



DOWNTOWN FAÇADE PROGRAM RULES & REGULATIONS

1. PURPOSES

To stimulate investment into the revitalization and preservation of Albany’s historic downtown area in the interest of public health, safety and welfare. Downtown Albany is the historic core of the city and serves as the seat of business, government and service for the community. With downtown architecture ranging from the 1830s to present, downtown is the heart of the Albany Historic District and its pedestrian focus and historic buildings invite both resident and tourist. Each downtown building has an individual character, and each building is treated with respect of its unique features, historic appearance and significance, current condition, and contribution and impact.

2. ELIGIBILITY

Eligible projects must be located in the locally designated Downtown Central Business District (Map 1). Potentially eligible participants include commercial property owners or business owners. Government entities and religious institutions of all types are excluded. If the property is leased, the property owner must give consent for the proposed project. This consent may be provided in the form of a legally sufficient support letter or the property owner may co-sign the application.

Only one application/project per property owner or tenant will be considered, and only one award per property/project per three-year program term.

When a property owner or tenant owns multiple properties/businesses, the funding may be shared between these properties for a unified improvement plan.

3. ELIGIBILITY FACTORS

- Located in the Central Business District
- Commercial storefront property
- Participants: most commercial property owners, as well as business owners *
- Taxes/Licenses/Permits: all property taxes, licenses and permits to be current at time of the application - Participants assume full responsibility for all aspects of the project, any relationships with contractors and suppliers, and securing all necessary municipal approvals

4. QUALIFYING PROJECTS

Potentially qualifying projects must result in improvements that:

- a) Are appropriate for the particular building and contribute to the success of its current business uses,
- b) Meet the property and/or business owner's interests and level of investment commitment, and
- c) Enhance a building's street front - "facade" - to positively contribute to the appearance and vitality of Downtown Albany.

Qualified projects must:

- Preserve the architectural integrity of the structure and restore, if possible, the original building facade.
- Be in accordance with all government rules, regulations and laws, including but not limited to the Downtown Albany Riverfront Overlay and Historic Preservation Manual and Design Criteria.
- Require only the gentlest methods available for exterior surface cleaning (e.g. no sandblasting).

5. ELIGIBLE WORK

Potentially eligible work is limited to exterior improvements only and limited to the facade (the front elevation of the building). However, as funds permit, the use of grant monies may be applied to additional public elevations (e.g. a corner building which fronts two public streets).

Eligible work includes:

- Exterior painting. Colors must be approved by Application Review Team - Restoration of original and/or historic façade.
- Exterior Lighting and lighting fixtures
- Canopies and awnings. . Colors must be approved by Program Review Team
- Masonry cleaning (only by the gentlest means possible)
- Exterior walls/materials - replacement/uncovering of architectural features
- Structural stabilization - replacement of non-historic storefronts/buildings (demolition)
- Removal of non-compliant and old signs. Signs must be approved by Application Review Team
- Window and Door replacement

Ineligible work includes but is not limited to:

- Improvements in progress or completed prior to preliminary approval
- Routine maintenance that is not part of an eligible façade improvement project
- Billboards
- Multiple Message signs (LED Signage)
- Roofing
- Mechanicals and HVAC systems
- Interior work
- New construction
- Pylon, temporary, or roof signs
- Interior window displays

- Security systems (including metal roll down gates that impede the primary entrance, window bars, cameras)
- Trash and mechanical enclosures
- Fencing
- Landscaping
- Parking areas
- Tinting or any other mechanism that inhibits visibility through the windows
- Bike parking *
- Improvements to non-commercial buildings
- Improvement to a building interior, rear, or side not visible from the main street
- Any other project not deemed eligible by the Application Review Team

6. APPLICATION PROCESS

Submit Applications To:

ATTN: Downtown Managers Office
 401 Pine Ave
 Albany, GA 31702

Applicants interested in this program should also consult with the Downtown Managers Office for assistance during project design and proposal. For more information, please contact the Downtown Managers office at 229-438-7665 or jteemer@albany.ga.us

7. APPLICATION REVIEW

Applications will generally be reviewed in the order received. Only complete application packages will be reviewed. A complete application package includes the application form and all materials as required by the application instructions. Incomplete application packages will be returned to the applicant generally within two weeks of receipt if additional materials are not received by Application Review Team.

The Application Review Team shall consists of the Downtown Manager, the Business Development Manager for Downtown, a representative from the Planning Department, and a designated member of the ADICA Board.

The Application Review Team determine eligibility, evaluate the application based on the Standards of review and provide a priority recommendation.

Standards for Review:

1. Extent to which the project advances the goals of improving the building appearance
2. Extent to which the project is compatible with the Downtown Riverfront Overlay and Albany Historic District, in particularly characteristics of the downtown area
3. Extent of the project's impact upon the Downtown Albany streetscape and pedestrian atmosphere
4. Historic/architectural significance of the building

5. Extent to which the business demonstrates a long term commitment to Downtown
6. Original condition of the building and the need for the changes of the proposed project
7. Removal of historically inappropriate alterations
8. Prominence of the building (including but not limited to the number of public elevations)
9. Quality of the work proposed
10. Level of private investment over and above the awarded funding by the applicant
11. Range of projects completed and proposed as part of the Downtown Facade Program
12. All other factors deemed by the Application Review Team to be applicable

Each applicant shall receive a letter indicating the award decision. In the instance of a decision to deny or table an application, the letter may indicate the Team's reasoning for doing so. The Application Review Team reserves the right to table, reject, or request modifications in any or all application packages, in whole or in part, or to negotiate changes in the proposed project.

8. AWARDS

Before work can begin, the property owner/business owner and the contractor must provide a Certificate of Insurance showing ADICA as the Certificate Holder and an Additional Insured Endorsement.

Qualified awarded projects will be paid directly to the contractor or sub-contractor after completed work has been inspected for consistency with the application. Under no circumstances may the total award equal more than \$5,000.00.

PLEASE NOTE: No work may be started by or on behalf of the applicant prior to the decision to make a funding award; such beginning disqualifies a project for funding consideration.

The Application Program Review Team reserves the right to distribute or not distribute funds as it deems best to achieve its purposes. For example, the Application Review Team has the right to distribute funds in amounts as it deems appropriate to encourage the projects it deems most beneficial. Many factors are considered, such as, the Application Review Teams budget, number of applicants, financial considerations, applicant investment over and above the awarded amount, mixture of proposed projects, and the extent to which projects fulfill the goals and standards for qualified projects, set forth in paragraphs 4 and 7 of these rules and regulations, and the general public, health, safety and welfare.

ADICA will enter into a services contract with the awarded contractor and the applicant must sign an indemnity agreement that holds ADICA harmless from any and all liability as a result of the contractor's work.

9. PROJECT COMPLETION

Start: within 60 days of award notice. NOTE: No work may be started by or on behalf of the applicant prior to the decision to make an award; such beginning disqualifies an applicant for consideration. Completion: within 90 days of award notice. NOTE: Projects which fail to be completed during the provided time frame may reapply for funding; however, funding is not guaranteed. To qualify for payment, all work must be in conformance with approved plans.

10. PAYMENTS

For this program, the funding is used to pay the approved contractor or sub-contractor upon:

1. Satisfactory completion of the project
2. Receipt of completed project documentation (invoice request with all materials as required by the invoice request),
3. Compliance with all applicable municipal rules, laws, ordinances and regulations, and
4. Applicant's commitment to maintain project improvements.

All invoice requests are to be submitted to:

Downtown Managers Office
401 Pine Avenue
Albany, GA 31701.

The Application Review Team reserves the right to increase or decrease a award based upon receipt of actual expenditures. However, no total project invoice may exceed \$5,000.



DOWNTOWN FAÇADE APPLICATION FORM

1. APPLICANT INFORMATION

Applicant's Full Name/Business Name

Mailing Address

Contact: (Telephone) (Facsimile) (E-Mail)

2. PROPERTY INFORMATION

Street Address(es)

Owner-Occupied OR Leased from Owner (if so, complete information below)

Property Owner Signature OR Owner's Name Property Owner Consent Letter [attached]

Mailing Address

Contact: (Telephone) (Facsimile) (E-Mail)

3. FAÇADE VIEW / FRONT ELEVATION (attach 2-3 photographs (color 3x5s) (at least 1 full facade view)

4. PROJECT SCOPE

Project Dates: proposed beginning date: _____ anticipated completion date: _____

1 Project is not eligible for any funding if work has begun on any aspect of the project.

Project Title (ex. Gigi's Clothing Shop - Facade Painting)

Details of Proposed Work with Projected Costs:

Item 1 _____ Cost _____
Item 2 _____ Cost _____
Item 3 _____ Cost _____
Item 4 _____ Cost _____
Item 5 _____ Cost _____

ATTENTION! QUOTES:

o Must be an itemized estimate
o Must have two (2) quotes for work items more than \$500

5. PROJECT BUDGET & QUOTE

Total Project Cost: \$ _____

Amount Requested: \$ _____ Applicant Investment2: \$ _____

2 Projects with applicant investment may receive preferential review status.

6. AUTHORIZATION

I, _____, do hereby make application to Albany-Dougherty Inner City Authority for a Downtown Facade for _____.

I verify that the information in this application and its attachments is valid and correct. I verify that I have reviewed and understand the rules and regulations set forth in the Downtown Facade Program and agree to be bound by same. I understand that receipt by ADICA of my application does not obligate ADICA in any way, indicate any funds are available, or that my application will be approved. I understand that furnishing false or misleading information can lead to denial of my application and/or bar me from receipt of any funds.

Signature/Applicant Date

Signature/Owner (or consent letter) Date

CHECKLIST

- 1) Fully completed and signed application.
- 2) Property owner consent letter (if leased).
- 3) Copy of Business License(s)
- 4) Photographs.
- 5) Complete and itemized project description.
- 6) Budget estimates and quotes.

PLEASE NOTE: Items which may be submitted separately; however, these items must be submitted within two (2) weeks of the application deadline. Submitted applications without all the checklist items will be considered incomplete and returned.

Map 1 - Downtown Central Business District

