



City of Caldwell

Commercial Building Improvement Grant Program Application Form

*Applications will be considered on a first received/first considered basis,
provided submission is deemed complete and eligible.*

A. Applicant Information

Building Owner(s):

Ownership Type (check one): Individual(s) Proprietorship LLC Corporation

Owner Address:

Phone:

E-mail:

Contact Name (if different from above):

Phone:

E-mail:

B. Building Information

Building Address:

Year Built:

Zoning:

Current Usage:

Tenant Name(s):

Tenant Type (retail, office, residential, etc.) list all:

Tenant(s) same as building owner? Y N Partial

If occupied, current lease term:



C. Project Overview

Describe proposed project:

When will project begin:

When will project be completed:

Must have a completion date no later than December 31, 2019, unless you request an exception due to circumstances beyond applicant control.

Exceptions will not be granted for lack of available funds.

Total anticipated budget:

Grant requested (may not exceed 50% of total project cost and limited to no more than \$5,000):

Match funding amount:

Is total match funding secured:

Yes No

Match funding must be secured before approval.

Applicant has reviewed design guidelines for project eligibility:

Yes No

All façade and sign projects must adhere to Plaza Façade Design Handbook requirements. Any submissions that do not meet these guidelines will be considered ineligible for funding.



D. Economic Development Overview

Is the building previously vacant and being returned to use:

Yes

No

If yes, identify building use after project completion:

Upon completion of project, will new jobs be created:

Yes

No

If yes, list how many and what type:

Will project help retain jobs:

Yes

No

If yes, please explain:

Business owner may apply for a sign only grant. All other applications must be signed by building owner.



E. Disclosure

By signing and submitting this application, the applicant hereby agrees to the following:

1. Applicant agrees that the acceptance of this application does not commit the City to enter into an agreement, to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to contract for the project. Further, the acceptance of this application does not constitute an agreement by the City that any contract will be entered into by the City. The city expressly reserves the right to reject any or all applications or to request more information from the applicant.
2. The applicant also agrees that the City will only consider Building Improvement Assistance for the proposed project if application has been completed in full and all required attachments are included.
3. Applicant hereby certifies that all information contained in this document and any attachments is true and correct to the best of the applicant's knowledge. Applicant also gives permission to the City of Caldwell to research the building's history and perform other related activities necessary for the reasonable evaluation of this proposal.
4. Disclosure of any actual or perceived conflicts of interest.

Should assistance be provided applicant agrees:

1. To comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in rehabilitation work undertaken in connection with program assistance.
2. To keep such records as may be required by the City in connection with the work to be assisted.
3. To not discriminate upon the basis of race, color, sex, marital status, disability, religion or national origin in the sale, lease, rental, use or occupancy of the property to be assisted.
4. No person who is an employee, agent, consultant, officer, appointed official, or elected official of the City of Caldwell who exercises or has exercised any functions or responsibilities with respect to CDBG activities, or is in a position to participate in a decision-making process, or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit, or have interest in any program assistance, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.
5. That NO financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants unless the applicant agrees to provide financial assistance to the tenants at levels consistent with the Federal Relocation and Real Property Acquisition Act, as amended. Such assistance granted will not, however, be counted in the private match requirement.



In addition, the applicant is aware of the following:

1. **The assistance involves federal funds and requires compliance with federal guidelines, including Davis-Bacon Wage Rates, handicapped accessibility and historic preservation.**
2. If assistance is given, an audit of the project may be required.
3. The applicant will be obligated to maintain the building improvements for a period of at least five years.
4. Financial assistance will not be provided if property taxes or special assessments are in arrears.
5. Applications will be considered on a first received/first considered basis, provided submission is deemed complete and eligible.

Required Attachments

- Current and (where available) historic photos of the structure;
- Conceptual drawings of proposed work, to scale (if possible);
- For signs – color rendering of design, specifications as to size and information about how and where the sign will be attached to building;
- For awnings – color and material of awning, specifications as to size and information about how and where awning will be attached to building;
- For painting – color scheme for façade, include color swatches;
- Proof of any secured matching funds (bank statement, loan commitment, etc.);
- Current bona fide bids for proposed work (within last 30 days).

Applications will be received until June 7, 2019.

****Please note that incomplete applications will not be considered for funding.***

****Following grant submission deadline, unobligated funds (if any) shall be repurposed for public improvement projects. No additional Building Improvement grant dollars will be available.***

Signature

Title

Print Name

Date

Return completed application in a sealed envelope labeled on front:
Attn: Elizabeth McNannay / Community Development Block Grant Coordinator
411 Blaine Street
Caldwell, ID 83605
Or send electronically with labeled attachments to: emcnannay@cityofcaldwell.org