

ROCKY MOUNT
DOWNTOWN DEVELOPMENT
THE CENTER OF IT ALL



Accelerated Façade Improvement Grant Program

Policy Guidelines

Purpose

The Accelerated Façade Improvement Grant Program is designed to promote and facilitate exterior repair and improvement to downtown buildings. The program is structured to accelerate and encourage downtown building rehabilitation to attract businesses as well as residential tenants to locate within the Central City Business District. Accelerating downtown revitalization will increase jobs, increase the tax base of the Central City Business District, fully compliment public investment, and continue City Council's objective to establish Downtown Rocky Mount as a primary destination to live, work, play and realize economic opportunity.

Roles and Responsibilities

The Downtown Development Office will serve as the primary contact for questions, concerns, application intake and program promotion.

The Downtown Development Manager will review and approve all completed and eligible applications.

Approved applications will be sent to the Internal Audit Department for compliance review and secondary approval.

All applications will be sent to the City Manager for review and final approval.

Development Services – Inspections will ensure compliance with the building code and if applicable ensure compliance with Historic Preservation Guidelines throughout the process.

Eligibility

Commercial properties located within the **Downtown Core** are eligible to participate in the Accelerated Façade Improvement Grant Program. The core district being described as within the boundaries of Franklin St., Goldleaf St., Atlantic Ave., and Raleigh Blvd. Please see attached map.

No property shall be eligible for more than one (1) grant award in any given five (5) year period.

Eligible Project Improvements

Requests for severely damaged facades, as well as those in conjunction with the complete building renovation will be prioritized. Types of projects which may be funded include but are not limited to:

- Brick or wall surface cleaning
- Patching and painting of façade walls
- Signage or lighting replacement or repair
- Canopy, porch, awning installation/repair
- Mortar joint, and cornice repair/replacement
- Railings and ironwork repair or addition
- Replacement/repair to exterior steps
- Window repair/replacement

Plans for improvement must conform to existing building regulations of the City of Rocky Mount, and where applicable, the Rocky Mount Historic Preservation Commission Design Guidelines. (Took out ending)

Funding

Subject to the availability of funding, incentives will be provided up to a maximum of \$5,000.00 per business address.

- All façade repairs must be completed, debris removed and a passed inspection prior to reimbursement. A copy of the inspection sheet or approved Historic Preservation letter is required, if applicable.
- If the inspection is not satisfactory, the applicant/contractor will be notified to correct any unsatisfactory items.
- Any work done prior to the approval of a grant application is not eligible for grant funding.
- Projects must be completed within 90 days of grant approval notification. Failure to complete the project by this date could result in the loss of funding.

Funding Eligibility Exclusions

The focus of the program is to encourage the development of properties for residential and 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.)
- Individual K-12 schools (public or private)
- Organizations that discriminate based on race, culture, gender, sexual orientation, age, or religion.
- Political activities
- Non-conforming uses
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Application Process

All applicants must be the legal owner of the property or submit an Owner's Consent Form.

Applicants will complete the required application and include the following:

- Organizational documents detailing owners/partners/officers or members if applicable.
- Satisfactory description of proposal.
- A quote for proposed work.
- TWO bids from licensed contractors for each service required excluding signage company.
- Proof that all property taxes and any assessments are paid.
- Copy of Deed reflecting applicant as owner
- A completed W-9 for reimbursement purposes.
- Before photos. After photos will be required for reimbursement.

An approval letter will be mailed, emailed, or given by hand to the applicant upon approval. If the application has not been approved, the downtown development office will convey the rejection through email or phone call and the reason for the rejection.

Any major deviation from the approved plans must be approved by the downtown development office and development services prior to being undertaken.

Upon completion of the project in accordance with the approved plans, paid invoices reflecting a zero balance and signed by the contractor on the contracting company's letter head, must be submitted with any remaining documentation requested by the Downtown Development office.

Once the building improvements are completed and inspected by the Downtown Development office, and any other departments necessary depending on the scope of work (Historic Preservation, Inspections etc.), the completed folder will be sent to the Internal Audit Department, the City Manager, Purchasing Department, then Accounting Department. The Accounting Department will issue the check once all approvals have been made.

If the site inspection by the Downtown Development office, and/or any other departments necessary based on the scope of work is not satisfactory, the applicant will be notified and allowed up to thirty working days for correction of unsatisfactory items.

Reimbursement will be paid for eligible expenses only, in conjunction with all completed requirements and documentation, up to a maximum of \$5,000.

Two funding options are available for Façade:

1. Reimbursement to the owner upon completion of pre-approved renovations and a completed application packet and within 30 working days of project completion.
2. Direct Payment to **no more than two licensed** contractors for the completion of all pre-approved renovations and a completed application packet. Contractors must possess current business and professional licensure.