



SALT LAKE CITY NEIGHBORHOOD BUILDING IMPROVEMENT PROGRAM

Now Targeting the Poplar Grove and Central Ninth Neighborhoods

Program Guidelines



SALT LAKE CITY
Housing and Neighborhood Development (HAND)
A Division of Community and Economic Development

PROGRAM OVERVIEW

The Neighborhood Building Improvement Program is one of the resources offered by Salt Lake City's Division of Housing and Neighborhood Development to support and strengthen the city's neighborhoods. The program is intended to revitalize neighborhood commercial areas, enhance the livability of adjacent communities, and support local businesses. Funding for the 2015-2016 program year is directed towards the Poplar Grove and Central City/Central Ninth target areas to stimulate revitalization efforts and private sector investments in these neighborhoods.

AMOUNT & TYPE OF ASSISTANCE

The program provides grants up to \$25,000 for a single project. An additional \$25,000 is 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) funding and must comply with both CDBG and City requirements.

Eligible use of funds include the following:

Facade Improvements

- 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
- Roofing visible from the street
- 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

Code Compliance

- Fire system
- ADA
- Rectifying work done without permits

Ineligible uses of funds include the following:

- Sidewalks
- Parking lots and/or paving
- Landscaping
- Equipment and furnishings
- New construction
- Property acquisition
- Expansion of the building area
- Other activities specifically prohibited



PROGRAM ELIGIBILITY & REQUIREMENTS

TARGET AREA REQUIREMENTS

The project must be located within Salt Lake City's Neighborhood Building Improvement Program target areas. Please see pages 5 and 6 for a map of target areas.

BUILDING/BUSINESS TYPE REQUIREMENTS

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.

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 one of the CDBG program's National Objectives, as follows.

1. Eliminate blight
 - The business is located in a designated urban renewal area as created for the purpose of removing blight, as defined in Section 17C-2-303, Utah Code Annotated. For the purposes of the Neighborhood Building Improvement Program, this means that the property is located in the urban renewal area as indicated on page 5.
2. 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.

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

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 are subject to an environmental review. Part of this environmental review will be review and approval from the State Historical Preservation Office if applicable. Construction cannot begin until the project has received clearance in writing.



DESIGN REQUIREMENTS

- Facade improvements should make a noticeable contribution to neighborhood revitalization efforts.
- The proposed design should be consistent with the character of the neighborhood.
- Facade improvements should support and enhance pedestrian accessibility. Signs, windows, doors, and lighting should be pedestrian oriented.
- Improvements are to conform with 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

Steps in the application and project completion process are as follows:

1. Application & Supporting Documentation Submission -

Complete attached application. Incomplete applications will not be reviewed. Applications will be deemed complete upon submission of the following requirements:

- Project details and supporting documentation including (attach additional sheets if necessary):
 - Identified areas of the building to be improved (either in photo or description, such area as 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., and
 - Proposed type of new surface, materials, etc.
 - Signage must be attached to the building and have a reasonable description to determine if signage is considered a mural, non-religious, non-political, etc.
 - Confirmation that lighting is either:
 - Attached to the building's exterior, or
 - An interior front window display
- Photographs of the building's current condition, including:
 - The façade,
 - The areas where improvements will be made.
- Estimated budget, by citing a source such as a professional or by other means with reasonable expertise in construction cost estimates (note bids are not required at this juncture but if approved will be required), .
 - Shown by using a sources and uses of TOTAL project funds such as in the attached sources and uses or similar.
 - a) Though a match is not required, indicate if any additional funds will be used if the project exceeds the maximum available grant, and/or if less than requested grant amount is awarded.



- 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.
- All documentation or clarifications as requested by City staff.

2. Application Review

Application will be screened for the following eligibility:

- City Staff will screen for Environmental and Historical clearance according to CDBG guidelines.
- City Staff will screen to ensure proposed uses are allowed, potentially including referral to City's Development Review Team (DRT) to ensure proposed uses are allowed.
- If required, Applicant may need to complete DRT to proceed with application.
- City staff will screen to ensure all other Federal Requirements are met
- Once it has been determined that eligibility requirements are met, the Neighborhood Building Improvement Review Committee will evaluate applications and, based on a set of criteria, make grant awards to those proposed projects that are determined to have the greatest impact in the targeted area.

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 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.

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 start of construction. A timeline extension may be approved at the discretion of the City.

6. Grant Disbursement

Salt Lake City will reimburse applicants after work has been completed or disperse in accordance with the individualized grant agreement.

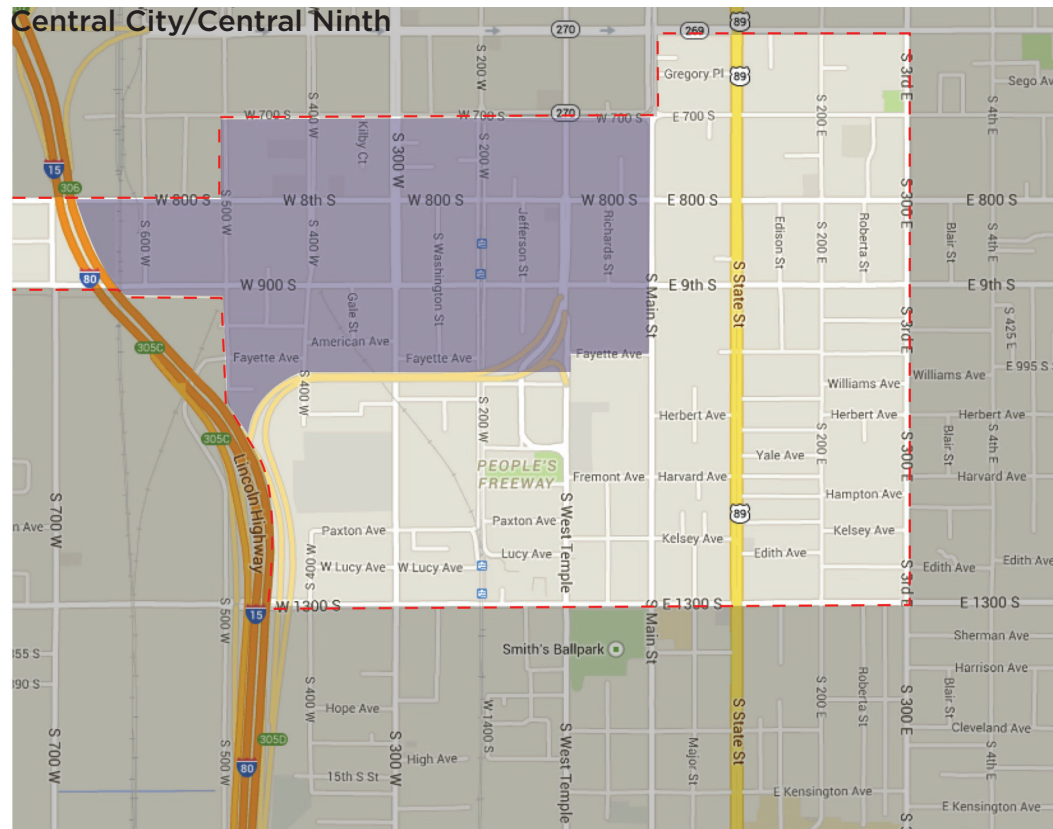
7. Reporting

Salt Lake City will reimburse applicants after work has been completed or disperse in accordance with the individualized grant agreement.



TARGET AREAS

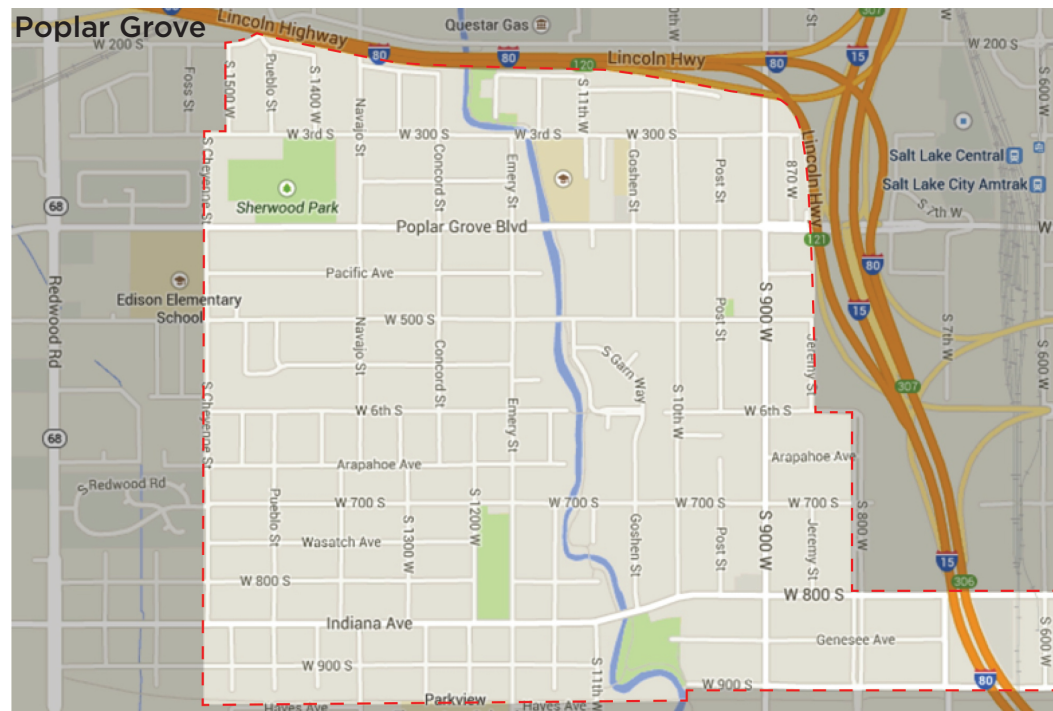
Central City/Central Ninth



CENTRAL CITY/CENTRAL NINTH TARGET AREA



URBAN RENEWAL AREA



POPLAR GROVE TARGET AREA





SALT LAKE CITY
Housing &
Neighborhood
Development

*A Division of
Community &
Economic
Development*

SALT LAKE CITY NEIGHBORHOOD BUILDING IMPROVEMENT PROGRAM

FUNDING REQUEST _____ APPLICATION DATE _____

IMPROVEMENT TYPE(S)

☐ Facade Improvements

☐ Interior Code Violations

APPLICANT INFORMATION

Applicant Name _____

Phone Number _____ Email Address _____

Mailing Address _____

BUSINESS INFORMATION

Business Name _____

Business Address _____

Website _____

Tenure

☐ Owner

☐ Tenant: date of lease expiration: _____

Business Entity

☐ C-Corporation

☐ S-Corporation

☐ Non-Profit, 501c3

☐ Partnership

☐ Sole Proprietor

☐ Limited Liability Company

☐ 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



PROJECT INFORMATION

Photos: Please attach photos of the building's current condition.

Provide a brief description of your proposed project:

ELIGIBILITY

Select the Target Area that the property is located in:

- ☐ Central City/Central Ninth
- ☐ Poplar Grove

Note: For a map of Target Areas, please see the *Program Guidelines* handbook.

Select the Objective that the project qualifies under:

- ☐ Elimination of Blight
The business is located in a designated urban renewal area. For a map of applicable urban renewal areas, please see the *Program Guidelines* handbook.
- ☐ Benefit Low and Moderate-Income Persons - Area Benefit
The business primarily serves residents of the Central City/Central Ninth and/or Poplar Grove target area.

Please submit to:

Shawn Beus - 801-535-7941
shawn.beus@slcgov.com

Division of Housing and Neighborhood Development
451 South State Street
P.O. Box 145488
Salt Lake City, Utah 84114

