

BUSINESS FAÇADE IMPROVEMENT GRANT PROGRAM
APPLICATION

Application Date: _____

Property Owner: _____

Owner of Business (if different from above): _____

Business Name: _____

Business Address: _____

Mailing Address: _____

Phone: _____ Fax: _____

Estimated Project Cost:

Paint	\$ _____
Signage	\$ _____
Repair or replacement of windows	\$ _____
Masonry/Exterior repairs	\$ _____
Awnings	\$ _____

TOTAL ESTIMATED PROJECT COST: \$ _____

Comments to the commission: _____

APPLICANT SIGNATURE

DATE

PROPERTY OWNER SIGNATURE

DATE

All application packages must be complete in order to be considered

Application Submittal – Property owner(s) must submit one (1) complete application per building.

Note: If the property owner(s) owns more than one building and wishes to apply for multiple projects the property owner(s) should submit an application for each one.

In addition to the application, applicants are also required to provide the following information / items:

- 1) Current photo(s) of the property to be improved
- 2) Scaled drawings of proposed improvements.
- 3) Detailed written description of proposed improvements, including exact materials and colors desired.

*The City of Taft does not guarantee every application will be awarded.

** The City of Taft reserves the right to modify and/or deny application(s), based on the limited amount of funding provided.

***The program is based on the availability of funds as well as the need.

COMPLETE APPLICATIONS MUST BE RECEIVED BY CITY STAFF IN ORDER TO BE CONSIDERED

Please return the completed application to:

**City of Taft
Attn: Lucille Holt
Business Façade Improvement Grant Program
209 East Kern Street
Taft, CA 93268**

FACADE IMPROVEMENT PROGRAM AGREEMENT

The Downtown Façade Improvement Program ("The Program") is funded through a grant awarded to the City of Taft ("The City") by The Department of Housing and Community Development, Community Development Block Grant.

The purpose of The Program is to provide monetary support to the property owner(s) to complete a façade improvement project based on the Façade Improvement Program Guidelines that will enhance the appearance of Taft's Commercial Zone districts. The properties must be located on Center Street between 2nd Street and 10th Street.

Each property owner(s) is responsible for compliance, with the following:

- A) Prevailing Wage - As per Senate Bill 975 workers employed on construction, alteration or demolition projects in the State of California that use public funds (State, Federal and/or Local monies) are paid the prevailing wage rate.
- B) Project Location – The proposed building, for which the property owner(s) has been awarded, is located within the City limits of the City of Taft in the Project Area, and is commercially zoned.
- C) Project Readiness – The awarded project is a new project; this means that any work being done to the building(s) prior to official award notification shall not be reimbursed under the Program.
- D) Structural Alterations – Before construction begins all structural alterations should be cleared through the Taft Building Official, and, if required, all building permits shall be pulled in accordance with the Taft City Code as well as the California Uniform Building Code.
- E) Building Maintenance -- Once the proposed project is completed, the property owner(s) shall keep the building well maintained without any significant changes that shall impact the façade for a minimum of 10 years. Any changes to the building façade will require prior approval from the Taft Economic Development Department.
- F) Property Owners(s) – Agree to waive any and all claims against the City of Taft in regards to the Façade Improvement Grant Program.

This agreement shall inure and be binding upon the successors and assigns to the parties hereto

I, the undersigned property owner(s), do hereby agree to the above mentioned, as well as all other guidelines and regulations set forth for the Façade Improvement Grant Program, and hold the City of Taft harmless.

In witness whereof the property owner(s) have executed this agreement as of this ___ day of _____, 20__.

Property Owner

Date

By: _____
City Official

Date

CITY OF

TAF

energized for the future

**CDBG MICROENTERPRISE
COMMERCIAL FACADE IMPROVEMENT
PROGRAM GUIDELINES**

**CITY OF TAFT
CDBG MICROENTERPRISE
COMMERCIAL FACADE IMPROVEMENT
PROGRAM GUIDELINES**

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ATTACHMENTS

Target Area Map

Income Limits

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**CITY OF TAFT
COMMERCIAL FAÇADE IMPROVEMENT GRANT
PROGRAM GUIDELINES**

1.0 PROGRAM DESIGN

The City of Taft Commercial Façade Improvement Program ("Program") is funded by a grant from the State of California Small Cities Community Development Block Grant (CDBG) Program. The funds are granted to the State by the U. S. Department of Housing and Urban Development (HUD). The Program is designed to provide grant assistance to eligible micro-enterprises within the City of Taft to improve the facades of target area businesses.

1.1 NEED FOR THE PROGRAM

The need for the Façade Program is identified in the Downtown Revitalization Study performed for the city and the City Council designation of blight (as defined by HUD) for the 200 through 1000 blocks of Center Street.

1.2 PROGRAM OUTREACH AND MARKETING

All outreach efforts will be done in accordance with the state and federal regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race religion, gender or sexual orientation be excluded, denied benefits or subjected to discrimination under the Program. The Sponsor will ensure that all persons, including those qualified individuals with handicaps have access to the Program.

- A. The program administrator will work closely with the Taft Chamber of Commerce herein the ("Chamber") and the Taft Community Development Department herein the ("CDD") to explain the Program requirements for eligible commercial property and to review the Program process.
- B. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely because of disability, from participation under any program receiving Federal funds. The Program Administrator should take appropriate steps to ensure effective communication with disabled applicants, residents and members of the public.

1.3 ELIGIBLE APPLICANTS

- A. Eligible applicants are micro-enterprise business owners whose businesses are located within the target area. A "micro-enterprise" is defined as a small business with five or fewer full time equivalent employees, including the owner. The business owner must be in the Targeted Income Group (TIG). The household income of the business owner must be below 80% of County median income (see income limits in Attachments).
- B. Business owners who don't own their building may participate as long as they have written authorization from the building owner and have a lease that continues at least one year after application approval.

1.4 ELIGIBLE IMPROVEMENTS

- A. Eligible buildings must be located within the target area. The target area is the city's Redevelopment area, further defined by the map included in the Attachments.
- B. Eligible improvements include exterior work such as painting, replacement of siding, windows, doors, lighting, signage, awnings and other improvements to the front, or main entrance, of a commercial structure. If the building is a corner building, both exposed sides may be improved.
- C. All improvements must comply with State and local codes and ordinances, including CEQA and NEPA environmental review, design review, and historic review.
- D. Buildings located within the 100-year flood zone will be required to provide proof of flood insurance in order to participate in the Program.
- E. The building must be structurally sound, and have no health and/or safety violations. Any substandard commercial building will be considered ineligible for the Program.
- F. The property must contain a legal commercial structure intended for continued commercial occupancy.

1.5 INELIGIBLE IMPROVEMENTS

Interior improvements, landscaping, sidewalks and walkways are ineligible.

1.6 MAXIMUM AMOUNT OF ASSISTANCE

The maximum amount of assistance is based on the availability of overall Community Development Block Grant Program, Program Income, and/or the Redevelopment Agency funding.

1.7 LANDLORD PARTICIPATION

The owner of a qualifying rental property will be required to provide a written authorization to perform the work. The owner must also agree not to displace the qualifying business.

1.8 STAFF ROLES

- A. The Program Administrator will be the primary liaison between the program participants, the architect, the contractor and CDBG. The City will establish and maintain program files and prepare draft submittals for HCD approval. These include items necessary to clear special conditions such as the Program Guidelines, Reuse Plan & Anti-Displacement Plan. The Community Development Department or Planning Department will be responsible for completion of CEQA and NEPA environmental review. The City Finance Department, with the input of Program Administrator, and other city departments as needed, will prepare cash requests, fiscal/performance reports, Section 3 Reports, Labor Standards Reports and other required CDBG reports

The Program Administrator will prepare the draft RFQ for the architect and, after City Council approval, publish and circulate the solicitation. The Program Administrator will review proposals and make a recommendation to the governing body, then prepare a draft contract including all required CDBG language for review by the City Attorney. Once the architect is hired, the Program Administrator will act as primary liaison between the architect, the participants, and Community Development Department to develop the scope of work for individual buildings that will become part of the bid specifications.

The Program Administrator, with help from the CDD, will publicize and market the program to target area businesses. They will assist applicants to complete the application and conduct income screening to insure that 100% of CDBG funds benefit the Targeted Income Group. They will work with owners and landlords as necessary to complete necessary agreements, present applications to the City's Façade Review Committee (CFRC) for review and work with Façade Review Committee to resolve any appeals.

The Program Administrator, and/or designee, as labor standards monitor, will assist in the preparation of the construction project specifications to insure that all CDBG required language, forms and wage decisions are included. They will attend both the pre-bid meeting and pre-construction conference to inform potential bidders of the labor standards and equal opportunity obligations. They will insure that all contractors are not debarred and are licensed. They will review all certified payrolls, conduct on site interviews with employees, and resolve payroll problems prior to authorization of pay requests. They will prepare semi-annual and final labor standards reports.

- B. The Program Administrator will review and approve all reports and submittals to HCD and the City's Façade Review Committee will review and approve applications from business owners and process any appeals. The Program Administrator, City Building Inspector and Public Works Manager will oversee the construction bid process.

2.0 APPLICATION PROCESS AND SELECTION

2.1 APPLICATION PROCESS

The micro-enterprise business owner will complete an application on a form provided by the City. The owner will supply the name of the business owner(s), business name, location and a description of the work that they would like to be done. They will also submit the name and contact information for the landlord, if appropriate.

The owner will also submit documentation to the Program Administrator to demonstrate that the business owner's household income is below 80% of median income for the area. After determining that the owner is income eligible and that the business is an eligible micro-enterprise, the Program Administrator will arrange for the architect to work with the owner to develop specifications that improve the façade while remaining consistent with local building, design, and historic codes and requirements.

2.2 APPLICATION REVIEW

- A. Applicants will be approved on a first come-first served basis. A complete application package includes the complete signed and dated application form, verification of income eligibility and the scope of work and preliminary cost estimate completed by the architect.
- B. The Program Administrator will submit the application package for

review and preliminary approval to the City Façade Review Committee. The CFRC will consist of the Program Administrator, the City Planner and the City Manager. After preliminary approval, the scope of work will be submitted to the Planner and Building Inspector to determine consistency with City of Taft building and design codes. Once all staff reviews are completed, CEQA and NEPA review will be done.

3.0 CONSTRUCTION

3.1 DESIGN

The Program Administrator will procure the architect who will assist all applicants with preparation of the scope of work and cost estimate for their building. The architect, working with the City Building Inspector and City Planner, will insure that the proposed improvements meet all State and local building codes, environmental review, and design review requirements. After design review is completed, the architect will complete the plans and specifications for the bid package.

3.2 COMPLIANCE WITH DESIGN REVIEW GUIDELINES

All improvements will be consistent with **Historic Preservation Plan** design review guidelines included in the Attachments.

3.3 ELIGIBLE CONSTRUCTION COSTS

- A. Cost of building permits and other related government fees.
- B. Project costs for all expenses related to paperwork for processing and insuring a facade grant application include:
 - ❖ Property Report
 - ❖ Lead Based Paint Testing
 - ❖ Disposal Bin

Costs are based on charges incurred by the Program Administrator for these products or services.

3.4 PREVAILING WAGE REQUIREMENTS

All work will be subject to State and Federal prevailing wage requirements. The Program Administrator will insure that all required CDBG language is included in both the bid package and construction contract.

3.5 CONSTRUCTION PROCESS

The City Building Inspector will work with the Program Administrator to oversee project construction. This will include putting the project out to bid, executing the construction contract, inspections, review of pay requests, and issuing the Notice of Completion. The Building Inspector will also oversee issues that arise during the one year warranty period.

4.0 BUILDING MAINTENANCE

Following project completion the property owner is required to keep the building well maintained without any significant changes that shall impact the façade for a minimum of 5 years. Any major structural changes to the building façade will require prior approval from the City Planning Commission.

5.0 DISPUTE RESOLUTION AND APPEALS PROCEDURES

Complaints concerning the City of Taft Façade Improvement Program will be directed to the Program Administrator. If unresolved in this manner, the complaint or appeal shall be made in writing and filed with the City Façade Review Committee. Complaints may be further appealed to the City of Taft governing body.

5.1 GRIEVANCES BETWEEN PARTICIPANT AND CONSTRUCTION CONTRACTOR

Contracts signed by the contractor and the participant include the following clause, which provides a procedure for resolution of grievances:

Any controversy arising out of or relating to this Contract, or breach thereof, shall be submitted to binding arbitration in accordance with the provisions of the California Arbitration Law, Code of Civil Procedure 1280 et seq., and the Rules of American Arbitration Association. The arbitrator shall have the final authority to order work performed, to order the payment from one party to another, and to order who shall bear the costs of arbitration. Costs to initiate arbitration shall be paid by the party seeking arbitration. Notwithstanding, the party prevailing in any arbitration proceeding shall be entitled to recover from the other all attorney's fees and costs of arbitration.

6.0 CDBG ELIGIBILITY REQUIREMENTS

6.1 CDBG NATIONAL OBJECTIVE

The Program will meet the CDBG national objective of benefit to the Targeted Income Group. The Program Administrator will screen all applicants to insure that they meet the CDBG definition of "micro-enterprise" and to document that they are income-eligible. The income guidelines are included in the Attachments.

6.2 ENVIRONMENTAL REVIEW

The architect will work with City of Taft Planning Department to develop a scope of work for each building that is consistent with CEQA, NEPA and City of Taft historic review and design review requirements. Once the scope of work for all buildings is complete, a NEPA environmental assessment will be prepared, which will include review by the State Historic Preservation Office and City of Taft Planning Department.

6.3 LABOR STANDARDS

All construction improvements will be subject to State and Federal prevailing wage requirements. The Program Administrator will insure that all required CDBG language is included in both the bid package and construction contract. The Program Administrator or designee will review all certified payrolls and insure that restitution is made for any underpayments. The Program Administrator or designee will conduct on site employee interviews and complete CDBG labor standards reports.

6.4 PROCUREMENT

The Program Administrator will issue a Request for Qualifications for an architect to complete the project specifications. The City will conduct a competitive bid process for the construction contractor. Both the procurement for the architect and the construction contractor will include advertisement in the local newspaper and direct solicitation to as many bidders as possible. A minimum of two bids must be received.

6.5 EQUAL OPPORTUNITY/SECTION 3

The City will insure that no one is excluded from participating in, or benefiting from the program on the basis of race, color, religion, national origin, or sex. The City will seek to target contracts and employment opportunities to qualifying minority, women owned and Section 3 businesses and persons. All bid documents and contracts will include CDBG equal opportunity language including Section 3 forms. The City will maintain a system in place for tracking the "protected class" status of program applicants and program recipients. The City maintains a policy of non

discrimination in all procurement, program delivery and job related activities and affirmatively promotes fair housing.

6.6 SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely because of disability, from participation under any program receiving Federal funds. The Program Administrator will meet on-site with any disabled applicant. ADA improvements to the front entryway will be included in the scope of work, if necessary. The City of Taft takes appropriate steps to ensure effective communication with disabled applicants, residents and members of the public.

6.7 CONFLICT OF INTEREST REQUIREMENTS

No member of the governing body and no official, employee or agent of the local government, nor any other person who exercises policy or decision-making responsibilities in connection with the planning and implementation of the Program shall directly or indirectly be eligible for this Program. Exceptions to this policy can be made only after public disclosure and formal approval by the governing body of the locality and the State of California Housing and Community Development Department (HCD).

6.8 NON-DISCRIMINATION REQUIREMENTS

The Program will be implemented in ways consistent with the City of Taft's commitment to non-discrimination. No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity funded in whole or in part with State funds on the basis of his or her religion or religious affiliation, age, race, color, creed, gender, sexual orientation, marital status, familial status (children), physical or mental disability, national origin, or ancestry, or other arbitrary cause.

6.9 ANTI-DISPLACEMENT PROGRAM POLICY AND RELOCATION

The City of Taft has adopted an Anti-Displacement and Relocation Plan in accordance CDBG requirements. No relocation is anticipated as a result of the Program. Most applicants will own their own buildings. For rentals, the business owner must have a lease that will remain in force at least one year after the application is approved. The property owner must sign a waiver allowing the work, which will include a requirement that a one-year lease will be in force.