

CITY OF LISBON
DOWNTOWN REINVESTMENT GRANT PROGRAM

PURPOSE: The purpose of the Downtown Reinvestment Grant Program is to encourage and assist small business development in the Lisbon Downtown Urban Renewal Area. (Refer to attached map)

ELIGIBLE COSTS: Funds must be used for:

- Facade renovation, restoration, or rehabilitation*
- Interior structural rehabilitation and renovations

*The Lisbon Historic Preservation Commission is to be consulted on all projects in the Lisbon Main Street Historic District involving preservation, rehabilitation, and restoration. (Refer to attached guidelines)

INELEGIBLE COSTS:

- In-kind labor
- Interior improvements and renovations that are not permanent
- Interior and exterior signage
- Projects started prior to approval of an application

FUNDING:

- City Council will budget an annual TIF appropriation for the program.
- The maximum amount of assistance will be **60%** of the total project cost or **\$10,000**, whichever is less for **exterior improvements**.
- The maximum amount of assistance will be **50%** of the total project cost or **\$5,000**, whichever is less for **interior structural rehabilitation and renovation**.

ADMINISTRATION:

The program will be administered by the City of Lisbon.

- Draft applications may be submitted for questions and clarity. Submittal of draft applications is strongly encouraged.
- In accordance with current state, county and city codes, work must be performed by a licensed contractor. It is the applicant's responsibility to obtain all City permits prior to beginning construction. This includes exterior and electrical.
- Final applications must be turned in to City Hall.
- Applications will be reviewed by the City staff, (to ensure the application is complete) the Zoning Administrator, (to ensure the proposed project is zoning compliant) and Historic Preservation Commission, (to ensure that the proposed project meets the Secretary of Interior's Standards for Rehabilitation, if applicable). Priority will be given to new applicants.
- Applications passing review will be placed on the Council agenda.
- Award letters will be issued following council approval. A request for rebate form will be included with the award letter.
- Applications must be approved by the City Council before a project begins. Expenses incurred prior to the awarding of the grant are not eligible for rebate payment.

- Projects must be completed and rebate forms submitted to City Hall with the appropriate supporting documentations and will be considered on a rolling basis beginning July 1st of each year as funding allows.

APPLICATION:

Applications will be available at city hall or on the city website at www.cityoflisbon-ia.gov/grants.

- Applications may be typed or handwritten.
- A complete application will include:
 - Two-page application form, with signatures of applicant and building owner
 - Formal drawings/plans for the project
 - Bids/estimates from contractors
 - Itemized budget that includes a complete list of expenses associated with the project.
- Changes to the approved application must be submitted to City Hall for review and Council approval prior to implementation. Failure to do so may deem the entire project ineligible for funding.

REBATE PAYMENT:

- Review and inspection of the completed project by Lisbon Historic Preservation Commission and Linn County (if applicable) is required prior to submittal of request for rebate.
- Request for rebate form must be submitted to City Hall along with documentation of paid expenses as outlined in itemized budget and approved by city council.
- City Council approval required prior to any rebate payment.
- No partial payments will be made.

STANDARDS:

The Standards for Rehabilitation set by the Secretary of Interior will be used as a baseline for all Main Street Historic District projects when possible. Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. Rehabilitation assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. Certain treatments, if improperly applied, may cause or accelerate physical deterioration or the historic buildings.

1. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
2. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.
3. Most properties change over time; those changes that have acquired historic significance shall be retained and preserved.

4. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
5. Deteriorated historic features should be repaired rather than replaced where possible. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features should be substantiated by documentary, physical or pictorial evidence.
6. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, should be undertaken using the gentlest means possible.
7. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
8. New additions adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Several pages of examples of appropriate reconstruction and rehabilitation treatments. LHPS is reworking these for this application packet.

QUESTIONS:

Brandon Siggins, City Administrator
Lisbon City Hall
115 N Washington St. PO BOX 68 Lisbon, Iowa 52253
319-455-2459
lisboncityadmin@cityoflisbon-ia.gov

**CITY OF LISBON
DOWNTOWN REINVESTMENT GRANT PROGRAM
APPLICATION FORM-PLEASE WRITE LEGIBLY**

Date: _____

PROPERTY OWNER INFORMATION:	
NAME	
ADDRESS	
TELEPHONE NUMBER	
FAX NUMBER	
E- MAIL	
BUSINESS NAME/OWNER (ADDRESS/PHONE NUMBER IF BUSINESS OWNER IS DIFFERENT THAN PROPERTY OWNER)	
BUSINESS ADDRESS	
PROJECT INFORMATION:	
Type of Project:	
Exterior Restoration, Rehabilitation and/or Renovation	_____
Interior structural rehabilitation and/or renovation	_____
TOTAL COST OF PROJECT	
EXTERIOR _____	INTERIOR _____
AMOUNT REQUESTED FOR GRANT FUNDING	
EXTERIOR _____	INTERIOR _____

LIST OTHER SOURCES FOR FUNDING FOR THE PROJECT AND AMOUNTS:

DESCRIPTION OF PROJECT-PLEASE PROVIDE DETAILED INFORMATION. USE ADDITIONAL PAGES IF NECESSARY.

SCOPE OF PROJECT: _____

ITEMIZED BUDGET: _____

PRINTED NAME	SIGNATURE OF BUSINESS OWNER
PRINTED NAME	SIGNATURE OF PROPERTY OWNER

**DOWNTOWN REINVESTMENT GRANT PROGRAM
Checklist**

For City Use Only

Applicant Name _____

Amount Requested _____

INITIAL APPLICATION	DATE	APPROVAL/DENIAL	SIGNATURE	COMMENTS
Application received at city hall				
City Representative Review				
Historic Preservation Review				
Council Review				
Amount Approved				
Award Letter Sent				
APPLICATION REVISION	DATE	APPROVAL/DENIAL	SIGNATURE	COMMENTS
Received at city Hall				
City Representative Review				
Historic Preservation Review				
Council Review				
Amended amount approved				
Amended Award Letter sent				
REBATE PROCESS	DATE	APPROVAL/DENIAL	SIGNATURE	COMMENTS
Request for rebate and supporting documents received at City Hall				
City Representative Review				
Historic Preservation Review				
Council Review				
REBATE ISSUED	DATE	CHECK NUMBER	AMOUNT	SIGNATURE