



DDA Façade Grant Program

INTRODUCTION

The Stantonsburg Appearance Commission shall assist the Downtown Development Authority (DDA) Façade Grant Program. The DDA consists of the Stantonsburg Appearance Commission, the Town Manager, and the Town of Stantonsburg Town Council. The Downtown Development Authority Façade Grant Program has been established to stimulate investment and encourage the revitalization of building exteriors. Projects must be located within the Stantonsburg Downtown Development Authority district. The program is administered by the Town of Stantonsburg staff.

The duty of the Town of Stantonsburg Appearance Commission shall be to make a careful study of the visual problems and needs of the Town of Stantonsburg within the downtown business district, and to make plans and assist in carrying out any programs that will enhance and improve the visual quality and aesthetic characteristics of the Town of Stantonsburg.

PURPOSE

The purpose of the Grant Program is to provide a matching grant for Façade improvements to existing commercial buildings for preservation, restoration and maintenance. Grant resources should produce visible changes and improvements to commercial building facades, while looking to highlight the unique qualities of the individual building in Downtown Stantonsburg.

TARGET AREA

All downtown Stantonsburg businesses located in the Stantonsburg Downtown Development Authority (DDA) district of the Town of Stantonsburg are eligible to apply for the Façade Grant Program. (See Map-Exhibit A).

FAÇADE GRANT AMOUNTS

Consideration is given to Façade Grant Projects on a **First Come, First Serve Basis**, as funds are allocated annually. **Maximum grant awards are \$10,000** and must be matched by the property owner. For example, an owner's \$10,000 façade project could be eligible for a grant award up to \$5,000, while an owner's \$5,000 façade project could be eligible for a grant award up to \$2,500. Amounts are subject to current budget funds available for the program. **Max award from town is \$5,000.**

ELIGIBILITY AND GUIDELINES

The structure(s) must be an existing commercial or office building(s) within the Town of Stantonsburg's DDA District. Please see included map for district boundaries.

- All properties must have conforming uses or legal nonconforming uses under the Town's zoning ordinance. Properties will not be eligible if any special assessments, real estate taxes or personal property taxes are delinquent, or they are associated with any violations of any Town of Stantonsburg codes.
- Proposed façade grants must meet all code requirements of the Town of Stantonsburg and the State of North Carolina.
- Owners, tenants, or owner/tenant joint ventures are eligible to submit applications under this program.
- Tenants must submit written approval of the property owner and evidence of their leasehold interest.
- Priority will be given to buildings that are historic, architecturally significant and/or visually prominent and to buildings with inappropriately applied facades that are unsightly or in need of repair.
- Businesses may apply for the Facade Grant Program Once (1) per year
- The SDDA will not be a party in negotiations between the applicant and contractor employed by the applicant. The applicant agrees to hold the SDDA harmless of any defects in workmanship, liability, damages, or other costs relative to the project.
- In cases where the applicant hires a contractor, plumber and/or electrician to complete the work, that person or firm must be licensed and registered with the State of North Carolina.
- In those instances where a building is of historic significance (i.e. it has been listed as a local landmark, is listed or is eligible for listing on the National Register of Historic Places), the Secretary of Interior's Standards for Rehabilitation (**see Secretary of the Interior's Standards for Rehabilitation: 36 CFR 67**), as well as Guidelines for Rehabilitating Historic Buildings may apply.
- If applicant's project requires a deposit for work to be performed prior to receiving Town Board approval; deposit may be included in the final total project cost. If façade project is not awarded/approved by the Town; the town is not responsible for an applicant's loss of deposit.

Eligible Projects:

- Exterior Painting- Must provide Paint Swatch
- Canopies and Awnings- *(Non-Exclusive) Must provide Fabric Sample
- Exterior Signage- *(Non-Exclusive)

- Repair and Maintenance of Gutters, Downspouts, Cornice, and Flashing
- Structural Stabilization
- Exterior Door & Window Repair or Replacement
- Addition of Decorative Exterior Architectural Features
- Repointing/Masonry repairs and Cleaning (NO Sandblasting!)
 - Pressure Washing if part of larger masonry project
- Exterior Lighting
- Exterior Walls and Materials

*(Non-Exclusive)= MUST be no more each, than 25% Total Project

Ineligible Projects:

- Non-commercial or non-office zoned uses
- Roof repairs
- Construction of new buildings
- Interior structural improvements to existing buildings
- Purchase of property and/or buildings
- Equipment (Ex: Security Systems)
- Interior fixtures & furnishings
- Inventory or operating capital

Other Projects may be considered and reviewed by the board but will not necessarily be considered Eligible. **PROGRAM FUNDING**

The program is a matching grant. The Town DDA will submit recommended applicants for the Town Council to make final funding decisions for the fall round of funding at their TBD board meeting, and for the spring round of funding at their March board meeting. All funds are Administered by the Town of Stantonsburg staff. Note: Money will be provided from the Stantonsburg Industrial Development Corporation during the final review process for applicant reimbursement.

HOW THE PROGRAM WORKS

- **Pre-Meeting-** Interested parties may request a meeting with the DDA to discuss program interest and ideas. This can be done by contacting the Town of Stantonsburg Town Hall.
- **Application-** Applications can be picked up at Town Hall, located at 108 E. Commercial Ave. Stantonsburg, NC.
- **Complete the application forms** along with copies of any required permits and any additional documentation that may be required. (See Town Manager).
- **Create a realistic Plan of Work.** Applicant completes a Plan of Work, which includes design plans, 2 Bids/Contractor Quotes with Cost Estimates per project, materials list, construction schedules and at least 4 photos of the building. A building rendering or conceptual must be provided. This should be included and submitted with the Request for Funding. The Plan of Work will not be considered complete until the applicant has included **all required documentation** on behalf of the contractor. Of the 2 required bid submittals the DDA Board holds the right to fund the lowest bid but will allow the applicant to work with the contractor of their choosing. Any cost overages must be covered by the Grantee.
- **Design Review.** Upon submitting the Plan of Work, the applicant must schedule a final meeting with the Façade Grant Design Committee (DDA), prior to the application being heard by the Town Council.
- **Change Orders.** Any change orders that are added to the Plan of Work after it has been approved by the Town Council must be resubmitted and re-approved prior to completing the work.
- **Complete Application by Providing Supporting Project Documentation:** the application process ends by submitting the application and all necessary documentation to receive project funding.
- **Application Deadlines:** Applications must be received by 5pm on either **date TBD** for the fall round of funding, or March 3, 2025, for the spring round of funding.
- **Meetings Required Prior to Beginning the Project**
 1. The applicant/property owner and the contractor employed to do the Façade Grant renovation may be required to meet with Stantonsburg DDA and or town representatives prior to the start of the project.
 2. Prior to any work beginning, the property will be scheduled for an inspection by the Town of Stantonsburg Town Manager to assess any code violations.
 3. We may recommend the applicant have a walk-thru meeting at the site with representatives of the DDA and any available committee members

prior to beginning the work.

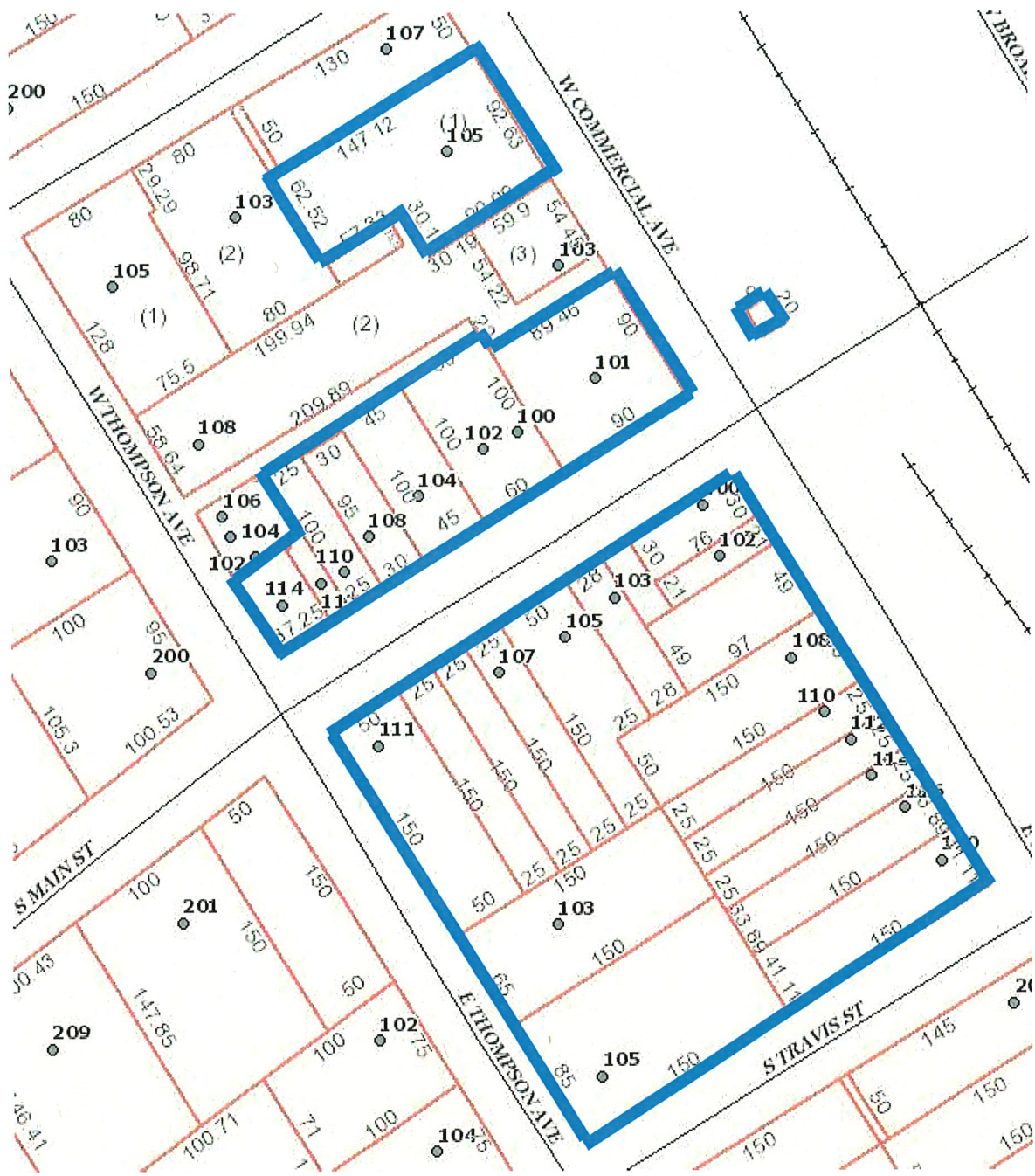
4. **Applicants are responsible for obtaining all necessary governmental permits and authorization prior to work starting. Applicants must attend all Required Meetings as a part of the Façade Grant Application Process.**

- **Façade Grant Approval.** If the application is approved for funding, a Façade Grant Approval Letter will be sent to the applicant. If the application is not approved, the applicant will be given an explanation for the disapproval, and what, if any, steps can be taken to gain approval. Project Permits, if necessary, must be pulled within 60 days of award notice or grant awarding will be rescinded. **PLEASE NOTE: WORK CAN NOT BEGIN UNTIL YOU RECEIVE A FAÇADE GRANT APPROVAL LETTER INDICATING THAT THE PROJECT MAY PROCEED UNDER THE FAÇADE GRANT PROGRAM AND IDENTIFIED CODE VIOLATIONS (?) HAVE BEEN ADDRESSED.**
- **Pursue Project.** If the project is approved, and all code violations have been addressed the applicant will move forward with completing the project. **The applicant must pay for the project in full, and maintain proper documentation including final contractor invoices, canceled checks, along with a final total of expenses.** The Applicant must document the Façade Grant Project by compiling at least 4 photos of the completed work.
- **Final Walk-Through.** The applicant will contact the **Stantonsburg DDA and Façade Grant Design Committee to schedule a Final Walk-Through.** If the project has been completed as proposed, the applicant will receive an approved Final Walk-Through Checklist and complete a Façade Grant Reimbursement Request to be submitted to the Downtown Development Authority for consideration.

PAYMENT OF GRANT AWARDS

The Façade Grant recipient will receive reimbursement for 50% not to exceed \$5,000 of the total cost of the approved façade grant project. A check will be submitted to the person or entity that submitted the Grant Application. In order to receive reimbursement for the expenses the person or entity who has received a façade grant must provide the Stantonburg Industrial Development Coordinator with the following:

- a) A **Reimbursement Request Form** that includes the owner's written commitment to maintain approved improvements in good condition for a minimum of 5 years, making repairs as necessary, or risk repayment of grant funds to the Town. This is at the Stantonburg DDA's discretion and will not be enforceable if the property changes owners.
- b) Documentation that the project has been completed, including final contractor invoices, canceled checks along with a final total of expenses, and a contractor lien release. An applicant's labor (referred to as "sweat equity") may, at the sole discretion of the DDA, be applied to the determination of the project's total cost at the rate of \$25.00 per hour, but not to exceed the greater of a total amount of \$1,000 or fifty percent (50%) of the applicant's documented financial contribution, whichever is greater. For example, if the applicant's matching portion of the grant is \$500 and the applicant's labor is estimated at \$700, then the maximum of \$250 for labor may be included for reimbursement.
- c) A completed Final Walk-Through Checklist to confirm that the project was completed and that all work was done in compliance with approved plans.
- d) A copy of the building permit (if applicable) and a copy of the Building Official's final report.



Eligible properties are bordered by 