

DOWNTOWN WARREN FAÇADE IMPROVEMENT GRANT OPPORTUNITY

The **Downtown Warren Façade Improvement Grant** is an opportunity for building and/or business owners within the Central Business District to be considered for financial assistance to improve their building facades. Façade improvements include, but are not limited to: sign repair/replacement, repainting, and structural repair.

The Façade Improvement Grant has been made possible through the financial contributions of a consortium of private funders: Rotary Club of Warren, Talmer Bank and Trust, and Trumbull 100. This grant opportunity has been organized and will be administered through Warren Redevelopment and Planning Corp.

Additionally, the City of Warren also offers an incentive for façade improvement with a Façade Improvement Loan. More information may be obtained by contacting the Community Development Department at (330) 841-2595.

REQUESTING LETTERS OF INQUIRY

The “Letters of Inquiry” (LOI) process is the first step a business and/or building owner must undertake to be considered for a Façade Improvement Grant. A brief LOI application is attached and is due no later than June 30th, 2015.

Grant applications can be scanned and emailed to Info@WarrenBusinessExchange.com, or mailed to:

Warren Redevelopment and Planning
418 Main Ave. SW, Suite 205
Warren, Ohio 44481

CONTINUED

PROGRAM OVERVIEW

The Downtown Warren Façade Improvement Grant Program is available to businesses within the Central Business District (see attached map). Approved projects are funded on a **matching 1:3 basis**, as the **final payment** upon review of project invoices. The maximum grant amount is \$5,000.

Examples of façade improvements include:

- Store-front reconstruction
- Repainting
- Removing of false fronts and metal canopies
- Safe cleaning of brick and stone fronts
- Sign replacement
- Canvas awning installation
- Window and door repairs or replacement
- Electrical wiring
- Structural repair to exterior historic reconstructions
- Tuck-point mortar joints
- Roof vents on store front
- Exterior lighting
- Landscaping , as part of a larger renovation

No more than 10 businesses will be asked to submit full applications and will be selected by a committee comprised of an architectural historian, member of the historical society, Building Department official, City Council member, Design Review representative, former grant recipient and representatives from donor organizations.

Preference will be given to businesses:

- Whose buildings are visibly contributing to the devaluation of the downtown area
- That are contributing historic structures to the downtown area
- Located in close proximity to Courthouse Square
- Whose owners currently maintain their property
- Who are considering multifaceted renovations

However, all businesses within the Central Business District are encouraged to apply.

EXAMPLE OF GRANT FUNDING OPPORTUNITY

A new restaurant is opening in downtown Warren and the restaurant owners would like to install a sign and new windows on their building. Estimated costs for improvements is \$12,000. The entrepreneurs are eligible for the maximum \$4,000 grant opportunity from the Façade Improvement Grant Program, providing all program requirements have been met.

UNDERSTANDING OUR PROCESS

The “Letters of Inquiry” process is the first step a business must undertake to be considered for a Façade Improvement Grant. The LOI form and timeline is attached.

Full grant applications will be made available to **selected applicants** and will be due no later than Monday, August 3rd, 2015. **If selected to complete a full grant application**, you must be prepared to complete the following:

- Read the Façade Improvement Grant Guidelines
- Contact the Building Department at (330) 841-2562 to inquire what permits/applications will be necessary to complete the renovation
- Drawings of the proposed improvements
- Provide cost estimates from no less than 2 contractors who are licensed and bonded within the city of Warren (a list can be obtained via the City Engineering and Planning Department at (330) 841-2562).

NOTE: The aforementioned requested information will be due at the time of the full grant proposal.

After the application is submitted and reviewed, the applicant will be notified if they have received the grant by Monday, August 10th.

After obtaining approval from the Design Review Board and Warren City Engineering and Planning Department, improvements may begin, to be completed no later than December 31st, 2015 to qualify for funding.

IMPORTANT DATES

TUESDAY, JUNE 30TH, 2015: LOI applications are due to Warren Redevelopment and Planning Corp.

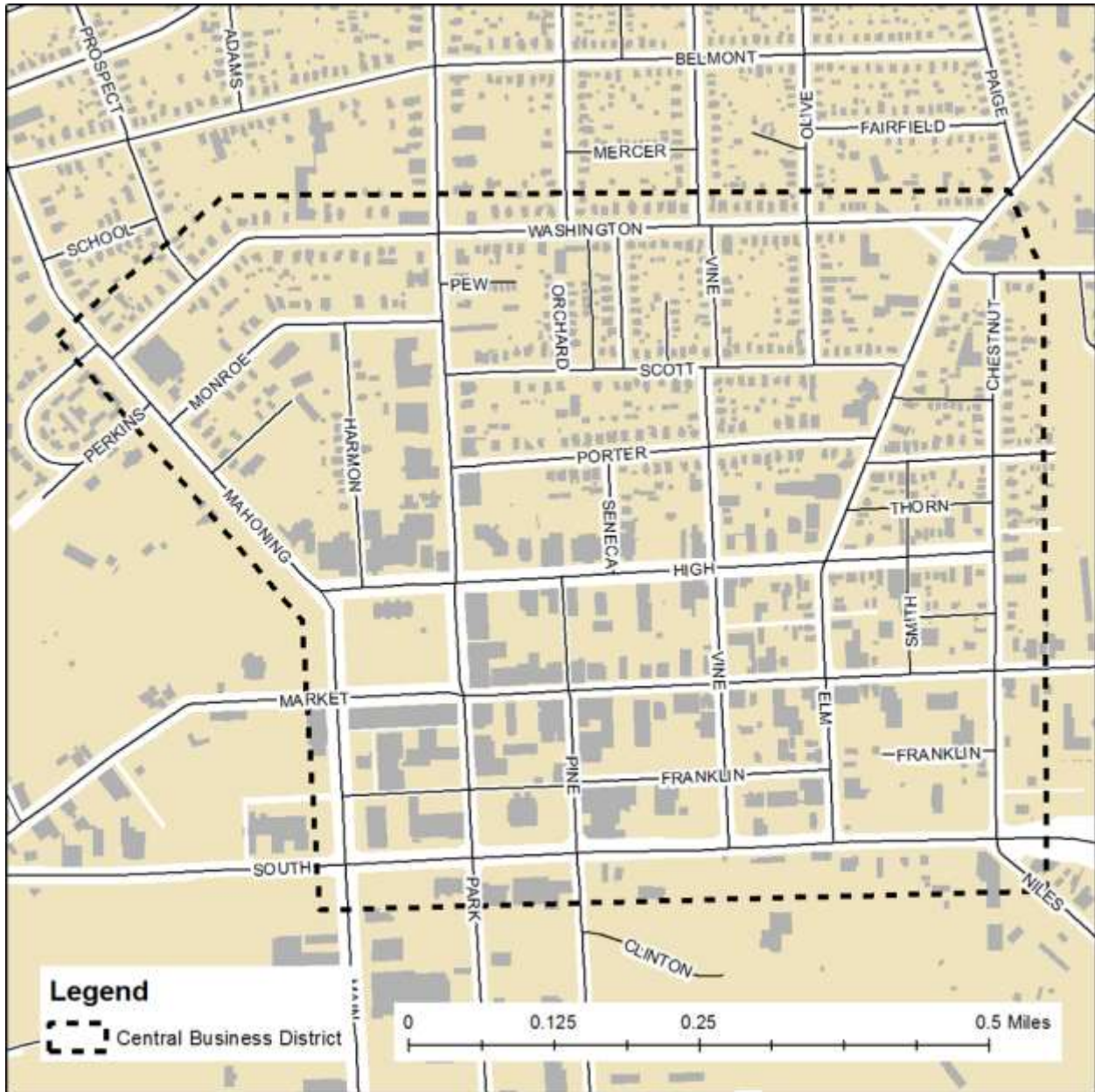
MONDAY, JULY 6TH, 2015: Applicants who have submitted an LOI will be notified if they have been selected to submit a full grant proposal. At this time they will be provided the grant proposal application.

MONDAY, AUGUST 3RD, 2015: Full grant proposals due.

MONDAY, AUGUST 10TH, 2015: Applicants will be notified no later than this date if they have been selected or declined to receive the Façade Improvement Grant Application.

AUGUST 15TH- DECEMBER 31ST: Timeline to complete physical improvements of building and submit invoice for final payment of approved project.

CENTRAL BUSINESS DISTRICT MAP



CONTACT INFORMATION

Warren Redevelopment and Planning Corp staff is available Monday-Friday 9 am-4:30 pm to answer any questions and to provide guidance throughout the LOI process.

Phone: (330) 841-2566

Email: info@warrenbusinessexchange.com

LETTER OF INQUIRY APPLICATION

Due to Warren Redevelopment and Planning Corporation, emailed or postmarked no later than June 30, 2015. Email: Info@WarrenBusinessExchange.com or mail Warren Redevelopment and Planning, 418 Main Ave SW, Suite 205, Warren OH, 44481.

Personal Information

Date of Application: _____

Applicant Name: _____

Property Owner Name (if different from applicant): _____

Business Name: _____ Phone: _____

Email Address: _____

Business Address: _____

Use of Building: _____

Describe proposed improvements below. *(Attach additional pages if needed.)*

Timeline for improvements: _____

Total Estimated Cost of Renovation: _____