

Quincy Preserves

Façade Program Guidelines

I. Program Objectives

The intent of this program is to promote the continued revitalization of buildings within Adams County:

- A. Restoring period architectural design details and characteristics of building facades and
- B. Correcting property maintenance code violations related to building facades.

II. Program Procedures

- A. The applicant will submit to the Façade Committee the following material:
 - A.1. A completed Quincy Preserves Façade application as follows
 - A.2. A project description outlining the scope of work, timeline of project, and financial costs.
 - A.3. Documentation of the existing conditions. This can be by photographs or architectural drawings.
 - A.4. Proposed modification documentation. This can be by architectural drawings or photo graphic renderings. Proposed materials and colors need to be identified in this documentation.
 - A.5. Verification of property ownership, such as an attorney's opinion, title update or title commitment.
 - A.6. Signed application acknowledging owner's financial responsibilities if project is funded and is not completed within one year or if the property is subsequently sold within two years of completion.
- B. The Quincy Preserves Façade Committee will review application to ensure all requirements are submitted. Once confirmed this will be provided to the Quincy Preservation Commission to be reviewed and discussed at their next meeting (First Tuesday of each month).
- C. The Quincy Preservation Commission will review the application to determine the building's compatibility with the architectural character of the Historic District and advise if the proposed work addresses the contributing features of the building. It is recommended that the applicants attend this meeting with the Quincy Preservation commission to present the application and answer questions. As an outcome, Quincy

Preservation Commission will provide a Certificate of Appropriateness in support of the qualifying work.

- D. The final approval of the application is the domain of Quincy Preserves. Based on the recommendations from The Quincy Preservation Commission, Quincy Preserves board of directors will review the recommendation to approve or reject funding. Reasons for not funding may include; exhausting yearly funds for the program, not all attributes of project deemed architecturally significant, or limited budget. It is the responsibility of the Quincy Preserves board to provide appropriate feedback for non-awardees.
- E. Upon approval, a six-month funding reservation commitment is established. The applicant must prepare final detailed plans and specifications and sign a façade loan/grant agreement. If the project does not go under contract within this six-month period, the Façade Committee's commitment will be released and the applicant will be notified in writing.
- F. Once under contract 50% of the grant will be distributed.
- G. At the completion of project, the awardee is to contact Quincy Preserves to validate the work was completed as outlined in the application and specification. This will be determined by the Quincy Preserves façade committee. As part of the validation, awardee is to provide the following:
 - G.1. Completion Photos of the work (minimum of one per facade)
 - G.2. Documentation of Paid invoices itemizing all eligible costs
- H. Within 30 days of receiving all documentation the final 50% of the grant will be awarded. The loan will remain with Quincy Preserves and will be forgiven at the expiration of the term.

III. **Applicant Eligibility**

- A. Applicants must meet one of the following ownership criteria:
 - 1. The applicant owns the property (loan/grants may be authorized with conditional approval, contingent upon applicant securing ownership prior to actually receiving the loan/grant) and all mortgages and liens must be identified.
 - 2. The applicant is the purchaser of the property under a land sale contract, and
 - 2.i. Provides the Façade Committee with a copy of the signed contract,
 - 2.ii. Accepts financial responsibility for the improvement work,
 - 2.iii. Provides written consent from the title holder for the proposed rehabilitation work and
 - 2.iv. Secures the title holder's consent to execute and record the agreement between the Façade Committee and the recipient with the Adams County Recorder.

3. Property must be a Landmark (approved by city ordinance) or a Contributing Structure to one of the Historic Districts in Quincy that are included on the National Register of Historic Places. If outside of these areas it is at the discretion of Quincy Perseverations to accept the application. Please contact Quincy preserves with any questions on eligibility.

IV. **Eligible Improvements**

- A. The program provides funding for facade improvement to the exterior of the existing buildings visible from a public street or alley.
- B. Funding is based on only those aspects of the project that Quincy Preserves identifies as significant to the property's status as a Landmark or a contributing structure in a historic district. The 30% award will only apply to these items and work and not the total project costs.
- C. Eligible improvements include:
 - C.1. Repair or restoration of historic features
 - C.2. Replacement of deteriorated historic features with like materials or appropriate alternatives
 - C.3. Extensive restoration/repair of historic masonry material
 - C.4. Painting of exterior surfaces where the surface preparations include removal of worn/failing paint and intensive surface preparation prior to painting.
 - C.5. Exterior upgrades that will improve the historic character of a building.
 - C.6. Improvement, replacement or installation of storefront systems, doors, and windows and trim in an architecturally appropriate manner.
 - C.7. Removal of architecturally inappropriate historic features.
- D. Ineligible Improvements:
 - D.1. Signage
 - D.2. Any interior improvements or finishes
 - D.3. Site improvements including sidewalks and landscaping.
 - D.4. Those projects covered by insurance such as fire, water or storm damaged cases are not eligible for funding from this program.

V. **Financing and Conditions**

- A. Assistance on façade renovation will be provided through a combination grant and low interest rate loan. Grant amounts will not exceed \$7,500 or 30% of the eligible project cost and the loan will not exceed the grant award. (For example: A property owner with a façade restoration project with total eligible costs of \$10,000 would be required to invest

\$4,000 (40%) of their own money and the Façade Program would provide a grant of \$3,000 (30%) as well as a low interest loan of in the amount of \$3,000 (30%).)

- B. There is a \$1,000 loan and \$1,000 grant minimum.
- C. Interest rate has a minimum of 3%. The term and amortization schedule would match that of the participating financial institution or be set by the Façade Committee. Loans would have a term of a maximum of 5 years.
- D. Loans must be secured by collateral sufficient to assure repayment. Acceptable security could include one or more of the following: a mortgage on land, a building, equipment, or a personal guaranty from the borrower.
- E. The applicant/property owner will enter into a façade loan/grant agreement with the Façade Committee for the external renovation work. The applicant will agree to make and maintain improvements to the building during the term of the loan/grant agreement. No alterations to the building façade will be allowed during the term of the loan/grant agreement without prior agreement. This includes signage associated with the building for the business(s) in the building.
- F. Loans/grants will only be approved for permanent quality exterior improvements to a property that maintain or enhance the building's architectural or historical features.
- G. Loans/grants shall not be provided for minor exterior maintenance activities which are the owner's responsibility.
- H. An applicant may apply for a loan/grant for more than one property.
- I. The applicant will pay all other fees (not included in eligible work items) attributable to the project.
- J. The Façade Committee reserves the right to recall a loan/grant if any of the eligibility requirements are violated.

VI. **Deadlines**

Applications will be received on an annual rolling basis as funding is available.

Quincy Preserves

Façade Program Application

January 2024

Date of Application _____

Address of Property to be Improved _____

City _____ State _____ Zip _____

Façade Restoration Cost \$ _____ Amount requested \$ _____
(Provide Supporting Documentation) (30% of Façade work up to \$7,500)

I. APPLICATION/OWNER INFORMATION

Applicant (s) _____

(Please Print)

Application Address _____

City _____ State _____ Zip _____

Phone Number (s): _____ (Circle Home, Mobile, or Work)

E-Mail Address: _____

Signature of Applicant (s) _____

Property Owner Name(s) _____

(If different from application)

Owner Address _____

City _____ State _____ Zip _____

Owner Number (s): _____ (Circle Home, Mobile, or Work)

E-Mail Address: _____

Signature of Owner (s) _____

II. PROPERTY INFORMATION:

Type of Property: Commercial Retail Residential Mixed Use

Is the Property is occupied? Yes No

Name of Business or Tenants: _____

Property Proposed for rental units? Yes No

Has owner applied to City of Quincy Rental Rehabilitation program? Yes No

Description of Proposed Work: (Attach explanation sheet(s), plan and photographs)

Date Project to be started by: _____

Date Project to be completed by: _____

If changes to the scope of work are necessary, it is the responsibility of the Applicant to contact Quincy Preserves for additional review before continuing the project. As potential changes to the intent of work could void the grant and result in nonpayment. Funding awards cannot be increased after notification of the initial award, regardless of approved change in Scope of Work. Reimbursement will occur after project completion and upon submission of appropriate forms and documents as outlined in the guidelines. All required permits are the responsibility of the owner/applicant.

This program is a reimbursement program. Payments to architect, contractor, and suppliers are required before full receipt of grant from Quincy Preserves. At the completion of project Applicant is to contact Quincy Preserves for final review to confirm completeness of work and approve final distribution of funding.