



Historic Commercial Façade Grant Program Quick Fact Sheet & Frequent Questions

The City of Evansville's Historic Commercial Façade Grant (HCFG) Program has been created to assist property owners with the rehabilitation of older commercial buildings located within the City's Promise Zone. This area was chosen as it contains some of the City's older commercial districts, which due to obsolescence, age, building deterioration and other factors have struggled to reenergize as thriving commercial centers within the City's older, traditional neighborhoods.

Funds Available:

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| Total Funds to be Awarded: | \$100,000 |
| Maximum Project Award: | \$25,000 |
| Required Match: | Minimum of 50% of project cost |

Eligibility:

 To be eligible for the City of Evansville's Historic Commercial Façade Grant (HCFG) Program:

- The applicant/owner must be paid to date on all property taxes, payments and fees owed to the City of Evansville or Vanderburgh County;
- The building must be located within the Evansville Promise Zone;
- The building must be identified by the Evansville Historic Preservation Officer as a property that is at least 40 years old and is considered important to the density or continuity of the area's historic fabric;
- Improvements must focus on the exterior of the building and be approved by the Façade Design Committee (FDC); and
- The building's first floor must be primarily used for commercial purposes.

Timeline:

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| Applications available | 1 time per year: 2019's due date is <u>November 1, 2019</u> |
| Preliminary award announcement | One month after application due date |
| Approve design plans, scope of work And receive bids | Within 6 weeks of preliminary award announcement |
| Grant Agreement Signed | Within two months of preliminary award announcement |
| Construction Begins | Within two months of Grant Agreement being signed and Notice to Proceed being issued |
| Construction Completed | Within five months of start date |
| Submit Request for Payment | Within 45 days of construction completion |

Warning: Starting the project prior to having a signed Grant Agreement and Notice to Proceed will result in a loss of awarded grant funds. No agreements or contracts with contractors or purchasing of materials for these improvements may take place prior to receiving a Purchase Order from the Department of Metropolitan Development.

Historic Commercial Façade Grant Frequently Asked Questions:

Q: Can I use the Façade Grant for my home?

A: No, the program is only for commercial or mixed use properties.

Q: Can I use the Façade Grant on my apartment building/duplex?

A: No, the program is for non-residential properties except for mixed use properties, which have a commercial use on the first floor.

Q: Can I use the Façade Grant for landscaping or a parking area?

A: No, the improvements must be to the actual building.

Q: Can I use the Façade Grant for floor coverings and interior improvements like painting?

A: No, the improvements must be to the exterior features of the building.

Q: Can I use the Façade Grant for signage?

A: Yes, as long as the signage is permanently affixed to the exterior of the building or is historic to the property and meets any and all design review requirements identified by the FDC.

Q: Do I have to bid out the work?

A: Yes, there must be two bids obtained and presented to the design committee. The grant amount will be based on the lower of the two bids and calculated at 50%. Should the grant recipient choose a higher bid, the recipient will pay the difference of the low and high bid along with the 50% of the low bid.

Q: Will I get a lump sum check for the grant award?

A: No, the program is a reimbursement grant. Drawdown requests must include receipts and statements from contractors showing payment has been made on materials ordered or work completed. DMD must also inspect any work done to ensure compliance with approved design.

Q: Can I apply for more than one grant?

A: Yes, but only one grant is awarded to a project in the one-year grant cycle and a maximum of \$50,000 per project is awarded over a 5-year period. New projects take precedence over previous awarded projects and there is no guarantee that the façade grant will be available in future years.

Q: Can I use the Façade Grant to build a new building or addition?

A: No, the program is only for improvements to existing buildings. New construction can only be undertaken if it is to replace a portion of the structure that may have been damaged and removed and reconstruction will enhance the historical integrity of the building.

Q: I have already started to remove some siding on my building; can I get a Façade Grant for the rest of the project?

A: No. Work cannot have already started prior to the Grant Agreement being signed and Notice to Proceed given.

Q: Can I receive a Façade Grant for the building I lease for my business?

A: Yes, with written consent from the owner, businesses may make improvements to buildings they lease for their business operations.

Receiving Funds from the Historic Commercial Façade Grant Program

The City of Evansville's Historic Commercial Façade Grant (HCFG) Program is a reimbursable grant program requiring work to be completed and paid for by the grant awardee prior to receiving funds from the City. The following guidelines will assist grant recipient (Awardee) to properly complete steps and documentation to receive reimbursement in a timely manner.

- When the bid specs are prepared, the Awardee should self-register as a vendor with the City at <https://selfservice.evansville.in.gov/MSS/Vendors/default.aspx> . The registration site will guide you through the process.
- Inform the Grant Administrator that you have registered and provide them with the Vendor Number.
- Once bids specs are in, the Awardee and the Grant Administrator will determine the exact amount that will be reimbursed through the grant. The Grant Administrator will prepare a Grant Agreement, which is the contract between the City and the Awardee. This Contract must first be signed by a representative of the City and then by the Awardee.
- After the Grant Agreement is signed by both parties, the DMD Finance Specialist will request a Purchase Order. This Purchase Order number must be included on all invoices submitted to the City for reimbursement.
- Once a Purchase Order is obtained, the Grant Administrator will issue a Notice to Proceed.
- With the Notice to Proceed, the Awardee may then order materials and enter into contract agreements for the façade improvement activities. Any work performed prior to receipt of this Notice to Proceed will not be reimbursed by the City.
- Upon completion of the façade improvements, the grant recipient will notify the Grant Administrator who will then initiate an inspection by the Community Development Inspector.
- The Inspector will ensure that all work is completed in compliance with bid specifications and City of Evansville codes.
- Once the inspector approves the completed work, the Awardee will make payment to the Contractor.
- The Awardee will then invoice the City, the invoice must include
 - The City's Purchase Order number;
 - Description of work performed;
 - Dates that work was performed;
 - Copies of all invoices and receipts from the Contractor; and
 - Proof of payment.
- If the documentation is in order, the Department of Metropolitan Development will have the payment processed by the Finance Specialist.