

**2008 SRP COMPETITIVE REBATE FUNDING POOL
APPLICATION**

(Note: No City Rebate funding is guaranteed for this project)

THIS APPLICATION IS NO LONGER IN EFFECT IF ALL 2008 REBATE FUNDS ARE COMMITTED OR NO LATER THAN DECEMBER 31, 2008 (see Page 7-F)

CITY OF CLEVELAND

STOREFRONT RENOVATION PROGRAM (SRP)

PART I: PRELIMINARY REBATE APPLICATION

(Effective January 1, 2008 for calendar year 2008)

COMPLETED BY SRP COORDINATOR:

CDC: _____

SRP Coordinator's Name: _____

Project Name/Address: _____

Ward: _____ Application Date: _____ 2008

PHOTO PAGE

***PLACE COLOR PHOTO OF
EXISTING CONDITION HERE***

***(Cannot be processed without clear photo)
35mm or digital photos only***

2008 SRP COMPETITIVE REBATE FUNDING POOL APPLICATION

(Note: No City Rebate funding is guaranteed for this project)

THIS APPLICATION IS NO LONGER IN EFFECT IF ALL 2008 REBATE FUNDS ARE COMMITTED OR NO LATER THAN DECEMBER 31, 2008 (see Page 6-F)

CITY OF CLEVELAND

PART I: PRELIMINARY REBATE APPLICATION **(Effective January 1, 2008 for calendar year 2008)**

COMPLETED BY SRP COORDINATOR:

CDC: _____

SRP Coordinator's Name: _____

Project Name/Address: _____

Ward: _____ Application Date: _____ 2008

Applicant Information

- Applicant's Name: _____
- Legal Name Shown on County Website: _____
- Applicant is: _____ Building Owner -OR- _____ Building Tenant
- Building Permanent Parcel Number is: _____

The National Objective met through assisting his project is: (select one)

low to moderate income area at _____ % -OR-
elimination of slum/blight at _____ % for Census Tract _____

Attachments Required for All Applications:

- Property Tax Status from County website (Taxes/Certified Values Page for Tax Year 2007: Pay in 2008)
- Applicant Debarment Form

FOR CITY USE ONLY:

- City received Application on: _____ City reviewed on: _____
- Property Taxes on this Property are attached as: _____ Current _____ Delinquent
- Applicant Debarment Form is attached and: _____ completed _____ not completed

ACTION TAKEN: _____ Application forwarded to City Design Specialist on: _____ -OR-
_____ Application information or attachments incomplete. Application returned to SRP Coordinator on: _____

City Design Specialist's Notes: _____

A. **Application Information**

1. **Applicant(s) Name(s)** – Print legal name of property owner as listed on deed filed with Cuyahoga County Auditor’s Office, if applicant is owner. **Attach copy from County website: www.cuyahoga.oh.us/auditor.**
-

2. **Is the Applicant the Owner?**
 yes **no** (If no, see #3a or b “Applicant is the Tenant”)

Applicant Owns Property as (check only one and attach required documents):

Building Owner (As an Individual or Co-Owner)

The SRP Application should be in the name of the individual or co-owners. (Attach one of the following ownership documents: copy of property deed, or County Auditor’s website www.cuyahoga.oh.us/auditor.)

Corporation

The SRP Application should be in the name of the Company and should list the officers of the Company. It should also state which officer or officers are authorized to sign the Agreement. (Attach copy of “Active Status” verification from the Secretary of State website’s Business Information page at: www.state.oh.us/sos).

Non-Profit Organization

The SRP Application should state the name of the non-profit, its Executive Director and Board President. (Attach copy of “Active Status” verification from the Secretary of State website’s Business Information page at: www.state.oh.us/sos).

Limited Liability Company

The SRP Application should state the name of the LLC and list the Members. It should state which Member or Members are authorized to sign the Agreement. (Attach copy of “Active Status” verification from the Secretary of State website’s Business Information page at: www.state.oh.us/sos).

Trust

The SRP Application should state the name of the Trust and list the Trustee(s) of the Trust. (Attach copy of entire trust, or pages from the Trust that state the name of the Trust, the name(s) of the Trustee(s) and that authorize the Trustee(s) to enter into this type of Agreement.)

Partnership

The SRP Application should be in the name of the Partnership and list the Partners. It should also state which Partner(s) are authorized to sign the Agreement. (Attach copy of “Active Status” verification from the Secretary of State website’s Business Information page at: www.state.oh.us/sos).

Other (describe)

3a. Applicant is the Tenant

If Applicant is a tenant and the business is incorporated, then the business name on this application should be listed as it is recorded with the Secretary of State and name(s) of principals should be listed as instructed above under listed ownership entities. If the tenant is an individual and is not incorporated, then the tenant should sign as the Applicant individually without listings such as “dba” or “aka.” Attach the following:

- If incorporated or a dba registered with the State of Ohio, a copy of “Active Status” verification from the Secretary of State website’s Business Information page at: www.state.oh.us/sos.
- copy of leasehold agreement for a minimum of one year;
- original copy of letter from the building owner approving tenant’s financial involvement, ability to rehabilitate the property and participate in the Storefront Renovation Program and receive the rebate funds.

3b. Applicant is the Tenant and is applying for the SRP Signage-Only Rebate

Eligible signage-only projects are those that meet one of the following conditions:

- The building rehabilitation is currently under construction with the SRP;
- The building has been completed through the SRP within the last 5 years and the applicant is a new tenant whose signage was not previously addressed through the program.
- The exterior of the building does not require any outstanding renovation or maintenance as determined by the City Design Specialist.

4. Applicant Contact Information

Applicant’s Name & Mailing Address where program-related correspondence should be sent:

Name: _____

Street	City	State	Zip
Applicant Home Phone No.:	()	_____	-
Applicant Cell Phone No. :	()	_____	-
Applicant Business or Daytime Phone No.:	()	_____	-

B. Storefront Rebate Program Exclusions/Restrictions (others may apply)

1. A building owner who has previously received a SRP rebate for the rehabilitation of the building on this application is not eligible for an additional building rebate for the same building. However, a building owner or new commercial tenant would be eligible for the sign-only rebate for business uses not previously addressed through the program – see 3b.
2. Buildings not eligible for the SRP Rebate include, but are not limited to, those built originally as a school, industrial, manufacturing, warehouse, strip-shopping plaza, arcade, mall,.
3. If a commercial building is owned by a church and used in total or in part for sacred purposes, then the SRP rebate cannot be applied to those portions used for sacred purposes. Further, if owned by church but use is non-sacred, then use must be for CDBG eligible activities and recipient demographics may be required. Church “out-buildings” are not eligible.

Storefront Renovation Program
Part I: Competitive Rebate Funding Pool Application (2008)
Page 5

4. If a commercial building is owned by a secular entity, but leased to a tenant for religious functions, then the owner must show proof that said building is in full compliance with all City zoning requirements for the purposes of proper and safe "assembly" use before proceeding with this application. Further, the SRP rebate cannot be applied to those portions of the building used for sacred purposes, although the entire exterior must be comprehensively renovated according to SRP requirements.
5. Conflict of Interest Exclusions: The following individuals are excluded from participating in the SRP Rebate due to HUD regulations regarding conflict of interest. They include, but are not limited to: trustees and employees of the Community Development Corporation (CDC) and their immediate family members; City of Cleveland employees, and any public official.
6. Applicants as contractors: Applicants that personally perform some or all of construction work on the project, or anyone who has a legal ownership interest in the project, will be restricted to a rebate based only on the cost of the construction materials used on that portion(s).

Applicants, or anyone who has a legal ownership interest in the project that use their own employees or subcontractors to complete portion(s) of the project will be eligible for a rebate based on both the cost of materials and labor and are subject to the provisions of the Davis-Bacon Act when costs exceed \$2,000. Additional requirements apply to this category.

C. Building and Tenant(s) Information

1. Name of Building /Project: _____
2. Building Address (include all) _____
3. Type of Building (check one) _____ Traditional (with display windows)
 _____ Non-Traditional(w/out display windows)
4. Current or Proposed First Floor use(s) (check all that apply):
 _____ Retail _____ Commercial Service _____ Other (Explain):
 Number of commercial units: _____ Number occupied: _____
 Number of businesses operating on the first floor level: _____
5. Does building currently contain occupied apartment units? ___ yes ___ no
 If yes, how many units: _____ Number of units currently occupied: _____

Note: Federal Lead Paint Abatement and Uniform Relocation Act (URA) regulations may apply to SRP projects containing residential units.

6. List the names of the business(es) currently operating on the first floor level space.

<u>Business Name</u>	<u>Merchant Name(s)</u>	<u>Telephone No.</u>

Note: The installation of new or rehabilitated signage for existing business tenants will be required as a condition of receiving rebate assistance for the building. It is the building owner's responsibility to coordinate the tenants' cooperation and financial participation in the development of new signage.

D. Applicant's Proposed Improvements and Financial Investment

1. The Applicant is interested in making the following exterior improvements:
 (* **Note: SRP rebate funds are limited to the building's front and /or principal side(s) that are totally exposed to the general public from the main commercial street.**)

a. Building/Surrounding Site

<input type="checkbox"/> Signage	<input type="checkbox"/> repair	<input type="checkbox"/> replace	<input type="checkbox"/> install
<input type="checkbox"/> Storefront display windows	<input type="checkbox"/> repair	<input type="checkbox"/> replace	
<input type="checkbox"/> Upper floor windows (only those on the principal elevations*)	<input type="checkbox"/> repair	<input type="checkbox"/> replace	
<input type="checkbox"/> Canvas Awnings	<input type="checkbox"/> repair	<input type="checkbox"/> replace	<input type="checkbox"/> install
<input type="checkbox"/> Brick or stone	<input type="checkbox"/> repair	<input type="checkbox"/> replace	
<input type="checkbox"/> Siding	<input type="checkbox"/> repair	<input type="checkbox"/> replace	<input type="checkbox"/> paint
<input type="checkbox"/> Visible Roof (excludes flat roofs)	<input type="checkbox"/> repair	<input type="checkbox"/> replace	
<input type="checkbox"/> Addition (limited to existing building only; excludes rear additions)			
<input type="checkbox"/> Landscaping/fencing	<input type="checkbox"/> repair	<input type="checkbox"/> replace	<input type="checkbox"/> install
<input type="checkbox"/> Irrigation System	<input type="checkbox"/> repair	<input type="checkbox"/> replace	<input type="checkbox"/> install
<input type="checkbox"/> Lighting	<input type="checkbox"/> repair	<input type="checkbox"/> replace	<input type="checkbox"/> install
<input type="checkbox"/> Signage	<input type="checkbox"/> repair	<input type="checkbox"/> replace	<input type="checkbox"/> install
<input type="checkbox"/> Sidewalks	<input type="checkbox"/> repair	<input type="checkbox"/> replace	
<input type="checkbox"/> Aprons	<input type="checkbox"/> repair	<input type="checkbox"/> replace	
<input type="checkbox"/> Driveways	<input type="checkbox"/> repair	<input type="checkbox"/> replace	
<input type="checkbox"/> Curbs	<input type="checkbox"/> repair	<input type="checkbox"/> replace	
<input type="checkbox"/> Treelawns	<input type="checkbox"/> repair	<input type="checkbox"/> replace	<input type="checkbox"/> install

Other proposed exterior improvements: _____

Note: Parking Lot Site Improvements (paving and drainage costs) are not eligible for the Storefront Renovation Program Rebate. However, site improvements such as landscaping, fencing etc. are eligible for parking lot areas located directly adjacent (but not behind) the building being rehabilitated. Parking lot site improvements are required to be included with the building in cases where the parking lot is located directly in front of the building being rehabilitated.

2. The Applicant is willing to spend the following on the above improvements Before the Rebate is issued. (**Check only one**) Selection does not include potential rebate amount.

_____ \$ 5,000 - \$10,000	_____ \$35,000 - \$40,000
_____ \$10,000 - \$15,000	_____ \$40,000 - \$45,000
_____ \$15,000 - \$20,000	_____ \$45,000 - \$50,000
_____ \$20,000 - \$25,000	_____ \$50,000 - above
_____ \$25,000 - \$30,000	

E. SRP Contract Submission Requirements / Funding Deadline Acknowledgement

- I understand that the ability to receive a rebate funding commitment from the City of Cleveland in 2008 via an executed contract with the City (not this application) is competitive against all eligible project applicants across the City. Applicants eligible for a rebate funding commitment must be able to complete the required program development steps necessary to sign a SRP contract (Rebate Agreement) with the City. Rebate funding will be awarded on a first-come, first-served basis until all **available funds are committed or before the City's funding deadline of December 31, 2008**. This application becomes void after that date and will be terminated from the program. **There is no project carry-over into 2009.**
- Note: Projects not funded in 2007, where architectural costs were incurred, are eligible for reimbursement of these costs only if a signed re-initiation form is submitted for the current year and, eventually, a Rebate Agreement is executed with the City. (signage only rebate not eligible for architectural rebate)

F. Applicant Acknowledgement

The Applicant acknowledges that this is application only and not a contract for rebate assistance. No funds are obligated until a fully signed Rebate Agreement is executed with the City of Cleveland.

In addition, I hereby affirm that all information contained in the Application, Part I is true to the best of my knowledge and belief.

_____ Property Owner's or Applicant's Signature	_____ Date	_____ Daytime Telephone Number
_____ Co-owner or Partner's Signature (s)	_____ Date	_____ Daytime Telephone Number
_____ Co-owner or Partner's Signature (s)	_____ Date	_____ Daytime Telephone Number
_____ CDC Representative Signature	_____ Date	

Note: Applicant must also complete the attached form regarding debarment/suspension status when applying for/receiving federal funds.

**End of SRP Competitive Rebate Funding Pool
 Application Part I**

**(Return to SRP Coordinator to initiate Part II
 which completes the Application Process)**

Project Name/Address: _____

CDC Name: _____

THIS FORM HAS BEEN COMPLETED BY THE:(check one)

Applicant: _____

Contractor: _____

Architect or Engineer: _____

**CITY OF CLEVELAND
STOREFRONT RENOVATION PROGRAM**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

(1) As an Applicant applying for, or a Contractor working on a project funded through, the City of Cleveland's Storefront Renovation Program, I (we) certify to the best of my (our) knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three year period preceding the effective date of this SRP Application been convicted of or had a civil judgment rendered against me or _____ **(applicant or contractor's name)** for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of these statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signed: _____
(Authorized SRP Applicant(s) or Contractor Name/Title)

DATE

Print Name: _____

SUBMISSION REQUIREMENTS:

- **SRP Applicant – attached to SRP Application Form Part I**
- **SRP Contractor(s) – attached to Labor Description Form with bid package – 100% Compliance Required**