



City of Roosevelt Park Building Façade Improvement Matching Grant Program

Program Goals: To encourage property owners and tenants to make exterior building façade improvements and/or install new or improved landscaping, parking, or signage.

To encourage physical improvements to businesses.

To encourage creative projects intended to aid the economic diversity of this community.

Eligible Properties: Properties located within the City of Roosevelt Park Downtown Development Authority District.

Eligible Structures: All existing or proposed commercial, office, industrial or mixed-use buildings.

All property taxes and other City accounts must be paid current.

A property (or contiguous properties) may only receive a total of one (1) grant award within a thirty-six (36) month period.

Eligible Applicants: Property owners or leaseholders of commercial or industrial property. In the case of leaseholders, a letter of permission from the property owner is required.

Grant Amounts: The grant will provide a dollar for dollar match up to a maximum grant award on a single property, or contiguous properties, of \$15,000 and the minimum grant award is \$1,000. For example, a grant could be used to pay for \$1,500 of a \$3,000 project or \$15,000 of a \$30,000 project. *The total project cost must total above \$2,000 as to ensure the minimum matching award of \$1,000 is met.* The total number of grants awarded annually will be limited to the annual budget for Façade Grants as approved by the DDA Board.

Eligible Improvements: The Downtown Development Authority reserves the right to determine the eligibility of all items in a project's scope of work. This determination shall be conclusive and final. All grant-funded improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Roosevelt Park code requirements including zoning, building, and safety codes and the applicant must obtain any necessary permits.

- Signage (\$2,000 *maximum matched in total by DDA funds*)
- Exterior walls
- Windows (\$5,000 *maximum matched in total by DDA funds*)
- Doors
- Storefronts
- Painting of exterior surfaces
- Cleaning and/or tuck-pointing of masonry or stone
- Entrance and exit improvements (including ADA accessibility)
- Awnings
- Exterior architectural features
- Exterior lighting
- Re-sealing and/or re-stripping parking lot (\$2,000 *maximum matched in total by DDA funds*)
- Landscaping

All improvements must be completed within six (6) months of the start of construction.

Ineligible Costs: The applicant may not use grant funds for any of the following:

- Expenses incurred prior to application approval
- Property acquisition
- Mortgage, land contract financing or loan fees
- Site plan, sign or building permit fees
- Appraiser or attorney fees
- Wages paid to applicant or the applicant's relatives for work associated with the façade improvement project
- Furnishings, trade fixtures, display cases, counters, or other items taxed as personal property
- *Roof work, installation, replacement, or maintenance*

Grant Process: The applicant must submit an application packet detailing the proposed scope of work. Application forms and assistance are available at City Hall. The application should include:

- Photos or drawings of the existing building
- Drawings or description of the proposed façade/improvements

- Detailed cost estimates (minimum of two competitive quotes)
- A proposed timeline for the project

City staff will perform a preliminary review of the proposal indicating how well the project meets the program objectives and requirements.

A review Committee of the DDA will meet and study the proposal. The Applicant may be asked to provide additional or clarifying information. The Committee may send the proposal back to the Applicant with requests for modifications. The Review Committee will make a recommendation to the DDA Board for their acceptance or rejection of the proposal. If the grant is awarded, the DDA will reimburse applicants for eligible improvements.

The grant recipient must submit final invoices from contractors or suppliers marked "paid in full" along with copies of the checks made payable to the contractor or supplier.

The grant recipient must supply proof that the improvements passed all final inspections and meet all City of Roosevelt Park Zoning and Code requirements.

All improvements must be completed within six (6) months of the start of construction. Any changes in the scope of work must be approved by the DDA Board to be eligible for reimbursement.

For DDA Façade grants awards for new commercial build projects, a Certificate of Occupancy must be issued by the Roosevelt Park Chief Building Official before grantee is eligible for reimbursement.

***WORK CANNOT BEGIN PRIOR TO APPROVAL BY THE DDA BOARD**

General Provision: The DDA Board has final decision on all matters related to the Façade Improvement Grant Program. Any decision by the DDA Board is final.

Adopted – September 2008

Amended-December 2021