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*Chairman*

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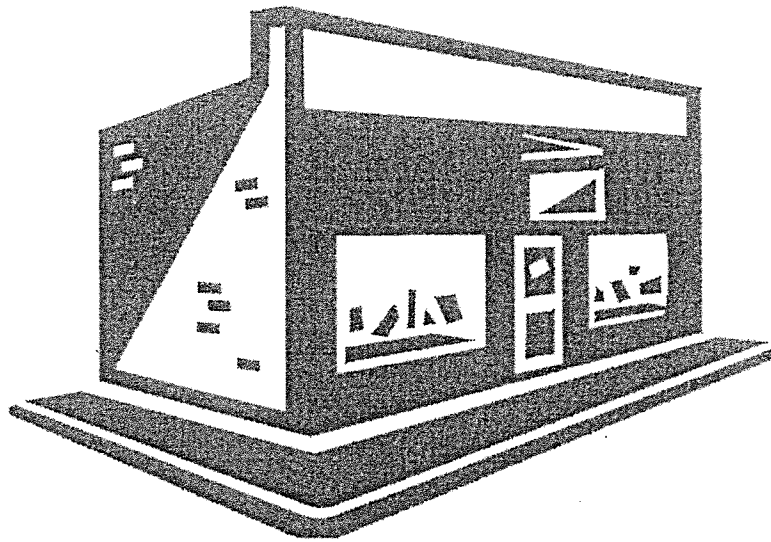
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**GLEN COVE  
COMMUNITY DEVELOPMENT AGENCY**

City Hall, 9 Glen Street, Glen Cove, NY 11542

**COMMERCIAL REHABILITATION FAÇADE GRANT PROGRAM**



For further program information:

Camille Byrne, Glen Cove CDA

City Hall – Room 304

516-676-1625 Ext. 112

Program guidelines and application available at

[www.GlenCoveCDA.org](http://www.GlenCoveCDA.org)

Click on “applications and programs”

**City of Glen Cove Community Development Agency  
Commercial Rehabilitation Façade Program Guidelines**

**PROGRAM OBJECTIVES**

The primary objective of the Glen Cove Community Development Façade Rehabilitation Grant Program is to encourage rehabilitation and preservation of commercial buildings by offering financial and limited technical assistance for façade restoration to eliminate blight and prevent further deterioration of commercial properties. The goal is to return the downtown to a visibly attractive, economically viable and visitor friendly place to shop, recreate and enjoy.

Rehabilitation means the process of returning a property to a state of utility, through repair or alteration that makes it possible to restore its architectural, historic and cultural standards. Unfortunately, time and in some cases, inappropriate remodeling has taken a toll on the facades of many downtown buildings. This program is designed to assist property owners and/or businesses to eliminate conditions that are detrimental to the health, safety and welfare of the residents and users of the downtown area.

**ELIGIBILITY**

To be eligible for this program the building must be located in an eligible Census Tract as defined by the 2010 Nassau County Urban County Consortium Map AND meet one of three HUD National Objectives to qualify for the program: (1) Benefit Low/Moderate income Citizens; (2) Improve Slum and blight, and (3) Satisfy an Urgent Need.

It is important that the renovated building contributes to an attractive streetscape and is comparable to other buildings along the street. Priority will be given to contiguous properties applying at the same time, whether individual or multiple owners. Applications will be accepted on a first come-first served basis. If current allocation is spent, the program will be closed until additional funding is received. The Nassau County Office of Community Development must approve all projects prior to award. Work that is already complete is ineligible for funding.

**SUBMISSION REQUIREMENTS**

The applicant is required to submit the following: (Only complete packages will be considered)

- ✓ Completion of a Glen Cove CDA Commercial Rehabilitation Façade Program Application form.
- ✓ List of all proposed improvements
- ✓ Property taxes both City and County must be current
- ✓ Architectural plans including type of materials and color
- ✓ Three estimates of construction utilizing Davis-Bacon Prevailing Wages if projects \$2,000.00+ plus.
- ✓ Photograph(s) of existing building clearly demonstrating work that needs to be done
- ✓ Permission letter from the Landlord, if applicable
- ✓ Necessary permits must be filed with the Glen Cove Building Department and are the responsibility of the applicant. A copy of approved permits must be forwarded to the CDA office once accepted into the program.

In evaluating a proposed design, the Commercial Rehabilitation Façade Committee (consisting of members from the CDA and Building Department) will take into account the current condition of the building, the necessity of work to be done, design and the durability of the materials.

**ELIGIBLE IMPROVEMENTS**

- Façade restoration
- Exterior painting
- Construction of rear customer entrance and façade
- Window and/or door replacement/upgrade
- Lighting
- Other improvements as approved by the CDA

## **INELIGIBLE IMPROVEMENTS**

Ineligible improvements include things such as:

- Interior improvements – (equipment/office supplies, stock/merchandise, advertising and printing)
- Sandblasting or chemical cleaning
- Security systems or phone lines
- Electrical work, except as related to signage or exterior lighting
- Installation of vinyl siding or roofing
- Installation of seasonal planting or other seasonal landscaping
- Any improvements *not* approved by the Glen Cove Community Development Agency

## **PROGRAM RESTRICTIONS**

This is a reimbursable program. No funds will be awarded prior to the completion of the project. The CDA must approve any change orders during construction. There can be no alteration of an approved design without CDA approval. In the event that an applicant proceeds with design changes that are not CDA approved or where Glen Cove building permits have not been issued the grant will be suspended immediately and all funds issued will be returned to the CDA. Participation in the program is limited to one application per commercial address. Sale of the commercial property prior to the five year period will result in the reimbursement of the grant to the Glen Cove CDA.

## **FUNDING**

Funds will be awarded by the CDA in accordance with regulations set forth by the Nassau County Office of Community Development. These funds are Community Development Block Grant funds subject to federal regulations as set forth in 24 CFR 570, including but not limited to Davis Bacon Prevailing Wage and competitive procurement. This is a matching program and the property and/or business owner is expected to contribute a minimum of 50% of the project cost with the maximum funds awarded at the discretion of the CDA board. Cost overruns are the responsibility of the grant applicant.

## **CRITERIA FOR SELECTION OF FAÇADE IMPROVEMENT APPLICATIONS:**

The Executive Director of the Glen Cove Community Development Agency will refer a Commercial Rehabilitation Façade Improvement project to the CDA board for approval. The selection of projects to be considered for funding and grant values shall be determined based on the applicant's ability to demonstrate the project's fulfillment of one or more of the following criteria:

1. The project meets the national objectives of the CDBG program, including the elimination or prevention of blight conditions; provides benefits to low/moderate income persons; meets community development needs of a particular urgency.
2. The business or organization (as applicant) demonstrates a need for financial assistance to make improvements such as housing a non-profit funded service benefitting the community.
3. The project will aid in filling vacant commercial spaces and eliminate or prevent blight.
4. The structure to be improved is located in the HUD approved census tracts.
5. The project provides for aesthetic improvement of the structure and enhances the aesthetics of the surrounding vicinity.
6. The project restores historic architectural designs, or improves the surroundings with new architectural features.
7. The project brings the structure to a state of good repair and/or corrects unsafe conditions.
8. The structure's façade is situated on the property along the street right-of-way, adjacent to the sidewalk (i.e., part of a "street wall"), and provides for easy pedestrian access.
9. The applicant can demonstrate the proposed project relates to a new business or organization creating jobs for the community.
10. Completion of grant application, including all applicable documentation, in a timely manner.

## **NONDISCRIMINATION**

The Glen Cove Community Development Façade Rehabilitation Program shall be available to anyone meeting the eligibility of the requirements and no one shall be denied the benefits of said program because of race, color, national origin or sex.

## **NOTICE OF DECISION**

The Executive Director of the Glen Cove Community Development Agency will render a decision to the applicant after obtaining Glen Cove CDA Board approval.

## **PURCHASE OF SUPPLIES FOR COMMERCIAL REHAB FAÇADE GRANT ELIGIBILITY:**

- The CDA can assist business owners with the purchase of the exterior light fixtures, awning and signage and/or architectural and engineering services. The business owner would then be able to hire a contractor to install. CDBG funds cannot reimburse for tax on items.
- If the store owner will be purchasing his own fixtures etc., they would have to show proof of procurement, which should be in the form of three quotes on-line or by phone.
- When submitting documentation to Glen Cove for reimbursement, business owner must show evidence of this procurement and evidence of payment via cancelled check or credit card receipt. In order for the CDA to submit for reimbursement from the County, Agency must show evidence of payment to store owner (along with his paid receipts) and submit to Nassau County.

For further information about the program, please contact the Glen Cove CDA at (516) 676-1625.

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY  
COMMERCIAL REHABILITATION FAÇADE PROGRAM APPLICATION**

*Please print*

Address of Building/Store \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Name of Landlord (if not applicant) \_\_\_\_\_

Landlord's address (if different from above) \_\_\_\_\_

Name of Business \_\_\_\_\_

Corporate Name \_\_\_\_\_

Federal Tax ID \_\_\_\_\_ Census Tract \_\_\_\_\_

CHECK OFF APPLICABLE (HUD) NATIONAL OBJECTIVES TO QUALIFY FOR THE PROGRAM?

\_\_\_\_\_ Low/Mod Benefit      \_\_\_\_\_ Slums and Blight      \_\_\_\_\_ Urgent Need

List ALL improvements you would like to make to the outside of the building.

\_\_\_\_\_

\*Please attach architects plans.      \*Estimated cost \_\_\_\_\_

List all commercial tenants in the building (if applicable)

\_\_\_\_\_

If Tenant is the applicant, Please complete this section.

Tenant mailing address \_\_\_\_\_

Length of time occupied building \_\_\_\_\_ Date Lease expires \_\_\_\_\_ No. of sq. ft. \_\_\_\_\_

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

Terms of Lease (i.e.: can repairs be made/sign changed, etc.) \_\_\_\_\_

Attach a permission letter from the landlord allowing for changes.

To the best of my knowledge, the information provided above is true and I will furnish additional documents upon request. I hereby authorize the Glen Cove Community Development Agency to verify this information. (Attach a photograph of the current condition of the building.)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord's Signature (if Applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Approval

\_\_\_\_\_  
Date