



**GRANT APPLICATIONS
DUE OCTOBER 28, 2019**

City of Orangeburg

Commercial Façade Improvement Grant Program (CFIGP)

PROGRAM GUIDELINES

PROGRAM OVERVIEW:

The City of Orangeburg Commercial Façade Improvement Grant Program has been designed to encourage enhancement and investment to the overall revitalization of Downtown Orangeburg. This program provides grant funds to finance exterior improvements to a property owner or tenant's commercial building that will be aesthetically pleasing and complimentary to local design guidelines.

FUNDING:

The program provides for a one-time reimbursement, from **\$500 up to \$10,000 per building**. **Funds are limited and awards will be competitive.** Only eligible façade improvements will be considered for funding. **Applications will be due on October 28, 2019. A match of 20% is required from applicant.** **Example: Applicant applies for a \$1000 grant. A 20% match is required, which in this case would be \$200. The total façade improvement would be \$1,200 and reimbursement would be \$1,000.**

ELIGIBILITY:

Eligible Applicants: Eligible applicants include owners of commercial properties and owners/managers of businesses located along the Russell Street corridor within the City of Orangeburg. **Business owners/managers who are leasing a building, for which improvements are proposed, must submit an Owner Consent Form with their completed application.** Only businesses whose existing use is allowable by the City's current codes and regulations are eligible for funding through the program. The City reserves the right to deny funding to applicants who are delinquent on payment of taxes, fines, fees, or licenses. Applicants have a waiting period of two years from a successfully completed project to apply for a second grant and will be considered only after new applicants have been considered. A second award at this point is the final award in this program. Under no circumstances will work be looked at as a continuation of an existing project, and all work from the original grant awarded must show it has been maintained.

Eligible Buildings and Areas: Eligible buildings are commercial buildings located within Central Business District Downtown. **See Exhibit A.** New construction will not be considered for this program. Buildings do not require occupancy in order to be eligible for this program.

Eligible Expenditures/Activities: Façade renovation activities must involve the general upgrading of a building's external appearance. Façade program funding is to be used for permanent exterior visual improvements to storefronts, and is not to be used for structural repairs. Permanent exterior improvements that are eligible include:

- Masonry repairs and tuck-pointing
- Repair/replace/preserve (including the exposure and cleaning) historically significant architectural details
- Awnings and canopies
- Window and door repair or replacement
- Permanent exterior signage
- Permanent exterior lighting
- Repair/replacement of gutters and down spouts
- Decking and stairs
- Store front reconstruction
- Cornice repair & exterior trim work
- Exterior painting and repairs to the finishes of original buildings
- Window bar removal
- Side and rear building facades where improvements will serve to remove blight
- Exterior lights

Examples of activities generally not eligible:

- Landscaping
- Non-visible roofing
- Attached, hanging or projecting signs unrelated to the architecture of the building
- Mechanical equipment enclosures (non-visible)
- Parking lots
- Billboards
- Interior renovation
- Temporary, portable or non-permanent improvements
- New construction
- Property acquisition
- Expansion of building area
- Conversion of use
- Working capital
- Refinance of existing debt
- Payment of delinquent taxes
- Improvements in progress or completed prior to grant approval
- Utility/trash enclosures
- Structural repair
- Professional fees

REVIEW COMMITTEE:

Applications will be based on the strength of proposals, readiness to begin work planned and funding availability. Overall condition of subject building will also be a determining factor in award of bid.

The Review Committee will consist up to a five (5)-person committee as appointed by the City of Orangeburg. The committee will make award recommendations to the City Administrator. Grants will be awarded or denied at the final discretion of the City of Orangeburg.

Scoring Criteria for Façade Grants

The City of Orangeburg Review Committee will evaluate applications for eligibility and how effectively they meet the program criteria. Specifically, a project application will be scored on how well it meets each of the program criteria. A total point score will be based on the sum of the ratings. All award recommendations by the Review Committee will be given to the City for final review and award notification.

There will be no funding or reimbursement for work completed prior to receipt of the official Grant award notification letter. All work must be started after the date of this letter to be eligible for reimbursement.

No work should be started or will be considered for reimbursement if it is completed prior to receipt of official Grant award notification letter. Any work done prior to the date of this letter is not eligible for funding.

It is anticipated that there will be more demands than available funds. Funding will be provided to those applications receiving the overall highest scores until the Grant funds are exhausted. Depending on the number of applications, we may assign “waiting list” status to projects that qualify for selection, but do not rank as high as other applications selected for funding.

The criteria are as follows:

VISUAL IMPACT

- Overall impact of the project on the Downtown Business District.
- Are inappropriate design elements removed?
- Will the project eliminate what was previously a liability for commercial district?
- Does the project seek to restore the historical or architectural significance of the building?
- Improvements apply to more than one 25-foot wide bay on one façade.
- Improvements will create more visual significance because:
 - Key, highly visual elements of the building are being improved.
 - The building is prominently visible due to its location (Example: It serves as a focal point from a street, is at a prominent intersection, or is larger than other buildings around it.)

FINANCIAL IMPACT

- Projects that leverage more private investment will be graded higher than those seeking just the grant funding.
- The project includes improvements to:
 - Ensure public safety.
 - Establish or preserve the building's historical integrity.
 - Correct other serious safety code issues by private investment.
- **If changes are made in the amount of funds you plan to expend, you should seek approval before starting your project. A change in fund amounts may disqualify your project. Call John Singh or John Yow at the City of Orangeburg 803-533-6000 before proceeding.**

EXTENT OF IMPROVEMENTS

- Degree of visual improvement the proposed project will bring to the storefront and the streetscape.
- Design Consistency/Compatibility with the standards/guidelines as follows:
 - *Consistency with the City of Orangeburg listed Code of Ordinances. These guidelines address building alterations as well as signs and awnings.*
- How permanent are the improvements? (For example: signs are more changeable than new glazing) Is there a maintenance plan for improvements?

HISTORIC DESIGN

- Project includes historically appropriate materials and restoration techniques.
- Project goes beyond basic rehabilitation and re-establishes a more historically accurate appearance than other projects.

ARCHITECTURAL DRAWINGS AND SPECIFICATIONS:

*All applicants must contact the City of Orangeburg for guidance prior to developing plans for repair/rehabilitations. **Signature of Building Official is required on page 3 of application that a meeting has taken place to discuss plans.***

Applicants will be required to include architectural drawings; color schemes and specifications of proposed façade improvements as part of their application.

PROCUREMENT

Applicants are encouraged to use in-town and minority owned businesses.

Three bids should be secured from qualified bidders in the trade. If three bids are not obtained a detailed explanation must be provided with the application. There may be a few acceptable reasons that three qualified bids would not be obtained.

GENERAL REQUIREMENT

1. All work must be done in accordance with any applicable design guidelines, all applicable local, state and federal codes, rules and regulations.
2. All records supporting the costs and components of program-assisted improvements shall be maintained for a period not less than three (3) years following completion of the program agreement period, agreement termination, or default, whichever shall first occur.

FINANCING POLICIES

Reimbursements- All assistance is on a reimbursement basis following completion of the project. The total reimbursement for all forms of façade improvement assistance shall not exceed \$10,000 per project. **Applicants who qualify for funding must document all expenditures and provide the program administrator with proof of payment to include receipts, paid invoices and copies of cancelled checks for all eligible improvements within 30 days of completion. All contractors must have current City Business Licenses before work begins. Failure to do so may void your Grant and/or delay payment. Work must be completed within 180 days of the grant award.** Once construction is complete, the program administrator will visit the project to ensure that it complies with the approved plans and building inspections have been completed. The applicant will then be provided with a one-time reimbursement for the approved amount. Reimbursement checks will be issued by the City of Orangeburg.

1. *Default-* A recipient shall be considered in default and the balance of financial assistance immediately due and payable upon failure to properly maintain the façade after improvements are completed, delinquent property taxes, or failure to operate in compliance with all applicable local, state, and federal codes, laws, and regulations for a period of two years of the date the Grant was awarded.
2. *Remedies of Default-* The City may take whatever action by law, or in equity, as may appear necessary or desirable to collect any outstanding balance or to enforce the performance and observation of any other obligation or agreement of the recipient.

ALL PARTS OF THE APPLICATION MUST **BE COMPLETED OR GRANT WILL NOT BE CONSIDERED.** CONTACT THE CITY IF YOU NEED A SAMPLE OF A SUCCESSFUL PAST APPLICATION OR HAVE QUESTIONS.

City of Orangeburg



Commercial Façade Improvement Grant Program (CFIGP)

APPLICATION

| | |
|---|-----------------------------|
| RETURN COMPLETED APPLICATION TO: | DUE OCTOBER 28, 2019 |
| City of Orangeburg 979 Middleton Street Orangeburg, SC 29115 | |
| APPLICATION INFORMATION: | |
| Applicant (s) Name: _____ | |
| Applicant (s) Mailing Address _____ _____ | |
| Phone Number: _____ Email: _____ | |
| What is your legal interest in the property? ____ Property owner ____ Tenant Other _____ | |
| If applicant is not a legal property owner, please complete the following: | |
| Property Owner(s) Name: _____ | |
| Property Owner(s) Mailing Address: _____ _____ | |
| Phone Number: _____ Email: _____ | |

PROPERTY INFORMATION:

Property Address: _____

Tax Parcel ID number: _____

Property Zoning Classification: _____

Description of Property: _____

OCCUPANCY INFORMATION:

Please provide the following information for ALL current business occupants:

| BUSINESS NAME | OWNER/MANAGER | PHONE NUMBER |
|---------------|---------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

PROJECT DESCRIPTION: (please provide as much detail as possible)

1. Proposed façade improvements:

2. Anticipated Start date: ____/____/____ Completion Date: ____/____/____

3. Anticipated total cost of **entire project** (including all improvements: \$_____

4. Anticipated total cost of **façade** improvements: \$_____

5. Additional comments:

6. Meeting has taken place with Building Official to discuss plans of project.

Building Official Signature & Date

REQUIREMENTS Please submit the following with completed application (checklist on Page 6)

- A. BRIEF HISTORY AND DESCRIPTION OF BUSINESS
- B. DETAILED DESCRIPTION OF PROJECT AND USE OF GRANT PROCEEDS. PHOTOS OF EXISTING FAÇADE. PLANS AND /OR ELEVATIONS OF PROPOSED IMPROVEMENTS
- C. DETAILED BIDS INCLUDING ITEMIZED LINE ITEMS OF WORK WRITE-UP
- D. PROOF THAT ALL CITY AND COUNTY TAXES AND ALL CITY LICENSES ARE CURRENT
- E. PROOF OF OWNERSHIP (copies of deeds and titles)
 If applicant is property owner: PROOF OF PROPERTY OWNERSHIP of If applicant is not property owner: PROPERTY OWNER CONSENT FORM
- F. DOCUMENTATION OF ANY LIEN AND BALANCES DUE OR CERTIFICATION THAT PROPERTY IS FREE OF LIENS

NOTE: Signature of Building Official required on application that meeting has taken place to discuss plans of project.

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I/We certify that all information in, or attached to, this application is true and correct, and I/We authorize the City of Orangeburg and the _____ to make any inquiries necessary in order to verify the accuracy of same; or to confirm that all invoices submitted hereunder have, or will, be paid. I/We agree to hold the City of Orangeburg harmless for any charges, damages, claims or liens arising out of our participation in the Commercial Façade Improvement Grant Program.

WITNESS:

APPLICANT:

SIGNATURE

NAME/TITLE

SIGNATURE

WITNESS:

APPLICANT:

SIGNATURE

NAME/TITLE



City of Orangeburg

Commercial Façade Improvement Grant Program (CFIGP) PROPERTY OWNER CONSENT FORM

The undersigned owner of the existing building located at: _____

_____ (ADDRESS)

certifies that _____ (APPLICANT) operates or intends to operate a business at the above location. The undersigned agrees to permit applicant and his contractors or agents to implement improvements listed on the City of Orangeburg Commercial Façade Improvement Grant Program application dated: _____.

The undersigned hereby waives any claim against the City of Orangeburg arising out of the use of said program funds for the purposes set forth in the application. The undersigned agrees to hold the City of Orangeburg harmless for any charges, damages, claims or liens arising out of the applicant's participation in the Commercial Façade Improvement Grant Program.

WITNESS

OWNER

NAME/TITLE

SIGNATURE

WITNESS

OWNER

NAME/TITLE

SIGNATURE



City of Orangeburg

Commercial Façade Improvement Grant Program (CFIGP)

DOCUMENTATION TO BE SUBMITTED WITH APPLICATION:

The following documentation is to be included with Grant application as appropriate: **If material is not completed the Grant will not be considered in this cycle.**

- _____A. **Brief history and description of the business.**
Businesses less than two years old must provide a business plan.
- _____B. **Detailed description of project and use of Grant proceeds. Photos of existing façade. Plans and/or elevations of proposed improvements.**
- _____C. **Detailed bids including itemized line items and work write-up or quote sheets on letterhead of contractor.**
- _____D. **Proof that all City and County taxes and all City licenses are current.**
- _____E. **Proof of Ownership (copies of deeds and titles). ****
- _____F. **Documentation of any lien and balances due or certification that property is free of liens.**

****Submit property owner consent form if you are a tenant applying for the Grant.**
Property owners must verify items d, e, and f and attach with your application. If items D, E and F are incomplete your Grant will not be considered for the current application cycle

ALL PARTS OF THE APPLICATION MUST BE COMPLETED OR GRANT WILL NOT BE CONSIDERED. NOTE: SIGNATURE OF BUILDING OFFICIAL IS REQUIRED ON PAGE 3 OF APPLICATION. CONTACT THE CITY IF YOU NEED A SAMPLE OF A SUCCESSFUL PAST APPLICATION. AN INCOMPLETE GRANT APPLICATION WILL NOT BE CONSIDERED

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Commercial Façade Improvement Grant Program (CFIGP)
FOR GRANT REVIEW COMMITTEE
OFFICIAL SCORING CRITERIA FOR FAÇADE GRANTS

Façade Improvement Project: _____
Project Address: _____

VISUAL IMPACT Total _____

Notes: _____

FINANCIAL IMPACT Total _____

Notes: _____

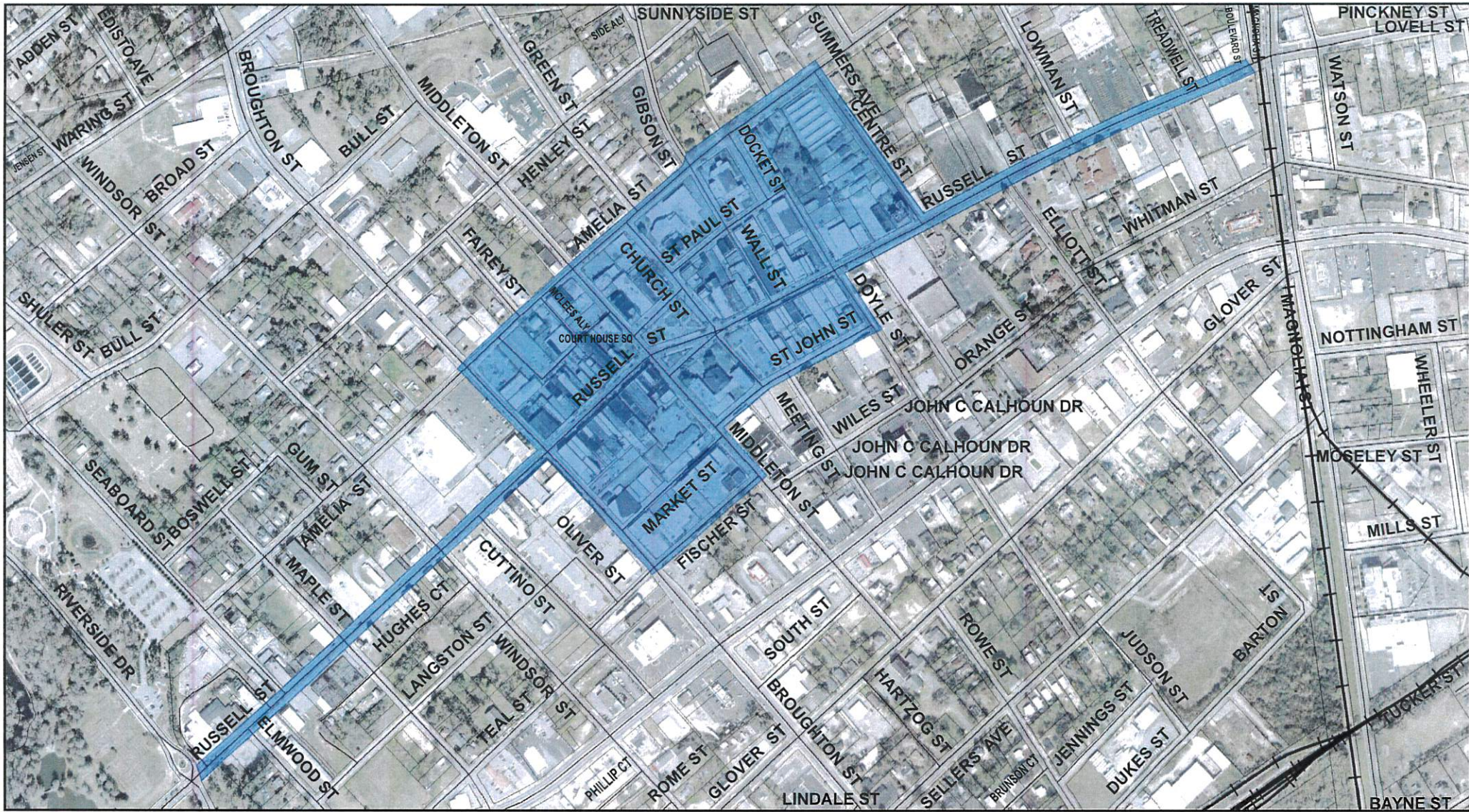
EXTENT OF IMPROVEMENTS Total _____

Notes: _____

HISTORIC DESIGN Total _____

Notes: _____

GRAND TOTAL _____



 Facade Improvement Grant Area