

# **Suffolk Economic Development Authority Business Façade Improvement Program**

The Economic Development Authority business façade improvement grant program was established to provide financial assistance to commercial property owners in designated areas of the City to rehabilitate their buildings and properties. Below are the regulations, qualifications and procedures for Suffolk Economic Development Authority (EDA) business façade improvement grant program. Funds can be made available for commercial rehabilitation projects and can be distributed to eligible property owners on a reimbursement basis.

## **1) Location**

- Downtown Suffolk (as designated in the Historic Conservation Overlay District)
- The Villages
- Gateway Corridors
  - Portsmouth Blvd (Bypass - Constance Rd)
  - E. Washington (NS Rail Road - Portsmouth Blvd)
  - W. Washington St. (Bute St - Holland Rd)
  - Holland Rd (W. Washington - Manning Bridge Rd)
  - Pruden Blvd (Kings Fork Rd - Constance Rd)
  - Nansemond Pkwy (City line - Shoulders Hill Rd)
  - Carolina Road (Airport to Main Street)

## **2) Building**

- Grant is made payable only to the property owner.
- A significant portion of the property must be used for commercial purposes.
- Owner and/or business operating in the building must be in good standing with the City (real estate taxes, business licenses etc...).
- All applicable approval requirements from the City of Suffolk must be presented prior to payment (Certificate of Occupancy, Historic Landmark's Commission etc...).
- Only one grant per building regardless of the number of entrances or mailing addresses. In the case where multiple buildings are connected, the City may rely on the Assessor's Office records, original building blueprints, or other credible data to determine the number of buildings (or lots) eligible for grants.

### **3) Project Requirements**

- Significant improvements and renovations must be made to the building that will provide value to the property and the surrounding area.
- Funds can not be used for building maintenance.
- Reimbursements are calculated only on renovation work performed on the exterior façade or most prominent side adjacent to the right-of-way.
- Complete applications must be received before work is started in order to reserve funding.
- Project must be complete within 12 months from application receipt. If the project is complete after the 12 month window, the funding reservation will be cancelled.
- Two certified estimates for the project must be turned in with the application for funding reservation.

### **4) Reimbursement**

- Façade improvement funds will be issued to eligible property owners on a reimbursement basis up to fifty percent (50%) of the total cost of the façade improvement, not to exceed \$10,000.
- The applicant shall have 6 months from the time of the EDA grant approval to request a review of project cost adjustments and possible grant amendments.
- Reservation for funds will be issued on a first-come, first served basis and limited to the amount of funds available through the EDA.
- The following improvements shall be reimbursable:
  - Signage, awnings, painting (as part of a larger rehabilitation project), window replacement/repair, brick or masonry repair/replacement, fence, siding repair/replacement, and door repair/replacement.
- Upon project completion and appropriate City staff and EDA review, reimbursement will be made upon the submission and review of evidence of total project costs (i.e. invoices).

- Projects shall receive only one grant per address/property, and cannot reapply for funding regardless of property/building ownership or previous grant amount.

I agree to abide by the policies listed above. I hereby accept a reservation of funds effective on the following date:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Property Address:  
\_\_\_\_\_

Provide total estimated construction costs:

Estimated Cost: (Invoice #1) \_\_\_\_\_

Estimated Cost (Invoice #2) \_\_\_\_\_

Provide a description of improvement to be made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return the original, completed form to:

Economic Development Department  
City of Suffolk  
Post Office Box 1858  
Suffolk, VA 23439  
Telephone: 757-514-4040

**For Administrative Use Only:**

Date Application Approved: \_\_\_\_\_ Vote: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

Project Estimated Completion Date: \_\_\_\_\_

Project Actual Completion Date: \_\_\_\_\_

Approved for Reimbursement By:

\_\_\_\_\_  
(Support documentation is to be attached to this application upon reimbursement approval)

Check#: \_\_\_\_\_

Check Date: \_\_\_\_\_

Amount: \_\_\_\_\_