

## **AVILLA REDEVELOPMENT COMMISSION FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM GUIDELINES**

Since the success of Downtown/Main Street Avilla is integral to the commercial viability of the entire Avilla community, the purpose of this Façade Improvement Matching Grant Program is to encourage efforts to improve the aesthetic street appearance of Downtown Avilla's central business district facades, and to help stimulate the business environment of this vital heart of the Avilla's community.

The Program is managed and administered by the Town of Avilla Redevelopment Commission (RDC). The program is funded from a combination of all sources permitted by Indiana statute. These sources currently include the captured allocations from the Tax Increment Financing (TIF) District, donations, and grants.

The Program offers an opportunity for a Downtown property owner, or tenant, to receive monetary grant assistance for improvements to their property. All grants awarded (with the exception of the Architectural and Engineering Assistance Grant) require a matching dollar-for-dollar expenditure by the owner, or tenant. Grants will be awarded based upon a need assessment by the RDC, and applications must be submitted in their entirety, with all the necessary supporting documents attached, before they will be considered for review by the RDC.

**In order to advance the purpose of the Façade Improvement Matching Grant Program, the approval of funds is limited to helping new and existing business owners to improve the appearance, structural integrity, and/or functionality of buildings in the TIF District. Any issuance of funds is strictly for the continued operation of a new or existing viable business. No funds will be issued to persons applying for a grant with the sole intention to improve the appearance, structural integrity, or functionality of buildings in order to resell or otherwise “flip” the property. Any façade improvement that is part of an insurance claim disqualifies it for being eligible for a façade grant.**

Grants may not exceed \$10,000.00 for individual projects and \$1,000.00 for architectural or engineering assistance, to be awarded as follows:

- **Façade Improvement:** Up to a 50% maximum reimbursement of actual costs for eligible activities.
- **Awnings:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of awnings.
- **Roofing:** Up to the lesser of 25% maximum reimbursement of actual costs, or \$10,000.
- **Building Envelope Systems:** Up to a 50% maximum reimbursement of actual costs for eligible activities.
- **Signage/Lighting/Murals:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of signs, lighting, or murals.
- **Architectural or Engineering Assistance:** A 100% reimbursement up to \$1,000.00 of actual architectural or engineering costs associated with façade improvements, providing the owner utilizes the technical input in the façade renovation. An accredited architect or engineer shall be retained for concept drawings, specifications and consultation to maintain the historical character of any building renovation.

### **Eligibility Requirements:**

1. The property must be located in downtown Avilla or within the TIF district.
2. Applicant, or co-applicant, must be the building owner. Tenants may qualify upon receiving written consent from the building owner.

### **Eligible Activities:** Items include, but are not limited to, the following:

1. Accentuating the existing features of the building through painting, lighting, restoration, replacement, cleaning, or other treatment of exterior surfaces.
2. The addition of design elements which may have appeared on the original building, or are in keeping with the building's character, e.g. awnings.
3. Repair to building exterior facades (front, rear, and side facades are eligible and encouraged).
4. Masonry and Major structural repairs (Major structural repairs require appropriate plans prepared by a qualified structural engineer whose fees are eligible to be included within the matching grant application).
5. Roof assemblies (roof deck, air or vapor retarder, roof insulation, and the roof covering).
6. Building Envelope components relating to controlling the flow of air and water. This includes such items as glazing, curtain walls, panelized metal systems, tuck pointing, parapet walls, flashing, caulking, sealants, membranes, moisture barriers, and condensation control.
7. Cleaning of the building exterior.
8. Exterior painting.
9. Repairing, or replacing cornices, entrances, doors, windows, decorative detail, or awnings.
10. Sign removal, repair, or replacement.
11. Other repairs that may improve the aesthetic quality of the building.
12. Façade Renovation-Must involve the general upgrading of a building's external appearance.
13. Additions to existing structures.
14. Appropriate historic, or themed, murals.
15. Sidewalks.

### **Ineligible Activities:** Items include, but are not limited to, the following:

1. Interior improvements (except window display areas).
2. Asbestos, mold and mildew removal and/or mitigation.
3. Purchase of furnishings, equipment, or other personal property not part of the real estate.
4. Improvements completed, or in progress, prior to notification of approval.
5. Repair or creation of features, not compatible with original architecture. (Note: These items may be eligible if required by government rules and/or regulations.)

The following steps outline the Façade Grant Program process:

#### **I. Submittal**

- a. Three estimates of proposed improvements by qualified contractors. (Note: This requirement may be waived for specialty-type work.)

- b. Written description of proposed improvements, including materials and colors.
- c. Completed Application and Supporting Data. (Attached) submitted by April 15th of each calendar year.

## **II. RDC Review**

- a. Repeat applications for the same property will be accepted as funds, and improvement needs, allow. Priority will be given to those who have not applied for funds in the previous year.
- b. The RDC will review all applications that are submitted by April 15<sup>th</sup> of each calendar year. If any funds are remaining after the initial awards, additional grants may be made throughout the remainder of the calendar year.  
Remaining funds in the account will be rolled over into and added to the next season's budget.
- c. Grants will be awarded based on available funding and the merits of the proposed improvements.
- d. The RDC will make every reasonable attempt to use sound judgment and principles in arriving at equitable distribution of the available funds.
  - i. Encouraging coordination of effort among adjoining properties
  - ii. Responding to needs (safety, aesthetic, structural, energy saving, etc.)
  - iii. Balancing distribution of funds (Although not-for-profit owners qualify for this program, their applications and needs will be evaluated with an attempt to achieve an equitable balance of funding with those properties' contribution to the TIF funds.)

## **III. Final Approval:**

The RDC will review application(s), determine if the project qualifies for assistance, and determine the amount of the grant. Except as specifically provided otherwise herein, awards may not exceed 50% of the lowest estimate (quote). Applicant may select a contractor with a higher quote, and pay the difference.

The RDC will issue a written authorization to proceed to each successful applicant.

Work for which a grant is sought shall not begin before receiving the written authorization to proceed from the Avilla Redevelopment Commission.

Grantee is responsible for obtaining any permits required to do the project. Permit fees may be included as part of the project expense with matching grants funding. If scaffolding is required within the right of way, Board of Works approval may be needed.

Once approval is granted, any changes to the original submission must be resubmitted and reviewed by the RDC.

## **IV. Grant Payments:**

Disbursement for grant payments will be made as follows:

- 100% of total grant award payable upon final inspection and verification that the work has been completed according to the application and final approval. Verification of work will be made by the Avilla Building Inspector, if work required a building permit, or by the owner, if work is completed to their satisfaction.
- All improvements must be completed within six months unless an extension is granted by the RDC by a written request from the applicant.
- After receiving verification that the work has been completed satisfactorily and that the applicant's portion of the contract has been paid, the RDC may pay the grant portion of the project directly to the contractor.
- \$50,000.00 is the maximum total of all grants in the first year of the program and subject to change thereafter.

**AVILLA REDEVELOPMENT COMMISSION**

**FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM  
APPLICATION AND SUPPORTING DATA**

Application Date: \_\_\_\_\_

Applicant/Co-applicant: \_\_\_\_\_

Owner of Business Property: \_\_\_\_\_

Tenant (If different from property owner): \_\_\_\_\_

Business Name: \_\_\_\_\_ Street Address \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of façade improvement planned. Please note all that apply and attach the Supporting Data Checklist:

Signage/Lighting/Mural:    Removal \_\_\_\_\_    New \_\_\_\_\_    Altered \_\_\_\_\_    Repaired \_\_\_\_\_

Awning:                            Removal \_\_\_\_\_    New \_\_\_\_\_    Altered \_\_\_\_\_    Repaired \_\_\_\_\_

Painting (approximate sq. ft. area): \_\_\_\_\_

Structural Alterations: \_\_\_\_\_

Cosmetic Alterations (molding, window, etc.): \_\_\_\_\_

Masonry Repairs: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

TOTAL COST OF PROJECT: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Maximum award granted for actual work is \$10,000.00 and \$1,000.00 for architecture and engineering assistance-funds may be awarded as follows:

- Up to 50% maximum reimbursement for facades, storefronts, roofing and building envelopes
- Up to 50% maximum reimbursement for awnings
- Up to 50% maximum reimbursement for signs, lights, or murals

- Up to the lesser of 25% maximum reimbursement of actual costs, or \$10,000 for roofs
- Up to \$1,000.00 for architectural and or engineering assistance

I hereby submit the attached plans, specification, and color samples for the proposed project, and understand that these must be approved by the Avilla Redevelopment Commission (RDC). No work shall begin until I have received a Building Permit from the Avilla Building Inspector if the proposed work requires it. I further understand that the project must be completed within six (6) months, or within a timeframe deemed reasonable by the RDC. The full grant sum will not be paid until the project is complete. I also agree to leave the complete project in its approved design and colors for a period of five (5) years from the date of completion unless additional improvements are deemed necessary. I acknowledge that any monies received from outside sources will be deducted from the total façade grant, and that only the remaining balance thereafter will be considered for a percentage match according to the façade grant rules.

The undersigned applicant understands and agrees if the Town of Avilla or the RDC Board discovers that any outside monies were utilized by the applicant or there was a misrepresentation of the quotes submitted for a façade improvement grant by the applicant that was provided RDC money, then the total amount of the money provided by the RDC to the applicant will be paid back to the RDC fund by the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Office Use Only***

Approved \_\_\_\_\_ Date: \_\_\_\_\_

Denied \_\_\_\_\_ Reason: \_\_\_\_\_

Avilla Redevelopment Commission:

Signatures	Printed Names
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____