



# **Façade Improvement Program for Non-Property Owners**

***80%/20% Matching Grant***

## ***Program Description & Application***

For information contact:  
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Submit Application to:  
Office of Economic Dev.  
4<sup>th</sup> Floor  
640 E. Wood Street  
Vineland, NJ 08360

# VINELAND DOWNTOWN IMPROVEMENT DISTRICT

## FACADE IMPROVEMENT 20-80% MATCHING PROJECT PHASE IV

### PROCEDURES

It is the intention and purpose of this program to encourage appropriate redevelopment to rehabilitate commercial buildings, residential housing, and public amenities. Commercial buildings will be rehabilitated with appropriate storefronts, signs and paint. Facades and signage will be existent on such structures as much as the original architecture of the structure will architecturally allow; or, as much as possible, to have such structures returned to their original architectural designs, all consistent with the objectives outlined in the "Action Plan".

#### **GENERAL PURPOSE**

To offer business owners an opportunity to rehabilitate and upgrade the facades of their building/stores located within the boundaries. To help create an aesthetically pleasing shopping environment while inducing increased economic activity and the overall revitalization of target areas.

#### **STATEMENT CONCERNING THE PROGRAM**

1. Applications shall be reviewed and new projects selected based on the criteria outlined in the proceeding section.
2. **ALL WORK MUST BE PREAPPROVED BY THE VINELAND DOWNTOWN IMPROVEMENT DISTRICT.**
3. Application must be accompanied by the required documentation before being reviewed by the committee.
4. Any signage or awnings paid for by this Grant must remain the permanent property of the building or it may be relocated to another building within the Special Improvement District.

#### **THE FACADE IMPROVEMENT PROJECT (FIP)**

The Facade Improvement Project is a five year plan that will help to beautify the downtown central business district while offering business owners an opportunity to rehabilitate and upgrade the facades of their building/stores located within the boundaries.

This project will offer an outright grant not to exceed \$3,750.00 per business to offset the cost of facade improvements. The property owner must provide a matching contribution of \$1,250.00 or an 80/20% matching plan. The grant will induce neighboring owners and businesses to participate in the facade project and instill a renewed sense of civic pride.

#### **ELIGIBLE USES**

Grants will be made to eligible business owners to address a combination of the following areas of a building's exterior front.

- Cleaning and painting
- New awnings and signs
- Exterior wall repairs, including the repair, restorative installation of decorative details and other design features
- Building mounted facade lighting
- Entries, door and window repairs and replacements
- Miscellaneous facade improvements
- Facade code violation eradication

**REQUIRED STEPS TO BE TAKEN**

1. Have concept plans approved by Vineland Downtown Improvements Committee
2. Successful applicants must submit a detailed original work order or estimates for planned improvement. Such work order/Estimates shall include:
  - A. Detailed drawing or sketches of proposed work, if available or necessary.
  - B. Submit two (2) photographs of entire façade of property and/or areas of work. When the above information is submitted to the Vineland Downtown Improvements Committee the applicant will be provided with a formal application and agreement to be completed by the applicant.
3. Following review and approval of the Vineland Downtown Improvements Committee plans must be submitted through the normal municipal approval process. (Cost of preparation of bids is not reimbursable from the Façade Improvement Project.)
4. Should the applicant’s final approved project exceed the scope of the original application to the Vineland Downtown Improvements Committee, the applicant will have sole financial responsibility for all work in excess of the original approved project. **UEZ Funds will not be released until the applicant demonstrates, to the satisfaction of the Vineland Downtown Improvements Committee, financial capacity to complete the entire project in a timely Manner.**

**PROJECT TIME FRAME: October 1, 2003 to September 30, 2004**

1. Successful applicants must start their projects on a timely basis and make regular progress toward completion.
2. **Applicants must have the project started within 90 days of the signing of the application (weather permitting) it must be completed within 180 days of final approval by the Vineland Downtown Improvements District.**
  - A. Upon receiving final approval the Vineland Downtown Improvements Committee will establish the above time frame and the applicants must commence work.
  - B. The applicant may request on – 90 day extension and must appear before the Vineland Downtown Improvements Committee.
  - C. If applicant does not commence and conclude the work within the allotted time frame, including any extension granted, the Vineland Downtown Improvements Committee shall reserve the right to cancel the grant and allocate the funds to another qualified applicant.

I the undersigned, have read and completely understand all the conditions of this grant as stated above. I furthermore agree to abide by all the rules and regulations set forth by the Vineland Downtown Improvements Committee. I understand that if I do not commence and conclude the work within the allotted time frame, the Vineland Downtown Improvements Committee has the right to cancel the grant and allocate the funds to another qualified applicant.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of VDID Representative

\_\_\_\_\_  
Date

**VINELAND DOWNTOWN IMPROVEMENT DISTRICT**  
**FACADE IMPROVEMENT 20 – 80% MATCHING PROGRAM**  
**AGREEMENT**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_, by and between THE CITY OF VINELAND, NEW JERSEY (hereinafter referred to as “CITY”, and \_\_\_\_\_ (hereinafter referred to as “BUSINESS”).

WHEREAS, the City has entered into an Agreement with the Urban Enterprise Zone to carry out a Facade Improvement Program for the Grant, with UEZ funds of the Vineland Downtown Improvement District Facade Improvement Program for businesses eligible for participation in the program; and

WHEREAS, the purpose of the Vineland Downtown Improvement District Facade Improvement Fund Program (hereinafter “Program”) is to encourage the improvements and renovations of the District’s building facades, with the goal that such investments will generate new business development and serve to improve the overall economic condition of the City of Vineland; and

WHEREAS, the objective of the Program is to provide a financing mechanism which will make business improvements in the District financially feasible or economically more viable than it would be without the benefit of this Program, and that such inducements will help maintain and expand business activity and attract anew business investments which might otherwise not occur in the District; and

WHEREAS, the city has determined that the activities to be undertaken by the Business fit the criteria established under the Program; and

WHEREAS, the required documentation is complete as follows:

1. A completed Application Form including:
  - A. Signed procedures by applicant.
  - B. Application form completed and signed by applicant.
  - C. Facade Improvement Project agreement signed by business and the VDID Executive Director.
  - D. City of Vineland Invoice signed by both business and the VDID Executive Director.
  - E. City of Vineland Partial filled out and signed by the VDID.
  - F. Two (2) color before photos.
  - G. Dated estimate from contractor
  - H. After color photo.
2. Two (2) color photographs of the building façade before improvements are made.
3. If applicant business is non-owner of the building, a letter from the building owner supporting the façade improvements.
4. A detailed original work order or estimates for planned improvement including detailed drawing or sketches of proposed work.
5. Two (2) color photographs of the completed improvements.
6. A site-visit by the Vineland Downtown Improvement District Improvement Committee.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreement and herein, the City and the Business agree as follows:

The City shall pay to the contractor, in accordance with the following:

The improvements have been completed.

The improvements have been verified by the Vineland Downtown Improvements Committee.

IN WITNESS WHEREOF, the parties hereto are legally bound and have executed this Agreement as of the date first above written.

BUSINESS: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

MEMBER OF THE VINELAND DOWNTOWN IMPROVEMENT DISTRICT FAÇADE COMMITTEE

BY: \_\_\_\_\_

THE CITY OF VINELAND, NEW JERSEY

BY: \_\_\_\_\_

# VINELAND DOWNTOWN IMPROVEMENT DISTRICT (VDID)

## FACADE IMPROVEMENT 20-80% MATCHING PROJECT APPLICATION

The grant can cover up to 80% of project costs up to a maximum of \$3,750. Tenant is responsible for 20% of project costs.

In order to be eligible for the grant, all City taxes and utility obligations must be current.

A complete application consists of this completed form and all necessary supporting documentation:

1. Owner of Business/Applicant:

Name of Business \_\_\_\_\_ Type of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

2. Building to be improved:

Address \_\_\_\_\_ Owner \_\_\_\_\_

3. Cost Estimates for Improvements:

Exterior Facade Rehabilitation \$ \_\_\_\_\_

Awnings/Sign Work \$ \_\_\_\_\_

Facade Lighting \$ \_\_\_\_\_

Code violation eradication \$ \_\_\_\_\_

Street to store front entries,  
first floor door and window  
repairs & replacements \$ \_\_\_\_\_

Total Estimated Cost \$ \_\_\_\_\_

4. Supporting documentation attached ( check items):

- a. \_\_\_\_\_ Signed procedures
- b. \_\_\_\_\_ Signed and filled out application
- c. \_\_\_\_\_ Signed program agreement
- d. \_\_\_\_\_ Signed City Invoice
- e. \_\_\_\_\_ Two color photograph of the business facade before the improvements are completed
- f. \_\_\_\_\_ A color photograph of the business facade after the improvements are completed
- g. \_\_\_\_\_ Date receipts of materials purchased or for any services contracted in regard to the proposed Project.

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# APPLICATION FOR 90 EXTENSION

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Explain in detail the reason for the extension:

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Approved: Yes No

If No, reason for denial:

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\_\_\_\_\_  
Signature of VDID Executive Director

\_\_\_\_\_  
Date

