

**Town of Lisbon Business Façade Grant Program
Guidelines and Requirements [(due date for applications)]**

1. PROGRAM SUMMARY AND PURPOSE

The Town of Lisbon has established a Business Façade Grant Program. The goal of this program is to enhance the appearance of buildings that are predominantly or entirely commercial, to enhance the viability of existing business located within them and/or to attract new businesses to them.

A Business Façade Grant may be used for a variety of activities, including: storefronts; doors; signage; painting; stucco; re-pointing of brick; exterior lighting; decorative details; cornices/parapet walls; siding; awnings; lighting; display windows; handicapped access, including ramps, in conjunction with entrance improvements (no interior work such as bathrooms, ramps, or elevators); preservation, rehabilitation, and restoration of historic facades; and necessary architectural/design/historic preservation/engineering services.

Funding for this program comes from a Community Development Block Grant (CDBG) awarded to the Town of Lisbon for the purpose of a Business Façade Grant Program.

The minimum grant award will be \$2,500.00; the maximum grant award will be \$20,000.00. A 50% minimum cash match is required.

2. ELIGIBILITY AND REQUIREMENTS

2.1. APPLICANT ELIGIBILITY

An applicant to this program can either be the building owner, or a business owner that is a tenant in the building.

If the applicant is a building owner, he/she must be:

- current on all Town taxes (real and personal) and utilities (water and sewer), and current on all state (including sales) and federal taxes (applies to all owners of the property)

If the applicant is a business owner, he/she must be:

- be located, or primarily do its business, in the Town of Lisbon
- have all its owners, and the business itself, be current on all Town taxes (real and personal) and utilities (water and sewer), and current on all state (including sales) and federal taxes
- is compliant with all relevant Town regulations pertaining to the operating of a business

2.2. BUILDING ELIGIBILITY

Regardless of whether the applicant is a building owner or a business owner, the building that is to receive improvements must:

- be located in the Town of Lisbon
- be located on Route 196 or be visible from Route 196 or Main Street, Lisbon Falls (façade grant funds are not eligible for façade improvements not visible from a public street/way)

- be located in a zoning district that allows for commercial uses (residential structures that are being used for home-based businesses are not eligible for assistance)
- have at least its first/street-level floor be used exclusively for commercial use
- be located in either in the Town's designated slum and blight area (see map as attachment following the application), or receive a *spot blight* designation (see form as attachment following the application a specific request from the applicant. A spot blight designation requires some degree of evidence of blight or physical decay and/or being a detriment to public health and safety. A spot blight designation is only an external assessment of the property, and will not result in any punitive action by the Town of Lisbon. Property owners may wish to speak with the Town's Code Enforcement Officer Dennis Douglass; ddouglass@lisbonme.org; (207) 353-3000 extension 111, regarding the spot blight process.

2.3. ELIGIBLE AND INELIGIBLE ACTIVITIES

2.3.1. Grant funds may be used for the following eligible activities:

Architectural/design/historic preservation/engineering services necessary for project (should not exceed 10% of the total project cost)
 Awnings Caulking
 Cleaning and re-pointing of brick Code violations and life safety Issues Cornices/parapet walls
 Decorative details Display windows Doors
 Exterior lighting
 Foundation and/or structural work
 Handicapped accessibility improvements, including ramps (in conjunction with entrance improvements)
 Lighting Painting
 Preservation, rehabilitation, and/or restoration of historic facades and visible exterior walls
 Siding
 Signage Storefronts Stucco

All proposed improvements under this grant program must meet all applicable local and state codes and regulations, including appropriate local permitting. Any project funded under this program must include the correction of any exterior code violations and life safety issues.

2.3.2. Grant funds may not be used for the following ineligible activities:

Any interior work (including handicapped accessibility improvements such as bathrooms, ramps, or elevators)
 Any work on a building exterior that is not publicly visible from the street Routine maintenance (unless as part of a larger project)

2.4. DESIGN STANDARDS & DESIGN GUIDELINES

All projects regardless of address and location must meet the Lisbon Rt. 196 Design Standards. Applicants are strongly encouraged to meet the voluntary design guidelines and to engage

professional architectural/design/historic preservation/engineering (and eligible projects cost). For more information, refer to the attachment including the design standards ordinance and design guidelines.

2.5. HISTORIC PRESERVATION

Because Community Development Block Grant (CDBG) funds originate from the federal government, the State Historic Preservation Office (SHPO) pursuant to Section 106 of the National Historic Preservation act must be review all potential buildings proposed to be altered. The purpose of the review is to determine the effect of the proposed improvements on cultural resources listed in or potentially eligible for listing in the National Register of Historic Places.

It is the intent of the Town of Lisbon CDBG Façade Grant Advisory Committee to assist grant applicants with the SHPO review process before any work is begun. This would allow further consideration by the applicant about whether or not to proceed if the property is found to be potentially eligible for listing in the National Register of Historic Places. Once the committee has scored the applications, the committee will submit information about the age of the building, a current photograph, and a description of the proposed work so SHPO can complete their reviews. This process once started may take up to 45 days to complete and will be discussed in more detail with the applicant at the initial meeting with the Town of Lisbon CDBG Façade Grant Advisory Committee.

In general, buildings that are more than 50 years old are reviewed more carefully. If the SHPO determine that a building is potentially eligible for listing in the National Register of Historic Places, the SHPO would scrutinize the proposed work to see if the work would change the historic character of the building, and they could require changes in the scope of work.

2.6. FEDERAL LABOR STANDARDS COMPLIANCE

Federal Labor Standards are statutory provisions dealing with construction projects that receive federal funds such as CDBG funds. Contracts in excess of \$2,000 which employ craftsmen, mechanics and/or laborers for construction related activities shall contain provisions with respect to minimum wages and fringe benefits set by the Federal Department of Labor, also known as Davis-Bacon wages. In general, if the CDBG funds are used solely to purchase materials and/or for contracts less than \$2,000, then the federal labor standards may not apply.

The Business Façade Grant Program application asks for detailed scope of work and budget broken down to labor and material costs so that the Town of Lisbon CDBG Façade Grant Advisory Committee will be able to help grant applicant determine whether or not federal labor standards might be required.

2.7. OTHER REQUIREMENTS AND GUIDELINES

Upon grant awards announced by the Town, all grantees must obtain a Dun & Bradstreet (D-U-N-S) number prior to receiving any reimbursements. (A D-U-N-S number is free, and can be obtained via phone at 1-866-705-5711, or on the web at <http://www.dnb.com/get-a-duns-number.html>.)

The project must be completed in accordance to the time schedule determined at the time of the

grant award. Generally, all projects should be completed within 12 months of grant award.

Extensions may be considered. It is the applicant's responsibility to notify the Town of Lisbon CDBG Façade Grant Advisory Committee of any delays to the project.

The applicant must be current on all Town taxes (real and personal) and utilities (water and sewer), and current on all state (including sales) and federal taxes. In the case of a business owner applying, this would apply to themselves, other owners of the business, and the business itself (if filing separately).

If a proposed project includes substantial improvements to the structure's facade, it is highly recommended that the applicant obtain professional guidance (architectural/design/historic preservation/engineering).

No reimbursements will be provided for work done prior to being selected by the Town's program and having received all required clearances necessary for work to commence. The only exception to this is for architectural/design/historic preservation/engineering services used for application preparation (only reimbursable if the applicant is successful) and for subsequent clearance processes (in-town design review, historic preservation); in this case, 50% of that cost will be reimbursed, up to a maximum of 5% of the total project cost. Funds will always only be provided on a reimbursement or invoice basis; funds will never be advanced.

Applicant must participate in an exit interview to discuss how assistance received under this program affected/benefited them.

Cost overruns will be 100% borne by the applicant.

A federal grant is considered taxable income to the applicant. The Town of Lisbon will furnish suitable documentation to each recipient indicating the amount of grant funding received.

This is a federally-funded program with monies coming from the Department of Housing and Urban Development (HUD). All construction contracts in excess of \$2,000 (that are paid with CDBG funds) are subject to Davis-Bacon and Related Acts requiring that the prevailing wage rates be paid to all employees of the contractor(s). Contracted labor costs will be reimbursed only if in compliance with all federal labor standards.

If the applicant is a business that does not own the building in which it is located, and is instead leasing space, the business must have the property owner's signed approval regarding the proposed building improvement(s), an agreement regarding the ownership of improvements made and responsibility for their maintenance, and that the property owner agrees to the recapture provision, which may include a mortgage on the property.

The complete design or proposal for the improvement project must be submitted to the Town of Lisbon, for review by the Town of Lisbon CDBG Façade Grant Advisory Committee. Any changes made to the project scope must be reviewed and approved by the Town of Lisbon CDBG Façade Grant Advisory Committee or the applicant risks losing grant monies.

It is strongly recommended that a potential applicant should discuss their project with the Town's Code Enforcement Officer (Dennis Douglass; ddouglass@lisbonme.org; (207) 353-3000 extension 111) as early as possible in the application process to ensure compliance.

By approving an application, neither the Town of Lisbon, nor its CDBG Façade Grant Advisory Committee, makes any representation that the project will generate any particular economic return nor is the Town making any representation as to the building's condition or suitability for existing, proposed or future uses.

3. FUNDING

3.1. MINIMUM AND MAXIMUM GRANT AMOUNTS

The minimum grant award will be \$2,500.00; the maximum grant award will be \$20,000.00.

3.2. MATCHING FUNDS

A minimum 50% match is required. Match can only be in the form of cash (no in-kind labor or materials). Cash can be in the form of loans, lines of credit, money in a bank account, or other form of funds. Below are examples of total project costs, cash match, and grant award amounts:

<i>total project cost</i>	<i>minimum (50%) cash</i>	<i>grant award</i>
\$5,000	\$2,500	\$2,500 (<i>minimum</i>)
\$10,000	\$5,000	\$5,000
\$15,000	\$7,500	\$7,500
\$20,000	\$10,000	\$10,000
\$25,000	\$12,500	\$12,500
\$30,000	\$15,000	\$15,000
\$40,000	\$20,000	\$20,000 (<i>maximum</i>)

3.3. REQUIRED PROPOSED BUDGET

All applications must include a detailed proposed budget, outlining estimated material and labor costs for improvements, broken down by type (e.g. demolition, painting, lighting, awnings, etc.). For each cost category (type of improvement), the budget should indicate the amount of grant funds and amount of private funds to be used towards the total cost, keeping in mind that any improvements not visible from the public way are not eligible for grant funding but can still be part of the private match.

An owner may use grant funds towards materials only if completing the work/labor themselves; in this case the owner's labor cost will not count towards the cash match. For type of improvement which the owner proposes to complete the labor themselves, the Town must be satisfied that the owner is qualified and capable of completing the work.

3.4. RECAPTURE PROVISION

In order to better ensure that the goals of this program are ultimately met and that the community maximizes its benefit from the program, the Town of Lisbon will be employing a recapture mechanism for this program. The owner of the building that is receiving assistance will be required to sign a recapture agreement. If the property is sold, or if the façade is substantially changed contradictory to the guidelines, without approval, this will trigger recapture, and the

building owner will have to repay a portion of the grant award back to the Town of Lisbon, according to the following schedule:

<i>time elapsed since project completion/final reimbursement</i>	<i>recapture if trigger</i>
less than 1 year	100% of grant
from 1 year to less than 2 years	80% of grant award
from 2 years to less than 3 years	60% of grant award
from 3 years to less than 4 years	40% of grant award
from 4 years to less than 5 years	20% of grant award
5 years or more	0% of grant award

A mortgage on the building may be required.

4.APPLICATION

4.1. SELECTION CRITERIA

The applicant must submit the attached Business Façade Grant Program application, along with applicable supporting documentation listed in that document.

You must obtain price quotes for all items and services to be purchased with grant funds in a competitive fashion. The committee reserves the right to deny reimbursement on a project if it deems that the quotes were obtained in a non-competitive fashion.

The Town of Lisbon CDBG Façade Grant Advisory Committee will consider the following when reviewing a project:

- amount of cash match funding provided in excess of the 50% minimum.
- degree to which the businesses located within the building receiving improvements will benefit from the proposed project, and the potential for attracting additional tenant businesses (does it open up new spaces for commercial use, etc.); number of jobs that the proposed project will eventually create and/or retain.
- degree to which the improvements capitalize on the building's architectural assets.
- degree to which the improvements will halt serious deterioration of a building's façade; degree to which improvements are performed in conjunction with other renovations that extend the building's useful life.
- increase in assessed value of the building/generation of additional property tax revenue
- probability of success of the proposed project.
- visibility/prominence of building location/floors (lower floors are a higher priority than upper floors); potential for district-wide aesthetic improvement.

The Façade Committee will consider the following criteria when reviewing applications, and rank applications in order of how well these criteria are met:

1. Blight conditions: the degree to which projects have a significant impact on the visual character and attractiveness of a building, and are effective in relieving blight conditions.
2. Design Standards: the degree to which a project is consistent with the Lisbon Route 196 Design *Guidelines* (projects are required to meet the Lisbon Route 196 Design *Standards*).

3. Private investment: the amount of cash investment made by the property or business owner beyond the required 1:1 match, and/or the amount of “in-kind” exterior improvements made as part of the project (not counting towards the grant match).
4. New investment: priority placed on properties that have not had significant exterior improvements within the last 5 years.
5. For-profit businesses will be given a priority over not-for-profit entities.
6. Historic preservation: the extent to which a project restores or preserves historic architecture.
7. ADA compliance: the degree to which projects improve the accessibility to a building (while meeting the Lisbon Design Standards).
8. Overall façade improvement impact: the extent to which a project creates a positive impact on the character and/or potential marketability/viability of the downtown or Route 196 area.

4.2. PROCESS

The administration of this program will be carried out by the Town of Lisbon CDBG Façade Grant Program Advisory Committee. This committee will review and score applications to this program according to the procedures and guidelines outlined in this document. The administration and operation of the program shall conform to all local, state, and federal codes and regulations.

Once an application packet is received, the Town will forward the application to the Town of Lisbon CDBG Façade Grant Advisory Committee for review. The committee may ask to meet with the applicant to discuss the project and review the program and timeline; likewise, the committee will meet with any applicant requesting a meeting to further discuss their proposed project.

The committee will review all submitted applications, rank them, and will make funding recommendations to the Lisbon Town Council, for their final approval.

The Town reserves the right to not recommend an application for funding if it is determined to not meet the program’s minimum scoring threshold. If not all grant funds are awarded, the Town of Lisbon will accept a future round of applications (timeframe to be determined at that time).

Business Façade Grant funds originate from the federal government. That means there are requirements for historic preservation reviews and possible labor standards compliance on projects that affect building structures (see sections 2.5. and 2.6. of the guidelines). The Town of Lisbon CDBG Façade Grant Advisory Committee will work with you to make this process as easy as possible.

Projects subject to in-town design review must complete that process before work begins and reimbursements are made.

Successful applicants should not make any purchases prior to receiving official grant award notification, environmental review clearance (if needed), obtaining of necessary permits and Code Enforcement Officer approval, and contract execution, as they will be ineligible for reimbursement.

The business owner shall submit all paid bills/invoices for purchased materials/items/services to the Economic & Community Development Director for reimbursement. ONLY end of project

Once a project is completed, proof of payment must be submitted to the Town of Lisbon. This

should be in the form of an invoice or receipt that includes the final cost of the project, the work that was done or products purchased, and signed by the contractor or vendor acknowledging that the project has been paid in full. The Town of Lisbon CDBG Micro-Enterprise Assistance Grant Advisory Committee or its designee will then perform an inspection to determine that the work was completed in accordance with the original grant application and cost estimates. Upon satisfactory inspection, the final reimbursement request will be submitted to the Town of Lisbon to pay the last installment of the grant funds to the grantee.

5. BIDDING PROCESS

6. COMPLAINT POLICY

The Town of Lisbon CDBG Façade Grant Advisory Committee will use the following complaint process:

1. Requests shall be submitted in writing to the Town of Lisbon Economic Development Director and will be forwarded to the Town of Lisbon Business Façade Grant Advisory Committee.
2. The Town of Lisbon CDBG Façade Grant Advisory Committee shall respond in writing within 10 business days. If the response is not satisfactory, the complainant shall request in writing that the complaint be forwarded to the Lisbon Town Manager. The Town Manager shall respond in writing within 15 days.
3. If the complainant remains unsatisfied with the resolution they may contact the Maine Office of Community Development (MEOCD) CDBG Program Manager. The CDBG Program Manager may request that the complainant forward the written complaint and copies of all correspondence pertaining to the complainant to the MEOCD. All decisions of the MEOCD are final.

7. AMENDMENTS TO THIS PROGRAM

Program guidelines and eligibility may be amended upon approval of the Lisbon Town Council. The Lisbon Town Council will seek a recommendation on a proposed amendment from the Town of Lisbon CDBG Façade Grant Advisory Committee but reserves the right to act independently of a committee recommendation. All amendments to program guidelines and eligibility shall be pursuant to all state and federal regulations, which may apply to activities covered by this program.

8. QUESTIONS REGARDING THIS PROGRAM

Please direct all questions regarding this program to:

Tracey Steuber
Economic & Community Development Director, Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04915
(207) 353-3000 extension 122
Email: tsteuber@lisbonme.org

**Town of Lisbon Business Façade Grant Program
Application (due by [date])**

Thank you for your interest in the Town of Lisbon's Business Façade Grant Program. If you need assistance filling out this application, please contact Tracey Steuber, Economic & Community Development Director, Town of Lisbon, at (207) 353-3000 extension 122, or at tsteuber@lisbonme.org. More information about this program can be found online at www.lisbonme.org.

1. APPLICANT INFORMATION

Applicant is: ____building owner ____business owner (lessee)

Applicant name: _____

List all other owners of the building or business: _____

Applicant address: _____

Applicant mailing address (if different): _____

Applicant D-U-N-S number (if obtained): _____

Applicant business phone: _____ Applicant home phone: _____

Applicant mobile phone: _____ Applicant e-mail address: _____

Contact Information of Building Owner, if Applicant is a Lessee:

Building Owner name: _____

Building Owner address: _____

Building Owner mailing address (if different): _____

Building Owner business phone: _____ Building Owner home phone: _____

Building Owner mobile phone: _____ Building Owner e-mail address: _____

Term of Lease and Expiration Date: _____

Do you, or any other owner of the building/business, have any personal/business judgments, unsettled lawsuits, major disputes, or tax liens against you/them or pending against you/them? (Include liens on the property.)

____ Yes or ____ No

If yes, please describe:

Are you, or any other owner of the building/business delinquent on any taxes (local, state, federal, etc.) or payments owed to municipal utilities (sewer, water)?

_____ Yes _____ No

If yes, please describe:

Is your building/business currently compliant with all applicable local, state, and federal zoning, permits, and other regulations regarding the operation of your building/business?

_____ Yes _____ No

If no, please describe:

(If you are a business owner applicant, please fill out this section below.)

Date business was established: _____

Organizational structure:

_____ Partnership _____ Sole Proprietorship _____ Not Yet Established

_____ Corp _____ S Corp Other: _____

Owner's SSN (if Sole Proprietorship) or Business' EIN (if another structure): _____

Has the business, or any other owners of the business, been involved in bankruptcy or insolvency proceedings?

_____ Yes or _____ No

If yes, please describe:

Describe your business, including its primary business activities

Who is your target market and what is your marketing strategy?

List your competition and what differentiates you.

List your qualifications and experience.

Please list any business affiliations, organizations you belong to, or programs you participate in that you feel contribute to the probability of your business success.

3. PROJECT AND FINANCING INFORMATION

Detailed description of project and project timeline:

Total project cost and itemized budget:

I am requesting the following amount of grant funds:

I will be providing the following amount of cash match to this project (50% minimum of total project cost):

Please explain why these grant funds are needed and the importance of this grant to the completing of the project:

How much additional assessed value do you anticipate that this project will create?

How will this project enhance your business, other businesses in the same building, and/or attract new businesses to the building? How many jobs do you expect this project to a) create and/or b) retain?

Do you plan on making other improvements/renovations be in conjunction with this project (if selected)?

Would you be interested in funding from this program if you did not receive the full award requested?

_____ Yes or _____ No

4. ASSURANCES AND SIGNATURES

I have read and understand the attached guidelines, and attest that all information I have provided is true and correct to the best of my knowledge. I agree to notify you promptly in writing upon any material change in the information provided herein, and further acknowledge that you will continue to regard this statement as true and complete until your receipt of such written notification. You are authorized to make such inquiries, as you deem necessary and appropriate to verify the accuracy of this application.

Applicant's Signature

Date

.....

Building owner's approval (if the applicant is a business owner):

I am the owner of the property at the above address. I have been informed of the applicant's intention to perform the improvements described in the attached documentation. I hereby approve the proposed improvements, the ownership and the ongoing maintenance of said improvements have been determined and agreed to, and I agree to the recapture provisions of the program, including the assignment of a mortgage if necessary.

Building owner's Signature

Date

5. SUPPORTING DOCUMENTATION TO SUBMIT WITH APPLICATION

- 5.1.1 photos, drawings, plans, elevations, fabric swatches, catalogue cut sheets, color palettes, and/or design sketches related to the proposed project;
- 5.2. documentation of cost estimates itemized by the supplier/contractor; estimates must be clearly marked, organized from lowest to highest, and grouped by vendor.

6. DEADLINE AND SUBMISSION

Please return one (1) copy of your completed application and all required supporting materials, by 4:00 PM [date, ~30 days from release], 20_____ to:

Tracey Steuber, Economic & Community Development Director, Town of Lisbon,
tsteuber@lisbonme.org
Lisbon Town Office, 300 Lisbon Street, Lisbon, Maine 04250
fax: (207) 353-3007

(Please direct all questions regarding the program to Ms. Steuber)

The CDBG Façade Grant Advisory Committee will determine the eligibility of applications, review and score them, and recommend the list of businesses to receive funding under this program. These recommendations will require the approval of the Lisbon Town Council; the decision of the Lisbon Town Council is final. Any income surveys, federal income tax returns, and other financial information submitted will be kept confidential and will remain inaccessible to the public, and will be shredded once they are no longer needed for compliance with the Maine Office of Community Development and the U.S. Department of Housing and Urban Development, typically 3 years once the grant is closed out.)

Thank you for your interest in the Town of Lisbon's Business Façade Grant Program.

