

**CITY OF HOBART
REDEVELOPMENT COMMISSION
DOWNTOWN FAÇADE GRANT
PROGRAM GUIDELINES**

The Hobart Downtown Façade Grant Program is administered through the Hobart Redevelopment Commission (RDC) with project review and designs being approved by the Hobart Historic Preservation Commission (HHPC). Grant funds are available for exterior improvement for buildings located within the Lake George Commercial Historic District as well as commercially used buildings within the downtown that have been locally designated by the Hobart City Council. Grant amounts are ordinarily awarded up to \$50,000 per building. In addition, grants up to \$1,000 for signage and up to \$1,000 for an awning may also be awarded. However, the amount of the grant will be determined by the Redevelopment Commission based on the merits of the project, availability of funds, and the number of grant requests under consideration.

GENERAL PROGRAM GUIDELINES

1. Building/property owners and business owners may apply. Business owners must have the written consent of the property owner in order to apply for funds.
2. The project building should be located within the boundaries of the Lake George Commercial Historic District as set by the Hobart Historic Preservation Commission (HHPC).
3. The project building should be commercially historic and architecturally significant. Priority will be given to buildings with inappropriately applied facades, signage, or awnings.
4. For buildings along Main Street with rear facades facing Lake George, front and rear facades are both eligible for consideration. However, rear façades will be considered only if the front façade is also being improved or does not necessitate improvements.
5. Eligible work includes the repair and/or improvement of masonry, wood, windows, doors, signage, awning, and decorative lighting for signs.
6. Routine maintenance, including repair or replacement of roof, is not eligible. Engineering fees, architectural fees, recording fees, and permit fees are not eligible.
7. Painting requests will be considered on a case by case basis.
8. Side and rear façades not facing Lake George or Main, Center, or 3rd Streets are eligible for consideration only if they are clearly visible from the public right of way or from other public spaces.
9. Before submitting an application, applicants must meet with HHPC staff for historic preservation recommendations in regard to the building renovation, signage, or awning. Work must comply with the design guidelines of the Lake George Commercial Historic District. Staff will be able to assist applicants with understanding the guidelines and their intent. A Certificate of Appropriateness (COA) must be received from the HHPC prior to submitting grant application.
10. Contractors hired to do the work must be licensed by the City of Hobart. If the applicant intends to do the work themselves, they must be licensed by the City of Hobart and provide no less than two (2) additional estimates for the same work from two (2) separate contractors who are licensed in the City of Hobart.
11. The grant is a reimbursable grant. The applicant must pay 100% of project cost up front. The Redevelopment Commission (RDC) will reimburse 50% of the approved project cost after submission of proof that all work has been completed and paid for in full.

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FAÇADE GRANT GUIDELINES

1. Approved projects are eligible for grant funding up to \$50,000 per building.
2. Larger grant awards (still subject to the 50% match requirement) may be considered if the applicant is investing more than \$200,000 to renovate the property. Awards for such projects may be granted on a per façade basis.
3. These amounts may be increased if necessary to remedy unforeseen building conditions that are discovered only after work begins, and additional funds are necessary to complete the approved project design.
4. Project work must be started within three (3) months of grant approval, and projects must be completed within six (6) months of their start. Projects are eligible for a six (6) month extension by written request to and approval by the Redevelopment Commission (RDC). If the project is not completed on time without written request for an extension, approval will be rescinded. If the applicant anticipates that the project is of such a large or complex nature that it cannot be completed within six months of the start date, the applicant must state this in the application with an explanation of the reasons for needing a longer period of time, and the applicant must provide an expected completion date, which usually should be no more than twelve (12) months from the start date.
5. Each project will be subject to a mid-project review by the RDC in order to determine if the work is being completed in accordance with the project scope. The grantee must submit a mid-project report.
6. Grant recipients must display required signage acknowledging assistance from the Hobart Redevelopment Commission (this signage will be provided and installed by the City of Hobart).
7. Grant recipients are required to maintain all approved work for a period of ten (10) years as outlined in the grant agreement.
8. Grant recipients must comply with IC 22-5-1.7-1 (E-Verify Program) for grants over \$1,000.

SIGNAGE AND AWNING GRANT GUIDELINES

1. Signage and awning projects are eligible for funding up to \$1,000 apiece.
2. Eligibility for signage and awning grants will be determined based on building and signage/awning condition. A condition assessment form may be used to document the property.
3. Proposed signage and awnings should be design and material appropriate and in accordance with the City of Hobart signage ordinance and Lake George Commercial Historic District Design Guidelines.
4. Signage advertising services, products, and materials are not eligible for grant funding.
5. Grant recipients are required to maintain approved signs and awnings bearing business signage for a period of five (5) years, and all other approved awnings for a period of ten (ten) years as outlined in the grant agreement.

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HOW TO APPLY

1. Before beginning a project, obtain an application and copy of the design guidelines from the Department of Development (City Hall, 414 Main Street). Grant packets can also be found at www.cityofhobart.org. All application documents must be submitted together as one complete application. Incomplete applications will not be considered.
2. Before submitting the application, schedule an appointment with staff (*see contact information below*).
3. Approval by the Hobart Historic Preservation Commission (HHPC) and issuance of a Certificate of Appropriateness (COA) for all façade, signage, and awning work must be received before grant applications will be reviewed (refer to Lake George Commercial Historic District Design Guidelines which are at www.cityofhobart.org). Applicants are required to attend HHPC meetings during the review of their COA application.
4. After COA approval is received, submit the grant application and required documentation to the Redevelopment Commission (RDC) staff. The grant application will be reviewed by the RDC. Applicants are required to attend RDC meetings during the review of their grant application and will be notified at the RDC meeting whether or not the grant has been approved.
5. Once the grant is approved by the RDC, a façade grant agreement must be signed and witnessed through notarization by the applicant, the building/property owner, and the RDC. The applicant will need to provide a money order or cashier's check to cover the recording fee for the agreement. After the grant agreement is recorded, the applicant may apply for any necessary building permits. Work may begin after building permits are issued.
6. After 50% of the project is complete, submit a mid-project report to the RDC.
7. Once the mid-project report is received, applicant should continue the project until it is completed.
8. Once the project is completed, submit the following grant reimbursement documents to the RDC staff: letter stating that the project is completed, Grant Fund Request Form, final waiver of lien(s), cancelled checks as proof of payment (or invoice showing zero balance along with contractor's affidavit), electronic copies of before & after photographs, and completed IRS Form W-9.
9. The grant reimbursement documents will be reviewed by the RDC. Applicants are required to attend RDC meetings during the review of their grant reimbursement. Once reimbursement documents are approved, the RDC will reimburse 50% of the approved cost to the applicant.

RDC Staff Contact:
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Lake George Commercial Historic District

