

Neighborhood Commercial Revitalization Program

Interior Renovation Grant

The Neighborhood Commercial Revitalization (NCR) Interior Improvement Grant is a reimbursable grant designed to encourage permanent interior improvements in the business districts designated under the City's NCR program.

Amount

Up to \$25,000. Applicants must match half of the grant amount dollar for dollar.

Eligible Participants

Property owners of retail/commercial spaces OR tenants of retail/commercial spaces in designated and approved NCR Districts

Eligible Improvements

Grant is for interior improvements and renovations only. Projects may include one or several improvement elements. Improvement must be permanent to the building such as:

- Lighting fixtures
- Plumbing/HVAC
- Security system
- Expansion cost
- Carpeting/Flooring
- Permit cost
- Painting/Dry Wall
- Architectural or engineering costs for interior work
- Permanent fixtures

Ineligible Improvements

- Furniture, computers, kitchen appliances, other non-permanent items
- Public Improvements, parking lots, landscaping, exterior improvements, roofs

Architectural Design

Conceptual design services are available for approved applicants. The need for these services are identified and approved during the pre-application process. Design services are available from NDC at 1445 Summit Street, Suite 300 and may be reached at 614.221.5001.

The work must **NOT** begin until a signed contract agreement from the City of Columbus – Economic Development Division is acquired by participant.

Program Guidelines

- Grant is paid on a reimbursement basis;
- Must be able to demonstrate 50% funding match availability and will be granted the remaining 50% of the project up to \$25,000;
- If the building has multiple tenants, an owner may be eligible for multiple interior grants (not to exceed 3 per project). Each tenant must have their own “certified” address with the City of Columbus and their own entrance from the street to their leased space;
- If the interior grant is used in conjunction with a façade grant then the City’s exterior grant reimbursement match may increase up to \$6,000 based on a total exterior project of \$12,000;
- If the owner of a building receive a grant(s) and the building is sold or the tenant leaves, the new owner or tenant becomes eligible for a grant(s) after three years from the date of closing of previous grant(s);
- The project must be create and/or retain jobs;
- Permit fees for approved work are eligible project costs;
- A contract between the applicant and the City must be executed and a purchase order must be received from the City before any work can begin. Prior work, either started or completed before the issuance of a contract and purchase order will be considered ineligible for reimbursement;
- Any traded and skilled work (i.e. electrical, plumbing, HVAC, etc.) performed on commercial property must be done by a contractor licensed with the City of Columbus regardless of property ownership unless the person or entity doing the work has an Affidavit on file with the City of Columbus that identifies him/her as a self-performing contractor in which case self-performing contractors must also possess and have on file with the City of Columbus a copy of a General Contractor’s License to include relevant bond and insurance information. The Affidavit, General Contractor’s license, and Insurances must be submitted with the formal grant application.
- The City of Columbus is not liable for any tax implications resulting from the extension of this grant through the Interior Renovation Grant Fund. See your tax advisor for clarification.
- The grant may be treated as income subject to federal income tax.

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Grant Application Process

- Applicant submits “Formal Application” only after receiving written approval of pre-application from the City (See Grant Application Attachments for items to be submitted with application)
- After a Formal Application has been submitted (pending approval) a contract will then be executed between the City and the applicant
- The City will issue a Purchase Order in lieu of Notice to Proceed as part of its contracting process
- After receiving both the contract and accompanying purchase order, approved site inspection from City staff, then the construction process may begin
- Applicant will notify the City when improvements are completed.
- City staff will then inspect the project to ensure completion. Applicant submits invoice with receipts and other supporting documents .
- Once the project has been deemed complete, City staff will initiate grant closing procedures
- City staff will then process invoices for payment
- City will mail reimbursement check directly to Applicant

Grant Application Attachments

The following items are to be submitted with the Formal Grant Application.

- Contractor bids and cost estimates for proposed work along with design drawings;
- Copy of Taxpayer Identification Number;
- If a tenant occupant will be the applicant, a letter from the owner allowing improvements to property will be required in addition to a copy of lease or fee simple title;
- Evidence of matching dollars;
- Copy of all applicable permits required for the project;
- If applicable, A copy of Contractor’s License or Affidavit declaring identifying as a “Self-Performing Contractor”;
- Screenshot of completed Vendor Registration with Vendor Services obtained by registering online at (www.columbus.gov/finance/purchasing-office/About-Vendor-Services). For assistance contact at 614-645-8315 or vendorservices@columbus.gov.

Contact:

For more information, please contact Kasia Richey at 614.645.8172.