



# CITY OF LEEDS, ALABAMA

## REDEVELOPMENT AUTHORITY AGENDA

1412 9th St, Leeds, AL 35094

April 04, 2024 @ 4:00 PM

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### CALL TO ORDER:

### ROLL CALL:

### APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

- [1.](#) Minutes from January 02, 2024
- [2.](#) Minutes from February 20, 2024

### NEW BUSINESS:

3. RDA24-000001 - Facade Grant Payment Approval - Barnes
4. RDA24-000002 - Facade Grant Payment Approval - Millennial Bank
- [5.](#) RDA24-000003 - Modification to Facade Grant payment process
- [6.](#) RDA24-000004 - Budget Report - Q1 2024

### OLD BUSINESS:

### OTHER BUSINESS:

### CHAIRMAN'S COMMUNICATION:

### ADJOURNMENT:

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In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 205-699-2585.

**File Attachments for Item:**

1. Minutes from January 02, 2024



# CITY OF LEEDS, ALABAMA

## REDEVELOPMENT AUTHORITY MINUTES

1412 9th St, Leeds, AL 35094

January 02, 2024 @ 4:30 PM

### CALL TO ORDER:

Chairman Michael Cauble called the meeting to order at 4:32 pm.

### ROLL CALL:

#### PRESENT

Chairperson Mike Cauble  
Vice-Chairperson Andrea Howard  
Secretary Dave Mackey  
Board Member Larry King

### APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

1. Minutes from October 02, 2023

Motion to approve Minutes from October 02, 2023 made by Secretary Mackey, Seconded by Board Member King. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King

2. Minutes from November 06, 2023

Motion to approve Minutes from November 06, 2023 made by Secretary Mackey, Seconded by Board Member King. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King

3. Minutes from November 28, 2023

Motion to approve Minutes from November 28, 2023 made by Secretary Mackey, Seconded by Board Member King. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King

### NEW BUSINESS:

4. RDA2023-01-01 - Discussion regarding grant application - Shops on Main

Ms. Shandi White, Stratford Real Estate, addressed the Board.

Motion to close made by Secretary Mackey, Seconded by Vice-Chairperson Howard. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.

Motion to continue discussion on RDA2023-01-01 with appropriate parties and move forward with a consolidated plan made by Secretary Mackey, Seconded by Vice-Chairperson Howard. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King

5. RDA2023-01-02 - Discussion - Historic Downtown Walk

Mr. Randy Ray, Leeds Trails and Tours, addressed the Board.

Motion to approve RDA2023-01-02 subject to legal review up to \$1500 made by Secretary Mackey, Seconded by Board Member King. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King

6. RDA2023-01-03: Approval of previous payables from July 2023 to November 2023

Motion to approve RDA2023-01-03 made by Secretary Mackey, Seconded by Vice-Chairperson Howard. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.

**OLD BUSINESS:**

There was none.

**OTHER BUSINESS:**

\*Leeds Chamber of Commerce has been named in the Top 13 in US/Canada/Europe. It's the only one from Alabama with that honor.

\*Discussed suggestions for Summer movies

\*Suggested that the Board look at Christmas Downton in Columbia, MS

**CHAIRMAN'S COMMUNICATION:**

There was none.

**ADJOURNMENT:**

Chairperson Cauble adjourned the meeting at 5:32 pm.

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Mr. Michael Cauble, Chairman

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Mr. Dave Mackey, Secretary

**File Attachments for Item:**

2. Minutes from February 20, 2024



# CITY OF LEEDS, ALABAMA

## REDEVELOPMENT AUTHORITY MINUTES

1412 9th St, Leeds, AL 35094

February 20, 2024 @ 4:30 PM

### CALL TO ORDER:

Chairman Michael Cauble called the meeting to order at 4:30 pm.

### ROLL CALL:

#### PRESENT

Chairperson Mike Cauble  
Vice-Chairperson Andrea Howard  
Secretary Dave Mackey  
Board Member Larry King

### APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

Previous minutes were not ready for approval.

### NEW BUSINESS:

1. Facade Grant Applications  
FG-2024-02-01 - Millennial Bank - Leeds - 7924 Parkway Dr.  
FG-2024-02-02 - Barnes & Barnes Law Firm - 8107 Parkway Dr  
These applications are incomplete and cannot be considered at this meeting.
2. FG2023-09-01: Façade Grant Application for Standard Furniture - Authorize Payment  
Motion to approve reimbursement for FG2023-09-01 made by Secretary Mackey, Seconded by Board Member King. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King

### OLD BUSINESS:

There was none.

### OTHER BUSINESS:

Motion to add Movies to the agenda made by Vice-Chairperson Howard, Seconded by Secretary Mackey. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.

Motion to approve Summer 2024 movie list (Parent Trap, Trolls and Shrek) made by Vice-Chairperson Howard, Seconded by Secretary Mackey. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.

Motion to add Meeting Date Change to the agenda made by Secretary Mackey, Seconded by Board Member King. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.

Motion to change Quarterly meeting to First Thursday (April 4, July 11 due to holiday, October 3 and January 2) at 4:30 pm to the agenda made by Secretary Mackey, Seconded by Board Member King. Voting Yea: Chairperson Cauble, Vice-Chairperson Howard, Secretary Mackey, Board Member King.

**CHAIRMAN'S COMMUNICATION:**

Chairman Michael Cauble communicated that more members are needed.

**ADJOURNMENT:**

Chairperson Cauble adjourned the meeting at 4:46 pm.

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Mr. Michael Cauble, Chairman

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Mr. Dave Mackey, Secretary

**File Attachments for Item:**

5. RDA24-000003 - Modification to Facade Grant payment process





**PUTTING PEOPLE FIRST**

## **Façade Improvement Program Policies and Procedures City of Birmingham, Alabama September 8, 2020**

### ■ **Purpose of the Program**

The City of Birmingham Community Development Department is providing an incentive program to improve the façades of buildings within priority redevelopment areas. By enhancing the appearance of building façades, the program serves to improve the economic viability of these areas. Better aesthetics increase property values, improve the marketability of space within the buildings and draw business and residents to the area.

### ■ **Priority Redevelopment Areas**

The current façade improvement priority areas are the Ensley Commercial District, the Fourth Avenue Business District, the North Birmingham Commercial District, the Eighth Avenue North District, the Lomb-Tuscaloosa Avenue Commercial District, the Downtown West Commercial District, portions of the Downtown Northwest Commercial District, portions of Woodlawn Commercial District, and portions of the East Lake Commercial District. If you have a question as to whether your property is within one of the priority areas, please contact the Community Development Department. In addition, we have the option to address individual blighted buildings outside the priority areas if funding is available.

### ■ **Funding and Match Requirements**

Funding is based on the square footage of the eligible façade. Buildings (within the program areas) can receive \$20 per square foot, with a maximum of \$50,000 per building, based on total project cost. Applicants must provide a match equal to or greater than 20% of the amount awarded through this program. The match must be spent on the façade improvement project.

Program funding is provided in the form of a loan that is forgiven over a five-year period with no payments required, provided the property continues to be maintained in accordance with the program requirements, such as retention of ownership, occupancy by tenant, maintenance of the façade, insurance, and payment of all property taxes due.

## ■ Application Process

Applications for the Façade Improvement Program will be available as funding allows. To obtain an application or additional information about the program, call the Community Development Department at (205) 245-2309 or visit [www.birminghamal.gov/community-development/facade.asp](http://www.birminghamal.gov/community-development/facade.asp). Applicants will be required to complete the program application and provide a project timeline, architectural drawings, and specifications of the proposed façade improvement work to Community Development for approval. Proposals must pass a threshold review for eligibility and will then be reviewed for quality and impact of the proposed improvements. **Below are the steps in the process:**

- Obtain application, either from the City web site or the Community Development Department.
- Forward completed application to the Community Development Department.
- Community Development staff will conduct a site visit to determine if the proposed project meets eligibility.
- Commercial Façade Application Committee will meet to evaluate and score applications. Applications will be primarily scored according to the economic development criteria in the application.
- Applications will then be processed. This will include credit history, mortgage verification, etc.
- Applicant will then be notified of status of application
- Environmental Review: City staff will conduct an environmental review to determine project eligibility.
- Community Development staff may contact third-party professional design services firms to provide design assistance if needed. This service is provided at no cost to the owner. These drawings will also be provided to the architect who will produce a build set of drawings.
- The design will be evaluated and, if the proposed project meets the established eligibility, will be reviewed by the Façade Design Review Committee. Applicants are required to attend the Design Review Committee meetings. Buildings in Historic Districts and Commercial Revitalization Districts will be reviewed by the City's Design Review Committee rather than the Façade Design Review Committee.
- Once the committee completes design recommendations, the owner will be notified and can then proceed to obtain an architect with the assistance of Community Development staff. The architect, Community Development staff and the owner will work to develop drawings, the scope of work and a line-item budget, based on recommendations from the Façade Design Review Committee. **Work will not proceed from this point until proof of financing is in place.**
- Community Development staff will assist the owner with securing a licensed contractor using a competitive bid process, following federal regulations and the City's procurement process.

## ■ Eligibility

All property owners willing to improve the exterior of properties located within the designated program areas may be eligible to receive assistance. A recipient may utilize the Façade Improvement Program in conjunction with other public and private financial resources. Owners may receive assistance for more than one building based on funding availability.

Eligible buildings are commercial and mixed commercial/residential with façades visible from the street. New construction will not be considered for this program. For the purposes of this program, blighted means designated for acquisition or otherwise identified as blighted under a redevelopment plan or as part of the redevelopment planning process.

Applicants should be aware that buildings containing or that will contain residential units may require lead hazard abatement. The cost of lead hazard abatement is not an eligible expense under the facade program and will be the total responsibility of the owner.

Applicants will be required to demonstrate financial capacity to meet the program matching requirements, and must be current on all property taxes, mortgages and insurance. Existing mortgage(s) on the property must be current and in good standing for a minimum of 12 consecutive months immediately prior to the submission of an application. Property taxes on all real property owned by the applicant must be up to date. The delinquent date for a tax year is January 1<sup>st</sup> of the following year.

Applicants are not required to have insurance on their building in order to apply for the program. However, they must have insurance in place by loan closing. If the building is uninsurable, coverage must be obtained by final inspection. Coverage during construction can be obtained through the general contractor's builders risk policy.

## ■ Credit History

- While there is no minimum credit score, applicants are expected to have a credit history that shows a willingness to pay obligations. If an applicant's credit history demonstrates a disregard for meeting financial obligations, they will be referred to credit counseling. Upon verification of credit counseling completion, a written re-payment plan with creditors and 6 consecutive months of an established payment history, the application may be re-considered. An applicant who has had payment delinquencies in the past must have re-established credit with payments made as agreed for at least 6 consecutive months. Medical collections are not considered in the credit evaluation.
- Judgments and collections (*other than medical of any amount and service provider collections that are less than \$500.00*) that are reported on the applicant's credit report must be either paid in full or have written documentation of an ongoing re-payment plan. At least one payment must have been made.

- Judgments that have been recorded in the Office of Probate are a lien against the property and not allowed for the program. These liens must be paid in full before the application may be considered.
- Any bankruptcy by the applicant must have been discharged a minimum of 12 months prior to application and the applicant must have re-established credit.
- Alternative credit references may be required if the applicant has little or no credit on the credit report.

## ■ INELIGIBLE APPLICATIONS

An applicant may be ruled ineligible for the Façade Improvement Program if:

- The proposed project is not an eligible activity or does not meet a national objective of the Community Development Block Grant Program, HOME Program, or other federal funding in place for commercial façade improvement.
- Even if the needed repairs were made, the building would still be substandard due to the owner's inability to complete repairs that render the building safe, secure and stable.
- The applicant furnishes a false or fraudulent statement.
- The applicant or any member of the household has a history of illegal activity that impairs the physical or social environment of the neighborhood.
- The building owner, principal officer of an ownership corporation or members of their households have an ownership interest, direct or indirect, in tax delinquent real property.

## ■ Eligible Activities

Façade renovation activities must involve the general upgrading of a building's external appearance in compliance with the Design Guidelines and Design Review process. Examples of eligible activities are:

- Masonry repairs and tuckpointing
- Repair/replace/preserve historically significant architectural details
- Storefront reconstruction
- Cornice repair
- Exterior painting and stucco
- Awnings and canopies
- Window and door repair or replacement
- Permanent exterior signage integrated into the storefront design
- Permanent exterior lighting
- Repair/replacement of gutters and down spouts
- Façade building code items
- Visible roof repairs relating to the building's façade and known by Community Development staff before an application is submitted to the appropriate design review committee.
- Utility/trash enclosures
- Decking and stairs

- Side and rear building façades where improvements will serve to cause the removal of a blight designation

■ **Examples of activities that are not generally eligible:**

- Landscaping and fencing
- Non-visible roofing repair, roofing repair unknown by Community Development staff when an application is submitted to the appropriate design review committee, or roofing repair unrelated to the building's façade (e.g., structural improvements)
- Attached, hanging or projecting signs unrelated to the architecture of the building
- Mechanical equipment enclosures (non-visible)
- Parking lots
- Billboards
- Interior renovation
- Temporary, portable or non-permanent improvements
- New construction
- Property acquisition
- Expansion of building area
- Conversion of use
- Working capital
- Refinance of existing debt
- Payment of delinquent taxes
- Improvements in progress or completed prior to loan/grant approval
- Interior rehabilitation including modernization of electrical, mechanical, or structural elements. However, façade improvement funds may be used for façade improvements in conjunction with a separately financed rehabilitation project.
- Do not follow the approved architectural plans and designs for the façade renovation.
- Cannot demonstrate the ability to bear the entire cost of relocation and related expenses of residential or nonresidential tenants displaced as a result of project activities.
- Activities specifically prohibited by the program's funding source.

■ **Community Development Priorities**

Approval of applications will be considered based on strength of proposals and readiness to begin work, funding availability, and Community Development priorities. Proposals will be scored and selected by the Community Development Façade Improvement Committee based on the following priorities:

1. Projects supporting the overall goals of the City's Consolidated Plan
2. Projects improving economically distressed areas by eliminating blight, improving property values, creating and retaining jobs, and enhancing commercial viability.
3. Severely deteriorated buildings with negative impact on the community
4. Properties identified blighted as defined in applicable area redevelopment plan
5. Projects advancing disadvantaged business entities, defined as a minority-owned business, a woman-owned business, or a small business.
6. Properties with significant Codes Enforcement history
7. Prominent highly visible locations such as major intersections or locations on major arterials
8. Businesses located in pedestrian oriented business districts such as Ensley, North Birmingham and Fourth Avenue
9. Vacant buildings being returned to active use
10. Buildings located in areas where other public investment is taking place
11. Projects that leverage maximum private investment
12. Building without residential occupancy

## ■ Design Guidelines

Eligible proposals will be required to follow design guidelines provided for this program. These guidelines are provided to assure appropriateness of the proposed work, to provide for compatibility with the affected building's original appearance and with other area buildings. For buildings not within an Historic District or Commercial Revitalization District and not otherwise designated as historic, the design guidelines are provided to essentially “do no harm” to the possibility of a future historic designation. The current guidelines may be viewed online at the webpage below.

[www.birminghamal.gov/wp-content/uploads/2018/07/ThriveBhmBirminghamDesignGuidelinesDRAFT111617.pdf](http://www.birminghamal.gov/wp-content/uploads/2018/07/ThriveBhmBirminghamDesignGuidelinesDRAFT111617.pdf)

In the case of buildings within an Historic District and/or a Commercial Revitalization District the façade improvements must meet all applicable historic preservation requirements and commercial revitalization district requirements in addition to the program's façade improvement program requirements.

## ■ Design Review Committees

Applications for properties not located in a designated historic district or commercial revitalization district will be considered by a Facade Design Review Committee. Applications for properties located in a designated historic districts and/or Commercial Revitalization District will be considered by the Birmingham Design Review Committee. These committees will review applications to assure, through an equitable process, that an application meets all applicable design guidelines. Property owners are required to attend, or send a representative to attend, the committee meeting when their design is being reviewed.

## ■ Architectural Drawings and Specifications

Applicants will be required to include architectural drawings and specifications of the proposed façade improvements as part of their application. If assistance is needed with obtaining drawings, applicant may contact the Community Development Department. The City may reimburse the owner for architectural fees related to the creation of a detailed scope of work and stamped plans for façade-related improvements in an amount not to exceed \$3,000.00. The architect will also assist the owner in establishing a reasonable budget for the proposed façade work. This reimbursement may only be requested by approved applicants that have closed on the legal agreements with the City. Any architectural expense in excess of \$3,000.00 will be the sole responsibility of the applicant with consultation by the City.

## ■ Procurement

Once the design is approved, the owner agrees to solicit a minimum of five competitive bids to include Section 3 certified and disadvantaged business contractors for the rehabilitation work from general contractors licensed by the State of Alabama. Bids must be solicited separately for the Façade Improvement Program eligible work. In cases where non-façade work is to be completed simultaneously with façade funded work, the owner may include the façade work in the scope for the entire project providing that the façade portion is delineated separately. The City portion of façade funding will be based on the lowest bid for the façade portion. While the low bid is the standard for defining the City's contribution to the façade financing, the owner does have the option of choosing one of the other contractors that submitted bids, provided that the contractor can and will perform the defined scope of work at the low bid price. City staff will assist with the bidding process and the evaluation of bids. Contractors selected are required to take affirmative steps to encourage the use of minority and women-owned business enterprises when subcontracts are let. All contractors must be eligible to do work on federal contracts and must not be debarred or suspended.

In the rare instance where the building owner(s) are also licensed commercial contractors and qualified to bid on projects through the Façade Improvement Program, upon request, City staff may consider the possibility of the building owner(s) acting as the contractor for their own façade work. If approved by City staff, such a façade project may not be subject to the bid process. The building owner(s)/contractor(s) will be responsible for submitting a budget for approval by City staff. Profit/overhead will not be accepted as a valid budgetary line item. The building owner(s) will need to produce certification of being a licensed commercial contractor in the State of Alabama and will need to show proof of insurance for the work being proposed.

## ■ Architect and Contractor Registries

The Community Development Department maintains a registry of qualified, licensed architects and contractors who are familiar with the Façade Improvement Program and have successfully worked on such projects in the past. These architects and contractors do not work for and are not employed by the City of Birmingham. The City does not recommend or suggest that these contractors or architects are better or more capable than other contractors or architects, but merely maintains the registry as a service to applicants. Applicants may only select architects and contractors from the corresponding registry unless they complete and submit an Architect/Contractor Preference Statement, available from the Community Development Department. The Architect/Contractor Preference Statement allows the applicant to use an architect or contractor of his or her own choosing, provided all program eligibility requirements are met. The applicant should submit this Architect/Contractor Preference Statement, and all required accompanying documentation with the Façade Improvement Program Application.

## ■ Temporary Relocation

If temporary tenant relocation will be required for this project, contact the City for further guidance prior to submitting this application. For federally funded projects, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended will apply. Documentation of vacancy should be placed in the project file. In cases where the building is occupied by a tenant or owner, a notification letter should be addressed to the property owner and tenant stating that they will not be displaced from the building based on the scheduled rehabilitation. The letter should contain the following statement: "We urge you not to relocate your business. If you elect to relocate for reasons of your own choice, you will not be provided relocation assistance under this program."

## ■ Financing Policies

- Reimbursements – Progress payments will typically be on a reimbursement basis. The total reimbursement for all forms of façade improvement assistance will not exceed \$50,000 per building. Projects must be completed within 6 months after the start of construction, unless the City approves a longer timeline, which is at the City's sole discretion.
- Security and Loan Forgiveness - The façade improvement project loan will be secured by deed of trust on the real estate for the requisite term, which amount will be forgiven proportionally each year providing the property continues to be maintained in accordance with the program requirements, such as retention of ownership, maintenance of the façade, payment of all property taxes due, and maintaining property insurance with the City listed as mortgagee. In addition, full occupancy of the completed structure is a required condition for loan forgiveness. Upon receiving a certificate of occupancy for the building, the owner has 90 days to install tenants within the structure. Any vacancy beyond this 90-day period will cease all forgiveness of the loan until the building is fully occupied. However, at the City's discretion, the loan may continue to forgive for a second 90-day period if the owner shows proof of active and aggressive efforts to obtain tenants for the property. This second 90-day period will be calculated cumulatively over the entire term of the loan. Proof of efforts to obtain tenants includes invoices for advertising, copies of ads run and any other proof of active marketing of the property. After the second 90-day period has expired, all loan forgiveness will cease until the building is fully occupied, regardless of proof of active marketing. "Occupancy" refers to having an active business open to the public, or tenant in the case of mixed-use properties. Use of the building for storage does not qualify as occupancy, with the exception of buildings marketed and licensed as retail storage facilities.
- Repayments - No repayments will be required if all terms are met.
- Default - A recipient will be considered in default and the balance of financial assistance immediately due and payable upon failure of the borrower to retain ownership of the property for the duration of the forgivable loan; failure to properly maintain the façade after improvements are completed; failure to maintain property insurance; delinquency in property taxes; or failure to operate in compliance with all applicable local, state, and federal codes, laws, and regulations.
- Remedies of Default - In the event of default, the City may exercise any combination of the remedies available to it with respect to the security agreement(s). The City may take whatever action at law, or in equity, as may appear necessary or desirable to collect any outstanding balance or to enforce the performance and observation of any other obligation or agreement of the recipient.



## ■ General Requirements

- All work must be done in accordance with the Design Guidelines; all applicable local, state and federal codes; and rules and regulations for the Community Development Block Grant program or any other applicable federal program. Any renovation work undertaken prior to the City's written authorization to begin construction is not eligible for assistance under the program. All renovation work undertaken in conjunction with the Façade Improvement Program that exceeds approved financial assistance will be borne by the applicant.
- All construction management will be the responsibility of the applicant. All work undertaken using CDBG and/or HOME funds are subject to the Davis-Bacon Act and Section 3 of the Fair Housing Act.
- Properties with residential components will be required to meet applicable lead-based paint abatement requirements.
- Each recipient will be responsible for all acquisition and relocation costs when displacement of residential or nonresidential tenants occurs as a result of the project, in accordance with the Federal Uniform Relocation Act. If temporary tenant relocation will be required for this project, contact the City for further guidance prior to submitting this application.
- All applicants will be required to demonstrate compliance with nondiscriminatory employment practices and Affirmative Action Programs under Title VI and Section 112 of the Civil Rights Act of 1964 and Public Law 92-65. Applicants are encouraged to utilize minority and women-owned business enterprises under this program.
- The City, the Department of Housing and Urban Development, the Comptroller General of the United States, or any duly authorized representatives, will have access to any books, documents, papers and records that are directly related to the program assistance for the purposes of monitoring, making audits, examination, excerpts, and transcripts. All records supporting the costs and components of program-assisted improvements will be maintained for a period not less than 5 years following completion of the program agreement period, agreement termination, or default, whichever shall first occur. No person who is an employee, agent, consultant, officer, appointed official, or elected official of the City of Birmingham who exercises or has exercised any functions or responsibilities with respect to CDBG activities, or is in a position to participate in a decision-making process, or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit, or have interest in any program assistance, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.
- Please contact the City of Birmingham Community Development Department at (205) 254-2309 with any questions or to obtain additional information about the Facade Improvement Program.

## ■ Other Complaint/Grievance

If a Property owner has a complaint or grievance other than one that is related to the contractor and the work of the contractor, he or she must first contact the Community Development staff person with whom they have been working. If the staff person cannot or does not resolve the issue, the property owner should submit their complaint or grievance in writing to the Community Development Project Manager. The Community Development Manager will respond in writing to the complaint within 5 business days with specific answers. If the property owner remains dissatisfied, he or she may contact the Director of Community Development.

**Subordination**

Property owners who have a loan with the City of Birmingham’s Community Development Department may apply for a subordination agreement. Applications will be reviewed carefully and, approved or disapproved, on a case-by-case basis. Approval is not automatic. Generally, the City will subordinate only once over the life of the loan. The criteria listed below will be considered in arriving at a decision.

1. Subordination agreements will only be approved for the purpose of refinancing of an existing mortgage with better rates and/or terms. Cash out exceptions will be for loans needed to make improvements to the property.
2. Basic requirements for approval:
  - a. The property owner’s loan(s) with Community Development must be paid up-to-date or otherwise not in default.
  - b. Property taxes must be current and in compliance with the policy stated above.
  - c. Property owner must provide insurance coverage on the property with the City of Birmingham listed as additional insured.
  - d. The new loan must not affect the client’s ability to retain eligibility for their loan(s) to the City of Birmingham.

I have read and understand the Façade Improvement Policies and Procedures, for the City of Birmingham, established June 30, 2020.

\_\_\_\_\_  
Signature of applicant and date

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature of witness and date

\_\_\_\_\_  
Printed name of witness

**RESOLUTION NO. 2021 - \_\_\_\_\_**

**WHEREAS**, the City of Dothan, Alabama desires to enhance economic opportunities for businesses in a downtown target area; and,

**WHEREAS**, Community Development Block Grant (CDBG) funds are allocated by the Dothan City Commission and budgeted in CDBG Annual Action Plans to provide grants to improve building façades as outlined in the CDBG Façade Grant Improvement Policy; and,

**WHEREAS**, these funds will be made available on a 50/50 basis to eligible business and building owners.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Dothan, Alabama as follows:

**Section 1.** That the City of Dothan, by action of the City Commission, hereby approves and adopts the attached CDBG Façade Grant Improvement Program statement of policy, procedures, application and expanded target area.

# CITY OF DOTHAN, ALABAMA



## FAÇADE IMPROVEMENT GRANT POLICY

COMMUNITY DEVELOPMENT BLOCK GRANT

FAÇADE IMPROVEMENT GRANT PROGRAM

**Administered By:**

**THE DOTHAN BOARD OF CITY COMMISSIONERS**

by

**The Department of Planning and Development**

ADOPTED  
November 2006  
Revised July 2021

*Financial Assistance Provided Through  
U.S. Department of Housing and Urban Development*

## OVERVIEW

The City of Dothan is receiving annual entitlement grants from the U.S. Department of Housing and Urban Development under the Housing and City Development Act of 1974 as amended. The Board of City Commissioners of the City of Dothan has determined that a part of the annual grant is to be set aside and used to conduct façade improvements that will benefit qualified businesses in a designated target area.

The target area includes commercial buildings on either side of the following streets: Beginning at North Oates St. and Chickasaw St., south to Southport St., east to S. Appletree St., North to Columbia Hwy., west to Museum St., north to N. Appletree St., to the CSX railroad tracks, west to Chickasaw St. to the point of beginning.

This policy is adopted to set forth the procedures and guidelines under which this program will be conducted. It is meant to remain in force and effect from program year to program year unless amended or rescinded by the Board of City Commissioners.

### FAÇADE IMPROVEMENT – PURPOSE AND DEFINITION

The purpose of the façade improvement program is to encourage economic development in target area.

The term “façade improvement” as used herein is defined as:

General upgrading of a building’s external appearance with the façade being visible from the street.

### Limitations –

- The façade improvement must be visible from the street.
- The target area includes the Downtown Historic District. Façade improvements are required to be approved by the Historic Preservation Commission.
- The maximum grant amount of \$5,000 will be matched dollar for dollar by the owner or other person who has permission to make such an improvement.
- An applicant may apply once per year for one building.
- The building will not be required to be occupied to be eligible but must be in adequate condition to be occupied at the time of the application.
- The façade improvement upon completion must be maintained for a three-year term. The sale of the building during this term will result in a prorated amount being refunded to the City’s CDBG program by the applicant.

Below are examples of eligible work which include but are not limited to the following:

- Permanent exterior improvements, including:
- Masonry repairs and tuckpointing.
- Repair/replace/ preserve historically significant architectural details.

- Storefront reconstruction.
- Cornice repair.
- Exterior painting and stucco.
- Awnings and canopies.
- Window and door repair or replacement.
- Permanent exterior signage integrated into the storefront design.
- Permanent exterior lighting.
- Repair/replacement of gutters and down spouts.
- Visible roof repairs in conjunction with structural improvements.
- Decking and stairs.

### **PROGRAM ADMINISTRATION**

The Dothan Community Development Block Grant Entitlement Façade Improvement Program is administered by the Planning and Development Department by direct assignment from the Dothan Board of City Commissioners. By law, the Dothan Board of City Commissioners must administer the program through assignment and adoption of this policy. The Planning Department may partner with a non-profit agency to administer the program. The non-profit may claim 10% of the contract value for administrative expenses.

### **APPLICANT SELECTION**

Final determination of priority for each applicant for façade improvement participation will be based on numerical assignment after initial processing has been completed, and the applicant has provided essential documentation. If the program is administered by a non-profit agency, applicant selection and eligibility will be determined by non-profit staff in compliance with this policy.

### **POLICY PROCEDURES**

Outlined below are the eligibility and procedural guidelines that will be used in the Façade Improvement Program.

**A. Eligibility Requirements** — In order to participate in the Façade Improvement Program an applicant must meet all the following eligibility requirements:

1. Business Owner/Building Owner - The applicant must be the owner of the building or have permission from the owner to make the improvements.
2. Taxes - All property taxes of the building must be current. There must not be any IRS tax liens attached to the property.
3. Location - The building must be within the target area. It may face the roads that are the boundaries of the target area.
4. Façade Improvement - The building must meet the definition and limitations as contained in this policy.
5. Matching Funds - Progressive payments will be made to applicants in minimum increments of \$500 (minimum paid bills submitted \$1,000) until the \$5,000 grant limit has been reached. The final payment may be in an amount less than \$500 if

applicable. Final payment will not be made until the grievance period has expired.

6. Davis-Bacon – Davis-Bacon wage rate requirements apply to this program. Unless otherwise provided, compliance will be responsibility of CDBG staff or the non-profit agency.

**B. Applications** - Advertisements, public service announcements and other media may be utilized in making application availability known. CDBG staff personnel will assist in application preparation, as well as to answer any question an applicant might have concerning the program. Application forms will be available, and each applicant must sign the form acknowledging that the information given is true to the best of his/her knowledge. All applications will be kept in strictest confidence and used only by the CDBG staff.

**C. Application Processing** - Each application accepted will be reviewed in phases to eliminate those applicants who are clearly not eligible for program participation for any number of stated reasons. In every case, each applicant will be notified within four weeks of application submission in writing as to the status of the application and reasons relating to that status. Phases of the application on processing follow:

1. Ownership - Each applicant must provide a copy of the deed to the property or other documentation indicating permission to improve the façade.
2. Preliminary Review - The CDBG staff will review each completed application to determine the applicant's ownership/permission status and the condition of the building.
3. Plan, Estimate, Timeline - Applicants will need to submit a plan of the improvements with a cost estimate and expected timeline with the application.
4. Historic Preservation Commission Approval - If applicable, those applicants who pass the preliminary review will need to obtain approval for the façade improvements by the Historic Preservation Commission before their application can be finalized. A copy of the Certificate of Appropriateness must be provided to CDBG staff.
5. Final Application Approval - Based on the results of all steps above the final approval of an eligible application will be made by the Planning and Development Director on the recommendation of the CDBG staff. Applicants shall be notified by letter of approval of the grant amount.

**D. Contracting** — All contractors used for the façade improvement program must be licensed to do business in the City of Dothan.

At the time of contract award, the funds for the grant will be designated for contract payment. Funds may be dispensed according to contract progress.

During construction, the CDBG staff may conduct periodic inspections to ensure general contract compliance. Such inspection does not guarantee the work of the contractor.

During construction, the applicant may request progress payments with provision of paid invoices. Fifty percent (50%) of paid invoices submitted will be remitted to the applicant. It is the responsibility of the applicant to pay the contractor.

## GRIEVANCE PROCEDURES

### A. General

Any person who believes he has been aggrieved may file a complaint and have his case reviewed by the CDBG Administrator. The grievant must provide documentation that:

1. CDBG or non-profit staff erred as to eligibility, or
2. CDBG or non-profit staff failed to correctly carry out his/her responsibilities in connection with the inspection and work write-up (excluding contractor performance which is subject to contract provisions).

### B. Methods of Presentation by Claimant

1. Oral: A person may talk over his case either alone or with the assistance of another person with the CDBG Administrator within the time limits set forth below in section C. This oral presentation does not preclude the making of a written presentation and must be made within 15 days following completion of work.
2. Written: If the claimant does not receive satisfaction from an oral presentation, or should he desire to forego the oral presentation, a written statement of his beliefs as to what he desires may be made to the CDBG Administrator.

### C. Time Limits for Making Complaints

An applicant may appeal the eligibility determination no later than 15 days after the date that a person is informed of ineligibility or the person alleges that the CDBG staff failed to correctly carry out responsibilities. An appeal stays final payment pending resolution of the complaint. Extensions of time limits may be granted for good cause on an individual basis.

## CONFLICT OF INTEREST

**Conflict of Interest** - *No person who is an employee, agent, consultant, officer, appointed official, or elected official of the City of Dothan who exercise or have exercised any functions or responsibilities with respect to CDBG activities, or are in a position to participate in a decision-making process, or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit, or have an interest in any program assistance, either for themselves or those with whom they have family or business ties, during their tenure.*

*In all cases where an apparent conflict of interest exists, HUD will make a finding regarding the eligibility of the applicant. Assistance shall not be granted unless approved by HUD. The conflict of interest process may add additional time to the eligibility determination process.*

Attachments:

Application with Certification





- 3. Attach contractor estimate for the project. List name of company contact person and amount.

Company	Contact	Amount

**DOCUMENTATION OF BUILDING:**

Attach copies of the Historic Preservation Commission Certificate of Appropriateness if applicable.

**AGREEMENTS AND CERTIFICATIONS:**

The undersigned applies for the grant indicated in this application for improvements to the property described herein, and represents that the property will not be used for any illegal or restricted purpose and that all statements made in this application are true and are made for the purpose of obtaining the grant.

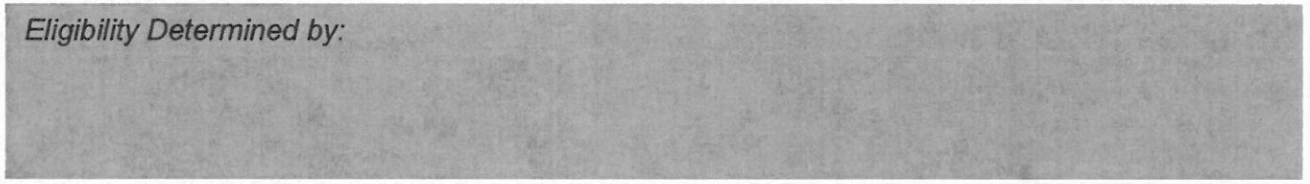
The undersigned agrees to maintain and preserve the improvements for a three-year term. After that term, which begins at completion, the grant funds are forgiven. The sale of the improved building prior to the three-year term will result in a prorated return of funds to the City of Dothan's CDBG program by the Applicant.

The undersigned agrees to abide by the program restrictions, has read the conflict of interest clause and certifies that the applicant nor any other person associated with the building as an owner is an employee, agent, consultant, officer, appointed official, or elected official of the City of Dothan who exercise or have exercised any functions or responsibilities with respect to CDBG activities, or are in a position to participate in a decision-making process, or gain inside information with regard to such activities.

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

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

*Eligibility Determined by:*





**Res. No.** \_\_\_\_\_ Approving and adopting the CDBG Façade Improvement Grant Program policy, procedures, application, and expanded target area, continued.

**PASSED, ADOPTED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Associate Commissioner District 1

\_\_\_\_\_  
Associate Commissioner District 2

\_\_\_\_\_  
Associate Commissioner District 3

\_\_\_\_\_  
Associate Commissioner District 4

\_\_\_\_\_  
Associate Commissioner District 5

\_\_\_\_\_  
Associate Commissioner District 6

**BOARD OF CITY COMMISSIONERS**

I, Wendy Shiver, duly appointed City Clerk of the City of Dothan, Alabama, do hereby certify that the foregoing resolution was passed by the Board of Commissioners of the City of Dothan, Alabama, at a regular meeting held on \_\_\_\_\_, 2021.

Witness by hand and seal of the City of Dothan this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Clerk



## Northport Redevelopment Authority Façade Improvement Program

The Northport Redevelopment Authority (NRDA) will encourage economic development and job creation in Northport by encouraging revitalization of the City's major commercial corridors, historic downtown, and riverfront. The NRDA, in partnership with City of Northport, will utilize a Façade Improvement Program (FIP) to provide financial assistance for exterior building renovations in Northport. **The deadline for receipt of applications in this initial round of grant funding opportunities is August 1, 2021.**

### A. Eligible Applicants and Properties

Eligible applicants include owners of commercially operated properties or building tenants with lease authority and written approval of the property owner. Applicants shall be in full compliance with all City codes and cannot be delinquent on any current City charges or taxes. By submitting their application, applicants consent to a credit and, if deemed necessary by the Authority, a background check performed by the Committee. A separate credit check authorization form is included within the grant package. At the discretion of the Committee, the awardee may be required to furnish a performance bond in an amount sufficient to complete the project in the case that an awardee fails to do so per the Agreement with the Committee.

Buildings visible from public streets that are used in whole or part for commercial activities in the following areas are eligible:

- Within the City limits of the City of Northport

### B. Eligible Improvements

FIP funds may be used for comprehensively restoring or substantially beautifying the façade of an eligible building. All proposed improvements must be visible from a public street and comply with all design standards outlined in the City of Northport Zoning Ordinance and are subject to final approval by the City of Northport.

Although not eligible for funding on their own, the following may be funded as part of a comprehensive façade improvement project:

Storefront Reconstruction	ADA Improvements
Awnings & Canopies	Shutters
Window Repair/Replacement	Gutter Repair/Replacement
Door Repair/Replacement	Signage
Cornice Repair	Historical Architectural Elements
Masonry Work	Dumpster/Utility Enclosures
Painting	Design & Permit Fees

**C. Funding**

The NRDA will provide a base grant of up to \$10,000, or a base grant amount of \$10,000 plus a matching grant dollar-for-dollar with an awardees investment up to a maximum amount of \$10,000. Total NRDA funding possible per project is \$20,000. The table below provides funding examples illustrating that the initial grant requires no match by the property/business owner up to \$10,000.00 total project costs. Any amounts requested above \$10,000.00 shall be matched by the property/business owner at a 50% rate, up to a total of \$20,000.00 in NRDA grant available.

Funding Examples:

<b>Total Project Cost</b>	<b>NRDA Grant Funds</b>	<b>Awardee Matching Funds</b>
\$ 2,500.00	\$ 2,500.00	\$ -
\$ 5,000.00	\$ 5,000.00	\$ -
\$ 10,000.00	\$ 10,000.00	\$ -
\$ 15,000.00	\$ 12,500.00	\$ 2,500.00
\$ 25,000.00	\$ 17,500.00	\$ 7,500.00
\$ 30,000.00	\$ 20,000.00	\$ 10,000.00

**D. Application**

Requests for funding assistance may be submitted to the NRDA on application forms provided by the NRDA. All applicants must complete an application and provide all required supplementary documentation to be considered for FIP funds. Applications will be available on the City of Northport’s website and at Northport City Hall.

Completed applications must be submitted to the Northport Redevelopment Authority, ATTN: Whitney Dubose, Secretary, 3500 McFarland Blvd, Northport, AL 35746. Applications from an owner should include a copy of the deed, or a land contract. An application from a tenant must include a copy of the lease and written approval from the owner authorizing the submittal of an application.

## **E. Evaluation Criteria**

The NRDA will utilize a ranking system in the selection process. All applications will be reviewed and scored based to the following criteria:

- 1) **Project Need:** Applications must adequately document the need for the project and how it meets the intent of the NRDA's FIP. Photos of the subject property must be included in each application.
- 2) **Project Impact:** Applicants must describe the benefits of the proposed project. Specifically, how it will have a positive impact on the individual businesses, surrounding area and the City of Northport. Location factors will be considered when reviewing the project's potential impact. Measurable economic benefits and outcomes are preferred.
- 3) **Budget:** All applications must include a well-defined budget. Items in the cost estimate must be eligible, reasonable, and realistic. The amount and source of matching funds must be provided.
- 4) **Feasibility:** Funding requests, cost estimates, proposed scope of work and estimated project schedule must be reasonable.
- 5) **Work Plan:** All applications must include a proposed work plan with timelines. Applicants should be able to demonstrate that project will be managed properly and be completed in a reasonable timeframe.
- 6) **Catalyst Project:** Priority consideration will be given to those projects deemed and shown to qualify as a catalyst project. A catalyst project for the area includes a use or mix of uses the FIP Review Committee and or the NRDA Board considers to be a priority and the building or site design and materials are of an exceptional character that warrant priority in the FIP. An applicant would need to demonstrate through their application and supporting materials that they believe the project to be a catalyst project.

A catalyst project has the ability to:

- Stimulate desirable new development and private investment in the area;
- Help retain and strengthen existing area businesses and development;
- Draw significant numbers of people to the area;

- Improve the quality of life for the area residents and surrounding neighborhoods.

## **F. Approval Process**

**The deadline for receipt of applications in this initial round of grant funding opportunities is August 1, 2021.** All applications requesting FIP funds from the NRDA shall follow the following process:

- 1) The Secretary of the NRDA will review all applications for completeness. If all required documents and supporting materials have been received, the application can be certified as complete.
- 2) If an application is certified as complete, the application will be evaluated by City of Northport officials to provide reports to the NRDA Board of Directors as to indicate the applicant's compliance with City of Northport rules and regulations, including but not limited to building code and zoning matters. The City will also provide reports on the applicant individual or business to determine that they are in compliance all other relevant terms of the program. After receiving those reports the individual applications will be evaluated pursuant to the enclosed evaluation criteria by the Board of the NRDA. Upon a vote the majority of the Board of Directors of the NRDA present at the meeting may approve the application as is, approve the application for a lesser amount, table the application for another meeting and further discussion, request further documents, answers to questions, or clarifications from the applicant for further consideration, or deny the application outright. The FIP Review Committee may request additional drawings, plans, cost estimates, or other items to help with the review.
- 3) The number of applicants and availability of funding will affect the total number approved applications.
- 4) Following approval by the NRDA, the applicant shall enter into a Memorandum of Agreement (MOA) with the NRDA.

## **G. Awardee Requirements**

All recipients of FIP funds from the NRDA must be able to meet the following requirements:

- 1) All awardees must enter into an MOA with the NRDA. The agreement will outline all terms and conditions of the grant. It will serve as the legal commitment of both parties as to funding commitments, project scope, project period, and funding disbursements.



- 2) All expenditures and work must occur within the project period designated in the executed MOA between the Awardee and the City of Northport.
- 3) Projects must be started within 60 days of the executed MOA and be completed within 180 days. Extensions may be requested if the project is delayed by inclement weather, the ordering of special materials, or other special or unique circumstances. These requests shall be made in writing to the NRDA. The NRDA will notify the applicant in writing of its approval, denial, or need for further information.
- 4) The awardee, project design professionals, general contractor and sub-contractors shall comply with all applicable laws and regulations, including all applicable provisions of the City of Northport's Municipal Code of Ordinances and Zoning Ordinance.
- 5) The awardee, project design professionals, general contractor and sub-contractors shall obtain all required licenses and permits before beginning construction.

Jacksonville Commercial Development Authority  
Improvement Grant  
**PROGRAM OUTLINE**

In order to encourage economic development and maintain the traditional small town character of Jacksonville's city square, the Jacksonville Commercial Development Authority (CDA) is announcing a **Facade Improvement Grant Program** for buildings within the Public Square Overlay District. Limited funding is available and an application process is required.

1. **Program Description:** The purpose of the Grant Program is to 1) rehabilitate and/or restore commercial buildings to historically compatible exterior design and 2) encourage new investment and commercial development in Jacksonville.

1.1. Eligible work will be on any side of a building facing a public way or space and finished accordingly which includes:

- Signage and awnings
- Replacement of missing decorative features
- Restoration of doors, windows and chimneys
- Storefront or façade rehabilitation
- Removal of non-historic materials or additions
- Exterior paint (if used as an architectural element)
- Improving ADA access from the outside of the building
- Historic preservation-related maintenance which requires specialized care or expertise

1.2. In-eligible work includes:

- Major landscape improvements
- Plants
- Non-public faces of buildings
- Interior areas of buildings
- Normal, routine maintenance

2. **Funding Priorities:** The CDA reserves the right to set priorities for which properties are eligible or ineligible to receive grant funds.

2.1. Currently eligible:

- Commercially-used property located within the Public Square Overlay District.

2.2. Not eligible at this time:

- Residential properties within the Public Square Overlay District.
- Government owned properties within the Public Square Overlay District.

3. **Program Includes:** Each project is eligible for design consultation/project assistance from the City Building Inspector and Planning Commission, in addition to one of the following:

3.1. **Base Grant of up to \$2,500:** Direct grant, no match required.

3.2. **Base Grant + Matching Grant:** \$2,500 Base Grant in addition to CDA matching dollar-for-dollar investment by property owner over the Base Grant amount, capping the CDA’s total investment at \$5,000 per application. (Requires a 50/50 match from the applicant for grant funds over and above the Base Grant amount.)

Examples:

CDA spends	Applicant spends	Total project value
\$2,500 (Base)	0\$	\$2,500
Base + \$1,000 + \$1,000 matching	\$1,000	\$4,500
Base + \$2,500 + \$2,500 matching	\$2,500	\$7,500

4. **Who May Apply:**

4.1. Property Owners (One owner or business that occupies contiguous property equals one application.)

4.2. Tenants with Property Owner Approval

5. **Grant Status:** Grants will be awarded one per property. There can only be one open grant project per property.

6. **Other Funding:** Funds from other granting sources may be leveraged through this program.

7. **Application/Approval Process:** A multi-step application process is required. Appropriateness of applications is the decision of the CDA, based on available funding, the application’s ability to meet the goals and objectives of the Façade Improvement Grant Program, and the applicant’s ability to begin and complete the proposed project within the terms of this program. The CDA has sole authority to determine eligibility of proposed work, approve changes to approved grants, and confirm that work has been completed correctly. All designs must meet the requirements of the City’s design standards. Certain work may be required or precluded as a condition of funding, and funding on approved grants may be withdrawn if any portion of a project changes substantially from what was approved by the CDA, without receiving prior consent. For more information or an application form, contact the Jacksonville City Office, Phone: (256) 435-7611.

8. **Design Assistance:** The following design assistance is available to project participants:

8.1. **Consultation.** Project participants will be encouraged to consult with the City Building Inspector and City Planning Commission to design their façade improvements. They will be able to provide design assistance to participants in the program for rehabilitation of exterior building facades and storefronts.

8.2. **Façade Design Guide.** The Façade Design Guide used by the City of Minneapolis as a companion piece to their Great Streets Façade Improvement Program. It is available as a free resource on the Jacksonville CDA's web page (<http://www.jacksonville-al.org/commercial-development-authority-1/>). This is a professionally developed guide that provides some suggestions and ideas for storefront improvements that will help send a positive message to potential customers and draw them into the business.

9. **Terms:**

9.1. All grants are paid upon completion of work, once final inspection and approval has occurred.

9.2. Reimbursement shall be made only on improvements specifically approved as a part of the grant.

9.3. The CDA reserves the right to withdraw funds on any portion of a grant that changes substantially from what was approved without first receiving prior consent from the CDA. Such consent is to be given by the Chairperson in consultation with the project consultant or the Board of Directors depending on the nature of the change.

9.4. Funding is dependent on timely completion of projects. All grant projects must begin within 30 days of the signed agreement. All grant projects must be completed and grant monies expended within six months of the signed agreement, unless authorized otherwise. For projects not requiring a building permit, CDA staff or designated representatives will visit the site to ensure timely progress. Projects that require a building permit shall obtain a valid permit and initial inspection within six months of the signed agreement.

10. **Approval of Work:** The CDA will have sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding.

11. **General Conditions:** The following general conditions will apply to all projects:

11.1. Improvements funded by the grant will be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period.

11.2. Property taxes must be current, and participants may not have debts in arrears to the City.

- 11.3. Grant recipients must provide proof of insurance on the property for which the grant is being awarded.
- 11.4. All contractors must obtain City business licenses prior to beginning work.
12. **Other Approvals:** Participants, with limited assistance from the CDA and its consultant, will be responsible for obtaining necessary regulatory approvals including those from local advisory boards, including the City of Jacksonville Planning and Building Department, City building permits and other necessary permits. All work must comply with City, State and Federal regulations. Please contact the Planning and Building Department, 256-435-7611, for information regarding local regulations.
13. **Selection Methods:** The CDA may utilize ranking systems or other determining factors to assist in the selection process depending on availability of funds and the number of applicants. If used, a ranking system may include, but not be limited to: location, building use, historic qualifications, need of applicant, and the project's significance. Such ranking systems may be modified at any time to meet the goals of the CDA.
14. **Construction Contract:** All contractors must be licensed by the City. All construction contracts will be between the participant and contractor. In addition, business tenants must have written authority of the property owner prior to the commitment of funds.
15. **Commitment of Funds:** Awards will be based on available funding, the application's ability to meet the goals and objectives of the Façade Improvement Grant Program, and the applicant's ability to complete the proposed project within the time limits specified in the terms of this program. All proposed work will be reviewed and approved by the CDA, prior to the CDA's executing an official agreement with the applicant. The agreement will outline all the terms and conditions of the grant. It will be signed by the CDA and the applicant and serve as the legal commitment of both parties as to the scope, quality of work and the amount of funds committed.
16. **Disbursement of Funds:** Prior to disbursement of funds, all completed work will be reviewed by CDA staff or designated representatives and approved for compliance with the agreement. Once approved, the applicant will be reimbursed within five (5) business days from date of approval. The CDA cannot reimburse contractors directly. If a project is approved in phases over a period of time, the CDA may agree, in writing, to schedule partial reimbursement after each phase of the project.

**CITY OF FOLEY**  
**NATIONAL REGISTER AND LOCAL DOWNTOWN**  
**HISTORIC DISTRICTS & MAIN STREET DISTRICT**

January 18, 2022

**-Incentive Grant Program –**

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on buildings and businesses located within the City of Foley's Local, National Historic Districts & the Foley Main Street District. These districts may grow or shrink over time or the geographic footprint of the area eligible for the Program could change via council action and the Incentive Grant program will tie to those geographic footprints as they change.

For the City of Foley's Local and National Historic Districts: the standard for design is based on the Foley Historical Commission Design Guidelines. Within the Foley Main Street District, outside the National Register and Local Historic Districts, those projects are approved by the city. The intent of the grant program is to encourage appropriate revitalization to as many private properties in the Districts as possible. Projects for structures located within the defined Districts, identified by maps available from the Foley Community Development Department, are eligible to apply for grants.

Work may include any exterior improvements deemed acceptable by the Foley Historical Commission, or City Council as appropriate. A wall mural can qualify as an improvement. However, the mural must abide by the mural and public art guidelines, the mural and public artwork city ordinance, as well as the incentive grant guidelines.

Inside:

- Grant Guidelines
- Application
- Acknowledgement & Agreement
- Application Checklist
- Certificate of Appropriateness Checklist

# GUIDELINES

## CITY OF FOLEY NATIONAL AND LOCAL HISTORIC DISTRICTS & MAIN STREET DISTRICT INCENTIVE GRANT PROGRAM GUIDELINES

*January 18, 2022*

### I. GENERAL

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on buildings located within the City of Foley's Local, and National Historic Districts & Main Street District.

### II. ELIGIBLE PROPERTIES

- A. Projects for structures located within said Districts are eligible to apply for grant funding.
- B. The legal owner of the property as listed in the Baldwin County Property Records must provide permission for the work and must agree to the maintenance of the property regarding the grant-assisted work.

### III. GUIDELINES

- A. Approval by the Foley City Council after review and recommendations from the Foley Historical Commission is required for projects within the National Register and Local Historic Districts. The Historical Commission will review and make appropriate recommendations to the Foley City Council. City Council will make the final decision. The applicant may move forward with construction once approval has been granted by the Foley Historical Commission. However please note if construction begins prior to Council approval, it is done at the risk of the applicant. Until City Council takes action, there is not guarantee the grant will be approved.
- B. Approval by the Foley City Council after review and recommendations from the CDD is required for projects within the Foley Main Street District outside the National Register and Local Historic Districts. The CDD will review and make appropriate recommendations to the Foley City Council. City Council will make the final decision. The applicant may move forward with construction once approval has been granted by the Community Development Department. However please note if construction begins prior to Council approval, it is done at the risk of the applicant. Until City Council takes action, there is not guarantee the grant will be approved.
- C. Grants are issued on a first-come, first-served basis subject to funding availability.
- D. Projects must commence within 90 days of City Council approval and must be completed within no more than 6 months from start of work. One request for an extension of 90 days may be approved by staff. Additional extension requests must go to City Council for review.

*January 18, 2022*

- E. The maximum grant amount shall be the greater of either \$5,000, or the mathematically calculated grant amount as defined by the equation,  $\$5.00 \times \text{number of square feet of façade facing a named public right-of-way} = \text{maximum grant amount}$ . Front Facade square footage is measured and defined by the City of Foley Community Development Department. Regardless of maximum grant amount, all grants must be matched dollar for dollar by the applicant to secure grant dollars.
- F. The required match from the business and/or property owner may be in the form of cash. A Grant recipient must provide proof of cash payment.
- G. A separate \$500 fee may be needed depending on the scope of work. If needed it must be allocated from property owner for an architectural consultation and rendering of the project.
- H. Grants for a specific building cannot be re-applied for within five years from City Council approval and grant awards cannot exceed the total for the five year period.

#### IV. APPLICATION PROCESS

- A. IF in the Historic Districts: submit application to the Foley Historical Commission.  
(See attached checklist for certificate of appropriateness)  
IF only in the Main Street District: submit application to the CDD
- B. Submit:
  1. Incentive Grant Application and Agreement with 2 separate contractors' bids
  2. Maintenance Covenant Agreement
  3. Before photos of property to be improved
  4. Completed Certificate of Appropriateness
  5. If a mural, then a completed Foley Main Street Downtown Mural & Street Art Project Contract and Release

#### V. PROJECT

- A. Construction projects require building permits.
- B. Signs require permits.

These items may be obtained from the City of Foley Community Development Department.

#### VI. REIMBURSEMENT PROCESS

Reimbursement will occur after:

1. Project completion and final inspection by a member of the City of Foley Community Development Department.
2. Submission of paid invoices.
3. If progress payments are requested, reasonable invoices must be shown and inspection of progress is required. 20% of grant funds will be retained until completion of work. Payment of invoice may be requested paid by joint check to contractor and property owner.



# Application

CITY OF FOLEY

## NATIONAL AND LOCAL HISTORIC DISTRICTS & FOLEY MAIN STREET DISTRICT INCENTIVE GRANT APPLICATION

Applicant: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Project Physical  
Address: \_\_\_\_\_

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

Type of  
Business: \_\_\_\_\_

Existing Business: \_\_\_\_\_ OR New Business: \_\_\_\_\_ Number of years in Business: \_\_\_\_\_

What effect do you think this project will have on your business? (may attach separate sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want/need this grant? (may attach separate sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Project Description: (please use extra sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_

Contractor & Contact Info:

\_\_\_\_\_

Total Cost of Project (attach bid) \$ \_\_\_\_\_

Amount Requested (maximum of either \$5,000 or \$5 x facade square footage facing a named right-of-way per project) \$ \_\_\_\_\_

**Acknowledgement and Agreement**

My signature acknowledges the following:

Facade changes will be in accordance with appropriateness as determined by the City of Foley Historical Commission for projects within the National or Local Historic Districts, or as determined by the City of Foley if the business resides only in the Foley Main Street District.

The project will begin within 90 days of grant approval and will be completed within 6 months of beginning work.

Reimbursement will occur after project completion and upon submission of appropriate forms and documents as outlined in the guidelines.

Work completed prior to grant approval is not eligible for funding.

All required permits are the responsibility of the owner/applicant.

It is expressly understood and agreed that the applicant will not seek to hold the City of Foley, the Foley Historical Commission, or the Foley Main Street Organization and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to this Incentive Grant Program.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Business Owner

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner

Send all materials to:

City of Foley  
Community Development Department  
120 South McKenzie Street  
Foley, AL 3653

# Façade Grant Checklist

If your business or building is in the Historic Districts: All of the following must be included in order to be considered for the grant.

If your business or building is only in the Main Street District: All of the following must be included except the COA in order to be considered for the grant

Contact the City Community Development Department to apply to the Foley Historical Commission. Phone 251-952-4011.

## Certificate of Appropriateness:

- Certificate of Appropriateness application
- Photo or sketch of existing façade and sketch or rendering of proposed façade renovation
- Historic photographs if available
- Written description of the changes including materials to be used

## Grant Submission Package:

- Completed Grant Application
- Photo or sketch of existing façade and sketch or rendering of proposed façade renovation
- Historic photographs if available
- Written description of the changes including materials to be used
- Signed Acknowledgement and Agreement
- Contractor's Bid

## Process following the meeting:

- Foley Historical Commission provides approved COA and Recommendation for grant funding for requests within the Historic Districts.
- The CDD provides recommendation for grant funding for requests in the Foley Main Street District only.
- City Council Approval

**FOLEY HISTORICAL COMMISSION**  
CITY OF FOLEY  
200 NORTH ALSTON ST.  
FOLEY, ALABAMA 36535  
**APPLICATION FOR**  
**CERTIFICATE OF APPROPRIATENESS**

1. Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship of applicant to property: Owner ( ) Occupant ( )

2. Address of Property: \_\_\_\_\_

3. National Register ( ) Contributing ( ) Non-Contributing ( ) Circa \_\_\_\_\_  
Local Downtown ( ) Circa \_\_\_\_\_

4. Nature of Proposed Work/Application (Check All That Apply):  
( ) Use of Property ( ) Fence ( ) Landscaping  
( ) Repairs or Alterations ( ) Awning ( ) Color Change  
( ) Sign Erection or Placement ( ) Demolition ( ) Other  
( ) New Construction ( ) Moving a Building

5. Please describe your proposed work as simply and accurately as possible (use extra sheet, if necessary). See Criteria for Submission for information that must accompany this application.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you will be painting, please list the three colors you have chosen from a Historical color palette and enclose color chips with your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Valuation of Project (materials & labor) \$ \_\_\_\_\_

I, the undersigned, have complied with the Criteria for Submission. I understand that if the information submitted is not complete, this application will not be considered.

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

\_\_\_\_\_  
Date



**APPLICATION FOR  
DOWNTOWN STRONG FAÇADE  
GRANT**

Date:

The Downtown Mobile Alliance will assist with façade improvements for commercial properties located in Downtown Mobile – the area within the Hank Aaron Loop. Applications will be reviewed on a first come first serve basis. See the guidelines for funding requirements and review process. Please submit completed form to [lbowles@downtownmobile.org](mailto:lbowles@downtownmobile.org). Call the DMA office for assistance @ 251-434-8538.

*Read all instructions provided before completing. If additional space is needed, attach additional pages.*

**SECTION 1: Applicant Information**

Applicant Name (Ind., Org. or Entity)	Authorized Representative	Title	
Mailing Address	City	State	ZIP Code
Email Address	Business Phone Number (incl. area code)	Cell # of Applicant	

**SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)**

Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Cell # of Landowner	

**SECTION 3: Project Location**

Project Address

**SECTION 4: Project Information**

Project Description:			
Estimated Start Date:		Estimated Completion Date:	
Existing Façade Photo (attach):		Design Drawing (attach):	

*Fill in below form with cost estimates. Attach quotes to this application.*

Improvement	Cost Estimate	Improvement	Cost Estimate
<b>Total Eligible Expenses:</b>		<b>Requested Grant Amount:</b>	

**SECTION 5: Certification and Permission**

**Certification:** I hereby certify that if I am the applicant, the information contained in this form and attachments is true and accurate. I certify that if I am a tenant, I have obtained permission from the lessor/owner of the building, that satisfies any lease agreement/contract, to apply and pursue the proposed improvements. I understand that failure to comply with any or all of the provisions of the permit may result in grant revocation. Lessee must provide written statement or sufficient documentation from landlord approving the application and the work.

**Permission:** I hereby give the DMA permission to enter and inspect the property at reasonable times, to evaluate this application and the work being undertaken, and to determine compliance with any awarded grant.

Name of Owner/Authorized Representative (please print)	Title	Phone Number
Signature of Applicant		Date Signed

# Downtown Strong - Small Business Impact Fund Façade Grant Program Guidelines

The below Façade Grant Program Guidelines have been prepared to provide clearer direction for potential applicants and to make the review process more efficient. **Only properties located within the Henry Aaron Loop are eligible for grants.** (See attached map)

### Program Objectives

1. Support job preservation and business enhancement in Downtown Mobile.
2. Support the rehabilitation and renovation of exterior building facades and historic buildings in Downtown Mobile.

### Program Funding Requirements

1. Grant provides \$1 of funds for \$1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way (includes corner buildings), up to \$7,500 per property.

Building Width	Maximum Grant Amount
Up to 60'	\$5,000
61' & beyond	\$7,500

3. Work should be completed within 90 days after application approval.

### Program Guidelines

1. Improvements should comply with the Secretary of the Interior’s Guidelines and Mobile Architectural Review Board Guidelines for buildings in historic districts. Permits required accordingly.
2. Improvements should comply with the guidelines contained in the Downtown Development District Zoning Code. Permits required accordingly.
3. Funds reviewed and distributed on a ‘first come, first serve’ basis.
4. Applications should be reviewed by the DMA Incentives Committee prior to work commencing on the project.
5. Retroactive funding requests for work complete before application submittal will not be considered.

### Eligible & Ineligible Expenses

#### *Eligible Expenses*

1. Painting & Soft Washing
2. Exterior Construction & Repairs

3. Exterior Lighting & Exterior Cameras
4. Decorative Awning, Canopy, Balcony, or Gallery
5. Signage (if included as part of a more extensive façade renovation project)
6. Restoration or renovation of historical identifying features

### ***Ineligible Expenses***

1. Signage as a standalone request
2. Any improvement that could be removed from the building as personal property
3. Interior Improvements or other unseen work

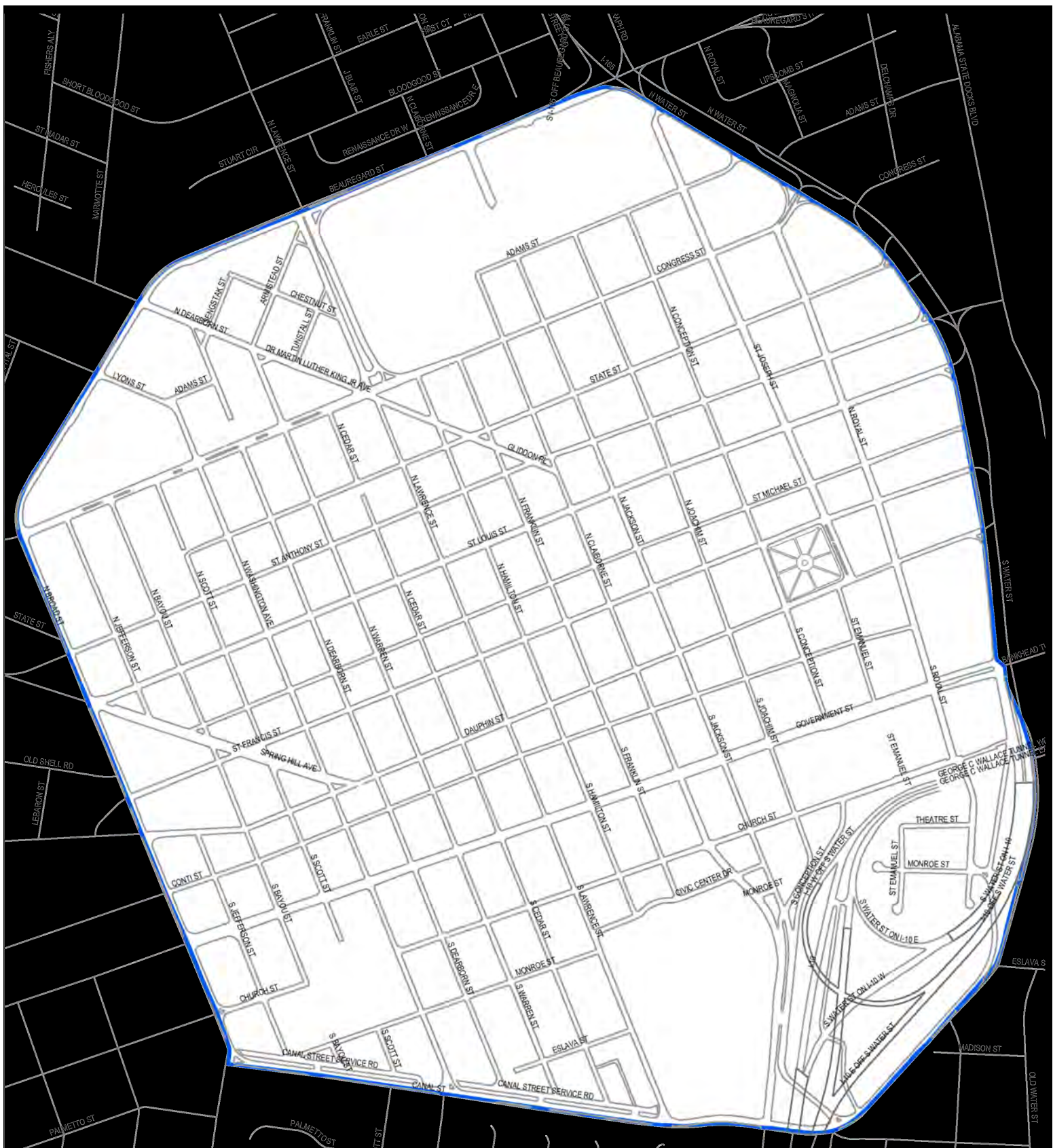
*Requested expenses not specifically included in the above list will be reviewed on a case-by-case basis.*

### **Downtown Strong Façade Grant Program Process**

1. Application Submittal
  - a) Applicant, if not the property owner, shall complete and sign the grant application.
  - b) Property owner shall complete and sign a statement authorizing the tenant to do the proposed work.
  - c) Applicant shall attach the following:
    - A photo of the existing façade
    - The proposed project design. If painting, attach color scheme and paint swatches. Color assistance available upon request.
    - The project cost estimates (design, material, labor, etc.)
    - Any other relevant information
  - d) Application and attachments are submitted to Linda Bowles - [lbowles@downtownmobile.org](mailto:lbowles@downtownmobile.org) or mailed to Downtown Mobile Alliance, PO Box 112, Mobile, AL 36601.
2. Review Process
  - a) Internal Review – may include a walk through or conversation with applicant
  - b) Incentives Committee Review – may be done by email or conference call
  - c) Incentives Committee Approval/Denial
3. Applicant Obtains Necessary Permits and Completes Project
4. Payment Process
  - a) Applicant submits proof of payment for eligible activities to the DMA.
  - b) The DMA will conduct an inspection to ensure that the work has been completed according to plan.
  - c) Payment request is completed and issued to applicant.

Program administered by the Downtown Mobile Alliance and Main Street Mobile. The organization reserves the right to decline any application for any reason.

48 The Henry Aaron Loop is bounded by Water Street on the east, Canal Street on the south, Broad Street on the west and Beauregard Street on the north.







# ALABASTER DOWNTOWN REDEVELOPMENT AUTHORITY

Wednesday, October 04, 2023 at 5:30 PM  
Conference Room | 1953 Municipal Way

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## AGENDA

### CALL TO ORDER

### ROLL CALL

*Cedric Burden, Eve Hulsey, Andrea Holsomback, Mike Myers, Casie Jarman*

### MINUTES APPROVAL

- A. 09-27-2023 Minutes - ADRA Meeting

### AGENDA ITEMS

1. Checklist and Grant Application - Final Review and Adoption
2. Facade Grant Program - Final Review and Adoption
3. Scoring Criteria Discussion - Final Review and Adoption

### ADJOURN MEETING

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In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting by:

Calling Office Number: 205-664-6800

Or Visit: <http://cityofalabaster.com/397/Americans-with-Disabilities-Act>

**Wednesday, September 27, 2023 5:30 P.M.**  
**Conference Room | 1953 Municipal Way**

CALL TO ORDER:

The meeting was called to order at 5:39 P.M. by President Mike Myers.

ROLL CALL:

The following members of the ADRA were present: Cederic Burden, Eve Hulsey, Andrea Holsomback, Mike Myers, and Casie Jarman.

City representatives present: Brian Binzer, Mark Frey, and attorney Jeff Brumlow.

MINUTES:

08/08/2023 Minutes: Mike motioned to approve the Minutes as written. Eve seconded the motion. All were in favor. The Minutes were approved as written.

AGENDA ITEMS:

- 1) Façade Grant Program Discussion
  - a. The city council approved the 2024 ADRA grant budget of \$125,000.
  - b. The ADRA reviewed the grant program outline. Changes to the outline were discussed and corrected/adapted.
  - c. Attorney Jeff Brumlow suggested a scoring system for processing approvals fairly. This matter is tabled until the next meeting.
    - i. Scoring system discussion
      1. Distance from downtown
      2. Reservation section for larger projects (greater than \$25k)
- 2) Consideration and adoption of Grant Application and Rules for the ADRA
  - a. The ADRA reviewed the application and rules and made changes and/or corrections after group discussion.
  - b. This matter was tabled for approval and adoption at the next meeting of the ADRA.
  - c. Bylaws
    - i. Define the roles of each ADRA Member
    - ii. Outline the "how and why" of the ADRA.
    - iii. Addition of Project Manager

NEXT MEETING:

The next meeting of the ADRA will be Wednesday, October 4<sup>th</sup> at 5:30 P.M.

ADJOURN:

With no further questions, concerns, or discussions, the meeting was adjourned at 7:22 P.M.

**Alabaster Downtown Redevelopment Authority**

Façade Improvement Grant

**APPLICATION REVIEW CHECKLIST**

Applicant Information	Business Name and Type of Business	Property Owner  <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Information	Building address for which grant is sought	
	Name of Owner (if different than applicant)	

**Façade Grant Application Checklist:**

- Completed and signed ADRA Façade Grant Application
- Proof of building insurance
- Preliminary estimate of cost
- Drawings of proposed improvements
- Current photographs of the property to be improved
- Color and material samples, if relevant
- Historical photograph of the property to be improved, if available

**General Conditions:** The following general conditions must be met in accordance with the Façade Grant Program:

- Yes    No   Property taxes are current
- Yes    No   Property is insured
- Yes    No   Participants have no debts in arrears to the City
- Yes    No   Contractor(s) have a City business license
- Yes    No   Project has been approved by City Planning Commission
- Yes    No   Project can be initiated within 60 days of award
- Yes    No   Project can be completed within 6 months of award but no later than Sept. 1
- Yes    No   Applicant has a City business license
- Yes    No   Owner has a current City business license

This page intentionally blank.

## Alabaster Downtown Redevelopment Authority Façade Grant Improvement Program Application

Please review the program description and the General Conditions prior to filling out this application. One owner or business that occupies contiguous property equals one application. Complete and return it to the City of Alabaster with the items listed in the checklist on page 2 of this application.

Applicant Information	Business Name and Type of Business	Phone
	Mailing Address	Email

Property Information	Building address for which grant is sought	
	Name of Owner (if different than applicant)	Phone

**Proposed improvement(s) - Check all that apply**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Awnings                                 | <input type="checkbox"/> Exterior paint (if used as an architectural element) | <input type="checkbox"/> Replacement of missing decorative features                |
| <input type="checkbox"/> Restoration of doors, windows, chimneys | <input type="checkbox"/> Improving ADA access                                 | <input type="checkbox"/> Storefront or façade rehabilitation                       |
| <input type="checkbox"/> Restoration of doors, windows, chimneys | <input type="checkbox"/> Parking Lot<br><input type="checkbox"/> Landscaping  | <input type="checkbox"/> Other proposed façade improvements (please specify below) |

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**Please describe the scope of the proposed project below.** (Include a summary of the building’s current condition, areas to be improved, and how the improvements will be made, as well as any proposed materials or colors.

***The following items must be submitted with the Façade Grant Application:***

- Applicant's, Owner's, and Contractors' Business Licenses
- Completed and signed ADRA Facade Grant Application
- Proof of building insurance
- Preliminary estimate of cost
- Drawings of proposed improvements
- Current photographs of the property to be improved
- Color and material samples, if relevant
- Historical photograph of the property to be improved, if available

I agree to comply with the guidelines and standards of the ADRA Façade Improvement Program, and I understand that this is a voluntary program, under which the Alabaster Downtown Redevelopment Authority has the right to approve or deny any project or proposal or portions thereof.

Applicant(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Owner’s Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if different from applicant)

# ALABASTER DOWNTOWN REDEVELOPMENT AUTHORITY

## *Façade Grant Improvement Program Agreement*

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**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Alabaster Downtown Redevelopment Authority (hereinafter referred to as “ADRA”) and the following designated OWNER/LESSEE, to witness:

Owner Name: \_\_\_\_\_

Lessee’s Name: \_\_\_\_\_

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

Address of Property to be improved:  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSETH:**

**WHEREAS**, the ADRA has established a Façade Improvement Program for application within the Downtown Redevelopment District (“District”); and

**WHEREAS**, said Façade Improvement Program is administered by the ADRA and is funded by the general fund for the purposes of controlling and preventing blight and deterioration within the District; and

**WHEREAS**, pursuant to the Façade Improvement Program, the ADRA has agreed to participate, subject to its sole discretion, in reimbursing owners/lessees for the cost of eligible exterior improvements to commercial establishments within the District up to a maximum of \$25,000 of the approved contract cost of such improvements; and

**WHEREAS**, the OWNER/LESSEE’S property is located within the Downtown Redevelopment District, and the OWNER/LESSEE desires to participate in the Façade Improvement Program pursuant to the terms and provisions of this Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements obtained herein, the ADRA and the OWNER/LESSEE do hereby agree as follows:

## SECTION 1

With respect to the façade improvements to the structural elevation fronting a public roadway and related improvements, the ADRA shall reimburse the OWNER/LESSEE for the cost of improvements to the OWNER/LESSEE'S property up to a maximum amount of \$25,000. The actual total reimbursement amounts per this Agreement shall not exceed \$\_\_\_\_\_ for façade improvements. The improvement costs, which are eligible for ADRA reimbursement, include all labor, materials, equipment, and other contract items necessary for the proper execution of the work as shown on the plans, design drawings, specifications, and estimates approved by the ADRA. Such plans, design drawings, specifications, and estimates are attached hereto as **EXHIBIT A**.

## SECTION 2

No improvement work shall be undertaken until its design has been submitted to and approved by the ADRA. Following approval, the OWNER/LESSEE can commence the work within 60 days of the date of this signed agreement. All project work should be completed within six months of the date of this signed agreement, unless otherwise authorized. All contractors performing the work must be licensed by the City of Alabaster, Alabama.

## SECTION 3

The following general conditions will apply to all projects: Improvements funded by the grant will be maintained in good order; graffiti and vandalism will be dutifully repaired by Grantee. Property taxes must be current, participants may not have debts in arrears to the City. The property must be insured. All contractors must obtain City business licenses prior to beginning work.

## SECTION 4

The City Building Official and ADRA Project Manager shall periodically review the progress of the work on the façade improvements pursuant to the Agreement. Such inspections shall not replace any required permit inspection by the Building Official. All work which is not in conformance with the approved plans, design drawings, and specifications shall be immediately remedied by the OWNER/LESSEE and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings, and specifications and the terms of this Agreement.

## SECTION 5

Upon completion of the improvements and upon their final inspection and approval by the City Building Official and the ADRA Project Manager, the OWNER/LESSEE shall submit to the ADRA a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing



labor, materials, or equipment necessary to complete the façade improvement related work. In addition, the OWNER/LESSEE shall submit to the ADRA proof of payment of the contract cost pursuant to the contractor’s statement and final lien waivers from all contractors and subcontractors. The ADRA shall, within forty-five (45) days of receipt of the contractor’s statement, proof of payment, and lien waivers, issue a check to the OWNER/LESSEE as reimbursement for the approved construction cost, subject to the limitations set forth in Section 1 hereof.

**SECTION 6**

If the OWNER/LESSEE or the OWNER/LESSEE’S contractor fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings, and specifications and the terms of this Agreement, then upon written notice being given by the City Administrator to the OWNER/LESSEE, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the ADRA shall cease and become null and void.

**SECTION 7**

The OWNER/LESSEE releases the ADRA from all liability, and covenants and agrees that the ADRA shall not be liable for and agrees to indemnify and hold harmless the ADRA and its officials, officers, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the façade improvement(s). The OWNER/LESSEE further covenants and agrees to pay for or reimburse the ADRA and its officials, officers, and agents for any and all costs, reasonable attorney’s fees, liabilities, or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The ADRA shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said façade improvement(s).

**SECTION 8**

No Third Party Beneficiary Rights. This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any third party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby.

**SECTION 9**

Nothing herein is intended to limit, restrict, or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises, which is unrelated to the façade improvement provided for in this Agreement.

**IN WITNESS THEREOF**, the parties hereto have executed this Agreement on the date first appearing above.

OWNER

Grantee

\_\_\_\_\_

\_\_\_\_\_

Alabaster Downtown Redevelopment Authority

\_\_\_\_\_  
ADRA Chairman

ATTEST: \_\_\_\_\_  
ADRA Secretary



# Alabaster Downtown Redevelopment Authority

## (ADRA)

### Façade Improvement Grant Application CHECKLIST

Applicant Name \_\_\_\_\_

Business Name \_\_\_\_\_

**To be considered for the Façade Improvement Grant, applicant must provide all items listed below.**

- Completed and signed ADRA Façade Improvement Grant Application (pages 2-4)
- Proof of current building insurance
- Copies of current City Business Licenses (for applicant business, building owner, and all contractors to be utilized)

**In addition, the following general conditions should be met in accordance with the Façade Improvement Grant Program:**

- Property Taxes are current
- Participants have no debts in arrears to the City
- Project has been approved by the City Planning Commission
- Project can be initiated within 60 days of award
- Project can be completed within 6 months of award, or no later than September 1<sup>st</sup>, 2024



# Alabaster Downtown Redevelopment Authority (ADRA)

## Façade Improvement Grant Application

<b>Applicant Information</b>	
<b>First &amp; Last Name</b>	
<b>Home Address</b>	
<b>Cell Number</b>	
<b>Email</b>	
<b>Business Information</b>	
<b>Business Name</b>	
<b>Business Type</b>	
<b># Years in Business</b>	
<b># Years in Alabaster</b>	
<b>Other Current Business Locations</b>	
<b>Other Previous Locations</b>	
<b>Building Information</b>	
<b>Building Owner Name (If other than applicant)</b>	
<b>Building Owner Phone Number (If other than applicant)</b>	
<b>Building Address</b>	
<b>Building Age</b>	
<b># Years Business has operated at this location</b>	
<b>Previous Exterior Improvement Projects Completed since Business has operated at this location (include year completed)</b>	



# Alabaster Downtown Redevelopment Authority (ADRA)

## Façade Improvement Grant Application

**Proposed Improvements (check all that apply):**

- Signage & Awnings
- Replacement of Missing Decorative Features
- Restoration of Doors, Windows, Chimneys
- Storefront or Façade Rehabilitation
- Removal of non-historic materials or additions
- Exterior Paint (if used as an architectural element)
- Improving ADA Access
- Historic preservation-related maintenance which requires specialized care or expertise
- Landscaping
- Exterior Lighting
- Parking Lot
- Other Proposed Façade Improvements (specify below)

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**Please attach the following:**

- Drawings of proposed improvements
- Current photo of property to be improved
- Color and material samples
- Preliminary estimates of cost



# Alabaster Downtown Redevelopment Authority (ADRA)

## Façade Improvement Grant Application

**Describe the scope of the proposed project below.** Include a summary of the building’s current condition, areas to be improved, and how the improvements will be made, as well as any proposed materials or colors.

I agree to comply with the guidelines and standards of the Alabaster Downtown Redevelopment Authority (ADRA) Façade Improvement Program, and I understand that this is a voluntary program, under which the ADRA has the right to approve or deny any project or proposal or portions thereof.

**Applicant’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Building Owner’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(if different from Applicant)



Alabaster Downtown Redevelopment Authority  
Façade Improvement Grant  
**PROGRAM OUTLINE**

In order to encourage economic development and improve the aesthetic character of commercial property, the **Alabaster Downtown Redevelopment Authority** (ADRA) is announcing a **Facade Improvement Grant Program** for buildings within the Alabaster Project Area District. Limited funding is available, and an application process is required.

1. **Program Description:** The purpose of the Grant Program is to 1) rehabilitate and/or restore commercial buildings to compatible exterior design and 2) encourage new investment and commercial development in Alabaster.

1.1. Eligible work will be on any side of a building facing a public way or space and finished accordingly which includes:

- Signage and awnings
- Replacement of missing decorative features
- Restoration of doors, windows and chimneys
- Storefront or façade rehabilitation
- Removal of non-historic materials or additions
- Exterior paint (if used as an architectural element)
- Improving ADA access from the outside of the building as part of a larger project
- Historic preservation-related maintenance which requires specialized care or expertise
- Landscape improvements
- Exterior lighting
- Parking lot improvements

1.2. In-eligible work includes:

- Non-public faces of buildings
- Interior areas of buildings
- Normal, routine maintenance
- Temporary or seasonal improvements

2. **Funding Priorities:** The ADRA reserves the right to set priorities for which properties are eligible or ineligible to receive grant funds.

2.1. Currently eligible:

- Commercially-used property located within the Alabaster Project Area District.

2.2. Not eligible at this time:

- Residential properties within the Alabaster Project Area District.
- Government owned properties within the Alabaster Project Area District.

3. **Program Includes:** Each project is eligible for design consultation/project assistance from the City Building Official and Zoning Administrator, in addition to one of the following:

3.1. **Base Grant of up to \$2,500:** Direct grant, no match required.

3.2. **Base Grant + Matching Grant:** \$2,500 Base Grant in addition to ADRA matching dollar-for-dollar investment by property owner over the Base Grant amount, capping the ADRA’s total investment at \$25,000 per application. (Requires a 50/50 match from the applicant for grant funds over and above the Base Grant amount.)

Examples:

ADRA spends	Applicant spends	Total project value
\$2,500 (Base)	\$0	\$2,500
\$2,500 (Base) + \$10,000	\$10,000	\$22,500
\$2,500 (Base) + \$22,500	\$22,500	\$47,500*

\* Applicant may contribute above and beyond the total project value.

4. **Who May Apply:**

- 4.1. Property Owners (One owner or business that occupies contiguous property equals one application.)
- 4.2. Tenants with Property Owner Approval

5. **Grant Status:** Grants will be awarded one per property. There can only be one open grant project per property.

6. **Other Funding:** Funds from other granting sources may be leveraged through this program.

7. **Application/Approval Process:** A multi-step application process is required. Appropriateness of applications is the decision of the ADRA, based on available funding, the application’s ability to meet the goals and objectives of the Façade Improvement Grant Program, and the applicant’s ability to begin and complete the proposed project within the terms of this program. The ADRA has sole authority to determine eligibility of proposed work, approve changes to approved grants, and confirm that work has been completed correctly. All designs must meet the requirements of the City’s [zoning design standards](#). Certain work may be required or precluded as a condition of funding, and funding on approved grants may be withdrawn if any portion of a project changes substantially from what was approved by the ADRA, without receiving prior consent. For more information or an application form, contact the Alabaster Building Services Office, Phone: (205) 664-6823.



8. **Design Assistance:** The following design assistance is available to project participants:

8.1. **Consultation.** Project participants will be encouraged to consult with the City Building Official and Zoning Administrator to design their façade improvements. They will be able to provide design assistance to participants in the program for rehabilitation of exterior building facades and storefronts.

9. **Terms:**

9.1. All grants are paid upon completion of work once final inspection and approval has occurred, unless otherwise agreed in writing.

9.2. Reimbursement shall be made only on improvements specifically approved as a part of the grant.

9.3. The ADRA reserves the right to withdraw funds on any portion of a grant that changes substantially from what was approved without first receiving prior consent from the ADRA. Such consent is to be given by the Chairperson in consultation with the project consultant or the Board of Directors depending on the nature of the change.

9.4. Funding is dependent on timely completion of projects. All grant projects must begin within 60 days of the signed agreement. All grant projects must be completed, and grant monies expended within six months of the signed agreement, unless authorized otherwise. For projects not requiring a building permit, ADRA or designated representatives will visit the site to ensure timely progress. Projects that require a building permit shall obtain a valid permit and initial inspection within six months of the signed agreement.

10. **Approval of Work:** The ADRA will have sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding.

11. **General Conditions:** The following general conditions will apply to all projects:

11.1. Improvements funded by the grant will be maintained in good order for a period of at least five years by grantee; graffiti and vandalism will be dutifully repaired during this time period.

11.2. Property taxes must be current, and participants may not have debts in arrears to the City.

- 11.3. Grant recipients must provide proof of insurance on the property for which the grant is being awarded.
- 11.4. All contractors must obtain City business licenses prior to beginning work.
12. **Other Approvals:** Participants, with limited assistance from the ADRA and its consultant, will be responsible for obtaining necessary regulatory approvals including those from local advisory boards, including the City of Alabaster Planning and Building Department, City building permits and other necessary permits. All work must comply with City, State and Federal regulations. Please contact the Planning and Building Department, 205-664-6835, for information regarding local regulations.
13. **Selection Methods:** The ADRA may utilize ranking systems or other determining factors to assist in the selection process depending on availability of funds and the number of applicants. If used, a ranking system may include, but not be limited to location, building use, and the project's significance. Such ranking systems may be modified at any time to meet the goals of the ADRA.
14. **Construction Contract:** All contractors must be licensed by the City. All construction contracts will be between the participant and contractor. In addition, business tenants must have written authority of the property owner prior to the commitment of funds.
15. **Commitment of Funds:** Awards will be based on available funding, the application's ability to meet the goals and objectives of the Façade Improvement Grant Program, and the applicant's ability to complete the proposed project within the time limits specified in the terms of this program. All proposed work will be reviewed and approved by the ADRA, prior to the ADRA's executing an official agreement with the applicant. The agreement will outline all the terms and conditions of the grant. It will be signed by the ADRA and the applicant and serve as the legal commitment of both parties as to the scope, quality of work and the amount of funds committed.
16. **Disbursement of Funds:** Prior to disbursement of funds, all completed work will be reviewed by ADRA or designated representatives and approved for compliance with the agreement. Once approved, the applicant will be reimbursed within forty five (45) days from date of approval. The ADRA cannot reimburse contractors directly. If a project is approved in phases over a period of time, the ADRA may agree, in writing, to schedule partial reimbursement after each phase of the project.



# Alabaster Downtown Redevelopment Authority

## (ADRA)

### Façade Improvement Grant Application SCORING

**Applicant Name** \_\_\_\_\_

**Business Name** \_\_\_\_\_

	Answer	1	2	3	4	5
Application fully complete		No				Yes
Previous Grant Approved		Yes				No
Building Age		1-5	6-10	11-15	16-20	21+
# Years in Alabaster		< 1 Year	1-4	4-7	8-11	12+
Visibility from main road		Less				More
Current Bldg Maintenance		Neglected				Well Kept
ADA Improvements Included		No				Yes
<b>TOTALS</b>						

**OVERALL SCORE** \_\_\_\_\_

**File Attachments for Item:**

6. RDA24-000004 - Budget Report - Q1 2024

# Leeds Redevelopment Authority

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
60-3000 Transfers In				
60-3802 - Civic Appropriation from City	85,000.00	85,000.00	0.00	100.00 %
68-3804 - Carry over funds (Grants Payable)		19,116.80	-19,116.80	
<b>Total 60-3000 Transfers In</b>	<b>85,000.00</b>	<b>104,116.80</b>	<b>-19,116.80</b>	<b>81.64 %</b>
<b>Total Income</b>	<b>\$85,000.00</b>	<b>\$104,116.80</b>	<b>\$ -19,116.80</b>	<b>81.64 %</b>
<b>GROSS PROFIT</b>	<b>\$85,000.00</b>	<b>\$104,116.80</b>	<b>\$ -19,116.80</b>	<b>81.64 %</b>
<b>Expenses</b>				
60-4000 Admin Expenses	1,350.00		1,350.00	
60-4306 Office Supplies	38.14	1,000.00	-961.86	3.81 %
60-4400 Contract Services	19,953.42	38,000.04	-18,046.62	52.51 %
60-4410 Advertising	84.50	5,000.00	-4,915.50	1.69 %
60-4700 Parking Lot Lease Payment	19,258.38	38,516.76	-19,258.38	50.00 %
60-4701 Parking Lot Lease-Property Taxes	2,904.54		2,904.54	
<b>Total 60-4000 Admin Expenses</b>	<b>43,588.98</b>	<b>82,516.80</b>	<b>-38,927.82</b>	<b>52.82 %</b>
60-4500 Program Expenses				
60-4530 Leeds Carnival		600.00	-600.00	
60-4575 Movies		4,000.00	-4,000.00	
60-4580 Farmer's Market	33.41		33.41	
60-4585 Walking Trail		2,000.00	-2,000.00	
60-4600 Façade Grant Reimbursement	12,000.00	15,000.00	-3,000.00	80.00 %
<b>Total 60-4500 Program Expenses</b>	<b>12,033.41</b>	<b>21,600.00</b>	<b>-9,566.59</b>	<b>55.71 %</b>
<b>Total Expenses</b>	<b>\$55,622.39</b>	<b>\$104,116.80</b>	<b>\$ -48,494.41</b>	<b>53.42 %</b>
<b>NET OPERATING INCOME</b>	<b>\$29,377.61</b>	<b>\$0.00</b>	<b>\$29,377.61</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$29,377.61</b>	<b>\$0.00</b>	<b>\$29,377.61</b>	<b>0.00%</b>