

**Blackfoot Urban
Renewal
Façade Improvement
Reimbursement Grant
Program**



Introduction

The Blackfoot Façade Improvement Program is designed to promote the continued use and maintenance of commercial buildings in the Downtown Urban Renewal District, the Parkway-Meridian Urban Renewal District and the Riverview District, hereinafter referred to as the "Districts" by helping property owners and tenants rehabilitate and restore eligible structures. Reimbursement grants are provided to owners and tenants in recognition of the positive impact that individual building improvements can have on the overall appearance, quality, and vitality of the Districts.

The Blackfoot Façade Improvement Program has been established by the Blackfoot Urban Renewal Agency to provide funding for the replacement or improvement of existing façade treatments on commercial properties within the Districts. The grant is capitalized each fiscal year by BURA. It is estimated that the fund will be perpetual; however, unless the program is recapitalized each fiscal year it will end once the current year's recapitalization amount has been utilized by grant awardees.

The Blackfoot Urban Renewal Agency and the City of Blackfoot are committed to establishing Blackfoot as a hub for commerce, culture, and community by creating an inviting environment that incorporates new, attractive amenities as well as preservation and care for architectural assets.

Due to the age of the commercial buildings and the identification of the areas as Urban Renewal Tax Increment Financing Districts this program provides additional investment opportunities to further develop and improve these areas.

Eligible Properties

To be eligible for a Blackfoot Façade Improvement Grant, a building must be used in whole or in part for commercial purposes and must be located within the targeted area which coincides with the Tax Increment Financing Districts.

Qualifications for Grant

Reimbursement grants are available to make improvements to a building's façade, which is defined as any building or structural elevation fronting a public roadway or alley. The sides and rear of such buildings may be included in this definition at the discretion of the Blackfoot Urban Renewal Agency Board of Commissioners.

Property owners or business tenants who will make at least \$2,000 in improvements are eligible for consideration to receive a matching grant. Approved grants reimburse up to 50% of the cost of construction improvements and design professional fees. The maximum amount of the reimbursement grant for façade improvements on a specific property is \$10,000, which can include up to a maximum of \$1,500 in design professional fees. Applicants can only be awarded one façade improvement grant per property, as defined by county tax records, each BURA fiscal year (October 1 through the following September 30)

The maximum amount of the reimbursement grant for a specific property will be set forth in the Façade Improvement Agreement. This Agreement is signed by the Chairperson of the Blackfoot Urban Renewal Agency, the Mayor of Blackfoot and the applicant after the project has been approved by the Blackfoot Urban Renewal Agency. If costs associated with the improvements exceed the original estimates, the property owner or tenant is responsible for the full amount of the excess. BURA cannot reimburse more than the total amount specified in the Agreement.

Reimbursement grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. Property owners and tenants should consult their tax advisor for tax liability information.

General Requirements

1. In-kind work cannot be included in the cost of improvements.
2. Property Taxes on the building must be current.
3. Tenants must provide written approval of improvements from the owner of the property.
4. This program will finance new facade improvements that have been approved before construction begins. The program will not reimburse the owner or lessee for work previously completed and not specifically part of the proposed project.
5. All work must be done in accordance with the City of Blackfoot Building and Zoning Codes and all other applicable local, state, and federal codes.
6. Any imminent health and safety hazards must be corrected in conjunction with façade improvements.
7. All construction management shall be the responsibility of the applicant.

Eligible Improvements

The following describes the intended façade improvements that are eligible for consideration by BURA through the grant program.

Funds may be used only for exterior repairs or improvements

- Allowable costs may include, but are not limited to: window/door repair or replacement, storefront rehabilitation, cleaning or painting of exterior surfaces, repair or restoration of architectural detailing, awnings, signs, landscaping, building permits, architectural fees and other labor and materials used to rehabilitate the facade.
- Parking lots and roofs are not eligible projects.

Design Principles and Guidelines

The unique identity of Blackfoot is derived from the character of its buildings, which offer visual interest and variety within a generally consistent collection of building elements. When rehabilitating an existing building any character defining elements should be identified, retained and preserved. This means preserving, repairing and maintaining the original materials where possible, and when replacement is necessary, selecting appropriate new materials that are compatible in quality, texture and color.

Design for individual buildings must take into account the surrounding structures, seeking to preserve elements that link buildings within a block, such as height, cornices, window patterns or materials. The classic traditional style that is found in Blackfoot is a good foundation for designing improved facades.

The street level of facades should be "pedestrian friendly", with abundant windows, inviting entrances and canopies or awnings sheltering the sidewalk.

Application, Approval and Reimbursement Process

1. Complete Blackfoot Façade Improvement Program Application

- a. The following items must be submitted with the application before it can be reviewed.
 - \$25 application processing fee
 - Current photograph of the property to be improved.
 - Drawings of proposed improvements.
 - Written description of proposed improvements, including materials and colors.
 - If applicant does not own the building a letter from the owner stating approval of the proposed project is required.

- Preliminary formal estimates of costs from at least two separate contractors. (One bid may be allowed only if there is sufficient showing to indicate that a reasonable effort was made to get multiple bids)
2. Project Review by BURA Façade Improvement Committee to determine if it meets eligible improvement requirements
 3. Review and recommendations made by Planning and Zoning Administrator
 4. Final approval of project by BURA Board during it's regularly scheduled meetings
 5. Sign Façade Improvement Agreement
 6. Complete Improvements - Upon approval of the Façade Improvement Agreement, the applicant will have one year to complete construction of the project in order to be reimbursed.
 7. Inspection of completed improvements by City of Blackfoot Engineer and Building Administrator. They will submit to BURA a letter stating their findings. If at any time either person responsible for the inspections is unable to perform the inspection, BURA will select someone of similar ability.
 8. Applicant will supply evidence of expenses applicable to the agreed scope of work along with necessary lien waivers.
 9. The applicant will receive the reimbursement check upon completion of all items above after payment is approved by BURA at a regularly scheduled meeting.

Termination

A Grant amount may be reduced if, upon completion of the project, actual improvements conflict with previously approved grant-related items.

BURA also reserves the right to terminate the agreement if applicant fails to follow the terms of the Façade Improvement Agreement.

Contact information

Applications can be picked up at City Hall offices located above the Blackfoot Public Library at 157 N. Broadway, Blackfoot between 7:30am to 5:00 pm, Monday through Thursday, 8:00 am to 1:00 pm on Fridays. The following contacts can assist you in preparing and submitting an application.

Ginette Manwaring at 681-6266 (or Cindy Park at (208) 785-8600 Ext #22
Secretary/Treasurer, Blackfoot Urban Renewal Agency

**Blackfoot Urban Renewal Agency
Downtown Façade Improvement Reimbursement Grant Program
Application**

Required Attachments:

- \$25 Application Processing Fee
- Current Photograph of the property to be improved
- Drawings of the proposed improvements
- Written description of the proposed improvements, including materials and colors.
- Preliminary estimates of costs from at least two separate contractors

I. Applicant Information

1. Applicant Name: _____
Mailing Address: _____
Telephone Number(s): _____
Fax Number: _____
E-mail: _____ Website: _____

2. Business Organization of Applicant:
 Corporation or Partnership or Sole Proprietorship
Business Name: _____

3. Owners and Officers in Applicant's Business Organization

Position	Name and Address
_____	_____
_____	_____
_____	_____
_____	_____

4. Have all City of Blackfoot and Bingham County taxes levied on the building and property described in this application been paid to date?
 Yes No If No, applicant is not eligible for the program.

II. Proposed Project Information

1. Description of Building to be improved: _____

