

City of Glen Cove Community Development Agency Commercial Rehabilitation Façade Program Guidelines

PROGRAM OBJECTIVES

The primary objective of the Glen Cove Community Development Agency - Façade Rehabilitation Grant Program is to encourage rehabilitation and preservation of commercial buildings by offering financial and limited technical assistance for façade restoration while eliminating blight and preventing further deterioration of commercial properties. The goal is to return the downtown to a visibly attractive, economically viable and visitor friendly place to shop, recreate and enjoy.

Rehabilitation means the process of returning a property to a state of utility, through repair or alteration that makes it possible to restore its architectural, historic and cultural standards. Unfortunately, time and in some cases, inappropriate remodeling has taken a toll on the facades of many downtown buildings. This program is designed to assist property owners and/or businesses to eliminate conditions that are detrimental to the health safety and welfare of the residents and users of the downtown area.

ELIGIBILITY

To be eligible for this program the building must be located in the City of Glen Cove Urban Renewal Areas, including the Downtown Business Area. Work already completed is not eligible. It is important that the renovated building contributes to an attractive streetscape and blend in well to other buildings along the street. Priority will be given to contiguous properties applying at the same time, whether individual or multiple owners. Applications will be accepted on a rolling basis and be limited to the amount of United States Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funding procured for a given year. When the funds are exhausted for the program year, the Façade Program will be closed for that year. The Nassau County Office of Community Development must approve all projects prior to award.

SUBMISSION REQUIREMENTS

The applicant is required to submit the following - only complete packages will be considered:

- ✓ A Glen Cove CDA Commercial Rehabilitation Program Application form completed and signed
- ✓ List of all proposed improvements
- ✓ Property taxes both City and County must be current
- ✓ Architectural plans including type of materials and color
- ✓ Estimated cost (if accepted into program three construction estimates will be required utilizing prevailing wages plus benefits)
- ✓ Photograph(s) of existing building clearly demonstrating work that needs to be done
- ✓ Permission letter from the Landlord, if applicable
- ✓ Necessary permits must be filed with the Glen Cove Building Department and are the responsibility of the applicant. A copy of approved permits must be forwarded to the CDA office once accepted into the program.

In evaluating a proposed design, the Architectural Design Committee (the Mayor and members from the CDA, Planning Board, and Building Department) will take into account the current condition of the building, the necessity of work to be done, design and the durability of the materials. In addition, the CDA designated architect will review the scope of work and cost estimates.

ELIGIBLE IMPROVEMENTS

- ❑ Facade restoration
- ❑ Exterior painting
- ❑ Construction of rear customer entrance and facade
- ❑ Window and/or door replacement/upgrade
- ❑ Lighting
- ❑ Other improvements as approved by the CDA

INELIGIBLE IMPROVEMENTS

Ineligible improvements include things such as:

- Interior improvements - for example: equipment/office supplies, stock/merchandise, advertising and printing
- Sandblasting or chemical cleaning
- Security systems or phone lines
- Electrical work, except as related to signage or exterior lighting
- Installation of aluminum or vinyl siding or roofing
- Installation of seasonal planting or other seasonal landscaping
- Any improvements *not* approved by the Glen Cove Community Development Agency

PROGRAM RESTRICTIONS

This is a reimbursable program. No funds will be awarded prior to the completion of the project or pre-approved phases of the project. The CDA must approve any change orders during construction. There can be no alteration of an approved design without CDA approval. In the event that an applicant proceeds with design changes that are not CDA approved or where Glen Cove building permits have not been issued the grant will be suspended immediately and all funds issued will be returned to the CDA.

FUNDING

Funds will be awarded by the CDA in accordance with regulations set forth by the Nassau County Office of Community Development. These funds are Community Development Block Grant monies. This is a matching program and the property and/or business owner is expected to contribute a minimum of 50% of the project cost. \$5,000 is the maximum funds awarded per storefront. For example, if the project is estimated to cost \$8,000 the grant award will be \$4,000. If the project estimate is \$15,000, the grant award will be \$5,000. Cost overruns are the responsibility of the grant applicant.

NONDISCRIMINATION

The Glen Cove Community Development Agency - Façade Rehabilitation Program shall be available to anyone meeting the eligibility of the requirements and no one shall be denied the benefits of said program because of race, color, national origin or sex.

In addition to grants, low cost loans are also available. To find out more about these programs please contact the Executive Director of Glen Cove CDA at (516) 676-1625.