



Downtown Roof Replacement & Repair Grant Program

Policy Guidelines

Purpose

The Downtown Roof Replacement and Repair Grant Program is a program 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 repair. This incentive is intended to subsidize overall renovation cost, or to secure buildings, thus preventing further deterioration.

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 Roof Replacement and Repair 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

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 the sidewalk evacuation system. **Requests for severely damaged roofs, as well as those in conjunction with the 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 \$20,000.00 per roofing system, per parcel.

- All roofing repairs must be completed, debris removed and pass inspection prior to reimbursement. A copy of the passed inspection sheet is required.
- 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

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.
- TWO bids from licensed contractors for each service required.
- 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.
- 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 \$20,000.

Two funding options are available for Roof Repair Grants:

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.