

**KENDALLVILLE REDEVELOPMENT COMMISSION
FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM GUIDELINES**

**Kendallville Redevelopment Commission
Façade Improvement Matching Grant Program**

Dear Property or Business Owner:

On behalf of the Kendallville Redevelopment Commission (RDC) we would like to tell you about the Façade Improvement Matching Grant Program for the Downtown/Main Street area of Kendallville. The program is designed to encourage efforts to improve the aesthetic appearance of Downtown Kendallville's central business district façades, and to help stimulate the business environment of this vital heart of the Kendallville community.

We are including a copy of the program guidelines for your review. The guidelines state that the RDC will review the first round of applications that are submitted by April 15th 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.

We appreciate the response from the property and business owners for the past efforts, and look forward to many successful years in the future.

Ray Scott
President, Kendallville Redevelopment Commission
260-347-2210

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

The Program is managed and administered by the City of Kendallville 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 Downtown 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.

Grants 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.
- **Awnings:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of awnings.
- **Roofing and 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 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 Kendallville within the Downtown TIF district.
2. Applicant, or co-applicant, must be the building owner. Tenants may qualify upon receiving written consent from the building owner.

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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 façades (front, rear, and side façades 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, 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.)

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Facade Grant Program process: The sequence of steps in the grant 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 March 31st 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 15th 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 contributing to the TIF funds.)

III. 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 Redevelopment Commission.
- 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 grants funding. 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.

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IV. 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 three months unless an extension is granted by the RDC by 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 about our Façade Improvement Matching Grant Program, or to submit a complete application, please contact: City of Kendallville Engineering Department or City of Kendallville Mayor's office located 234 South Main Street; Kendallville, IN 46755.

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APPLICATION AND SUPPORTING DATA

Application Date: _____

Applicant / Co-applicant: _____

Owner of Business Property: _____

Tenant (If different from property owner): _____

Business Name and Address: _____

Phone Number(s): _____

Email Address(s): _____

Type of facade 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 (moldings, windows, etc.): _____

Masonry Repairs: _____

Other (please specify): _____

TOTAL COST OF PROJECT: _____

Amount Requested: _____

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 requires it. I further understand that the project must be completed within three (3) 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: _____