



# Façade Improvement Grant Program

## Program Guide

### PROGRAM OVERVIEW

The City of Buena Vista's Façade Improvement Grant Program (FIGP) provides financial assistance to property owners and businesses for eligible exterior building improvements, with the goal of promoting economic growth, preserving historical architecture, and enhancing the overall appeal of Buena Vista's business districts. The program is funded by the City of Buena Vista and administered with the support of the Economic Development Authority (EDA).

### KEY FEATURES OF THE PROGRAM

- **Reimbursement grants:** up to 50% of eligible project costs, with a maximum grant of \$5,000 per property.
- **Eligible projects:** exterior improvements that enhance the aesthetic appeal and contribute to the preservation of the property's historic character.
- **Eligibility:** open to commercial property owners and tenants (with property owner approval) located within the designated eligibility area.

### WHO CAN APPLY

The FIGP is available to a variety of applicants within the City of Buena Vista. To be eligible, applicants must be located within the designated eligibility area (see attached map) and meet the following criteria:

#### ELIGIBLE APPLICANTS:

- **Property Owners:** Owners of commercial properties located within the designated program area (including the newly expanded eligibility area as outlined on the attached map).
- **Tenants:** Tenants may apply with written approval from the property owner and a copy of the lease agreement.
- **Visually Blighted Residential Property Owners:** Owners of residential properties that are visually blighted and negatively impact the community's aesthetic or economic appeal may also qualify for funding.

## ELIGIBLE AND INELIGIBLE PROJECTS

Grants are available for a wide range of exterior improvements that enhance the visual appeal of the property and align with the City's design guidelines.

### ELIGIBLE IMPROVEMENTS:

- Exterior improvements to the street-facing façade of a building.
- Eligible improvement categories include:
  - Exterior painting
  - Installation or repair of canopies and awnings
  - Lighting enhancements
  - Restoration or preservation of original architectural features
  - Masonry cleaning & repairs
  - Structural Stabilization
  - Replacement or repair of gutters and downspouts

### INELIGIBLE IMPROVEMENTS:

The following items are not eligible for grant funding:

- Interior improvements
- Landscaping or yard enhancements
- General maintenance beyond painting
- Security systems or personal property

### DESIGN REQUIREMENTS:

- All improvements must comply with the City of Buena Vista's design guidelines as outlined in the Code of Ordinances.

## GRANT AMOUNTS & LIMITS

- **Reimbursement Rate:** Up to 50% of eligible project costs.
- **Maximum Grant:** Up to \$5,000 per property
- **Covered Expenses:** Grant funds may be used to cover both materials and labor if the work is performed by an external contractor. If the property owner or a contracting company owned by the property owner completes the work, only the cost of materials will be eligible for reimbursement.
- **Frequency Limit:** Properties may receive grant funding only once every **three years** to ensure broader community benefit.
- **Standing with the City:** Applicants must be current on all City taxes, fees, and bills to be eligible for funding.

## APPLICATION PROCESS

Applicants must submit their applications during the designated application period, and all materials must be complete for review.

### APPLICATION REQUIREMENTS:

- **Completed Application:** A digital application form
- **Budget and Cost Estimates:** A clear budget, detailing how funds will be used with 2-3 price quotes from contractors and/or appropriate sources.

- **Photographs:** Clear photographs of the façade to be improved.
- **Tenants:** Tenants must include a copy of the lease and written approval from the property owner.

### **APPLICATION TIMELINE:**

- Applications open on January 7, 2025 for FY25 funding cycle
- Applications must be submitted by **February 7, 2025** for consideration in the FY25 funding cycle.

### **SUBMISSION METHOD:**

- Applications can be submitted by email using the application form provided. If necessary, applications may be submitted by mail or in person.
- **Contact:** All questions regarding the program should be submitted to **Kristina Ramsey, Economic Development Director**, via email at [kristina.ramsey@bvcity.org](mailto:kristina.ramsey@bvcity.org)

## **REVIEW AND SELECTION PROCESS**

Once the application period ends, all applications are reviewed by City staff and the Economic Development Authority (EDA). The goal is to ensure fairness, transparency, and that all funded projects align with the goals of the program.

### **Step 1: Staff Review**

- **Eligibility Check:** City staff will review each application to verify that the applicant meets the eligibility requirements, including standing on City taxes, fees, and bills.
- **Project Evaluation:** Staff will evaluate whether the proposed project aligns with the program's goals and guidelines.

### **Step 2: EDA Review and Approval**

- **Staff Report:** A detailed staff report will be prepared for the Economic Development Authority (EDA) meeting, summarizing each application and its compliance with program guidelines.
- **EDA Meeting:** The EDA will meet to review the applications, discuss the staff report, and select grant recipients based on the available funding.

### **Step 3: Notification and Award**

- **Award Notification:** Successful applicants will receive award letters in late February 2025.
- **Contract Signing:** Each grantee will formally commit to meeting the program's requirements and agree to fulfill all obligations necessary to receive reimbursement. Obligations include, but are not limited to, the requirements outlined in the "Terms and Conditions for Grant Recipients" section below.

## PROJECT TERMS AND CONDITIONS:

To ensure compliance and proper use of funds, recipients of the Façade Improvement Grant must agree to the following terms, which may be expanded in the grant contract to include additional requirements as deemed necessary:

1. **Permits:** Grantees must obtain all necessary permits for the work.
2. **Project Signage:** Grantees must display signage provided by the City indicating: *"Financing provided in part by the City of Buena Vista Façade Improvement Grant Program."*
3. **Payment Documentation:** Grantees must pay for the completed work and submit acceptable proof of payment.
4. **Final Inspection:** Upon project completion, the Economic Development Director conducts a final inspection to ensure compliance with program guidelines.
5. **Reimbursement:** After the final inspection, a check for the approved amount is issued to the grantee.

## PROGRAM TIMELINE FOR FY25

Date	Action
January 1, 2025	Official program announcement.
January 7, 2025	Application period opens for FY25.
February 7, 2025	Application period closes for FY25.
Late February 2025	EDA meets to evaluate applications and select grant recipients. Award Letters are sent to recipients
June 15, 2025	Deadline for project completion and all required documentation submission.
June 30, 2025	Final reimbursement checks issued to approved recipients.

## CONTACT

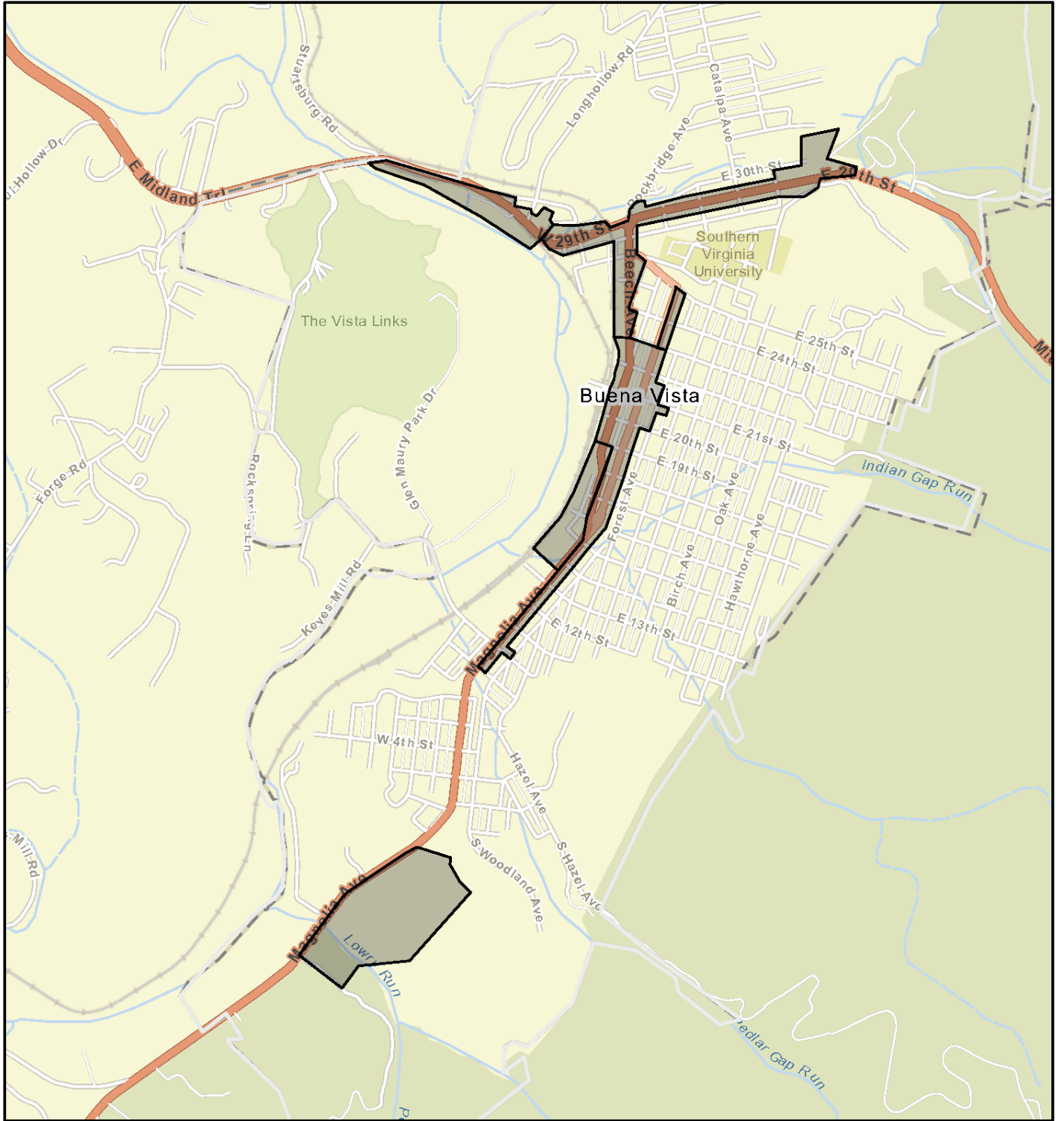
For additional questions or to submit your application, please contact:

**Kristina Ramsey, Director of Economic Development**

**Phone:** (540) 261-8616

**Email:** [kristina.ramsey@bvcity.org](mailto:kristina.ramsey@bvcity.org)

# ELIGIBILITY AREA



 Eligible Area

