

## **Trenton Business Improvement Incentive Program**

### **Program Purpose and Goals**

The Trenton Business Improvement Incentive Program is designed to provide incentives for existing and incoming businesses to improve retail properties by providing financial assistance. This public investment is intended to provide incentives for prospective businesses to locate in Trenton and provide incentives for existing businesses to expand and improve. The desired outcomes of these expenditures are to

- create jobs by attracting businesses and helping existing businesses expand,
- increase ratables by improving the value of retail buildings,
- provide support for existing businesses, and
- create more attractive retail districts for the people who live and work in Trenton.

The Façade Program falls under Trenton 250 in two initiatives

- downtown retail initiative to support and expand downtown retail (page 27 of the Economic Development Topic Report) and
- neighborhood retail areas initiatives to expand and support neighborhood retail (page 39 of the Economic Development Topic Report).

### **Program**

The Trenton Business Improvement Incentive offers grants of up to 50% of total project cost, grant to not exceed \$20,000, to businesses operating within retail space that are planning to make building improvements, with a minimum project cost of \$5,000.

### **Eligible Properties**

Retail properties in the City of Trenton. If a building is mixed use, only the retail portions are eligible. Residential use is not eligible.

Retail, for the purposes of this grant, is defined as a commercial establishment that you can walk in, without an appointment, and purchase goods (including food) or services.

### **Program Requirements**

1. The owner of the Property (Owner) shall be the applicant.
2. All statements and representations made in the application must be correct in all material respects when made.
3. **The Owner must receive three (3) estimates (costing the same scope of work).**
4. All estimates must be given by licensed contractors.
5. The Owner must take the lowest responsible estimate.
6. All three estimates must be presented to the City of Trenton when the application is submitted.
7. **The contractors' proof of license must be submitted with the application.**

8. The work must not be started before grant is awarded and no reimbursement will be awarded for expenses incurred prior to grant award.
9. **The application must include project plans with sufficient detail to facilitate an understanding of the Project.**
10. The City of Trenton Department of Housing and Economic Development must approve the project, in writing, prior to the start of work.
11. **Projects on property located with a historic district must obtain a Certificate of Appropriateness from the applicable review committee.**
12. Applicant (or tenant) must have a valid City of Trenton, or otherwise appropriate, Business License.
13. The applicant must be current in all responsibilities to the city including property tax and water.
14. **The Owner must provide proof of property insurance.**
15. Portions of the project in excess of the grant must be provided by Owner. All work must be complete and receipts submitted before award is awarded.
16. Project work must begin within three (3) months of the award approval
17. The project must be completed within one (1) year
18. All project work must be properly permitted prior to the start of work and completed in accordance with the City of Trenton Building Codes.
19. A limit of three grants will be approved per applicant within a span of five years. A limit of 1 grant will be approved per project address.
20. Applicants must certify a 1:1 match to the grant funding and obtain all applicable zoning and building permits.

#### **Awards and Disbursements**

1. When an application is received, a review committee will verify that the application is complete and the project fulfills all the program requirements.
2. Awards, if approved, shall be for up to \$20,000
3. After the work is completed, the property owner will submit receipts for the façade work completed for disbursement of funds.
4. Cost savings from the estimated project, in the original application on which the award is based, may reduce the awarded amount.
5. A property inspection will be made to ensure that the work was completed according to the requirements.

**Application**

Application Date

**APPLICANT INFORMATION**

Applicant Organization Name

Primary Business Address

Project Contact Person

Telephone Number

Email address

Tax Identification Number

Ownership Structure

Year Company Founded

**FEDERAL, STATE and MUNICIPAL TAX PAYMENTS**

Please answer the following for the applicant, affiliated entities and each owner of the applicant

Are federal/state employee withholding tax payments current?

Are sale and other business tax payments current?

Are corporate/ personal federal and state income tax payments current?

Are municipal property tax payments and water payments current at the project site?

**FUNDS REQUESTED**

Total amount of incentive requested

For what use?

(Prohibited uses include gambling or gaming activities; the conduct or purveyance of “adult” (ie pornographic, lewd, prurient, obscene or otherwise similarly disreputable) activities, services, products or materials (including nude or semi-nude performances or the sale of sexual aids or devices); any auction or bankruptcy or fire or “lost-our-lease” or “going-out-of-business” or similar sale; carnivals, fairs, auctions, outdoor shows, kiosks, sales by transient merchants, Christmas tree sales or other outdoor sales or storage; a flea market, pawn shop, junkyard, car storage (including parking and towing and repair services), automobile or boat display or sales, car wash, massage parlor, head shop or betting parlor; any activity constituting a nuisance; or any illegal purpose.)

## PROJECT DESCRIPTION & ECONOMIC BENEFIT

Please provide brief description of the project: (description should include the scope of the project, land uses, owner, project schedule, tenants, neighborhood/area benefit context, etc).

Has construction already started?

Briefly describe how the project advances the goals of the city (job creation for neighborhood or city residents, the increase of ratables, provision of services or the creation of a more attractive retail district for the people who live and work in Trenton.) Please also describe the role the grant will play in your decision to improve, expand or relocate to the project property.

Indicate the number of people presently employed at the project property and the number that will be employed at the completion of the project (do not include construction workers). All projections should be as accurate, conservative and achievable as possible.

Type of Employment	On Project Site at Present		New Jobs Created after Work Complete		Total	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
Professional, managerial, technical						
Skilled, Semi-Skilled						
Unskilled						
TOTALS						

Property Address

Block and Lot

Size of building in square feet

Indicate the present use of the project site

Please detail the project budget

List all liens on subject property and the amount of the lien

Is the property in a historic district?

Is the property covered by property insurance?

If yes, what is your coverage limit?

If yes, what is the name and phone of your insurance agent?

Complete and attach the following

- Photos of building "as is"
- Three quotes from vendors for identical work
- Proof of contractor license
- Proof of ownership of the Property
- Proof that taxes are up to date
- Proof of property insurance
- Certificate of Appropriateness, if in historic district.

#### **Applicant Affidavit**

I certify that this affidavit has been executed to induce the City of Trenton to consider an award for improvements to the property located at \_\_\_\_\_, Trenton New Jersey (hereafter known as Property) and certify that the undersigned is the Property Owner, or duly Authorized Agent of the Property Owner.

I certify that the information on this application is true, complete, and correct to the best of my knowledge.

If I receive an Award, I acknowledge I will be required to execute a Grant Agreement.

I certify that I have read and understand the conditions of this Award and understand my responsibilities under these documents.

SIGNED

DATE

PRINTED NAME