



*Trek*  
"Where the ~~Best~~ Begins"

## City of Riverside Residential Community Beautification Incentive Program

### Guidelines & Policies

The Community Beautification incentive program is designed to stimulate improvements to dwellings and properties in the residential district of Riverside. This grant is to encourage growth and attract new families by creating a positive, clean, and welcoming environment for our residents of Riverside.

### Program Objectives

- To make positive, ***high-impact visual improvements*** to dwellings and properties by providing an overall enhanced image for Riverside, thereby attracting families to want to live and raise a family in Riverside.

### Available Assistance

- To provide a maximum of \$2,500 financial assistance per project as a ***matching monetary incentive*** grant package as a forgivable loan to property owners for the ***restoration, update or beautify their dwelling or property.***

### Eligibility Requirements

- Assistance under this program will be considered subject to the availability of funding.
- Property owners within the City limits of Riverside are eligible to apply.
- For Residential use only.

### **Minimum Guidelines**

- Dwellings and Properties improved with funds from this program must remain livable, occupied, and free of deterioration for period of (12) twelve months from the date of agreement. In the event these terms are not met any grant funds must be returned to the City.
- Tax payments for the subject property shall be up to date at the time of application.
- Grants will be approved at the sole discretion of the City.
- To be considered for approval, ***projects must make a substantial, visible improvement to the appearance of the building*** (to be determined by City staff).
- Dwelling and property improvements should maintain the character of the residential area.
- **Retroactive applications will not be accepted. Applicants must consult with City Staff before work begins to define a project scope.**

### **Eligible Improvements**

- Sidewalks, Driveways
- Permanent exterior improvements to include but not limited to:
  - Installation, repair, or replacement of exterior exit doors.
  - Roof installation, repair, or replacement.
  - Repair, replacement, or addition of exterior shutters, awnings, and/or canopies.
  - Repair and/or rebuilding exterior walls, including siding, painting, 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 of front porches, decks.
- Compliance with Americans with Disabilities Act (ADA) for sidewalks on properties.

### **Ineligible Improvements**

- Structural additions that would enlarge the residential (livable) space of building—or an area not originally a livable space made livable.
- Working capital.
- Labor provided by the applicant, tenant, property owner of the building, or family member unless they are a licensed contractor with the State of Iowa.
- Extermination of insects, rodents, vermin, and other pests.

- Improvements that do not comply with the City of Riverside's Land Use Plan, Zoning Ordinance, Building Code, and/or other applicable laws.
- Expenses incurred prior to grant application approval.
- Interior improvements

**Grant Awarding.** Grants are awarded while funding is available per budget year. One Grant application per property owner per year is allowed or at Council discretion. Prioritization may be given to those properties valued under \$180,000. Preference is given to new applicants and may be given to those who use local businesses in their project. Grants will be awarded following council approval.

### **Application Process / Additional Information**

- Grant applications may be submitted as early as April 1<sup>st</sup> for preliminary review. Final grant submittal is due no later than July 1<sup>st</sup>.
- After reviewing the program guidelines, the applicant will meet with the Grant Committee to discuss the desired work to be undertaken. Written bids, sketches, color samples, material supplies, and photographs are encouraged to be submitted along with the application.
- The Grant Committee will review application making sure all requirements have been met and then present to the City Council for either approval or rejection of the grant request.
- Once Council approval is obtained the City Clerk will contact the applicant and provide the authorization to proceed.
- ***The applicant is responsible for obtaining any necessary building permits prior to beginning the project and will be responsible for complying with all Ordinances and laws, including all required inspections.***
- ***Deviations from approved plans and specifications without the prior authorization of the Grant Committee may disqualify the applicant from receiving any grant funds.***
- When the project is complete, the applicant will submit to the City Clerk copies of all bills including proof of payment and at which time the City Clerk will present the paperwork to the Grant Committee to determine whether the overall project met program guidelines. If all requirements have been met, the City Clerk will take the request for payment to council for approval, and once approve is received, the City Clerk will issue payment to the applicant. Please allow 30 days for processing.



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**City of Riverside Residential  
Community Beautification Incentive Program  
GRANT APPLICATION**

- **Retroactive applications will not be accepted. Applicants must consult with City Staff before work begins to define a project scope.**

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

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

Type of Work to be performed:

\_\_\_\_\_

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, estimated cost of materials, grant dollars applied for, bid/estimates from contractors, and property owner's estimated financial contribution

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

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

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

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

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

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

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

I understand the City of Riverside Community Beautification Incentive 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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