

KENDALLVILLE REDEVELOPMENT COMMISSION (RDC) FAÇADE IMPROVEMENT MATCHING GRANT

GUIDELINES

Dear Property or Business Owner,

The Façade Improvement Matching Grant Program is designed to encourage both business and building owners to improve the aesthetic appearance of their Kendallville building façade in an effort to help stimulate commerce and enhance the overall business environment of the Kendallville community.

Grant requests are reviewed monthly by the RDC at their regularly scheduled meetings (generally the 2nd Wednesday of the month at 8:00am at City Hall). Those businesses requesting a façade grant are strongly encouraged to either attend the meeting or have a duly appointed representative available (in person, by phone, or via another method) to answer questions about the request that may impact the decision of the RDC.

Attached herein are program guidelines for your review, as well as the application.

Sincerely,

The Kendallville Redevelopment Commission

GRANT GUIDELINES

This program is funded from a combination of all sources permitted by Indiana statute. These sources currently include the captured allocations from the 2020 Tax Increment Financing (TIF) District, donations, and grants.

The program offers an opportunity for a property owner or tenant to receive monetary grant assistance for improvements to their property. All grants awarded (apart from the Architectural and Engineering Assistance Grant) require a matching dollar-for-dollar expenditure by the owner, tenant, or other reliable funding source (such as a bank loan or additional grant funds). Grants will be awarded based upon a needs 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.

Grant awards may not exceed \$15,000 for individual projects and \$1,000 for architectural or engineering assistance, to be awarded as follows:

- **Façade Improvement:** Up to a 50% maximum reimbursement of actual costs for eligible activities, not to exceed \$15,000.
- **Awnings:** Up to a 50% maximum reimbursement of actual costs associated with additional improvements or replacement awnings, not to exceed \$15,000.
- **Roofing and Building Envelope Systems:** Up to a 50% maximum reimbursement of actual costs for eligible activities, not to exceed \$15,000.
- **Signage/Lighting/Murals:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of signs, lighting, or murals, not to exceed \$15,000.
- **Architectural or Engineering Assistance:** A 100% reimbursement of actual architectural or engineering costs associated with façade improvements, providing the owner utilizes the technical input in the façade renovation, not to exceed \$1,000. 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 within the defined 2020 TIF district.
2. Applicant(s) must be the building owner. Tenants may qualify upon receiving written consent from the building owner.
3. Property owners can receive a maximum of \$15,000 per address per year, unless the property changes ownership.
4. Grant applications must be submitted by the Friday prior to an RDC meeting to be eligible for consideration.
5. Applicants must submit proof of insurance at the time of application, as well as the prior to final payout of grant funds.

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 building exterior.
8. Exterior painting.
9. Repairing or replacing cornices, entrances, doors, windows, decorative detail, and/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.

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. Sidewalks.
4. Purchase of furnishings, equipment, or other personal property not part of the real estate.
5. Improvements completed, or in progress, prior to notification of approval.
6. Repair or creation of features not compatible with original architecture. (NOTE: These items may be eligible if required by government rules and/or regulations).
7. Façade grants are not meant to replace your insurance deductible.

GRANT PROCESS

1. **Submittal shall include:**
 - a. A minimum of three estimates (or requests for estimates) for proposed improvements by qualified contractors.
 - b. Written description of proposed improvements, including materials and color.
 - c. Supporting data if applicable (photos are helpful).
 - d. Completed application.
 - e. Proof of insurance.

2. 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 submitted by the Friday prior to their regularly scheduled monthly meeting, as long as funds are available.
- 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 an 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 non-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 contributing to the TIF funds.)

3. Final Approval

- a. The RDC will review application(s), determine if the project qualifies for assistance, and determine the amount of the grant. Awards may not exceed 50% of the lowest estimate (quote). Applicant may select a contractor with a higher quote and pay the difference.
- b. The RDC will issue a written authorization to proceed to each successful applicant.
- c. Work for which a grant is sought shall not begin before receiving the written authorization to proceed from the Kendallville RDC.
- d. 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 grant funds. If scaffolding is required within the right of way, Board of Works approval may be needed.
- e. Once approval is granted, any changes to the original submission must be resubmitted and reviewed by the RDC.

4. Grant Payments:

Disbursement for grant payments will be made as follows:

- a. 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 Kendallville Building Inspector, if work required a building permit, or by the owner, if work is completed to their satisfaction.
- b. All improvements must be completed within six months unless an extension is granted by the RDC following a written request from the applicant.
- c. 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.

For more information on the Façade Improvement Matching Grant Program or to download a grant application, please visit kendallville-in.org.

Completed applications should be submitted to the RDC at:

Via US Mail:

**Redevelopment Commission
c/o City Hall
234 S Main Street
Kendallville, IN 46755**

VIA Email:

kritchie@kendallville-in.org

Questions:

260-347-7025

KENDALLVILLE REDEVELOPMENT COMMISSION (RDC) FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM

APPLICATION

Application Date: _____

Applicant / Co-Applicant: _____

Owner of Business Property: _____

Tenant (if different from property owner): _____

Business Name and Address: _____

Phone Number(s): _____

Email Address(es): _____

Type of façade improvement planned. Please note all that apply:

Signage/Lighting/Mural: Removal _____ New _____ Altered _____ Repaired _____

Awning: Removal _____ New _____ Altered _____ Repaired _____

Painting (approximate sq. ft. area): _____

Structural Alterations: _____

Cosmetic Alterations (moldings, windows, etc.) _____

Masonry Repairs: _____

Other (please specify): _____

TOTAL COST OF PROJECT: \$ _____ **Amount of Funding Requested: \$** _____

Check here if you are filing a claim with your insurance company for repairs related to this request

Please provide the business name and contact information for each contractor you called to request a quote:

Contractor 1 Name: _____ Phone/Email: _____

Contractor 2 Name: _____ Phone/Email: _____

Contractor 3 Name: _____ Phone/Email: _____

Contractor 4 Name: _____ Phone/Email: _____

Contractor 5 Name: _____ Phone/Email: _____

Maximum award granted for actual work is \$15,000 and \$1,000 for architecture and/or 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 \$1,000 for architectural and/or engineering assistance

I hereby submit the attached plans, specification(s), and color samples for the proposed project, and understand that these must be approved by the Kendallville Redevelopment Commission (RDC). No work shall begin until I have received a Building Permit from the Kendallville Building Inspector (if the proposed work required it). I further understand that that project must be completed withing 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.

Signature: _____

Date: _____