



Downtown Façade Improvement Grant Program

Program Guidelines

I. Program Background	Pg. 1
II. Funding and Administration	Pg. 2
III. Program Guidelines and Eligibility	Pg. 2
IV. Eligible Activities	Pg. 3
V. Design Guidelines	Pg. 3-4
VI. Local Requirements	Pg. 4-5
VII. Federal Requirements	Pg. 5-6
VIII. Application Process and Timeline	Pg. 7
IX. Selection Criteria	Pg. 7-8
X. Amendment	Pg. 8
Bangor Center Revitalization Area Map	Pg. 9-10

Grant Application

Application Timeline	Pg. 11
Application Checklist	Pg. 12
Funding Application	Pg. 13-15
Contractor List	Pg. 16
Sample Bid Documents	Pg. 17

I. Program Background

The City of Bangor has established a Façade Improvement Program to help strengthen the revitalization of the “Bangor Center Revitalization Area”. The Program offers grant funds to be matched by their equal or greater investment of private funds for the purpose of restoring/renovating commercial storefronts and replacing deteriorated or poor quality commercial signs and awnings.

A Façade Improvement Grant may be used for a variety of façade improvement activities including, painting, window or door repairs/replacements, signage, awnings, storefront restorations and other activities outlined under Section IV (Eligible Activities). The Façade Improvement Grant Program will provide financial assistance to downtown businesses and property owners located within the Bangor Center Revitalization Area (*see attached map*).

The City of Bangor will evaluate applications to determine eligibility and, based on a set of criteria and make grant awards to those proposed projects that are determined will have the greatest impact on enhancing the targeted area.

Specific Objectives

- Encourage private investment in the visual improvement of storefronts, signs and awnings;
- Enhance the appearance of the streetscape;
- Reduce vacancies in storefronts and upper floors;
- Expand worker and shopper populations;
- Strengthen or restore the original character of historic buildings;
- Provide a catalyst for others to improve their buildings, signs and awnings.

II. Funding and Administration

The Façade Improvement Program is funded through the City of Bangor's Community Development Block Grant Program. Grants will be available for **up to 50% of the total cost** of the improvement project (not to exceed \$15,000) and must be **matched at a ratio of 1:1** by the applicant. Program administration will be carried out by City of Bangor Community and Economic Development Staff according to established guidelines and procedures. The administration and operation of the Program shall conform to all federal, state and local codes.

III. Program Guidelines and Eligibility

1. Grant funds will be awarded on a competitive basis; Small and large projects are eligible for funding
2. Grants are available for **up to 50% of the total cost** of the improvement project and therefore must be **matched at a ratio of 1:1 (cash)**.
3. Each applicant may only be awarded one grant.
4. The property owner must be the grant applicant.
5. A Façade Improvement Grant may only be made to a commercial or mixed-use property located in the Bangor Center Revitalization Area (*see map*). Please note that properties are eligible for grant funding regardless of occupancy.
6. Building projects must be designed by a qualified design professional and signs must be produced by a professional sign maker;
7. Applicant must obtain all necessary approvals and/or permits from the City of Bangor. Furthermore, no Façade Improvement Grant shall be made unless and until the proposed improvement work has been reviewed and approved by the Design Review Committee under the Bangor Center Revitalization Area Ordinance.
8. The project applicant must owe no outstanding property taxes, fees, judgments, or liens to the City of Bangor and have no outstanding code violations.
9. The applicant will be reimbursed for the amount of the grant award only upon completion of the project.

IV. Eligible Activities

Eligible uses of Façade Improvement Grant funds are improvements to the exteriors (front, side and rear) of existing buildings located in the Bangor Center Revitalization Area, subject to the review and approval of the Rehabilitation Area Design Review Committee, such improvements include:

- a. The repair, cleaning and/or painting of all visible surfaces of exterior walls.
- b. The repair of deteriorated architectural features where possible or replacement only if necessary.
- c. Handicapped accessibility.
- d. Removal of all extraneous elements on exterior walls such as empty electrical boxes, conduits, pipes, unused sign brackets, etc.
- e. Repair or replacement of deteriorated gutters, rain water leaders, and downspouts.
- f. Removal of existing facades which are inappropriate and incompatible with the existing structure or neighboring properties and replacement of the same with such appropriate and compatible facades as may be approved by the Design Review Committee.
- g. Repair or replacement of doors and windows where appropriate because of their deteriorated condition or to increase the efficient use of energy in the building.
- h. Repair, removal or replacement of exterior hardware and lighting fixtures.
- i. Repair or replacement of soft awnings.
- j. Removal, repair or replacement of exterior signs
- k. Removal of exterior appurtenances or accessory structures which serve no useful purpose or those in a deteriorated condition which are not economically repairable.
- l. Building permits and related fees.

V. Design Guidelines

1. All planned improvements must comply with **Chapter 71 of the [Code of the City of Bangor](#); the "Bangor Center Revitalization Area Ordinance of the City of Bangor"**.
2. Planned improvements must preserve the architectural integrity of the building and adhere, where possible, to the original design of the façade.
3. Only appropriate means of cleaning buildings will receive funding. Sandblasting of historic buildings is inappropriate due to its destructive nature.

4. Vinyl and aluminum siding are inappropriate materials for covering historic structures and the use of those and similar inappropriate façade coverings will not be funded.
5. Property and business owners undertaking façade improvement projects should give consideration to the types of materials that would have been used in the late 1800's and early 1900's.
6. Paint colors should be harmonious with neighboring structures and/or indicative of the building's historic color.
7. The size, color, shape and position of any proposed sign should complement the architecture and history of the building. Plastic, neon, and back-lit signs are generally discouraged. Signs must also comply with the [Code of the City of Bangor Sign Ordinance; Chapter 260, Section 8 "Downtown Development and Waterfront District"](#).
8. Awnings should be of canvas or acrylic material (if deemed to be appropriate to the character of the building), designed to respect the building's proportions, and in colors that compliment the color of the façade as well as neighboring awnings and façades.
9. Improvements should develop compatibility within the building and with your neighbors without sacrificing the uniqueness of Downtown Bangor. Consider the proportions, width, height, setbacks of your building in relation to adjoining and surrounding buildings. Maintain the alignment of facades along the sidewalk and the rhythm of windows and storefronts.

VI. Local Requirements

1. Borrower must agree to follow the procedures and conditions of all established and applicable municipal ordinances in the rehabilitation of building exterior, completion of improvements and in future maintenance of the improved property. The borrower also must comply with all federal requirements as contained in the program guidelines.
2. The applicant shall secure at least three professional quotes for each specific work task requiring the services of a contractor or sub-contractor. Standardized forms for bid proposals and a list of qualified contractors will be provided by the Department of Economic and Community Development Office. The applicant is solely responsible to invite and accept or reject any bid proposal. The applicant is not required to select from the qualified contractor list provided, however, that no person or entity appearing on the current Department of Housing and Urban Development consolidated list of debarred, suspended or ineligible contractors may perform any work or receive any payment in conjunction with a building façade grant.
3. No member of the Bangor City Council or other public official who exercises any functions or responsibilities with respect to the Community Development Program shall have any interest, direct or indirect in any contract or subcontract, or the proceeds thereof, for work performed in connection with a building façade grant.
4. If the low bid is not accepted for a particular work component, the applicant must pay the difference between the high and low bid.

5. Any contractor chosen must provide all necessary expertise, equipment, materials and insurance to satisfactorily complete the respective task.
6. Bid proposals may be secured from and awarded to a member of the borrower's family if the bidder (i.e. relative):
 - a) is a bona fide and skilled tradesman;
 - b) Is not living in the same household as the borrower;
 - c) has no direct or indirect financial interest in the property to be rehabilitated; and
 - d) the relationship is disclosed in writing by the borrower at the time of bid proposal.

The applicant may assume any or all contractor responsibilities if he can provide all necessary expertise, equipment, and materials to complete the respective task. The applicant, however, may not receive any payment for his personal expertise and/or labor.

7. No member of the borrower's extended family will be reimbursed with Façade Improvement Grant funds for unskilled labor provided. In all cases, the borrower is responsible to satisfy the program's procedures to obtain grant disbursement.
8. Applicant must agree to permit reasonable inspection during normal business hours by the lender and/or representatives of the City of the property, exterior rehabilitation/improvement work, and all contract agreements, materials, equipment, payrolls, and conditions of employment pertaining to the work.
9. Prior to commencement of work the applicant must provide documentation of matching funds.
10. Disbursement of Façade Improvement Grant funds is contingent upon the completion of approved exterior rehabilitation/improvements according to applicable municipal codes and ordinances as verified by the inspection of the City of Bangor. No money will be disbursed to reimburse the applicant for exterior rehabilitation/improvements made to the property which were not approved by the Design Review Committee before they were commenced.
11. Any Façade Improvement funds not expended upon completion of the approved exterior rehabilitation/improvement work must be either returned to the lender as a reduction of principal or used for additional rehabilitation activities (submitted to and approved by the Design Review Committee) for the same property.

VII. Federal Requirements

The borrower must agree to abide by all terms and conditions of Federal Regulations governing the use of CDBG funds, including but not limited to:

1. Applicant must abide by Federal Labor Standards established minimum wage rates (Davis-Bacon Act as supplemented by Department of Labor regulations) for all construction contracts awarded in excess of \$2,000.
2. Any grants made by the City of Bangor for façade rehabilitation shall be made subject to the provisions for the elimination of lead-based paint hazards.

3. The borrower must comply with the Provisions of Training, Employment and Business Opportunities; "Section 3". Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] is HUD's legislative directive for providing preference to low- and very low-income residents of the local community (regardless of race or gender), and the businesses that substantially employ these persons, for new employment, training, and contracting opportunities resulting from HUD-funded projects.
4. All potential façade recipient buildings and proposed scopes of work must be reviewed by the Maine Historic Preservation Commission (MHPC) pursuant to Section 106 of the National Historic Preservation Act. The purpose of the review is to determine the effect of the proposed façade improvements on cultural resources listed in or potentially eligible for listing in the National Register of Historic Places.
5. If the property to be improved is located in a designated flood hazard area, the applicant is required to carry flood plain insurance and abide by the regulations of the Flood Disaster Protection Act of 1973.
6. All properties intended to be developed with HUD assistance must have an environmental review to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself is safe for development. Not every project is subject to a full environmental review (i.e., every project's environmental impact must be examined, but the extent of this examination varies), but every project must be in compliance with the National Environmental Protection Act (NEPA), and other related Federal and state environmental laws.
7. Civil Rights Act of 1964; Applicant must not discriminate upon the basis of race, color, creed, or national origin in the sale, lease, rental or occupancy of an improved property.
8. No member of, or Delegate to, the Congress of the United States, no resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.
9. No member, officer or employee of the City's Department of Economic and Community Development or its agents or assignees, no municipal officers of the City, and no other member of any board or commission, elected or appointed official of Bangor or employee of the City of Bangor who exercises any decision making functions or responsibilities respecting the Community Development Program shall have any direct or indirect pecuniary interest as that term is defined by 30 M.R.S.A., Section 2250 et seq. in any contract or subcontract, or the proceeds thereof for work to be performed in connection with the program assisted under this agreement.
10. A borrower cannot pay any bonus, commission, or fee for the purpose of obtaining the City of Bangor's approval of the grant application, or any other approval of concurrence required by the City of Bangor or its designee to complete the rehabilitation work, financed in whole or in part with the rehabilitation grant.

VIII. Application Process and Timeline

1. To apply for a Façade Improvement Grant, fill out the attached form and return it to the City of Bangor Office of Community & Economic Development by **October 15, 2011 at 4:30 PM**. *Incomplete Applications will not be considered.*
2. The application review committee will review and score applications for compliance; based on outcomes of this review the City Manager, Director of Economic and Community Development and/or City Finance Director will make final awards in mid to late October 2011.
3. Successful applicants may begin improvements any time after receiving official grant award notification, CDBG environmental Clearance and Historic Preservation approval. ***No improvements begun prior to approvals will be eligible for reimbursement.***
4. The amount of grant fund reimbursement shall be up to 50% of the estimated total not to exceed \$15,000. In the event of unexpected repair needs, a contingency of up to 15% may be available. This issue must be addressed with City staff as soon as discovered to determine eligibility and availability of additional funds.
5. Upon completion of a Façade Improvement Grant project, the business/property owner shall submit paid bills/invoices for the work to The City of Bangor. The City will then perform an inspection to determine that the work was completed in accordance with the original grant application and cost estimates.
6. Upon a satisfactory inspection the reimbursement will be approved and processed within 30 days.

IX. Selection Criteria

1. Applicants **MUST** submit the attached Façade Grant Application Form and required attachments. *Incomplete applications will not be scored; Applicants **MUST** agree to comply with the Required Design Guidelines in Section V. *Proposed improvements that do not comply with these guidelines are not eligible for grant funding.**
2. Each Façade Improvement Grant application will be scored according to the following criteria:
 - Compliance with the Design Guidelines (30 points)
 - Potential impact on the attractiveness of the building/business (20 points)
 - Priority of eligible activities (20 points)
 - Potential impact on the attractiveness of the downtown streetscape as a whole (15 points)
 - Long term maintenance plan (5 points)
 - Level of personal investment in project (10 points)

The City of Bangor anticipates that there will be more demand than available funds. Funding will be awarded to applications receiving the overall highest scores until the grant fund is exhausted. ***The City of Bangor reserves the right to deny funding to any applicant who does not comply with the required or suggested design guidelines. Should there be a lack of qualified applications, all remaining grant funds may not be awarded.***

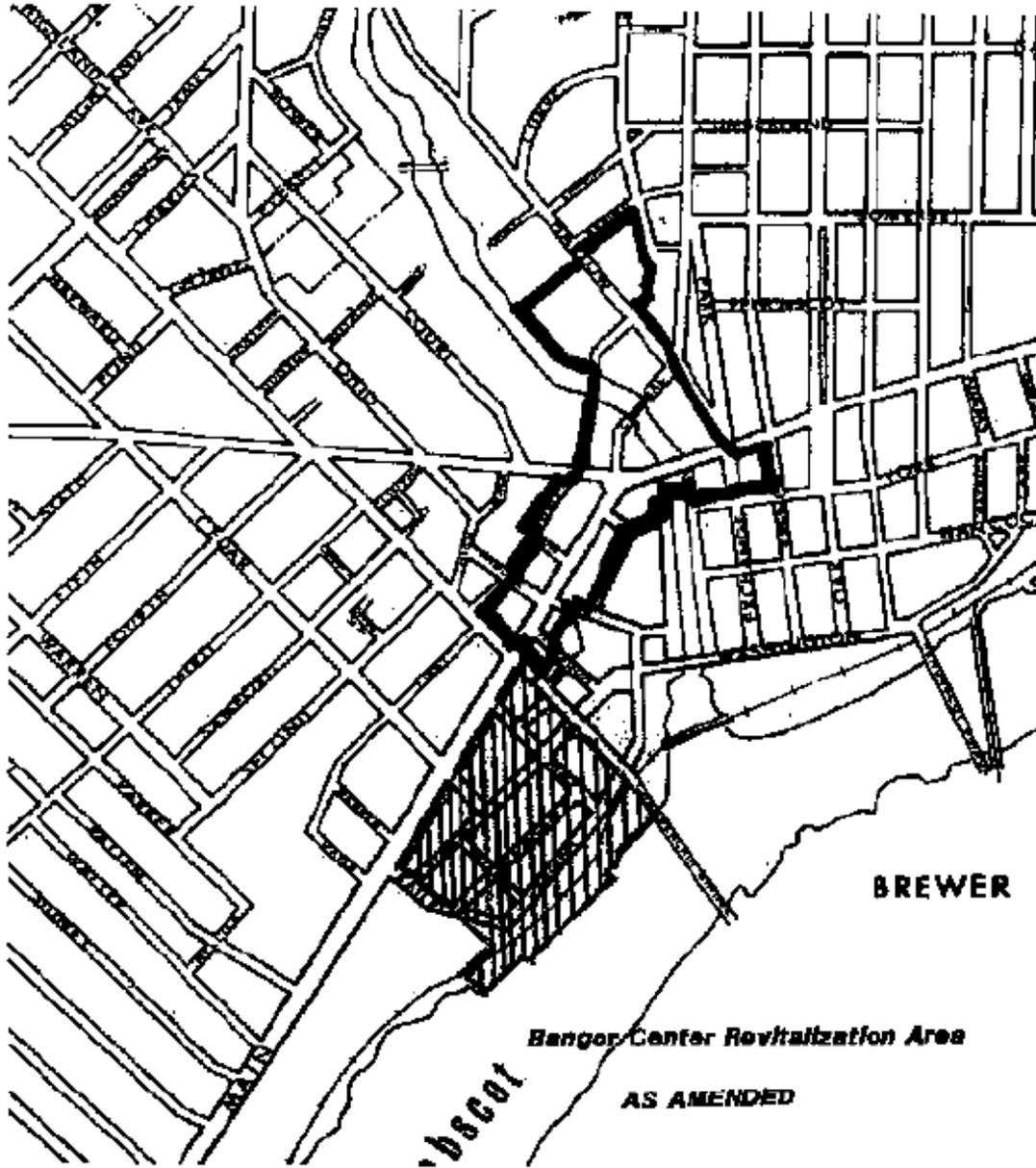
X. Amendment

Program guidelines and eligibility may be amended upon final approval of the Bangor City Council. All amendments to program guidelines and eligibility shall be pursuant to all state and federal regulations, which may apply to activities covered by this program.

BANGOR CENTER REVITALIZATION AREA

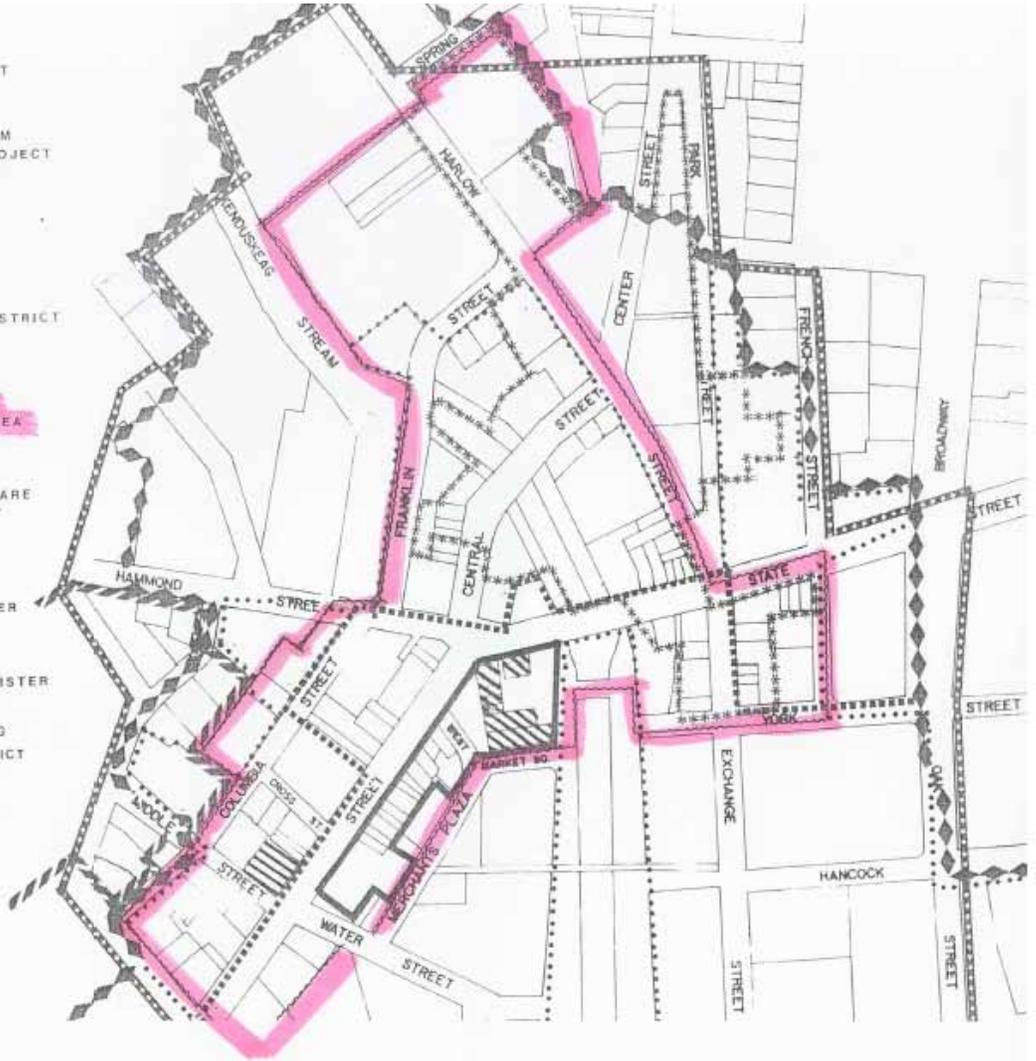
71 Attachment 1

Bangor Center Revitalization Area Map



PROJECT AREA

- ◆◆◆◆◆ BANGOR CENTER DEVELOPMENT DISTRICT
- KENDUSKEAG STREAM URBAN RENEWAL PROJECT
- THE DDD ZONE
- ***** THE GREAT FIRE DISTRICT
- BANGOR CENTER REVITALIZATION AREA**
- WEST MARKET SQUARE HISTORIC DISTRICT
- ▨ ELIGIBLE FOR NATIONAL REGISTER
- ▧ ON NATIONAL REGISTER
- DOWNTOWN PARKING MANAGEMENT DISTRICT
- HIGH STREET HISTORIC DISTRICT



Downtown Façade Improvement Grant Timeline

Date	Action
August 1, 2011	Applications Available
October 15, 2011	Application Deadline
Late October	Review Team Scores Applications & Makes Funding Recommendations
November	Final Approval of Funding Recommendations (contingent on application scores and available funds)
November/December	Projects enter pre-approval phase (Finalized design, CDBG Environmental Clearance, Historic Preservation approval and Match Confirmed)
TBD (will vary by project)	Applicant matching funds placed in Escrow with City & Project begins
Ongoing	Projects monitored for compliance and work inspected to process payments
June 30,2011	Target project completion



Downtown Façade Improvement Grant Application & Attachment Check List

- ÿ Complete Application Form
- ÿ Sketches or photographs to show where proposed activities will take place and/or what it may look like, please indicate relation to abutting buildings
- ÿ Photographs of existing conditions of project, including abutting building(s)
- ÿ List of proposed materials
- ÿ Written professional quotes for proposed project (minimum of 3). *Identify preferred contractor.*
- ÿ Documentation of source of private funding match. If source is other than applicant's readily available funds, provide a letter of commitment or other documentation indicating availability and commitment of funds.



Downtown Façade Improvement Grant Application Form

Applicant Information (Property Owner):

- 1. Name of Applicant (e.g., Joe Smith):
2. Property Address:
3. Mailing Address (if different from above):
4. Business Name (s) (if applicable):
5. Daytime Phone: E-mail:
6. Have you received prior grant funding from the City of Bangor? Yes No
7. If yes, please list date(s) and purpose of funding?

Project Information:

- 8. Proposed Project (Select one): Storefront Improvement Signage Awning Other (explain):
9. Detailed description of project each proposed activity. For example: (1) Painting - Paint entire street facade with 3 colors, a base wall color, a trim color and an accent color. (2) Sign - Remove existing internally illuminated sign and replace with a new projecting externally illuminated sign. (3) Install a new awning at main entry.
10. Describe the long-term maintenance plan that will be in place to protect the facade improvements.

11. Estimated Cost* of Project: _____

For each applicable cost (cash) in the Cost Category column, list the dollar amount for all applicable funding sources in columns 1-3.

List the total dollar amount for each cost category in column 4, Cost Category Total

Enter the total of all Cost Category amounts in column 4 in the TOTAL COSTS box directly under column 4.

Cost Category <i>*Fields should align with written quote from your preferred contractor.</i>	Column 1 Façade Grant	Column 2 Cash Match	Column 4 Cost Category Total
Land Acquisition	N/A		
Legal Expenses	N/A		
Appraisals	N/A		
Relocation	N/A		
Demolition/Removal			
Site Work	N/A		
Architectural			
Engineering			
Administration	N/A		
Program Delivery	N/A		
Planning			
Loans			
Grants			
Operational	N/A		
Construction			
Materials			
Equipment			
Inspection			
Other (List)			
1.			
2.			
3.			
TOTAL COSTS			

12. Total Applicant Match _____

13. Total Grant Amount Requested: _____

14. Preferred Contractor Information:

Full Name/Business Name _____

Mailing Address: _____

Phone: _____

Applicant's Signature (Property Owner)

I have read and understand the Downtown Façade Improvement Grant guidelines. I understand that I am agreeing to meet program guidelines as written. I understand that this is a matching grant program, and that money is granted on a reimbursement basis, following completion of work. I also understand that improvements not formally approved by the City of Bangor will not be funded.

Applicant's Signature _____ Date _____

**Please return your completed application along with all documentation by 4:30 PM on
October 15, 2011* to:**

City of Bangor, Department of Economic & Community Development
Attn: Shirar Patterson
City Hall
73 Harlow Street
Bangor, ME 04401
(207)992-4234

****Note, applications must be mailed or hand delivered (email or fax will not be accepted)***

CONTRACTOR LIST

Bangor Façade Improvement Grant Program

The contractors below have previously worked on Community Development projects with the City of Bangor. You are not required to select one of the contractors below; this list is provided as a resource. You are required to select a contractor with liability/property damage insurance and Worker's Compensation Insurance. Contractors selected must provide documentation of insurance and are subject to reference checks by the City of Bangor prior to commencement of work.

All Phase Quality Construction

194 Warren Street
Bangor, ME 04401
(207) 947-2563

Copia Specialty Contractors

114 Oak Grove Drive
Brewer, ME 04412-1273
(207) 989-3082

Cole's Construction

PO Box 206
Old Town, ME 04468
(207) 217-1416

Gendreau Masonry and Construction

17 Avery Road
Lincoln, ME 04457
(207) 794-3558

J & T Carpentry

51 Westland Street
Bangor, ME 04401
(207) 852-1745

R & K Construction

1105 Ohio Street
Bangor, ME 04401
(207) 947-5517

Stonebridge Farm

PO Box B
Etna, ME 04434

REQUEST FOR BID

Bangor Façade Improvement Grant Program

You have been selected to receive this invitation to bid on rehabilitation work proposed at the above noted location which is applying for a Façade Improvement Grant from the City of Bangor.

Owner:		Phone	
Property Address:			
Contractor Name:			
Address:			
Type of Work:		Bid Due Date/Time:	
Specifications for the work to be done on the property:			

Grant applicants are required to secure 3 bids on project work. Grant applications are due October 15, 2011 and award announcements will be made in November.

The successful bidder will be notified by the property owner; however work will not begin until after a notice to proceed has been issued by the City of Bangor.

Contractor's Bid Proposal
Bangor Façade Improvement Grant Program

Owner:			
Property Address:			
Contractor Name:			
Address:			
Type of Work:		Bid Due Date/Time:	

The undersigned proposes to furnish all labor and material(s) required to complete the work outlined in the specifications for the above referenced project for the sum of _____ dollars (\$ _____).

1. All material will be free of defects and will be covered by manufacturer's warranties where applicable.
2. All work accomplished by the contractor and/or his representative(s) will be warranted and completed to standard trade practices.
3. Deviation from specifications involving changes in cost will be executed only upon written agreement by the owner, contractor, and Community Development Program personnel. This will be covered by a change order to the contract and project specifications.
4. This bid proposal is good for 90 days.
5. Contractor has liability/property damage insurance and Worker's Compensation Insurance and will provide documentation prior to the commencement of work.
6. If awarded the contract I understand work will not begin until after a notice to proceed has been issued by the City of Bangor.

Signature _____ Date _____