



Commercial Façade Improvement Program

Guidelines and Procedures

Eligible Use	
Eligible projects are permanent exterior improvements to enhance the appearance of a Richland business. A business or property owner holding a valid Richland Business License may make apply for the program. Every application must have the property owner's written consent.	
Program Requirements	
Project initiation	No part of the proposed project may begin without an executed contract between the City and the Applicant
Visibility	Entire improvement must be visible by the public, from the nearest public right-of-way and be permanent in nature.
Award maximum	\$20,000 per project
Award match	Applicant must make the same investment as the amount funded by the program. 50% of the eligible project expenses, up to the award maximum outlined in the contract.
Award reimbursement	All project costs must be paid initially by the applicant. The City will reimburse up to the allowable match as invoices and receipts are received. Unpaid invoices will not be reimbursed.
Automatic dismissal	<ul style="list-style-type: none"> • Buildings with a zoning or building code violation, excepting legal non-conformities • Projects or any portion thereof completed prior to an executed contract • New building construction of any kind • Projects that do not comply with the Richland Municipal Code or adopted standards • Failure to complete project in contract period (12 months) • Residential structures or non-commercially zoned properties • Non-permanent improvements to the building façade • Businesses/building owners can apply for funds in consecutive years if the projects are different exterior improvements.
Eligible project expenses	<ul style="list-style-type: none"> • Building materials • Benches and Bicycle Racks • Exterior window and door replacement and repair • ADA Accessibility • Reconstruction or replacement of historic features • Siding, paint and exterior enhancements (only when completed as a part of a larger permanent project) • Signs – permanent light box fixtures preferred, business specific inserts not included (only when completed as a part of a larger permanent project) • Gutters and downspouts • Exterior lighting • Safety enhancements • Awnings and accessory ornamentation • Other publically visible improvements as approved
Prohibited expenses	<ul style="list-style-type: none"> • Working Capital • Debt Refinancing • Equipment/Inventory Acquisition • Plumbing and HVAC • Parking Lot Resurfacing • ANY Interior Remodeling

	<ul style="list-style-type: none"> • Application or permit fees • Legal Fees • Roof improvements 	<ul style="list-style-type: none"> • Landscaping or parking improvements • Improvements not approved in original application or agreement
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Requirements on Approved Projects

Applicant contract	<ul style="list-style-type: none"> • The applicant shall be required by contract to maintain the improvements at their own expense. • Funds must be spent within twelve (12) months of the contract date without exception.
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Review Procedures

- Applications must be fully completed. Applications are updated annually to reflect relevant updates to the goals, policies, and procedures of the Economic Development Committee.
- Each application will be reviewed the City’s Marketing Specialist – Economic Development. Incomplete applications or applications that do not fully answer each question will be returned to the applicant.
- The Economic Development Committee, on a quarterly basis, will review complete applications. Applicants or their designee are strongly encouraged to be present at the Economic Development Committee meeting. In the event that the applicant is unable to attend the meeting and there are questions from the Committee, the Committee may table the application until the applicant may be present.
- The Economic Development Committee will provide a recommendation for approval, denial, or approval with conditions to the Richland City Council. The Committee reserves the right to reject or table any application for further review and discussion if they determine that the application does not meet the intent of the program.
- After review by the City Attorney, recommended applications will be forwarded to City Council for review and action.
- If approved, a contract will be executed between the applicant and the City. All expenses reimbursed under said contract must originate from the project as described by the applicant in their Commercial Façade Improvement Program Application. Grantee is solely responsible for providing evidence, to the City’s satisfaction, that the costs for which they seek reimbursement qualify as described in the application and under the terms of the contract.
- In order for reimbursement to be processed, a summary of expenses needs to be provided as the cover sheet with copies of paid receipts only. A copy of this form is available at www.richlandbusiness.com/programs/commercial-facade-improvement-program