

Suffolk Economic Development Authority Business Façade Improvement Program

The Economic Development Authority business façade improvement grant program was established to provide financial assistance to business 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 business owners on a reimbursement basis. The EDA requires written permission for the façade improvements if the business and property owners are not the same entity.

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)
 - Bridge Road (I-664-Isle of Wight County)

2) Building

- Grant is made payable to the grant applicant.
- 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, zoning approval etc...).
- Only one grant per building will be issued at a time 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. A one time extension of 6 month may be made on a case by case basis if circumstances are outside of grant recipient's control or the funding reservation will be cancelled.
- Three 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 during the fiscal year year (July 1 to June 30).
- 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, within a 10 year period. After the 10 year period has expired the business may reapply or if the property/business has transferred, they may reapply after 5 years.

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) _____

Estimated Cost (Invoice #3) _____

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: _____

Do you consent to being highlighted on our website and socials as a grant recipient

Yes

No

Approved for Reimbursement By:

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

Check#: _____

Check Date: _____

Amount: _____