

Building Renovation Grant
Administered by Reidsville Downtown Corporation (RDC)
Reidsville, NC
2010

Purpose: To provide property owners an economic incentive to undertake careful renovation and restoration projects. The program encourages good rehab projects that respect the architectural integrity and unique historic character of the building.

Eligibility: For any owner of a building located within the Central Business District, who intends to retain ownership or occupancy for a significant length of time and at least two years have elapsed since a grant of this kind was awarded or circumstances have changed to such a degree regarding the ownership, use of the structure, damages related to accidents, or other situations that the board may deem appropriate to consider.

Eligible Improvements as part of a Comprehensive Rehab Plan:

- Restoration of wood floors
- Restoration of tin ceilings
- Replacement of damaged plaster and sheetrock walls
- Roof repair or replacement
- Electrical and plumbing repair or replacement
- Suitable treatment for concrete floors: stain, acid wash, appropriate floor covering
- Upper floor residential development
- Other improvements and costs deemed acceptable by the Economic Restructuring (ER) Committee of the RDC

It is important to emphasize that this grant is an incentive for comprehensive rehab and renovation work. It is not intended for general repair, maintenance or redecorating.

Funds Available: The Incentives Grants Program of the RDC is funded by the special MSD tax. Applications may be submitted at anytime. Grants are awarded for eligible projects as funds are available. This is a reimbursement grant; funds are issued at the completion and final approval of the project.

Guidelines:

1. The Economic Restructuring Committee is available, free of charge, to advise on a comprehensive rehabilitation and renovation plan for your project. To set up a free consultation, please contact Tammy Spencer at tscoble@ci.reidsville.nc.us or 336-347-2307.
2. All applications must be approved by the ER Committee and the RDC Board of Directors. Applicants are encouraged to submit the application before any works begins. Any expenses incurred within 90 days prior to application approval may be included in the Façade Grant application, however the RDC reserves the right to approve or disapprove these expenses. Receipts and/or proof of those expenses will be required.
3. If a single building is divided into multiple business spaces, that are each designed to house its own owner, will have its own address and its own business permit, then each business or section for a business is eligible to apply for a Façade Grant.
4. The applicant must show a comprehensive proposal for the entire building's rehabilitation that would meet the City of Reidsville's maintenance codes and bring the property into occupiable condition. All projects must meet building code requirements of the City of Reidsville and all other governmental agencies, as appropriate.
5. Rehabilitation should reflect a solution which respects the architectural integrity of the building and must meet the Secretary of Interior's "Standards for Rehabilitation" program standards for rehabilitation (attached).

6. RDC will not participate in negotiations between the applicant and the contractor employed by the applicant. The applicant agrees to hold RDC harmless of any defects in workmanship, liability, damages or other costs relevant to this project.

Criteria:

1. This is a 50/50 match grant with a maximum grant amount of \$5,000.
2. The grant amount is initially based on the estimate; the final grant payment is based on actual costs. In the event the actual costs are less than the estimated costs, the grant amount will be reduced. In the event the actual costs are more than the estimate, the grant amount will be increased based on no more than 10% over the estimate.
3. If a single building is divided into multiple business spaces, it is considered one property.
4. This grant is designed for relatively substantial improvements; therefore, a minimum investment of \$1000 will be required of all participants.
5. All property taxes must be paid and current on the property.

Application Procedure:

1. A completed application form, along with:
 - Several color photos of current condition
 - Narrative description of all rehabilitation work to be performed, including computer generated images, drawings or sketches
 - Design plans including floor plan accurately delineating the square footage
 - Description of business or business tenants, and business plan.
 - Total itemized project cost estimate based on contractors' estimates
 - Copy of building permit
 - Evidence of property insurance
 - Projected date of project completion
2. Applications will be reviewed by the ER Committee of the RDC. Applicants cannot be present during proposal deliberations but may be asked to meet with the committee to answer any questions on the proposed project. The ER Committee will make a recommendation including funding conditions to the RDC Board of Directors. The final decision is that of the RDC Board of Directors and they may accept, decline or modify the recommendation of the ER Committee. RDC Board of Directors retains the right to accept or deny any applicant.
3. A projected date of project completion is requested on the application. The project should begin within 45 days of the grant approval and should be completed within 12 months of the start of the project. Extenuating circumstances causing a delay in completion of the project are always considered and extensions may be given with RDC approval.
4. The ER Committee must review any deviation from the approved plans before it can be undertaken. RDC reserves the right to deny payment if the completed work is not consistent with the content of the original application.
5. A letter of notification will be sent to the applicant regarding RDC's decision on their grant request within seven (7) days after the RDC Board's decision. Upon the approval of the grant application, two copies of the agreement will be included with the letter of notification. A signed copy of the agreement must be returned to the RDC before the project begins and within 10 days of receipt of the grant approval notification. This letter may be hand delivered or postmarked by US mail.
6. The RDC Board and/or the Design Committee has the right to inspect the project at 50% and 75% of completion.

7. Approved applicants will be reimbursed for the grant amount upon completion of the project. Applicant must submit copies of paid receipts, invoices and cancelled checks to the RDC Board of Directors. The finished project must meet Design Committee and City/State Code approval before reimbursement is issued. The reimbursement grant check will be issued within ten (10) days of the final inspection and approval of the completed project. A W-9, Request for Taxpayer Identification Number and Certification form will be required prior to issuing the check
8. For questions or more information please contact Terresia Scoble at tscoble@ci.reidsville.nc.us or 336-347-2307

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Building Renovation Grant Application
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Exhibit A

Property Address _____

Name of Business, if applicable _____

Date building was built _____ Property taxes are PAID NOT PAID DO NOT KNOW

Applicant's Information:

Name _____

Address _____

Telephone _____ email _____

Building Owner Yes No If no, name of owner _____

Owners Address _____ Phone _____

Description of Project:

Total Estimated Costs _____

Projected Completion Date _____

Include with application:

- _____ Several color photos of current conditions
- _____ Narrative description of all rehabilitation work to be performed
- _____ Drawings, sketches or computer generated images of planned rehab work
- _____ Design plans including floor plan including square footage
- _____ Description of business or business tenants, and business plan.
- _____ Total itemized project cost estimate based on contractors' estimates
- _____ Copy of building permit
- _____ Evidence of property insurance
- _____ Written permission from the owner if applicant is not the property owner

I understand that the Grant monies are to be used exclusively for the project described in this application. Failure to abide by the information in this application may result in the loss of the funding. Upon completion of the project, the Economic Restructuring Committee of the Reidsville Downtown Corporation will inspect the project and payment is contingent on the project outcome being consistent with the project submitted with the application. I understand that the payment of the grant is contingent upon me providing proof of the expenditures and payment thereof.

Signature of Applicant _____ Date _____