



CITY OF KIESTER
ECONOMIC DEVELOPMENT
AUTHORITY

FAÇADE IMPROVEMENT PROGRAM GUIDELINES

The City of Kiester and Kiester Economic Development Authority (EDA) recognize that healthy business areas play an important role in the vitality of a city. To encourage business exterior improvements the Kiester EDA is announcing the Façade Improvement Program. This program is limited to businesses and nonprofits located in the City of Kiester and limited funding is available. Therefore, projects will be considered on a first come first served basis and final approval is at the discretion of the EDA.

A. Program Overview:

The purpose of the Business Façade Improvement Program is a reimbursement program that provides incentives to improve and revitalize Kiester businesses and nonprofits by improving the appearance of building facades and at the same time, stimulate private investment.

The Businesses Façade Improvement Program can be used for exterior repairs/improvements.

- ⇒ The minimum amount of assistance per building is \$250.
- ⇒ The maximum amount of assistance per building is \$3000.
- ⇒ The maximum percentage of assistance per building cannot exceed 50% of the total project cost; The breakdown will be 50% façade improvement program and 50% owner contribution.

Upon completion of the project and after proper documentation is shown the applicant will be reimbursed the approved amount. The project funding is on a first come first serve basis, while funding is available and final approval is at the discretion of the EDA.

B. Eligibility:

- a. Applicants must be located within the city limits of Kiester.
- b. Applicants must own the property, or have the written consent of the property owner.
- c. Applicants and the property owner(s) must be current on all property taxes and assessments, City loans and utility payments.
- d. Eligible Activities/Improvements include exterior improvements visible to the public. These may include but is not limited to the following:
 - i. Repair/replacement or addition of entrances, doors, display windows, transoms or windows.
 - ii. Replacement of missing decorative building features that are fixed in place or permanent

- iii. Rehabilitation or replacement of historic rooflines or historic features of materials consistent with the historic nature of the building (including corbels of stone, brick, parapets of stone, brick, metal, wood or other)
 - iv. Removal, repair, or replacement of existing signs and awnings. New signage and awnings
 - vi. Landscaping improvements
 - vii. Approved permanent exterior lighting
 - viii. Cleaning of exterior building surfaces
 - ix. Tuck pointing and masonry repair
 - x. Repair/replacement of the original building's materials and decorative details. Qualified professional design services (does not include sign design services)
 - xi. Roofs
 - xii. Any other activities or improvements approved by the EDA.
- f. Non-eligible Activities/Improvements:
- i. Interior Improvements
 - ii. Building acquisition
 - iii. Building additions or new construction, unless approved by EDA
 - iv. Routine maintenance
 - vi. Parking lots
 - vii. Sidewalks
 - viii. Removal without replacement of architecturally significant features and design elements.
 - ix. Any improvements completed or in progress at the time of the application

C. Application Process:

- a. Applicant must submit a Business Façade Improvement Program Application (see attachment) with appropriate documentation that indicates the following:
 - i. Detailed description of the entire project
 - ii. Before pictures
 - iii. Bona fide written cost estimates of the entire project
 - iv. Indicate the amount of Business Façade Improvement funds being requested
 - v. Indicate the eligible improvements for which the Business Façade Improvements Programs funds will be used
 - vi. Apply for the appropriate building and sign permit(s)
 - vii. Any other documentation requested by the EDA.
- b. The Rural Capacity Program Kiester Coordinator identifies if the project meets eligibility requirements and, if so, will bring it to the EDA for further review.
- c. Upon EDA review, the EDA will either recommend the project for final approval or deny the request.
- d. The Rural Capacity Program Kiester Coordinator will contact the applicant and relay the EDA's decision and if approved will arrange for the signing of required documents.
- e. Applicant makes approved façade improvements and pays all invoices related to the improvements.

- f. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications, and provides receipts for work completed including pictures of the improvements that have been made to the Economic Development Coordinator.
- g. The Rural Capacity Program Kiester Coordinator will bring all final documentation to the EDA Board. The Economic Development Authority will approve or deny the final request.
- h. Funds will be available to the approved applicant up to six (6) months from the date of EDA approval, with the ability to extend funds for an additional six (6) months upon approval by the EDA. After this date, a new application will need to be processed. The project funding is on a first come basis, while funding is available.
- i. Only one application can be submitted per year.

D. Payment:

The Façade Improvement Program is a reimbursement style program. This means the EDA will not release awarded funds until the project is completed and the following have been submitted:

- a. Evidence of paid invoices to contractors or materials vendor for the project.
- b. Copy of the submitted building permit.
- c. A photograph of the building when the project is completed.

Once these are received and accepted in good order a check for reimbursement will be issued to the applicant.