



LEWIS COUNTY DEVELOPMENT CORPORATION

October 16, 2026

Dear Lowville Commercial Property / Business Owner:

RE: DRI Grant Opportunity – INFORMATION MEETING INVITATION

Great news: Lewis County Development Corporation (LCDC) on behalf of the Village of Lowville was awarded a Downtown Revitalization Initiative Grant from New York State to stimulate reinvestment in commercial properties in the downtown Village of Lowville Target Area (please see target area map attached).

The LCDC has engaged a Grant Administrator, Heritage Resources LLC to guide us with the DRI grant process. Alma Brown & Tera Galvano will be our contacts. Tera & Alma will host an informational presentations for Owners:

**Tuesday, October 27th at 5pm in person at the Village Offices located at:
5535 Bostwick Street, Lowville, NY 13367**

Our Grant Administrators are available to provide information about the grant and to answer your questions. They are here to help guide the Village and you.

Heritage Resources staff will also visit the Village to meet with owners with questions about their projects and assist with grant applications. A Grant Facts page is included in this package, along with the application and letter of interest / financial commitment.

Applications are due on or before December 4, 2026 by 4pm by email to hrllcab@gmail.com. Please note – you do not need to have estimates / quotes by the December 4, 2026 date, but if you have them, please include.

We are here to help! Please contact the Grant Administrators to discuss your scope of work. We are excited about this opportunity to advance local revitalization efforts in the Village of Lowville and look forward to working with you to improve our commercial district.

Sincerely,

A handwritten signature in blue ink that reads "Timothy Petersen".

Timothy Petersen, President

Lewis County Development Corporation

Grant Administrator Contact:

Alma Brown / Tera Galvano

Heritage Resources LLC

HRLLCAB@GMAIL.COM

716-830-6076

And

Tera Galvano

teragalvano@cbcapc.com

DRI GRANT PROGRAM

The Village of Lowville was awarded a \$400,000 Downtown Revitalization Initiative grant for property / business owners in our DRI Target Area can apply for matching **funds (75% DRI Grant match / 25% owner match)**. Min grant of \$25,000 / Max grant \$200,000 / per building for projects.

NOTE: This is a reimbursement grant, you complete agreed upon eligible scope of work for your project & pay all costs, project is inspected & submit paid invoices & cancelled check copies for reimbursement – CASH PAYMENTS CANNOT BE REIMBURSED

Priorities for funding include:

- Improve exterior appearance of visually prominent buildings in the Target Area
- Restore historic features on buildings that improve the facade appearance
- Reduce blight, expansion of / stabilize existing businesses, create jobs
- Allow businesses to expand service offerings
- Owner financial commitment (reimbursement grant)

What is funded: exterior façade improvements are priority, interior upgrades to commercial spaces. Sorry, no landscape or site work. Improvements must be on or in the commercial property. Upper floor vacant residential unit upgrades may also be funded.

This is a competitive process; all applications will be reviewed by a Selection Committee. Projects must be completed by October 2028, there are no time extensions.

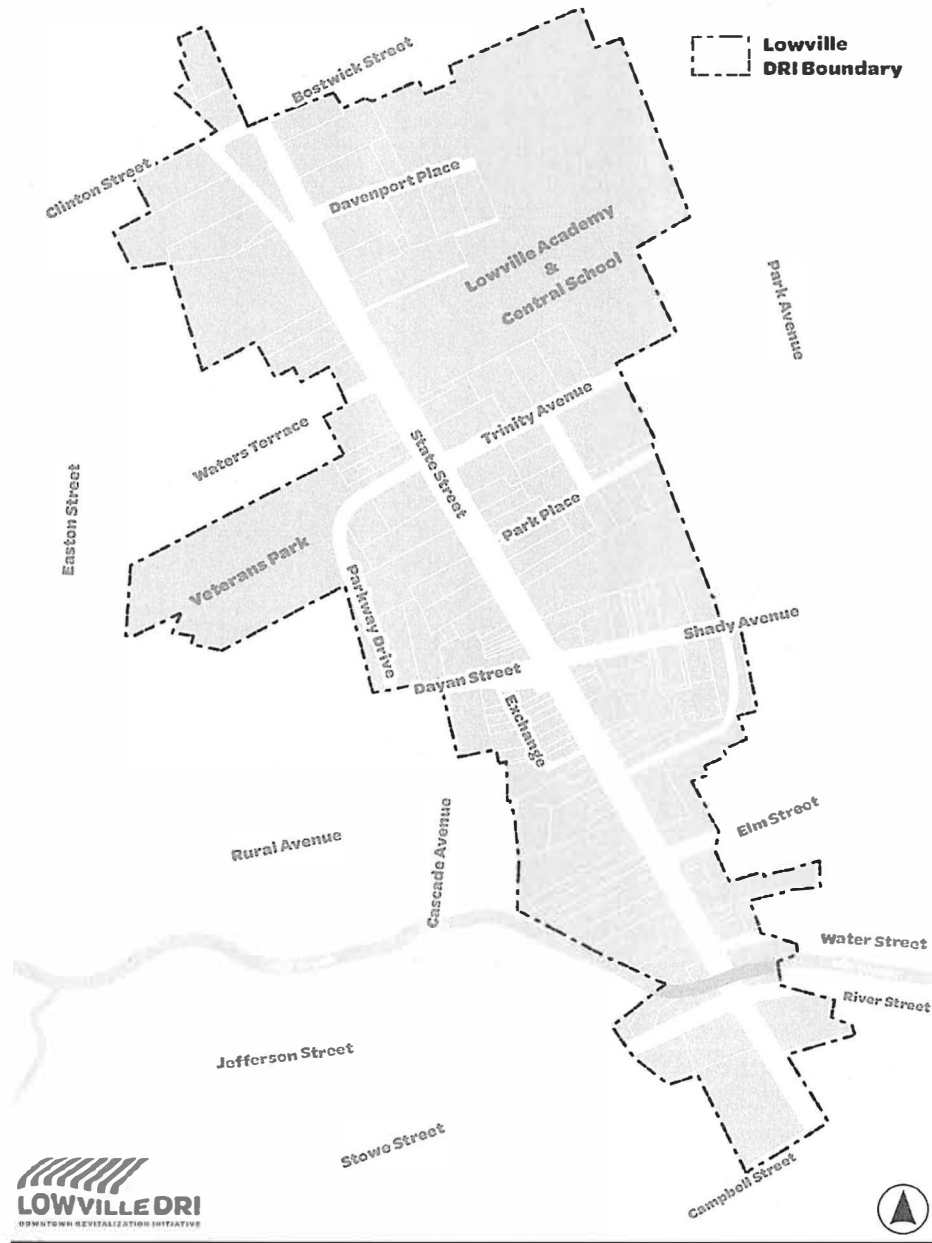
NEXT STEPS PROCESS:

- Complete application and submit by December 4, 2026 – 4:00 pm
- Selection Committee will review applications and make grant awards in January 2027
- Project review & approval (Environmental & NYS Historic Preservation Office review)
- Obtain (2) bids for the project. Grant Administrator will review
- Project kick-off & construction, Owner pays contractor by check (no cash payments)
- Project completion & closeout – Owner submits cancelled checks, paid invoices
- Receive reimbursement (approx. 30 days after closeout paperwork approved)

GRANT FACTS:

- Commercial Properties in Target Area only - with a business located on 1st floor
- Proposed work reviewed and approved by State Historic Preservation Office
- Quality & appropriate building materials, no vinyl products are funded
- Building renovations, min grant \$25,000, max grant \$150,000*
- *If upper floor residential units included up to \$25,000 per unit NTE \$200,000 per building
- Small Business Assistance, permanent machinery and equipment \$5,000 - \$50,000
- Obtain 2 competitive bids for the work from insured contractors - note: *NO requirement for prevailing wages, YES - requirement for outreach to MWBE contractors.*
- Contractor bids to include all materials, Owner purchased materials are not reimbursed
- Contractor bids to include applying for and payment of all necessary permits
- All bids will be submitted to & reviewed by our Grant Administrator
- You may use your own design consultant – or – design concept services available
- Agree to maintain the property improvements for 5 years

Questions? Contact DRI Grant Administrator – Heritage Resources LLC - Alma Brown
716-830-6076, hrrlcab@gmail.com www.ny.gov/programs/downtown-revitalization-initiative



Lowville DRI Small Projects Fund

Administered by Lewis County Development Corporation

JUNE 1, 2025 - DECEMBER 31, 2028

A. VILLAGE OF LOWVILLE DRI GRANT APPLICANT* INFORMATION

Name of Applicant: _____

Property Address: _____
Mailing Address
(if different) _____

Email (s) _____

PHONES BUS: _____ CELL: _____

I am the... _____ Building Owner _____ Building Tenant

** If you are a Building Tenant and not the Building Owner, the Building Owner must provide written approval for you to make improvements.*

B. PROJECT INFORMATION – Please provide your Scope of Work Detail

Please indicate all the improvements you wish to make to your building.

Attach an additional page if necessary.

_____ Façade _____ Commercial Units _____ Residential Units

Proposed Work is visible from the public right of way _____ Yes _____ No

_____ Signage _____ Windows / Doors _____ Interior Renovations

_____ Painting _____ Masonry / Repointing _____ Now Vacant Space

_____ Awnings _____ Remove false front _____ Lighting

_____ HVAC / Energy Upgrades _____ Other _____ Correct Building Code Violations

C. PROJECT DESCRIPTION – Brief description of what total project entails (attach additional page if needed)

D. Do you have Architect Designed Plans? _____ Yes _____ No

E. TOTAL ESTIMATED PROJECT COST: \$_____ (Total of bids)

F. BUSINESS & PROPERTY INFORMATION

1. Name of business(es): _____
2. Number of Commercial Units _____ Occupied _____ Vacant
3. Number of Residential Units _____ Occupied _____ Vacant
4. Year Building was built _____
5. Can you provide survey & deed _____ YES _____ NO
6. Are there any Code Violations? _____

G. PLEASE SUBMIT IF AVAILABLE:

_____ COPY OF SURVEY AND DEED FOR PROPERTY

_____ COST ESTIMATES – PROJECT BUDGET

_____ COPIES OF ANY QUOTES / BIDS YOU HAVE RECEIVED

_____ RENDERINGS, DRAWINGS OF PROPOSED IMPROVEMENTS

_____ ANY HISTORIC PHOTOS IF AVAILABLE

H. DRI GRANT - FINANCIAL COMMITMENT:

I understand that the DRI Grant, if awarded, is a reimbursement matching grant and I will need to pay the project cost in full when the project is completed. I understand that a maximum of 75% of the cost of the proposed improvements may be reimbursed.

We will use the following funding source and will provide proof of our financial commitment (ie. letter from bank, bank account statement).

☐ Cash/Our Own Funds ☐ Bank Loan ☐ Other Source of Funding

Owner Signature & Date

October 16, 2026

Attn: Lewis County Development Corporation on behalf of the Village of Lowville /
Heritage Resources, LLC

Re: DOWNTOWN REVITALIZATION INITIATIVE (DRI) GRANT APPLICATION
LETTER OF INTEREST & FINANCIAL COMMITMENT

Dear Lewis County Development Corporation:

I am the owner of a commercial property with a business in the Village of Lowville's Target Area and I am writing to confirm my interest in participating in the DRI Grant Program should the funds be awarded. I understand that if my property is selected for participation in the program I will be eligible to be reimbursed for up to 75% of the eligible costs of the renovations to my commercial building.

My property is located at _____ and is in need of the proposed improvements listed on the attached application form.

I anticipate the total project cost to be approx. \$_____. This is a reimbursement grant, I understand the project must be completed and paid in full to the contractor before reimbursement by the DRI Grant.

I have enclosed financial commitment documentation of my (please circle at least one) pre-approval for a personal loan amount / line of credit / own funds to show my ability to cover the cost of the improvements in full.

Without the grant reimbursement to assist with improvements, I would be unable to permanently commit this amount of money toward these improvements. These grant funds will not only enhance my commercial property, they will greatly improve the overall appearance and vitality of Lowville's commercial district.

I understand that I will be required to maintain the assisted improvements for a minimum of (5) years and will execute a Property Maintenance Declaration to formalize this responsibility. I understand that if I sell my building within this five year term, I may be required to pay back a pro-rated amount of the grant funds.

Sincerely,

Commercial Property Owner & Address