

**Bristol Industrial
Development Board
Façade Improvement Grant
Program Guidelines**

What is the Façade Improvement Grant?

The Façade Improvement Grant is sponsored by the Industrial Development Board of the City of Bristol, Tennessee (the "IDB").¹ Façade Improvement Grants are forgivable loans intended to cover part of the cost of permanent improvements to the facades of commercial buildings.

Applications open: January 31, 2022 to March 25, 2022

Winners announced: April 2022

Eligible Area: Buildings must be physically located within the City of Bristol, TN.

Eligible Applicants: The Applicant must be the owner of the real property and improvements.

Applications must demonstrate that the following minimum requirements are met:

- The property and all improvements thereon currently are in compliance with applicable zoning ordinances of the City;
- The property can't be exempt from property taxation (i.e., property used primarily for religious or charitable purposes);
- The property and any business tenant must be current on all City taxes and fees, including real and personal property taxes, business license fees, stormwater fees, etc.; and
- The applicant is not an employee or elected official of the city, or a Director of the Industrial Development Board of the City of Bristol, Tennessee, or the spouse, parent(s), step-parent(s), grandparent(s), sibling, child(ren) or step-child(ren) of such employee, elected official, or Director.
- The project improvements shall have a positive visual impact on the community.

Grant Amount Available: 50/50 match renovation costs; up to \$5,000 per façade.

Reimbursement to be paid by the Bristol Industrial Development Board upon completion of the renovation work.

Application Priority: Applications will be considered based on the following minimum requirements:

- The proposal's economic impact, appropriateness, creativity, design quality, degree of

¹ Under state law, the IDB has the power to enter into loan agreements with respect to projects, upon such terms and conditions as the IDB's board deems advisable. Such loans can support many different kinds of projects, including the equipping of manufacturers or processors of agricultural, mining or manufactured products, or commercial enterprises engaged in selling, providing or handling financial services or in storing, warehousing, distributing, or selling any products of agricultural, mining or industry (collectively, a "Business"). (See Tenn. Code Ann. §§ 7-53-101 and 7-53-302 for more information on the statutory authorization for the Façade Improvement Grant.)

change between before and after, and level of contribution to neighboring properties and revitalization.

- Depending on the needs of the target area, eligible activities could be historic rehabilitation and storefront improvements. The range of work generally includes anything related to improvement of the building exterior or visible from the street such as masonry repairs and pointing, facade painting, repair, reconstruction or replacement of historic features, awnings or canopies, signage and exterior lighting, gutters and downspouts, handicap accessibility, and window and door repair or replacement.
- The Property Owner's or Tenant's ability to pay for the rehabilitation, taking into account the grant.

Application Process:

Applications for the façade improvement grant will be available from the IDB from January 31, 2022 to March 25, 2022. Proposals will be reviewed for eligibility, and will then be reviewed for quality and impact of the proposed improvements. Approval of applications will be considered based on the strength of proposals and visual impact on the community.

- As part of the application for the façade improvement grant, the applicant shall provide the following:
 - A detailed description of the façade improvement project and the economic impact on the community
 - Drawings and specifications provided by design professional or architect (shall include estimates and projected timeline of project)
 - Current photographs of the building

General Provisions of the Program: The general requirements for the Façade Improvement Program are listed below:

- The Bristol Tennessee Department of Development Services may provide a list of available design resources and professionals in order to assist the applicant with outline drawings and specifications, and timelines (collectively, "work write-up") and cost estimates for each façade renovation project. Applicants are not required to use a design professional, but it is recommended.
- The applicant must submit the work write-up based on the Owner's and/or tenant's design goals, budget, and input from the IDB and the Bristol Tennessee Department of Development Services.
- The façade work write-up will be approved by the Bristol Tennessee Department of Development Services prior to the start of work.
- If the work must be performed by a Contractor, the Property Owner is responsible for identifying and entering into a contract with a Contractor for the work described in the work write-up according to the provisions of this document.
- All changes or substitutions to the work write up will be approved by the Bristol Tennessee Department of Development Services.
- No work may be undertaken until appropriate permits have been obtained from the Department of Development Services.

Construction Contracts: Generally, the construction contracts must follow the provisions below:

- The contract for rehabilitation work shall be between the Owner and the Contractor. Neither the City nor the IDB is responsible for the performance of the Contractor nor for payments to the Contractor.
- The Property Owner shall ensure that the Contractor is legally licensed for the work to be

performed and has provided proof of General Liability Insurance and Workers Compensation Insurance.

- The Property Owner shall take full responsibility for the selection and management of the Contractor.
- The Property Owner shall commit financial resources to undertake 100% of the cost of the façade improvements.

Reimbursement:

- Following the final inspection and approval of the work by representatives of the IDB and the Bristol Tennessee Department of Developmental Services, the IDB will make a single lump-sum payment to the Owner based on the provisions of this document.
- All costs submitted for reimbursement shall be in accord with the work write-up or approved change orders. Reimbursements will only be made for the materials and labor necessary to complete the work write-up. Owners will not be reimbursed for tools, superfluous materials, restocking fees, improperly ordered or damaged material or work outside the work write-up.
- The IDB will make payment within thirty (30) days of the inspection and approval noted above.
- The Façade Improvement Grant is a forgivable loan program. The payment from the IDB must be repaid by the applicant if, on the 12-month anniversary of the date the IDB makes payment, 1) the applicant no longer owns the property improved with the grant funds, or 2) there is no longer an active business using the property improved with the grant funds. The IDB reserves the right to place a lien on any real property improved with the Façade Improvement Grant to reflect the existence of the forgivable loan. The Applicant will be required to agree to sign any documents necessary to allow the IDB to perfect its lien against the real property.

By signing below, I certify that I have read the above statement and agree to the terms stated herein. *This signed document is to be turned in with application; a copy will be provided.*

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____