



Leeds Redevelopment Authority

Commercial Façade Improvement Grant Program Application Packet

Administered by

DEPARTMENT OF DEVELOPMENT SERVICES

1400 9th St, Leeds, Alabama 35094 Phone 205-699-0903 E-mail development@leedsalabama.gov

Leeds Redevelopment Authority

Commercial Façade Improvement Grant Program

As of 12/2/2014

Purpose

The Leeds Redevelopment Authority recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the City's commercial districts. The Commercial Façade Improvement Grant Program was created to facilitate the private

sector in making these desired exterior improvements. The Redevelopment Authority reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to 50 percent of the actual improvement costs up to a maximum grant of \$3,000.00.

Eligibility Requirements

Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Leeds Redevelopment Authority are eligible for the grant. The exterior of the property must meet all Leeds Redevelopment Authority Codes and Ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of grant monies.

Eligible applicants include the owner of a commercial building or the owner of a commercial business within the Redevelopment Authority District. All applications must be signed by the property owner to indicate consent for the proposed improvements.

All grant recipients are required to publicly display the Leeds Redevelopment Authority Grant Award Certificate in a conspicuous location in the building for a period of one year from the date grant funds are dispersed.

Financial assistance is available to business owners or property owners, for no more than \$3,000 every 3 years, per building.

The determination of eligibility and priority for assistance is at the discretion of the Redevelopment Authority and is subject to funds availability. The Redevelopment Authority may approve grants of less than a 50% match.

Eligible Improvements

The primary goal of the Leeds Redevelopment Authority Commercial Façade Improvement Grant Program is to achieve significant visual improvements in commercial facade appearance. Improvements that otherwise would be substantially difficult to undertake "but for" the grant assistance may be looked at more favorably. The determination of eligibility and priority for assistance is at the discretion of the Redevelopment Authority.

Work which qualifies for assistance includes improvements to the exterior of a building which are visible from the public right-of-way. Applicants must plan to install at least \$500 of material improvements (excluding installation) to qualify. Work must be completed within one year of receiving

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the grant award. The list of qualifying exterior improvements appears

below. [NEXT PAGE]

Eligible Uses

- Significant Facade repair and treatment
- New window systems or frame replacement and repair (excluding broken glass) •
Exterior Doors

- Awnings (without signage)
- Exterior lighting
- Restoration of original architectural features
- Exterior building materials for building additions
- Other permanent exterior improvements to property consistent with the architectural integrity of the building and the City's *Appearance Review Guidelines*

Ineligible Uses

- Working capital
- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing of parking lots
- Replacement of private sidewalks
- Architectural design fees or other plan preparation costs
- Building permits and related costs
- Signage of any kind
- Landscaping of any kind

The Leeds Redevelopment Authority is not obligated to reimburse any approved application for reimbursement after one year from the date of the original approval of the grant application or exterior appearance, whichever date is later. Written requests for time extensions can be considered by the Planning and Development Director.

Design Evaluation

Design evaluation and approval will be handled by the Leeds Redevelopment Authority. This process may require the applicant to undergo exterior appearance review by the Architectural Review Committee of the Leeds Redevelopment Authority if required by the Redevelopment Authority Appearance Review Guidelines.

Application Requirements

Required Submittals with Application:

1. Current digital photos of all building facades visible from the public right of way which will receive improvements
2. A schematic drawing with enough detail to depict the proposed improvements
3. Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements, e.g. lettering on awnings)
4. Consent from the building owner for proposed improvements, by signature on the attached form
5. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
6. Projected sales tax* and/or property tax for the three years following the completion of the improvements covered by the grant.

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7. A narrative as outlined below:
 - a. Description of proposed façade work including information about the proposed building

- materials and methodology for proposed changes.
- b. Description of your business and the related industry.
- c. Features and advantages of your product and how improvements sought will improve the business and/or Redevelopment Authority.
- d. Credentials and experience of business owner.
- e. Any unusual or expected difficulties or hardships in making the proposed improvements.

**Please note that if you are awarded a grant, you must submit actual sales tax receipts for the three consecutive years following the completion of the improvements. The actual sales tax receipts from the State of Illinois of the prior calendar year shall be provided to the Redevelopment Authority by February 15.*

Application and Approval Process

Submission and approval of a complete grant application is required prior to the completion of any improvements eligible for assistance. The review process will normally take approximately 4 weeks. The applicant must secure any required Redevelopment Authority permits and exterior appearance approval by the Architectural Review Commission and the Redevelopment Authority (if required) prior to starting improvements. The application process is outlined below:

1. Contact the Planning and Development Department for program information and to determine project eligibility.
2. Submit a grant application including all required submittals to the Planning and Development Department for funding assistance.
3. The Planning and Development Department will make a recommendation for approval, partial approval or denial to the Redevelopment Authority. Redevelopment Authority staff will attempt to review applications within 2 weeks of submittal.
4. Application is considered by the Redevelopment Authority. Applicant's attendance is required at the Redevelopment Authority meeting as part of the application review process. The Redevelopment Authority typically meets the 2nd and 4th Monday evenings of every month.
5. Proposed improvements must be completed and the business must be operational within one year of grant approval by the Redevelopment Authority.

Reimbursement Process

1. Once work is completed, the applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed Reimbursement Request Certification (see attached form), a signed and notarized Affidavit for Reimbursement (see attached form), and photos of all improved façades to the Planning and Development Department.
2. The Inspection Services Department reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Redevelopment Authority Code.
3. Check is distributed.

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The following pay back schedule shall apply if a business closes or moves out of Glen Ellyn within 3 years of being awarded a Redevelopment Authority grant.

Out of Business	< 1 year	1-2 years	2-3 years
% of Grant Repaid to the	75%	50%	25%

Redevelop
ment

The applicant agrees to this provision when s/he signs the Reimbursement Request Certification and Authority
te Application Certification.

**Leeds Redevelopment Authority
Commercial Façade Improvement Grant Application**

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7. A narrative as outlined below:

- a. Description of proposed façade work including information about the proposed building materials and methodology for proposed changes.
- b. Description of your business and the related industry.
- c. Features and advantages of your product and how improvements sought will improve the business and/or Redevelopment Authority.
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BUSINESS OWNER INFORMATION

Business Owner Name:

Home Address:

Business Name:

Business Address:

Business Phone: Fax Number:

Home Phone: Email Address:

If tenant, what is the expiration date of your current lease?

If buyer under contract or tenant, who is the property owner?

Property Owner Name:

Property Owner Address:

Property Owner Phone:

Property Owner Fax:

Property Owner E-mail:

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DESCRIPTION OF PROPOSED IMPROVEMENTS

ITEMIZED ACTIVITY DESCRIPTION COST

TOTAL PROJECT COST:

AMOUNT OF GRANT ASSISTANCE REQUESTED:

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APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Leeds Redevelopment Authority Façade Improvement Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Leeds Redevelopment Authority prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold

harmless the Leeds Redevelopment Authority and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Leeds Redevelopment Authority within 3 years I will be required to repay the Redevelopment Authority in an amount as described on page 3 of the grant packet.

Applicant Name (PRINT) Applicant Signature

Date

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

Property Owner Name (PRINT) Property Owner Signature

Date

*****Office Use

Only***** Application is: Approved Denied

Redevelopment Authority Chairperson Date

City Inspector Date

SUBMITTAL FOR REIMBURSEMENT

Please submit the following information to the Planning and Development office once approved work is complete for grant payment:

- This signed Reimbursement Request Certification
- Copies of invoices stamped "PAID" from all contractors, companies, individuals • Proof of payment (limited to copies of canceled checks and/or credit card receipts) • Digital Photos of all building facades visible from the public right-of-way. A signed and notarized Applicant's Affidavit for Reimbursement form provided by the Leeds Redevelopment Authority
- Applicant's Affidavit for Reimbursement (Attached)

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Leeds Redevelopment Authority are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the Leeds Redevelopment Authority Grant Certification in public at my business/property for one year. I understand that if my business closes or moves out of the Leeds Redevelopment Authority within 3 years I will be required to repay the Redevelopment Authority in an amount as described on page 3 of the grant packet. The Leeds Redevelopment Authority may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable Redevelopment Authority Codes and Regulations.

Applicant Name (PRINT) Applicant Signature

Date

STATE OF ALABAMA)
) SS
COUNTY OF _____)

TO: The Leeds Redevelopment Authority

The undersigned, (Name) being duly sworn, deposes and says that he or she is the Owner/Tenant (strike one) of the property located at (the "Premises") and has applied for a façade improvement grant from the Leeds Redevelopment Authority for (the "Work.").

The total amount of the grant approved is \$ toward which I, as Owner/Tenant (strike one), have as of this date paid \$_. I hereby attest that I have not received any other funds from a third party to pay for the Work which is paid for by this grant.

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment has been used in connection with the Work in the Premises.

Upon payment of \$ from the Leeds Redevelopment Authority, there shall be nothing due or to become due from the Leeds Redevelopment Authority in connection with the disbursement of the approved grant amount from the Leeds Redevelopment Authority based on the documentation submitted to the Leeds Redevelopment Authority for the Work set forth in said proof of payment.

Date: _ Signature: _

SUBSCRIBED AND SWORN to
before me this day of
 , 20_.

Notary Public