



SMALL BUSINESS ECONOMIC ASSISTANCE

REHABILITATION AND IMPROVEMENT GRANT

PROGRAM DETAILS

The Small Business Economic Assistance Rehabilitation and Improvement Grant provides reimbursement for costs associated with making highly visible exterior street facing building improvements, including but not limited to façade improvements, outdoor fixtures, and outdoor safety improvements including ADA compliant improvements. The American Rescue Act Plan funding as provided through the Local Fiscal Recovery Fund will be utilized to capitalize the Small Business Economic Assistance Rehabilitation and Improvement Grant.

Of this funding, 75 percent will be reserved for businesses located in Redevelopment Zone eligible tracts. This includes the Black Horse Pike Redevelopment Zone.

Applications will be accepted on a rolling basis until funding is exhausted in multiple phases.

ELIGIBILITY

Businesses may be reimbursed for capital improvements, or costs associated with making highly visible exterior street facing building improvements, including but not limited to façade improvements*, outdoor fixtures, and outdoor safety improvements including ADA compliant improvements.

Applicants may be limited to **one application per federal Employer Identification Number (EIN) per phase**. Applicants operating from multiple locations under a single EIN may be limited to one application under the sole EIN, but may pool project costs from multiple locations.

Applicants:

- Rent or own and operate from facility.
- Meet SBA definition of a Small Business – determined by employee count and NAICS code.
- Project cost must be at least \$2,000.

- Project must have commenced on or after March 1, 2021 and be completed within one year of application approval date. Project may not have been submitted to any other reimbursement program, or funded by any program locally, through the State of New Jersey, NJEDA, or any other State or Federal Assistance Programs. Certification will be required by applicant.
- Provide a current tax clearance certificate prior to approval.
- Be in good standing with The Borough of Runnemede, Department of Labor, and Department of Environmental Protection.
- Certify at time of application that they are not in default of any payments due to the Borough of Runnemede, State of New Jersey, U.S. Treasury, or any other State or Federal programs.
- Certify at application the applicant is willing to pay wages that are the greater than or compliant with the State of New Jersey Department of Labor and Workforce Development.

Improvement project must meet the following eligibility requirements:

- Exterior highly visible street facing building improvements including but not limited to façade improvements*, outdoor fixtures, and outdoor safety improvements including ADA compliant improvements.
- Total project cost must be at least \$2,000.
- Work must be complete within 1 year of application approval date.
- Projects utilizing contractors with 4 or more employees (total workforce, not specific to project) may be subject to Affirmative Action requirements.

Home-based businesses **are not** eligible for reimbursement for renovation or improvement projects. Applicants are responsible for all applicable local approvals (e.g. variance approvals (if required), zoning, and building permits). If applicant leases space, then landlord’s permission to make improvements is required. Proof of all inspections and approvals will be required upon completion.

INELIGIBLE PROJECTS:

- Capital
- Debt Refinancing
- Equipment/Inventory Acquisition
- Application Fees
- Permit Fees
- Legal Fees
- Plumbing Repair/Improvements
- HVAC Repair/Improvements
- Parking Lot Resurfacing
- Interior Remodeling

AWARD SIZE

Reimbursement of up to 50% of total project costs incurred up to \$10,000. Only one award per phase is allowed per EIN for the life of the program.

*FAÇADE IMPROVEMENTS:

For the purpose of this program, “façade” includes the exterior of any highly visible street-facing building wall, but does not include the building’s interior, roofing, structural improvements, or other site improvements except as noted below.

Eligible Façade Improvement Projects include but are not limited to:

1. Repair, restoration, or installation of exterior masonry and siding
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone or brick, or other architectural details.
3. Repair or replacement of exterior lighting attached to a building or illuminating a sign.
4. Repair or construction of entryways
5. Stairs, porches, railings repair or replacement (street facing)
6. Cleaning, preparation, and painting of exterior walls and trim in conformance with the approved color palette.
7. Removal of barriers for ADA compliance
8. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
9. Other improvements as approved.

FINANCING:

The maximum grant award for a single project is \$5,000. A minimum private match of 50 (fifty) percent of the grant amount is required.

APPLICATION PROCESS:

The application process includes the following steps:

1. Applicant to review the Runnemedede Zoning Ordinance or the Black Horse Pike Redevelopment Zone Overlay, as applicable.
2. Applicant prepares a written description of proposed improvements including cost estimates, and information regarding colors, materials, and other elements necessary to describe the proposed improvement and demonstrate compliance with the applicable design guidelines.

3. Applicant schedules a grant application meeting with the Borough to discuss proposed improvements. Borough staff will explain grant application requirements.
4. Applicant submits a grant application with supporting documentation as outlined in the grant application meeting.
5. Projects requiring further review are required to complete those reviews prior to submittal of a grant application.
6. Applications received after the exhaustion of funds will not be considered.

REVIEW PROCESS:

Grant applications are reviewed initially by the Redevelopment Committee to determine eligibility and consistency with the submittal requirements of this grant program. Applications meeting these requirements are then forwarded to the Runnemede Planning Board if applicable for review and decision at a regularly scheduled meeting of the committee.

REVIEW CRITERIA:

All projects will be reviewed based on the following criteria:

1. Positive impact of the project on the aesthetic appearance of the building.
2. Positive impact of the project on the overall streetscape.
3. Preservation and enhancement of the architectural integrity of the building.
4. Positive contribution of the project on the urban renewal effort.
5. Amount of additional investment leveraged by the grant.
6. Compliance with applicable design guidelines and standards.
7. Evidence of financial ability to meet matching requirements

REIMBURSEMENT PROCEDURE:

Project reimbursement will occur based on the following procedures:

1. Reimbursement will occur only after construction is complete and a Borough inspection has been conducted.
2. Upon project completion, Borough staff should be contacted to conduct a site inspection.
3. Detailed written invoice(s) or itemized receipts and proof of payment (e.g., cancelled checks) shall be required with all reimbursement requests.

4. If a licensed contractor was not used, receipts for materials shall be provided.
5. Funds will be dispersed within three (3) to six (6) weeks following submittal and verification of all documentation.

The Borough reserves the right to refuse reimbursements in whole or in part for work that:

1. Does not conform to the program or design guidelines.
2. Does not conform to the proposal submitted with the application and authorized by the Borough.
3. Is not commensurate with the workmanship and cost customary to the industry.
4. Is not completed within one year. (Requests for extension will be considered only if made in writing and progress towards completion has been demonstrated).
5. Does not conform to the terms of the grant agreement.

Further Information Contact:

Joyce Pinto, Borough Clerk

24 N. Black Horse Pike

Runnemede, NJ 08078

Phone: (856) 939-5161

Fax: (856)939-0202

APPLICANT CERTIFICATION OF FUNDING:

Project may not have been submitted to any other reimbursement program, or funded by any program locally, through the State of New Jersey, NJEDA, or any other State or Federal Assistance Programs.

I, _____, hereby certify that no funding or reimbursement has been received through any program or grant locally, through the State of New Jersey, NJEDA, or any other State or Federal Assistance Program for this project.

Print Name

Signature

APPLICANT CERTIFICATION OF GOOD STANDING:

Applicant certifies good standing with the Borough of Runnemede, the U.S. Treasury, the State of New Jersey, and any other State or Federal Programs.

I, _____, hereby certify that I am in good standing and hereby am not in default of payments with the Borough of Runnemede, the State of New Jersey, the U.S. Treasury, or any other State or Federal Program.

Print Name

Signature

I have included the following with this application:

- **W-9**
- **New Jersey Business Registration Certificate**
- **Copy of Borough of Runnemede current Business License**
- **Certification from the Tax Collector that all Tax and Sewer accounts are current and no delinquencies exist**
- **I am also certifying that there are no outstanding fines due to code violations or outstanding permit issues with the Borough of Runnemede**

Print Name

Signature

I understand that any false claims or statements within this application will void its validity and can result in the rejection of this grant application, or the replacement of funds if issued as a result of false claim.

Print Name

Signature

Borough of Runnemede
Small Business Economic Assistance Grant Application

Please completely fill out this application and return it to the Borough of Runnemede with the items listed in the checklist on page 8.

Applicant Information:

Name _____

Phone _____

Mailing Address _____

Block/Lot _____

Fax _____

Email _____

Federal Tax ID# _____

Location of Improvements: _____

Phone _____

Type of Business _____

The following items must be submitted with the Grant Application:

Completed and signed Borough Grant Application

Current photographs of the property to be improved (entire façade and details)

Historical photograph of the property to be improved (if available)

Drawings of proposed improvements (drawings do not have to be architectural renderings, but should be to scale so that the Borough can understand the proposed project).

Color and material samples if relevant (material specifications supplied by manufacturer)

Preliminary estimate of cost.

I agree to comply with the guidelines and standards of the Borough of Runnemede Grant Improvement Program and I understand that this is a voluntary program, under which the Borough has the right to approve or deny any project or proposal or portions thereof.

Applicant(s) Signature _____ Date

Building Owner's Signature _____ Date

(if separate from applicant)