

BUILDING FAÇADE LOAN PROGRAM

Central Point Development Commission

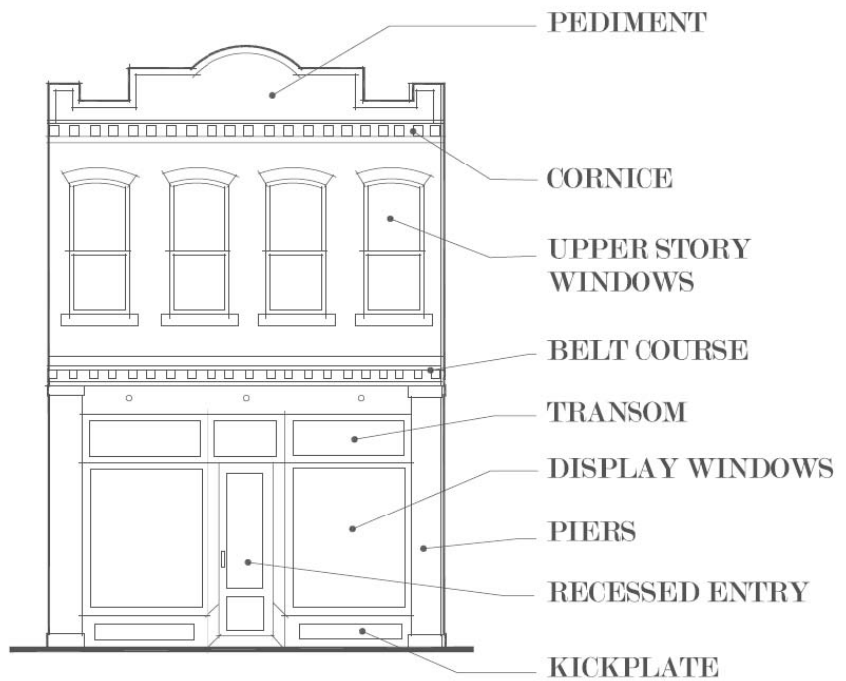
The Building Façade Loan Program is a downtown revitalization incentive program designed to encourage the rehabilitation/restoration of building facades within the Downtown Area (see attached map). **ALL LOANS ARE SUBJECT TO AVAILABILITY OF FUNDING.**

ELIGIBLE PROPERTIES

The Building Façade Loan Program will make Loans available to owners of buildings within the Downtown Area for façade renovation/restoration projects. Façade projects that are for historic renovation/restoration will be given priority over renovation/restoration projects for contemporary building facades.

The Building Façade Loan Program will provide eligible applicants with Loans to assist in the rehabilitation/restoration of facades on structures within the Downtown Core Area of the City of Central Point.

***Façade** is defined as any portion of the exterior of a structure visible from the public right-of way. The drawing to the right is an example of a typical commercial storefront façade and the typical architectural components.*



Loans are provided in an amount not less than \$1,000 and not more than \$10,000 and must be repaid within five (5) years at 0% interest. Loan payments will be monthly unless otherwise approved by the Development Commission. The loan funds will be paid after qualifying rehabilitation/restoration work is completed and approved by the Development Commission. The applicant must submit proof of completion to the Development Commission of the approved Scope of Work, after which a check will be issued to the applicant.

ELIGIBLE ACTIVITIES

The types of activities that are eligible under this façade program include, but are not limited to, the following:

- Awnings appropriate to the specific building and original construction period cannot be plastic or metal)
- Improve or add exterior lighting.

- Replacement of missing historic features provided adequate documentation exists.
- Replacement of doorways/storefronts
- Repointing
- Painting, Repair or replace windows
- Repair/Restoration of historic commercial street level facades
- Replacement of approved commercial street level facades

***For historic renovations/rehabilitation it is strongly encouraged that work activities follow the Secretary of Interior's Standards for Rehabilitation. <http://www.nps.gov/hps/tps/tax/rhb/index.htm>**

The types of activities that are not eligible under this façade program include but are not limited to, the following:

- New construction
- Property acquisition
- Interior improvements
- Flat or sloped roof repair and/or replacement not visible from the public right-of-way
- Machinery and equipment
- Furniture and fixtures
- Inventory and accounts receivable

PROJECT PROCEDURES:

The following describes the procedural steps necessary to secure a Building Façade Loan. The order and necessity of each step will be determined on a case-by-case basis, depending upon the amount of assistance required for each project.

1. **Initial Project Meeting.** The applicant will meet with a representative of the Development Commission to determine property eligibility, and to discuss the proposed façade improvements, scope of work, and estimated project costs.
2. **Application Submittal.** After completing Step 1 the applicant will complete a Building Façade Loan Application and submit to Community Development Department. Completed Applications will be time-dated and processed in order of receipt. The Development Commission will not consider any application with incomplete or missing information.
3. **Development Commission Meeting.** The applicant will present the proposed project to the Development Commission. The Development Commission will make a determination of the project's compliance with the goals and objectives of the Building Façade Loan Program. At the conclusion of the meeting the Development Commission will either accept or reject the project proposal, or request additional information.
4. **Scope of Work with Cost Estimates.** Within forty-five (45) days of acceptance of the project the applicant will submit the final scope of work, cost estimates (itemized) and a working drawing(s), with color schemes, for final review by the Development Commission. It will provide approval or make recommendations for alternatives, if deemed necessary.
5. **Final Review.** The Development Commission will review each project's scope of work to determine if it with all applicable codes of the City of Central Point and the goals and objectives of the Building Façade Loan Program. Upon approval by the Development Commission a Loan Agreement will be signed between the Applicant and the Development Commission. Allow at

least thirty (30) days for this process.

6. **Contractor Bidding.** The applicant will solicit bids from qualified contractors to perform the work as stated in the approved Scope of Work. A qualified contractor is defined as one regularly doing business as a Contractor, being able to acquire and maintain the required insurances.
7. **NO WORK CAN BEGIN ON PROJECT UNTIL CONTRACTS /LOAN AGREEMENTS ARE PROPERLY EXECUTED.**
8. **Rehabilitation Monitoring.** A representative of the Development Commission will monitor the approved Scope of Work to assure compliance with the Building Façade Loan Agreement.
9. **Final Inspection and Project Close-Out.** When the Contractor has completed the rehabilitation and submits an invoice for final payment, a final inspection of the work will be made by a representative of the Development Commission and the Applicant. The Loan payment will be issued upon the acceptance by the Development Commission's representative and the Owner and upon receipt of all warranties and guarantees. If the work is not completed as per the specifications, the Loan will be withheld until all work is satisfactorily completed.

PROJECT COMPLIANCE:

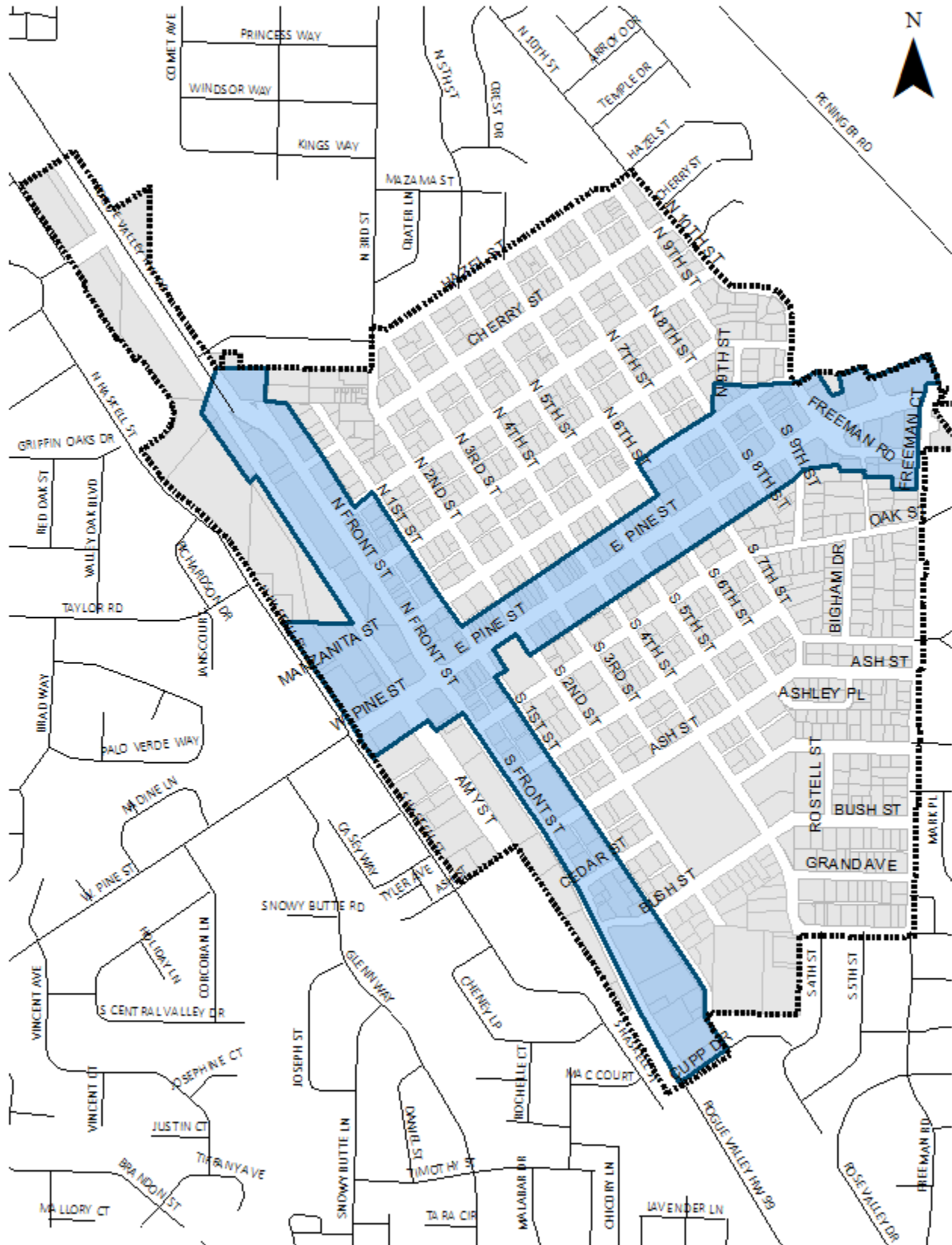
The Applicant for the Building Façade Loan Program is advised of the following Program Compliance requirements:

1. **Eligible Structures.** Only those structures within the Downtown Area are eligible for Building Façade Loans. No exceptions to this requirement are available. A map of these boundaries is attached.
2. **Codes and Ordinances.** All work must comply with applicable codes of the City of Central Point.





EQUAL OPPORTUNITY:

All Applicants for financial assistance shall be given equal consideration and no person shall be excluded from participation, denied program benefits or discriminated against because of race, color, religion, gender, ancestry, national origin or handicap.

THE BUILDING FAÇADE LOAN PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHEN APPLICABLE.



Legend

-  UR_Street_Names
-  UR Boundary April 2013
-  Building Facade Eligible Properties
-  Building Facade Eligible Properties

BUILDING FAÇADE LOAN PROGRAM APPLICATION
City of Central Point

Property Owner _____

Business Name _____

Address _____

Tax parcel ID# _____

Phone: _____ E-Mail: _____

Total Project Cost _____

Requested Loan Amount _____

Application Checklist:

- _____ Verification of Ownership (copy of Deed)
- _____ Tax Statement (evidence that real estate taxes are current)
- _____ Verification of Property Insurance
- _____ Two (2) copies of a color photo of façade to be rehabilitated
- _____ Written Scope of Work and Preliminary Cost Estimates
- _____ Drawings of the proposed project
- _____ Qualifying Property's Latest Annual Income and Expense Statement

Applicant shall indemnify, defend and hold harmless the City of Central Point, the City of Central Point Redevelopment Commission, its officers, directors and employees from any and all loss, cost damage, expense, claims and liabilities, including without limitation attorneys' fees, arising out of or in connection with work performed under this contract. This provision shall survive the termination of this Agreement.

The undersigned, individually and on behalf of the above-named entity, agrees to all of the above guidelines and stipulations.

Signature of Applicant

Date

Community Development Director

Date Received