



Woodville Road Renewal Grant Program Guidelines

Program Description

Northwood City officials have created the Woodville Road Renewal Grant for the primary purpose of revitalizing income producing commercial properties located along Woodville Road and in Northwood's Central Business District.

The Grant:

This grant is a 50% reimbursement of expenses directly related to qualifying building improvements to eligible commercial properties located within the target area. The maximum amount of matching assistance is \$20,000, and the minimum is \$2,000. Projects must be started within 45 days following approval and should be completed within one year of final execution of the grant agreement. Extensions up to 120 days may be granted for good cause.

Target Area: All income producing commercial properties located along Woodville Road in the City's Central Business District (see map of target area).

Eligibility Guidelines

Eligible Improvements:

Eligible improvements include all exterior improvements to the appearance of eligible commercial properties. These improvements include:

- Awnings and shade overhangs
- Entryway repair and replacement
- Exterior lighting (related to building) Façade Improvements including exterior maintenance, prep, replacement, and painting
- Repair, restoration or appropriate replacement of exterior windows and doors
- Repair or replacement of parapets and roofing system (including gutters and downspouts) visible from the street
- Signage (existing pole signs do not qualify)
- Parking lot and sidewalk improvements (minimum requirement overlay and restriping per zoning code)
- Landscape improvements and irrigation.

Ineligible Improvements

The grant program will not fund costs related to engineering and design assistance, furniture, fixtures and equipment, HVAC, plumbing and other interior improvements, sidewalks. All improvements shall be in compliance with the City of Northwood's Code of Ordinances.

Application and Selection Criteria

All grant applications should be directed to Northwood's Planning, Zoning and Economic Development Coordinator for prescreening and must include:

1. Program Application
2. A project description and photos of the existing property and items to be improved
3. Rendering/drawing or pictures of proposed work and site plan (if applicable.) Include color scheme and pictures of materials.
4. Cost estimates of proposed work by qualified third party contractors. At least two itemized and comparable estimates, from two different contractors, for work to be completed per job category will be required.
5. W9 form for the applicant
6. Proof of City of Northwood Contractor Registration for selected contractor(s).

Grant funds will be provided on a first come, first served basis until yearly program funds are allocated. However, each funding request will be judged using the following criteria:

1. The property has an existing tenant or is owner occupied.
2. The applicant has recently made other improvements or is making multiple improvements with this grant request .
3. The project will leverage more than a 1:1 investment of applicant funds.
4. The property/building owner and/or business owner is a Northwood resident.
5. The improvements are being made by a contractor located in the City of Northwood.

Awards and Program Conditions

All applicants will receive written notification as to the approval or denial of the grant award. If approved, the applicant will enter into a grant agreement with the City prior to commencing work. All improvements must obtain any required permits or plan approvals prior to beginning work. Any work task completed without the proper permits shall not be reimbursed.

The property owner shall be responsible for maintaining city funded improvements provided by this grant for a minimum of 5 years without alteration unless a change request is submitted in writing to the City of Northwood. Any improvements that have not been maintained or result in code enforcement action shall be reimbursed to the City.

REIMBURSEMENT PROCEDURES

Grant funds will be released by the city directly to the applicant after work is satisfactorily completed . Once completed the applicant shall provide a request for reimbursement, in writing and proof of payment (cleared checks) to the City of Northwood. The Zoning Inspector/or designee shall conduct a site visit to verify completion of the project, and certify completion for payment.