



# 2024 WICKLIFFE COMMERCIAL RENOVATION REIMBURSEMENT GRANT PROGRAM

The City of Wickliffe (City) is pleased to offer commercial, non-franchised property owners and/or business owners a reimbursement grant program for the purpose of improving the appearance of storefronts, including front façade, parking lots, signage or street-visible hardscaping.

## GOALS OF THE PROGRAM

- Promote reinvestment and restoration of commercial property
- Support efforts to improve the exterior aesthetics of commercial buildings
- Contribute to the economic growth and prosperity of Wickliffe
- Attract, retain and support locally-owned businesses

## TYPES OF ELIGIBLE PROJECTS

- **Front Exterior Façade**
  - ❖ May include **new/restored front doors and windows, painting, siding, tuck pointing** (which does not exceed 50% of the project cost), **awnings or outdoor cafes** (which are visible from the street).
- **Signage**
  - ❖ May include items that bear company marks, such as **signage, awnings and/or window/door graphics**, along with any restorations that are necessary due to the project.
- **Parking Lot**
  - ❖ May include **seal coating, resurfacing or full reconstruction**, either in asphalt and/or concrete. *Pot hole filling or concrete repairs are permissible only when they are part of a larger, approved project.* Maximum grant amount for parking lot funding not to exceed \$1,000.00.
- **Street-Visible Hardscaping**
  - ❖ May include perennial plantings, if they are part of a larger, hardscape project.
  - ❖ Annual Plantings: \$200.00 maximum grant

## INELIGIBLE PROJECTS

- New-builds
- Roof work
- Apartment buildings without first floor commercial space(s)
- Home based businesses

## GRANT AMOUNT

- Reimbursement assistance of up to 50% of total, eligible project costs, with the reimbursement amount not to exceed \$10,000.  
*Note: There will be no reimbursement of sales tax.*



## REQUIREMENTS

- One grant per Applicant, per building, within a calendar year.
- The City reserves the right to permit additional grants for businesses at a single location, in the event the City deems it is in the City's best interest.
- If a business/tenant is the Applicant, the property owner must confirm support of the project.
- The Applicant is responsible to pay for 100% of the project cost up front, as the grant is intended to be a reimbursement once the project is complete.
- All real estate taxes must be paid and current, all City income taxes (collected by RITA) will need to be current, and there may not be any delinquent bills owed to the City or to Lake County, Ohio.
- There must be no violations with any City, County or State code requirements.
- Any/all businesses must have current occupancy certificates and business licenses before a grant will be issued.
- All City requirements must be met, including securing the necessary zoning permits, building permits and approvals from the Architectural Board of Review, Board of Zoning Appeals and/or City Planning Commission, as may be required.
- The City will waive City of Wickliffe fees for Zoning, Plan Review or Planning Commission for an approved project. This waiver does not include deposits or fees which are required to be paid for the City Engineer or any other 3<sup>rd</sup> party for their review of a project, or required County fees.
- If any work is completed without the proper permits, the project will **NOT** be eligible for a grant.
- If there are building code violations at the time of application, a written plan with timeline to complete the work must be established to remedy the violations, if the project scope is not addressing the violations. No grant will be issued until the violations are corrected to the satisfaction of the City.
- Applicants are not permitted to use grant funds for regular maintenance issues, or for code violations, unless they are part of a larger, approved project.
- All contractors **MUST** be licensed and bonded to work in the City of Wickliffe.
- The project is required to be maintained for a period of five (5) years. If the project is not maintained, then the applicant will be responsible to reimburse the grant funds.
  - ❖ Schedule for Reimbursements:
    - Under 1 year – 100% of the grant
    - Between 1 to 2 years – 80% of the grant
    - Between 2 to 3 years – 60% of the grant
    - Between 3 to 4 years – 40% of the grant
    - Between 4 to 5 years – 20% of the grant
    - Over 5 years – no repayment is required



## GRANT APPLICATION PROCESS

- Applications are due to the Mayor's office by August 15<sup>th</sup>, 2024.
- **Grant awards are subject to availability of funding.**
- An Applicant will meet with the Mayor (or his designee) and the Building Commissioner to discuss the project, prior to filing an application.
- A grant application form will need to be completed in full and signed by the Applicant.
- In the event the Applicant is not the property owner, the property owner must also sign the application.
  - ❖ Supplemental information required to be submitted with an application includes:
    - A description of the scope of work
    - "Before" photographs of the project site and building as it now appears
    - Drawings/sketches of proposed changes
    - Proposed budget
- Completed applications should be submitted to the Mayor's Office via email or regular mail (see contact info on final page) or can be dropped off at City Hall.

## ONCE APPROVED

- The City and Applicant will enter a formal written agreement specifying the maximum grant amount, scope of work to be performed, and any other terms deemed appropriate.
- Approved projects are to begin within three (3) months following grant approval and are to be completed no later than twelve (12) months following the grant approval date.
- Any project changes whose costs are being considered for grant reimbursement amount must be approved by the City in writing.
- Once the project has been completed, the approved Applicant may submit a grant reimbursement request, along with the required supplemental documentation.
  - ❖ The required supplemental documentation includes:
    - "After" pictures of the project
    - Demonstration that 100% of the project has been completed, including copies of receipts and proof of paid invoices
    - The Building Commissioner has signed off that the City has completed its inspection for the approved project
    - A completed and signed Internal Revenue Service W-9 form
- The approved Applicant will submit the grant reimbursement request and supplemental documentation to the Building Commissioner.
- Grant funds will not be issued until all required documentation has been received and reviewed by the City.
- Grant funds will be paid directly to the party who has been identified on the W-9 form.
- Grant funds are subject to Federal and State taxes. The City will issue Internal Revenue Service Form 1099 to the grant recipient for the tax year in which the grant funds have been issued.
- The City reserves the right to cancel an agreement in the event of failure to comply with the process and schedule.



**PLEASE CONTACT  
MAYOR SAKACS  
OR  
BUILDING COMMISSIONER SACK  
WITH QUESTIONS, TO SCHEDULE AN APPOINTMENT,  
AND/OR TO SUBMIT APPLICATIONS/DOCUMENTATION**

**Building Commissioner Ray Sack**

- ❖ Phone: 440-943-7115
- ❖ Email: [rasck@cityofickliffe.com](mailto:rasck@cityofickliffe.com)
- ❖ Mailing address:  
C/O City of Wickliffe  
28730 Ridge Road  
Wickliffe OH, 44092

**Mayor Joe Sakacs**

- ❖ Phone: 440-943-7103
- ❖ Email: [jsakacs@cityofickliffe.com](mailto:jsakacs@cityofickliffe.com)
- ❖ Mailing address:  
C/O City of Wickliffe  
28730 Ridge Road  
Wickliffe OH, 44092



## WICKLIFFE COMMERCIAL RENOVATION REIMBURSEMENT GRANT APPLICATION 2024

Applicant \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Project Site Address \_\_\_\_\_

Property Owner (if different than Applicant) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Estimated Total Costs of  
Improvements \_\_\_\_\_ Estimated Time of  
Completion \_\_\_\_\_

Please attach a brief description of the scope of improvements, a photograph of the façade, parking lot, signage or hardscaping as it now appears, drawings/sketches of proposed changes and a proposed itemized budget (list of expenses must include cost of materials and labor).

**Applicant Certification:** “I acknowledge and understand that approval for the receipt of the grant in no way creates liability of any kind whatsoever on behalf of the City of Wickliffe and I/we agree to indemnify and hold the City of Wickliffe harmless from any and all liability. I/we acknowledge City of Wickliffe reserves the right to reject any applications that do not meet the program requirements or award partial grants based on available funds. Upon approval, I agree to be bound by the requirements and guidelines as outlined therein.”

Applicant:  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Property Owner Authorization/Certification:** “I hereby certify that I have title to said property. I have reviewed/prepared this completed application and consent to its filing. The information provided is accurate to the best of my knowledge.”

Property  
Owner:  
Signature \_\_\_\_\_ Date \_\_\_\_\_