

**Reidsville Downtown Rehabilitation Grant**  
**Administered by Reidsville Downtown Corporation (RDC)**  
**Reidsville, NC**  
**April 1, 2015 – June 30, 2016**

**Purpose:** To provide property owners and lessees an economic incentive to undertake careful renovation and restoration projects and façade improvements in downtown Reidsville. The program encourages good rehab and design projects that respect the architectural integrity and unique historic character of the building.

**Eligibility:** For any owner or tenant of a building located within the Reidsville Municipal Service District (MSD), who intends to retain ownership or occupancy for a minimum of two years. Tenants must have written permission of the property owner prior to submitting a funding request. Any building having previously been improved with the help of an Interior Building Renovation Grant or Façade Grant must wait a minimum of two (2) years before reapplying. Exceptions to this rule may be considered if one or more of the following circumstances have occurred: change in ownership or use of the structure or other situations that the board may deem appropriate to consider.

**Eligible Improvements:**

*Interior:*

- Restoration of wood floors
- Restoration of tin ceilings
- Replacement of damaged plaster and sheetrock walls
- Roof repair or replacement
- Electrical and plumbing repair or replacement
- Suitable treatment for concrete floors: stain, acid wash, appropriate floor covering
- Upper floor residential or business development
- Other improvements and costs deemed acceptable by the Economic Restructuring (ER) Committee of the RDC

*Exterior:*

- Exterior painting of previously painted surfaces
- Paint removal by means approved by the grantor
- Appropriate cleaning as part of an overall façade improvement
- Masonry repair
- Repair of original architectural detail
- Repair of windows or window framing; replacement only as a last resort and must be compatible with original window design
- Removal of siding and exterior false facades
- New signage or the removal and replacement of inappropriate and outdated signage (must obtain a sign permit from the city of Reidsville)
- Outdoor lighting
- Roof repair or replacement
- Rehabilitation or compatible reconstruction of an original storefront
- New canvas awnings or replacement of heavily damaged or missing awnings
- Exterior, detached improvements that retain historical integrity and beauty of building
- Replacement of historic transom glass

It is important to emphasize that this grant is an incentive for comprehensive rehab and renovation work or comprehensive façade improvement. It is not intended for general repair, maintenance or redecorating.

**Ineligible:**

- General maintenance
- Tools used for repair work

- Intellectual property that is not solely purposed for renovations (e.g. logo design, etc.)
- Painting of previously unpainted exterior brick structures
- Installation of any type of exterior veneer – aluminum, vinyl, stone, stucco or any other inappropriate materials that interferes with the historic integrity of the building
- Improvements made prior to grant approval, except a special provision will be made for improvements started between July 1, 2014 and March 31, 2015 due to this program being postponed during that timeframe.

**Funds Available:** This grant program is funded by the City of Reidsville’s Municipal Service District (MSD) tax. Applications may be submitted at anytime. Grants are awarded for eligible projects as funds are available. This is a reimbursement grant. Funds are issued at the completion and final approval of the project.

**Guidelines:**

1. The Economic Restructuring and Design Committees of the RDC are available, free of charge, to advise on a comprehensive rehabilitation and renovation plan or to advise on façade design ideas, color selections, awning shapes and materials for your project. To set up a free consultation, please contact Mark Wells at [rdc@ci.reidsville.nc.us](mailto:rdc@ci.reidsville.nc.us) or (336) 347-2307.
2. All applications must be approved by the Economic Restructuring and Design Committees of the RDC, which will then take the application to the full RDC Board of Directors. The RDC Board of Directors will then vote to recommend for or against the grant application to City staff who will make the final grant award determination.
3. If a single building is divided into multiple business spaces, that are each designed to house its own owner, will have its own address, its own business permit and its own exterior entry, then each business or section for a business is eligible to apply.
4. Buildings with multiple facades not divided into multiple business spaces are capped at a single grant application.
5. The applicant must show a comprehensive proposal for the building’s rehabilitation or façade improvements that would meet the City of Reidsville’s Non-Residential Maintenance Code and bring the property into occupiable condition. All projects must meet building code requirements of the City of Reidsville and all other governmental agencies, as appropriate.
6. Any grant request for interior building renovations will require proof of new roof installation within the last five (5) years or a statement from a licensed general contractor indicating the remaining life expectancy of the existing roof or a cost estimate of immediately necessary repair.
7. Rehabilitation should reflect a solution which respects the architectural integrity of the building and must meet the Secretary of Interior’s “Standards for Rehabilitation” program standards (Exhibit A).
8. RDC will not participate in negotiations between the applicant and the contractor employed by the applicant. The applicant agrees to hold RDC and the City of Reidsville harmless of any defects in workmanship, liability, damages or other costs relevant to this project.

**Criteria:**

1. The formula for funding of projects is fifty percent (50%) of the initial \$10,000 plus twenty percent (20%) of additional cost up to \$50,000 with a maximum \$15,000 per grant.
2. The grant amount is initially based on the estimate; the final grant payment is based on actual costs. In the event the actual costs are less than the estimated costs, the grant amount will be reduced. In the event the actual costs are more than the estimate, the grant amount will be increased to allow

for up to a ten percent (10%) increase in final cost over the original estimate, up to the grant maximum.

3. This grant is designed for relatively substantial improvements; therefore, a minimum investment of \$1,000 will be required of all participants.
4. The completed project must be maintained as the project was set forth in the application for a period of 5 years or until the property is sold. Example: if an awning is installed as part of a project and then rips within the five year period, it must be repaired or replaced. Failure to comply will require the recipient to refund all or part of the grant funding.
5. All property taxes must be paid and current on the property.

### **Application Procedure:**

1. A completed application form, along with:
  - Several high-resolution color photos of current property condition showing areas to be improved
  - Narrative description of all rehabilitation and/or façade work to be performed, including computer generated images, drawings or sketches
  - Design plans including floor plan accurately delineating the square footage
  - Color palettes
  - Description of business or business tenants
  - For tenant applicants, a letter signed by the owner granting permission for the project
  - Total itemized project cost estimate
  - Copy of building permit, if applicable
  - Copy of sign permit, if applicable
  - Evidence of property insurance
  - Projected date of project completion
2. Applications will be reviewed by the Economic Restructuring (ER) and Design Committees of the RDC. Applicants cannot be present during proposal deliberations but may be asked to meet with the committees to answer any questions on the proposed project. The ER and Design Committees will make a recommendation including funding conditions to the RDC Board of Directors. The final decision is that of the City of Reidsville, and they may accept, decline or modify the recommendations of the ER and Design Committees. The City of Reidsville retains the right to accept or deny any applicant.
3. A projected date of project completion is requested on the application. The project should begin within 45 days of the grant approval and should be completed within 12 months of the start of the project. Extenuating circumstances causing a delay in completion of the project are always considered and extensions may be given with RDC approval.
4. The ER and Design Committees must review any deviation from the approved plans before it can be undertaken. The City of Reidsville reserves the right to deny payment if the completed work is not consistent with the content of the original application.
5. A letter of notification will be sent to the applicant regarding the City of Reidsville's decision on their grant request. Upon approval of the grant application, two copies of the agreement will be included with the letter of notification. A signed copy of the agreement must be returned to the City of Reidsville before the project begins and within ten (10) business days of receipt of the grant approval notification. This letter may be hand delivered or delivered by a common carrier (e.g. US Postal Service, UPS, FedEx, etc.).
6. The RDC Board, its Economic Restructuring and/or Design Committee and/or City of Reidsville staff have the right to inspect the project at 50% and 75% of completion.

7. Approved applicants will be reimbursed for the grant amount upon completion of the project. Applicant must submit copies of paid, dated receipts, invoices and cancelled checks to the RDC Board of Directors. The finished project must pass inspection by the ER and Design Committees for aesthetics and receive City/State Code approval before reimbursement is issued. The reimbursement grant check will be issued within twenty (20) business days of the final inspection and approval of the completed project. A W-9 (Request for Taxpayer Identification Number and Certification form) will be required prior to issuing the check.
8. For questions or more information please contact Mark Wells at [rdc@ci.reidsville.nc.us](mailto:rdc@ci.reidsville.nc.us) or (336) 347-2307.

## **The Secretary of the Interior's Standards for Rehabilitation**

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Reidsville Downtown Rehabilitation Grant Application  
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*Exhibit B*

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

Name of Business, if applicable \_\_\_\_\_

Year building was built \_\_\_\_\_ Property taxes are:  PAID  NOT PAID  DO NOT KNOW

Applicant's Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ email \_\_\_\_\_

Building Owner  Yes  No If no, name of owner \_\_\_\_\_

Owner's Address \_\_\_\_\_ Phone \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Estimated Costs \_\_\_\_\_

Projected Completion Date \_\_\_\_\_

**Include with application:**

- \_\_\_\_\_ Several color photos of the building's current conditions
- \_\_\_\_\_ Narrative description of all rehabilitation work to be performed
- \_\_\_\_\_ Drawings, sketches or computer generated images of planned rehab work
- \_\_\_\_\_ Design plans including floor plan including square footage
- \_\_\_\_\_ Description of business or business tenants, and business plan.
- \_\_\_\_\_ An itemized contractor's estimate that includes cost of materials and labor
- \_\_\_\_\_ Copy of building and/or sign permit, if required
- \_\_\_\_\_ Evidence of property insurance
- \_\_\_\_\_ Written permission from the owner if applicant is not the property owner

I understand that the Grant monies are to be used exclusively for the project described in this application. Failure to abide by the information in this application may result in the loss of the funding. Upon completion of the project, the Economic Restructuring and/or Design Committees of the Reidsville Downtown Corporation will inspect the project, and payment is contingent on the project outcome being consistent with the project submitted with the application. I understand that the payment of the grant is contingent upon me providing proof of the expenditures and payment thereof.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Reidsville Downtown Corporation 230 West Morehead St. Reidsville, NC 27320 336-347-2307 rdc@ci.reidsville.nc.us**

*Revised 3/6/2015*