



**STOREFRONT RENOVATION REBATE PROGRAM**  
**Guidelines and Requirements**

The Storefront Renovation Rebate Program (SRRP) assists property owners and/or business tenants within the Urban County. The SRRP facilitates with the making of façade improvements and/or the correction of exterior code violations. These improvements lead to revitalized neighborhood commercial areas, elimination of blight and enhanced livability of surrounding neighborhoods.

**AVAILABILITY OF FUNDS**

The Department of Development (DOD) realizes the value of actively working with community leaders, property owners and business tenants to reinvigorate Urban County communities. Therefore, the SRRP offers property owners and business tenants a rebate for eligible costs associated with rehabilitating their storefronts.

- Businesses located in an Improvement Target Area may receive up to a **50% rebate (maximum \$30,000)**
- Businesses **NOT** located in an Improvement Target Area may receive **up to a 30% rebate (maximum \$6,000)**
- Funds are allocated on a first come, first served basis

**APPLICATION**

An application must be obtained from the Economic Development Director in the community in which the business is located. Applications will be accepted until **October 31, 2011**. The Economic Development Director will work with the applicant to meet city and program conditions that are required for a commitment of funds. The Economic Development Director will notify applicant after DOD has approved the application.

**ELIGIBILITY REQUIREMENTS:**

- Building **MUST** be located in one of the 51 Urban County communities.
- Business **MUST** provide a commercial service and/or sell a retail product.
- Business **MUST** provide sales and services to the general public.
- Individual business tenant may be located in a strip mall or shopping plaza but **CAN NOT** be a franchise.
- Business tenant **MUST** have written approval from the property owner for all improvements.
- Strip malls or shopping plazas **LESS THAN** 10,000 square ft. are eligible **ONLY** if the project is for improvements across the entire façade of the building.
- Building **MUST** have the basic American with Disabilities Act (ADA) compliance as required by state law or the planned SRRP improvements will correct violations.
- Building **MUST NOT** have any active code violations or the planned SRRP improvements must correct the violations.
- Property owner **MUST** be financially current on all county taxes prior to submission of the application.
- Rehabilitation of building façade must be visible from the street facing the building.
- **Eligible Projects:**
  - ✓ Signage
  - ✓ Awnings
  - ✓ Windows/ Doors
  - ✓ Entryways
  - ✓ Painting or Cleaning
  - ✓ Lighting
  - ✓ ADA-Compliant Access
  - ✓ Exterior (visible) Code Violations
  - ✓ The following are repairs are allowed **ONLY** if they are in addition to work that directly affects the façade
    - ✓ Landscaping
    - ✓ Fencing (must be visible from the street)
    - ✓ Seal coating and re-striping parking lots and driveways (must be visible from the street)
- **Ineligible Projects:**
  - X Roofs
  - X Interior improvements
  - X Improvements to the rear or foundation of the building
  - X Security Systems
  - X Purchase of furnishings, equipment or other personal property, which does not become a part of the real estate

## **EXCLUSIONS**

- Franchise Business: an entity belonging to a larger corporate body that an individual can purchase and operate to his/her own standards and specifications. The individual is required by contractual arrangement to maintain standardized décor, architecture, signs or similar features. **Examples include restaurants, stores, gas stations and auto dealerships.**
- Chain Business: an entity that cannot be purchased by an individual, but can be managed by an individual under the authority of a corporation. **Examples include banks, hotels, grocery and department stores.**
- New construction
- Religious institutions
- Residential properties
- Properties owned or occupied by a public agency
- Educational institutions (public, private or charter)
- Developers or leasing agents
- Commercial/ industrial businesses, warehouses, manufacturers
- Business offices/ professional services

## **APPROVALS**

Applicant is responsible for obtaining necessary approvals including city sign and design standards, building codes and building permits. Approval of all city requirements is the responsibility of the Economic Development Director prior to submission to the DOD. The DOD then determines eligibility of the proposed project and insures all conditions are met prior to final approval.

## **GENERAL CONDITIONS**

- Any improvements made prior to the submission and approval of a SRRP application are ineligible
- All projects **MUST** be completed within one hundred eighty (180) days of approval by the county
- A new business **MUST** submit a copy of a lease agreement or proof of ownership of the property
- Applicants who choose to complete the project themselves or have the project completed by their own company will be required to pay for all labor cost associated with the project
- Developer fees are ineligible project costs
- Only one rebate shall be awarded per building or business
- Completed project cost **MUST NOT** exceed estimated project budget.
- The DOD will only rebate applicants after the project is complete and all vendors have been **PAID IN FULL**
- Property owners or business tenants that received a rebate in 2010 are ineligible for the 2011 program

## **APPLICATION PROCESS:**

**ALL applicants must contact the Economic Development Director in your project's community. Applications and final reports will only be accepted by the DOD from an official of the community.**

**APPLICATIONS AND FINAL REPORTS MUST BE SUBMITTED TO THE DOD BY US MAIL ONLY, NO EMAILS.**

- 1) A complete application must include:
  - a) Completed W-9 for the business
  - b) Completed Charitable Contribution form
  - c) Photos of the existing façade
  - d) Itemized list of work to be completed with 2 cost estimates
- 2) A. completed and signed contract.
- 3) City official must provide an inspection report/approval
- 4) Once an application has been reviewed and approved by the DOD and the County Executive, email notification will be sent to the city official. The city official will then notify the applicant that he/she may proceed with the project.

## **FINAL REPORT/REBATE PROCESS**

Under no circumstance will a rebate be disbursed prior to the completion and final review of the project. Prior to a Final Report being submitted to the DOD by the Economic Development Director, all completed work must be reviewed and approved for compliance with city requirements.

- 1) A complete final report must include:
  - a) Copies of paid invoices and canceled checks (**if payment is made in cash, a cash receipt is required**)
  - b) Itemized list of completed work
  - c) Photos of the completed façade improvements
- 2) The DOD will review the final report (with related documentaion)
- 3) **Rebate checks are mailed to the applicant directly from the office of the Fiscal Officer in 4-6 weeks.**

**\*\*APPLICATION DEADLINE IS October 31, 2011\*\***