



DOWNTOWN RIPON FAÇADE GRANT PROGRAM

PURPOSE:

The objective of the façade grant program is to provide assistance for the maintenance, rehabilitation, and upgrading of existing commercial properties within the downtown Ripon Business Improvement District (BID). The grant program is intended to stimulate building improvements while being mindful of the historical significance and uniqueness of downtown architecture. This program is designed to enhance the appearance of the district, and indirectly, make a positive statement about downtown Ripon's business climate.

SPONSORS:

The matching grant program is funded by a special allocation of funds from the City of Ripon to assist with downtown revitalization activities.

ELIGIBILITY REQUIREMENTS:

All taxable commercial properties located within the Business Improvement District (see Historic Downtown Ripon Design Manual) are eligible for this program. All properties must be in conforming use under the City's zoning ordinance. Properties will not be eligible if any special improvement district or property assessments are not paid to date. Grants will only be given to buildings with outstanding code violations if the grant is primarily intended to reverse those violations as first priority. Only one grant per year, per property owner or tenant, per building or address will be allowed. All projects must be approved by Ripon Main Street, Inc. and the Ripon Historic Preservation Commission.

APPLICANTS:

Owners, leasers, or a joint venture of these two parties may submit an application under this grant program. Tenants must submit written approval of the property owner and evidence of their leasehold interest.

GRANT TERMS:

Grants made under this program shall be a minimum of \$500 and shall not exceed \$2,500 per building. The applicant is expected to provide at least a 50% match of his or her own capital to the total project cost. Grants will only be given for projects that have a minimum investment of \$1,000 per building. Grant monies will only be distributed after a project is completed and certified. Ripon Main Street, Inc. reserves the right to offer matching grants anywhere in range of \$500 to \$2,500 based on need and or overall physical impact on the district.

ELIGIBLE EXPENSES:

Façade grant money shall only be used for exterior repairs and renovations on commercial storefronts and facades which front on public streets, alleys or parking areas.

Exterior eligible expenses include but are not limited to the following:

1. Repair and/or replacement of original materials and decorative details which are deteriorated or missing.
2. Repair of non-original materials which cannot be removed due to deterioration of the underlying original building material.
3. Design and maintenance improvements made to the front, rear, or side building elevations.
4. Cleaning of exterior building surfaces.
5. Tuck pointing and masonry repair.
6. Painting.

7. Repair, replacement, or addition of entrances, doors, display windows, transoms, or second story windows.
8. Removal and/or repair of existing signs and awnings.
9. Other items that are viewed as necessary or complimentary to the properties exterior renovation as accepted by Ripon Main Street, Inc. and the Ripon Historic Preservation Commission.
10. Exterior improvements for the disabled including but not limited to ramps, doors, door openers, walks, guardrails, non-slip materials, or level platforms at doors.

INELIGIBLE EXPENSES:

Roofing repairs; inappropriate cleaning methods such as sand blasting; construction of new buildings; purchase of property, buildings, equipment, fixtures and furnishings, inventory or operating capital: any renovation activity completed prior to receiving final approval of loan funds; improvements not approved by Ripon Main Street, Inc. and the Ripon Historic Preservation Commission.

DESIGN STANDARDS:

The Historic Downtown Ripon Design Manual will be the standards by which all proposed projects are judged for appropriateness. Properties eligible for the National Register of Historic Places shall conform to the Department of Interior Standards for Rehabilitation and local landmarks requirements. Examples of appropriate design standards are available on the downtown Ripon web site (www.downtownripon.com) under "Renovation Assistance."

ELIGIBILITY SCREENING:

Interested persons should contact the Main Street office to discuss initial renovation plans and to determine if the proposed project appears to be eligible for grant assistance under the terms and conditions of this program.

APPLICATION SUBMITTAL:

To be formally considered for a grant request, an application (attached) must be completed in full and submitted to the Main Street office.

APPLICATION REVIEW:

Ripon Main Street, Inc. and the Ripon Historic Preservation Commission shall review submittals to determine that all information is complete, and to assure compliance with the Design Manual. If the proposed design does not meet the Design Manual guidelines, staff will meet with the applicant to discuss solutions to satisfy the grant eligibility requirements. Once the design is approved the applicant will receive a letter of intent from Ripon Main Street, Inc. committing grant money to the applicant after the project has been completed and certified. If there are mitigating circumstances that do not allow an applicant to comply with the approved plan, the applicant may, with minor changes, receive approval for a modified plan from Main Street staff. More involved modifications of approved plans will have to be reviewed and approved by Ripon Main Street, Inc. and/or the Ripon Historic Preservation Commission. Once a plan is approved (with or without modifications), it must be adhered to. Should an applicant deviate substantially from the approved plan, Ripon Main Street, Inc. may elect not to release the grant money.

DRAWING DOWN GRANT MONEY:

If all the following conditions are met, the Ripon Historic Preservation Commission will provide the applicant with a certificate of completion indicating that the applicant has acted in good faith, and has satisfactorily completed the project. At that point, Ripon Main Street, Inc. will release a check made out to the applicant in the amount agreed upon. Certificates of completion will be released when: Applicant supplies documentation that any permits required under the City's Building and Zoning Codes have been taken out. All work must be completed within the time period agreed upon or amended between the applicant and Ripon Main Street, Inc. All work completed follows the agreed upon design. Documentation of Applicants matching investment must be supplied.

DOWNTOWN RIPON FAÇADE GRANT APPLICATION

Name of applicant: _____ Phone number: _____

Mailing Address: _____

Address of property that work will be done on: _____

Name of owner of the property in question: _____

Owners address: _____ Phone number: _____

What is the existing use(s) of the storefront in question? _____

Date the building was constructed? _____

Are you interested in applying for Historic Tax Credits? _____

Are you interested in receiving free design assistance for this project? _____

Will you be using the services of a design professional for this project? _____

If yes, who? _____

Please briefly describe the work you propose to do for this project:

Please list the major components for this project, contractors who will be doing the work, and a breakdown of estimated costs.

ITEM	CONTRACTOR	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What is the total estimated cost of this project? _____

Proposed starting date: _____

Proposed completion date: _____

INVENTORIES

The following check list of materials must be provided along with the application form:

___ Copy of a recent photograph showing current condition of the building.

___ Historic photos if applicable.

___ Scale drawing(s) showing alterations, colors, changes or improvements being proposed if applicable.

___ Copies of written cost estimates from contractors.

___ If the project is being carried out by a tenant, written approval from the property owner and evidence of leasehold interest must be provided. **The property owner must also sign this application**

The undersign applicants affirms that:

The information submitted herein is true and accurate to the best of my (our) knowledge.

I (we) have read and understand the conditions of the Downtown Ripon Façade Grant Program and agree to abide by its conditions and guidelines.

Signed: _____

Date: _____

Signed: _____

Date: _____