

Belle Plaine



BUSINESS INCENTIVE PROGRAMS

A Partnership with the City of Belle Plaine, Iowa

Commercial Exterior Grant Program

Thank you for your interest in the Belle Plaine Business Incentive **Commercial Exterior** Grant Program. The City of Belle Plaine has set aside funding for the restoration or rehabilitation of exteriors of commercial buildings. The grant, which pays one-third of the costs relative to building improvements, covers a variety of exterior improvements from windows and doors to painting and signage.

Enclosed you will find a copy of the program overview, which lists eligible improvements and explains the application / review process, administrative procedures, details the information required with application, as well as the three-page grant application.

To become eligible for funding, please complete the application and return it and any proposed materials and design drawings, which must comply with the "Design Guidelines", to Belle Plaine Community Development Office at your earliest convenience.

Upon receipt of your application, we will invite you to meet with the BPCDC Executive Director & Board President, or their designee to discuss your project. Afterwards, this group will supply recommendations to the City Council, which will make the final determination of grant approval.

If we can be of further assistance in the meantime, please do not hesitate to call 319-434-6481 or submit an email message to director@bpcdc.net.

Sincerely yours,
Rachel Montgomery
Executive Director

Commercial Exterior Grant Program

Overview

This is a grant program sponsored by the City of Belle Plaine to assist owners or renters for the restoration or rehabilitation of facades on commercial buildings. **Business owner may apply one (1) time for this program, per fiscal year, per individual building.** If approved, business owner can reapply for this program again for additional improvements no sooner than one year after the first approved project has been completed. New owners are eligible to apply immediately.

Matching Grant Awards

The applicant pays two-thirds of the costs and the City pays one-third of costs associated with approved exterior renovation. Maximum funding allowed is \$4,500 per application for commercial exterior grant program.

The BPCDC Executive Director & Board President, or their designee, reviews and recommends all projects, which must comply with the "Design Guidelines." The City Council gives final approval for all grants.

Program Requirements

- Renters must have approval from building owner and hold a 3 year lease.
- Renovation or expansion must comply with City Code requirements and with the American's with Disabilities Act.
- Business must present copies of related contracts and paid invoices for reimbursement of approved expenditures.

Design Assistance— No cost to applicant

- Main Street Iowa Design Specialists may provide architectural drawings & suggestions to buildings in the designated Main Street Iowa area.

Façade - Max 1/3 of cost up to \$4,500

The following improvements are eligible under the program:

- Additions to existing buildings
- Signage
- Brick cleaning, tuck pointing & sand blasting
- Exterior lighting
- Painting of exterior surfaces, with the exception of unpainted brick
- Preservation of elements appropriate to the design of the building
- Rear entrances
- Removal of elements inappropriate to the design of the building
- Roof improvements as a part of a comprehensive reconstruction project (Max \$2,000)
- Storefront rehabilitation/restoration
- Window and/or door repair

Awning - Max 1/3 of cost up to \$500

Ineligible Improvements

The following improvements are ineligible under the program:

- No water/sewer line hookups to city lines
- Real estate or business acquisition costs
- Interior remodeling, including the purchase of furnishings, equipment or other personal property that does not become part of the building
- Landscaping and site improvements
- Modifications or removal of architectural and historical features.
- Roof improvements (unless part of a comprehensive reconstruction project)
- Work already commenced prior to the application (unless it was of an emergency nature)

Application and Review Process

- The applicant submits the application to the BPCDC Director & Board President, or their designee, who will review the applicant's request.
- This group will make a recommendation for or against the proposed project
- The recommendation of this group will be reviewed by the City Council which will make the final decision on the application.
- The City Clerk notifies the applicant of the Council's decision. If the grant was approved the city clerk , gives approval for work to proceed.
- Upon satisfactory completion of the project, copies of all invoices, bids, affidavits and waivers of liens will be submitted to the City Administrator. (There is a 1 year time limit on the project.)
- If all of the requirements listed above are satisfied, the City Administrator will prepare a payment voucher and the city clerk will issue a check in the amount of the grant.

Information Required with Application

- Narrative description of scope of work to be performed and various public benefits to result from the grant.
- Estimates of the rehabilitation costs.

The policies, procedures and incentives described above may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate, or modify the requirements and the incentives at any time at its discretion, with or without notice.

For more information, please contact either:

Rachel Montgomery, Executive Director
Belle Plaine Community Development
702 12th St.– PO Box 163
Belle Plaine, IA 52208
319-434-6481
Email: director@bpdc.net

Stephen Beck, City Administrator
City of Belle Plaine
1207-8th Avenue
Belle Plaine, IA 52208
319-444-2200 or Fax 319-444-2113
Email: cityadminbp@netins.net