



**Pacific Avenue
Neighborhood Preservation Program District**

City of Wildwood, NJ

**Commercial and Residential
Façade Renovation Grant Program
Policy and Procedures Manual**



Pacific Avenue Neighborhood Preservation Program District Policy and Procedures Manual

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The New Jersey Department of Community Affairs (DCA) and the City of Wildwood entered into an agreement to administer the Neighborhood Preservation Program (NPP) in the Pacific Avenue NPP District in order to address the comprehensive revitalization needs within the targeted area. See “Exhibit A” for the boundaries of the Pacific Avenue NPP District.

The City of Wildwood and District Stakeholder Team have developed an NPP Implementation Plan which includes comprehensive revitalization goals and a budget to accomplish the objectives of the plan.

This manual identifies the policy and procedures that the City of Wildwood will follow in accomplishing the projects detailed in the Implementation Plan. This procedural manual will be in effect for the duration of the NPP grant in the City of Wildwood from October 1st, 2021 to the December 31st, 2026.

The NPP Program in the City of Wildwood will provide various types of assistance to commercial and residential property owners within the NPP neighborhood district, including:

- Façade Rehabilitation Assistance
 - Commercial Façades
 - Residential Façades
 - Historic Façade Preservation
- Material Grants
 - Commercial Facades
 - Residential Facades
- Business Assistance Grants
 - Visual Merchandising Assistance for Commercial Properties
 - Branding, Signage, and other Design Assistance
 - Business Marketing Support
- Placemaking
- District Amenities
- Catalyst Projects

COMMERCIAL AND RESIDENTIAL FAÇADE REHABILITATION GRANT

The NPP program in the City of Wildwood will provide rehabilitation assistance for needed exterior (façade) repairs to eligible property owners in the Pacific Avenue NPP District. This assistance will be provided for properties that are used for both commercial or service activities and residential housing.

NPP will provide a portion of the total cost of the exterior renovations needed on a property. *The property owner will be responsible for providing the remaining cost of rehabilitation through documented sources as well as any taxes due because of the grant.* The amount of this assistance will not exceed \$5,000 in any NPP program year.

The NPP portion of the assistance will be provided as a Grant to the property owner.

The maximum amount of assistance provided to any one property owner under this grant will not exceed \$5,000 over the course of the 5-year program.

For all projects, a pedestrian-legible sign must be placed on site during the period of work and at least one week after completion of the project that lists all funding partners with logos including NPP and the NJ Department of Community Affairs.

BASIC ELIGIBILITY REQUIREMENTS FOR COMMERCIAL AND RESIDENTIAL FAÇADE GRANT PROGRAM

In order to be eligible for a Façade Grant the property owner must be current on their real estate taxes for said property and the work on the property must be:

- visible from the street,
- located in the Pacific Avenue NPP District,
- free of any major code violations,
- in alignment with the strategic goals identified in the approved NPP Implementation Plan.

Grant applications for exterior repairs on side(s) or rear walls will ONLY be considered if:

- the side or rear walls are publicly visible,
- the front façade of said property has been addressed (or will be addressed at the same time as the side and/or rear),
- all other eligible applications for street façades in the NPP District have been fulfilled,
- the local NPP Coordinator receives written approval by the NPP Team Member.

PROPERTY OWNER'S CONTRIBUTION

The property owner or business owner applying for the façade grant may be required by your local NPP entity to provide a minimum match for their project. This match is not to exceed the amount of the grant given. Typically, this match requirement is for commercial and mixed-use facades only.

Projects which exceed the maximum grant award of \$5,000 require the owner to provide the difference between the maximum grant award and total cost of the project. Funds for this difference must be placed in escrow with the City of Wildwood prior to the commencement of construction.

OWNER ELIGIBILITY

COMMERCIAL PROPERTY/BUSINESS OWNERS ELIGIBLE FOR FAÇADE GRANTS

Commercial Façade Grants will be made available to: Commercial Property (Business) Owners, Commercial Property Non-Business Owners and Vacant Storefront Property Owners. Occupied buildings with active businesses will be prioritized for commercial façade and storefront assistance. Commercial Property Resident Owners who live above their commercial building will be processed as a Commercial Façade Grant.

COMMERCIAL PROPERTY (BUSINESS) OWNERS

Commercial Property Business Owners (defined as individuals or entities that own a commercial building AND operate a business out of said building) are eligible to receive assistance if they meet the Basic Eligibility Requirements.

COMMERCIAL PROPERTY NON-BUSINESS OWNERS (RENTS TO BUSINESS OWNER)

Commercial Property Non-Business Owners (defined as individuals or entities that own a commercial building BUT DO NOT OPERATE the business located in said building) are eligible to receive assistance if they:

- Rent space to an active business, and
- Have a business tenant with a verifiable lease of more than one year in length

VACANT COMMERCIAL PROPERTY OWNERS

Commercial Façade Improvement Grant assistance is available for Vacant Commercial Property owners if:

- The commercial building owner can produce a verifiable lease for an incoming tenant to begin in the same calendar year as the project completion, and
- The NPP Implementation Plan contains a strategy that would require addressing said property type

RESIDENTIAL PROPERTY OWNERS ELIGIBLE FOR FAÇADE GRANT

The NPP program in the City of Wildwood, in accordance with their NPP Implementation Plan, will provide assistance to:

- Residential homeowners of single-family units
- Residential owner occupants of a multi-family unit (two to six units)
 - Rental property units are eligible for assistance if the owner resides in one of the units.
 - If a structure has been converted to a rental property, it must be a legal conversion.
 - The multi-family unit cannot exceed 6 units.

ELIGIBLE IMPROVEMENTS

ELIGIBLE IMPROVEMENTS – COMMERCIAL FAÇADE GRANTS

Commercial Façade (and Storefront) Improvement Grants will be used for comprehensively restoring, beautifying, or enhancing the publicly visible storefront or entire façade of a commercial/mixed-use building.

Eligible improvements include:

- Uncovering and restoring historical facades and storefronts,
- Removing existing damaged or poor-quality facade materials,
- Replacing damaged or poor-quality materials with more appropriate and attractive designs materials,
- Replacing signs (both projecting and sign bands) and awnings,
- Replacing inappropriate exterior lighting with appropriate exterior lighting or adding appropriate exterior lighting,
- Restoring or replacing other authentic detailing which leads to a substantially enhanced appearance,
- Roof repair or replacement where visible from street,
- Removing exterior or interior closed storefront security grates entirely or replacing them with open-link interior security grates,
- ADA egress compliance projects,
- Sidewalks that are the responsibility of the property owner.
- Windows, doors, exterior cleaning, tuck-pointing, painting, shutters, gutters, and historical architectural elements (such as cornices) may be funded as part of a more comprehensive facade improvement.

INELIGIBLE IMPROVEMENTS – COMMERCIAL FAÇADE GRANTS

Improvements that are not eligible to receive assistance under the Commercial Façade (Storefront) Grant include:

- Paving
- Maintenance
- Billboards
- Exterior walls not visible from the street

ELIGIBLE IMPROVEMENTS – RESIDENTIAL FAÇADE GRANTS

Assistance for the rehabilitation and restoration of residential units is restricted to exterior improvements that can be seen from the “street”.

COMMERCIAL AND RESIDENTIAL FAÇADE GRANT APPLICATION SELECTION PROCESS

The City of Wildwood will accept applications from all eligible property owners.

If the number of applications for either façade grant program exceeds the amount allocated in the budget of the Implementation Plan, projects will be completed on a first come, first-served basis based on the date and time of receipt of the application. Please see “Exhibit C” for more information about the application and construction process.

REQUIRED COMMERCIAL AND RESIDENTIAL FAÇADE GRANT FILES

The NPP Program in the City of Wildwood will keep a complete set of program files as outlined in the “Exhibit F”.

EXHIBITS

EXHIBIT A – PACIFIC AVENUE NPP DISTRICT MAP



EXHIBIT C – COMMERCIAL AND RESIDENTIAL FAÇADE RENOVATION PROCESS

STEP 1 THE APPLICATION

Applications will be submitted to the NPP Coordinator (Steve Booy) at Wildwood City Hall at 4400 New Jersey Avenue in Wildwood, NJ. Applications may also be emailed to sbooy@wildwoodnj.org.

The NPP Coordinator will determine if the owner/property meets the Basic Eligibility Requirements:

- The applicant must furnish proof of property ownership by providing a copy of their deed or property tax record.
- The property is located within the district
- The property owner is current on their real estate taxes for said property
- The property owner is current on their mortgage
- The property owner is current on their property insurance
- The request for assistance is in alignment with the strategic objectives of the NPP Implementation Plan.

If the applicant is a landlord, he/she must provide a copy of the lease with a current and viable business owner that is at least one year in length.

If the client is not eligible, the NPP Coordinator sends out a rejection letter by regular mail or email.

STEP 2 THE WORK WRITE-UP

The list of applicants given preliminary approval will be compiled and the NPP Coordinator will arrange the inspection of each property. An inspection of the exterior of the property will be conducted and will note all deficiencies with respect to the local property maintenance codes well as energy saving deficiencies.

If the property is a commercial property, the Program Inspector's work write-up will be based on NPP Storefront and Façade Design Standards. The write-ups for all property inspected, regardless of use, will comply with any other requirements authorized by the municipality (i.e., Historical District, etc.) The inspector will also identify the improvements that require a permit.

The Program Inspector will supply the NPP Coordinator with the write up and cost estimates, who will review these specifications with the property owner. If the owner agrees with the scope of work, he/she will sign the appropriate form certifying approval of the specifications.

The NPP Coordinator will document existing conditions of the property by photographing the property before any improvements have been made.

STEP 4 CONTRACTOR BIDDING

The NPP Coordinator or Program Inspector will send a set of bid specifications, work write-up, and due date for sealed bids from all contractors. These firms must be the contractor's approved list and have the capacity to bid on additional work. To appear on this list a contractor must supply evidence NJ Contractor's License and of comprehensive public liability insurance coverage protecting the owner for not less than \$100,000/\$300,000 in the event of bodily injury including death and \$50,000 in the event of property damage arising out of work performed by the contractor.

Sealed bids will be received by the NPP Coordinator and will be opened at a specific date and time as noted on the request for bids.

At the time and date prescribed on the "Bid Package", NPP Coordinator will open and record the bids.

The NPP Coordinator select the lowest possible bid. If the homeowner chooses a contractor with a higher bid, they must pay a difference between the two bids.

The NPP Coordinator will send rejection notices to the unsuccessful contractor bidders.

No contractor will be eligible to participate in more than three successful contracts at any one time.

STEP 5 CONTRACTOR SELECTION - GRANT AGREEMENT

The NPP Coordinator will review the bids with the property owner to decide which activities are to be included in the rehabilitation contract and the total cost of that contract, including what portion is the homeowners' responsibility (if applicable). All bidders, successful and unsuccessful, will be notified, contracts signed, and a "Proceed Order" issued.

The City of Wildwood's Solicitor prepares an approved, legal, contractual agreement between the owner and the contractor.

The NPP Coordinator and the Program Inspector will conduct a pre-construction conference with the property owner and the contractor. They will review the final work write-up and the contractual agreement between the two parties. The property owner and the contractor will each sign the original two copies of the Contract Agreement, and the Notice to Proceed order. Each will receive copies of all documents.

The applicant must be willing to display a sign, provided by NPP Coordinator, on the exterior of the project site indicating "Funding provided in part by the State of New Jersey, Department of Community Affairs, Neighborhood Preservation Program". This sign will include the name of the current Governor and the Commissioner of DCA. NPP Coordinator has the sign installed on the property

Once the cost of the project is determined by the successful awarding of the contract to a contractor. The property owner signs the Grant agreement and returns it to the NPP Coordinator or Program Inspector.

STEP 6 REHABILITATION

The contractor will be responsible for obtaining all necessary permits and approvals from the municipality before work commences.

The contractor will be required to start work within 15 days and complete the work within 60 days of the contract signing. Interim payments are allowable, but not necessarily advised with small jobs.

In cases requiring matching funds from the homeowner/grant recipient, such funds will be expended first prior to NPP funds. All requests for payment will be referred to the NPP Coordinator.

STEP 7 THE INSPECTIONS

The Program Inspector and the NPP Coordinator will conduct periodic inspections of work-in-progress. The inspector also visits the property upon the request of the homeowner or the contractor. The NPP Coordinator will monitor the contractor's performance and take photographs before, during and the after the inspection.

The housing inspection makes the final inspection when the work is completed. The property owner and housing inspector signs a release form indicating that the work is complete and satisfactory.

STEP 8 CONTRACTOR PAYMENT

Contractor payment will be made based on the amount of work completed and certification by the Program Inspector (or the municipal inspectors if permits are involved). The contractor will notify the NPP Coordinator or Program Inspector when he/she is ready for an inspection.

NPP Coordinator will schedule an inspection with the Program Inspector (or Code Enforcement Department when applicable). The Program Inspector or Code Enforcement official determines what percentage of the job is completed, and consequently, what percentage of the payment may be released.

The NPP Coordinator will authorize the Program Inspector to complete the work inspections and either authorize a voucher for payment or complete a “punch list” to inform the contractor of deficiencies or missing work. All items must be corrected prior to payment.

STEP 9 THE FINAL PAYMENT

When 100% of the work is completed and certified by the final inspection, the inspector authorizes payment to the contractor for the approved amount and the remainder of the payment will be release.

When the NPP Coordinator receives all the contractor’s bills, they are submitted with a voucher to the City of Wildwood Business Administration for review and approval.

All vouchers for rehabilitation payment are submitted to the City of Wildwood Council for approval of payment.

Payments will be according to voucher approval by the City Commission.

STEP 10 THE FOLLOW-UP

The NPP Coordinator takes “after” pictures of the completed project.

EXHIBIT D – COMMERCIAL STOREFRONT AND FAÇADE GRANT SELECTION CRITERIA

Applications will be reviewed by the NPP Coordinator based on the strategy identified in the NPP Implementation plan.

If there are more applications than the Commercial Storefront and Façade allocation can address, projects will be addressed on a first come, first-served basis based on the time and date of original application.

EXHIBIT F – REQUIRED FAÇADE RENOVATION PROGRAM FILES

The municipality or NPP partner entity will keep the following files on all grant receipts. Documentation may be kept in hard copy or digital form.

- Individual Client Files
 - Application
 - Before and after photos of project
 - Proof of Ownership
 - Proof of Current Real Estate Tax Status
 - Award letter to Client

- Project Documents:
 - Copy of Work Write Ups
 - Property Owner Sign Off on Work Write Ups
 - Contractor Bidding Results
 - Rejections Letter to Contractors
 - Award Letter to Contractor
 - Construction Contract
 - Inspection Results
 - Copies of any warranties

- Main Files (not project specific):
 - Contractor Information (on all contractors used for program)
 - Licenses
 - Bonding
 - Insurance

THESE FILES MUST BE KEPT IN A SAFE AND SECURE LOCATION TO BE IN COMPLIANCE WITH NPP PROGRAM REGULATIONS.

EXHIBIT G – CONFLICT OF INTEREST GUIDELINES

If there is a potential conflict, disclosure of the potential conflict must be made to the City Administrator. The City Administrator shall provide guidance and a decision regarding proceeding with the project. This process should be as transparent and as visible as the transaction. If there is benefit to Coordinator or related party without a clear process demonstrating an arm's-length business transaction, then that transaction should be avoided. Grants and gifts, unless de minimus, to Coordinator or related party are a conflict and should be avoided.

Stakeholder Team members should not be excluded from participating in Implementation Plan programs or projects that may benefit them or their business. In order for them to participate, in those cases where a real or perceived conflict could exist, Stakeholder Team members should fully recuse themselves from any voting, input, or decision-making related to that program or project.