

Campustown Façade Grant

Application Packet

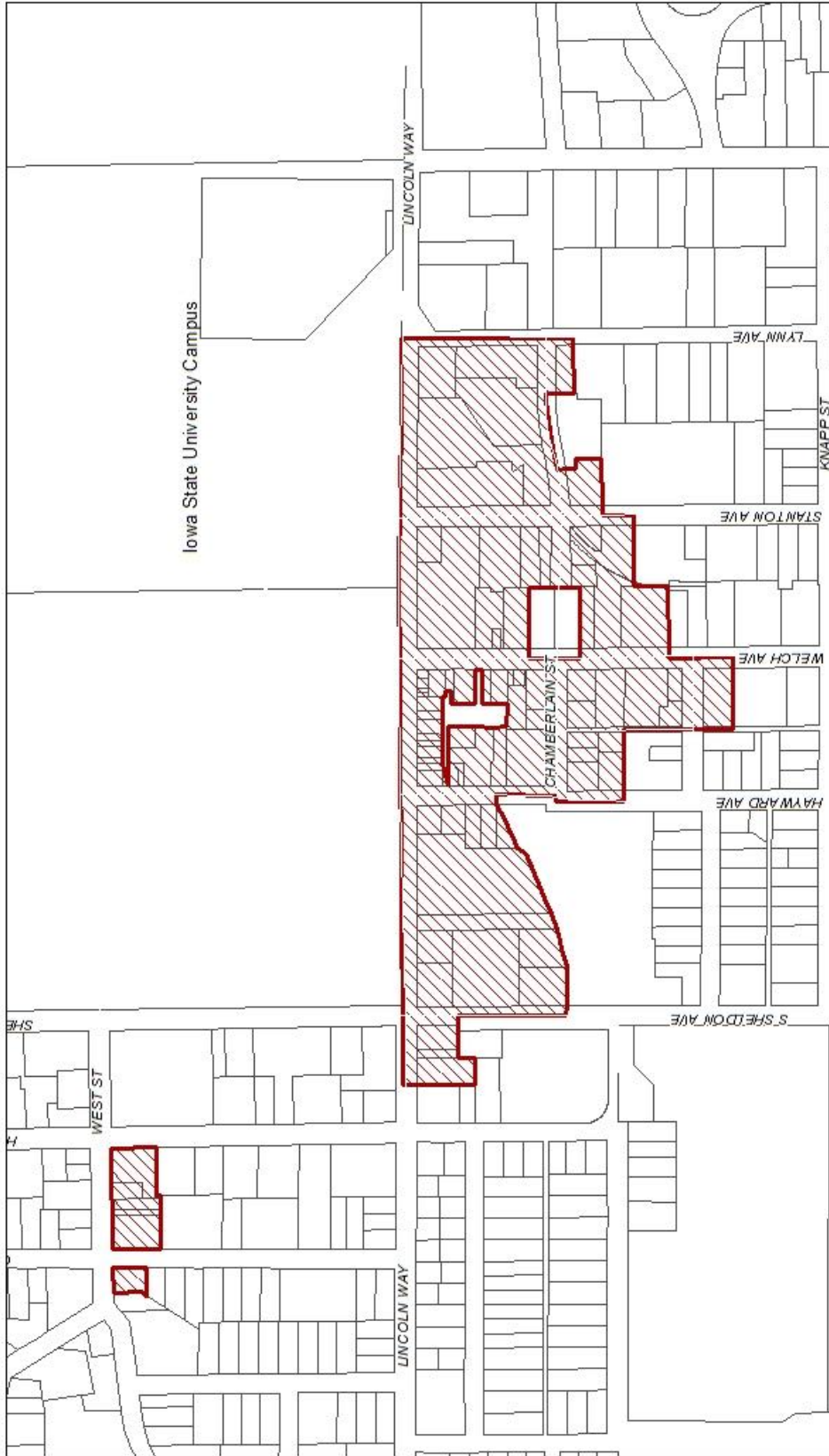
Steps towards a successful application:

- Review the *Campustown Façade Improvement Program Idea Book* as you plan your façade improvements to determine how your project design can be eligible for the grant. Also review the zoning standards in Chapter 29 of Ames Municipal Code, which are mandatory for all improvements.
- Consider engaging a design professional for your project, as the City will pay up to \$2,000 to reimburse fees for these services if a Campustown Façade Grant is approved.
- Meet with Planning and Housing staff prior to completing the application. Staff will advise you if it believes your proposed improvement project is consistent with the *Campustown Façade Improvement Program Idea Book* and assist you in the application process.
- Submit your completed Application Form, required information and Checklist (attached) to the Planning and Housing Department. Planning staff will review your application for eligibility and completeness. If additional information and materials are needed before the application is eligible and complete, staff can assist you.
- Staff will inform you when City Council will consider your request. It is beneficial for you or your representative to attend this meeting in order to answer questions of the Council.
- After City Council awards grants, the Inspection Division will inspect the building and, if necessary, arrange for an evaluation by a structural engineer at City expense.
- Projects approved for grant awards are required to be completed within the same calendar year of the grant award. If awarded a façade grant, improvement projects are required to complete the following steps to comply with the grant program. During spring of the grant program year, grant(s) will be awarded by City Council, any required permits for the improvement project will be issued by the Inspections Division, and a “Notice to Proceed” from the Planning Division will be issued for construction on the project. Construction on the grant improvement projects will be completed by the end of summer of the grant program year to allow for the grant recipient to submit copies of all paid invoices to the Planning Division for payment of the approved grant funds by November of that year.
- Upon completion of the improvements, the Building Official and Planning Department staff will inspect the project to ensure construction meets code and that all noted pre-existing defects in the building façade have been repaired and that the completed project is consistent with the grant application.

For more information or to schedule a pre-application meeting, please contact:

Department of Planning and Housing
Ames City Hall
515 Clark Avenue, Room 214
Ames, Iowa 50010
515-239-5400
planning@cityofames.org

Campustown Facade Improvement Program



 Campustown Facade Grant Eligibility Area

November 2015
Map prepared by Ames Planning and Housing



Campustown Façade Grant

Application Form

1. **Project Address:** _____

2. **Property Owner:** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ Email: _____

3. **Applicant:** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ Email: _____

4. **Designer:** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ Email: _____

I certify that to the best of my knowledge I have submitted all the required information to apply for approval of a Campustown Façade Grant and that the information is correct.

I have read and agree to abide by the “Eligibility, Terms, and Conditions” of the Campustown Façade Grant Program.

I have contacted the Building Official and have included in this project all work to correct code defects.

Signed by: _____ Date: _____
Applicant

Print Name

Campustown Façade Grant

Checklist

Provide the following information with your application:

Drawings or images illustrating the design of proposed improvements, including:

- Property address
- Date of preparation
- A minimum of one exterior elevation of the front facade and any other areas needed to convey the complete design proposed. (Clearly show dimensions and detail of all proposed architectural features. Enlargements of individual features are recommended.)
- Labels identifying existing and proposed architectural features
- Labels identifying existing and proposed types of materials
- Overall dimensions of the front façade and dimensions of the individual components that are to be modified.
- Location, type, materials, lighting, and dimensions of any proposed signs

Written statement that includes the following:

- A description of the proposed project. Please describe how the proposed design incorporates any of the following design concepts, more fully described in the *Campustown Idea Book*:
 - Transparent Campustown
 - Social Campustown
 - Diverse Campustown
 - Identifiable Campustown
 - Historic Campustown

If the proposed project incorporates the design concept of Historic Campustown, give a brief description or any information relating to the history of the building and/or the historic design of the facades.

- A description of the types of materials that exist on the front facades of the buildings.

Structural integrity and constructability of the project: Address what investigation has been done to review the structural integrity of the building and the constructability of the proposed improvement project. Please include information regarding any potential complications in design or construction of the proposed façade improvements. The following questions should be considered:

- What structural modifications are necessary for your proposed project?
- How does your proposed facade renovation handle water and ice related maintenance issues?
- If your building is a historic building, what efforts are being taken to maintain or preserve the historic character of the building?

- Has a contractor or design professional (architect or engineer) analyzed your proposed facade modifications for constructability? Is your project build-able?
 - Has a contractor or design professional (architect or engineer) weighed-in on the feasibility of your proposed facade modifications? Does the scope of proposed work match the available funds?
- Written permission from the property owner** by signature on the application form for the specific improvements to be financed with the Campustown Façade Improvement Program, if the applicant is a tenant of the building and not the owner of the property.
- Project budget** that includes cost estimates prepared by an architect, engineer, or contractor, including any fees of a design professional.
- Additional images or information** as requested by the City.

Campustown Façade Grant

Terms & Eligibility

1. Eligibility Requirements

- Eligible participants include the owners and/or tenants of buildings located inside the boundaries of the project area for the *Campustown Façade Grant Program*, which contain Office Uses or Trade Uses as defined by the Ames zoning ordinance.
- Ineligible participants include the owners and/or tenants of residential structures and buildings owned by the government, churches and other religious institutions.
- Concurrence of the property owner is required, in writing, before improvements proposed by the tenant can be considered for approval.
- Improvements must be made to one or more of street facing facades of a building and the design of such improvements must comply with the current *Campustown Idea Book*.
- For Historic Facades, grant money will be provided for replacing existing compliant elements only when the proposed project also includes replacing non-compliant elements with compliant elements.
- Grant money will not be eligible for projects where existing facades are already compliant with the design concepts of the *Campustown Idea Book*. A proposal must have additive value of furthering the concepts of the *Campustown Idea Book*.
- Grants may be offered if all non-compliant elements of the entire façade or of all facades intended to be improved are not to be improved under one grant project. However, the improvements must contribute to a project that, when complete, will be generally consistent with all design standards. To determine this, an application must include elevation plans for all facades intended to be improved showing how they are intended to look when complete.
- For all projects for which all improvements will not be completed under the grant, the scope of proposed improvements for the grant shall be visually significant in the context of how the whole building is intended to look when all improvements to the façade are complete. The City may approve a grant based upon a proposed improvement's contribution to the finished product, and may deny a grant for improvements that, while compliant in part, are not visually significant in terms of how the overall building is intended to ultimately look when all improvements to the façade are complete.
- If a project is phased, a grant shall be offered only to those improvements that are done in correct sequence of construction. For example, a finished project may require installing or changing windows, in some cases siding is installed after windows are in place. In such cases the windows would need to be replaced before grant monies may be expended on siding materials.
- Proposed façade improvement must not substantially conflict with one of the design concepts. For example, creating identity cannot obscure transparency.

2. Terms of the Grant Agreement

- **Accounts and Records.** The grant recipient shall maintain books, records, documents, and other evidence pertaining to all costs and expenses incurred and revenues acquired under the grant to the extent and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, equipment, supplies, services, and other costs and expenses of whatever nature for which payment is made with the proceeds of the grant. The grant recipient will retain these records for three years from the date City makes payment of the grant.
- **Administrative Costs.** No grant proceeds shall be used for administrative expenses.
- **Amendments.** These Program guidelines, terms and conditions may be amended from time to time by the Director of the Planning and Housing Department for reasons of operational efficiency or unforeseen circumstances that may arise or conflict with applicable City or State regulations affecting the administration of the Program.
- **Amount of the Grant.** The maximum amount of a single improvement grant will be \$15,000. (Exceptions may be approved by the City Council on a case-by-case basis; allowing for a maximum of \$30,000 in grant funding to be granted for either a project that includes improvements to a second street facing façade on a corner building, or a project that includes improvements to more than one tenant space within the same building.)
- **Cost Sufficiency.** The City does not make any warranty, either expressed or implied, that the proceeds of the grant available for payment of the costs of the project will be sufficient to pay any specific portion of the costs that will be incurred in that connection. The City is under no obligation to advance funds in addition to those specified in the grant approval by City Council.
- **Disbursement of Grant.** Grant funds shall be disbursed to the grant recipient only upon the satisfactory completion of the project in accordance with a design for the project that has been approved by the City. The amount of the payment to the grant recipient will be one-half of the total cost of the work approved for the grant as documented by the bills submitted by the grant recipient, but shall not exceed the total grant amount approved by the City Council.
- **Fees of a Design Professional.** When included in the grant application, the City shall make a grant of up to \$2,000 to reimburse the grant recipient for the documented fees of a design professional other than the grant recipient or family member of the grant recipient.
- **Inclusions and Omission.** The requirements and regulations for Program administration are designed to supplement and amplify the provisions as set forth in the applicable zoning and building code regulations administered by the City of Ames. These regulations, utilized together with the Idea Book and the eligibility and terms, provide the basis for program administration. The lack of any item to be included in the program shall not relieve or release the grant recipient(s), property owner(s), consultant(s), contractor(s) or City from the responsibilities under the provisions outlined in the applicable zoning and building codes and program terms and conditions.
- **Matching Funds.** The grant recipient's expenditures for the project from sources other than the proceeds of the grant shall equal the amount of the grant proceeds.

- **Notice of Award.** An approved recipient of grant funds must enter into a signed grant agreement with the City within a reasonable time after notice of award by the City. Failure to complete and sign a grant agreement may result in forfeiture of the grant award.
- **Tax Payer Identification Number.** After City Council awards grants, all grant recipients are required to provide to the City a copy of Internal Revenue Service Form W-9 Request for Taxpayer Identification Number and Certification. The City will only issue a Notice to Proceed after it receives the W-9 Form.
- **Notice to Proceed.** After the City has approved all design elements, all required permits and received the W-9 form, the City will issue a Notice to Proceed. No work funded by the grant shall proceed until on or after the date of the Notice to Proceed. No reimbursement from grant funds will be made for work carried out before the date of the Notice to Proceed.
- **Statement of Work and Services.** The grant recipient will perform the work in a satisfactory and proper manner, as determined by the City conforming to the approved application, project budget, and project schedule.
- **Permits.** All pertinent permits must be obtained and all work must comply with City, State, and Federal regulations.
- **Report of the City Building Official.** The City Building Official shall determine if the work conforms to all applicable codes and regulations, and that any and all pre-existing code defects in the building façade have been corrected to conform to all appropriate codes.
- **Request for Payment.** The grant recipient shall submit to the City on a form provided by the City a listing of all bills for the materials and work completed and a statement that all work under the approved grant has been completed and that the listing is complete. The grant recipient shall also submit evidence as may be reasonably required to substantiate all payments that are requested, such as lien waivers or conditional lien waivers.
- **Time of Project Completion and Fund Request.** The work approved for the grant shall be completed within six months of the date of the “Notice to Proceed.” The grant recipient shall request grant funds only after the project has been completed in accordance with the approved application. Staff may grant one additional 6 month extension.
- **Use of Grant Funds.** The grant funds shall not be spent on any other purpose(s) than the activities approved in the application.

Scoring Criteria for Campustown Façade Grants

To be used to evaluate competing grant applications and to advise City Council in awarding grants. The purpose of the grant program is to promote investment that creates or expands use and interest within Campustown. Higher scores will be given to projects that meet many of the Idea Book design concepts and create a significant visual or financial impact for the Campustown Area.

IDEA BOOK DESIGN CONCEPTS

Maximum Score 40 Points

The number of points granted in this category shall be based upon the strength of the proposed improvement project to be consistent with the Design Concepts as identified in the Campustown Idea Book. Projects identifying compliance with more of the design concepts deserve more points.

VISUAL IMPACT

Maximum Score 30 Points

- Improvements apply to more than one story on one facade
- Improvements apply to more than one storefront on one facade
- 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 (e.g., it serves as a focal point from a street, is at a prominent intersection, or is larger than other buildings around it)

FINANCIAL IMPACT

Maximum Score 30 Points

- Matching funds exceed the minimum dollar-for-dollar match
- The project includes improvements being made to
 - ensure public safety,
 - establish or preserve the building's structural integrity
 - resist water and moisture penetration
 - correct other serious safety issues
- The façade project is part of a larger project that improves other exterior or interior parts of the building
- The project helps to make use of space that has been unoccupied or used only for storage