



UNIQUE · VIBRANT · HISTORIC

## Uptown Façade Improvement Program Application

### Section A: General Information

Property owner:

Address:

Business Name:

Contact Name:

Mailing address:

City/State/Zip:

Email address:

Website:

Daytime phone:

Federal Tax ID:

### Section B: Project Summary

Applicants for the Uptown Façade Improvement Program may apply for up to fifty percent (50%) of the total, verifiable cost to a maximum of \$15,000, pursuant to program guidelines. The funds will be paid to the applicant upon project completion and the receipt of proper documentation.

Describe the proposed project:

Estimated total cost:

Amount requested:

Source of fund match:

If a bank loan or other financing will be used to complete the project, please provide information on the lending institution.

Lending institution:

Address:

Loan officer:

Phone:

Email:

### **Project Summary Attachments:**

- 1. Proof of ownership and that the structure is in need of repair
- 2. Final plans and specifications for the project (including evaluations, site plans and photos, if applicable)
- 3. Three (3) cost estimates for the proposed project

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## **Section C: Uptown Facade Improvement Program Information**

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### **Work Program**

1. The Centerville Community Improvement Corporation (CCIC) on behalf of the City of Centerville (City) has been designated to administer this program, hereafter referred to as the "Project Administrator."
2. All applicants must submit an application for funding that outlines the proposed project and scope of work. Applicants must obtain three (3) quote from qualified suppliers for work to be performed.
3. Prevailing wage rates must be paid by each contractor or subcontractor under each contract or agreement exceeding \$2,000 as per the Davis-Bacon Act, as amended, regardless of the source of funding for the contract or agreement. Appropriate documentation must be submitted with the reimbursement request including payroll verifications and an affidavit verifying the Davis-Bacon regulations were met.
4. Each application for a proposed project will be reviewed by Ohio State Historic Preservation Office (SHPO) to ensure compliance with the standards established by the U.S. Secretary of Interior.
5. Determination of reimbursement will be based on monies available as well as cost estimates, and number of projects applying. The program is a reimbursement program that will reimburse up to fifty percent (50%) of the cost of building projects up to \$15,000 based upon conformity to established program guidelines.

## **Program Guidelines:**

1. The grant program will be administered by the CCIC on behalf of the City in conjunction with Montgomery County Community and Economic Development Department (County).
2. The grant program is a 1:1 matching program up to the grant limits and guidelines as set forth above.
3. Grants may be submitted for exterior work. Site work will only be approved in conjunction with approved exterior work. Interior work will be considered on a case-by-case basis.
4. Work cannot begin until written approval is received by the applicant from the City to proceed.
5. All exterior improvements must be approved by SHPO and the Centerville Board of Architectural Review (BAR).
6. The project must be accomplished completely in accordance with the approved plans and specifications.
7. Any changes in the approved project must be in writing and approved by the City.
8. The project must be completed within the timetable established by the City, unless an extension is approved by the Project Administrator.
9. Projects must meet all applicable City, County and State Building, Health and Safety Codes.

## **Approval Process:**

1. Applicant submits plans and specifications in sufficient detail to illustrate the scope and nature of the proposed project, including color photos, to the (CCIC).
2. Applications must include three (3) written estimates for each trade covering scope of the proposed project including materials and labor to Project Administrator.
3. All materials are submitted to SHPO for review, approval, and/or modification as applicable. A site visit may be required.
4. Once approved, a timeline for completion is established and work begins.

## **Reimbursement Process:**

- Close-out of applicable Zoning and Building Permits, Inspection of property by the City and County.
- Submittal of all receipts and copy of checks paid to suppliers or contractors to City of Centerville will reimburse up to fifty percent (50%) of total project costs up to limits specified above, or approved amount after final site visit and approval.
- Submittal of appropriate Davis-Bacon affidavit and certified payrolls if contract exceeds \$2,000. Certified payrolls and prevailing wage rates are not necessary if the contract is under \$2,000 or the work is performed by a sole proprietor.

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## Section D: Applicant Certification

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The proposed project must follow the APD Design Review Guidelines and applicable building, zoning and property maintenance regulations of the State of Ohio, Montgomery County and the City of Centerville. Furthermore, if necessary, the applicant is required to file necessary Building and Zoning Permit applications with the City.

The applicant must also complete the "Site Specific Review/Mitigation Measures: Tier Two Checklist" (Exhibit C) and schedule an environmental assessment through Montgomery County and receive approval from the County prior to starting any work.

The grant approval will be based upon the goals and guidelines of the project and the completion of all documentation required at the sole discretion of the City, the CCIC, and the County. The rebated amount will be paid upon the completion of the project and the receipt of all necessary documentation as specified in the "Agreement for Rebate and Rehabilitation Costs."

I, the undersigned, do hereby acknowledge that the project must bring the aforementioned property into compliance with current health, fire, zoning, property maintenance, ADA requirements, and building codes acceptable to the City of Centerville and Montgomery County and that the rebate will be released only when the project is completed and the terms and conditions of the "Agreement for Rebate of Rehabilitation Costs" have been met.

I also authorize representatives from the City of Centerville, Montgomery County, and the Ohio State Historical Preservation Office (SHPO), to inspect the property with any and all plans submitted by me to ensure the same.

The above statements are, to the best of my knowledge, true and accurate.

**Please note, the Uptown Historic Facade Improvement Grant program is not an entitlement program, and as such, funding through this program is not guaranteed. The actions of the CCIC on matters related to the allocation of these funds are final.**

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Applicant and owner of property

Date

### Required Submissions:

**Attachment A:** CDBG Tier 2 Environmental Review/State Historic Preservation Office

Tier 2 Site Information Sheet

**Attachment B:** Acquisition and Relocation