

Building Rehabilitation Grant (BRG) Program

OVERVIEW

Eden Downtown Development Inc. (EDDC) and the City of Eden value the commercial buildings in the Eden traditional downtown areas and offer incentive grants to provide assistance with the **significant** improvement and rehabilitation of downtown properties. The Building Rehabilitation Grant (BRG) program was created to provide matching grants to encourage improvements and/or upgrades to the interior and exterior of downtown buildings to make them more attractive for new, existing, and expanding businesses. Under the program, applicants are eligible for up to thirty- three and one third percent (33.33%) of the actual improvement costs, up to a maximum amount of \$5,000.00. Applications will be accepted on an ongoing basis and grants will be awarded based on the project meeting the program eligibility requirements. Grants will be awarded depending on the availability of funds.

ELIGIBLE PROPERTIES

Eligible properties are those located in the traditional downtown areas of Eden. Those include Leaksville, Draper, The Boulevard, and Cook Block. See attached drawings of authorized downtown areas. Only one application per year per property is eligible.

ELIGIBLE APPLICANTS

Commercial property and business owners inside the traditional downtown areas are eligible applicants.

NOTE: Business owners leasing property must have a minimum of two years remaining on the lease.

NOTE: Nonprofit entities are not eligible applicants.

MATCHING REQUIREMENT

The grants have a matching requirement. Applicants are required to invest two (2) dollars for every one (1) dollar of grant funding received. The grants will pay for up to 33.33% (thirty-three and one third percent) of any approved building improvement or rehabilitation project.

AWARD AMOUNTS

The maximum award for each annual grant is five-thousand dollars (\$5,000.00). The minimum grant award is five-hundred dollars (\$500.00).

ELIGIBLE PROJECTS

Eligible improvements include, but are not necessarily limited to:

Interior Improvements

- Fire sprinkler system installation or upgrade, including any needed water service improvements to accommodate a food or beverage service business in accordance with code requirements.
- Restoration of historic interior architectural features, including ceilings, light fixtures, floors, and architectural detailing.
- Heating, ventilation, air conditioning, and drainage improvements **in conjunction** with structural building upgrades to accommodate a new business or tenant.
- Plumbing improvements to accommodate a new food or beverage service business.
- Interior construction to rehabilitate a building to accommodate a new business or service.

Exterior improvements

- Significant exterior repair, including replacement of doors or building reconstruction.
- Masonry repair and restoration.

INELIGIBLE PROJECTS

Projects and expenses such as the following are not eligible:

- Building or land acquisition
- Design services, including architectural and interior design
- Emergency or safety-related demolition expenses
- Flood, fire or water damage repairs
- Furnishings, equipment or personal property not part of the building construction
- Legal or building permit fees
- Maintenance work (i.e. general repairs that maintain existing conditions)
- Parking lot resurfacing
- Pest extermination
- Work proposed on property with an active code compliance citation
- Work begun prior to application submittal or done without a required building permit

GRANT PROGRAM DESIGN GUIDELINES

Applicants will also need to refer and adhere to the **BUILDING REHABILITATION GRANT PROGRAM (BRG) DESIGN GUIDELINES**. The Design Guidelines are listed on a separate document accompanying these Program Guidelines.

APPLICATION REVIEW AND EVALUATION

The City of Eden Main Street Manager and City staff will administer the program. All grants must be submitted to the Eden Main Street Manager who will present the applications to City staff for consideration and approval. Once applicants receive approval, they can begin their projects. Complete grant request applications will be considered for approval in order of date received by the Eden Main Street Manager.

CONTRACTORS

All work involved with the grant project must be completed by licensed, bonded, and insured contractors. Applicants with the appropriate licenses and insurance may serve as their own contractor, but only the cost of materials will be considered eligible expenses to be funded by the grant.

PAYMENT

Applicants will be reimbursed after City staff reviews and approves the completed project. Grant reimbursements will be based on the actual costs of the project. Applicants must submit all receipts and paid invoices prior to receiving grant funds. In addition, upon completion of the project, project completion photos will be submitted to the Eden Main Street Manager and an invitation to visit the completed project site will be scheduled prior to receiving grant funds.

APPLICATION PROCEDURES

1. Grant applications may be submitted at any time.
2. Applicants shall contact the Eden Main Street Manager to establish potential eligibility of proposed improvements.
3. A complete application form shall be submitted to the Eden Main Street Manager including appropriate drawings, budget estimates, two current bids for the proposed work, and proof of ownership or executed lease with owner's written consent. Applicants are strongly encouraged to submit "before project photos." Applicants will be required to submit "after completion" photos during a "project completion" presentation.

4. Applicants shall submit at least two formal written bids for all work being proposed in the project. Please include the following:
 - a. Names and license number of contractors
 - b. Copies of all bids and photos
 - c. Anticipated dates to begin construction and for project completion
5. ***NOTE: Sole source bidding may be approved by Eden City staff for specialized work if reasonable attempts to obtain a second bid have been unsuccessful.***
6. ***NOTE: Contractor Applicants shall submit copies of estimates for all materials, along with anticipated dates of construction and completion, as part of the application.***
7. The Applicant or a designated representative will attend a preliminary presentation meeting and a post project completion meeting with the City staff. The City staff will not take action on an application unless the Applicant agrees to these presentation meetings.
8. Revised plans shall be submitted to the Eden Main Street Manager and City staff immediately.
9. If Eden City staff recommend approval, the application and a Grant Agreement shall be forwarded to the Eden City Manager for final approval.
10. If approved, the Grant Agreement shall be signed by the Applicant and the City of Eden as provided in Item 5 of Administrative Procedures, listed below.
11. Applicants shall apply for and receive a building permit prior to undertaking any work requiring a permit under the Building Code.
12. Construction shall proceed according to the approved plans and subject to periodic inspections. Construction must be completed within 180 days of execution of the Agreement, unless a written extension is granted by Eden City staff.
13. Applicants shall submit final receipts and lien waivers to the Eden Main Street Manager to request reimbursement.
14. Applicants shall maintain these improvements to the property without changes or alterations to work funded by the Grant Program for a period of two years from the date of completion. The City Council may require the owner of the benefiting property to consent to imposition of a lien on the property to insure that the property continues to be maintained in accordance with the terms of the grant and that there are no alterations or removal of improvements funded by the grant without the express written consent of the City. In the event there are unauthorized alterations or removal of improvements funded by the grant that result in diminution of value of the grant, the owner shall reimburse the City for the lost value. In the event the owner refuses to so compensate the City, the City shall have the right, but not the obligation to, foreclose the lien in order to collect the debt. The lien shall be released by the City at the end of the period of three years from the date of completion unless foreclosure activity is taking place, it appears reasonably likely that foreclosure will be necessary, or there has been a refusal by the owner to compensate the City and the City has chosen to defer foreclosure of the lien.

ADMINISTRATIVE PROCEDURES

1. Upon submittal, the Eden Main Street Manager will review the application to ensure that it contains all necessary information, including drawings and specifications, preliminary cost estimates, bids, photos, and proof of ownership or executed lease with owner's written consent. The Manager will prepare written notification to the Applicant confirming receipt of the application. If the application is incomplete, the Applicant will be notified of the remaining required items. When the application is complete the Manager will notify the Applicant of the date of the Eden City staff meeting when the application will be discussed.
2. The Eden Main Street Manager shall present complete applications to Eden City Staff for review.
3. Eden City staff shall review each application and make a recommendation for approval or disapproval.
4. A Project Presentation Meeting will then be scheduled with the Applicant and the City staff outlining the project details before final project assessment.
5. If Eden City staff recommends approval, the Eden Main Street Manager shall prepare a Grant Agreement. The Agreement shall be signed by the Applicant and the City of Eden prior to any initial project work, unless an exception is made by City staff.
6. When the project is complete, a Project Completion Presentation Meeting will be scheduled presenting photos and Eden City staff shall inspect all work done and document that the Applicant has made the improvements as per the Agreement and approved plans.
7. Upon determination that the work has been satisfactorily completed and all lien waivers have been received (if applicable), the Eden Main Street Manager shall approve the release of a check in the amount of the approved grant to the Applicant.
8. The Eden Main Street Manager shall maintain a record of each complete application.