

Business Matching Grant Program Interior Up-fit Improvement Grant

Interior Up-fit Improvement Grant

The Business Interior Up-fit Improvement Grant assists commercial property owners and/or commercial tenants with improvements, and renovations to the interior of the business. This Grant seeks to provide an overall revitalization, especially if coupled with the Façade and Security Improvement Grants.

Maximum Awards

The program provides up to 50% reimbursement to commercial or industrial businesses or property owners for eligible interior renovation costs. A 60% reimbursement may be available on a case-by-case basis for utilization of a certified Minority, Women or Small Business Enterprise (MWSBE) firms.

Maximum grant award is \$30,000. This grant can be paired with the Façade and Security Improvement Grants.

Eligible Expenses include:

- Interior mechanical, electrical, and/or plumbing
- HVAC, fire suppression
- Flooring
- Interior lighting
- Utility Upgrades
- Removal and installation of interior walls
- Restrooms

Eligible Geography:

- Projects must be located within the Business Corridor Revitalization Geography. Check if your address is within the eligible geography here: <https://arcg.is/0nn4WO>

Eligible Applicants

- Owners or tenants of for-profit commercial buildings. Use of the building must conform to all current codes and ordinances; non-conforming uses of any kind are not allowed.
- Prohibited businesses include adult businesses, gambling including sweepstakes and cyber/internet cafes, new construction projects, businesses operating from residential property or residential uses.
- Property owned by non-profit entities, will be considered on a case-by-case basis. Churches are not eligible to receive award money.
- Portions of buildings occupied by ineligible businesses of any kind are ineligible for program funds. Vacant buildings are subject to a clawback provision if space is occupied by a prohibited business within 12 months.

- Owners of vacant buildings shall be eligible if the owner's purpose is to rehabilitate the structure to attract eligible businesses.
- Previously denied applications are eligible to re-apply after waiting two grant cycles.
- All real property taxes must be paid in full.

How the Program Works:

- Application deadlines occur quarterly on February 15th, May 15th, August 15th and November 15th respectively. If the 15th falls on a Saturday or Sunday, the applications will be due the following Monday by close of business
- Applicants must submit a completed application package to the Economic Development Department by close of business on the date of the application deadline. Incomplete applications may not be reviewed
- An inter-departmental team of City staff reviews and approves proposals quarterly. Staff bases eligibility decisions on, among other things, the following criteria: location, improvement to the appearance of the site, building, and business district; reduction of crime; leveraging of additional economic activities; provision of needed services
- Applicants using certified MWSBE contractors may undergo a MWSBE Utilization & Goal Setting review to determine if the project qualifies for 60% award (*refer to Maximum Award section on Page 1*)
- On average the process can take 45 days; from application submission to contract. Upon approval, the City enters into a grant contract with the applicant setting forth, among other things, the scope of work as approved by the review team
- Applicants are responsible for obtaining all necessary governmental permits and authorizations, including building permits
- Staff will be permitted to inspect the project to ensure conformance with the grant contract.
- **The City does not reimburse for any work performed/completed prior to application approval and contract signing**
- The City will authorize reimbursement payment after, among other things, completion of the project in accordance with the approved plan as set forth in the contract. Proof of payment is required for reimbursement
- The City will not contract to perform any of the work
- Approved projects should be completed within 24 months from date of contract or funds may not be guaranteed

Questions?

Additional program requirements or restrictions may apply

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