

WEST WARD ★

Façade Improvement Grant Pilot Program

Application



INVEST NEWARK

NEWARK
URBAN
ENTERPRISE
ZONE



PARTNERSHIP WEST, INC.
Business Improvement District

PROGRAM DESCRIPTION & OVERVIEW

The Newark Urban Enterprise Zone has established a Façade Improvement Grant Program with funds received from the New Jersey Urban Enterprise Zone (UEZ) Authority.

The program is designed to provide businesses with funds to assist with exterior improvements such as business façades, replacement of deteriorated or poor-quality commercial signs and awnings, and/or window/door replacement.

The program awards grants from \$2,500 up to \$10,000 to individual business owners to subsidize the expense of making qualified exterior improvements.

Grant awards will be made on a continuous, first-come, first-served basis, subject to funding availability and at the sole discretion of Invest Newark.

The grant focuses solely on businesses within the UEZ area from Orange Street from 1st Street to Roseville Avenue and South Orange Avenue between Bergen Street and Dover Street.

PROGRAM OBJECTIVES

- ★ Encourage the visual improvement of storefronts, commercial building façades, signs, and awnings
- ★ Enhance the appearance of the streetscape
- ★ Reduce vacancies in commercial buildings and storefronts
- ★ Expand worker and shopper populations in commercial business districts
- ★ Strengthen or restore the original character and aesthetics of historic buildings
- ★ Provide a catalyst for others to improve their façades and walkways
- ★ Improve public safety for pedestrian foot traffic

ELIGIBILITY REQUIREMENTS

The application and supporting documents must demonstrate that the business is in compliance with local and state regulations for registration and licensing. There must not be any outstanding code violations on the property other than those to be remedied by participation in this program.

The grant applicant must be either a Building Owner or a Business Owner/Tenant. Tenants must have the property owner's signed approval for the proposed project and must have at least two (2) years remaining in the lease at the location of the proposed project and/or option to renew for at least two years at the time of the application submission. In either case, as a condition of receiving the grant, the applicant must be willing to sign a Grant Agreement. These agreements are non-negotiable and are a condition to receiving any grant. Invest Newark reserves the right to modify these agreements at any time in its sole discretion.

The business must be located within the City's Urban Enterprise Zone and registered with the State of New Jersey Urban Enterprise Zone Program to qualify for the Façade Improvement Grant Program. For more information on the Newark UEZ, visit investnewark.org/business-development-urban-enterprise-zone/.

GRANT REQUIREMENTS

- ✓ Business must be UEZ-certified
- ✓ Tax compliant with State of NJ
- ✓ Registered and licensed with City and State
- ✓ No unresolved code violations (unless addressed through this project)
- ✓ Submit two years of filed federal tax returns
- ✓ Completed W-9 form
- ✓ Lease agreement and property owner approval letter (if tenant)
- ✓ Willing to sign required grant agreements
- ✓ Submit property photos, improvement sketches, and three estimates from contractors

APPLICATION PROCESS & REQUIREMENTS

1. Complete and submit the application with all documentation
2. Partnership West, Inc. reviews the application for eligibility
3. Required permits checked
4. If approved, notification will be provided along with the next steps
5. Funds are disbursed after full approval and ACH submission

Applicants must submit an application with required attachments (see Façade Improvement Grant Application Checklist below) to:

Project Manager
Partnership West, Inc.
1044 S. Orange Avenue
Third Level
Newark, New Jersey 07106

Applications will be considered only if they are filled out completely and include all items on the attached checklist. Funding will be provided on an ongoing, **first-come, first-served basis until all grant funds are expended.**

Upon receipt of the completed application, the Business Improvement District will review each application based on eligibility requirements and help the applicant work with the Zoning and Construction Departments to ensure the project complies with existing Zoning and Construction regulations and determine if any permits are required for the project. If permits are required, the applicant is responsible for securing them.

If an application is determined to be incomplete, ineligible, or not feasible, the applicant will be notified in writing and will be given the opportunity to resubmit a revised application. An application will not be accepted under the rolling deadline until it is complete and determined to be eligible and feasible.

It is anticipated that there may be more demand than available funds. Invest Newark reserves the right to approve or deny any application in its sole discretion. Funding may be provided on a first-come, first-served, rolling basis until all grant funds are expended, though, subject to UEZA requirements, Invest Newark reserves the right to reject all applicants even if funds are not expended. **Grants are limited to one application per qualified business.**

QUALIFIED EXTERIOR IMPROVEMENTS

All qualified exterior improvements must comply with local zoning and construction regulations.

See “**Submission Requirements**” for more information.

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| ✓ Exterior elements that improve the aesthetics of the building | ✓ Exterior building and sign lighting, exterior lighting fixture, and display area lighting; |
| ✓ Exterior painting | ✓ Awning (new, repairs, or replacement of existing) |
| ✓ Removing inappropriate or incompatible exterior finishes and materials (false fronts, such as aluminum panels) | ✓ Replacement of missing historic elements |
| ✓ Restoring exterior finishes and materials | ✓ Modification or removal of inappropriate alterations |
| ✓ Installation of safety glass | ✓ Masonry or repointing |
| ✓ Recessing/reconfiguring existing doors and entrances | ✓ Added or improvements to architectural elements |
| ✓ Repairing or replacing existing storefront window systems | ✓ Replacing/reconfiguring/repairing walkways and thresholds to the business’s customer/client entrance |
| ✓ Signs attached to buildings (new, repair, replace, and/or remove) | ✓ Vestibule installations/improvements |

UNQUALIFIED PROJECTS

- ✗ Interior repairs not integral to the exterior façade improvement
- ✗ New building construction or additions
- ✗ Purchase of property/equipment
- ✗ Roof improvements, replacement, or repair
- ✗ Lighting elements not associated with new light fixtures or repaired fixtures
- ✗ Removal of architecturally important features
- ✗ Sidewalk repair or curb cuts
- ✗ Planting, landscaping, street trees, or street furniture
- ✗ Parking
- ✗ Signs not permanently attached to the building
- ✗ Design only projects

GRANTEE OBLIGATIONS

Grant Agreement: No work on the project shall commence, and no project materials or labor shall be paid for, until the applicant has executed a Grant Agreement with Invest Newark.

Improvement Protection: Signs, awnings, and any other exterior elements added must remain in place and unaltered for five years from the date the improvements are completed.

Funding disbursement: Grant funds will be paid upon receipt and approval of the required documentation. The City will not pay contractors or subcontractors directly for work or services performed.

Tax Consequences: Grantees should consult a tax and/or financial advisor regarding the tax consequences of this grant upon the business and the business's owner(s). A 1099-MISC in the amount of the grant will be issued to the business for the year the grant is paid.

One-Year Completion: The project must be completed within one year from the date the Grant Agreement is signed. Failure to complete work will result in future ineligibility for Urban Enterprise Zone Programs.

Questions

For questions regarding the Façade Improvement Loan Program, contact the Project Manager at: projectmanager@investnewark.org or 973-985-4892.

Applications will not be considered complete without **ALL** documents from the required checklist.

FAÇADE IMPROVEMENT GRANT PROGRAM

Project Application

All applicants must complete and submit an application with required documentation to be considered for the Facade Improvement Grant from the Newark Urban Enterprise Zone. Meeting eligibility requirements does not guarantee approval, and Invest Newark reserves the right to deny any application for any reason in its sole discretion. Please read the program guidelines and eligibility sections prior to completing the application. If you require further clarification, please contact staff at **973-985-4892**.

PROJECT ADDRESS	BLOCK #	LOT #

DOING BUSINESS AS:	APPLICANT NAME:

ADDRESS:

DAYTIME PHONE NUMBER:	EMAIL:

FACADE IMPROVEMENT FUNDS REQUESTED*:	TOTAL PROJECT COST:

**Request must be between \$2,500 and \$10,000*

DESCRIPTION OF PROJECT:	<i>(additional description may be attached)</i>

PROPOSED
START
DATE:

PROPOSED
COMPLETION
DATE:

Do you plan on using the services of an architect or engineer?

☐

YES

☐

NO

If yes, list your architect or engineer being retained:

PROPERTY OWNERSHIP:

1. Do you own or lease the property on which the facade improvements will be made?

☐

OWN

☐

LEASE

2. If you lease, what is the expiration date of the lease?

3. Name, address, and telephone number of the owner of record for leasehold properties:

★ *I hereby consent to the conditions as outlined in this document and agree to complete the improvement project as proposed in the application.*

APPLICANT/BUSINESS TENANT

Print Name	
Signature	
Date	

BUILDING OWNER

Print Name	
Signature of Applicant	
Date	

★ *I certify that I am not subject to any outstanding property taxes, fees, judgments, liens, or other outstanding obligations to the State of New Jersey, Essex County, or the City of Newark. This certification is ongoing, and I agree to immediately notify Invest Newark or any change to this status.*

Print Name

Signature of
Applicant

Date

★ *I certify that all information provided in this application and all submitted documentation is true, accurate, and complete. Any false, misleading, or incomplete information shall constitute grounds for immediate rejection of the application or, if discovered after grant approval, immediate repayment of all grant funds plus interest at the maximum legal rate. I agree to immediately notify Invest Newark in writing of any changes to the information provided. Invest Newark reserves the right to verify all submitted information through any reasonable means.*

Print Name

Signature of
Applicant

Date

Application Checklist and Required Attachments:

The following items must be submitted with the application form

	Completed Application, including Applicant, Owner, and Tenant certifications
	Urban Enterprise Zone Certificate
	Color photographs of the facade to be improved in its current condition
	Plans, specifications, concept sketches, and narrative of proposed improvements
	Detailed budget and three cost estimates from licensed contractors, including name, address, business license number and phone number
	Proof of Fire and Extended Insurance Coverage for Building and Property, as well as Flood Insurance (if applicable)
	Copy of Deed or Tax Bill (property owners only)
	Valid Zoning Permit (if required)
	Facade/Signage Permit from the City of Newark
	If leased property, a signed statement of permission for the proposed improvements signed by the owner of record
	Copy of lease agreement (if tenant is applying)
	Documentation that Municipal Taxes and Water Bills are up to date
	Copy of Business License, Insurance and Lease (Business owners only)
	Copy of the Business Registration Certificate (BRC) of the applicant
	Completed W-9 Form in the name of the applicant
	Two years of filed federal tax returns for the entity

For Office Use Only:

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APPROVED

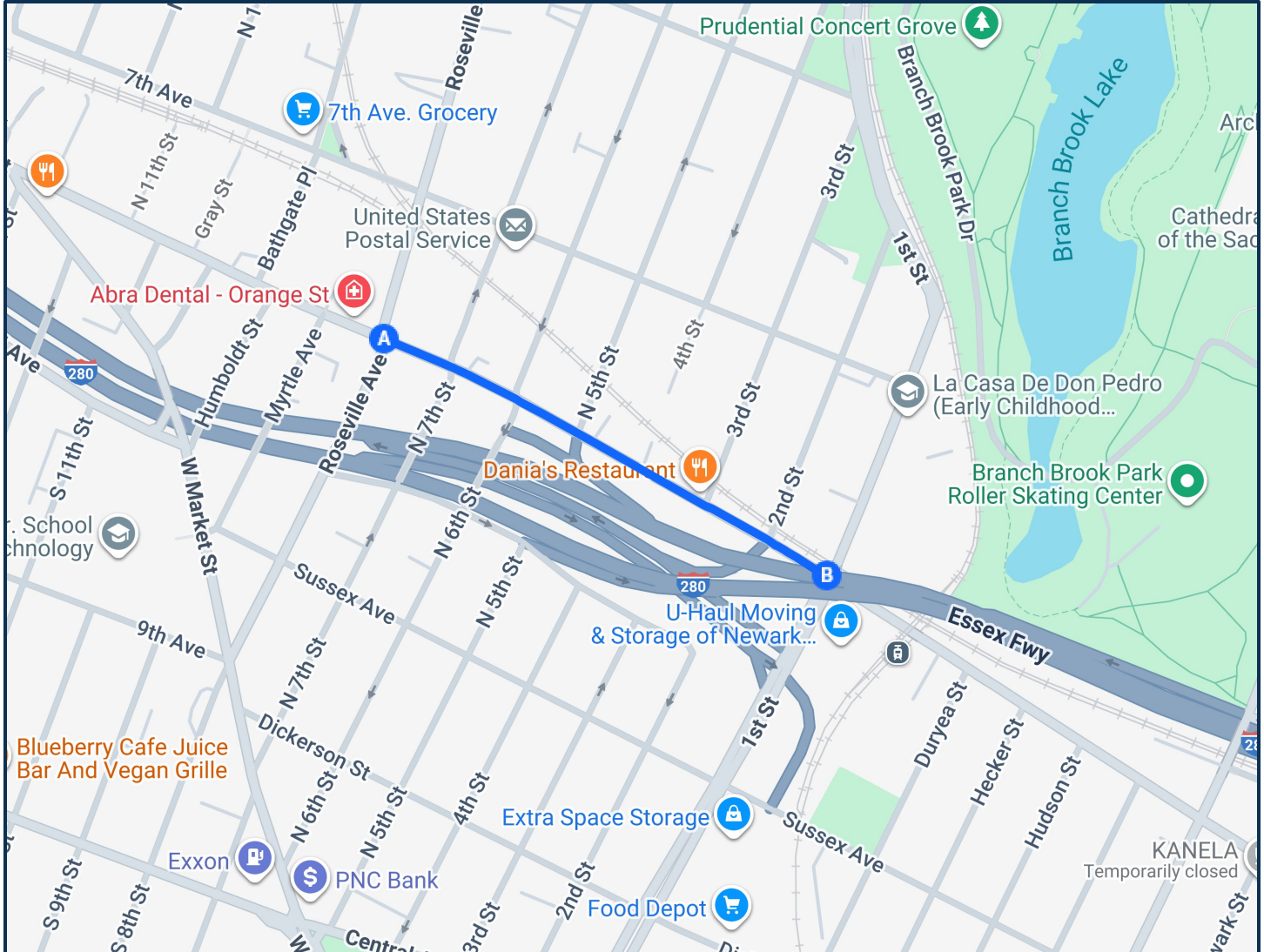
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NOT APPROVED

West Ward Facade Program Map Area

★ Orange St

Orange St between Roseville Avenue and 1st Street



A Orange St & Roseville Avenue,
Newark, NJ

B Orange St & 1st Street,
Newark, NJ

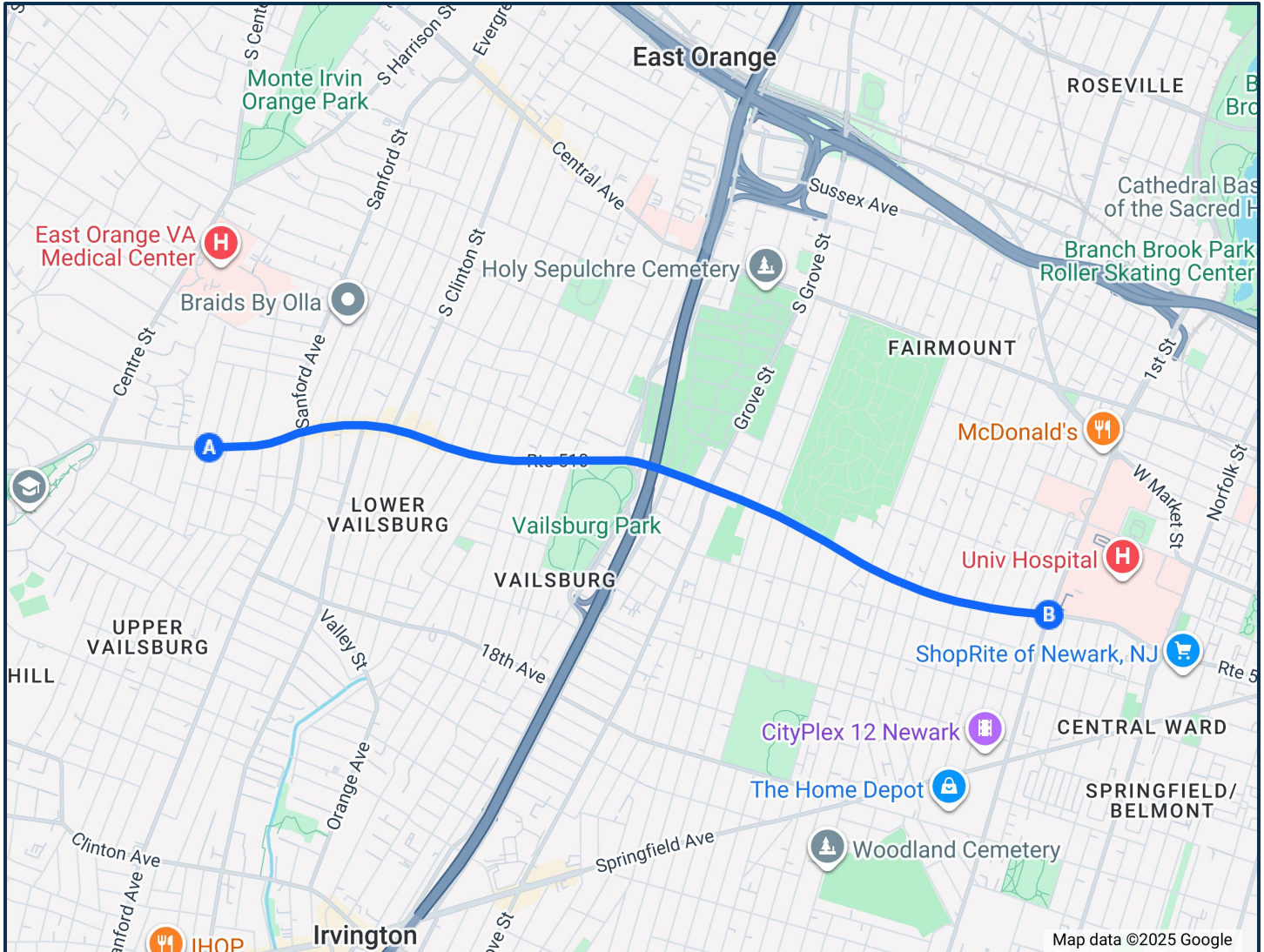


Scan to see if your business is
within the UEZ area

West Ward Facade Program Map Area

★ South Orange Ave

South Orange Ave between Dover Street & Bergen Street



A S Orange Ave & Dover Street,
Newark, NJ

B S Orange Ave & Bergen Street,
Newark, NJ



Scan to see if your business is
within the UEZ area