

## **LIGONIER REDEVELOPMENT COMMISSION FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM GUIDELINES**

Since the success of Commercial Business property owners and tenants in Ligonier is integral to the commercial viability of the City of Ligonier, the purpose of this Façade Improvement Matching Grant Program is to encourage efforts to improve the aesthetic street appearance of the City of Ligonier's business facades, and to help stimulate the business environment of this vital heart of the Ligonier's community.

The Program is managed and administered by the City of Ligonier Redevelopment Commission (RDC). The program is funded from a combination of all sources permitted by Indiana statute. These sources currently include the captured allocations from the Tax Increment Financing (TIF) District, donations, and grants.

The Program offers an opportunity for a business property owner, or tenant, to receive monetary grant assistance for improvements to their property. All grants awarded (with the exception of the Architectural and Engineering Assistance Grant) require a matching dollar-for-dollar expenditure by the owner, or tenant. Grants will be awarded based upon a need assessment by the RDC, and applications must be submitted in their entirety, with all the necessary supporting documents attached, before they will be considered for review by the RDC.

Grants may not exceed \$15,000.00 for individual projects and \$2,000.00 for architectural or engineering assistance, to be awarded as follows:

- **Façade Improvement:** Up to a 50% maximum reimbursement of actual costs for eligible activities.
- **Awnings:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of awnings.
- **Roofing:** Up to a 50% maximum reimbursement of actual costs for eligible activities.
- **Building Envelope Systems:** Up to a 50% maximum reimbursement of actual costs for eligible activities.
- **Signage/Lighting/Murals:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of signs, lighting, or murals.
- **Sidewalks:** Up to 50% maximum reimbursement of actual costs.
- **Architectural or Engineering Assistance:** A 100% reimbursement up to \$2,000.00 of actual architectural or engineering costs associated with façade improvements, providing the owner, in the sole opinion of the RDC, substantially complies with the engineering or architectural recommendations.

### **Eligibility Requirements:**

1. The property must be located in the City of Ligonier and within a TIF district.
2. Applicant, or co-applicant, must be the building owner. Tenants may qualify upon receiving written consent from the building owner.
3. The City of Ligonier Building Inspector will inspect a proposed project prior to any application submission, and will make a written recommendation regarding the project. Said written recommendation is to be included with the application for the matching grant.

**Eligible Activities:** Items include, but are not limited to, the following:

1. Accentuating the existing features of the building through painting, lighting, restoration, replacement, cleaning, or other treatment of exterior surfaces.
2. The addition of design elements which may have appeared on the original building, or are in keeping with the building's character, e.g. awnings.
3. Repair to building exterior facades (front, rear, and side facades are eligible and encouraged).
4. Masonry and Major structural repairs (Major structural repairs require appropriate plans prepared by a qualified structural engineer whose fees are eligible to be included within the matching grant)

application).

5. Roof assemblies (roof deck, air or vapor retarder, roof insulation, and the roof covering).
6. Building Envelope components relating to controlling the flow of air and water. This includes such items as glazing, curtain walls, panelized metal systems, tuck pointing, parapet walls, flashing, caulking, sealants, membranes, moisture barriers, and condensation control.
7. Cleaning of the building exterior.
8. Exterior painting.
9. Repairing, or replacing, cornices, entrances, doors, windows, decorative detail, or awnings.
10. Sign removal, repair, or replacement.
11. Other repairs that may improve the aesthetic quality of the building.
12. Façade Renovation-must involve the general upgrading of a building's external appearance.
13. Additions to existing structures.
14. Appropriate historic, or themed, murals.
15. Sidewalks.

**Ineligible Activities:** Items include, but are not limited to, the following:

1. Interior improvements (except window display areas).
2. Asbestos, mold and mildew removal and/or mitigation.
3. Purchase of furnishings, equipment, or other personal property not part of the real estate.
4. Improvements completed, or in progress, prior to notification of approval.
5. Repair or creation of features, not compatible with original architecture. (Note: These items may be eligible if required by government rules and/or regulations.)

The following steps outline the Façade Grant Program process:

#### **I. Submittal**

- a. Two estimates of the cost of the proposed improvements by qualified contractors if less than \$10,000 is being requested from the City as its share: if the amount of the City's contribution is proposed to be \$10,000 or more, then three estimates are required. (Note: This requirement may be waived by the Ligonier Building Inspector or by the RDC for specialty work.)
- b. Written description, and drawing (approximately to scale) of proposed improvements, including materials and colors.
- c. Completed Application and supporting data attached.
- d. The Applicant is required to personally appear before the RDC to answer any questions the Commission has prior to the RDC taking any action on the applicant's request

#### **II. RDC Review**

- a. Repeat applications for the same property will be accepted as funds, and improvement needs, allow.
- b. Grants will be awarded based on available funding and the merits of the proposed improvements.
- c. The RDC will make every reasonable attempt to use sound judgment and principles in arriving at equitable distribution of the available funds.
  - i. Encouraging coordination of effort among adjoining properties
  - ii. Responding to needs (safety, aesthetic, structural, energy saving, etc.)
  - iii. Balancing distribution of funds (although not-for-profit owners qualify for this program, their applications and needs will be evaluated with an attempt to achieve an equitable balance of funding with those properties contribution to the TIF funds.)

### **III. Final Approval:**

The RDC will review application(s), determine if the project qualifies for assistance, and determine the amount of the grant. Except as specifically provided otherwise herein, awards may not exceed 50% of the lowest estimate (quote). Applicant may select a contractor with a higher quote, and pay the difference.

The RDC will issue a written authorization to proceed to each successful applicant.

Work for which a grant is sought shall not begin before receiving the written authorization to proceed from the Ligonier Redevelopment Commission.

Grantee is responsible for obtaining any permits required to do the project. Permit fees may be included as part of the project expense with matching grants funding. If scaffolding is required within the right of way, Board of Works approval may be needed.

Once approval is granted, any changes to the original submission must be resubmitted and reviewed by the RDC.

### **IV. Grant Payments:**

Disbursement for grant payments will be made as follows:

- 100% of total grant award payable upon final inspection and verification that the work has been completed according to the application and final approval. Verification of work will be made by the Ligonier Building Inspector, if work required a building permit, or by the owner, if work is completed to their satisfaction.
- All improvements must be completed within six months unless an extension is granted by the RDC by a written request from the applicant.
- After receiving verification that the work has been completed satisfactorily and that the applicant's portion of the contract has been paid, the RDC may pay the grant portion of the project directly to the contractor.
- \$50,000.00 is the maximum total of all grants in the first year of the program and subject to change thereafter.

**LIGONIER REDEVELOPMENT COMMISSION FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM  
APPLICATION AND SUPPORTING DATA**

Application Date: \_\_\_\_\_

Applicant/Co-applicant: \_\_\_\_\_

Owner of Business Property: \_\_\_\_\_

Tenant (If different from property owner): \_\_\_\_\_

Business Name and Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of façade improvement planned. Please note all that apply and attach the Supporting Data Checklist:

Signage/Lighting/Mural:                      Removal \_\_\_\_\_ New \_\_\_\_\_ Altered \_\_\_\_\_ Repaired \_\_\_\_\_

Awning:    Removal \_\_\_\_\_ New \_\_\_\_\_ Altered \_\_\_\_\_ Repaired \_\_\_\_\_

Painting (approximate sq. ft. area): \_\_\_\_\_

Structural Alterations: \_\_\_\_\_

Cosmetic Alterations (molding, window, etc.): \_\_\_\_\_

Masonry Repairs: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

TOTAL COST OF PROJECT: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

I hereby submit the attached plans, specification, and color samples for the proposed project, and understand that these must be approved by the Ligonier Redevelopment Commission (RDC). No work shall begin until I have received a Building Permit from the Ligonier Building Inspector if the proposed work requires it. I further understand that the project must be completed within three (3) months, or within a timeframe deemed reasonable by the RDC. The full grant sum will not be paid until the project is complete. I also agree to leave the complete project in its approved design and colors for a period of five (5) years from the date of completion unless additional improvements are deemed necessary.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_