Preservation of historical elements of the building.
- g) Accessibility for persons with disabilities

4. Is there a range of available funding?

- a) Building Renovation: \$25,000 - \$100,000 per building, not to exceed 75% of the total eligible project cost. Building renovation funds may be used to renovate facades, storefronts and commercial interiors, with an additional \$25,000 per residential unit up to a per building maximum of \$150,000, not to exceed 75% of the total project cost. Funds should produce a finished commercial or residential space, ready for occupancy, within the contract term. *Note: Residential units that become vacant during the regulatory period must be marketed and made available to persons of low income. Annual rent limits are prepared by NYS HCR.*
 - b) Minor Exterior Projects: \$10,000 - \$25,000 per project, not to exceed 75% of the total eligible project cost and not to exceed \$100,000 in Program funds. Activities may include signage, awning, and painting.
 - c) Small Business Assistance: \$10,000 - \$50,000 per project, not to exceed 75% of the total eligible project cost. Small Business Assistance funds may be used for permanent machinery and equipment. Business owner must show at least 5 years remaining on a commercial lease.
- The minimum match requirement is 25% of the total project cost.
 - Match requirements must be realized on a building-by-building basis and are calculated using the total project cost.
 - In-kind match is not eligible.
 - Costs incurred prior to the effective date of the grant agreement are not eligible for reimbursement and not eligible as a match.
 - Soft Costs: Eligible soft costs include architecture, engineering, and environmental testing expenses. Soft costs must be included within per building activity funding limits identified above and may not exceed 18% of the awarded funds. Soft costs require matching funds, and in-kind match is not eligible. Soft costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed with Program funds. Therefore, reimbursements for soft costs may not be requested as part of a partial payment prior to project completion.

5. What is proof of available financing?

Property owners are responsible for the total cost of the project. Grants will reimburse property owners at the conclusion of the project after all costs are paid. Proof of available financing through cash in bank, secured loan commitments, and/or lines of credit is required.

6. How are projects scored?

- a) Readiness: projects that provide proof of overall feasibility and readiness such as proof of ownership, documentation that 100% of the financing for the project is in place, reasonable construction timeline.
- b) Physical Impact: projects that are visually prominent downtown, have historic value, are in danger of being lost, bring existing properties into compliance with design guidelines that are transformative beyond normal maintenance.
- c) Economic Impact: projects leveraging grant funds with private investment that with the assistance of grant funds, will reduce blight and vacancies, contribute to the economic recovery of the target area, or realize a stabilization or expansion of downtown tax base, businesses and/or jobs.
- d) Goals Achieved: projects that advance the goals and priorities of the community's Strategic Investment Plan.

7. Who decides if a project is selected for a grant?

Projects will be reviewed locally and submitted to Housing Trust Fund Corporation (HTFC) for final approval.

8. If awarded a grant, what happens next?

CEDC, acting as LPA, will enter into a Grant Agreement with the grantee to provide the program financial assistance. The Grant Agreement will outline the roles and responsibilities for both CEDC and the participating property or business owner.

9. What will be in in the grant agreement?

At a minimum, the grant agreement will specify:

- Agreed upon Scope of Work
- Projected amount of financial assistance awarded
- Estimated project timeline
- Requirement to insure the premises for the full (100%) replacement value, obtain fire insurance and other appropriate insurance depending on makeup of building, and to obtain flood insurance coverage if the premises is in a special flood hazard area
- Regulatory term or repayment provisions
- Requirement to sign a photo release form permitting the HTFC to use photographs of the assisted business or property
- Requirement to engage a contractor and begin activities within 30 days of formal approval
- Payment structure, timing
- The grantor has the right to inspect work at any time
- Disbursement documentation requirements
- The grantor may terminate the award and cancel the grant agreement should the work or purchases be inconsistent with the program rules outlined, agreed upon scope of work or project design, stated timeline or if insurance is not maintained by the participating contractor.

10. What happens if I sell my building during the compliance period?

All assistance is in the form of a reimbursable grant with a five (5)-year compliance period. Property owners will be required to execute a Declaration document committing to this compliance period. Should the property owner sell the property within the five (5)-year timeframe, they 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:

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

11. What happens if I sell my permanent machinery and equipment during the compliance period?

In the event the owner is required to sell the equipment during the compliance period, they will be responsible for repaying the grant funding received. Additionally, a control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft. A physical inventory of equipment will be taken annually.

12. Contactor Bids

A clear, write-up for the project as outlined in Scope of Work must be the basis for the bids or proposals. All bidders must have equal access to relevant information, including information on the property itself. The bids or proposals for all activities must be submitted directly to CEDC by the contractor. CEDC will advise the property owner of acceptability of bids/proposed cost. CEDC shall select the lowest responsible bidder. If the property owner chooses other than the lowest bidder, re-imbursement will be based on the amount of the lowest responsible bid. All contractors must supply references and proof of proper insurance.