



Downtown Rehabilitation Grant

Administered by Reidsville Downtown Corporation (RDC)

July 1, 2018 – June 30, 2019

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 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 deemed acceptable by the RDC's Design Committee

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 / window framing; replacement as a last resort, must be compatible with original design
- Removal of siding and exterior false facades
- New signage and/or the replacement of inappropriate and outdated signage
- 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

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

Funds Available: This grant program is funded by the City of Reidsville's Municipal Service District (MSD) tax. 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. Applications submitted by 5 p.m. on the first business day of the month will be evaluated by the Design Committee and Reidsville Downtown Corporation board within that calendar month.

Guidelines:

1. As a Main Street community, Reidsville downtown property and business owners have access to free design services provided by the UNCG Main Street Fellow Team. **Applicants are HIGHLY ENCOURAGED to use this design service when applying for rehabilitation grants.** Main Street Manager Missy Matthews will assist in completing the design request forms (mmatthews@reidsvillenc.gov or 336-349-1111). Please note that this process will take four to six weeks.
2. Members of the Design Committee 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 Missy Matthews.
3. All applications must be approved by the Design Committee of the RDC, which will then take the application to the full RDC Board of Directors. The RDC Board of Directors votes yay/nay on supporting the grant application. This recommendation is forwarded to city staff, who make the final grant award determination.
4. If a single building is divided into multiple business spaces, each with its own address, its own business permit and its own exterior entry, then each business or section for a business is eligible to apply for a grant. 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 and reflects the architectural integrity of the building and neighboring streetscape. Rehabilitation must meet the Secretary of Interior's "Standards for Rehabilitation" program standards (Exhibit A). As one goal of this program is to preserve the architectural integrity of Reidsville's downtown, the RDC Design Committee reserves the right to decline a grant application based solely on the aesthetics of the proposed improvements.
8. RDC will not participate in negotiations between the applicant and the contractor employed by the applicant. If the bid for an improvement is deemed excessive by the RDC Design Committee, a second bid may be required. 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.
9. Upon grant approval, applicant will be required to place a (furnished) RDC Grant sign, viewable by the public, for the duration of the project. Failure to return the sign at the completion of the project will generate a \$25 charge to be deducted from the reimbursement.

Criteria:

1. The formula for funding of projects is fifty percent (50%) of the initial \$10,000, plus twenty percent (20%) of up to \$50,000 in additional costs. Maximum grant is \$15,000.
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 five years or until the property is sold. Example: if an awning is installed as part of a project and 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 sign or building permit, if applicable
 - Evidence of property insurance
 - Projected date of project completion
 - If business is new to downtown Reidsville, or has been in existence less than ONE YEAR, submit a brief business plan. If you need assistance creating a business plan, please contact Jeff Garstka or Missy Matthews.
2. Applications will be reviewed by the Design Committee 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 Design Committee 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 Design Committee 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 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 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 Design Committee 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. No funds will be released until the work is completed and inspected by the RDC Design Committee, and proof of paid invoices is submitted.
8. For questions or more information please contact:
Missy Matthews, Main Street Manager, mmatthews@reidsvillenc.gov or (336) 349-1111
Jeff Garstka, Economic Development Director, jgarstka@reidsvillenc.gov 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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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 _____

Phone _____ 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 with square footage
- _____ Description of business or business tenants, and business plan.
- _____ Itemized contractor's estimate including 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 • 336-349-1111

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