

RENSELAER FACADE GRANT PROGRAM

This packet contains information about the Rensselaer Facade Grant Program, administered by the collaboration of the City of Rensselaer Building Department and the Jasper County Economic Development Organization.

1. Eligibility
2. Procedures
3. Map of Qualifying TIF Area
4. Application
5. Application Checklist
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The Rensselaer Facade Grant Committee is accepting applications for structural improvements of buildings located within the qualifying area (see map).

Completed applications, including application form, signed checklist, current photos, elevations and construction cost estimates are due one month prior to each grant quarter. The Grant Review Committee will review applications each quarter and use the packet provided to score each projected request of funds.

GRANT APPLICATION & DISBURSEMENT TIMELINE

Award Quarter	Application Window	Application Deadline	Application Review Date	Award Letter Deadline	Project Completion Deadline
Q2	Dec. - Feb.	4th Monday of Feb.	3rd Tuesday of March	April 1	April 1 of Preceding Year
Q3	March - April	4th Monday of May	3rd Tuesday of June	July 1	July 1 of Preceding Year
Q4	June - Aug.	4th Monday of Aug.	3rd Tuesday of Sept.	October 1	October 1 of Preceding Year
Q1	Sept. - Nov.	4th Monday of Nov.	3rd Tuesday of Dec.	January 1	January 1 of Preceding Year

Return Completed Applications to the Jasper County Economic Development Organization at:

P.O. Box 314, 104 W Washington St., STE B, Rensselaer, IN 47978

Questions regarding this packet may be directed to:

Zyan Miller, 219-866-3080
 Jasper County Economic Development Organization

Jessica Call, 219-866-2301
 City of Rensselaer Clerk-Treasurer's Office

ELIGIBILITY

Grant Awards must have a minimum of \$5k, but Not Exceed \$25k.

If costs exceed the original estimates, the applicant shall solely be responsible for the payment of the full amount excess.

Eligibility Requirements: Property must be within the four (4) block designated grant area shown on the attached map. Applicants must be the building owner or tenant. Tenant(s) must have written authorization from the owner, to apply. No delinquent property taxes by property owner or applicant. Property must be used in whole or in part for commercial purposes. A contractor quote for proposed project, verified by the Building Commissioner. Completed applications must be submitted prior to the deadline.

Eligibility Activities:

- Highlighting/Renovation of existing features to the building; painting, cleaning, restoration or replacement of lighting, or other treatment of exterior surfaces
- Adding design elements such as awnings
- Exterior repairs; front, side(s) and rear of building
- Roof deck, insulation and roof covering - in conjunction with storefront improvement
- Building Envelope Systems; tuckpointing, caulking, sealing, moisture barriers and condensation control
- Repair or replacement of doors, entrances, cornice, windows, decorative detailing, awnings, etc.
- New, replacement or repair of signage
- Additions
- Stairs, porches and railings

Ineligible Activities:

- Interior improvements
- Asbestos, mold or mildew mitigation
- Purchase of furnishings or equipment
- Improvements completed or in-progress prior to application approval
- Building permits fees and other related costs
- Extermination
- Legal fees or title reports
- HVAC or plumbing
- Electrical wiring or service upgrades

PROCEDURE

I. Application

Applications will be reviewed quarterly with grant awards limited to \$25k per budget quarter. Deadline(s) for applications and supporting documentation are on the 4th Monday of February, May, August and November.

The following items must be included with the application and submitted to the Jasper County Economic Development Organization before any application can be reviewed

- a. Current photo of the property to be improved
- b. Elevations
- c. Written description of proposed improvements, including all materials and colors
- d. Preliminary estimate of costs by licensed contractor. Any work done by the property owner(s) or tenant(s) requires an estimate from an outside source to verify that costs are within reasonable parameters.

II. Preliminary Approval

A scoring system will be used to evaluate each application. Applicants with the highest score(s) and *all* supporting documentation will be awarded funds that are available per quarter, up to \$25k, but not more than half the total project cost.

An applicant who does not receive an award can reapply in consecutive quarters.

Those applicants receiving a grant award are not eligible to receive additional grant awards for the same building structure for two (2) years following the date of the Certificate of Grant Award.

III. Final Approval

Applicants will receive a decision notification from the Rensselaer Facade Grant Committee by the 1st day of the month, preceding the respective quarter of the application deadline.

No work for which a grant is sought should begin until authorized by the Grant Committee and a **Certificate of Grant Award** has been issued.

Grantee is responsible for obtaining any permits required by the City of Rensselaer, for the project. Permit fees are not included as part of the grant funding.

Once construction begins, if the Grantee decides to change **any aspect of the project** after the issuance of the Certificate of Grant Award, they must notify Jasper County Economic Development prior to the changes being made.

*****ANY UNAPPROVED CHANGES WILL VOID THE GRANT AWARD*****

IV. Final Payment

Work must be completed one year from grant approval date.

Grant payment will be made as reimbursement to the applicant upon verification that work has been completed, determined by the Rensselaer Facade Grant Program Committee, **and the full amount of the contract has been paid.**

APPLICATION CHECKLIST

Required Documentation:

- Consultation with the Building Commissioner
- Approved Location Improvement Permit - Building Department
- Proof that all Property Taxes are paid and current
- Detailed Project Budget
- Proof of Property and Liability Insurance
- Current Mortgage Statement
- Photos of Project Site
- Historical Photos of the Property - if possible
- Contractor quote for Total Scope of Work, verified by the Building Commissioner
- Written description of the proposed improvements
- Elevation to Scale

Project Requirements (Check items where applicable):

Major Facade Alterations:

- Provide a rendering of major changes; Include paint and awning colors

Paint:

- Provide color samples; Identify body and accent color
- Note where each color will be used on the structure
- Written estimate from painter - if applicable

Exterior Detail:

- Masonry repointing/repair specifications (Mortar mix and color)
- Details (such as wood cornice) and proposed work
- Product information and materials used

Awnings:

- Provide color samples of awnings chosen
- Written estimate for awnings

Signage:

- Provide color rendering of the design chosen for the sign
- Size specifications
- Note how and where the sign will be displayed on the building
- Written estimate from the sign company
- Type of illumination - if any

Windows:

- Product information
- Materials used

RENSELAER FACADE GRANT PROGRAM APPLICATION

OWNER/PROPERTY INFORMATION

Application Date: _____

Project Address: _____

Building Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Email: _____

Contact Person: _____

Phone No. _____ Email: _____

Tenant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Email: _____

Legal Description: _____

Zoning: _____

Current Use of Building: _____

Number of Residential Units Occupied: _____

Number of Commercial Unit Occupied: _____

PROJECT INFORMATION

Please select all that apply AND attach the supporting data.

Signage: New _____ Altered _____ Repaired _____ Removal _____

Awning: New _____ Altered _____ Repaired _____ Removal _____

Painting (Include Sq. Ft. of the Area): _____

Structural Modifications: _____

Masonry Repairs: _____

Cosmetic Modifications (Moldings, Windows, Storefronts, etc.): _____

Other (Please Specify): _____

Project Start Date: _____ Completion Date: _____

Total Project Cost: _____ Total Requested Grant Amount: _____

I/We certify that all information in this application is a true representation of the facts relating to the subject property for the purpose of obtaining funding under the Rensselaer Facade Grant Program. It is understood and acknowledged that any willful misinterpretation of the information enclosed in this application and any changes made to the proposed project plan, without approval, will result in disqualification from the program.

I/We hereby submit the attached plans, specifications and color samples for the proposed project and understand that the Rensselaer Facade Grant Program Committee must approve them. It is further understood that the project must be complete within one year of grant approval and funds will be reimbursed once the approved project is complete. Furthermore, it is understood that once the project is complete, NO changes can be made to the building for five (5) years, without approval from the Rensselaer Facade Grant Program Committee.

Please note: No work shall be performed prior to completion of application OR prior to grant approval. If work has been performed on the structure any time during this process, your application will be dismissed.

Property Owner Signature _____ Date _____

Tenant Signature _____ Date _____

*****FOR OFFICE USE ONLY*****

File Date: _____

Grant Number: _____

Review Date: _____

Approval: _____

Decision Date: _____

Denial: _____

Score: _____

Grant Amount: _____

Approval Signatures:



Date Application Received
****OFFICE USE ONLY****

**RENSELAER FACADE GRANT PROGRAM
REQUEST OF REIMBURSEMENT**

Applicant Name: _____

Property Address: _____

Mailing Address: _____

Materials/Services Purchased	Vendor/Contractor	Invoice/Receipt Number	Total Cost of Item
Attach more sheets as needed.			
		Total Project Cost	\$

TOTAL AMOUNT OF REIMBURSEMENT REQUESTED: \$ _____

Proof of payment for the above listed item(s) must be attached to this form. Please provide all copies of invoices and/or receipts with check number(s), or include a copy of payment check.

I, hereby verify under oath and subject to the penalties of perjury that the above item(s) have been completed in accordance with the Rensselaer Facade Grant Program and that all contractors, subcontractors and material suppliers have been paid in full.

Applicant Signature, Title

Date

Committee Member Signature

Date

JCEDO Treasurer Signature

Date

FACADE GRANT DESIGNATED ZONING AREA

