



# PROGRAM GUIDE

## PROGRAM DESCRIPTION

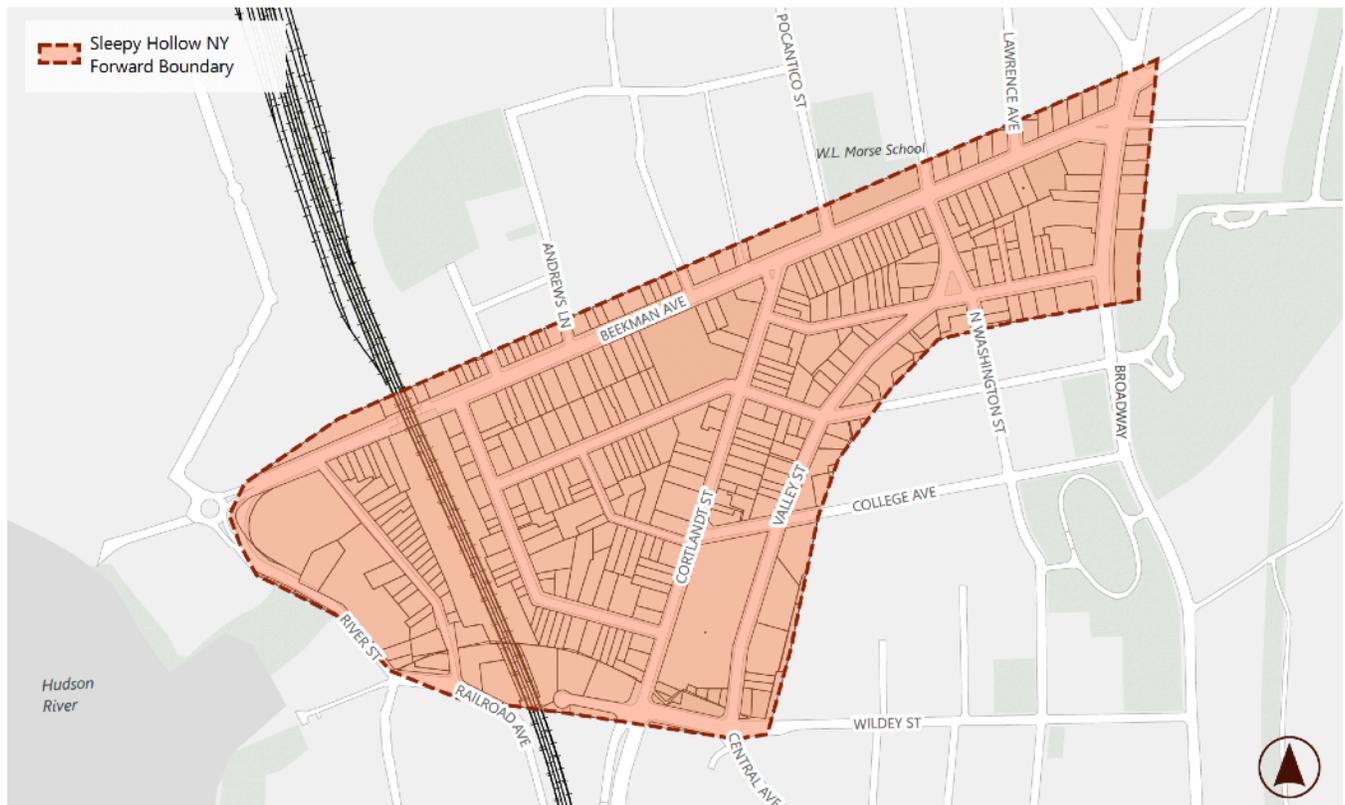
The Village of Sleepy Hollow is offering funding assistance from New York State aimed towards improving the aesthetic and safety conditions of commercial and mixed-use buildings within the NY Forward Boundary in accordance with the Downtown Sleepy Hollow Facade Renovation Design Standards. Many buildings in the downtown commercial corridor were built in the latter part of the nineteenth century and need repair and restoration. Two or three story buildings with upper-level residential and ground level retail are typical in the downtown and contribute to a lively commercial corridor. Building owners will apply to receive grant funds to renovate their building facades, including improvements of exterior walls, storefronts, replacement of windows and doors, lighting, signage and awnings. Additionally, commercial interior fit-outs, activation of upper story residential units, HVAC, MEP, and other permanent building improvements may also be eligible for funding.

There is a total of \$270,000 funds available to be awarded. The program goal is to award and distribute these funds to rehabilitate at least four commercial or mixed-use buildings, assisting at least four business.

## PROJECT ELIGIBILITY

Projects must be within the Sleepy Hollow NY Forward Boundary shown below.

Figure 1: Sleepy Hollow NY Forward Boundary



Source: LSRI and Westchester County GIS

## **ELIGIBLE ACTIVITIES**

- 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
- Soft Costs – architectural, engineering, environmental
- Public Art

## **INELIGIBLE ACTIVITIES AND PROPERTIES**

- Ineligible uses of funds include: acquisition costs; improvements to structures owned by religious or private membership-based organizations; improvements to municipally owned and municipally operated buildings; furnishings, appliances, electronics, tools, disposable supplies, incidental business equipment, non-permanent fixtures, temporary artwork.
- Funds may not be used for site work or ancillary activities on a property including but not limited to: septic systems/laterals, grading, parking lots, sidewalks, patios, decks, garages, sheds, landscaping, fences, free standing signs, general maintenance or repairs.
- Ineligible business activities include: inventory, rent or lease expenses, working capital or other undefined expenses that do not sustain business operations.
- 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.
- Only properties that include commercial or mixed-use may apply.

## **AVAILABLE FUNDING**

- Building Renovation
  - between \$25,000 - \$100,000 in Program funds, per building
  - may be used to renovate facades, storefronts and commercial interiors
  - not to exceed 75% of the total eligible project cost
  - minimum match requirement is 25% of the total project cost
  - 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.
- Minor Exterior Projects
  - between \$10,000 - \$25,000 in Program funds, per project
  - activities may include signage, awning, and painting
  - not to exceed 75% of the total eligible project cost
  - minimum match requirement is 25% of the total project cost
  - not to exceed \$100,000 in Program funds
- Small Business Assistance
  - between \$10,000 - \$50,000 in Program funds, per project
  - may be used for permanent machinery and equipment
  - not to exceed 75% of the total eligible project cost
  - minimum match requirement is 25% of the total project cost
- Soft Costs
  - includes Architecture, Engineering, and Environmental Testing expenses
  - must be included within per building activity funding limits identified above and may not exceed 18% of the awarded funds.
  - 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.

To note:

- 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.

## **AVAILABLE FUNDING**

- 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 project lines of credit is required.

## **PAYMENT PROCESS**

- The program operates fully as a reimbursement grant program and the owner is responsible for paying for all agreed upon improvements and payment of grant funds will be made only upon satisfactory completion of the items in the approved scope of work and payment of expenses.
- No reimbursement shall be requested until periodic inspections of the work has been completed and Certificate of Occupancy is issued. All completed work shall comply with all applicable building codes and standards.
- To substantiate work costs, Owners must provide the following:
  - written contracts
  - bank documents
  - copies of invoices
  - cancelled checks
  - lien releases
  - and any other documents deemed reasonably necessary by the LPA or required by HTFC to maintain effective internal controls.
- Cash payments/cash receipts are not permitted and will not be reimbursed

## **PROJECT SELECTION AND REVIEW CRITERIA**

A Project Review Committee will review applications and select projects based on the following criteria, which will afford priority to:

- Projects that are visually prominent Downtown;
- 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 NYF awards.

## **PROJECT SCORING**

Projects will be selected based on the impact it will have within the service area. Projects will be scored 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.
- Goals Achieved - projects that advance the goals and priorities of the community’s Strategic Investment Plan.

**CONFLICT OF INTEREST POLICY**

A conflict of interest, in this context, is defined as the applicant having any relation to a separate party involved in the project. This could be any employe, officer, Board Member, Project Review Committee member, elected official, or any other party with decision-making power and/or influence in the project. This is not an exhaustive list and there may be other situations where a conflict of interest may arise.

A Conflict of Interest Disclosure Form is required of each applicant and must be acknowledged by the Village of Sleepy Hollow prior to the start of the project. If there are any actual or perceived conflicts of interest that arise, the applicant is required too describe them on the Conflict of Interest Disclosure Form and submit said form with their application. If a conflict of interest arises after the project has commenced, a new form must be submitted as soon as possible. In the event that a conflict of interest is noted, the Village will make a formal determination on the application and provide it to the Housing Trust Fund Corporation (HTFC) staff to document the decision. This must be completed prior to the allocation of NYF funds. This policy shall apply to any and all projects or programs related to the Village of Sleepy Hollow Facade Improvement Grant Program.

Municipalities must adhere to Article 18, “Conflicts of Interest of Municipal Officers and Employees,” of the NYS General Municipal Law.

**APPLICATION DEADLINE**

Applications can be sent via email to [kharries@sleepyhollowny.gov](mailto:kharries@sleepyhollowny.gov) or hard copy delivered to the Village Hall (address below) by **February 27, 2026**. Receipt of your application will be confirmed via email to the contact identified on the application. It is the applicant’s responsibility to ensure that the application has been received. If no confirmation has been made, promptly contact Kersten Harries.

Village of Sleepy Hollow, Village Hall  
 28 Beekman Ave  
 Sleepy Hollow, NY 10591  
 Attn: Kersten Harries, Facade Grant Administrator

**QUESTIONS**

For questions regarding the application requirements and program details, please contact:

Kersten Harries  
 Facade Grant Administrator  
[kharries@sleepyhollowny.gov](mailto:kharries@sleepyhollowny.gov)  
 914-215-1789