



# NYA Market Enrichment Grant Program Guidelines

## **Purpose**

The City of Norwood Young America is offering a grant opportunity to NYA businesses for building improvements. The purpose of this program is to provide financial assistance to property and business owners to stimulate investment in the NYA business districts. The goal of this program is to provide an incentive to businesses and property owners to enhance the aesthetics of their buildings in hopes of strengthening the vitality of all NYA business districts, which will have a lasting impact on the entire NYA business community.

## **Program Eligibility**

The intent of the NYA Market Enrichment Grant Program is to focus on those buildings and properties that need improvement due to age, a desire to improve the overall impression of the property and increase the value of buildings. Commercial structures and mixed-use commercial/rental dwellings in the C-2 General Commercial, C-3 Downtown District, and B-1 Business Industrial Districts are eligible for the Program.

All improvements must result in building improvements that add to the goals above. Due to the limited amount of funds, all applications are subject to a competitive selection process which will be based on project goals, impact, and readiness of the project. All applications and plans are subject to the review and approval of the City. Submitting the application and improvement plan does not guarantee approval.

## **Eligible Applicants:**

- The applicant must be the property owner or a tenant with written permission from the property owner to make improvements to commercial or retail buildings
- There must be no delinquent bills, charges, or taxes due to the City
- Projects must be located in the designated zoning area of eligibility
- All projects must result in permanent building improvements
- Property must have conforming uses
- Property owner or tenants are only allowed one matching grant per calendar year. If grant funds remain after the first year, additional grants may be applied for on a case-by-case basis.
- All improvements must follow the principles and guidelines of the Norwood Young America Building Code, Zoning Code and the NYA Market Enrichment Grant Program Guidelines

## **Eligible Improvements:**

- Exterior painting
- Surface treatment (i.e. siding, stucco replacement/repair)
- Masonry repairs and tuckpointing
- Decorative awnings or canopy installation
- Window and/or door replacements or entrance modifications
- Exterior lighting
- Installation or repair of exterior signage
- Outdoor patios and decks
- Landscaping – when part of a larger project (not to exceed more than 10% of total project cost)
- Replacement of roofs
- ADA compliance improvements and/or C-2, C-3, or B-1 building code violations
- Improvements to building access for pedestrians and people with disabilities
- Mechanicals and HVAC systems
- Parking area improvements

## **Ineligible Improvements:**

- Improvements in progress or completed prior to preliminary approval
- Site furnishings, non-permanent structures or improvements, or movable equipment
- Billboards or temporary signage
- Security systems
- New construction
- Purchase of property
- Fencing (unless part of a landscaping project)
- Purchase or rental of tools and equipment or for labor performed by the building or business owner, family members, employees or any other person with a financial interest in the property or business. Grant funds may be used to pay for materials.
- Any renovations that are solely the result of ordinary repair and maintenance are not eligible for funding through this program. *Ordinary repair and maintenance is defined as “any work, the purpose and effect of which is to correct or prevent any deterioration or decay, or damage to, a structure, site or any part thereof and to restore the structure or site as nearly practicable, to its condition prior to such deterioration, decay, or damage using materials that are of a design, color, and outer appearance as close as practicable to the original.”* Roof will be considered under extenuating circumstances.

Exclusions to this clause may be made when a new owner purchases a structure and is renovating the structure and the deterioration has not been caused by the new owner or any affiliate or agent.

### **Grant Terms & Conditions**

The NYA Market Enrichment Grant Program reimburses business or property owners for the following funding requirements:

1. The Program provides a one-time loan for eligible expenses. Grants range from \$2,000 to \$10,000 with a 5-year deferred loan with 0% interest.
2. 80% NYA Market Enrichment Grant Program funds/ 20% Owner Funds (May be non-eligible improvements)
3. If applicant is not the property owner, a signed letter of support from the property owner is required. The property must be up to date on all property taxes, utilities and assessments at the time of application submittal.
4. The applicant must maintain the property during the repayment period. Failure to do so will cause the loan to be paid back prorated.
5. If the benefitting property is sold within the period of the loan, the loan must be paid back prorated.
6. Business owners and property owners are only allowed one matching grant per calendar year. If grant funds remain after the first year, additional grants may be applied for on a case-by-case basis.
7. This is a reimbursement program. Applicants must complete all improvements within one (1) year from the award date of the loan. All loan funds will be paid to the applicant upon receipt of evidence of paid invoices for the project along with a release of any and all mechanics or contractor’s liens.

### **Application Process**

#### **Step 1: Ensure project eligibility**

Before applying, be sure your proposed project is eligible for the program.

- The property is located within the zone areas of C-2 General Commercial, C-3 Downtown District, and B-1 Business Industrial Districts of Norwood Young America.
- The property is up to date on all property taxes, utilities and city assessments.
- All construction management is your responsibility.
- Review the Downtown Redevelopment Plan Design Guidelines.
- This is a reimbursement program; you must complete and pay for the improvement for the work before the program administrator will issue a reimbursement check

#### **Step 2: Meet with program administrator**

Schedule a meeting with the program administrator to discuss your project.

### **Step 3: Complete and submit application**

Submit the grant application to the program administrator, including:

- A written description of the project, including drawings, photographs of the building and other supporting materials that accurately represent scope and intent of project improvements.
- At least two contractors' bids that meet the following guidelines:
  - Evidence the contractors are licensed, bonded and/or insured.
  - Bids must be for identical scopes of work.
  - If qualified to do so, you may perform the work yourself. However, grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment. Sweat equity labor includes that of a friend, relative or anyone with a financial interest in the business or property.
  - Grant amounts are based on the lower bid; however, applicants are free to accept the higher bid.
- All complete applications are reviewed and approved by a grant committee, the makeup of which varies. Incomplete applications will be returned to the applicant.

### **Step 4: Grant award**

The applicant will receive a signed copy of the grant application from the program administrator after the project has been approved. Before proceeding, the applicant must obtain all necessary city permits for the project or ensure your contractor pulled the necessary permits. Payment verification for permits and taxes is required prior to grant disbursements.

If the application is not approved, a meeting can be scheduled with the applicant and the program administrator to further discuss project eligibility. If other, more appropriate applications are pending, they will take precedence. However, efforts will be made to help applicants succeed.

### **Step 5: Submit required documents after project completion**

Complete the project and submit documentation to the program administrator within one (1) year of the start date stated on the application.

Grant funds will be disbursed to the applicant by the program administrator within 30 days upon receipt of the following items:

- Proof of final inspection by the City of NYA building inspector for work requiring a city permit.
- Final invoice from the contractor clearly indicating the total project cost.
- Proof of payment paid to contractor in the form of a lien waiver and invoice of payment in full. Applicants should be totally satisfied with the work performed prior to payment.
- Before and after photos highlighting the improvement project.

**Note:** If more than one contractor is used, you must submit all items for each contractor.

### **Step 6: Grant reimbursement**

Grant reimbursements will occur after the work is completed in accordance with the grant requirements. Please be aware that once work is finalized and the required documentation is submitted to the city for reimbursement, it can take up to 30 days for reimbursement. Reimbursement may take longer if additional documentation is required.

### **Contact**

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