



City of Caldwell

*Commercial Building
Improvement Grant Program*

Applications will be received through June 7, 2019.

The City of Caldwell has received funding through the Department of Housing and Urban Development Community Development Block Grant program. As outlined in the cities Consolidated Plan, a portion of this funding is allocated to a Commercial Building Improvement Program.

Purpose of the Program

The City of Caldwell Community Development Block Grant program is providing an incentive opportunity to improve the facades within the commercial buildings located in the Business Improvement District.

By enhancing the appearance, health and structural integrity of buildings, the program serves to improve the economic viability of this important downtown commercial area.

Better building aesthetics, health and operation increase property values, improve the marketability of space within the buildings and draw business and residents to the area.

Grant Funding and Match Requirements

Each project selected for funding shall require a match of at least \$1 of applicant investment for each \$1 of grant funds requested.

Applicant agrees that grant program provides reimbursement after work completes and any necessary inspections are approved. Applicant must submit proof of payment to receive reimbursement.

Improvements may not begin prior to fully executed grant agreement between building owner and city. No previously incurred expenses will be considered as match or eligible for program funding.

Maximum grant funding per building is \$5,000.

For approved projects with a total cost over \$10,000, grant funding will be limited to no more than a \$5,000 total.

A total of \$24,500 will be available for grant awards.

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

Eligibility

All property owners willing to undertake eligible improvements of properties located within the designated Business Improvement District are invited to apply for assistance.

- ***New construction is not eligible for consideration.***
- ***Buildings containing or that will contain residential units may require lead hazard abatement. The cost of lead hazard abatement is not an eligible expense under this program and will be the total responsibility of the building owner.***
- ***Applicants will be required to demonstrate financial capacity to meet program match-funding requirements.***
- ***Buildings will not be required to be occupied to be eligible for this program.***

The following examples are eligible activities for grant:

- *Masonry repairs and tuck-pointing*
- *Repair/replace/preserve historically significant architectural details*
- *Storefront reconstruction*
- *Cornice repair*
- *Exterior painting and stucco*
- *Awnings and canopies – install, repair or replace*
- *Window and door repair or replacement*
- *Window display area lighting*
- *Permanent exterior signage integrated into the storefront design*
- *Permanent exterior lighting*
- *Repair/replacement of gutters and down spouts*
- *Façade building code items*

Design Guidelines:

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.

Project Components NOT Eligible for Funding

- *Work completed prior to project funding*
- *Work complete prior to the issuance of a Grant Notice of Award*
- *Security systems*
- *Non-permanent fixtures (including but not limited to outdoor patio furniture, temporary signs, movable lighting fixtures, etc.)*
- *Business operational costs (including but not limited to inventory, display fixtures, working capital)*
- *Stand-alone ADA improvements*
- *Neon or flashing signs*

General Requirements

All construction management will be the responsibility of the applicant.

All work undertaken using CDBG funds are subject to the Davis-Bacon Act and Section 3 of the Fair Housing Act.

Each recipient will be responsible for all acquisition and relocation costs when displacement of residential or nonresidential tenants occurs as a result of the project, in accordance with the Federal Uniform Relocation Act. If temporary tenant relocation will be required for this project, contact the CDBG coordinator for further guidance prior to submitting this application.

All applicants will be required to demonstrate compliance with nondiscriminatory employment practices and Affirmative Action Programs under Title VI and Section 112 of the Civil Rights Act of 1964 and Public Law 92-65. Applicants are encouraged to utilize minority and women-owned business enterprises under this program.

The City, the Department of Housing and Urban Development, the Comptroller General of the United States, or any duly authorized representatives, will have access to any books, documents, papers and records that are directly related to the program assistance for the purposes of monitoring, making audits, examination, excerpts, and transcripts. All records supporting the costs and components of program-assisted improvements will be maintained for a period not less than 5 years following completion of the program agreement period, agreement termination, or default, whichever shall first occur.

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.

Application Process

Applications for the Building Improvement Program will be available as funding allows. To obtain an application or additional information about the program, contact the Community Development Block Grant Coordinator, Elizabeth McNannay, at 208-455-4641 or emcnannay@cityofcaldwell.org. Applications will also be available on the City of Caldwell's website and from the City Clerk's office at 411 Blaine St. Caldwell, ID 83605.

Applicants will be required to complete the program application and provide a project timeline, drawings related to proposed improvements, and specifications of the proposed improvement work to CDBG Coordinator for approval. Proposals must pass a threshold review for eligibility, and will then be reviewed for quality and impact of the proposed improvements. Realistic project completion estimates before December 31, 2019 to receive priority for funding.

Below are the steps in the process:

- Obtain application, as outlined above.
- Forward completed application to CDBG Coordinator via e-mail or in person or via mail to CDBG Coordinator at City Hall (411 Blaine St. Caldwell, ID 83605).
- CDBG coordinator or city staff will conduct a site visit to determine if the proposed project meets eligibility and timeline requirements.
- Projects will then be forwarded for design approval from Planning & Zoning Design Review Committee, if necessary. If approval is received:
- Applications will then be processed. This will include matching fund verification, etc.
- Applicant will then be notified of status of application
- City staff will conduct an environmental review to determine project eligibility.
- Once evaluation is complete, the owner will be notified of award subject to final approval of scope of work and line item budget.
- **Work may proceed only after fully executed grant agreement is finalized and has received City Council approval.**

CDBG staff will assist the building owner with securing a licensed contractor using a competitive bid process, following federal regulations and the City's procurement process, if needed.

If you are unsure of eligibility, please contact CDBG coordinator at emcnannay@cityofcaldwell.org for additional information or clarification.