



Downtown Revitalization Initiative



Downtown Revitalization Initiative

NEW YORK STATE DOWNTOWN REVITALIZATION INITIATIVE

CITY OF PORT JERVIS

SMALL PROJECTS FUND APPLICATION PACKAGE

APPLICATION DEADLINE: August 17, 2026, by 4 pm

Submit original completed, signed and notarized application with all required documentation in person to:

In person delivery to:

City of Port Jervis

City Clerk's Office

Attn: Small Projects Fund

20 Hammond Street

Port Jervis, NY 12771

Or

By mail to:

City of Port Jervis

Attn: Small Projects Fund

PO Box 1002

Port Jervis, NY 12771

(Must use the PO Box for it to be delivered)

REQUIRED SUPPORTING DOCUMENTATION

(if any of the following are missing, the application cannot be considered)

1. Signed Small Projects Fund Program Guidelines ☐
2. Copy of the deed ☐
3. Current photo of the building including areas to be renovated ☐
4. Minimum of two professional cost estimates ☐
5. Evidence of committed project funds
(bank statements, loan commitment letters) ☐
6. Proof of Hazard/Liability Insurance on the property ☐
7. Proof that Taxes, Water and Sewer Bills are paid up to date ☐
8. The application filled out in its entirety with Application Certification page
signed and notarized ☐
9. Completed Conflict of Interest disclosure form ☐
10. Signed Commitment Letter ☐

DOWNTOWN REVITALIZATION INITIATIVE

SMALL PROJECTS FUND

PROGRAM GUIDELINES

INTRODUCTION

The City of Port Jervis was awarded \$600,000 to establish the Small Projects Fund through the Downtown Revitalization Initiative (DRI) Round VI. Of that amount, \$530,000 is available to provide matching grant funding for improvements to commercial properties located within the Port Jervis DRI area (see Appendix A). Property owners, business owners, entrepreneurs, and nonprofit organizations are eligible to apply for funding to support both interior and exterior building improvements, site upgrades, enhancements, and business-related improvements or modifications. Proposed projects should align with the goals of the DRI and contribute to the shared vision of a more vibrant, attractive, and economically strong Port Jervis.

Port Jervis is a place that inspires pride among residents, businesses, and visitors alike, and the buildings that shape its streets should reflect that same sense of care and investment. Through this grant-funded program, local business and property owners are invited to apply for funding to enhance and improve their buildings. These improvements will help strengthen the visual character of the community while supporting local businesses and encouraging continued economic development. By investing in building improvements, this program aims to create a more welcoming, vibrant environment that benefits the entire community.

Project dependent, the program offers matching grants between \$10,000 and \$150,000 covering up to 75% of eligible project costs. All applicants are required to provide a 25% cash match. This is a reimbursement-based program, which means that the successful applicant must expend all the funds to complete the project and then apply for reimbursement (75%) and all funded activities must comply with New York State procurement and environmental review regulations.

Building permits may be required depending on the scope of the work. The cost of the building permit varies depending on the cost of the project.

Also, if the project requires plans, commercial projects are reviewed by the City Engineer and will require a review fee bond to pay for the Engineer review.

Any electric or plumbing work can only be done by a City of Port Jervis licensed electrician or plumber.

If a dumpster is required to remove any construction debris, only an approved hauler can be used.

Applications will be reviewed and scored by a selection committee set forth by the city.

Applications can only be submitted by building owners and/or business owners. Office of Community Renewal guidelines and eligibility requirements will be followed by the city and the applicants.

Applications will be reviewed by the city building department to determine if any code violations are present or if there were conditions that would impede successful completion. A site visit may be required to determine property eligibility. Full access to all portions of the property, both interior and exterior must be available.

The applicant is responsible for 100% of the financing of the project up front. All grant funds will be provided on a reimbursement basis after the approved project is completed.

All Small Project Fund projects have a five-year compliance period. Should the owner sell the property within a five-year time frame, the said owner will be responsible for repaying all or a portion of the grant funding received.

Projects may include:

- Building Renovation

The program may award between \$25,000 - \$100,000 in Program funds, per building, not to exceed 75% of the total eligible project cost. Building renovation funds may be used to renovate façades, storefronts and commercial interiors, with an additional \$25,000 per residential unit up to a maximum per building of \$150,000, not to exceed 75% of the total project cost.

Example:

Total Project Cost:	\$80,000
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Maximum Eligible (75%):	\$60,000
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Award:	\$60,000
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Owner Match:	\$20,000
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- Minor Exterior Projects

The program may award between \$10,000 - \$25,000 in Program funds, 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. (façade improvements)

- Small Business Assistance

The program may award between \$10,000 - \$50,000 in Program funds, per project, not to exceed 75% of the total eligible project cost. Small Business Assistance funds may be used for permanent machinery and equipment.

- Soft Costs

Eligible soft costs include Architecture, Engineering, and Environmental Testing expenses.

*Smaller jobs, such as roofing, sidewalks and laterals can be improved if they are a part of a larger building improvement project.

TIMELINE

Milestone

Target Date

Rev (04) 6/29/2026 SH

Public Advertisement Commences	May 26, 2026
Presentation to PJCC	May 26, 2026
Release of Funding Application	July 6, 2026
Q&A / Info Sessions	July 10 and July 17, 2026
Port Jervis City Hall Common Council Chambers	(12 pm – 3 pm)
20 Hammond Street Port Jervis, NY 12771	(5:30 pm – 7:00 pm)
<i>(Attendance at a Minimum of One Session is Required to Apply)</i>	
Applicant Open House – By appointment only	July 23, 2026
	(9 am – 5 pm)
Port Jervis City Hall Common Council Chamber	
20 Hammond St Port Jervis, NY 12771	
<i>(Previous Info Session Attendance Required)</i>	
End of Application Period (Delivered/Postmarked)	August 17, 2026
Review of Draft Award / Scoring	August 18 – 28, 2026
First Round of Projects Awarded	September 4, 2026
First Round Projects Start	October 16, 2026
Last Round Completed	December 1, 2027
Contract Termination	December 31, 2027

Important Dates and Support Opportunities (One information session must be attended before applying):

Information Sessions

July 10th and July 17th, 2026: Drop in Q&A from 12:00 pm – 3:00 pm or 5:30 pm – 7:00 pm
Learn about eligibility, guidelines, funds and the application process.

Applicant Open House

July 23, 2026: Applicant Open House from 9:00 am – 5:00 pm pm (By Appointment Only)
Applicants must bring a draft application for review and individual assistance.

***All applicants are required to attend one information session before applying. Special accommodation may be allowed for extenuating circumstances.**

ELIGIBLE FOR APPLICATIONS

- Property owners who are individuals, for-profit entities, or not for profit entities
- Building must be located within the DRI target area (Appendix A)
- All properties must be mixed-use or commercial
- Must be up to date on mortgage, property and school taxes, and/or water and sewer bills and provide proof thereof

INELIGIBLE FOR APPLICATIONS

- Religious organizations applying for renovations to a property used for religious purposes
- Private membership-based organizations
- Any business not open to the public based on age, race, gender, religion, etc.
- Municipality owned businesses
- Applicants not up to date on mortgages, property and school taxes, and/or water and sewage bills

ELIGIBLE EXPENSES

- Building Renovation
 - Façade / storefront renovations
 - Permanently affixed signage and awnings
 - Interior fit/out, HVAC, mechanical, electrical, plumbing (MEP)
 - Energy System Upgrades
 - ADA Accessibility Improvements
 - Other permanent building improvements
 - Upper story residential improvements
 - Business Assistance
 - 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
 - Public Art
 - Murals, sculptures, and other significant permanent installations
 - Soft Costs (Cannot exceed 18% of the award amount)
 - Architectural and design, engineering, and environmental testing

***Renovations must meet local design guidelines and standards, the NYS Building Codes, HTFC (Housing Trust Fund Corporation) and SHPO (State Historic Preservation Office) standards.**

INELIGIBLE EXPENSES

- Acquisition of property, buildings
- New construction of any kind including adding additional floors
- Demolition
- Improvements to structures owned by religious or private membership-based organizations
- Improvements to municipally owned buildings used for municipal purposes
- Non-permanent fixtures, furnishings, appliances, electronics, security systems and business equipment
- Site work or ancillary activities including septic systems, grading, parking lots, sidewalks, landscaping, fences, free standing signs
- Inventory, rent or lease expenses, working capital
- General maintenance
- Reimbursement of cash payments
- Work completed or materials purchased by property owner or family
- In – Kind Labor
- Repayment of debt
- Salaries, Wages and Benefits
- Loan, Finance or Interest Fees
- Soft Costs for cancelled projects

BUDGET / FINANCING

Match requirements must be realized on a building-by-building basis.

- Source vs. Use - Match must be allocated to the renovation project
- Up to 75% of the eligible total project cost can be reimbursed, up to activity limits.
- Only eligible activities that have met procurement requirements can be used as match.
 - Procurement Requirements
 - Fair competition
 - Reasonable pricing
 - No conflicts of interest

Project Example

- \$10,000 roof replacement
- \$5,000 new sidewalk
- \$15,000 storefront windows replaced and façade painted
- \$25,000 fit out of vacant 2nd floor commercial space for new yoga studio – floors, walls, bathroom, changing room, permanent fixtures

\$50,000 Total Eligible Project Cost

\$37,500 DRI Reimbursement

\$12,500 Match Requirement

EVALUATION CRITERIA

Weighted application scoring will be based on the following:

- Projects that are visually prominent within the DRI area
- Projects that include renovation of upper story residential units
- Projects with historic value or historic properties in danger of being lost in part or in total to disrepair or damage
- Projects that with the assistance of grant funds, will reduce blight, contribute to the economic recovery of the downtown, or realize a stabilization or expansion of a Downtown business
- Projects where assistance will create jobs
- Projects where assistance will allow business to expand service offerings.
- Projects that have not received additional DRI awards.

Projects will be selected based on the impact they will have within the service area and will be based on the following criteria:

- 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.
- 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.
- 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.
- Quality of Life Impact – projects that are performing accessibility upgrades
- Goals Achieved - projects that advance the goals and priorities of the community's Strategic Investment Plan.

PROJECT SCORING AND GUIDLINES

Criteria	Max Points
Readiness	25
Physical (Visual) Impact	25
Economic Impact	25
Goals Achieved	25
Total	100

DEVELOPMENT AND REIMBURSEMENT

Upon notice of funding award, the applicant must work with the city and its consultants to complete project design, obtain necessary approvals, select a contractor and begin work. The project development phase includes the following steps:

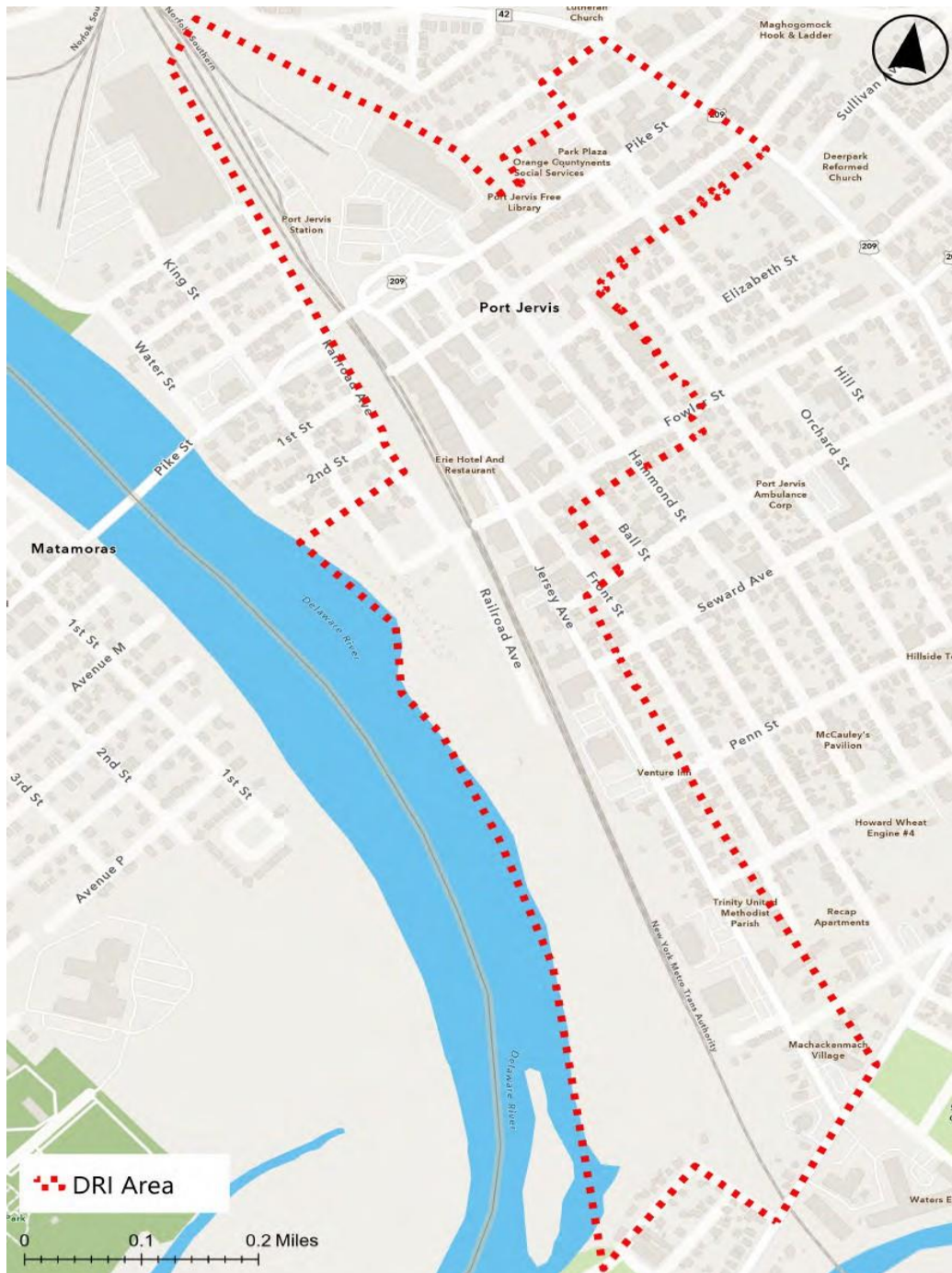
1. Pay a commitment fee of \$1500.00 for projects at time of contract with the city
2. Work with the city and its consultants to develop project scope of work
3. Execute a contract with the city
4. Complete architectural and engineering plans as necessary
5. Coordinate environmental review (State Historic Preservation Office) SHPO approval
6. Prior to commitment or expenditure of program funds, the environmental effects of each activity will be assessed in accordance with the State Environmental Quality Review Act (SEQR)
7. Finalize Budget
8. Receive clearance from the city design standards
9. Secure planning/development board approval
10. Adhere to MWBE good faith efforts
11. Obtain a minimum of two bids for each phase of work and work with the city to select contractors
12. Execute contracts with contractors
13. Obtain building permits
14. Implement Project
15. Provide accessibility for all inspections
16. Provide reports as requested
17. Complete project by Port Jervis Building Department
18. Apply for Reimbursement

PROGRAM CONDITIONS

- **Grant awards will be merit based. Applicants that can communicate a compelling need that directly fulfills criteria listed throughout the program guidelines will be given higher consideration.**
- **Projects selected by the Review Committee will be forwarded to HTFC for final approval**
- **The funds awarded may be subjected to conditions. The award letter will clearly outline these conditions.**

APPENDIX A

Port Jervis DRI Area



APPLICANT INFORMATION

Business Name _____

Applicant Email _____

Street Address _____

Email Address _____

PROPERTY INFORMATION

Street Address _____

Section _____ Block _____ Lot _____

Is the property within the DRI Boundary Map? _____ Yes _____ No

(Appendix A)

Are you the owner of the property? _____ Yes _____ No

*Copy of the Deed Required

CURRENT BUILDING USES

	RESIDENTIAL	COMMERCIAL
# UNITS		
# VACANT UNITS		

PROJECT DESCRIPTION

Describe in detail the following:

- Current condition of the building
- Existing uses of the building including names and types of businesses
- The entire scope of the proposed project, including major descriptions of each component
- Explain what project component grant funding is used for
- A photo of the building and areas to be renovated are required

*Attach additional sheets as necessary

This image shows a full page of blank handwriting practice paper. It features 20 evenly spaced, horizontal blue lines running across the entire width of the page. The lines are thin and consistent in color, providing a guide for letter height and placement. There are no margins, text, or other markings on the paper.

PROJECT BUDGET

Work Component	Estimated Cost

Have you obtained professional cost estimates? _____ Yes _____ No

Minimum of two professional cost estimates required

PRELIMINARY PROJECT FINANCING

Are your funds currently available for the entire project? _____ Yes _____ No

If not, do you need to secure bank financing to complete the projects? Yes No

SOURCE OF FUNDING

Source of Funding	Amount	Use of Funds
Private Loan		
Bank Loan		
Owner Equity / Cash		
Total		

Is there a current mortgage on the building? _____ Yes _____ No

If yes, please add Mortgage/Lienholder name

Are your payments up to date? _____ Yes _____ No

If no, please explain

Proof of committed funds is required

TAXES AND UTILITIES

Are county and city taxes current?	Yes	No
Are school taxes current?	Yes	No
Are water and sewer bill current?	Yes	No
Is the hazard/liability insurance on the property current?	Yes	No

Explanation

Proof that taxes, water, sewer and hazard/liability insurance is paid up to date is required

CERTIFICATION

I hereby certify that all information, which has been or will be included in this application, is given for the purpose of obtaining funds through the City of Port Jervis Downtown Revitalization Small Project Fund and that all information submitted by me is true, correct and complete.

I agree to abide by all the applicable local, state and federal laws pertaining to falsification of records of any kind.

I grant the City of Port Jervis permission to verify any information given in this application in any appropriate manner.

I grant the City of Port Jervis permission to the unrestricted right to use, for lawful purposes, photographs taken of the property listed above.

I agree that I am the owner of the property listed above to be improved by the Small Projects Fund. I also agree that if ownership changes of said property listed for improvement changes within five years of project completion, I am to notify the City of Port Jervis immediately as I may have to return funds reimbursed by the Small Projects Fund.

I understand that this information will be used to assess and rank my proposed project in accordance with the funding program and guidelines.

I have received a copy of the Policy and Guidelines set forth by New York State and the City of Port Jervis regarding the Small Project Fund. I agree to abide by all requirements and guidelines set forth in the policy and guidelines manual.

I understand that this is a competitive award program and that by signing below does not guarantee any awarded funding.

If awarded, I understand that the grant will only fund 75% of the total project cost on a reimbursement basis. There will be a 25% cash match.

If awarded, I understand that NO WORK CAN START without HCR (Homes and Community Renewal) HTFC (Housing Trust Fund Corporation) and the city of Port Jervis / LPA (Local Program administrators) approval to move forward.

Applicant Signature

Date

Print Name of Applicant

IN WITNESS WHEREOF, this instrument has been signed the day and year set forth above.

OWNER(S): _____

STATE OF NEW YORK

COUNTY OF ORANGE)

: ss.:

On _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally

appeared _____ as, personally known to me or proved to me on the basis of satisfactory

evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed

the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the

individual acted, executed the instrument.

 NOTARY PUBLIC



**Downtown
Revitalization
Initiative**



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Initiative**

CONFLICT OF INTEREST DISCLOSURE FORM

CITY OF PORT JERVIS

DRI SMALL PROJECTS FUND

APPLICANT INFORMATION

Applicant Name: _____

Business Name (if applicable): _____

Property Address: _____

Mailing Address (if different): _____

Phone Number: _____

Email Address: _____

PROJECT INFORMATION

Project Name/Description:

Conflict of Interest Disclosure

A conflict of interest may exist if the applicant, or any individual associated with the applicant, has a personal, professional, or financial relationship with any of the following:

- Elected Official
 - Employee of the City of Port Jervis
 - Member of the Project Review Committee
 - Board Member or affiliated decision-maker connected to this program
-

DISCLOSURE QUESTIONS

1. Are you, or any principal/member of your organization, related by blood, marriage, or business association to any of the individuals listed above?

☐ Yes

☐ No

If yes, please explain:

2. Do you, or any associated individual, have a financial interest, business relationship, or partnership with any individual involved in the administration, review, or approval of this program?

☐ Yes

☐ No

If yes, please explain:

3. Are you aware of any other situation that could be perceived as a conflict of interest?

☐ Yes

☐ No

If yes, please explain:

ACKNOWLEDGEMENT AND CERTIFICATION

I certify that the information provided in this disclosure form is true and complete to the best of my knowledge. I understand that failure to disclose a potential conflict of interest may result in disqualification from the program or termination of funding.

I further acknowledge that:

- The Local Program Administrator (LPA) will review this disclosure and make formal determination regarding any conflict of interest.
- Any identified conflict will be documented and submitted to New York State Homes and Community Renewal (HTFC staff).
- Municipal officers and employees subject to Article 18 of the New York State General Municipal Law are not eligible to participate in this program as grant recipients or contractors.

SIGNATURE

Applicant Name (Print): _____

Signature: _____

Date: _____



Downtown Revitalization Initiative



Downtown Revitalization Initiative

Commitment Letter for Small Project Fund

Dear City of Port Jervis,

I, _____, am submitting this commitment letter as an official declaration of my intent to participate in the Port Jervis Development Downtown Revitalization Initiative Small Projects Fund. I acknowledge and agree to the following terms as a condition of my application and participation:

1. Commitment Fee: I agree to submit a commitment fee of \$1,500. I

understand that this fee will only be refunded upon successful completion of my approved project in accordance with the terms and guidelines set forth by the Small Projects Fund program. Failure to complete the project will result in the forfeiture of this fee.

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

3. Project Completion: I acknowledge that all work must be completed within the timeline

and scope approved by the City of Port Jervis. Any deviation from the approved project may impact my eligibility for the refundable commitment fee and program funding.

4. Compliance with Program Guidelines: I agree to adhere to all program rules, regulations and requirements as outlined by the city of Port Jervis. 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 the city of Port Jervis to support the revitalization of our downtown community.

Sincerely,

Print Name:

Signature:
