



CITY OF MORRISTOWN

Façade Improvement Grant Program Guidelines

FY 2018-2019

About the Grant: The Façade Improvement Grant Program seeks to encourage business owners and tenants to invest in properties located on the main entrance corridors to our City. (See map- exhibit A). The City will provide the encouragement to business owners by financially assisting with appropriate **exterior** maintenance/repair to their buildings. The intention is to stimulate building improvements while being mindful of the historical significance and uniqueness of the downtown area.

The Façade Improvement Grant is a reimbursement program and requires that the building owner or tenant contribute a minimum of 50% of the total cost of the renovation project. The maximum grant amount awarded is \$5,000.00 (based on a minimum of \$10,000 total project costs).

This program is funded through the Community Development Block Grant (CDBG) received by the City of Morristown from the United States Department of Housing and Urban Development. Residential structures and nonprofit organizations are ineligible for façade improvement grant funding.

Goals

Positive building appearance has been proven to increase property values, improve the marketability of space within the building and attract new businesses, residents, and visitors to an area. Replacing damaged, boarded or bricked-up windows, improving storefronts, promoting building safety and structural integrity, weatherizing, repainting, or removing paint from

buildings that have been previously painted are all considered to be important priorities in administration of the program.

Timeline

Applications will be available on **October 8, 2018** and will be accepted for review until the close of business on **October 31, 2018**. Completed grant applications will be considered and awarded in order of submission. Incomplete applications will not be reviewed. Partial funding may be awarded due to funding limitations; thus, applicants should prioritize when selecting improvement projects. A second round of grants may be announced if funding is available. However, it is important to note that only one application will be accepted per building each year. **All proposed work must be able to be completed no later than April 14, 2019.**

Only apply for a grant if you are committed to completing the project by April 14, 2019 and using the entire matching grant requested on the application.

Eligibility

To qualify for the Façade Improvement Grant, the building must be located within the Crossroads Development District or on one of the main corridors listed above and illustrated on the map provided as attachment A. The applicant must either be the building (property) owner or tenant; however, if the applicant is the tenant, he or she must obtain the property owner's approval and signature on the grant application. Any and all improvements must be in compliance with current city code and zoning regulations.

Façade funds are eligible for necessary materials, equipment rentals, professional services, building permit fees, engineering fees, and some other non-construction items.

Exterior building repair and maintenance may consist of the following: painting (excluding previously unpainted masonry); paint removal (sandblasting not acceptable); storefront renovations; window repair or replacement; door repair or replacement; awnings; exterior lighting; masonry repair or tuck-pointing; cornice repair or replacement; gutter and downspout repair or replacement; and parapet or cupola repairs. Other improvements may be considered upon request. In essence, façade funds may be used for repair or replacements necessitated by normal wear and tear over time. The work must not be so substantial as to constitute reconstruction.

Examples of activities that would be considered *ineligible* include: landscaping; parking lots; freestanding signs; interior renovations; temporary, portable, or non-permanent improvements; new building construction; property acquisition; refinancing of existing debt;

payment of delinquent taxes; and improvements already in progress or completed prior to grant approval.

Building improvements shall reflect the architectural integrity of the original building and the neighboring traditional streetscape. The sides of buildings (secondary facades) which are highly visible from nearby streets or public parking areas may be included in and are encouraged to be a part of the building improvements. Participants are encouraged to follow the standards set forth in the Secretary of the Interiors Standards for Rehabilitating Historic Buildings, where applicable. The standards are available online at the following website:
<http://www.nps.gov/tps/standards/rehabilitation.htm>.

All applicants will be required to list their DUNS number on the application. If the applicant does not currently have a DUNS number or does not remember their DUNS number, it may be obtained at the following website: <http://fedgov.dnb.com/webform>.

Administration

The Façade Improvement Grant program will be managed by the City of Morristown's Community Development and Finance Departments. Grant applications will be reviewed and approved by a committee consisting of staff from the Morristown Community Development and Finance Departments. Completed applications will be considered in order of submission by the Review Committee. If an application is deemed incomplete by the committee, it will be returned to the property owner or tenant for completion and resubmission. Again, only completed applications will be considered.

Application Process

The grant application process can be broken down into the following typical steps:

Step 1: Complete an application and include the required attachments as listed on the application.

Step 2: Submit the completed grant application to:

CDBG Façade Grant Program

Morristown Finance Department

100 W. 1st North Street

P.O. Box 1499

Morristown, TN 37814

Step 3: The application will be evaluated and notification of approval given on or before **November 9, 2018**, for first round applications. Please note that if your building is located within the Historic National Register District of the commercial downtown area additional review time may be needed.

Step 4: All work affiliated with the grant must be completed by **April 14, 2019**. Any changes necessitated while the project is under construction must be approved by the City of Morristown prior to installation. All repairs must be done in accordance with applicable codes. It is the responsibility of the building owner, tenant or their designee to obtain any applicable building permits. All construction management shall be the responsibility of the applicant.

Step 5: The improvements will be inspected by the City of Morristown to verify that the submitted plan has been followed and repairs were completed satisfactorily.

Step 6: The applicant must submit to the City of Morristown all project receipts and proof of payment. Grant funds will be dispersed within 30-60 days of completed projects.

NOTE: Please fill out all information requested on the grant application. Failure to provide complete and accurate information may delay the approval process or disqualify an applicant from the façade grant program.

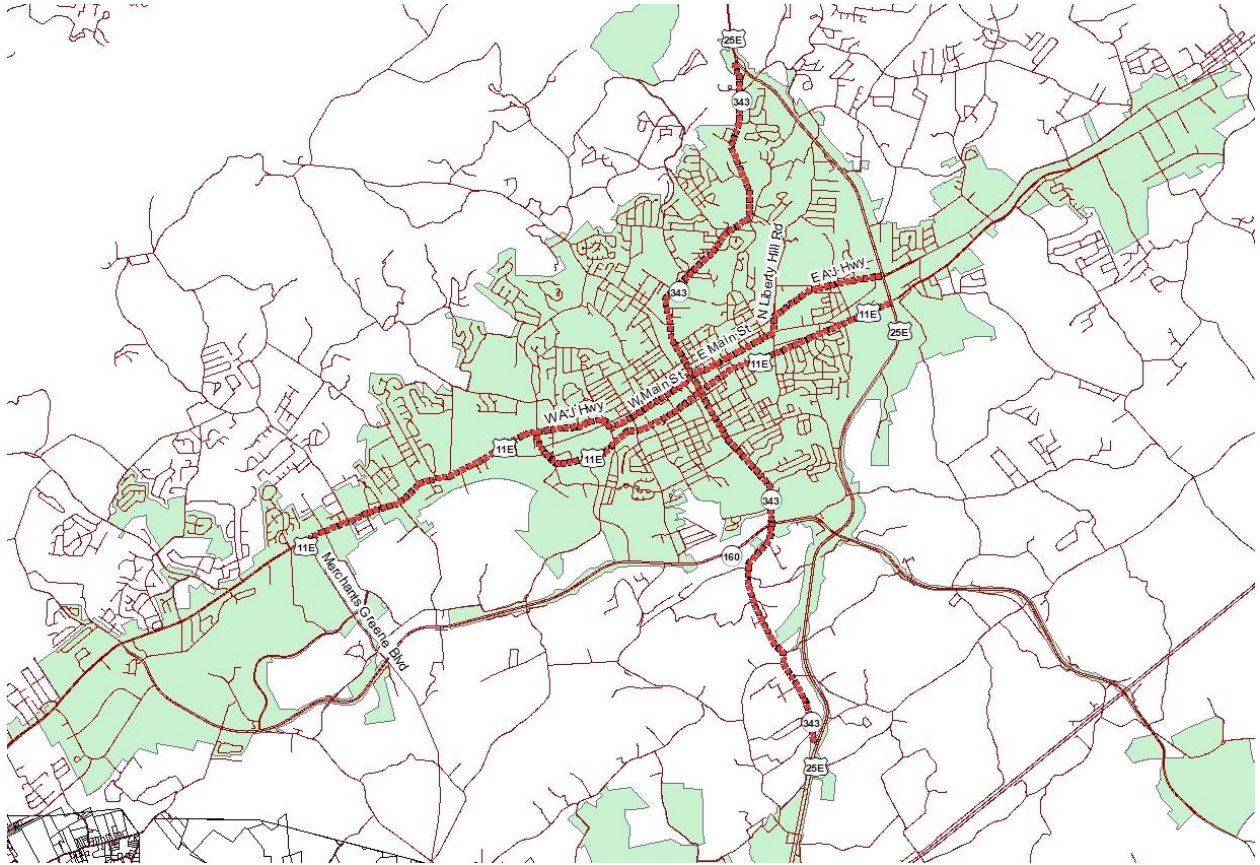
Open Records

The City of Morristown, the Department of Housing and Urban Development, the Comptroller General of the United States, or any duly authorized representatives shall have access to any books, documents, papers and records which 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 shall be maintained for a period not less than three (3) years following project completion.

The City expressly reserves the right to reject any or all applications or to request more information from the applicant.

For more information on the Façade Improvement Grant please visit the City's website at www.mymorristown.com or contact the Community Development Coordinator at tstroud@mymorristown.com, 423-585-1834. Anyone needing special assistance or interpretation may make special arrangements by contacting the Finance Department. It is the policy of the City of Morristown not to discriminate on the basis of race, color, national origin, age, sex, or disability in operation of its programs, services, and activities.

Exhibit A – Façade Grant Eligibility Map





CITY OF MORRISTOWN

Façade Improvement Grant Program Application

FY 2018-2019

***Projects must be completed by April 14, 2019 ***

I. Applicant & Property Information

Applicant Name: _____

Telephone: _____

Date: _____

Email: _____

Street address where work will be performed:

Year Built: _____

Name of Business: _____

Type of Business: _____

DUNS Number: _____

Mailing Address *(if different from street address)*:

Property Owner *(if different from applicant)*:

Owner Mailing Address:

Telephone: _____ Fax: _____ Email: _____

If the applicant is different from the building owner, please attach a letter from the owner expressing approval of the proposed project.

II. Project Information

A. Please provide a brief description of the project:

B. Will the project address existing facade deterioration? Please describe the existing condition(s) and proposed method of correction:

C. Will the project preserve any exterior historic architectural elements or restore architectural elements once removed? If so, please describe how *(including preservation methods to be utilized)*:

D. Summary of type of improvements proposed *(check all that apply)*:

* Repainting * Paint Removal * Storefront * Windows

* Doors * Exterior Lighting * Awnings

* Cornice/Parapet * Cleaning/Repointing * Other *(specify)*: _____

E. 1. Estimated total cost of improvements: \$ _____

2. Total Reimbursement Requested: \$ _____

Maximum 50% of total project cost (\$250 minimum and \$5,000 maximum amount)

F. 1. Proposed project start date: _____

2. Proposed completion date: _____

3. Contractor information:

G. Other Comments:

III. Required Attachments

A. Proof of Owner Permission for Project Attached: Yes No

B. Color Photo(s) of Existing and Improved (After) Building Façade(s) Attached: Yes No

C. Color Samples & Product Specifications Attached: Yes No

D. Cost Estimates Attached: Yes No

IV. Statement of Understanding and Certification

I, (We) as applicant/owner of record make this application to the FY2018-2019 Façade Improvement Grant Program for matching grant funds to be used for exterior improvements to the building listed on this application. I agree that I understand the following requirements and guidelines in regard to my application:

* Participation in the program requires me to follow program guidelines that govern improvements made under the program, including those improvements made with my portion of the project cost.

* I am willing to comply with the program guidelines, timelines and provide required documents and materials.

* I understand that the guidelines are in addition to, and do not override, local, state and federal regulations.

* I further declare that I understand that this is a reimbursable grant program, meaning that successful applicants must undertake and incur the costs for grant funded projects prior to receiving actual grant funds.

* I understand that all work must be completed and consistent with the approved scope of work prior to reimbursement.

* I understand that any and all improvements I make must be in compliance with city code and zoning regulations.

* If applicable, I am aware of and prepared to meet the federal regulation pursuant to Davis-Bacon compliance (available for review at <http://www.dol.gov/compliance/laws/comp-dbra.htm>) if the total costs exceed \$2,000.

Signature: _____ Date: _____



Office Use Only

Date received: _____ Application Number: _____ On Site Meeting: _____

Date Approval of Application Granted/Denied:

Application Approved in the amount of \$

Amount Paid: \$ _____ Date Paid: _____

Notes:

