

2025 Carroll Downtown Façade Improvement Grants

The City of Carroll, Iowa is engaged in a comprehensive downtown revitalization process. A key element of the revitalization program involves the re-creation of *Downtown Carroll*. Many smaller cities in Iowa have chosen this revitalization path and have seen improvements in the appearance and image of their downtowns, as well as increased civic pride, visitation, consumer spending, business investment, and property values.

Rehabilitation of Downtown's commercial buildings and returning their upper stories to productive use plays a key role in this revitalization strategy. To this end, the City has created a Downtown Façade Improvement Program to assist building owners in restoring and improving the original facades of their buildings.

2025 Rules and Sources of Funding

This is the second year of the Downtown Façade Improvement Grants.

The Downtown Façade Improvement Fund has \$100,000 in funding.

Maximum 2025 Award

Matching 50% reimbursement grants of up to \$20,000 are available under this program.

2025 Application Round

Application Period Opens – April 1, 2025

Application Period Closes – May 30, 2025

Application forms may be picked up at City Hall, 627 N Adams Street. They will also be posted at www.cityofcarroll.com.

Further Information

Please contact Aaron Kooiker, City Manager, City of Carroll by phone at 712-792-1000 or akooiker@cityofcarroll.com.

Façade Grant Rules

1. Applicant Eligibility

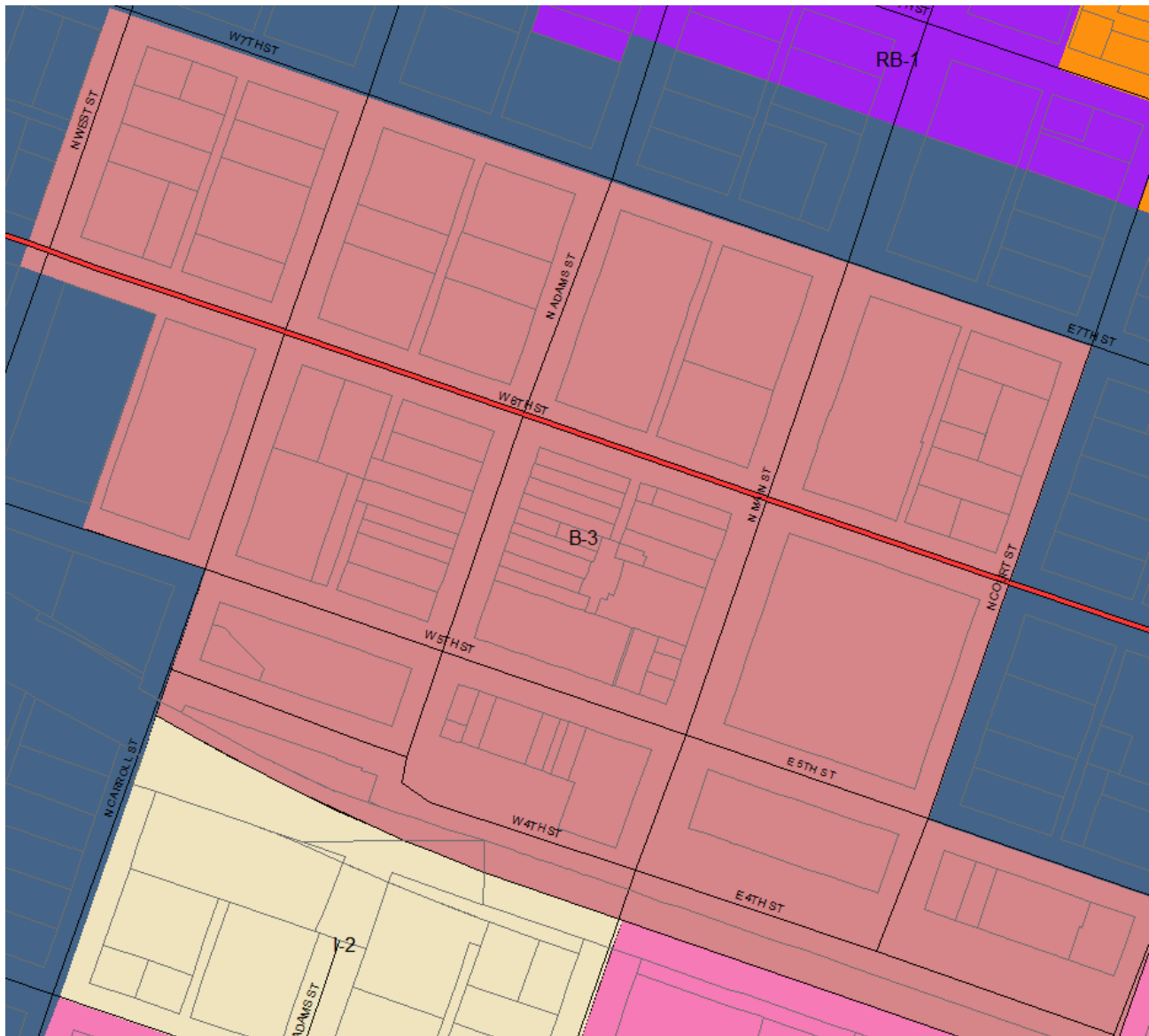
Any owner of an eligible building can submit an application for a Downtown Façade Improvement Grant.

Building tenants will be allowed to make an application on the Building Owner's behalf if the Owner has agreed in writing for the work to be undertaken at the cost of the Building Tenant.

2. Building Eligibility

Commercial buildings are eligible for a Downtown Façade Improvement Grant if:

- a) They are located on a property that is zoned B-3 (shown in pink); and within the boundaries shown below:



3. Awards

The Downtown Façade Improvement Grant program will provide matching funds to a maximum of \$20,000 per building.

Applicants may choose to provide additional funding beyond the minimum 50% matching requirement.

4. Eligible Costs

Downtown Façade Improvement Grants can be used to reimburse award recipients for the following costs:

- i) Removal of metal, vinyl, or wood siding that has been used to cover the original brick façade and any added structural elements to support such siding;
- ii) Repairs to the original façade;
- iii) Repairs to existing cornices, pediments, or coping;
- iv) Replacement of, or repairs to, front entry stairs;
- v) Installation, repair, or replacement of entry ramps for the mobility impaired if appropriate;
- vi) Replacement of exterior doors;
- vii) Replacement of main floor and upper story windows;
- viii) The addition of new, or the replacement of existing, awnings;
- ix) The removal, replacement, or repair of storefront canopies;
- x) The addition of artistic building signage which is compatible with the building and the period that it was built in (see attached photographic examples), including:
 - Decorative vertical signage attached to the front façade;
 - pedestrian scale signage located underneath an awning or canopy; or
 - Refurbishment or replacement of existing sign bars with exterior accent lighting.
- xi) Installation, repair, or replacement of exterior stairs to upper story housing, where such stairs are required to meet the local building and fire codes;

- xii) Installation, repair, or replacement of exterior accent lighting designed to highlight the storefront;
- xiii) Exterior facade painting where appropriate; and
- xiv) Design, Architectural or Engineering fees as needed to undertake the project.

5. Ineligible Costs

Downtown Façade Improvement Grants CANNOT be used for the following costs:

- i) General maintenance and cleaning other than painting;
- ii) Repair or replacement of roofs;
- iii) The addition of metal, vinyl, or wood siding to cover parts of an original façade;
- iv) Tinted windows;
- v) Interior window coverings or window signage;
- vi) Back-lit plastic signage; or
- vii) Security systems.

6. Application Period and Forms

The application period will begin on April 1, 2025 and end on May 30, 2025.

No applications submitted after the deadline will be accepted.

7. Application Submissions

Applications may be submitted in person at City Hall or by e-mailing Aaron Kooiker, City Manager, akooiker@cityofcarroll.com

8. Review Committee and Grants Administrator

A Committee will review the applications and grant awards. The Review Committee will consist of three members including:

- a) Carroll City Manager,
- b) Carroll County Growth Partnership Executive Director, and
- c) One resident, appointed by Council, who does not own property or a business located in Downtown Carroll.

The Downtown Façade Improvement Grant program will be administered by the City Manager.

9. Evaluation of Applications

The Review Committee will evaluate applications based upon the following criteria:

- a) The condition of the building and the need for the proposed improvements;
- b) The extent of the building improvements proposed;
- c) The extent to which the original building features are to be preserved or enhanced by the improvements;
- d) The strategic location of the building;
- e) The quality of the work proposed;
- f) The completeness of the application;
- g) The proportion of municipal funding requested; and
- h) Any other criteria relevant to a particular application.

10. Award and Contract

The Review Committee will recommend applications to City Council for their approval.

Depending upon the number of applicants and the funds available, the Review Committee may be obliged to choose between competing qualified applications based upon their evaluations.

In the event that the total amount of grants requested does not exceed the available funds, the Review Committee may recommend all qualified applications.

City Council, however, reserves the right to reject any or all applications.

The City Manager will prepare contracts to be signed by the applicants receiving the award and the Mayor.

11. Required City Permits

In some cases, the building improvements proposed may not require permits from the City of Carroll.

Award recipients are, however, required to obtain all necessary building or sign permits from the City of Carroll.

Applicants are encouraged to contact Aaron Kooiker, the City of Carroll's City Manager, to determine whether permits will be required at (712) 792-1000.

12. Time to Complete the Work

The applicant will have one year to complete the work from the date that the Grant Contract is signed.

Failure to complete the work on time may result in the loss of all or part of the award.

The Review Committee may consider a request, in writing, to extend the completion deadline in the event of unforeseeable circumstances.

13. Method of Reimbursement

The Downtown Façade Improvement Grants are reimbursement grants. The building owner is expected to complete and pay for the proposed rehabilitation work and submit a cost summary.

Following review of the cost submission and an inspection of the completed work, the City will reimburse the building owner for 50% of the costs up to the maximum amount specified in the award. Submission for reimbursement is required one year from the date the Grant Contract is signed.

The cost summary will include any receipts, invoices or pay applications for costs of materials, labor, fees and permits associated with the work. A cost summary form will be provided for the building owner's use, which will be signed by the owner verifying its accuracy.

14. Direct Provision of Materials & Labor by the Building Owner

The value of any used materials, previously owned by the Building Owner, or direct labor performed by the owner or members of their immediate family will not be eligible for reimbursement.

Appendix Information

For clarification, some photographs are included on the following pages showing different types of building signage that may be appropriate for use in Downtown Carroll.

Decorative Vertical Signage Examples



Decorative Signage on Retail Sign Bars



Pedestrian Scale Signage Beneath Canopies or Awnings

