



## **Downtown Roof Replacement & Repair Grant Program Policy Guidelines**

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### **Purpose**

This program is in response to the large number of downtown buildings requiring roof repair or replacement. Recent property owners and potential investors willing to acquire and renovate downtown buildings are finding that due to extended periods of neglect, the buildings require extensive roof repair. This incentive is intended to subsidize overall renovation cost, or to secure buildings, thus preventing further deterioration.

### **Roles and Responsibilities**

In order to carry out the objectives of the Downtown Roof Replacement and Repair Grant, the Central City Revitalization Panel (CCRP) shall serve as an advisory panel to the program.

#### **The program will be administered by the following City staff members:**

- The Downtown Development Manager will serve as primary contact for questions, concerns, application intake and program promotion.
- The Downtown Development Manager will review and prepare recommendations for approval by the Community and Business Development Director.
- The Downtown Development Manager will facilitate grant compliance with awarded recipients, including review of documentation for projects completed and processing of award payments.
- Development Services - Inspections will insure compliance with Building Code.

## **Eligibility**

Commercial properties located within the downtown core are eligible to participate in the Roof Replacement and Repair Grant Program. Being described as within the boundaries of Franklin St., Goldleaf St., Atlantic Ave. and Raleigh Blvd.

### **Eligible Project Improvements:**

Types of projects which may be funded are limited to the replacement or repair of the roofing cover and system. A roof is defined as the entire roofing system to include the gutter and downspout drainage system. *This does not include under the sidewalk evacuation system. Requests for severely damaged roofs, as well as those in conjunction with complete building renovation will be prioritized.*

## **Funding**

Subject to the availability of funding, incentives will match that of the applicant, up to a maximum of \$10,000.00 per roof system.

- Grant will be awarded on a reimbursement basis.
- All roofing repairs must be completed and inspected prior to reimbursement. Upon satisfactory completion of all work required (including proper debris removal), City Inspection staff will inspect the work and approve final payment. If the inspection is not satisfactory, the applicant/contractor will be notified in writing to correct any unsatisfactory items.
- Any work done prior to the approval of a grant application is not eligible for funding.

**Funding Eligibility Exclusions:** The focus of the program is to encourage the development of properties for commercial use. The City of Rocky Mount cannot consider every request. Therefore, the following are not eligible for funding:

- Religious organizations for sectarian purposes (church, bible study, etc.)
- Organizations that discriminate on the basis of race, culture, gender, sexual orientation, age or religion
- Political activities
- Non-conforming uses

## **Application Process**

All applicants must be the legal owner of the property.

Applicants will complete the required application and include the following:

- Organizational documents detailing owners/partners/officers or members if applicable
- Satisfactory description of proposed
- Minimum two bids from licensed roofing contractor
- Proof that all property taxes and any assessments are paid
- Copy of Deed reflecting applicant as property owner
- A completed W-9 for reimbursement purposes



## Downtown Roof Replacement & Repair Grant Program Application

### Eligibility documentation:

The information listed below is required when you submit this application:

- Organizational documents detailing all owners/partners/officers or members if applicable
- Copy of deed reflecting applicant as property owner
- Description of work to be performed
- Minimum two bids from licensed roofing contractor
- Proof of paid property taxes and any assessments are paid
- Completed W-9 for reimbursement purposes

Submissions are to be made to:

Kevin Harris  
Downtown Development Manager  
City of Rocky Mount  
331 S. Franklin Street, 2nd Floor  
Rocky Mount, NC 27802  
Tel (252) 972-1101  
[kevin.harris@rockymountnc.gov](mailto:kevin.harris@rockymountnc.gov)

### Applicant and Property Information

Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers: Business: (\_\_\_\_\_) \_\_\_\_\_

Mobile: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Property Information**

Address of property where improvements will be made: \_\_\_\_\_

Current use of building: \_\_\_\_\_

Building Square Footage: \_\_\_\_\_

Does the building have outstanding building code violations? \_\_\_\_\_

Name of roofing company  
\_\_\_\_\_

Repair Quote Amount  
\_\_\_\_\_

Describe any additional repairs \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I understand that it is unlawful to willfully withhold information or make false statements and that I am subject to prosecution if I do so. I certify the information I have provided is true and correct according to my best knowledge and belief.

I/we agree to allow the City of Rocky Mount to use illustrations, photographs, and/or other images of this project for reports, publications and advertisements both print and electronic.

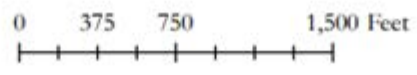
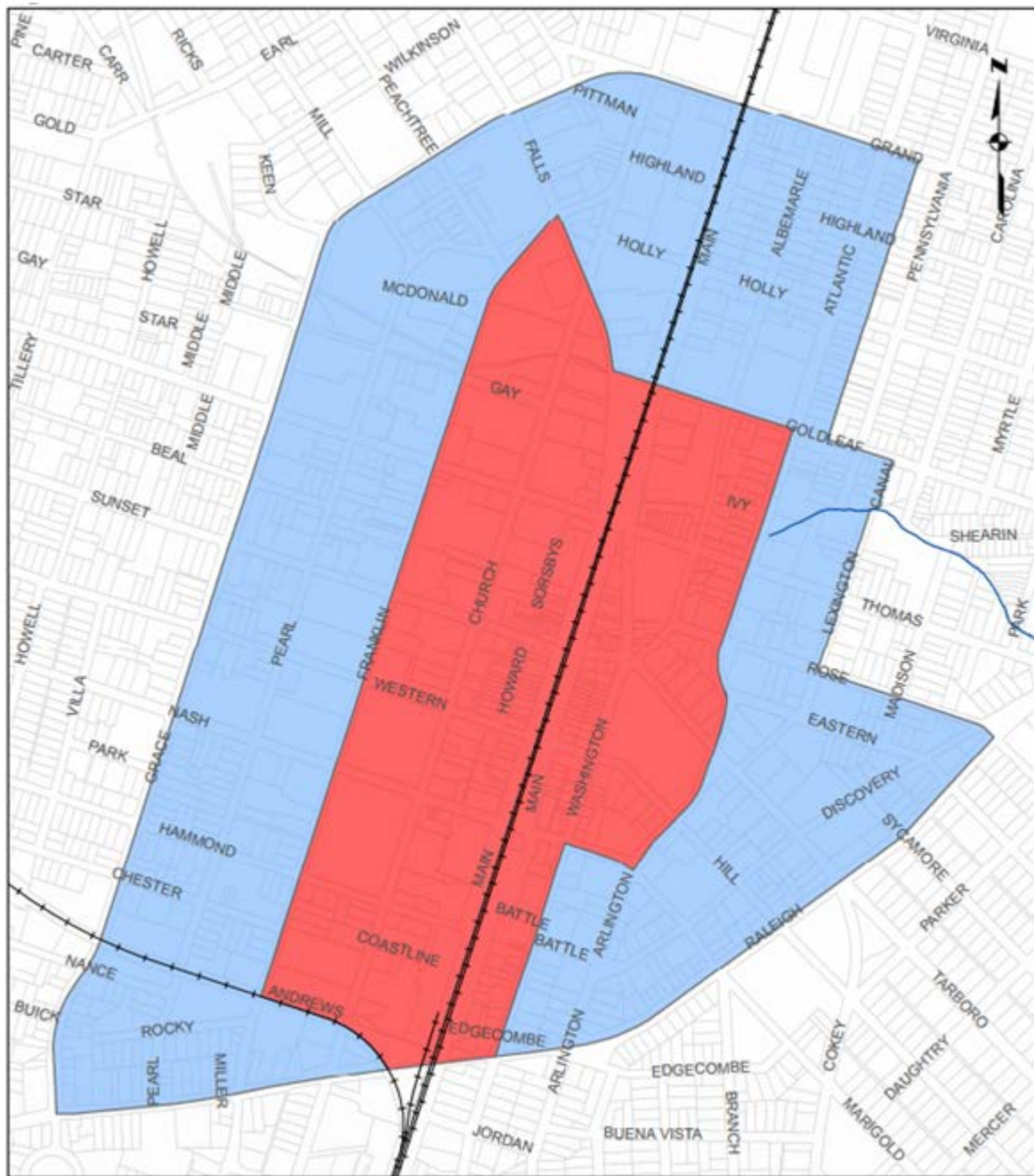
Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Central City Business District (Downtown Core)



- Downtown Core
- Downtown Transitional
- Parcels