

ROI Jamestown

Reinvestment for Opportunity & Impact

Made possible through:
Community Development Block Grant Funding

2026



The City of Jamestown | Department of Development
Municipal Building | 4th Floor
200 East Third St., Jamestown, New York
14701

ROI Jamestown Grant Program Guidelines and Application

OVERVIEW OF GRANT PROGRAMS

A. Purpose, Goal, and Objective of Program

The purpose of the **ROI Jamestown Grant Program**, is to provide financial assistance to **commercial property owners and tenants** to make improvements to their facilities and operations.

The goal of the program is to facilitate revitalization of Jamestown's commercial buildings and businesses to encourage economic growth, secure private investment, and to promote small businesses and entrepreneurship, all of which contribute to the ultimate goal of sustaining and creating jobs.

B. Source of Funds

The program is funded by the Federal Government's Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Fiscal Year 2025 Program funds. These funds have been allocated to the City of Jamestown for the directive of meeting community development needs which includes aiding in the removal of blight, but more importantly, in creating economic opportunities.

C. Application Deadlines and Awards

Grants will be awarded each quarter as funding permits. If a project is not funded after undergoing application review, it may be resubmitted in the future for further consideration. Application windows will open for a minimum of 30 days at a time, as funding allows, and will be advertised on the City of Jamestown's website, relevant social media accounts, and via Legal Notice.

Typically, grant awards will be announced in fifteen days from the application deadline.

No work may begin on the project for which funding is sought until application is approved and all contracts and agreements are signed.

PROGRAM AND PROJECT ELIGIBILITY

A. Grant Assistance & Eligibility

Grants are generally awarded in amounts not to exceed \$50,000.

To be eligible for grant program assistance, the property must be located in the City of Jamestown's census tracts and meet the following requirements:

- Property owners must provide proof of ownership in the form of a deed.
- Tenants must provide proof of tenancy, such as a copy of their lease agreement.

- All City and School taxes and BPU accounts must be paid in full.
- Building must be found code compliant by the City's Building and Code Enforcement Officer (Inspection will occur once application is received).
- Priority will be given to commercial buildings in the Downtown Business District, City corridors, and/or industrial buildings occupied by a business that will maintain or create employment.

Deeded property owners must sign a Five-Year Anti-Speculation Agreement, which will be filed with the Chautauqua County Clerk's Office, placing a lien on the property for five years.

B. Eligible Improvement Activities

Grant funds may be used for building improvements, replacement of machinery, or procurement of new machinery, adaptations to facility for accessibility, and for development activities that promote job creation.

A portion of the funds may be used for building acquisition on a case-by-case basis, however strict requirements regarding job creation must be met.

All applications must include two sets of estimates for the work to be completed. All estimates must include prevailing wage for all work over \$2,000.

Eligible Improvement Activities include, but are not limited to:

- painting
- exterior refinishing
- doors
- windows
- lighting
- roof repair
- brick repointing
- HVAC
- handicapped accessible improvements – restrooms, entrances, ramps
- Buildout of interior commercial space
- Fixtures and equipment that are permanently installed in commercial space
- Signage when permanently affixed to the building
- Machinery that is permanently affixed to the building, only when applicant is the deeded property owner and the business owner.

Businesses applying for the ROI Jamestown Grant Program funding must:

- Demonstrate financial viability by providing a 12-month and 3-year cashflow projections, or a Profit and Loss statement for the last two years.

- Remain in location for at least 3 years for grants up to \$15,000; at least 5 years for all other grant award amounts (A signed lease agreement outlining these terms is required for business tenants).
- Self-certify to be in good standing with the Department of Labor and Department of Environmental Protection (Self-certify by signing this application).

C. Program Exclusions

The following businesses are not eligible to receive Program assistance:

1. Residential rental buildings (apartments)
2. Home-based businesses
3. Financial Institutions
4. Businesses that are nationally dominant, such as chains or franchises
5. Structures outside the City of Jamestown limits

D. Minimum Property Rehabilitation Standards

All work performed under this program shall meet all applicable standards contained in the City of Jamestown's adopted zoning ordinance and local building and safety codes.

Buildings in the Downtown Historic District or with an individual historic designation must obtain a *No Adverse Effect* letter from the State Historic Preservation Office before any work begins. Funds from this program can be used for technical assistance in planning eligible activities.

Building Plan: All applications must be accompanied by a Building Plan when project involves any exterior and/or interior renovations, build-outs or repairs. A Building Plan is a detailed summary of all renovation plans and how those renovations will contribute to job creation, elimination of slum and blight, improvement in health and safety features, and the overall expected return on investment.

Applicants are encouraged to work with a professional designer when renovating the interior and/or exterior of the building.

E. Minimum Best Practice Standards

- Businesses should have a marketing strategy in place and a compatible marketing budget.
- Businesses are encouraged to contact the City's Economic Development Coordinator to seek additional funding and support.
- Businesses are also encouraged to contact the Chautauqua County Chamber of Commerce or other local business associations for support and networking.
- Upon site inspection, the Department of Development (DOD) staff will recommend specific improvements based on the City of Jamestown's building codes and ADA compliance.

CRITERIA FOR PROJECT SELECTION

Unlike previous CDBG grant programs for economic development, the ROI Jamestown Grant Program is competitive. All applications will be evaluated using a rating system designed by the economic development staff of the DOD to ensure that the program goals of revitalization, economic growth, and job creation and/or job sustainability are supported.

Points will be given to applications on the strengths of the following:

- Job creation – full-time and part-time
- Return on investment
- Impact on business
- Experience, stability, longevity of the business
- Community benefit
- Sustainability and resiliency of business
- Percentage of total project cost contributed by applicant

GRANT PROGRAM PROCEDURES

A. Application & Award Process

1. **Applications with two sets of estimates that include prevailing wage and all required documentation** may be submitted to the Department of Development at any time during the open application window.
 - ➔ Applicants are encouraged to submit draft applications for feedback and/or meet one-on-one with the Economic Development Coordinator prior to final submission.
 - ➔ Incomplete applications will not be considered.Applications can be emailed to the Economic Development Coordinator at makuch@jamestownny.gov. Hard copy applications will be made available on a case-by-case basis.
2. **After the application deadline, all applications will be reviewed and scored within 15 days**, and applicants will be notified in writing/by email. The amount of funding awarded varies based on volume of applications and eligible projects submitted.
3. Upon notification of award, an **initial inspection of the building will be conducted** to determine the extent of any code violations, as well as any health and safety issues that need to be corrected, to ensure a complete scope of work.
 - ➔ If applicable, a review of the project from the State Historic Preservation Office (SHPO) will be requested by the DOD staff.
4. Once the scope of work has been determined and SHPO approved, the awardee will schedule a time to meet with the DOD staff **to sign a Sub-Recipient Agreement and a Five-Year Anti-Speculation Agreement**.

A. Applicant as Sub-Recipient

Prior to signing, the applicant will receive and review a Sub-Recipient Agreement. All responsibilities related to the sub-recipient will be explained and resources to support the

ongoing efforts to complete the project will be provided by the DOD staff at the scheduled time of signing.

The Sub-Recipient, in close coordination with the DOD staff, will perform or obtain all professional services necessary to complete the project in full compliance with City code. The rehabilitation work will be performed in essentially the manner as stated in the Building Plan and/or application. These requirements include, but are not limited to the following:

- Obtaining two estimates for all rehabilitation expenditures, or business-related machinery.
- All estimates involving labor must include prevailing wage.
- Delivering to the DOD weekly Certified Payroll obtained by the contractors involved in project.
- Maintaining communication with the DOD regarding the milestones achieved during project, or any obstructions to completing project.
- Completing project on time as outlined in the Sub-Recipient Agreement.

Sub-Recipient will contract with general contractors, and electricians and plumbers license to work in the City of Jamestown, and be responsible for providing the DOD with proof of their contractor's Workers' Compensation and Liability Insurance.

B. Anti-Speculation Agreement

Anti-Speculation Agreement: If the Sub-Recipient is also the property owner, they will sign a Five-Year Anti-Speculation Agreement. The Agreement states that if the property is sold within five years of the last grant disbursement, that a portion of the grant award must be repaid. The amount of required repayment decreases each year.

C. Project Inspections & Payment Requests

1. **Inspections:** The project site will be subject to intermittent inspections, the number and timing of which will be determined on a case-by-case basis and explicitly stated prior to the commencement of any work. If the inspection reveals that the scope of work is partially completed or not code compliant, funding will be withheld until issues are addressed.
2. **Payment Requests:** Payment can be made in one of two ways: The Sub-Recipient may submit paid invoices and receipts for reimbursement, or they can sign a Contractor's Agreement with the contractor of their choosing and allow that contractor to be paid for their work directly from the DOD.
 - ➔ Once all invoices and receipts are received, the DOD will have twenty-one business days to deliver payment.
3. **Recording of Anti-Speculation Agreement:** Once the project is complete and the final payment made, the Anti-Speculation Agreement will be recorded against the deed at the Chautauqua County Clerk's Office in Mayville.

4. **Closing Project with HUD:** The project will be recorded as closed in HUD's fund management system under the property's address.

ROI Jamestown

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GRANT APPLICATION

Name of Applicant: _____

Legal Mailing Address: _____

Address of Project: _____

Phone: () _____

Email: _____

BUILDING IMPROVEMENT PROJECT SUMMARY

Please describe the proposed improvement to the building, and attach at least two color photographs that show the existing building conditions.

How long has the building sat vacant? *(if applicable)* _____

EXTERIOR IMPROVEMENTS:

Amount Requested: _____

Description _____

INTERIOR IMPROVEMENTS:

Amount Requested: _____

Description _____

BUILDING MECHANICS:

(HVAC, elevator, etc)

Amount Requested: _____

Description of mechanics to be purchased: _____

OTHER CAPITAL IMPROVEMENTS:

(Roof, masonry, etc)

Amount Requested: _____

Description of improvement to be made: _____

ACQUISITION SUMMARY

Please list the machinery to be acquired. Only a portion of the max grant may be used for building acquisition.

BUILDING ACQUISITION:

Amount Requested: _____

Address: _____

MACHINERY ACQUISITION:

Amount Requested: _____

Description of machinery to be purchased: _____

EMPLOYMENT AND OPERATIONS

How many full-time employees currently? _____ Part time? _____

How will project help to sustain current employment levels?

How many new jobs will be created by project? Full-time _____ Part-time _____

How many people will be served by new or existing business requesting funding? _____

How does business support individuals of all income levels?

ITEMS REQUIRED FOR APPLICATION APPROVAL	YES	N/A	DATE
Application			
Proof of Current Taxes			
12-month & 3-year cashflow projections			
Profit & Loss Statements from last 2 years			
Deed Description			
Building Plan for Renovations			
Before Work Photos			
2 Sets of Estimates			

CERTIFICATION

I hereby certify that all statements made on this application are true and correct to the best of my knowledge. I further certify that I am in good standing with the Department of Labor and Department of Environmental Protection. I understand that any willful false statement or withholding of material fact will be grounds for automatic disqualification.

Name of Grant Applicant (Printed) _____

Signature of Grant Applicant (Required) _____

DATE: _____

PLEASE RETURN TO:

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Department of Development
4th Floor, Municipal Building
Jamestown, New York 14701
Phone: (716) 338-0040 Fax: (716) 483-7772
makuch@jamestownny.gov