

LEEDS COMMERCIAL FAÇADE GRANT PROGRAM AND APPLICATION PACKET

PURPOSE

The Leeds Redevelopment Authority (RDA) recognizes the positive impact that individual façade improvements can have on the overall appearance, quality, and vitality of the city's commercial district. The Commercial Façade Grant Program was created to facilitate the private sector in making these desired exterior improvements. The RDA reserves the sole right to amend, modify, add, or delete any part or subpart of this program. The determination of eligibility and priority for assistance is at the discretion of the RDA.

ASSISTANCE AVAILABLE

Approved projects are available to receive reimbursements 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 \$3000.00.

ELIGIBILITY REQUIREMENTS

Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Leeds RDA are eligible for the grant. The exterior of the property must meet all Leeds RDA Codes and Ordinances. If 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 RDA district. All applications must be signed by the property owner.

Financial assistance is available to business owners or property owners, for no more than \$3000.00 every 3 years per building.

The determination of eligibility and priority of assistance is at the discretion of the RDA and is subject to funds availability. The RDA may approve grants of less than \$3,000.00.

All property taxes of the building must be current. There must not be any IRS tax liens attached to the property.

ELIGIBLE IMPROVEMENTS

Work which qualifies for assistance includes improvements to the exterior of a building which are visible from a named street. Alleyways do not meet this requirement. Applicants must plan to install at least \$500.00 of material improvements (excluding installation to qualify). Work must be completed within one year of receiving the grant award. The Leeds RDA 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.

ELIGIBLE USES

- Significant façade 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

INELIGIBLE USES

- Working capital
- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing 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

DESIGN EVALUATION

Design evaluation and approval will be handled by the Leeds RDA. This process may require the applicant to undergo an external appearance review by the Architectural Review Committee of the Leeds RDA.

APPLICATION AND APPROVAL PROCESS

Submission and approval of a complete grant application is required prior to the start of any improvements eligible for assistance. The application will be considered by the RDA. An applicant's attendance is not required but encouraged at the RDA meeting as part of the application review process. The RDA typically meets quarterly.

Proposed improvements must be completed, and the business must be operational within one year of grant approval by the RDA.

REIMBURSEMENT PROCESS

Once work is completed, the applicant will submit copies of paid invoices from all contractors, proof of payment (copies of cancelled checks or credit card receipts), and photos of all improved facades to the RDA. The Inspection Services Department will review the completed project to ensure that the work was performed as outlined in the application and is in compliance with Leeds City Code. If all requirements are met, reimbursement will be paid.

**LEEDS COMMERCIAL FAÇADE GRANT
APPLICATION**

APPLICANT INFORMATION

Name: _____

Address: _____

Telephone: Cell _____

 Work _____

 Email _____

Type of ownership: Individual___ Partnership___ Corporate___ Other ___

If ownership is other than individual, list the name, title, and address of owners, partners, or officers in applicants' joint application.

If the applicant is a lessee, indicate the date the property was leased and the end date of the current lease. Please attach an affidavit from the owner authorizing the applicant to make improvements to the building.

Lease start date: _____

Lease end date: _____

PROJECT INFORMATION

Building Address: _____

Owner of building: _____

PROJECT SCHEDULE

Estimated start date _____ Estimated completion date _____

Extensions to the 1-year completion timeline may be approved by the RDA. Requests for an extension must be made in writing and include the reason for the extension and new completion date.

AGREEMENTS AND CERTIFICATIONS

The undersigned applies for the grant indicated in the application for improvements to the property described herein and represents that the property will not be used for any illegal or restricted purpose and that all statements made in this application are true and are made for the purpose of obtaining the grant.

The undersigned agrees to abide by the program restrictions and certifies that the applicant nor any other person associated with the building as an owner, is an employee, agent, consultant, officer, appointed official, or elected city official of the City of Leeds who exercise or have exercised any functions or responsibilities with respect to the Leeds RDA activities, or are in a position to participate in a decision making process, or gain inside information with regard to such activities.

Signature of Applicant: _____

Date: _____