

COMMUNITY DEVELOPMENT BLOCK GRANT: FAÇADE LOAN PROGRAM



About CDBG:

The Community Development Block Grant (CDBG) program was enacted in 1974 to provide block grant funding for community development programs. The program assists urban, suburban, and rural communities to improve housing and living conditions and expand economic opportunities for low and moderate income persons. CDBG helps to create jobs through the expansion and retention of businesses and is a great tool for helping local governments overcome serious challenges facing their communities. CDBG funds are used to partner with the private and non-profit sectors to support economic development and improve community conditions. The City of Barberton, through the Community Development Block Grant (CDBG), has created a program to provide loans to property owners for Façade Improvement Purposes. The main purpose of this program is to assist with small project improvements that may be holding back a business from opening and creating jobs in the City of Barberton. CDBG is federally funded; therefore all projects that receive two thousand dollars (\$2,000) or more will be subject to *Davis Bacon Prevailing Wage requirements*. If CDBG were eliminated, Ohio would lose \$137,466,074 in direct community investments and approximately \$507,751,170 in leveraged community investments for FY 2018.

Project Eligibility:

All applicants **must** fill out an application to be considered for a loan. All work being done must be for a commercial building located in the City of Barberton. Our program is available to businesses and property owners for work to be performed on first and second floor space with an active street presence. Façade improvements are strictly for the *exterior* of the building, visible from the public right of way. The main purpose of this program is to improve the condition and curb appeal of commercial buildings. Due to these funds coming from the federal government, all projects over \$2,000.00 will be subject to Davis Bacon Prevailing Wage requirements. Most improvements **must** be approved by the City of Barberton Design Review Board (contact Stacy Carr: sedgar@cityofbarberton.com) for additional information.

This document will be provided to all participating Property Owners. Please Contact the City of Barberton Planning Department mmcfadden@cityofbarberton.com or 330.848.6729 for more information

Elements that are eligible include, but are not limited to:

- Exterior painting;
- Removal of inappropriate or incompatible exterior finishes and materials (false fronts such as aluminum panels);
- Restoration of exterior finishes and materials;
- Installation of safety glass;
- Reconfiguration of existing doors and entrances;
- Repair or replacement of existing storefront window systems;
- Signage (new, repair, replace, or remove);
- Exterior lighting (building, signs, display areas);
- Awnings (new, repair or replacement of existing);
- Improving exterior architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements;
- Outdoor sculptures, pools of water, and fountains, and other works of art;
- Installation of outdoor security devices.

Ineligible elements include:

- Sidewalks, light posts, and/or parking;
- Streetscape features (plantings, benches, etc.);
- Building interiors;
- Signage not connected to the building;
- Generally, purchase of equipment with CDBG funds;
- Mowing of recreational areas;
- Personal property that is not an integral structural fixture;
- Political activities;
- Fees associated with the Design Review Board approval process.

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Application Review & Process:

It is recommended that potential applicants contact the Planning Department to evaluate their eligibility for the program. Please note that applications must be received and reviewed by the Project Review Committee BEFORE any work begins. Loans will not be awarded to projects that are under construction or completed. All work must comply with the City's Building Department Code requirements and all relevant permits and inspections are required.

The Community Development Administrator will determine if the submitted application package is sufficiently complete to review. When an application is deemed complete, it will be taken to the Project Review Committee. The Project Review Committee generally meets once a month. You will be notified after the meeting if it has been determined whether the project will receive an award. The Community Development Administrator will notify you in writing of the approval/denial of the application. You can then expect to receive an official loan offer. Should you accept the loan offer, you will then be required to submit any outstanding documentation. Award recipients will be required to execute a legally binding agreement in the presence of a notary with the City to complete the loan process.

NOTE: The City has limited funds and loans are offered on a first come first serve basis. This program will require a lien guarantee to be placed on real estate property held in Ohio as collateral for the duration of the loan.

Application packages must include enough documentation to illustrate the visual impact of the project and its costs. Failure to provide required information will delay the review process.

The Project Review Committee reserves the right to refuse reimbursements in whole or in part for work that:

- *Does not conform to the program design guidelines.*
- *Does not conform to the proposals submitted with your application and authorized by the Project Review Committee.*
- *Are not commensurate with the workmanship and cost customary to the industry.*
- *Are not completed within 6 months. Since the Committee cannot reserve funds indefinitely, your loan may be subject to cancellation if not completed or significant progress hasn't been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.*

The Project Review Committee reserves the right to offer loan amounts different than what is requested by the potential borrower.

The Facade Loan has an 80/20 Match requirement for all projects with cost above \$2,000. The loan can pay up to a maximum 80% of the total cost of a project and the applicant will be responsible for the 20% match. THIS LOAN MAY BE REIMBURSIBLE UPON COMPLETION OF THE PROJECT. FUNDS WILL NOT BE DISTRIBUTED UNTIL ALL PAPERWORK AND REQUIREMENTS ARE SATISFIED.

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FAÇADE LOAN APPLICATION

APPLICANT

Today's Date: _____

Name: _____

First

MI

Last

Street _____

City _____

State _____

Zip Code _____

Home/Cell: (____)-____-_____

Email: _____

Requested Loan Amount: _____

Matching Funds: _____

BUSINESS INFORMATION

Name of Business: _____ Business Category (i.e. Retail): _____

Legal Name (If different from above): _____

Property Address: _____

Are you located in the historic district? _____

Owner on Record (Name on Deed): _____

Owner on Record Phone # (If different from applicant): _____

EIN#: _____ DUNS#: _____ Square Footage of Space: _____

Do You Own the Building? YES\NO (Provide a copy of lease along with written permission if you do not own the building)

- Do you have a mortgage on the property? YES\NO
 - Amount Owed on Mortgage: _____
- Number of Businesses Located in Building: _____ Number of Apartments Located in Building _____
- Current Use of Building: _____ Current Tenants: _____

PROJECT INFORMATION

Identify how funds will be spent (scope of project) attach separate sheet if necessary. Complete applications include 3 quotes with real estimates. Please provide the approximate date of construction if applicable as well as an approximate schedule for the project:

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Please describe how this project will benefit the City of Barberton:

I have read the full façade loan strategy, eligibility requirements, and design guidelines. I understand that my plan may need to be approved by the Design Review Board before I can begin work. I understand that for an application to be deemed “complete” it must include the following materials, if applicable, for consideration:

- a) *Current photos of existing conditions of property*
- b) *Rendering or sketch of proposed projects*
- c) *3 competitive proposals from licensed and bonded contractors. (These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. Contractors cannot be changed unless new proposals have been submitted to committee.) (Owners or merchants, who are in contracting business and intend to perform work on their own properties or businesses, must furnish at least one proposal other than their own to be done.)*
- d) *Architectural plans, including square footage, dimensions/measurements*
- e) *Color and materials samples for paint, awning, signs, etc.*
- f) *Sign plans and/or Awning design*
- g) *Historical significance designation*
- h) *Lease Agreement and/or written consent from property owner giving permission to conduct building improvements (if applicant is not property owner)*
- i) *A lien guarantee on real estate property held in Ohio and proof of insurance for real estate property*
- j) *Proof of insurance for your business*
- k) *Proof of liquid assets (must be able to operate your business for 6 months)*

APPLICANT’S SIGNATURE: _____ **DATE:** _____

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Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development Office of Housing

OMB Approval No. 2502-0204 (Exp. 06/30/2017)

Form HUD-27061-H (9/2003)

Demographic Data Reporting Form

Name (Optional) _____ Phone (Optional) _____

Address _____

Ethnic Categories*	Select One	1) Is the Head of Household MALE or FEMALE? _____ 2) Is a member of your household a VETERAN? YES NO 3) Is a member of your household DISABLED? YES NO 4) Is a member of your household OVER THE AGE OF 65? YES NO
Hispanic or Latino		
Not-Hispanic or Latino		
Racial Categories*	Select All That Apply	
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
Other		

*Definitions of these categories may be found on the next page.

Household Income: Please Circle Family Size & Income Category:			
Family Size	Annual Income Limits		
	<30 %	31-50%	51-80%
1	\$16,050	\$26,750	\$42,750
2	\$18,350	\$30,550	\$48,850
3	\$21,720	\$34,350	\$54,950
4	\$26,200	\$38,150	\$61,050
5	\$30,680	\$41,250	\$65,950
6	\$35,160	\$44,300	\$70,850
7	\$39,640	\$47,350	\$75,750
8	\$44,120	\$50,400	\$80,600

There is no penalty for persons who do not complete the race and ethnic data or income sections.
If you refuse you must indicate on this form that you refused to complete the items.

Signature

Date

Public Reporting Burden -- This information is required to obtain benefits and voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD.

Instructions for the Race and Ethnic Data Reporting (Form HUD-27061-H)

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A. General Instructions;

This form is to be completed by individuals wishing to be served (applicants) by the Department of Housing and Urban Development. Owner and agents are required to offer the applicant the option to complete the form. The form is to be completed at initial application. Once the form is completed it need not be completed again unless the head of household or household composition changes. There is no penalty for persons who do not complete the form. However, the owner or agent may place a note in the file stating the applicant refused to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The Office of Housing has been given permission to use this form for gathering race and ethnic data in assisted housing programs. Completed documents for the entire household should be stapled together and placed in the household's file.

1. The two ethnic categories you should choose from are defined below. You should check one of the two categories.
 - a. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."
 - b. **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
2. The five racial categories to choose from are defined below: You should check as many as apply to you.
 - a. **American Indian or Alaska Native.** A person having origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
 - b. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - c. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."
 - d. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - e. **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

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