

## **ELIGIBILITY**

A property must be located within the one of the YDDA districts to be eligible.

The program is open to both property owners and tenants; however, the owner must sign the Building Rehabilitation and Façade Agreement if the applicant is a tenant. Applicants will be required to complete an application packet provided by the YDDA.

The following eligibility criteria also apply:

### ***Rehabilitation focused projects:***

1. Projects may include exterior façade improvements as part of the total project scope.
2. Projects must maintain or create first floor retail, commercial or professional uses to be eligible for program funding.
3. Program funds can be utilized for interior renovation and construction costs, with an emphasis on barrier free design requirements and/or state and local fire and safety codes.
4. Awnings may be eligible expenses under program guidelines, as long as they are part of a comprehensive building rehabilitation project.

### ***Special Requirements for Building Façade Grants***

1. Improvements funded through this program must be on any exterior face of the building that is visible from any street, right-of-way, or parking lot.
2. Only facades abutting public right-of-way are eligible for assistance. Highly visible rear facades will be considered.

### ***General Requirements for both Façade and Rehabilitation Grants***

1. Building owners and tenants are eligible for the grant program. If a tenant applies for assistance, they must provide written proof that the building owner authorized proposed improvements and evidence of an executed lease for a term equal to the Improvement Agreement.
2. All grant requests must be submitted before any work is started. Work not approved will not be grant-eligible.
3. Grant applications will be considered for individual projects on single tax parcels. Multiple applications for the same tax parcel in one fiscal year will be only considered if they represent distinct and separate work for separate and individual businesses with their own district business address.
4. The YDDA Grants Design Committee must approve the proposed improvements.
5. The applications will be reviewed by the YDDA Staff and Grants Committee, and presented to the YDDA Board for approval. The decision of the YDDA shall be final and binding.
6. Any changes to the originally approved scope of work must be approved in writing by the YDDA prior to construction. Failure to receive written approval may invalidate the grant award.

7. Applicants must sign an agreement stating that any improvements paid for with YDDA grant funds must remain intact for at least five years after project completion.
8. Applicant agrees to display signage provided by the YDDA acknowledging our financial support for the project during the façade improvement work.
9. Upon completion of any project the building must meet a basic condition test, which indicates that the property appears to be structurally sound, the roof intact and meets basic public safety codes.
10. This is a grant program. Money will be distributed after project completion and upon presentation of satisfactory evidence of expenditure/billing and verification that all appropriate permits and approvals have been received.
11. All exterior improvements must acquire Historic District Commission (HDC) approval in order to ensure that all modifications are in accordance with HDC guidelines before any reimbursement can be issued (if applicable). Visit [cityofpysialnti.com/hd](http://cityofpysialnti.com/hd) for information and resources.
12. Prior to applying for the grant for exterior improvement, you must approach the HDC and Preservation Staff with a design concept as a Study Item to ensure the project will meet HDC Design Standards and Guidelines. Final HDC approval is granted to a formal application submitted as an Action Item. \*Please note that if the property is not in the historic district, but you are seeking a historically sensitive rehabilitation, the Preservation Planner is available to assist you.

***Additional Grant Requirements:***

1. Applicant must provide proof that all property taxes are current and that the subject property is properly insured.
2. Applicant must provide detailed project financing and cost information and provide proof of available project funding in the form of bank/loan commitment letter(s) or personal equity. Annual program funding will be limited, with projects awarded as funds are available. The YDDA will make final determinations on individual project eligibility and can reject any application based upon required insufficient program funds. It is preferred that at least two licensed contractor quotes must be submitted, however, the applicant will not necessarily be required to accept the low bidder. If the applicant cannot provide two quotes, a waiver may be asked for (attachment six).
3. A minimum of 5% owner cash equity (of total project costs) will be required for all projects utilizing bank or other public financing.
4. All required municipal or government permits must be obtained prior to construction commencing.
5. Funds will be provided on a draw basis upon completion of work. Executed contracts and/or contractor invoices and proof that all required licenses, permits, and inspections have been received must be presented prior to disbursement of program funds.
6. Construction must commence within 90 days of approval for funding, verified by an award letter from the YDDA, and be completed within 120 days after construction start date as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the express written consent of the YDDA.

7. Applicant must agree to abide by the items outlined in Attachment Two: Cooperation Agreement.

**INELIGIBLE USES OF PROGRAM FUNDS** Program funds cannot be utilized for any of the following uses:

1. Refinancing or paying off existing debt.
2. Property acquisition.
3. Site plan, architect, engineering, building or sign permit fees.
4. Property appraisal costs, legal fees, or loan origination fees.
5. Labor costs paid to the owner/applicant or relatives of owner/applicant.
6. Building Demolition.
7. Environmental consulting, testing, or actual abatement/clean-up costs
8. Purchase or upgrade of equipment.
9. Routine Maintenance of building as determined by the YDDA and the HDC.
10. Business signs, unless restoring a historic sign.