

Façade Improvement Program

75%/25% Matching Grant

Program Guidelines & Application



CITY OF PASCO
525 N THIRD AVE
PASCO, WA 99301

*This Program is funded by the City of Pasco Community Development Block Grant Program (CDBG)
through a federal grant from the U. S. Department of Housing and Urban Development.
City of Pasco is an Equal Opportunity Employer*

FACADE IMPROVEMENT PROGRAM GUIDELINES

PURPOSE

The purpose of the Façade Improvement program is to build a coordinated image, promote coordination with improved signage and store graphics, and compliment adjacent building facades consistent with the Makers Downtown Action Plan in the target area as authorized by Pasco City Council Resolution 3395, dated May 7, 2012.

To qualify for assistance the project must be in compliance with City of Pasco Façade Improvement Program Underwriting Guidelines. Starting work without approval will result in disqualification from the program and denial of requests for reimbursement.

LOAN TERMS

This Program will offer a matching forgivable loan **not to exceed** \$25,000.00 per storefront allocated pro rata to offset the cost of facade improvements. The property owner must provide a matching contribution of 25% (or greater). The program will induce neighboring owners and businesses to participate in the Façade Improvement Program and instill a renewed sense of civic pride.

PROGRAM CRITERIA

- Project must be located in the target area.
- Work must not have been started on the project prior to approved application.
- Applications will be evaluated for consistency with the approved color palette of the Makers Downtown Action Plan. The plan encourages use of color and patterns in a sophisticated, restrained application that places vibrant colors on small areas (building highlights) a trim feature and uses softer, more subdued or muted colors for the main building elements.
- Applications must be accompanied by the required documentation before being reviewed by the City of Pasco Community Economic Development Department.
- Any signage or awnings paid for by this Grant must remain the permanent property of the building or it may be relocated to another building within the Revitalization Area with written approval of the Community & Economic Development Director.

ELIGIBLE USES: (ITEMS INCLUDED BUT NOT LIMITED TO)

Grants will be made to eligible business owners to address a combination of the following areas of a building's exterior front.

- Cleaning and painting
- New awnings, cornices, and signs
- Exterior wall repairs
- Building mounted facade lighting
- Entries, door and window repairs and replacements
- Miscellaneous facade improvements
- Facade code violation eradication

INELIGIBLE USES: (ITEMS INCLUDED BUT NOT LIMITED TO)

- Interior improvements
- Roofing
- Inappropriate cleaning methods, repairs, replacements, or alterations
- Improvements not facing street
- Major landscape improvements, and/or plants
- Normal, routine maintenance
- Franchises

PROGRAM IMPLEMENTATION

- Applications and guidelines for the program are available at the City of Pasco, or on the City's website www.pasco-wa.gov
- The applicant can apply for up to 75% of the amount of the construction project and must fund a minimum of 25% of the project cost.
- Complete application packets must include a signed application, conceptual drawings, and plans and specifications of the building which illustrate all proposed work, including any structural repair, awnings (plus sample of material), signage, cost estimates, construction schedules, and paint colors.
- The Community and Economic Development Department will consider all applications which comply with the design guidelines.
- Applicants requesting funds must sign written agreements with the City of Pasco. The applicants will be required to abide by the design guidelines and rules regulating the use of federal grants and follow State and Federal Labor Standards as set forth by the Department of Housing and Urban Development.
- Facade Improvement Program loan closing documents executed prior to any construction activity will be recorded against the property as a silent second until the term of affordability is satisfied.
- Grants in excess of micro-purchase thresholds (currently \$2,000) will be required to adhere to the more stringent of the federal Davis Bacon and State Prevailing Wage laws. Bidding and contracting must adhere to local, state and federal regulations for procurement. For contractor Davis-Bacon wage determination information, please visit www.access.gpo.gov/davisbacon/wa.html, for state prevailing wage information visit <http://www.lni.wa.gov/TradesLicensing/PrevWage>.
- During the course of construction, the Pasco Building Inspection Services Division will monitor the progress of the project.
- Proposed significant changes to the originally approved work specifications must be approved in writing by the Community and Economic Development Department prior to any changes being made to the building facade.
- All modifications to the contract must be evaluated for cost reasonableness and a written change order fully executed by all parties.
- Construction work must be completed by the end of the program year the funds are allocated, or a written extension requested prior to expiration of the contract.
- Grants funds will be distributed for the applicant upon completion of the approved phases and progress inspections conducted by the City of Pasco Building Department. Copies of all receipts and certified payrolls are required to be submitted with requests for reimbursement.
- Deviations from an approved plan may disqualify the applicant from this grant program.
- Non-compliance with any of the program requirements may disqualify the applicant from this grant program.

APPLICATION PROCESS

1. Request application packet from City of Pasco or download from website.
2. Schedule pre-application intake meeting with Community and Economic Development Department.
3. Applicants submit a completed application packet with detailed original work order and estimate for planned improvements. Such work order/estimate shall include:
 - a) Detailed drawing or sketches of proposed work, if available or necessary.
 - b) Submit two (2) photographs of entire façade of property and/or areas of work.
 - c) Color and material samples for paint and awning.
 - d) Three (3) quotes for materials and/or services.
4. Community and Economic Development Department will complete pre-approval screening and underwriting review of the application and forward pre-approved applications to the Design Review Committee for review.
5. Applicant will sign loan closing documents to be secured on the property for the period of affordability.
6. Following approval, plans must be submitted through the normal municipal approval process. Contractor's cost of preparing a bid is not reimbursable from the Façade Improvement Project.
7. Should the applicant's final approved project exceed the scope of the original application, the applicant will have sole financial responsibility for all work in excess of the original approved Project.

CDBG Funds will not be committed until the applicant demonstrates, to the satisfaction of the Program Manager, financial capacity to complete the entire Program in a timely manner.

Applicants must start the project started within 90 days stated in the Letter of Commitment (weather permitting). Project construction must be substantially completed within 175 days of final permit issuance. Inspections (including final inspection) must be completed for reimbursement of funds.

PROJECT TIMELINE

- 1) Upon receiving final approval, the Community and Economic Development Department will establish the above time frame and the applicants must commence work.
- 2) Successful applicants must start their Projects on a timely basis and make regular progress toward completion. Progress inspections and final permit inspections must be scheduled regularly.
- 3) The applicant may request one 90-day extension from the Community & Economic Development Director.
- 4) If applicant does not commence and substantially complete the work within the allotted time frame, including any extension granted, the Letter of Commitment shall become null, and void and the funds may be reserved for another qualified applicant.

GRANT CONDITIONAL AGREEMENT

I, the undersigned, have read and completely understand all the conditions of this grant as stated in the Guidelines above.

I furthermore agree to abide by all the rules and regulations set forth by the U.S. Department of Housing and Urban Development (Grantor), state and local regulations and the Façade Improvement Program Guidelines, Underwriting Guidelines, and Community and Economic Development Department. I understand that if I do not comply with this agreement and commence and substantially complete the work within the allotted time frame, the Façade Grant Program Manager has the right to cancel the grant and allocate the funds to another qualified applicant.

Owner

Date

City of Pasco Representative

Date

FACADE IMPROVEMENT PROGRAM APPLICATION

The grant may cover up to 75% of Project costs up to a maximum of \$25,000. Owner/tenant is responsible for 25% of Program costs and any amount in excess of \$25,000. Tenant improvements are permitted only with written consent of the Property Owner. Property owner is responsible for all permitted activities. In order to be eligible for the grant, all City & County taxes and utility obligations must be current. There must be no tax or unfavorable liens on the property as evidenced by Preliminary Title search.

A complete application consists of this completed form and all necessary supporting documentation:

1. Owner of Business/Applicant:

Name of Business _____ Type of Business _____

Address of Business _____

City/State/Zip Code _____

Telephone _____ Email _____

DUNS# _____

2. Building to be improved:

Address _____

Owner _____

3. Cost Estimates for Improvements:

Exterior Facade Rehabilitation \$ _____

Awnings/Sign Work \$ _____

Facade Lighting \$ _____

Code violation eradication \$ _____

Street to store front entries \$ _____

First floor door and window repairs & replacements \$ _____

Other: \$ _____

Total Estimated Cost \$ _____

4. Supporting documentation attached (check items):

- ☐ Signed façade program guidelines
- ☐ Signed and completed application
- ☐ Detailed drawing or sketches of proposed work
- ☐ Two (2) color photographs of entire façade of property and/or areas of work
- ☐ Color paint chips and material samples for paint and awning
- ☐ Three (3) quotes for materials and/or services, two (2) minimum
- ☐ Dated receipts for materials purchased or for any services contracted in regard to the proposed project

NOTE: Contracts signed prior to application acceptance and environmental review completion will not be ELIGIBLE FOR REIMBURSEMENT FROM THE GRANT.

Owner

Date

Applicant (if different)

Date

APPLICATION FOR 90 DAY EXTENSION

Date: _____

Name of Owner/Applicant: _____

Name of Business: _____

Address of Business: _____

City/State/Zip: _____

State: _____

Email: _____ Phone (Cell) Number: _____

Explain in detail the reason for the extension:

Owner Date

Applicant (if different) Date

Approved: ☐ Yes ☐ No

If No, reason for denial:

Community & Economic Development Director Date