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**DOWNTOWN PRESERVATION
AND REHABILITATION PROGRAM
2020**

OVERVIEW & APPLICATION INSTRUCTIONS

**CITY OF NEWARK
DEPARTMENT OF DEVELOPMENT
40 WEST MAIN STREET, SUITE 407
NEWARK, OHIO 43055**

City of Newark Downtown Preservation and Rehabilitation Program Description

The City of Newark Department of Development announces the availability of grant funds through the Downtown Preservation and Rehabilitation Program. The program is intended to encourage economic development in downtown Newark by assisting local businesses in creating an environment that is aesthetically attractive, functional for conducting business, and respectful of downtown's historic character. Grants are available to both new and existing businesses and organizations. Proposals that will have a positive effect on the abatement of building deterioration, job creation and retention, and the preservation of historic elements will be viewed most favorably by the City. Grant proposals must be consistent with federal, state, county, and local regulations including zoning, building, health and safety codes. The approval of application will be determined at the sole discretion of the City of Newark Department of Development.

NOTES

1. **All** normally required **ZONING AND BUILDING PERMITS** associated with a project are still required and are the responsibility of the property owner and contractors. These grant funds **cannot pay for these permits.**
 - Building permits can be obtained from the: Licking County building Code Department located at 675 Price Road, Newark, Ohio; Phone: 740-349-6671
 - Awnings and signage will require a **ZONING REVIEW.** Zoning Inspector George Carter, is located at the Newark City Hall: 40 West Main Street, Newark, Ohio; Phone; 740-670-7729.
 - **The Right of Way** permit is necessary for sidewalk obstructions and can be found here: <http://newarkohio.net/city-services/departments/public-service/engineering-zoning>.
2. **THIS IS A REIMBURSEMENT GRANT.** That means that all contractors must be paid in full by the GRANTEE. Grantee must then present evidence that they are paid in full before reimbursement will occur.
3. **ALL** estimates must be completed using **FEDERAL PREVAILING WAGE LABOR RATES.** The Department of Development will conduct on site Federal Prevailing Wage interviews with laborers. Grantee will be required to submit the Contractors Federal Prevailing Wage Certified Payroll Reports before reimbursement will occur.
4. The Grant encourages the use of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) for both applicants and contractors.

This program consists of a funding opportunity that requires federal prevailing wage rates to be used. These funds are to be used to improve buildings and infrastructure located in downtown Newark, Ohio. The grant can be used for exterior rehabilitation and renovation on publicly or privately owned commercial or industrial buildings.

The City has budgeted Community Development Block Grant Funds for the 2020 program to be used for exterior rehabilitation and renovation of buildings. The maximum grant for a single exterior rehabilitation and renovation project is \$10,000.

Construction and materials costs are eligible for the exterior rehabilitation and renovation of buildings. Some examples are: signage, structural repairs, painting, window or door replacement, and removal of non-original features. Soft Costs associated with design, permitting, financing, legal, acquisition, and other Pre-and post construction costs, must be paid for by the applicant. The grant may cover up to 70% of the construction and materials costs associated with the project. **The remaining 30% must be paid for by the applicant.**

Important: Applicants should be aware that the use of these grant funds to pay for construction activities or construction materials will require that Davis-Bacon Federal Prevailing Wage Rates be paid to all workers for the entire construction project. All estimates submitted as part of this application must be completed using federal prevailing wage rates available at <http://www.wdol.gov/dba.aspx>. The City will conduct interviews with workers on site.

Program Goals:

1. To assist local property owners and businesses in conducting building and property improvement projects.
2. To improve the aesthetic appearance of downtown buildings and properties.
3. To address the issues of building deterioration and local blight.
4. To support the restoration of buildings to include their original historic features.
5. To create construction jobs and jobs offered by new businesses with an emphasis on jobs to be offered too low to moderate income individuals.
6. To continue to foster a favorable business climate in Newark.
7. To serve as a catalyst for further business growth and revitalization.

Program Process

The program process may vary to some extent based on the nature of the grant proposal.

1. The Department of Development will use a compiled list of inquirers, the local newspaper, a list of local media, City Council, Licking County Chamber of Commerce, Newark Development Partners, Grow Licking County, the regional office of the Ohio Small Business Development Centers, SCORE, Workonomics, the Downtown Newark Association, and the City of Newark website to inform the public about the programs availability.

2. The City of Newark will issue a request for applications **beginning on August 10, 2020 and will accept applications until such time it is deemed to be closed or Grant funds have run out.**

3. Applications should be submitted to:

City of Newark
Department of Development
Attn: Mark Mauter, Director
40 West Main Street, Suite 407
Newark, Ohio 43055

4. The City will accept questions related to the application requirements. However, applicants are responsible for making their own determinations related to the type of project they will pursue. Questions should be directed to:

Mark Mauter, Director
mmauter@newarkohio.net
740-670-7533

5. All application information and materials requested in this packet must be submitted by the deadline.
6. Applicants must submit a detailed description of the project to be supported by the proposed grant. The description should include a project plan indicating project milestones and a timeline with estimated dates for reaching milestones and project completion. For all projects, the project plan should include a scope of work, a description of materials to be used and their purpose, and color photographs. For construction projects, construction drawings should be included. For instances when a building permit is required, the documents submitted for that permit shall be provided as a supplement to the grant application.
7. For construction projects, the Department of Development will conduct the initial historical review of the project and submit a Section 106 Review for the property to the Ohio Historic Preservation Office for final historical review. Section 106 Reviews typically require 30 to 60 days.
8. Any change to the project plan desired by the applicant following submittal of the application must be submitted to the City in writing and must be approved in writing by the Department of Development. If the proposed change is not approved, the applicant must apply with the original project plan or forfeit the grant.
9. Applicants must qualify under Community Development Block Grant requirements and City of Newark requirements. Those that qualify will be reviewed by a committee of City of Newark officials and ranked according to feasibility of project completion, appropriateness for funding, and the potential benefits of the project.

10. The number of approved grants will be dependent on the grant amounts requested by successful applicants and the amount of funding the City has budgeted for the program.
11. If approved for a grant, the applicant will be provided a copy of the approved grant application.
12. Approval of this grant does not exempt the applicant from any regularly required permits or regulations. Building permits can be obtained from the Licking County Building Code Department, (740) 349-6671. Some projects, such as awning and signs, will require approval from the City Zoning Inspector, (740) 670-7729. Projects that will require sidewalk closure or replacement will require a right-of-way permit from the City Engineer, (740) 670-7727. Copies of all applicable permits will need to be submitted to the City prior to reimbursement occurring.
13. The applicant shall be responsible for all initial construction and materials costs. The applicant will be required to submit evidence of full payment for construction labor and/or materials or exterior building/site elements to initiate a reimbursement with the approved grant funds. Receipts must be submitted as proof of payment for construction materials or exterior building/site elements.
14. The applicant shall be responsible for obtaining and submitting to the City the Contractors Federal Prevailing Wage Certified Payroll Reports. All payroll reports will need to be submitted prior to reimbursement occurring.
15. The applicant shall notify the City when project milestones are met and when a project is completed. The City may make inspections and site visits as necessary to ensure that the agreed upon plan is followed.

Program Guidelines

These program guidelines shall serve as the standard policy for the City's Downtown Preservation and Rehabilitation Program. However, guidelines may be modified at the discretion of the Department of Development Director.

1. Businesses must be located in downtown Newark as defined as Census Tract 7590 Block Group 3, roughly bounded by the Licking River on the east, by the Genesee and Wyoming Railroad right-of-way on the south, by Sixth Street on the west, and by State Route Sixteen on the north.
2. Grants for exterior rehabilitation and renovation of buildings may include projects such as but not limited to: signage, structural repairs, painting, window or door replacement, and removal of non-original features.

3. The Department of Development may approve multiple grants or a single grant totaling up to \$10,000 for exterior rehabilitation and renovation of buildings.
4. Improvements paid for with grant funds must remain without significant change and must be maintained per the approved plan for a period of three years.
5. Significant changes to improvements paid for with grant funds must be approved in writing by the City of Newark Department of Development Director.
6. Projects that have been started, completed or that are substantially underway **are not eligible.**
7. Construction of new buildings is **not eligible.**
8. Renovations of structures that are solely residential are **not eligible.**
9. Property, building, or equipment acquisition activities are **not eligible.**

Federal Prevailing Wage Requirements

In instances when the grant will be used for construction activities, the grant applicant must present the City with Employee Notifications and Certified Payroll Reports, as provided by all hired contractors, showing that the following requirements have been met:

1. Construction activities costing \$2,000 or more that are financed in whole or in part by CDBG funds will require that federal prevailing wages be paid for the **entire** construction project as required by the Davis-Bacon Act. This does not apply to administrative and soft costs. **All estimates submitted as part of this application must be completed using federal prevailing wage rates available at <http://www.wdol.gov/dba.aspx>.**
2. As required by the Copeland Anti-Kickback Act, workers must be paid weekly, deductions from worker's pay must be permissible, and contractors must maintain and submit weekly Certified Payroll Reports.