

REVITALIZATION GRANT

CITY OF MARYSVILLE DOWNTOWN REVITALIZATION PROGRAM
2008-2010 BUILDING IMPROVEMENT PROGRAM

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Historic Uptown Marysville Ohio

2008–2010 Guidelines and Specifications



CITY OF MARYSVILLE

DOWNTOWN REVITALIZATION PROGRAM

Uptown Marysville to Receive \$400,000 Grant

December 4, 2008 - The City of Marysville and the Uptown Renewal Team have learned that they have received a \$400,000 downtown revitalization grant through the Comprehensive Downtown Revitalization Program. "This grant will lead to approximately \$5.1 million in investment" stated Mayor Chris Schmenk.

Marysville was one of six communities to receive a grant. The city competed against nine other communities including Celina, Chillicothe, Fostoria, Geneva, Marion, Montpelier, Piqua, Whitehouse and Williard. "This program is very competitive and we are thrilled to have been selected" stated Mayor Chris Schmenk.

The grant will be utilized for a building improvement program consisting of approximately \$170,000 for streetscape improvements, \$170,000 in infrastructure improvements, and \$60,000 for grant administration. Building improvements will be made to twenty-four buildings in Uptown Marysville. Improvements range from new roofs, windows, façade replacement, ADA and code compliance. "This could have significant impact on the aesthetics and economic viability of Uptown Marysville" stated Jim Cox, Chairman of Uptown Renewal Team.

The main objective of the CDRP is to assist in the revitalization of Central Business Districts and aid in the elimination of slums or blight. Under the CDRP, there are three "Tier" programs. The City of Marysville and the Uptown Renewal Team received a Tier One grant in 2005 in the amount of \$15,000. The grant was used for developing the Marysville Uptown Revitalization Plan and Marketing Study. This year, the City of Marysville will receive the maximum grant allowed under the Tier Two Program.

Tier II Revitalization Partners



City of Marysville DOWNTOWN REVITALIZATION PROGRAM BUILDING IMPROVEMENT GUIDELINES 2008 - 2010

PURPOSE

The Building Improvement Program is part of a comprehensive downtown revitalization effort that is to provide financial assistance to building and/or business owners in the Uptown Marysville Revitalization District for the purpose of rehabilitating building facades and correction of code violations. All rehabilitation work must be respectful of the historic character of the building, with every reasonable effort made to preserve the distinguishing original stylistic features of the building.

The Building Improvement Program will make grant funds available on a 60/40 matching basis with a maximum grant dollar amount of \$25,000 available per building.

PROGRAM DETAILS

APPLICATIONS

The City of Marysville Division of Engineering began accepting applications on July 1, 2009. Building/business owners who previously committed to projects in the Downtown Revitalization application are considered "Tier 1 Applicants" and were given first priority. Applications from Tier 1 participants had to be submitted by September 1, 2009 in order to retain priority status. Applications are now accepted on a first-come first-served basis.

If a building and business owner both intend to apply for assistance on the same building, an agreement must be reached as to how to split the grant for necessary projects in that building. The maximum grant amount is limited to \$25,000 per building.

REVIEW AND APPROVAL

The Grant Coordinator will forward the application to the Ohio Historic Preservation Office (OHPO) for review and approval as required. The applicant will be advised if the project also requires approval by the local Design Review Board (DRB) and if so, must also complete a DRB application. To be considered in the month submitted, applications must be received 10 working days prior to the monthly DRB meeting regularly scheduled for the second Wednesday of each month. Following approval by OHPO and DRB if applicable, the applicant will receive a Letter of Commitment from the City of Marysville and the project can be bid out.

SPECIFICATIONS

GRANT CLOSING AND PAYMENT

WORK SPECIFICATIONS AND BIDDING PROCESS

The Grant Coordinator will assist in the preparation of work specifications for the approved project and provide bidding instructions. The applicant is responsible for bidding out the job using the specifications provided by the Grant Coordinator. Applicants will be required to send out bids to a minimum of 3 contractors and receive a minimum of 3 bids in order for the bids to be considered valid. Detailed bidding instructions will be provided with the specifications. Bids secured prior to approval granted through the Letter of Commitment will not be accepted. Applicants may bid jobs only to contractors approved by the Grant Coordinator.

Sealed bids must be submitted to the Zoning office in City Hall by date designated on bid package. Bids will be opened publicly by a City representative and at least one witness. Applicants are encouraged to attend the bid opening.

All projects over \$2,000 must pay Davis Bacon Federal Prevailing Wages to all employees or subcontractors working on the project (unless contractor who owns firm completes all work him/herself) or actual installation is less than \$2,000.

GRANT CLOSING AND PAYMENT

Following the bid opening and receipt of an acceptable bid, a grant closing will be scheduled by the Grant Coordinator. The participant's match must be provided at the closing in the form of a cashier's check payable to the contractor. The check will be held by the City until payment is due. Closing documents will include a construction contract to be signed between the applicant and the contractor as well as other City of Marysville program documents.

The project must be completed within 60 days. Partial and final payment will be made to the contractor following satisfactory inspections by the Grant Coordinator and city and county officials. Additionally, a payment request form must be authorized by the applicant and Grant Coordinator. The first payment(s) to the contractor will be paid by the participant with the remaining payment up to the maximum award paid by the City directly to the contractor. All participant payments paid to the contractor must be in the form of a cashier's check.

HOW TO QUALIFY

Persons owning a building or operating a business located in the Uptown Marysville Revitalization District are eligible to apply. A tenant must have authorization from the building owner.

All property tax payments must be current in order to qualify for participation in the program.

Must be able to provide private match funds to qualify for matching grant funds and evidence of funds will be required at the grant closing.

Work involved with the project cannot start until the applicant has received a Letter of Commitment from the City of Marysville.

Participants must become a member of the Marysville Uptown Renewal Team prior to the submission of the final payment request form.

ELIGIBLE USE OF FUNDS

APPLICATION PROCESS

ELIGIBLE USES OF FUNDS

Funds are available for code and façade improvements and can include:

Code work: HVAC upgrades, roofs, ADA access, structural issues (foundation, uneven floors), plumbing, wiring, and fire code improvements

Façade work: windows/doors, awnings, painting, cleaning, tuck pointing, and signage

Cosmetic projects are not eligible for grant funds (i.e., light fixtures, carpet, wallpaper) although these items can be part of 50% private match.

APPLICATION PROCESS

The following information must be provided with the Building Improvement Application:

1. Proof of property ownership (warranty deed) or if tenant, authorization from property owner.
2. Detailed description of the work to be completed and cost estimates.
3. Photos of building to be improved and of adjacent properties.
4. A sketch or rendering of the proposed finished exterior including materials, colors, signage and awnings.
5. Schedule of work to be completed.
Note: For those projects that may involve further renovations, we encourage submittal of your long-term plans.
6. Proof of taxes paid and current. Available through the County Auditor's office – contact 937-645-3003.

Other applications may be applicable to your project. Please contact the City Planner at 937-645-1034 for more information regarding any other City requirements.

In order to be eligible for the grant matching funds, the work on the project cannot begin until a Letter of Commitment has been received from the City of Marysville. Evidence of match funds must be provided at the grant closing.

For additional information, contact:

Grant Coordinator
Mid-Ohio Regional Planning Commission
1-800-886-6772 or
614-233-4180

DISPELLING THE MYTHS

Myth

I submitted a Letter of Commitment in the Downtown Revitalization Tier 1 application and I am “stuck” with the construction plans that I submitted.

Fact

Your initial commitment was intended to show your commitment to the program. Your construction plans and project scope can change. You will not be held to what was outlined in the original commitment letter. A new application will be required.

Myth

The application process is bureaucratic and lengthy.

Fact

The business/building owner must submit a one-page Downtown Revitalization application with minimal attachments. If applicable, a Design Review Board application must be submitted to the City which is a requirement independent of this program. There are some government regulations that must be adhered to but the Grant Administrator will assume those responsibilities as much as possible. The Grant Administrator will send the application to the Ohio Historical Preservation Office as necessary. Assistance will be provided in the preparation of construction and bid documents and with the bidding process. A final inspection of the work will be done by the Grant Administrator to ensure quality performance.

Myth

The requirement to comply with Davis Bacon prevailing wage rates will significantly increase the cost of the construction and essentially wipe out the match benefit.

Fact

While it is accurate that the construction job must be bid to comply with Davis Bacon, it is not known what the added costs (if any) might be to the project until the job is actually bid out. Prevailing wage applies only to labor, not material. A contractor performing all work alone is not required to pay himself prevailing wage. A legitimate sub-contractor working alone falls into the same category.

Myth

I won't be able to do the work that I want to or choose the materials that I want to.

Fact

Funds are available for code and façade improvements and can include:

- * Code work: HVAC upgrades, roofs, ADA access, structural issues (foundation, uneven floors), plumbing, wiring, and fire code improvements.
- * Façade work: windows/doors, awnings, painting, cleaning, tuck pointing, and signage
- * Cosmetic projects are not eligible for grant funds (i.e., light fixtures, carpet, wallpaper) *although these items can be part of your match.*

Some projects may require specific materials per the Ohio Historical Preservation Office guidelines but most projects will not be subjected to this. The Grant Administrator will work with you to determine what might be applicable.

Myth

I have to use a contractor from the program's approved contractor list and can't use the contractor of my choice.

Fact

While all contractors must be on the approved contractor's list, any qualified contractor can submit to be on that list. If your contractor is not the lowest bidder and you still would like to use him, you may elect to pay the difference between his bid and the lowest bid. With justification, there are times that the lowest bidder may not be considered the winning bidder.

Example: Low Bid is \$20,000. You pay \$8,000 City of Marysville pays \$12,000

Low Bid is \$20,000.00, your preferred contractor's bid is \$22,000.00. You pay \$10,00.00, the City pays \$12,000.00.

Myth

It's too much work. I don't want to spend the time or money to see if I have an eligible, feasible project.

Fact

It starts with the simple application...the Grant Administrator will take it from there. There is no cost to go through the process and there is no obligation to try.

City of Marysville
DOWNTOWN REVITALIZATION PROGRAM
BUILDING IMPROVEMENT APPLICATION
2008-2010

Please fill out the application completely and submit it along with applicable documents to:
City of Marysville, Division of Engineering, 125 East 6th Street, Marysville, OH 43040.

APPLICANT INFORMATION

Name _____ Date _____

Email Address _____

Business Name _____

Property Address _____ Age of Property _____

Property Owner _____

Business Mailing Address _____

Business Daytime Phone Number _____

DESCRIPTION OF IMPROVEMENTS REQUESTED: _____

TOTAL PROJECT COST _____

GRANT AMOUNT REQUESTED UP TO \$25,000 _____

SOURCE OF MATCH FUNDS _____

Match must be equal or greater than grant amount requested. Match funds must be provided at grant closing in the form of a cashier's check payable to the contractor and will be held by the City until payment is due.

CHECKLIST: The following items must be attached to your application:

1. Proof of property ownership (warranty deed) or if tenant, written authorization from property owner.
2. Detailed description of the work to be completed and cost estimates.
3. Photos of building to be improved and of adjacent properties.
4. A sketch or rendering of the proposed finished exterior including materials, colors, signage and awnings.
5. Schedule of work to be completed.

Note: For those projects that may involve further renovations, we encourage submittal of your long-term plans.

6. Proof of property taxes paid and current. Available through the County Auditor's office - contact 937-645-3003.

Other applications may be applicable to your project. Please contact Grant Administrator at 1-800-886-6772 or the City Planner at 937-645-1034 for more information.

PLEASE NOTE : If you do not have all the above mentioned items attached to your application, it will be considered an incomplete application and will not move forward through the process until all items are received.

ESTIMATED GRANT CLOSING DATE 60 DAYS FROM DATE OF APPLICATION

Print Name _____ Signature _____

CONTACTS

Grant Coordinator
Mid-Ohio Regional Planning Commission
1-800-886-6772 or
614-233-4180
kwerkmeister@morpc.org

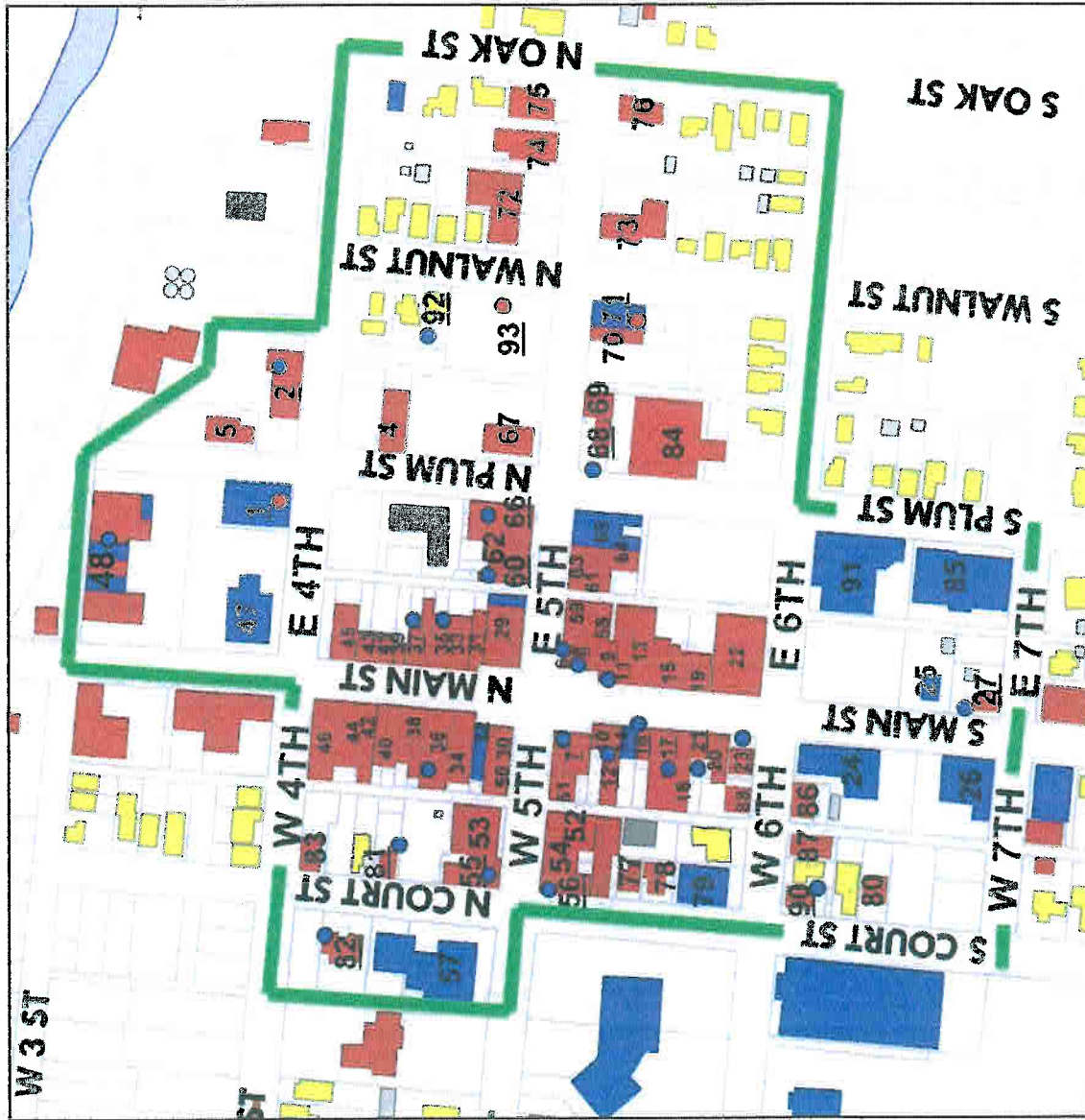
Greg DeLong, planner
City of Marysville
937-645-1034
Greg DeLong
gdelong@marysvilleohio.org

Gretchen Friend, manager
Uptown Renewal Team
937.645.3087
gfriend@unioncounty.org

Mary Sampsel, Chief Building Official
Union County Assistant County Engineer
937-645-3132
msampsel@co.union.oh.us.

City of Marysville, CDBG DT FY '08 Target Area

Public/Private Rehabilitation Projects



- Govt, Public, Nonprofit
- Commercial
- Residential
- Ancillary/Storage
- Private Rehab Project
- Leverage Project

Note: Buildings # 3, 28, 49 are outside the target district and have been removed from the building count. Therefore, 89 total buildings are in the target district even though the numbering system accounts for 93.