



# Commercial Façade & Roof Grant Program

## *Program Guidelines, Eligibility and Criteria*

### **Introduction and Overview**

The City of Huntington established the Commercial Façade & Roof Grant Program (CFRG) to assist commercial property owners and businesses in undertaking certain improvements to building façades and roofs. The program provides a 50% match to eligible applicants for approved eligible improvement projects within designated Economic Development Target Areas (EDTA). In undertaking exterior aesthetic building enhancements and making roof improvements, properties increase in value, maintain marketability, and project confidence within the area. The CFRG program seeks to assist property owners in promoting reinvestment, strengthening commercial activity, and enhancing the economic vitality in unique areas of our community.

#### Program Objectives:

- Enhance the vibrancy of critical commercial areas and corridors by encouraging investment that improves visual aesthetics in order to increase property values.
- Make critical roof improvements to preserve the structural integrity of the historic building stock.
- Stimulate economic development by incentivizing investment from existing and new business that attracts additional business and customers.
- Support local businesses and foster entrepreneurship to expand the commercial offerings of the community.

### **Program Guidelines**

#### Grant Amounts:

- The CFRG program provides a 50% matching grant (in the form of a reimbursement) as follows:
  - Up to \$5,000 for eligible façade improvements.
  - Up to \$5,000 for eligible roof improvements.
- The maximum award amount over a 10 year period for all grants is \$30,000 per parcel.
- Façade grant limits apply to each building (parcel) or business (in the case of multi-tenant properties). Applications may be made individually for each building or business.
- Roof grant limits apply to each building/parcel.
- First time applicants will be given a priority over repeat applicants within the application pool in which they are submitted.

#### Contractor Selection and Licensure Requirements:

- Contractors are chosen by the applicant.
- Applicants may undertake work themselves, however they will only be eligible for reimbursement for actual material costs and not time.
- Electrical work may only be undertaken by electricians possessing a valid Huntington County Electrical License.
- There is no license requirement for general contractors.

### Grant Agreements and Awards:

- Applicants must have a signed Grant Agreement with the City of Huntington prior to entering into any contracts, purchasing related materials, or commencing any improvements. The only exception is for architectural or engineering design fees related to the project.
- Grant recipients may not increase the approved scope of work once the Grant Agreement is executed. However, the scope of work may be reduced so long as key elements are not eliminated. Changes to the approved scope of work must be approved by the City in writing.
- Funding awards cannot be increased once the Grant Agreement is signed. However, if the level of investment and/or scope of work are reduced by the applicant, the City's portion will automatically be adjusted accordingly.
- The approved grant amount will be based upon the lesser of the two contractor quotes submitted by the applicant. The applicant may select the higher quote, but is solely responsible for 100% of the cost difference.

### Legal & Compliance:

- Applicants must be current on property taxes at the time of submission.
- Applicants are responsible for obtaining all necessary local, state and/or federal permits/approvals.
- All façade and roof improvements must be in compliance with all CFRG guidelines, City Codes (zoning, building, fire, historic and nuisance) and other applicable codes, laws, and/or ordinances.

### Eligibility

All façade improvements must be visible from the public right-of-way fronting a property. Rear or side façade improvements that are not visible from such are not eligible. Project visibility from an alley does not count.

### Eligible Applicants and Properties:

- All properties must be located within the designated Economic Development Target Area (EDTA). Maps of these areas are available online and may be adjusted annually by the City.
- Buildings applying for façade improvements must have a primary commercial purpose.
- Mixed-use buildings are eligible for façade grants so long as their ground level floor is primarily used for commercial activity.
- Primarily residential properties, including single family units, multi-family units, or assisted living centers are NOT eligible.
- Vacant buildings are eligible so long as the owner intends upon reactivating the building to an approved predominate use (above). The owner must prove that the structure is occupiable or will be made occupiable with the grant award and in accordance with Building and Fire Codes.
- Improvements for a locally designated historic site/district must obtain a Certificate of Appropriateness, if required, prior to award. Improvements that are contradictory to or in violation of a Certificate of Appropriateness are ineligible.
- Improvements for illegal non-conforming uses under the City's Zoning Code or illegal non-conforming structures under the City's Building Code are ineligible for CFRG funds.
- Properties owned by tax exempt entities are ineligible for CFRG funds.



#### Eligible Façade Improvements:

- Tuck pointing, masonry repair, and related cleaning.
- Siding materials and painting.
- Architectural details such as cornices and trim.
- Windows and doors (accessibility requirements apply to doors & hardware).
- Awnings and canopies.
- Exterior lighting and associated electrical work.
- Architectural or engineering design fees.
- Replacement of non-historically significant items.
- Other similar improvements as determined.

#### Eligible Roof Improvements:

- Roof repairs
- New roofs
- Architectural or engineering design fees.

#### Ineligible Improvements:

- Improvements started prior to execution of a Grant Agreement.
- Signage or landscaping.
- Interior renovations or new construction.
- Sidewalks or paving. \*The City offers a separate 50/50 sidewalk program\*
- Property acquisition or demolition.
- Work covered by insurance proceeds.
- Improvements that do not meet the design guidelines of the CFRG program such as removal or replacement of historically significant items with non-historically significant items.
- Improvements that violate City Codes (zoning, building, fire, and nuisance) and other applicable codes, laws, or ordinances.
- Local, state or federal permit or filing fees.

## Criteria

#### Evaluation Criteria:

- The level of private investment. Applicants that provide more than a 50% match will be given a higher priority.
- Whether the improvement activates a vacant building or portion thereof.
- Whether or not the property or business has already received assistance from the City in the form of a grant, abatement, or other incentive.
- The visual prominence of the building.
- The proposed improvements ability to aesthetically transform the building or corridor significantly.
- The degree that the improvements enhance the historic (original) features of the building.
- The long-term durability and sustainability of the improvements.
- The property or businesses level of blight and/or risk of deterioration.



### Program Timelines:

- The program runs year round and applications are reviewed quarterly in accordance with the following submission deadlines:
  - Q1 January 1<sup>st</sup>
  - Q2 April 1<sup>st</sup>
  - Q3 July 1<sup>st</sup>
  - Q4 October 1<sup>st</sup>
- Grants are awarded on a first come, first serve basis based on the established evaluation criteria.
- Applicants should expect to be notified within two weeks of the submission deadline. That time may be longer in the event that a high volume of applications are submitted.
- After award and upon execution of a Grant Agreement, improvement work may begin. Improvements must be completed within 6 months of the Grant Agreement date. In the event of specialized work that requires significant lead time, the City may extend the completion deadline in writing.

### Project Submission and Application:

- Prior to submitting an application, applicants may wish to contact the City to discuss the program, eligibility, and application process.
- Property owners or tenants may apply for grant funds. If the applicant is not the property owner, the legal owner must give written consent by signing the grant application.
- In addition to the application form, applicants must submit a detailed scope of work with at least two quotes or material lists (in the event of DIY work). Refer to the “Preparing Supporting Documentation” handout for preparation instructions. Additional items that may be required as part of your submission are listed on the application checklist. Failure to submit the required items may result in delayed review and/or rejection.
- All improvements receiving grant funding must comply with the Design Guidelines as determined by the City. The City may make non-binding design recommendations. In some cases, the City may impose conditions on the improvements necessary to ensure compliance with the Design Guidelines.

### Design & Technical Assistance

The City has a team of professionals available to offer assistance and general advice about your potential project. Outside expertise, especially as it related to historical preservation, color selection, and material selection can also be arranged by simply contacting us.

### Contact and Submission

City of Huntington  
Community Development & Redevelopment  
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(260) 356-5146



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