

CITY OF IRONTON – EMPOWERMENT ZONE

Building Exterior Improvement Program (BEIP)

PROGRAM SUMMARY

The city leaders of Ironton along with the Huntington – Ironton Empowerment Zone board of directors believe that the Downtown Central Business District represents a valuable resource worth preserving. The purpose of the Building Exterior Improvement Program is to encourage the preservation and rehabilitation of structures within Ironton’s Downtown Revitalization Area as designated within the City’s Comprehensive Downtown Revitalization Plan.

Downtown Ironton Revitalization Area Defined:

South side of Railroad Street to north side of Adams Street from west side of Fourth Street to the Railroad Tracks of Norfolk & Southern Railroad.

Eligible Applicants:

- Property owners of commercial structures or mixed use structures in Ironton’s defined district.
- **OR**
- Tenants under lease of commercial or mixed-use structures in the defined district with written permission of the property owner.

Building Exterior Improvement Program (BEIP) Criteria:

Building Exterior Improvement Program grant fund amounts are based upon three factors and amounts are cumulative:

- **Building Street Frontage** – the combined length of all sides of the building visible along a public street. Building street frontage is the only measurement that is considered, regardless of the position of interior or common walls.
- **Building Height** – the number of stories of the building (stories are as defined by the current building code)
- **Architectural Significance** – Buildings that have been deemed eligible for the National Register and have successfully completed a Part One application for the Register. Please note that grant funds may not be used for the purpose of pursuing a historic designation.

Factor (Nominal measurements)	Grant Amount Up to \$	Required Match
(Please note that these amounts are the maximum grant awards that may be made per property under the same ownership.)		
Less than 55’ Frontage	\$10,000	1/1
55’ – 110’ Frontage	\$20,000	1/1
Greater than 110’ Frontage	\$30,000	1/1
Three Stories and Taller	Additional \$10,000	1/1
Qualifying Historic Property	Additional \$5,000	1/1

For example: If you have a 50’ wide, 3-story structure that is on the National Register, your project would qualify for up to \$25,000 in grant funds. (\$10,000 for 50’ street frontage + \$10,000 for 3 stories + \$5,000 for historical qualification.)

Awning/Sign Grant Criteria:

In addition to a Building Exterior Grant, an applicant may apply for one of two additional grants. Applicants can apply for one of either an Awning or Sign Grant by itself or in addition to a Building Exterior Grant.

Awnings:

Dollar for dollar matching grants are available for the cost of design, permits, fabrication and installation of awnings with a \$1,000 grant maximum.

Signs:

Dollar for dollar matching grants are available for the cost of design, permits, fabrication and installation with a \$1,000 grant maximum.

Eligible Improvements:

Matching grants are available for dollar for dollar cost sharing of eligible building exterior improvements. Eligible building exterior improvements include:

- Exterior cleaning, prepping, painting and/or paint removal
- Masonry repair and repainting
- Repair and replacement of architectural details or materials
- Window replacement or repair
- Rehabilitation or compatible reconstruction of storefronts
- Professional design, engineering or architectural fees
- Professional environmental testing and abatement if required
- Repair or rehabilitation of signage
- New awnings or the rehabilitation of existing awnings
- Removal of inappropriate or out-of-date signage
- Removal of metal siding and exterior slip covers (surfaces)
- Door replacement
- Exterior entry foyer repairs
- Exterior lighting
- Building permits/planning fees

The above list provides examples. All projects are subject to the discretion of City of Ironton Design Review Board.

Ineligible Expenditures:

- Improvements made prior to grant approval
- Interior rehabilitation or decoration
- Refinancing of existing debt
- Inventory and equipment
- Sweat equity (payment for applicant's own labor)
- General periodic maintenance
- General business operations expenses (payroll, taxes, utilities, etc.)
- Security systems
- Paving
- Roofs
- Fencing

Program Guidelines:

All work performed must be in keeping with the architectural renderings and specifications approved by the City of Ironton Design Review Board and must comply with the City of Ironton Design Guidelines. Any changes in design after approval of application must also be submitted to and approved by the City of Ironton Design Review Board.

Projects will be reviewed and approved using the following criteria:

- The historical or architectural significance of the building
- The impact of the project on the attractiveness of the building, the streetscape and the downtown district or neighborhood.
- The architectural quality of the design proposal.
- The U.S. Secretary of Interior's Guidelines for Historic Preservation.
- All work performed must meet all applicable Codes.
- Projects must begin within three (3) months of grant approval and be completed no later than twelve (12) months after approval of the grant.
- One grant per applicant per building within a calendar year. Multiple projects will be given consideration on an individual basis, if funds allocated for the program year have not already been used.
- Applicant must be in good standing with local, state and federal taxing authorities.

Application Process:

- A non-refundable \$50 processing fee must accompany the completed application.
- Complete grant Application form in full. Include the necessary description of scope of work, photograph of the building as it now appears, drawings/sketches of proposed changes and proposed budget and submit all to the City of Ironton Engineering Office, c/o Code Enforcement Department.
- Meet with the City of Ironton Design Review Board to discuss plans. All applicants will be apprised of the status of their application by written communication from the Committee. Award recipients will receive a Conditional Letter of Award indicating the amount of grant funds awarded and any conditions deemed necessary by the Board for receipt of the award. Applicants are required to return a signed copy of the letter before funds will be committed to the project.
- Work must begin within three (3) months and be completed within twelve (12) months of approval. The applicant or his agent is responsible for obtaining the required permit(s) from the City of Ironton Codes Enforcement Department.
- City of Ironton Design Review Board reserves the right to cancel this agreement in the event of failure to comply with this process and schedule.

Release of Funds:

It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the Building Exterior Improvement Project. Release of funds is subject to submission of this documentation to the City of Ironton Design Review Board by the award recipient. Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the Building Exterior Improvement Project. The Building Exterior Improvement Project must be completed as presented to the City of Ironton Design Review Board in order to receive payment.

Grant funds will be paid out according to the following criteria:

- Copies of the signed contracts with the contractors that are chosen to do the work.
- Copies of all paid invoices and cancelled checks for all of the work covered by the project. These must equal at least the required matching amount plus the amount of the grant. All project expenditures must be paid by check. The invoices must be marked paid, signed and dated by the contractors.

- Codes Enforcement staff will inspect work to ensure that it complies with the approved plans. Any changes to the approved plan will require a written request from the applicant and approval by the City of Ironton Design Review Board in order to retain the grant.
- Copies of lien waivers from all general contractors, subcontractors and major material suppliers.
- Photograph(s) of the completed project.
- Submit all documentation to City of Ironton Design Review Board via the Codes Enforcement Department.
- Financial requests can be made every 30 days.

The Business Exterior Improvement Program reserves the right to refuse reimbursement in whole or part for work or expenditures that:

- Do not conform to the program or design guidelines.
- Do not conform to the proposal(s) submitted with your application and authorized by the City of Ironton Design Review Board.
- Are not commensurate with the workmanship and costs customary in the industry.
- Are not completed within 12 months of approval. Since the City of Ironton Design Review Board cannot reserve funds for your project indefinitely, your grant may be subject to cancellation if not completed or significant progress hasn't been made by the progress deadline. Requests for extensions will be considered only if made in writing and progress toward completion has been demonstrated.

Disclaimer:

Neither the City of Ironton or the City of Ironton Design Review Board or Huntington-Ironton Empowerment Zone, Inc. or their affiliates shall be responsible for the planning, design or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for or participation in the Building Exterior Improvement Program. The applicant is advised to consult with licensed architects, engineers or building contractors before proceeding with final plans or construction.

Applicants are reminded that grant awards made by the City of Ironton Design Review Board are discretionary in nature and should not be considered an entitlement by the applicant. All grant criteria contained herein are guidelines for awards and successful applicants may receive **any** amount up to or less than the maximum award. Should an application meet all grant criteria, a grant may or may not be awarded at the Board's discretion due to funding limitations, competing applications, and/or competing priorities.

Application:

Application deadline is June 30, 2005

Applications are available at the following locations:

Ironton City Center
301 S. 3rd Street
Ironton, Ohio 45638

Ironton-Lawrence County
Community Action Organization (CAO)
305 N. 5th Street
Ironton, Ohio 45638

www.empowerwv-oh.org