

2018 Façade Grant Guidelines

**All funds are subject to State Historic Preservation and Spot Slum and Blight approval.
No funds will be reimbursed to applicant without approval before work is done.**

Façade Improvement Grant Program

I. Program Summary

The Town of Skowhegan has established a Façade Improvement Grant Program to provide financial assistance to businesses and commercial property owners Town wide that are considered spot slum and blighted, to make physical improvements to the exterior of their building.

A Façade Improvement Grant may be used for a variety of building façade rehabs, including painting, window or door repairs or replacements, signage, awnings or other façade improvement projects outlined under the “Eligible Project” section of this package.

II. Funding and Administration

Funding for Façade Improvement Grants will come from the CDBG Community Enterprise Grant awarded to the Town of Skowhegan. The 2018 Façade Committee, according to the procedures and guidelines outlined in this document will carry out the administration of the Façade Improvement Grant Program. The administration and operation of the Program shall conform to all federal, state, and local codes.

III. Program Guidelines and Eligibility

1. September 4, 2018 is the deadline for round one. Any applications received after this date will be held until it is determined that there is funding available. There is no guarantee of a 2nd round of funding.
2. First time applicants will be given priority.
3. The applicant will be reimbursed for the amount of the grant awarded only upon completion of the project, which must follow the approved scope of work, and be in compliance with all applicable codes.
4. Grants are available for up to a maximum of \$10,000.00 per round.

5. For round 1 applicants, match dollars are eligible from only Jan 1, 2018 forward.
 - a. Round one funding is match of \$1.00 for every \$1.00 of grant dollars for all Tier 1 eligible activities, and/or a match of \$2.00 for every \$1.00 of grant dollars for all Tier 2 eligible activities, and/or a match of \$3.00 for every \$1.00 of grant dollars for all Tier 3 eligible activities.
 - b. Round one funding using eligible match dollars only Jan 1, 2017 to Dec 31, 2017, funding is match of \$2.00 for every \$1.00 of grant for all Tier 1 eligible activities, and/or a match of \$3.00 for every \$1.00 of grant dollars for all Tier 2 eligible activities, and/or a match of \$4.00 for every \$1.00 of grant dollars for all Tier 3 eligible activities.
6. If there is a 2nd round of funding the 2018 Façade Committee at its discretion can allow the following:
 - a. If Real Estate and Personal Property taxes are paid current on only project property and not on secondary properties the following applies:
 1. There will be a negative 15 points.
 2. The match ratio will be 4 to 1 for Tier 1 and 5 to 1 for Tier 2 activities. If 2017 match money is used at all tier one activities will be 5 to 1 and tier two activities will be 6 to 1 match along with the negative 10 points for using 2017 match dollars.
 - b. If a property receives funding in round 1 of up to \$10,000.00 and then applies in Round 2 for a second funding of up to \$10,000 the match changes to 2 to 1 for Tier 1 eligible activities, 3 to 1 for Tier 2 eligible activities, and 4 to 1 for Tier 3 eligible activities. As long as match was from 2017 or forward.
7. Each applicant/building may be awarded only one grant per funding round.
8. The grant applicant may be the property owner or tenant. Tenants must have the property owner's signed authorization for the proposed building improvement. Each building is limited to \$10,000 per funding round.
9. A façade improvement grant may only be made to a commercial, mixed-use property or Non-profit located within Skowhegan and identified by individual spot slum and blight. No residential buildings/units are eligible.
10. The completed design or proposal for the improvement project must be submitted for review by the 2018 Façade Committee and then submitted to the State Historic Preservation Office. **Any work done before written State Historic Preservation and Spot Slum & Blight approval is received will not be eligible for funding.**

11. All Projects must be completed by November 1, 2019. This includes all required documentation.
12. In round 1 funding **All** Real Estate and Personal Property taxes in the owner's name town wide in the Town of Skowhegan need to be paid current.
 - a. If there is a round 2 funding the 2018 Façade Committee has the option to follow article III item 6 pertaining to Real/Personal Property taxes.

IV. Eligible Activities

Use of grant funds is restricted to eligible improvements to the exterior of buildings/structures. Eligible activities are listed below. Because it is likely that façade improvement requests will exceed the available funds, activities have been categorized as Tier 1 activities, Tier 2 activities, Tier 3 activities, or Ineligible activities.

Tier 1 Activities

The following activities that happen on the exterior of the building that is visible from the street or parking lot side

- Signage
- Awnings
- Storefront improvements
- Restoration of original/historic windows, doors, and trim where possible
- Removal of “modernization” efforts and/or inappropriate non-historic alterations/additions
- Repair or replacement of windows, doors, and trim
- Cleaning and/or painting of wood surfaces
- Cleaning and repair or installation of approved siding
- Cleaning and/or re-pointing of surface brick or stone
- Removing paint from brick or stone improvements visible from street level
- Inclusion of ADA compliance

Tier 2 Activities

The following activities that happen on the exterior of the building that is not visible from the street or parking lot side

- Restoration of original/historic windows, doors, and trim where possible
- Removal of “modernization” efforts and/or inappropriate non-historic alterations/additions
- Repair or replacement of windows, doors, and trim
- Cleaning and/or painting of wood surfaces
- Cleaning and repair or installation of approved siding
- Cleaning and/or re-pointing of surface brick or stone
- Inclusion of ADA compliance

Tier 3 Activities

The following activities that happen on the exterior of the building that is not visible from the street or parking lot side

- All roof repairs or replacement

Ineligible activities:

- Interior repair of any kind
- Purchase of commercial property/equipment
- New building construction

Eligible Match requirements:

- Interior repairs of any kind
- Purchase of permanent fixtures are eligible
- Dollars are expended after January 1, 2017
- Volunteer and Owners work can be used as match only

V. Application Process and Timeline

To apply for a Façade Improvement Grant, complete the attached forms and return it to the Economic and Community Development Department by September 4, 2018. Be sure to include any available drawings and descriptive information on the design of the project and products to be used. If your changes are to be the dimensions of the building, the property line(s) must be depicted. You must also provide both material and labor cost estimates for each item. (See the attached form for more details)

The Town Façade Program is federally funded program with monies coming from the Department of Housing and Urban Development (HUD). All contracts of \$2,000.00 or more will be **subject to Davis-Bacon and Related acts requiring that the prevailing federal wage rates be paid for all employees of the contractor(s)**. The Program Administrator will provide the most current wage determination to the applicant and/or contractor(s) to insure compliance with this requirement. **Please be sure that your cost estimates reflect the use of the wage determination.**

Please Note after application has been approved:

- **All projects must have 3 quotes and the lowest cost contractor or supplier has to be used.**
- **All contractors have to supply payroll records for time on project on weekly basis.**
- **Owners must have a preconstruction meeting to ensure that contractors have proper paper work.**
- **All projects under \$10,000.00 must follow “contract provisions under \$10,000.00”.**
- **All projects must have insurance requirements met before any funding is paid out.**

The 2018 Façade Committee will review and score each application and will make announcements of grant awards within 14 days of the application deadline as stated in Section III, Item 1, above.

Commencement of Improvements

Any construction or other proposed improvements to be funded in part by the Town façade program must not commence prior to the applicant achieving all of the following:

- **Has Slum & Blight Declaration for suggested project**
- **Written Historic Preservation Clearance**
- **Written letter of approval from the Economic & Community Development Office**

No project is guaranteed funds until the State grant has been accepted and the 2018 Facade committee approves of each individual project.

Disbursement of funds:

Funds will not be disbursed until:

- **Has passed inspection**
- **All copies of paid receipts are submitted**
- **All payroll is submitted and reviewed**
- **Payment of disbursement funds can be done in a partial request as long as the following:**
 - **Match dollars have to be expended to receive equal Grant funds**
 - **At least 20% of grant dollars will be held until project completion**

Following approval of an application and prior to the disbursement of funds, the applicant will be required to enter into a written Project Agreement. This Agreement will set forth the scope of work to be performed as part of the project and the date by which the project will be completed. Buildings rehabilitated under this grant program will be subject to inspection by the town's Code Enforcement Officer. Construction specifications and work completed shall comply with all applicable building and occupancy codes. Prior to reimbursement of expenses, the applicant must present the Program Administrator with copies of paid receipts for authorized work as estimated in the application and as documented in the approved scope of work. In the event of disputes, the Town of Skowhegan and the Town Façade Program reserve the right, at its sole discretion, to deny reimbursement for expenses that were not authorized in the application and contract. **Cost overruns will be borne 100% by applicant.**

VI. Inspection of Work

Buildings rehabilitated under this grant program will be subject to inspection by the local building code enforcement office. Construction specifications and work completed shall comply with all applicable building and occupancy codes. The Town Façade Program will advise building owners, their architects, or engineers in planning the construction, if required.

VII. Reimbursement

Reimbursement will be processed within 4 weeks.

Sample Reimbursement Scenarios

Estimated Cost \$10,000	Estimated Cost \$60,000	Estimated Cost \$8,000
Actual Cost \$9,000	Actual Cost \$60,000	Actual Cost \$9,000
Tier 1 \$5,000	Tier 1 \$40,000	Tier 1 \$9,000
Tier 2 \$4,000	Tier 2 \$20,000	
Reimbursement from Grant	Reimbursement from Grant	Reimbursement from Grant
Tier 1 \$2,500 (50%)	Tier 1 \$10,000	Tier 1 \$4,000
Tier 2 \$1,320 (33%)	Tier 2 \$0	
Total Reimbursement \$3,820	Maximum grant amount hit with Tier 1	

Applicants must comply with Davis Bacon Labor Standards as required by Housing and Urban Development (HUD) Contractor Requirements for costs exceeding \$2,000.

VIII. Scoring Criteria

Each Façade Improvement Grant Application will be scored according to the following criteria:

- Impact on the attractiveness of the downtown, the streetscapes, and the particular building (up to 25 points)
- Round 1-1st time funded through Skowhegan Façade program (30 points)
Round 2 – no points will be given to applicants if funded in round 1
- Points for match dollars
 - 25 points will be given if 100% of match dollars are expended on project at same time grant funds are used.
 - 20 points will be given if all match dollars are expended on exterior building
 - 15 points will be given if 50% of match dollars are expended on exterior
 - 10 points will be given if 10% of match dollars are expended on exterior
- Aesthetic quality of the proposed design, including historic accuracy and architectural integrity (up to 20 points)
- If there is a 2nd round of funding the 2018 Façade Committee at its discretion can allow the following
 - Can allow Real/Personal Property taxes to only be paid on project building for a negative 15 points being deducted from overall scoring

Town of Skowhegan anticipates that there will be more demand than available funds. Funding will be provided to those applications receiving the overall highest score until the grant fund is exhausted. The 2018 Façade Committee reserves the right to deny funding to any applicant who does not comply with the required guidelines, should there be a lack of qualified applications, all remaining grant funds may not be awarded.

2018 Façade Grant Application Form

Skowhegan Town wide Façade Grant

Please Note:

1. All Real and Personal Property Taxes town wide must be current if due for round one funding.
 - a. If there is a round two funding, the 2018 Façade Committee may allow Real and Personal property taxes to be paid on only project property. (See guidelines for scoring criteria page 6).
2. The Skowhegan Economic Development Corporation and the Town of Skowhegan have Micro Loan Funds and larger Revolving Loan Funds available for use as match. For more information contact the Economic and Community Development Office at 207-474-6905.
3. The estimate that the applicant supplies in this application will become the upper limit for available funds for this project once reviewed and accepted by the 2018 Façade Committee.
4. There will be a mandatory meeting for all applicants July 11, 2018 at 6:00 p.m. at the Municipal Building Council Room. All applicants must have someone attend this meeting: no attendance, no funding.
5. September 4, 2018 will be the cut off for round one funding. Any applicant must submit either a pre-application or a completed application at that time. There is no guarantee that there will be round 2 funding.
6. Applicants who have projects approved must name the Town of Skowhegan and the State of Maine as additional insured. All insurance must be maintained for the duration of the project. This must be done before any work is started on the project and in the Economic & Community Development Office files.
7. All projects need to have an assigned DUNS number before any application will be accepted. If you are a first-time applicant of the Façade Program, please register for your free DUNS number at <http://fedgov.dnb.com/webform> before turning in your application.

Please return completed application along with project pictures, one cost estimate of project(s), Budget Worksheet to the Skowhegan Economic and Community Development Office by September 4, 2018 at 4:00 p.m.

If you have any questions please contact Jeff Hewett or Dena Rich at the Skowhegan Economic and Community Development Office at 207-474-6905.

SECTION 1

Date: _____

Applicant Name: _____

Address: _____

DUNS Number: _____

Contact Number: _(____)_____ Title:_____

Day Phone: _(____)_____ Fax: _(____)_____

E-Mail: _____

Please check one: _____ Owner _____ Lessee

Term of lease and expiration date: _____

Name, address and phone number of building owner (if applicant is lessee):

Has applicant ever received funds from the Skowhegan Downtown Façade Program on this building?

Yes _____ No _____

If yes, project name and completion date: _____

SECTION 2

Type of Building: _____ Commercial _____ Industrial _____ Mixed Use
_____ Residential _____ Retail

Name of building to be rehabilitated: _____

Physical address of building: _____

Date of original construction of building: _____
Current use of building: _____

Anticipated use of building after façade improvement, if different from current use:

1. Attach photos of all sides of building.
2. Provide a detailed description of the façade improvement project.
3. Itemize what the funds will be used for on the Façade Improvement Project Budget Sheet.
4. Include one preliminary non-binding cost estimate.
5. Show where match dollars are being used and the amount of match.

Please Note: if this application is approved, three competitive bids are required. Also, applicant cannot contract with a contractor until approval is given by the 2018 Façade Committee, Historic Clearance is received and a written letter is sent from the Economic & Community Development Office.

SECTION 3

Note: The Town wide Façade Improvement Grant Program is funded by the U.S. Department of Housing and Urban Development and is subject to David-Bacon and related Acts. All labor contracts exceeding \$2,000 require all employees of the contractors be paid the prevailing federal wage rates. The Program Administrator will provide the most current prevailing wage rates to the applicant and contractors to insure compliance with this requirement.

1. Preliminary Total Project Cost: \$ _____

Attach a complete itemized breakdown of the estimated project costs based on preliminary contractor estimates. The preliminary total project cost is solely for administration purposes, not for obtaining bids. Include all costs associated with the project, including professional and technical services (architectural, design, advertising, permitting, etc.). Please present project costs using budget table attached to this application form. **Note: Three new competitive bids are required from contractors in order to award a grant.**

2. Amount of grant funds requested: \$ _____

The grant amount is limited to one-half of the **pre-approved** eligible project costs or one-half of the **actual** eligible costs, whichever is less; up to a maximum of \$10,000 per property location.

3. Source of financing of the portion of costs to be provided by the applicant (if funds are to be provided by a financial institution, provide letter of commitment):

4. Project completion date: _____

SECTION 4

1. Does the owner owe any delinquent taxes and/or liens? _____

SECTION 5

Funding Notification:

Final funding decisions will be announced within 30 days of the application deadline. Applicants will be notified of the award or rejection in writing together with reasons or rejection or any conditions of approval.

Commencement of Improvements:

Any construction or other improvements proposed under the Town wide Façade Program must not commence until:

- Environmental Review Clearance from the State
- Slum & Blight Designation approval has been issued
- Historic Preservation approval has been issued
- There is no guarantee of funds until you have a signed agreement for project approval from the 2018 Façade Committee
- A written letter of approval is sent from the Economic & Community Development Office

Disbursement of Funds:

Following the approval of this application and prior to the disbursement of funds, the applicant will be required to enter into a written agreement with the Town of Skowhegan and the Town wide Façade Program. This agreement will set forth the scope of work to be performed under the project and the date by which the project will be completed. Buildings rehabilitated under this grant program will be subject to inspection by the Town's Code Enforcement Officer. All

construction specifications and work completed is the applicant's sole responsibility to comply with the town's building and occupancy codes. Prior to reimbursement of expenses, the applicant must present the Program Administrator with copies of paid receipts for authorized work as estimated in the application and in the contract agreement. In the event of disputes, the Town of Skowhegan and the Town wide Façade Program reserve the right, at their sole discretion, to deny reimbursement for expenses that were not authorized per the application and the contract agreement. Cost overruns will be borne entirely by the applicant.

Insurance:

The applicant will maintain insurance coverage during the term of the Agreement and as required by the Town wide Façade Program. The applicant must read and sign Attachment A: Insurance.

Freedom of Information Act:

This program is subject to the Freedom of Information Act. The Program will protect the confidentiality of the information contained herein to the extent permitted by law. Applicant financial information will be kept confidential.

Responsibility for Work Completed:

The applicant shall be solely responsible for the complete performance of the project, for meeting all legal requirements and permits, and for the quality and workmanship of all work and materials necessary for the completion of the project. This responsibility shall reside solely with the applicant regardless of any inspections or reviews by the Program Administrator.

The applicant acknowledges that this document will become part of the contract agreement should this application be approved.

Applicant's signature

Date

Applicant's signature

Date

LANDLORD'S ACKNOWLEDGEMENT (if applicant is a lessee):

I have been informed of the applicant's intention to perform the improvements described in this application and the attached documentation, and I hereby authorize the applicant to apply for the proposed façade improvement grant.

Landlord's signature

Date

SCHEDULE A – INSURANCE REQUIREMENTS

The Applicant shall obtain and maintain insurance coverage continuously during the term of this Agreement and shall cause each of its contractors to maintain insurance coverage during the term of this Agreement in accordance with the terms of this schedule through any combination of primary and excess coverage and, in the case of “claims made” coverage, for an additional two years thereafter.

1. Risks and Limits of Liability: The insurance required by this schedule shall insure against the following risks in at least the following amounts:

- Property insurance for the full value of the building and improvements
- \$1,000,000 for any one person and for each accident in cases of liability for bodily injury and/or accidental death and property damage
- \$500,000 per occurrence for automobile liability

The Contractor must also maintain the following types of insurance:

- Full workers’ compensation insurance coverage for all persons employed by the Contractor to perform work on the project.
The insurance must be in compliance with the State of Maine requirements. All subcontractors hired must have their own general liability policy with the same limits of liability as above.
Workers’ Compensation must be provided, or a “Certificate of Pre-determination of Independent Contractors Status” approved by the State of Maine Workers’ Compensation Board, specifically for this job, must be given.
- Bodily injury and property damage insurance covering the operation of all motor vehicles and equipment being operated in connection with project work, whether or not owned by the Contractor.

Contractors shall indemnify and hold harmless the U.S. Government, the State of Maine, the Owner and the Grantee from liability of any injury or damage to person or property resulting from the performance of work under this Agreement.

2. Forms of Policies: The Town of Skowhegan and the Downtown Façade Program may make exception to the requirements listed in #1 above.

3. Issuers of Policies: The issuer of each policy shall have a Certificate of Authority to transact insurance business in the State of Maine and an A.M. Best’s rating of at least B+ and A.M. Best’s Financial Size Category of Class VI or better.

4. Insured Parties: Each policy, except those for workers’ compensation, employer’s liability and professional liability, must name the Property Owner/Applicant, Town of Skowhegan and Downtown Façade Program, its officers, agents, or employees as an additional insured on the

original policy and all renewals or replacements during the agreement period. A “Certificate of Insurance” will be given to the Applicant, Town of Skowhegan and Downtown Façade Program, showing the additional insured provision Property Owner.

5. Deductibles: The Applicant shall be responsible for and bear (or shall contract with each applicable Contractor to bear and assume) all claims or losses to the extent of any deductible amounts and waives (and shall contract with each contractor to waive) any claim it may have for the same against the Town of Skowhegan and Downtown Façade Program, its officers, agents or employees.

6. Cancellation: Each policy must state that it may not be cancelled, materially modified, or non-renewed unless the insurance company gives the Property Owner/Applicant, Town of Skowhegan, and the Façade Program Administrator 30 days’ advance notice. The Applicant shall (and shall contract with each subcontractor to) give written note to the Façade Program Administrator within five days of the date on which total claims by any party against such person reduce the aggregate amount of coverage below the amounts required by the Agreement. In the alternative, the policy may contain an endorsement establishing a policy aggregate for the particular project or location subject to this Agreement.

7. Subrogation: Each policy must contain an endorsement to the effect that the issuer waives any claim or right of subrogation to recover against the Town of Skowhegan and the Downtown Façade Program, their officers, agents or employees.

8. Liability for Premium: The Property Owner/Applicant and/or the Contractor shall pay (and/or shall contract with subcontractors to pay) all insurance premiums for coverage required by this schedule, and the Town of Skowhegan and the Downtown Façade Program shall not be obligated to pay any premiums.

9. Proof of Insurance: Promptly after the execution of the Agreement, and from time to time during the term of the Agreement at the request of the Façade Program Administrator, the Applicant shall furnish “Certificate of Insurance” maintained in accordance with the schedule along with Certificates from the Contractor(s) confirming insurance coverage is maintained. If requested in writing by the Administrator of the Town of Skowhegan, the Applicant shall furnish certified copies of the Contractor’s actual insurance policies. Failure of the Applicant to comply with the requirements of the schedule shall constitute
An event of default and the Façade Program Administrator, at its sole discretion may (1) suspend performance by the Downtown Façade Program, hereunder, and (2) begin procedures to terminate the Agreement for default and deduct the cost of the premium for amounts due to the Applicant under this Agreement. The Downtown Façade Program shall never waive, or be estopped to assert, its right to terminate this Agreement because of its acts or omissions regarding its review of insurance documents.

I have read, or had read to me, this document, which I understand and will fully abide by:

Signature of Applicant/Property Owner

Date

2018 Skowhegan Facade Improvement Budget Sheet

Description of Work	Estimate of Cost	Grant Funded	Match Funded	Labor	Personal Labor	Material	Total
<i>Sample: painting of 5 doors, Contractor removing the doors and owner stripping and repainting doors</i>	\$400.00	\$150.00	\$250.00	\$100.00	\$250.00	\$50.00	\$400.00
Grand Totals							