

**VASSAR DOWNTOWN DEVELOPMENT AUTHORITY COMMERCIAL FACADE
GRANT PROGRAM**

Grant Application Process & Checklist

PURPOSE OF THE DDA

- To correct and prevent deterioration in business districts
 - To encourage historic preservation
 - To promote the economic growth of the district
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Eligible Projects

- Repair to building exterior facades
 - Masonry repair or cleaning
 - Restoration, repair, or replacement of windows, exterior doors, exterior walls, chimneys, or other architectural elements
 - Signage, awnings, marquees and related lighting and electrical fixtures
 - Removal of after-installed facades along with restoration of vintage elements
 - Lighting or other appropriate enhancements
 - Exterior painting
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Ineligible Projects

- Costs incurred before final grant approval by DDA
 - Costs paid by the applicant in merchandise or in-kind services
 - Labor paid to applicant, family members of applicant, or employees of applicant
 - Interior improvements
 - Roofing
 - Additions to existing structures
 - Purchase of furnishings or equipment
 - Repair or creation of features not compatible with original architecture on historical buildings
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General Requirements

- All work must be in accordance with the applicable local, state and federal codes
 - All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation
 - Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes
 - Applicant/Property must not have delinquent accounts with the City of Vassar
 - Upon completion of work, paid receipt(s) must be presented before requirements will be issued to applicant
 - After inspection of property to ensure that work completed complies with the application submitted and approved by the Vassar DDA, agreed reimbursement will be made
 - Property improvements must be completed within six (6) months of approval or applicant will be required to resubmit application with no guarantee of funding
 - Grants are limited to \$5,000.00 per property, based on street address, per year unless otherwise authorized by DDA board.
 - Any attempt to defraud the DDA shall result in forfeiture of funds and revocation of eligibility to participate in the façade grant program
 - The DDA reserves the right to modify, return, and deny any façade grant application
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- The application must be completed and returned to the Vassar DDA Director along with:
 - ❖ Permission from owner (if applicant is not the property owner)
 - ❖ Proof of ownership of the property
 - ❖ A detailed written description of the project plans (scope of work, including materials, sample color and color schemes), which addresses how the project complies with the guidelines
 - ❖ A detailed cost estimate for all eligible costs supported by a quote from two independent/non-affiliated contractors or suppliers. The Vassar DDA may consult with the applicant for the purpose of modifying the scope and/or content of the proposed work
 - ❖ Vassar DDA may require further quotes at their discretion.