



# CITY OF MANTECA

1001 West Center Street, Manteca, CA 95337

## FAÇADE IMPROVEMENT PROGRAM GUIDELINES



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## **SECTION I – OVERVIEW OF PROGRAM**

### **A. Purpose, Goal and Objective of Program**

The purpose of the Façade Improvement Program is to provide financial assistance in the form of a matching grant to commercial property and/or business owners to make façade improvements and correct certain code violations to commercial building located in Downtown Manteca.

The Goal of the Program is to:

- Facilitate commercial revitalization;
- Stimulate private investment;
- Enhance the appearance of the streetscape;
- Generate shopping and a pleasant walking environment by improving the visual aesthetics of commercial building facades;
- Reduce vacancies in the downtown area;
- Provide a catalyst for others to improve their buildings, signs, and awnings.

### **B. Source of Funds**

This program is funded by the Federal Government’s Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds. These funds are designed to meet community development needs and provide aid in the removal of blight, particularly in low and moderate income areas. All federal regulations apply.

### **C. Grant Matching Assistance**

Funding assistance is available to eligible commercial property and/or business owners who meet the requirements in Section II. Two types of grant are available through the Façade Improvement Program:

#### **1. Storefront Improvement Grant**

The grant for storefront façade improvement will fund up to 50% of the cost of construction up to a maximum grant amount of \$20,000. The grants recipient’s private match must provide a minimum of 50% of the cost of construction. In addition to the required private match, the grant recipient is responsible for all project costs that exceed \$40,000 for construction.

#### **2. Sign/Awning Grant**

The grant for a new sign or awning will fund to up 50% of the cost up to a maximum of \$2,000. The grant recipient’s private match must provide a minimum of 50% of the cost of the new sign or awning. The grant recipient is responsible for all project costs that exceed \$4,000.

**SAMPLE ASSISTANCE SCENARIO**

<u>Storefront Improvement Grant</u>	<u>Sign/Awning Grant</u>
<ol style="list-style-type: none"> <li>1. Total cost of storefront improvement: \$40,000                             <ul style="list-style-type: none"> <li>• Grant – \$20,000 for construction</li> <li>• Private Match – \$20,000 for construction</li> </ul> </li> <li>2. Total cost of storefront improvement: \$80,000                             <ul style="list-style-type: none"> <li>• Grant Award – \$20,000 for construction</li> <li>• Private Match - \$60,000 for construction</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Total cost of new sign or awning: \$2,000                             <ul style="list-style-type: none"> <li>• Grant – \$1,000</li> <li>• Private Match - \$1,000</li> </ul> </li> <li>2. Total cost of new sign or awning: \$5,000                             <ul style="list-style-type: none"> <li>• Grant - \$2,000</li> <li>• Private Match - \$3,000</li> </ul> </li> </ol>

**D. Contact Information**

For more information about this program or to schedule a meeting with city staff to discuss your project, please email [cdbg@ci.manteca.ca.us](mailto:cdbg@ci.manteca.ca.us). Please review the entire Façade Improvement Program packet prior to requesting additional information or a meeting with city staff.

## **SECTION II –ELIGIBILITY REQUIREMENTS**

### **A. Eligible and Ineligible Projects**

1. Eligible Projects:
  - a. Exterior refinishing
  - b. Sign renovation or replacement
  - c. Wall repairs and repainting
  - d. Window replacement or modification
  - e. Door replacement or modification
  - f. Handicap accessibility modifications
  - g. Addition of ornamental/decorative architectural features
  - h. Awnings or exterior lighting
  - i. Landscaping
  - j. Other improvements that increase the attractiveness of the building
2. Ineligible projects include:
  - a. Interior repairs not integral to the exterior façade
  - b. New building construction
  - c. Purchase of property or equipment

### **B. Applicant Eligibility Requirements**

1. The grant applicant must be either the current property owner(s) or the current business owner leasing a storefront.
  - a. Business owner(s) that are not the property owner must have the property owner's signed approval for proposed projects.
2. For sign and awning projects, the tenant must have at least two years remaining on their lease at the location of the proposed project and/or have an option to renew for at least two years.
3. Each property may be awarded only one Façade Improvement Program grant in 5 years.
4. The project applicant must own no outstanding property taxes, fees, judgements, or liens to the City of Manteca and have no outstanding code violations.
5. If the applicant is the business owner, a City of Manteca Business License is required.

### **C. Project Requirements**

1. Business must be located in a CDBG eligible census tract in the downtown area within the Central Business District (see Attachment A for map of eligible areas)
2. Storefront must be visible from the street.
3. Building projects must be designed/constructed by a qualified design/construction professional and signs must be produced by a professional sign maker.
4. All proposed projects are required to obtain proper permits and approvals through the City's Building and Fire Prevention and/or Planning Divisions.

## **SECTION III – GRANT CONDITIONS**

Each approved Façade Improvement applicant will be required to sign a contract with the City to the effect that the applicant will abide by and understand the conditions of the Façade Improvement Project. Project specific conditions include:

### **A. Storefront Improvement Projects**

1. Architectural Assistance: the Façade Improvement Program required that all storefront projects use the services of a design/construction professional.
2. Engineering Services: if the conditions of a storefront project require the assistance of an engineer, early on or after construction has begun, the cost of engineering will be the responsibility of the grant recipient.
3. Project Approvals: Storefront projects must comply with all applicable state and local permit requirements. All design drawing must be reviewed and approved by the Program Committee.
4. Contractor proposals: program grant recipients must get three quotes from vendors prior to choosing a contractor. The construction proposal chosen by the grant recipient need to be reviewed and approved by the Program Committee for cost reasonableness and contractor qualifications. Contractor proposals should include scope of work, itemized project budget, timeline, and qualifications. Projects that are under \$1,000 will not need three quotes.
5. Pre-construction Meeting: a pre-construction meeting with the Program Committee is required prior to any work commencing on a storefront project.
6. Improvement Protection: Storefront Projects must remain in place and unaltered for five years from the date the improvements are completed, per the grant agreement. If such improvements are removed or modified within the five year period, or if the property is sold before five years, the city may demand partial repayment of the grant funds on a pro rata basis.

### **B. Sign/Awning Projects**

1. Bids and Approvals: sign and awning projects that are \$1,000 or more, must obtain quotes from three vendors. Contractor proposals should include scope of work, itemized project budget, timeline, and qualifications. The final project design needs to be approved by the Program Committee prior to any work commencing, and must comply with all applicable state and local permit and approval requirements.
2. Improvement Protection: signs and awning must remain in place and unaltered for five years from the date the improvements are completed, per the grant agreement. If such improvements are removed or modified within the five year period, or if the property is sold before five years, the city may demand partial repayment of the grant funds on a pro rata basis.

### **C. All Projects**

1. Design Approval: the Program Committee reserves the right to require changes to the project design to preserve and beautify commercial properties and improve visual aesthetics in the downtown area.
2. Advance Payment: no grant or private funds may be paid in advance of work being performed.
3. Contractors Compliance: since the grant funds are federal monies, contractors will need to abide by federal wage rates and regulations (Davis-Bacon) by paying prevailing wages for all projects greater than \$1,000. The City will provide assistance with compliance. A certified payroll must be submitted with each invoice. If a project is over \$50,000 the contractor should be bondable. If a project is over \$100,000 the contractor should post a performance bond.
4. Invoice Review and Approval: Prior to payment of any invoice for completed work, whether with private funds or grant funds, the invoice must be provided to the Program Committee for review and signed approval that work was completed per the approved drawings. Without this prior approval, grant funds will not be made available for a project. The final invoice will be paid after a Program Committee member has conducted a final inspection and signed off that all work has been satisfactorily completed. Each invoice must be from the grant recipient with all contractor, designer, or supplier invoices attached, plus appropriate certified payroll (Davis Bacon) for the period of time covered by the invoices.
5. Payment of Private Match: each grant recipient's private funding match must be used in its entirety in payment of project invoices before grant funding is made available. Payment of invoices with grant funds will be done by check made out to the grant recipient.
6. One Year Completion: the project must be completed within one year from the date the grant award was approved.

### **D. Extenuating Circumstances**

If a business or property owner is unable to meet all of the grant requirements or conditions due to an extenuating circumstance the City Manager has the right to waive certain clauses. To be considered for an extenuating circumstance waiver an applicant must:

1. Send a letter via email to: [cdbg@ci.manteca.ca.us](mailto:cdbg@ci.manteca.ca.us) or mail to: CDBG, 1001 W. Center St., Manteca, CA 95337, with the following information:
  - a. Property Address
  - b. Contact information (address, email and phone number)
  - c. Whether you are the property or business owner of the property
  - d. Explanation as to which requirements or conditions you cannot meet and why you are unable to meet them
2. City Manager will review your request and respond, in writing via email or regular mail, with his/her decision. Decision by the City Manager to waive grant requirements or conditions is final and cannot be appealed.

## **SECTION IV – APPLICATION PROCESS**

### **A. Application**

Property and/or business owners must submit a completed application with the required attachments to City of Manteca, 1001 W. Center St., Manteca, CA 95337, attn.: Façade Improvement Program. Application will be considered only if the application form is complete and includes the following:

1. Description of the project goal;
2. Explanation of the specific storefront improvements that you want to restore, rehabilitate, modify, or replace with the grant and your match funds;
3. Close-up photograph of the storefront in its current condition, and another photo of the entire building façade including the adjacent building storefronts;
4. A preliminary sketch of the proposed improvements;
5. Description of the private investment source that will be used to match the grant dollar for dollar (for example, applicant’s cash on hand and/or bank loan).

Applications will be reviewed in the order in which they are received. In the event program funding is exhausted, a waiting list for all prospective participants will be maintained. At such time new funding becomes available participants on the wait list will be notified.

### **B. Review Criteria**

Project applications will be evaluated on how well each of the following program criteria is met:

1. Degree of visual improvement the proposed project will bring to the storefront and the streetscape;
2. Visual prominence of the project building and its location;
3. Given limited program resources, additional consideration may be given to applications in which the private investment will be greater than 50% of the project budget.

### **C. Approval and Notification**

The City will notify applicants of project funding approval or denial at the address provided on the application within 45-days of receipt of application.

### **D. Appealing the Review Committee Decision**

Applicants whose projects are denied funding may appeal the committee’s decision in writing to the Administration Department, attn.: Façade Improvement Program, no later than 10 days after funding denial notification.



**ATTACHMENT A: PROGRAM ELIGIBILITY AREA**

