

Business/Building Owner 3/12/09

CDBG DT FY08 Program

City of Celina / Poggemeyer Design Group

Program

- Community Development Block Grant (CDBG) Downtown Revitalization Program- Tier II
- Federally funded program administered at the State-Office of Housing & Community Partnerships (OHCP)
- Applicants must meet National Objective- Elimination of Slum & Blight
- 12 applications made in October 2008, 6 \$400k grant awarded in December 2008.
- Very competitive program
- Lot of red tape with CDBG Funds- Request for Qualifications (RFQ) for Planning, Administration, and Engineering; Environmental Review Record (ERR); Ohio Historic Preservation Office (OHPO) Review; Design Review Board Approval; Competitive Quotes/Bids; Davis Bacon Federal Prevailing Wages

Celina's Activities in Application (6 total) in DT Target Area- Private Rehabilitation (\$557,092)

Application had 33 of the 66 buildings in the target area committing to make improvements (50%) with \$292,092 in private/ non-profit funds and \$266,000 in grant funds.

Application had 35 exterior rehab projects, 11 interior rehab projects and 10 building systems rehab projects.

Program is a 50% matching grant, with a \$15,000 cap per building. Grant funds will be provided on a reimbursement basis.

Grants are awarded on first-come, first-served basis for those who participated in the grant application. After these individuals have chance to apply, funds will be available to all building/business owners in target area. Interested applicants need to complete Building Improvements Program Application (Form 1 C) to be distributed tonight by Thanksgiving (November 27, 2009) in order to reserve funds for their projects. Funds will be made available to other property owners after this point.

Eligible activities

Code Work: HVAC upgrades, roofs, ADA access, structural issues (foundation, uneven floors), plumbing, wiring, fire code. **NOTHING COSMETIC:** carpet, wall partitions, wall coverings. However, if you can prove you'll have to pull up the sub floor because of code issues, the grant can pay to put down a new sub floor. Any health department or fire department code violations are eligible. Parking lots, landscaping, and sidewalk improvements are not eligible under this grant program, due to new requirements at the State.

Facade Work: windows/doors, awning, painting, cleaning, tuck pointing, signage. No sandblasting. Take care with replacement of windows and doors.

**Note all exterior alterations (mostly facade) must go through Design Review Board, and all exterior and some interior projects must go through the Ohio Historic Preservation Office and be approved by both entities before project can start. The City wants to restore the downtown, not alter its character.*

Other loan funds are available for projects- LCP, CDBG ED with job creation, SBA, County RLF.

All work must be completed by December 31, 2010 and all funds drawn down from the State by January 30, 2011.

Capital Improvements

Parks and Rec Facilities (\$515,496): Local funds to construct new restroom facilities, courtesy docks, bike path improvements/extension.

Street Improvements (\$2,389,500): Grant funds (74,010) and local funds (\$2,315,490) to reconstruct Main Street, install street furniture and decorative lighting..

Sidewalk Improvements (\$723,750): Local funds to install new sidewalks, curbs & gutters, new signage, and parking meters.

Water & Sewer Improvements (\$250,000): Local funds to pay for new waterlines.

Administration (\$216,000)- Grant fund (\$60,000) to pay for consultant and Downtown Grant Administrator. PDG has been hired by City to provide technical assistance throughout the grant period. Total costs also include City in-kind contribution (\$156,000) to grant program.

Next Steps for Building/ Business Owners

Please note PDG is currently working on the Environmental Review Record (ERR) completion. *No projects can begin until the ERR clears at the State and clearance, which is anticipated in early Spring.*

1. **Get your application to Jerry Lacy, DT Grant Administrator,** if you are interested in completing a project with CDBG funds.
2. **Meet with Mr. Lacy.** The conversation is necessary to discuss your project(s) and whether they will need OHPO, DRB approval. If so, fill out the DRB Application. Mr. Lacy will assist you with getting projects through DRB and if approved, can move onto acquiring zoning/building permits. He also will work on OHPO approval.
3. Once your Application is approved, **Business/Building owners will secure quotes from at least three firms using the most recent Davis Bacon Wages from Mr. Lacy.** Once received, the Owner will select best and lowest quote. If you have worked with a contractor before, this could determine best quote. Davis Bacon wages must be included if contracts are over \$2,000 and not owner exempt. We must follow all CDBG rules/regulations- necessary paperwork will be completed by Mr. Lacy and PDG.

Encourage contractors you want to work with to get certified. If they were not here today, let us know and we will send them the information to get them certified. The City has/will have a list of certified contractors that are registered to work in the City. Mr. Lacy will walk contractors/owners through paperwork. He will make it as easy as possible for all parties involved.

4. Owner must complete **necessary permits through Zoning/Building Department.**
5. **Preconstruction conference** will be held by Mr. lacy for contractors and business owners. All documents will be signed at this time. Mr. lacy will issue Notice to Proceed once all paperwork in place. Project should be completed within 90 days.
6. **The owner must enter into an agreement with the City outlining conditions of grant** (follow federal rules- DRB/OHPO approval, 3 quotes, Davis-Bacon wages paid, provide invoices for reimbursement, not demolish building for 5 years, etc). Copies can be provided upon request. The owner must also enter into private agreement with selected contractor.
7. During construction, **the project will be monitored by the City labor Compliance Officer.** The City labor Compliance Officer will visit site, once per month of contract to ensure Davis Bacon Wages are being paid. He will conduct labor interviews.
8. Once construction finished, **business/building owners will need to pay contractor and then be reimbursed.** Business/ Bldg owners must submit invoices for the entire project. We told the State we would spend over \$4.6 million over next two years, so have to document this in files. *Funds will not be disbursed until all paperwork submitted and the project is inspected.* After photos should be provided for facade work.

The City, PDG and other involved entities will make this process as easy as possible on building/business owners. It is very important that we follow all State rules/regs since they will be monitoring the City at project completion (early 2011). If the rules/regs aren't followed, (worst case scenario) the State could ask for funds back from the City. We also want to do a good job so the City can continue to get funds in future through other CDBG programs. We're looking forward to a successful program period and revitalization downtown!



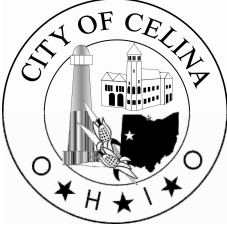
City of Celina 2009 Community Development Block Grant

Notice to Contractors

Public Notice to Contractors

The City of Celina, Ohio has received a Downtown revitalization grant, a portion of which is set aside for targeted owner's code and façade improvements. Upon being notified of the release of funds, the owners will be requesting bids/quotes for the work to be done.

The grant asks that work be awarded to local contractors and subcontractors in so far as possible. For contractors to be eligible to bid/quote these projects they must be certified, which involves an application and a check of federal work records. Contractors are invited to contact Karen at the City Building (phone 419-586-1144) to request an application.



City of Celina 2009 Community Development Block Grant

Contractor Invitation

June 1, 2009

To: Contractors

From: City of Celina, Ohio

The City of Celina has received a Community Development Block Grant to help downtown property owners improve their properties to meet codes, or to restore or repair facades. The City acts as an administrator of the grant, coordinating the interests of the owner, the contractor, and the City.

Please find enclosed a description of the program that was prepared by the City's consultant (Poggemyer Design Group) briefly describing the Grant process. In order for contractors to participate in this work they must be certified. Certification is a matter of completing the attached application, and then an internet check is run to make sure that the contractor is not barred from working on federal projects.

As a **tentative schedule** the consultant is finishing an environmental review, the city is appointing a Design Review Board, and the grant is expected to be funded July 5th. If the project is to be grant eligible, no work may proceed until the grant is funded, agreements are signed and a pre-construction meeting is held. Once the City knows the grant is funded, proposals can be sought, work contracted and construction or repairs pursued. For a further description of program requirements contact Jerry Lacy at 419-305-1842.

We look forward to working with you. Please return the application at your earliest convenience.

Regards,
Jerry Lacy

Jerry Lacy
Grant Coordinator

**City of Celina
2009 Community Development Block Grant**

CONTRACTOR APPLICATION

Company's Name _____

Street _____ Fed ID # _____

City _____ State _____ Zip _____ SSN/Tax ID # _____

Company Type: General Contractor Yes _____ No _____

Sole Proprietor Yes _____ No _____ Home Ph. () _____

Partnership Yes _____ No _____ Work Ph. () _____

Corporation Yes _____ No _____ Fax Number () _____

SPECIALITIES

Electric _____ Plumbing _____ Heating _____ Roofing _____

Masonry _____ Other _____

LIST OF COMPANY OWNERS

Name/Title_

Street _____ City _____

State _____ Zip _____ Phone _____

Name/Title_

Street _____ City _____

State _____ Zip _____ Phone _____

Name/Title_

Street _____ City _____

State _____ Zip _____ Phone _____

INSURANCE INFORMATION

PROVIDE PROOF OF THE FOLLOWING COVERAGE WITH THIS APPLICATION

Does your company have at least the following amounts of insurance coverage?

Public Liability, \$25,000 each person and \$100,000 each occurrence: Yes _____ No _____

Property damage, \$50,000 for life of contract: Yes _____ No _____

Workmen's Compensation Coverage: N/A _____ Yes _____ No _____

Name of Company _____

Name of Agent _____ Phone _____

Insurance (Check)

Public Liability Yes _____ No _____ Valid Through _____

Property Damage Yes _____ No _____ Valid Through _____

Workmen's Compensation Yes _____ No _____ Valid Through _____

GENERAL INFORMATION

Company's years in existence _____

When were you established as an independent contractor? _____

How many tradesmen do you employ other than sub-contractors? _____

Can you handle more than one \$10,000-\$15,000 job at a time? Yes _____ No _____

(If yes, how many?) _____

Have you ever defaulted on a contract? Yes _____ No _____

If yes, explain _____

To your knowledge, are you included on any Federal or State list of ineligible contractors? Yes _____ No _____

If yes, attach an explanation.

What is the largest job you have ever done?(Describe) _____

Dollar Amount \$ _____

Circle Yearly Gross Volume of Contracted Work:

\$0 to \$25,000 \$25,000 to \$50,000 \$50,000 to \$100,000 Over \$100,000 Over \$250,000

Does your company have an equal employment opportunity policy which complies with federal regulation?

Yes _____ No _____

Company Ownership: _____

(The following information is OPTIONAL and is only for statistical purposes:)

White _____ Black _____ Other _____ Male _____ Female _____ (check all that apply)

Recent jobs completed(Local)

1. Name of Owner _____

Address _____ Phone _____

Dollar amount and type of work _____

2. Name of Owner _____

Address _____ Phone _____

Dollar amount and type of work _____

3. Name of Owner _____

Address _____ Phone _____

Dollar amount and type of work _____

REFERENCES

Name of Supplier	Type of Material	Phone No.	Person to Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Subcontractor	Trade	Phone No.	Person to Contact
_____	_____	_____	_____

I HEREBY CERTIFY THAT THE ABOVE IS TRUE AND COMPLETE AND I AUTHORIZE THE CELINA DOWNTOWN REVITALIZATION PROGRAM TO VERIFY ALL INFORMATION SUPPLIED ON THE APPLICATION AND TO CONTACT ANY OR ALL NAMED PARTIES TO VERIFY THE INFORMATION AND OBTAIN A CREDIT REPORT.

Owner Signature

Date

Owner Signature

Date

Owner Signature

Date

NOTE:

This information must be completed by the Contractor and returned to the City of Celina. The Contractor is not required to resubmit this form if he has previously been approved, provided his/her statement is still true and has not changed.