



SECOND REQUEST

**OFFICE OF THE
MAYOR**
INCORPORATED VILLAGE OF LYNBROOK

ALAN C. BEACH
MAYOR

December 2022

Dear Property Owner,

The Village of Lynbrook will be submitting an application to the New York State "Restore NY" grant program next month that may provide owners of commercial buildings with vacancies with matching Grant funds to improve building storefronts.

WHAT IS THE STOREFRONT MATCHING GRANT?

The Storefront Matching Grant program will provide grants to commercial property owners in the Village of Lynbrook, if the Village of Lynbrook's Grant application is approved by New York State. Each participant may be eligible for 90% funding to support storefront improvement projects on vacant buildings. We solicit your interest so that we can include your building in our master grant application to the New York State "Restore NY" program.

WHAT IS THE GOAL OF THE STOREFRONT MATCHING GRANT?

The goal of this program is to help business and property owners strengthen businesses/buildings through improvement projects that provide them a unique and attractive image to enhance the beautification of the business district.

WHO CAN APPLY FOR FUNDING?

Any building owner can apply for funding provided the building is vacant. The project site must be located in the Village of Lynbrook.

WHAT TYPES OF PROJECTS ARE ELIGIBLE FOR FUNDING?

- Exterior Lighting
- Street Trees
- Awning removal or improvement
- Tree Well Improvements
- Planters
- Exterior Paint
- Façade improvement
- Door/window replacement and weatherization
- Signage (not including A-Boards)

Interior projects are not eligible for funding.

WHAT TYPES OF PROJECTS ARE INELIGIBLE FOR FUNDING?

The Grant program is not intended to cover the costs of extensive deferred maintenance, such as power washing. The grant is not intended to cover the cost of installing or replacing objects that will not stay with the building, such as moveable landscaping pots, interior seating, fixtures, and display cases.

ARE THERE DESIGN GUIDELINES OR OTHER SELECTION CRITERIA?

Projects must conform to the Lynbrook Zoning Code and be approved by the Village Architectural Board of Review.

The Village prioritizes projects that:

- Promotes the beautification of the business district
- Improve pedestrian safety and experience
- Improve customer experience
- Increase visibility of business
- Include a plan for ongoing maintenance

Property owners would be responsible to obtain construction estimates, recruit and retain their contractors. All cost proposals are subject to prior review by the Village.

HOW IS THE MONEY AWARD?

This is a matching grant program, which means that the property owner pays a portion of the improvement and New York State pays a portion. The amount of the match can vary based on the number of participants, with a minimum landowner match of 10%. Work completed prior to grant award is not eligible for funding. Grant funds are disbursed on a reimbursement basis and won't be issued until the project has been completed. Before reimbursement is made, applicants must submit an invoice for payment, W-9 form, proof of payment of completed work and two high resolution, high quality 'after photos' (JPEG or PDF preferred) of the completed project. The Village will review the completed project to determine that the work performed was the work approved.

As part of the Village's Grant application process, a Public Hearing on the matter will be held on January 23, 2023 at 7 PM at Village Hall. Your attendance is not required. Additional guidelines are expected from NYS if the Villages' application is approved.

HOW TO APPLY?

Interested Landowners must submit the attached Letter of Intent to Village Hall by noon on January 24, 2023. Once the Village receives your Letter of Intent, we will submit it with our Grant application to the NYS Empire State Development office for consideration prior to their January 27, 2023 deadline. Decisions are expected by June 2023. You can withdraw your Letter of Intent at any time.

Questions can be addressed to John Giordano, 516-599-2828 (jgiordano@lynbrookvillage.com).

Sincerely,


Alan C. Beach
Mayor

"LETTER OF INTENT"

Site Control Affidavit for Non-Municipally Owned Properties

Municipal Name	Village of Lynbrook
Project Name	Lynbrook Commercial Storefront Rehabilitation

It is my/our understanding that Village of Lynbrook will submit a Restore NY
(MUNICIPAL NAME)
grant proposal to Empire State Development Corporation. I/we further understand that the Restore NY program provides grants for up to 90% of the costs to demolish, deconstruct, rehabilitate, and/or reconstruct residential and commercial properties, subject to applicable program grant limits.

I/we further understand that the Village of Lynbrook is proposing to use these
(MUNICIPAL NAME)
funds to ~~demolish, deconstruct,~~ rehabilitate and/or reconstruct my property at

STREET, CITY, STATE, ZIP (COUNTY)

I/we certify that I/we are the rightful owner(s) of such property and that I/we consent to have my/our property included in the Restore NY application and will allow the municipality control of the above-mentioned property for the purposes outlined in this application.

/s/ _____

Type/Print Name: _____ Phone: _____

/s/ _____

Type/Print Name: _____ Phone: _____

(IF APPLICABLE)

It is anticipated that site control will transfer to N/A on or
(NAME(S) OF FUTURE PROPERTY OWNER)

before N/A. I/we certify that I/we, as the future rightful owner(s) of
(DATE)

such property, consent to have my/our property included in the Restore NY application and will allow the municipality control of the above-mentioned property for the purposes outlined in this application.

/s/ _____

Type/Print Name _____ Phone: _____