

New York Mills Economic Development Authority (EDA) Downtown Matching Grant Program

Purpose: The purpose of the Downtown Matching Grant Program is to establish a fund to assist building owners with the implementation of the vision for Downtown of New York Mills, which is to encourage continuation of a viable downtown by allowing prime retail sales and service uses, office, entertainment facilities, public and semi-public uses, and in special circumstances, residential use; and to preserve and build on the historic character of the downtown using the historic and natural resources available to create a tourist destination as well as to provide a unique blend of retail and service businesses for the convenience of local residents. "Downtown" is defined as the greater business community of New York Mills.

Duration: Matching grants (forgivable loans) may be made under these policies to the extent funds are available, as allocated to the fund by the New York Mills Economic Development Authority.

Eligible Applicants: Applicants may include building owners and tenants of downtown businesses in New York Mills. Applicants may be individual owners, partnerships, corporations, tenant operators or contract for deed purchasers of property within Downtown of New York Mills. Each applicant must provide all documentation of entity status requested on the application form. The property, upon which the improvements will be made, must be of a conforming use or legal non-conforming use under the New York Mills Zoning Ordinance. Matching grants are available to properties within appropriate Zoning Districts which are making visible changes to the facades or exteriors of buildings including parking and landscaping improvements as defined by the Zoning Administrator.

Required Match: All applicants must provide matching funds on a minimum 1:1 ratio for grants up to \$5,000.

Eligible Uses: Matching grant dollars may be used for improvements to the exterior of buildings including brick replacement and repair, window and door replacement/repair, awnings and signs, exterior steps/entrances, landscaping and parking. Interior renovations may be approved on a case by case basis.

Number of Grants: Each applicant is generally eligible for one matching grant per calendar year; exceptions to be made by the New York Mills EDA and City Council.

Size of Grant: To the extent funds are available, the EDA may offer up to five \$5,000 matching grants for projects with a total cost of at least \$10,000. Dollar amounts are subject to change and can be reallocated depending on amount budgeted and project proposed.

Design Standards: All projects must meet the criteria identified in the New York Mills Zoning Ordinances and approved by the Zoning Administrator.

Project Commencement: Projects utilizing the matching grant program may not begin prior to approval of the Design review, approval of the matching grant or issuance of a building permit.

Grant Payments: Applicants shall submit a copy of the invoice for the matching grant related improvement to the City. Grant payments shall typically be made directly to the owner / tenant after verification of completion the work or supplying the product, following certification or inspection of the approved project by the City in accordance with the Zoning Ordinance and other city regulations. **Under no circumstances will work completed prior to approval of the application be allowed to qualify for funds.**

Timing of Approval of Funds: To be considered for approval in the same month, please have applications submitted to the City Office no later than the first of the month. Applications will be reviewed by the EDA loan committee, then sent to EDA board for approval, with the final approval coming from the City Council.

Timing of Use of Grant Funds: Applicants shall have one (1) year to complete the project and have applicant's contractor(s) receive the matching grant disbursements from the date that the matching grant received approval from the City of New York Mills City Council. If the project is not started or completed within the allocated timeframe a written notice to the City of New York Mills EDA shall be provided as to the reasons to the delay in the project. The EDA may request an individual to attend a meeting in order to discuss the project in detail again. Once a written response is received from the EDA then one (1) additional year may be granted to continue to use the allocated funds.

Security: At the City Council's discretion, the City Council may require the applicant and property owner (if different from the applicant) to execute a subsidy agreement and promissory note upon the approval of the matching grant. In addition, the City Council may require the property owner to execute a mortgage as security for the repayment pursuant to the terms of the promissory note.

Repayment: The amount of the loan (without interest) will be due and payable to the City of New York Mills EDA five (5) years following the distribution of loan funds. If; however, the business to which the loan was granted remains in business in the improved building five (5) years following the distribution of loan funds or the applicant transfers ownership to another entity that maintains the business the improved building for at least five years following the distribution of loan funds, the loan shall be forgiven by the New York Mills EDA. If the borrower is to sell the building prior to 5 years since disbursement date, the loan amount will be forgiven 20% for each year since the disbursement. If it is within first year, funds will be due, unless the borrower sold to an eligible operating entity as determined by the City of New York Mills.

Conflict of Interest: The applicant shall submit the name(s) of the owner(s), shareholder(s), partner(s), sole proprietor, corporation member(s) or other person(s) or business(es) with any financial interest in the project and its financing in order to preclude any conflict of interest in the loan review and approval process.

For More Information: Building owners/tenants interested in applying for the EDA matching grant program may contact the City of New York Mills at: 218-385-2300 or email Julie Roberts, City Clerk at cityclerk@cityofnewyorkmills.org

The matching grant application form may be downloaded from the City's website at: <https://newyorkmills.govoffice2.com/> Select the "Government" then "Boards & Committees" and finally "Economic Development Authority" tabs