



City of Riverside  
Downtown Business District Incentive Program  
FY21

**Program Objective**

Provide financial assistance to commercial entities for the redevelopment or remediation of underutilized buildings.

**Project Intent**

- make a positive, high-impact visual improvement to commercial buildings
- provide an overall enhanced image
- maintain the structural integrity of the downtown historic buildings
- increase property values
- demonstrate public/private sector investment
- provide a significant positive impact on the community

**Definitions**

- Building: A structure used or intended to be used for commercial purposes and properly zoned as a commercial property. This grant is not available for residential purposes.
- Underutilized building: A building that is vacant or mostly vacant, is blighted or severely deteriorated, contains potential safety hazards including structural instability, code noncompliance, hazardous materials or generally unsafe or hazardous conditions.

**Available Assistance**

The City of Riverside shall administer the fund in a manner to make grant moneys available each fiscal year when funding is available and established by City Budget and Resolution.

Maximum grant amount per applicant per year shall not exceed \$10,000.00. Monies awarded will be on reimbursement basis, with 50% of expenses reimbursed to the maximum amount allowed per year.

**Eligibility Requirements**

- Available to property or building owners only
- Must be in the business district
- Mixed-use buildings: Only the Commercial portion of the building is eligible

- Must meet the definition of building
- Must meet the definition of underutilized
- Work must be performed by a licensed contractor

#### **Eligible Improvements**

- Permanent commercial exterior improvements
- Compliance with ADA for commercial properties
- Installation, repair or replacement of exterior exit doors
- Repair and/or rebuilding of exterior walls, including sealing and tuck pointing
- Repair or replacement of frames, sills, glazing, glass and/or installation of new windows
- Installation, repair, or replacement of exterior lighting
- Repair, replacement or purchase of signs-preference of use of local business for sign construction
- Repair, replacement or addition of exterior shutters, awnings, and/or canopies
- Roof installation, repair, or replacement
- ***Preference given to applicants that maintain the historical and aesthetic integrity of the structure***

#### **Ineligible Improvements**

- Interior remodeling improvements
- Projects started, in process or completed prior to application for the grant
- Projects where other grant funding has been received
- Labor provided by the applicant

#### **Grant Forms/Application Period**

- Grant forms will be available at City Hall and on the City website.
- Grant cycle will be July 1 through June 30 of each year
- Completed applications need to be received by at City Hall each year by June 1st to be considered for the next grant cycle. Draft applications are strongly encouraged and can be submitted as early as February 1<sup>st</sup>. ***Due to the late start of the grant cycle for FY21, applications are due August 31, 2020.*** A completed application must include:
  - Application form with signatures of applicant and builder owner if different.
  - Construction drawings/plans for the project.
  - Photos of the project area.
  - Itemized budget that includes a complete list of projected expenses listing dollars applied for.
  - Bids/estimates from contractors.
  - Property owners estimated financial contribution. (Cannot use grant proceeds from other grants as financial contribution)
- Grants are awarded on a FY basis, with money available between July 1<sup>st</sup> through June 30<sup>th</sup> of each year. Projects must be completed with rebate request forms with the appropriate supporting documentation submitted by May 31<sup>st</sup> of the grant cycle.

- The Grant Review Committee will review, score and recommend applications for approval to the City Council for approval. Scoring may be based on:
  - Threats to the survival of the structure
  - Importance of the structure to the overall goals
  - Cost effectiveness of the proposed work
  - Time required to complete the project

The applicant is responsible for obtaining any necessary building permits prior to beginning the project and will be responsible for complying with all ordinances, building codes, and laws. Any changes to the original approved project must be submitted to City Hall for review of eligibility. Failure to do so may disqualify a successful grantee.

When the project is complete, the applicant will submit to the City copies of all bills including proof of payment, along with copies of building permit(s) received. The City will determine whether the overall project met program guidelines. If all requirements have been met the City will issue payments to the applicant within 30 days of approval. Partial payments will not be made prior to completion and review and approval of the finished project.

#### Grant Application Checklist:

- ☐ I have read the information provided with the Grant Application for the Business District Incentive Program.
- ☐ Formal drawings/plans for the project are included with the application.
- ☐ Photos of the project area are included with the application.
- ☐ An itemized budget with projected expenses is included with the application.
- ☐ Bids/estimates from contractors are included with the application.
- ☐ Property owners estimated financial contribution is included with the application.
- ☐ The application has been signed and dated by the applicant.
- ☐ Any special circumstances that may affect the safety of the building have been included with the application.



**CITY OF RIVERSIDE BUSINESS DISTRICT GRANT APPLICATION**

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Type of Business: \_\_\_\_\_

Please describe in detail the project you are requesting funding for. Attach all supporting documents including formal drawings/plans for the project, photos of the project area, itemized budget listing projected expense, grant dollars applied for, bid/estimates from contractors, and property owner's estimated financial contribution

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Briefly explain how these improvements to your building will enhance the business district and the reason for the improvements.

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If the grant is awarded, will this grant complete the project or will additional work need to be done? Please explain.

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Total Project Cost: \$ \_\_\_\_\_

Total Amount Requested from the City: \$ \_\_\_\_\_

I understand the City of Riverside Business District Incentive Grant Program must be used in the manner described in the attached requirements and that funding is contingent on both the application being approved by the City Council and funding being available.

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

**FOR CITY USE ONLY**

Date Draft Application Received (if applicable): \_\_\_\_\_

Date Grant Application Received: \_\_\_\_\_

Date Reviewed by Grant Committee: \_\_\_\_\_

Responses from Grant Committee: \_\_\_\_\_

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Recommendation for Approval by Grant Committee: \_\_\_\_\_ Yes \_\_\_\_\_ No

Council Decision: \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments:

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