

CENTRAL ROCKLIN AREA FAÇADE, REVITALIZATION & ACCESSIBILITY GRANT PROGRAM GUIDELINES 2013-2014

“Your storefront is a billboard advertising 24 hours a day, seven days a week, and 365 days a year.”

The appearance of buildings and structures is the basis of the public’s overall impression of Rocklin; it plays an important role in marketing Central and Downtown Rocklin as a special place in the community. Improving the physical appearance of buildings will promote the attraction and retention of business operations, halt property value deterioration, and promote economic growth.

I. Purpose

The Central Rocklin Area Façade, Revitalization & Accessibility Grant Program is designed to encourage revitalization by means of private investment through renovations and quality improvements in the visual appearance of building façades and to improve accessibility to commercial structures within the (CRA). The Façade Grant Program also strives to leverage private improvements while making revitalization efforts affordable, creative, and community based. The CRA covers the Pacific Street corridor from Sunset Boulevard to Midas Avenue and the Rocklin Road corridor from the I-80 freeway to Front Street and along the west side of Front Street from Rocklin Road to C Street (see attached map for specific boundaries). The CRA hosts a variety of business and office uses – all of which are eligible for the façade grant program.

The program will:

- (a) provide financial assistance to property and/or business owners;
- (b) preserve the unique character of the CRA and foster a sense of place;
- (c) encourage repairs and improvements using quality materials and workmanship in the renovations;
- (d) attract new businesses;
- (e) compliment other revitalization efforts; and
- (f) help to provide an attractive, comfortable place to shop, work, live and socialize.

II. Eligibility Requirements

- (a) Applicants for the grant program can be either the property owner or tenant. The tenant must provide the property owner’s signature on the application.
- (b) Tenants and property owners of multi-tenant or multi-storefront buildings are **strongly encouraged** to work together to apply collectively for one larger project to renovate the entire building, rather than single storefronts or tenant facades.
- (c) The building or property must be located within the Central Rocklin Area (see attached map).
- (d) Grants are only available for rehabilitation work that is visible from the public right-of-way and improves the site’s appearance when seen from public streets or pedestrian ways. If the proposed project does not include all visible sides of a building, the proposed modifications must demonstrate compatibility with the existing unchanged portions of the building.

- (e) All work done must be in accordance with the City of Rocklin Code and all required permits must be obtained.
- (f) In certain circumstance, grant awards MAY be used to correct outstanding code violations, at the discretion of the Grant Review Committee.
- (g) Generally, work begun after approval by the Grant Review Committee will be eligible under the grant program. Work in progress or performed before approval MAY not be eligible.
- (h) Any changes to the approved plan (including contractor change orders) will require a written request from the applicant and approval by the Grant Review Committee in order to maintain approval and retain the grant. Staff will inspect work, following completion of project to confirm outcome as proposed.
- (i) Grants may be subject to cancellation if not completed or significant progress has not been made by the project completion deadline or within 6 months, whichever comes first. Requests for extensions will be considered only if made in writing and progress toward completion has been demonstrated.
- (j) Routine maintenance procedures, such as re-roofing, painting or minor repairs to existing materials may be eligible for a grant if they provide a reasonably noticeable change or improvement to the building or the site. Re-roof projects, in particular, that are not visible from the public right-of-way are not eligible (see II.(d) above). (Routine maintenance is defined as minor work to a building or structure, for which a building permit is not required by law, where the purpose and effect of such work is to correct any deterioration or decay of or damage to a structure or any part thereof and to restore the structure or part thereof, as nearly as may be practicable, to its condition prior to the occurrence of such deterioration, decay or damage.)
- (k) Landscaping and fencing may be eligible for a grant as a stand alone project if they provide a reasonably noticeable change or improvement to the site. Replacement and upgrading of landscaping and irrigation is encouraged and may be considered eligible for funding if such activities will result in the addition of desirable features such as trees, shrubs, and the creation of new planters.
- (l) All work must comply with the Grant Program's Guidelines and Grant Program Design Guidelines and be approved by the Grant Review Committee.
- (m) All contractor(s) must be identified at the time of signing the grant agreement. The contractor(s) must be licensed to work in the City of Rocklin.
- (n) The following types of property are **not eligible** without City Council approval:
 - 1. Tax delinquent property
 - 2. Property in litigation
 - 3. Property in condemnation or receivership
- (o) Construction of a new building, wherein a building does not exist or wherein a building was demolished to construct a new building is eligible for funding.

- (p) The applicant and/or property(s) owner commit to maintain grant-assisted improvements for a minimum of five years after completion.

III. Grant Amounts and Participation

There is approximately \$70,000 in funding available for façade grants for 2013-2014. This program is a matching grant based on 50:50 (City of Rocklin Funds: Applicant Funds) participation. This program is a reimbursement-based program that offers up to \$15,000 or 50 percent (50%) of approved project costs, whichever is less. Multiple improvements may be made under a single grant request. Owners with multiple properties can apply for assistance on more than one property and may be awarded multiple grants for eligible projects. Additional funds may be awarded on a case-by-case basis depending on the scope of the project and applicant investment. Reimbursement will be made only after approved work is completed and proper submission of documentation indicating work completion along with all paid receipts has been reviewed and verified to meet the approved grant application.

Grant awards will be allocated to quality projects that will provide noticeable enhancements to properties based on the following types of eligible projects:

1. Vacant buildings being converted into an active use, which must be disclosed in the application. Improvements made to a vacant building for the sole purpose of placing it on the market for sale do not qualify for a grant.
2. Removal and replacement of inappropriate or incomplete exterior and/or restoration of original front facade
3. Completion of a new front façade
4. Demolition of an existing building
5. Improvements to the main entryway/door
6. Secondary façade (if visible from a public right-of-way)
7. New addition
8. Creation of a new surface parking lot
9. Site improvements/improvements to an existing surface parking lot
10. Handicapped Accessibility
11. Rear façade (if visible from a public right-of-way)
12. Repainting
13. Re-roofing (if visible from a public right-of-way)
14. Landscaping
15. Fencing (if visible from a public right-of-way)
16. Existing sign repair, replacement, and/or energy efficiency upgrades for legal conforming signs (must be part of a larger project). Up to 25% of the total project costs may be reimbursed. New signs where there are no existing permanent signs and legal non-conforming signs are not eligible.

Awards for eligible projects will be made on a first come, first serve basis, until the funds have been exhausted or the funding period ends on April 1, 2014, whichever comes first. Applications must be deemed complete (see Section IV below) before being

considered for an award (see V below).

IV. Application Materials

(a) Applications are available at www.rocklin.ca.us/facadeprogram or from the Economic and Community Development Department, 3970 Rocklin Road, Rocklin, CA 95677. Applications must be submitted to the City within the submittal deadline in order to be considered for the program. Application packages must include enough documentation to illustrate the visual impact of the project and its cost. **Failure to provide required information may delay the review process or cause the application to be ineligible.**

(b) The application materials to submit include:

- i) A completed application form.
- ii) Color photographs of the existing conditions.
- iii) Accurate scaled drawings of the proposed improvements (including landscaping enhancements).
- iv) Manufacturer's literature and specifications for windows, doors, roof materials, paint chips showing actual colors to be used, etc. Samples of materials may be included or may be requested during the review process.
- v) Any other documentation necessary to illustrate the visual impact of the proposed project.
- vi) At least two competitive bid proposals from licensed contractors that include prevailing wage, if applicable. Prevailing wage is required if the City contribution will exceed \$2,000. These proposals should provide detailed information about the work to be completed, the costs, and the project schedule. (NOTE: An application will not be considered complete or forwarded on for Grant Committee review without two bids that include prevailing wage, if applicable.)
- vii) Owners or applicants who are in the contracting business, and intend for their company to perform work on their own properties or businesses, must furnish at least two proposals for the work other than their own.
- viii) Owners and applicants (as private individuals) may perform work on their own buildings; however, they will not be reimbursed for their time while acting as contractor and/or installing material. Material costs and the labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project by the employees, the rate of pay, the employee's social security numbers, etc. Any contract over \$2,000 is subject to Federal Labor standards; therefore, the contractor's employees must be paid the prevailing wage, if applicable.
- ix) The applicant may be required to obtain a building permit for certain types of construction work. Building permit fees are based upon the value of work. Applicants should call the Building Division at (916) 625-5120, if they are interested in receiving an estimate of those fees. These costs must be included in the application.
- x) The American with Disabilities Act requires some handicap upgrades when a

building permit is required. Please contact the Building Division about possible additional costs and include these in the application.

- xi) Construction documents, if applicable, do not need to be submitted until project is approved and submitted for permitting.

V. Application and Review Process

- (a) Meeting with staff is strongly encouraged prior to submitting an application. Call (916) 625-5130 to schedule.
- (b) Applications must be submitted to the Economic and Community Development Department, 3970 Rocklin Road, Rocklin, CA 95677, during the 2013-2014 application period until April 1, 2014. Staff will determine if the application package submitted is sufficiently complete to process further. Eligibility of the property and the proposed project will be verified.
- (c) The property owner(s) as well as the applicant must sign the application agreeing to the General Conditions as set forth therein.
- (d) Applications will be accepted from June 26, 2013 until the available funds for 2013-2014 are exhausted or April 1, 2014 at 5:00 p.m., whichever is first. Applications received later in the fiscal year will be evaluated for the ability of the project to be completed by the end of the fiscal year and meet reimbursement request deadlines.
- (e) A conference with staff may be arranged at any time to discuss any questions that the applicant or staff may have concerning the grant application.
- (f) Complete and verified applications will be reviewed by the Grant Review Committee, comprised of three City staff, to determine whether the project should receive a grant and determine the amount of the award. In making their determination, the Grant Review Committee will consider the following factors and may give priority to projects that meet the following criteria:
 - (i) Will the project positively contribute to a broader redevelopment effort?
 - (ii) Will the project leverage substantially more investment than the required matching amount in the grant?
 - (iii) Will the grant result in an improvement that would not be made otherwise?
 - (iv) Does the project comply with the Grant Program's Design Guidelines?
- (g) The City will notify the applicant/property owner in writing of award approval and provide the Design Review Approval Agreement and the Grant Reimbursement Agreement for the applicant and/or property owner to sign and return to the City.
- (h) Work cannot begin until the applicant has received written notice from the City indicating that the Design Review and Reimbursement Agreements have been signed by both parties and that the project may commence. The applicant will receive copies of the Agreements signed by both parties.
- (i) Applicant shall proceed with any permitting and plan review process as required

under City ordinance.

- (j) Construction shall begin no more than 90 days after final approval is received. One 60 day extension for the commencement of the project may be granted by the Grant Review Committee upon a written request from the property owner.

VI. Award Reimbursement

- (a) Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed \$15,000 per property. All necessary government approvals, building permits, and taxes are not eligible for reimbursement.
- (b) The City reserves the right to refuse reimbursement in whole or in part for work to expenditures that:
 - (i) Do not conform to the program or design guidelines.
 - (ii) Do not conform to the proposal(s) submitted with your application and authorized by the Grant Review Committee.
 - (iii) Are not commensurate with the workmanship and costs customary in the industry.
 - (iv) Are not completed within the project completion deadline (typically 6 months depending on the scope of the project).
- (c) The City intends to complete all award distributions by June 30, 2014. Project completion deadlines will be agreed upon through the grant award process. All reimbursement documentation shall be submitted in one, single request and within three weeks from the project completion date. For larger, phased projects, the City will consider processing a partial reimbursement if requested in writing. Because the Grant Review Committee cannot reserve funds for your project indefinitely, your grant may be subject to cancellation if not completed or significant progress has not been made by the agreed-to project completion deadline. Requests for extensions will be considered by the Grant Review Committee only if made in writing and progress toward completion has been determined.
- (d) Staff will inspect project work to ensure that it complies with the approved project plans. Any changes to the approved project will require a written request from the applicant and approval by the Grant Review Committee in order to retain the grant.
- (e) Reimbursement can be expected in approximately 3 to 6 weeks after all of the following documentation has been submitted:
 - i) Reimbursement Checklist.
 - ii) Copies of all paid invoices and cancelled checks (or Cashier's Checks receipts or approved and signed credit card receipts) for all of the work covered by the grant. These must equal at least the required matching amount plus the amount of the grant. Invoices must be marked paid, signed, and dated by the contractor(s).
 - iii) Copies of the signed contracts with contractors chosen to do the work.
 - iv) Copies of lien waivers from all general contractors, subcontractors, and major material suppliers, if filed against the property.

- v) All necessary Federal Labor Standards documentation from contractors. At a minimum, a notation on the paid invoice that prevailing wages were paid, if applicable.

NOTE: Any eligible property owners who intend to pursue State or Federal tax incentives, or energy rebates should contact the appropriate agency prior to beginning the application process. If a Federal Historic Preservation Tax Credit is to be pursued, the project must meet all 10 standards of the Secretary of the Interior's Standards for Rehabilitation. References to such intentions should be included in the grant application.

CRA Facade Grant Program 2013-2014

