



SALT LAKE CITY NEIGHBORHOOD BUILDING IMPROVEMENT PROGRAM

Targeting the Poplar Grove and Central Ninth Neighborhoods

Program Guidelines and Application



Applications are due by

at 5:00 pm.

PROGRAM OVERVIEW

The Neighborhood Building Improvement Program (NBIP) is one of the resources offered by Salt Lake City's Division of Housing and Neighborhood Development (HAND) to support and strengthen the City's neighborhoods. In 2014, the Salt Lake City Planning Division, created "The Westside Masterplan" which examines the neighborhoods of Glendale and Poplar Grove. The Masterplan explores the history, assets, issues, and opportunities of these celebrated neighborhoods. The NBIP is a tool for the City to implement specific economic development goals of City Masterplans with a current focus on "The Westside Masterplan;" by targeting the businesses in the neighborhood nodes: 400 South and Concord, 900 West at 700 South, 900 West at 900 South, Indiana Ave at Navajo St, 1400 West, and Pueblo Street, 900 West at 800 South, and 900 West at 400 South.

This program is intended to revitalize neighborhood commercial areas, enhance the livability of adjacent communities, and support local businesses. Funding for this program year is directed towards the Poplar Grove and Central City/Central Ninth target areas.

AMOUNT & TYPE OF ASSISTANCE

This program provides grants up to \$25,000 for a single project. An additional \$25,000 may be available through the Salt Lake City Economic Development Loan Fund (EDLF) Microloan Program (a separate application process is required). Applications for Salt Lake City's Neighborhood Building Improvement Program will be available as funding allows.

DESCRIPTION OF ELIGIBLE WORK

Salt Lake City's Neighborhood Building Improvement Program is funded with Community Development Block Grant (CDBG) and must comply with both CDBG and City requirements.

Eligible use of funds include the following

Façade Improvements: This includes any side of the building which is visible from the street.

- Architectural, design and related professional fees
- Labor, materials and fixtures
- Rehabilitation of exterior facades to recover and/or preserve significant historical and architectural features of the structure
- Gutters and down spouts
- Doors and windows
- Exterior painting and attached exterior lighting
- Siding and trim treatments including awnings and planter boxes
- Appropriately scaled window areas for display or for looking into a retail business, restaurant or service business, with lighting to facilitate night viewing
- Signs that are integrated into the architecture of the building
- Removal of barriers to access for people with disabilities
- Addition or repair of awnings or shade mechanisms
- Soffit and Fascia

Blight Improvements

- Interior Code Violations

Ineligible uses of funds include the following:

- Painting unpainted brick
- Public sidewalks
- Parking lots and/or paving
- Landscaping
- Equipment and furnishings
- New construction
- Property acquisition
- Expansion of the building area
- Other activities specifically prohibited

*Note: eligible activities must occur after the contract has been executed to qualify for reimbursement.

PROGRAM ELIGIBILITY & REQUIREMENTS

TARGET AREA REQUIREMENTS

The project must be located within Salt Lake City's Neighborhood Building Improvement Program's target areas. There is a map of the target areas on page 7. Both sides of the street are eligible.

BUILDING/BUSINESS TYPE REQUIREMENTS

To be eligible, applicants must have for-profit commercial buildings with facades visible from the street. Buildings must be located on a commercial corridor with street access. Mixed-use commercial/residential buildings are eligible, but improvements must be limited to the commercial portion of the building.

If the building is currently vacant or blighted, the applicant has **six months** to arrange a tenant. For the purpose of the Neighborhood Building Improvement Program, blight is defined as an abandoned or vacant building in an area zoned for urban use and served by utilities that poses a threat to the health, safety, or welfare of the community. Blight can also be defined as a building with substantial physical dilapidation, deterioration, or defective construction of the building or infrastructure or significant noncompliance with current building code, safety code, health code, or fire code requirements or local ordinances.

If you have any further questions, please contact Rawleigh Greenhalgh at Rawleigh.Greenhalgh@slcgov.com.

OWNERSHIP REQUIREMENTS

The applicant must own the project being rehabilitated, or obtain written permission from the owner if the applicant is a tenant.

FEDERAL REQUIREMENTS

The Neighborhood Building Improvement Program extends assistance to eligible projects under 24CFR 570.202(a)(3). Because the program is funded with federal Community Development Block Grant (CDBG) funding, all projects must comply with the CDBG program's National Objective, as follows.

- Benefit low and moderate income persons
 - The business has a service area that is a) primarily residential and, b) is comprised of at least 51% low and moderate-income residents. Low to moderate-income is defined as 80% of the area median income as published annually by HUD for Salt Lake County

- Address/Remove blight on a spot basis.

Projects will be evaluated on a case-by-case basis to ensure eligibility with CDBG National Objective. Once a project is approved, applicants and contractors must agree to provide supporting documentation and comply with reporting requirements.

FLOOD INSURANCE

If the applicant's business location resides within the 100 Year Flood Zones, they are required to have flood insurance to receive Federal Funds. Before applying, please check <http://fema.maps.arcgis.com/home/index.html> to see if your business is located within the 100 Year Flooding Zones. If your business resides in the 100 year flood zone, you must show proof of existing flood insurance or include the cost of Flood Insurance in your "Sources and Uses".

Steps to Verify if an Address Resides Within a Flood Zone

- Go to <http://fema.maps.arcgis.com/home/index.html>
- Click on "Flooding" picture
- Click on picture that says "FEMA's National Flood Hazard Layer (official)"
- Type your address into the top right search tab
- If your address is in the blue area or in a zone with an A (example: Zone AE), it will require Flood Insurance. If your address is in orange, you may need flood insurance. If your address lies within Zone X or has no color, it will probably not need flood insurance.
- If you have questions, please ask!

OTHER PROGRAM REQUIREMENTS

- Applications will not be accepted for improvements already underway.
- All work must be in compliance with applicable permitting and code requirements, zoning, ordinances, and standard engineering practices.
- Projects are required to comply with the Davis-Bacon and Related Acts.
- Projects are required to comply with the Copeland Act, the Contract Work Hours and Safety Standards Act., and lead-based paint regulations.
- Projects will be submitted for an Environmental Review.
 - If the building is over 50 years old or resides within an Historic District, we will be required to receive a certificate of appropriateness from the State Historic Preservation Office (SHPO). This can take up to 30 days.
- **Construction cannot begin until the project has received clearance and approval in writing.**

DESIGN REQUIREMENTS

- Façade improvements should make a noticeable contribution to neighborhood revitalization efforts.
- The proposed design should be consistent with the character of the neighborhood.
- Façade improvements should support and enhance pedestrian accessibility. Signs, windows, doors, and lighting should be pedestrian oriented.
- Improvements are to conform to local and national historic district guidelines, if applicable.
- Significant architectural features should be repaired and preserved rather than replaced. If replacement is required, design and materials should be consistent with the original historic character of the building.

APPLICATION & PROJECT COMPLETION PROCESS

1. APPLICATION & SUPPORTING DOCUMENTATION SUBMISSION

Please provide a complete application. Incomplete applications will not be reviewed. Applications will be deemed complete upon submission of the following requirements:

- Project details and supporting documentations including (additional sheets if necessary):
 - Identified areas of the building to be improved (both in photo and description, such as, area east of the main entrance, from front east corner to west end of the building, around the doors or windows, etc.)
 - Existing type of surface and materials of areas to be refinished, altered, painted, etc., such as window or door frames material types.
 - Proposed type of new surface, materials, etc.
 - Signage must be attached to the building and have a reasonable description including size to determine if signage is considered a mural, non-religious, no-political, and allowed according to the zoning ordinance.
 - Confirmation that lighting is either:
 - Attached to building's exterior, or
 - An interior front window display
- Photographs of the building's current condition, including:
 - The façade
 - Please take a picture for every side which is visible from the street that you are proposing to make improvements on.
 - Specific areas where improvements will be made.
- Estimated budget:
 - Cite a source from a professional who has expertise in construction cost estimates.
 - **These are price quotes (not bids) and you cannot obligate funds to a professional, contractor, architect, etc. until you have completed a contract with the city and followed the city bid process.**
 - Use the "Sources and Uses" sheet to create an itemized list of all cost associated with your project.
 - Please indicate additional funds which would be used in case the project exceeds the maximum available grant, and/or if the grant award is less than the grant request.
 - If use includes significant property rehabilitation, provide plans drawn to scale.
- If the applicant is a tenant, a letter of support from the property owner must be included.
- All documentation or clarifications as requested by City staff.

2. APPLICATION REVIEW

- City staff will screen to ensure proposed uses are allowed, potentially including referral to city's Design Review Team (DRT) to ensure proposed uses are allowed. If required, applicant may need to complete a DRT process/meeting before proceeding with their application.
- City staff will verify zoning requirements for the property, if the applicant's property resides within a flood zone, and that all other Federal Requirements are met (If the applicant's property lies within the flood zone, they will be required to have Flood Insurance as part of their grant request. Please notate in the application if you

already have Flood Insurance or have it listed as one of the items in your "Sources and Uses.").

- The Neighborhood Building Improvement Program Committee will evaluate all applications and grant awards to the proposed projects that are determined to have the greatest impact within the targeted areas. **The Committee meeting will take place about a month after the application deadline.** The applicant will be notified of the status of the application throughout the review process. At times the committee may make requirements or recommendations in line with the application's improvements. If the Committee sets any requirements, they must be followed in order to obtain the grant award. For example, the committee might require the applicant to add a new garage door to their building, or specify the material being used within the project.
- City Staff will perform an Environmental review according to CDBG guidelines. If the building is over 50 years old or resides within an Historic District. If a project is required to go to SHPO, then the process can take up to 30 days.

3. GRANT AGREEMENT

Following approval, the applicant will be required to enter into and execute a written agreement with the City to establish terms, conditions, and requirements for program participation. **Any work completed prior to the issuance of the Grant Agreement will not be eligible for reimbursement.**

4. BID AND PRE-CONSTRUCTION

Applicant will work with Salt Lake City's Division of Housing and Neighborhood Development to ensure that procurement and labor relations requirements are met. **Contractors cannot be promised work before the required bid process has finished. According to Federal Regulations, applicants are to use the lowest bidder on their projects.**

5. CONSTRUCTION

Construction work shall commence once all approvals and permits have been received. All work is to be completed within six (6) months of the date of recordation of the grant agreement.

6. GRANT DISBURSEMENT

Salt Lake City will reimburse applicants through progress payments as work and required documents are completed. The reimbursement process can take up to two weeks from the time all required documents are received.

7. REPORTING

After the construction is completed, the applicant will be required to submit a review survey. Applicant will also be asked to give a testimonial of the project. City employees will go on-site to take before, during, and after photos to document the project.

DISCLAIMER

If an applicant uses an outside source to estimate price costs, applicants cannot obligate or promise funds to a professional, contractor, architect, etc. prior to an award of the bidding process taking place. The bidding process will take place after the signing of the contract. If applicant has any questions, please ask before proceeding.

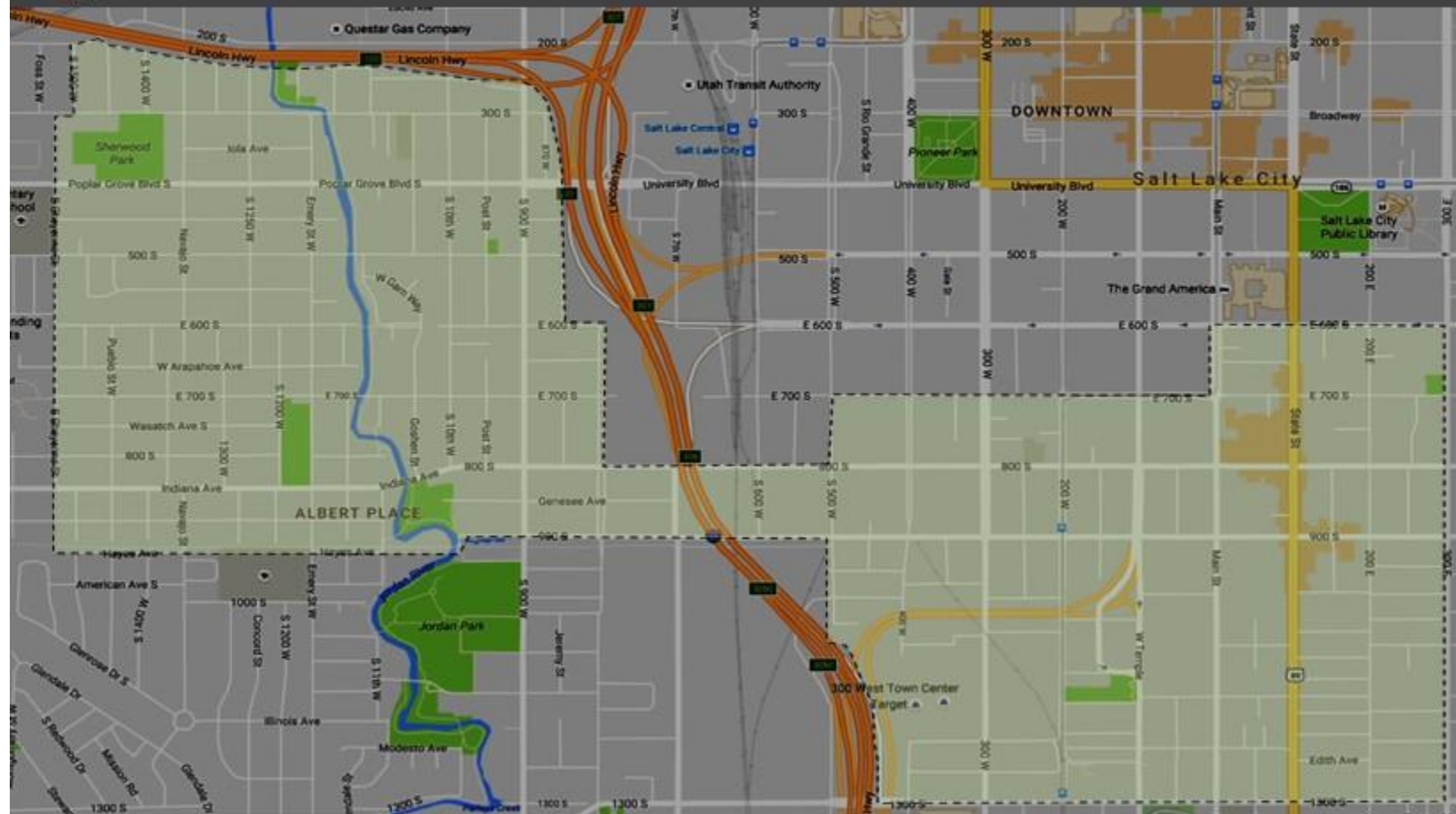


SALT LAKE CITY

Housing and Neighborhood Development
Department of Community and Neighborhoods

Grant Target Areas

(Poplar Grove and Central City/Central 9th)



Salt Lake City

Neighborhood Building Improvement Program

Funding Amount Requested_____ Application Date_____

Would you be able to continue with your project if it was not funded in full? ☐ Yes ☐ No

APPLICATION INFORMATION

Applicant Name_____

Phone Number_____ Email Address_____

Mailing Address_____

PROPERTY OWNER INFORMATION

Business Name_____

Business Address_____

Website_____

Business Entity

- ☐ C-Corporation ☐ S-Corporation ☐ Limited Liability Company
☐ Partnership ☐ Sole Proprietor ☐ Other:_____

Tax ID #_____ DUNS #_____ Business License #_____

Business Description

Provide information on the number of employees, services provided, and clientele served:

Section 3 Information

A Section 3 resident is defined as any low or very low income person residing within Salt Lake County. Low income is defined at 80% of the area median income based on family size.

<u>Family Size</u>	<u>Maximum Income</u>
1 PERSON	44,800
2 PERSONS	51,200
3 PERSONS	57,600
4 PERSONS	64,000
5 PERSONS	69,150
6 PERSONS	74,250
7 PERSONS	79,400
8 PERSONS +	84,500

The business on the property is:

A business owned by 51% or more of Section 3 Residents. ☐

A business whose current full time employees, either temporary, seasonal or permanent, consist of at least 30% Section 3 Residents or whose current permanent, full time employees were Section 3 Residents when

they were first hired and the period from the date they were first hired to the date of certification does not exceed three (3) years? ☐

A business that provides sufficient evidence to assure a commitment to subcontract more than 25% of the total dollar amount of all subcontracts to Section 3 Businesses? ☐

Not a Section 3 Business. ☐

PROPERTY TENANT INFORMATION (if different)

Business Name _____

Business Address _____

Website _____

Tenure

☐ Owner ☐ Tenant: date of lease expiration: _____

Business Entity

☐ C-Corporation ☐ S-Corporation ☐ Limited Liability Company
☐ Partnership ☐ Sole Proprietor ☐ Other: _____

Tax ID # _____ DUNS # _____ Business License # _____

Business Description

Provide information on the number of employees, services provided, and clientele served:

PROPERTY INFORMATION

Property Address: _____

Year Constructed: _____ Parcel/Tax ID #: _____

Tenure

☐ Owner ☐ Tenant: date of lease expiration: _____

Property Owner (if applicant is not owner): _____

Has the property received a historic designation?

☐ Yes ☐ No

If Yes, describe the nature of the historic designation: _____

Describe your property and/or business. Is the property vacant or occupied by a business? If vacant, describe plans for future occupancy. _____

Is the building severely deteriorated with a negative impact on the neighborhood?

☐ Yes ☐ No

Is this building currently vacant with the intent of being returned to use?

☐ Yes ☐ No

If yes, has a tenant been identified to use the property? *Note: a tenant must be identified within six months of completion.

☐ Yes ☐ No

If a tenant has been identified, what is the name of the tenant? _____

Does the property currently reside within the 100 Year Flood Zones? Instructions to find out if your business resides with the 100 Year Flood Zone is on page 4.

☐ Yes ☐ No

Do you have Flood Insurance?

☐ Yes ☐ No Insurance Policy # _____

PROJECT INFORMATION

1. PHOTOS: Please attach photos of the building's current condition, specifically:

- a. The façade/front of the building
- b. Every side of the building visible from the street
- c. Please have a close up picture on all areas where you plan on removing, replacing, and fixing materials within the structure. There should be at least one picture for each section listed in the "Source and Uses" section. More information on "Source and Uses" will be on page 12-13

2. PROJECT DETAILS

- a. Proposed project overview. Clearly identify areas of the building to be improved; may use photos to pinpoint, add arrow, etc., and/or use descriptive language, rough dimensions, etc. (may type up separately or use additional space if necessary).

- b. Note: Large projects, signage (beyond painting), ADA ramps, entrances, or sign rehabilitation may require additional scrutiny. Regardless please provide any sketches and/or a plan drawn to scale with all improvements included.
 - i. Please carefully screen your proposed project to ensure the use will be allowed by City Code. City Staff can help coordinate this. City staff may refer your project to the City's Development Review Team (DRT) in the Planning department to ensure proposed uses are allowed.

- ii. List steps taken already to ensure City Code compliance and attach any important documentation:

- c. Identify the type of surface to be refinished, altered, or painted such as wood, metal, concrete, brick, etc (where applicable as in the following:
 - i. Existing window frame type:_____
 - 1. New Window frame type:_____
 - 2. Glass replacement?: Yes ☐ No ☐
 - ii. Existing door and door frame type:_____
 - 1. New door frame type:_____
- d. If signage is to be included, provide a reasonable description including size of signage and/or sketch (note: must be attached; generally murals, religious, and political signs are not allowed).

- e. If lighting is to be included, please indicate by circling one of the three eligible types:
 - i. Attached to the building's exterior, or
 - ii. An interior front window display, or
 - iii. Both

3. BUSINESS' SERVICES INFORMATION (FOR THE BUSINESS OCCUPYING THE PROPERTY)

- a. Please describe your target market, including their demographics and the area that your business typically serves. Include an estimate of the percentage of clients who live in the community:

- b. What are the average price points for the goods and/or services you provide?

- c. How will these building improvements help your business?

d. How does the business serve the local community and low-income individuals?

4. ELIGIBILITY

Select the Target Area that the Property is located in:

☐ Central City/ Central Ninth

☐ Poplar Grove

Note: For a map of the Target Areas, please see page 7

5. ESTIMATED COSTS

Provided by a source such as a construction professional or by someone with comparable, reasonable expertise in construction cost estimates (note: Please don't make any official bids at this time. They will be required if the application is approved).

- a. Use a "Source and Uses" of total funds such as in the table below: (If you plan on submitting a hand written application "Source and Uses," a table has been provided. An electronic copy is available upon request. Please include any outside funds that will be used towards the total project costs.

SAMPLE SOURCES AND USES

Sources and Uses of Funds							
Sources	\$		Uses	Description	\$	Existing Material	New material
This grant	\$25,000		Item 1	Replace 8 old windows with new vinyl windows	\$7,500	Metal	Vinyl
Business owner cash (if any)	\$8,000		Item 2	Replace all broken, damaged, and old glass with new high quality glass	\$5,000	Old windows	High quality glass
Land owner contribution (if any)			Item 3	Install new LED exterior signage lights	\$5,000	Old lights	LED lighting
Loans (if any)			Item 4	Removal of wood awning and replaced with new metal awning	\$7,000	Wood	Metal
In-kind contributions, sweat-equity, etc.			Item 5	Replace old pull down garage door with new glass garage door	\$8,500	Steel	Aluminum
			Item 6				
			Item 7				
Total	\$33,000				\$33,000		

Notes:

Who provided the cost estimates? _____

Labor estimates should include the costs associated with Federal Davis-Bacon wage level (sometimes higher)

Sources and uses totals must equal each other.

Total Project Costs must include all sources and uses of funds which may exceed the grant maximum amount.

Please submit to:

Rawleigh Greenhalgh- 801-535-7268

Rawleigh.Greenhalgh@slcgov.com

Please send a follow up email to ensure the application was received.

You may hand deliver the application to:

SLC Division of Housing and Neighborhood Development

451 South State Street, Room 445

Applications are due by

at 5:00 pm.

Sources and Uses of Funds							
Sources	\$		Uses	Description	\$	Existing Material	New material
This grant			Item 1				
Business owner cash (if any)			Item 2				
Land owner contribution (if any)			Item 3				
Loans (if any)			Item 4				
In-kind contributions, sweat-equity, etc.			Item 5				
			Item 6				
			Item 7				
Total	\$				\$		

Notes:

Who provided the cost estimates? _____

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