



# Downtown Façade Improvement Grant Program

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Deadline: [date] *Incomplete Applications will not be considered.* Optional Application Workshop [Date] 8:30am in the Council Chambers.

# Program Background

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The City of Bangor has established a Façade Improvement Program to help strengthen the revitalization of targeted areas. The 2020-2025 Consolidated Plan approved the expenditure of CDBG funding to concentrate this investment in Bangor's Downtown Façade District. Please see the attached map for eligible areas. The Program offers grant funds to be matched by private investments 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 improvements including, but not limited to, painting, window or door repairs/replacements, signage, awnings, storefront restorations and other activities outlined under Section IV (Eligible Activities).

The City of Bangor will evaluate applications to determine eligibility and, based on a set of criteria, 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 or move their businesses into the district.

# Funding and Administration

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The Downtown Façade Improvement Program is funded through the City of Bangor's Community Development Block Grant Program, through funding from the Department of Housing and Urban Development. Grants will be available for **up to 50% of the total cost** of the improvement project (not to exceed \$25,000) and must be **matched at a ratio of 1:1**. Program administration will be carried out by City of Bangor Community and Economic Development Staff according to established guidelines and procedures and will conform to all federal, state, and local codes as well as the regulatory requirements imposed on the use of federal funds.



# Program Guidelines and Eligibility

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1. The projects that are funded through the program will be evaluated on their alignment with CDBG Rules, which prioritize improvements with a demonstrated benefit to low- and moderate income people. Applicants are encouraged to familiarize themselves with the program's National Objectives framework to understand the community impact of these funds.
2. Grant funding is limited and will be awarded on a competitive basis. Applicants must attend a mandatory meeting to become familiar with the program and be invited to apply.
3. Small and large projects are eligible. Grants are available for **up to 50% of the total cost** of the improvement project and therefore must be **matched by private funds**.
4. Each applicant may only be awarded one grant per grant period. Subsequent awards in a future grant round are generally allowable, but only after first-time applicants are considered.
5. The property owner must be the grant applicant. Business owners leasing or renting space are encouraged to work with their building owner to develop an application.
6. Applicant must obtain all necessary approvals and/or permits from the City of Bangor. No award shall be made unless and until the proposed improvement work has been reviewed and approved by the City, including but not limited to the Business and Economic Development Committee, Planning Board, and/or Historic Preservation Committee. Furthermore, **under no circumstances may work begin, or any funds be committed to a project** before a mandatory Environmental Review has been completed and approved by state and/or federal agencies. These requirements are not intended to be onerous on the applicant, but are statutory and therefore cannot be waived.
7. The project applicant must owe no outstanding property taxes, fees, judgments, or liens to the City of Bangor and have no outstanding code violations. Projects which address and resolve minor code violations may be excepted. Applicants are encouraged to seek assistance from the Community Development Office's Rehabilitation Coordinator to review the proposed work plan before submission.
8. The applicant will be reimbursed for the amount of the grant award only upon completion of the project.

# Eligible Activities

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Eligible uses of Façade Improvement Grant funds A Façade Improvement Grant may only be made to a commercial or mixed-use property located in the Downtown Facade Improvement District. Eligible uses of grant funds are improvements to the exteriors (front, side, rear and top) of existing buildings, subject to the review and approval of the Community and Economic Development Division.

Projects must be designed by a qualified design professional and/or sign maker. Applications involving window/door replacement or other weatherization must include a review by a Certified Energy Audit Professional or firm whose opinion of the project details the need for weatherization work, but does not need to be a comprehensive building energy audit.

Eligible 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, appurtenances or accessory structures on exterior walls, such as empty electrical boxes, conduits, pipes, or unused sign brackets, which serve no useful purpose or are deteriorated beyond repair.
- 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 signs, soft awnings, exterior hardware, and/or lighting fixtures.
- i. Building permits and related fees, design services, or professional consultations associated with the funded project.

**If your project is not listed here, do not assume that it is/is not eligible. Before proceeding with the application, please contact the Community Development Rehabilitation Coordinator to discuss eligibility.**



# Design Guidelines

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1. All planned improvements must comply with **Chapter 71 (the “Bangor Center Revitalization Area Ordinance) and Chapter 148 (the “Historic Preservation Ordinance) of the [Code of the City of Bangor](#) where required and appropriate.**
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 similarly inappropriate façade coverings will not be funded.
5. Property and business owners undertaking façade improvement projects on historic, or potentially historic properties, should consider the types of materials and design elements 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 neighboring properties 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.
10. Projects should improve, rather than impede, accessibility within the downtown area for persons with mobility challenges. Resources for adaptable design are available through AARP, Bangor Livable Communities, and other state and local agencies for consultation or evaluation.

# Legal Requirements

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1. The awardee must agree to follow the procedures and conditions of all established and applicable municipal ordinances in the building rehabilitation and in future maintenance of the improved property. The awardee also must comply with all federal requirements as contained in the program guidelines.
2. The applicant shall secure at least two, and preferably three, quotes for each specific work task requiring the purchase of goods and services. Bid proposal forms and a list of qualified contractors are available from the Community Development Division. The applicant is not required to select from the contractor list provided; however, no entity currently debarred, suspended or ineligible ([www.sam.gov/debarred](http://www.sam.gov/debarred)) for federal contracts may perform any work or receive any payment in conjunction with a building façade grant.
3. **No elected or appointed official, nor any staff of the City of Bangor who exercises any functions or responsibilities with respect to program administration or decisionmaking in this grant program, shall have any financial interest, directly or indirectly in any contract or subcontract, or the proceeds thereof, for work performed in connection with a building façade grant.**
4. Cost must be a principal factor in the selection of a qualified contractor. If the lowest bid is not accepted for any component of the work, the City will require documentation of the rationale for that decision to demonstrate compliance within a competitive procurement process.
5. A contractor must provide all necessary expertise, equipment, and materials to satisfactorily complete the respective task. A contract which establishes these provisions, protections, and expectations and can be provided in lieu of an approved contractor's professional agreement. A copy of this executed contract must be on file with the Community Development Office.
6. Bid proposals may be secured from 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 applicant at the time of bid proposal.

Awards made under the above provisions must execute a legal contract.

7. No applicant, member of the applicant's family or extended family will be reimbursed with Façade Improvement Grant funds for unskilled labor provided. An applicant may assume any or all professional design or contractor responsibilities if the applicant can provide the necessary expertise, equipment, and materials to complete the respective task when those services or responsibilities are unreimbursed and therefore excluded from the project budget. No applicant, member of the applicant's family or extended family will be reimbursed for unskilled labor provided.
8. Applicant must agree to permit reasonable inspection, during normal business hours, by representatives of the City, to the property, exterior rehabilitation/improvement work, and all

contract agreements, materials, equipment, payrolls, and conditions of employment pertaining to the work.

9. At the time of the application submission, 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 original and approved exterior rehabilitation/improvement work will be forfeited.

## Federal Requirements

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The awardee 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 awardee 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. Façade grant recipients who own historic buildings must have their scope of work be reviewed and approved by the Maine Historic Preservation Commission (MHPC) pursuant to Section 106 of the National Historic Preservation Act as well as the Historic Planning Commission if required by City Code.
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 receiving façade funding must have an environmental review conducted 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 comply with the National Environmental Protection Act (NEPA), and other related Federal and state environmental laws. City staff will coordinate the environmental reviews.
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. An applicant 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.

## Application Process and Timeline

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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 **[the deadline]**. *Incomplete Applications will not be considered.*
2. The application review committee will review and score applications for compliance; awards are expected to be made by [May 1<sup>st</sup>.]
3. Successful applicants may begin improvements only after receiving official grant award notification, HUD Environmental Clearance and Historic Preservation approval. ***No improvements begun prior to approvals will be eligible for reimbursement or can be counted as project match.***

4. The amount of grant fund reimbursement shall be up to 50% of the estimated total project cost, not to exceed the award amount. The City will only pay its portion of the project costs once the building owner has paid its entire portion of the project costs.
5. Upon completion of a Façade Improvement Grant project, or at the time when a draw-down is requested, 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. ~~Each project is allowed a maximum of two draw-downs.~~
6. Upon a satisfactory inspection the reimbursement will be approved and processed within 30 days.

## Selection Criteria

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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:
  - Project compliance with eligible activities, Codes and Historic Preservation (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 streetscape as a whole (15 points)
  - Level of personal investment in project (10 points)
  - Long term maintenance plan (5 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 funds are 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.***

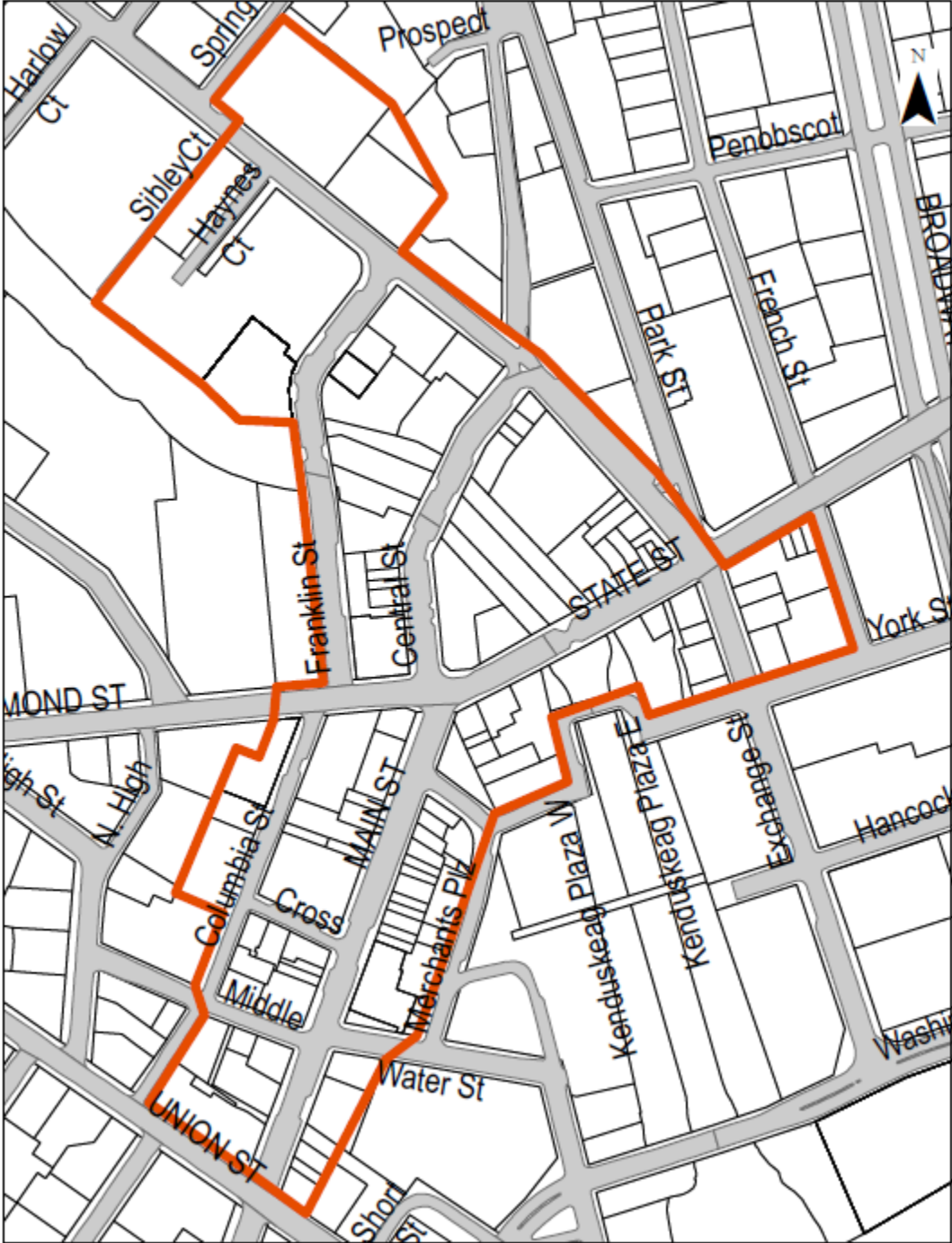
# Amendment

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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.

# Eligible Areas

## Bangor Center Revitalization Area







# Third and Main St. Project Area



# Timeline

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Date	Action
August 12, 2023	Applications Available
September 15 <sup>th</sup> , 2023 8:30am City Hall- Council Chambers 3 <sup>rd</sup> Floor	Optional Application Workshop
September 29 <sup>th</sup> @ 3pm	Application Deadline
October 3 <sup>rd</sup> , 2023	Award Notifications Expected
October 30 <sup>th</sup> , 2024	Projects enter pre-approval phase (Finalized design, CDBG Environmental Clearance, Historic Preservation approval, Contract and Match Confirmed)
End of February, 2024	Projects Must Be Completed

## Anticipated 2024 Competition Dates:

Date	Action
March 1, 2024	Applications Available
March 8 <sup>th</sup> , 2024 1:00-2:30 via Zoom	Optional Application Workshop
March 31 <sup>th</sup> 2024	Application Deadline
May 15 <sup>th</sup> , 2024	Award Notifications Expected
May 30 <sup>th</sup> , 2024	Projects enter pre-approval phase (Finalized design, CDBG Environmental Clearance, Historic Preservation approval, Contract and Match Confirmed)
July 1, 2024	Projects May Proceed

Projects should be completed no later than November 30, 2024

# Application & Attachment Check List

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- Complete Application Form
  
- Sketches or photographs to show where proposed activities will take place and proposed design features
  
- Photographs of existing conditions of project, including abutting building(s)
  
- List of proposed materials and processes to be used
  
- Written professional quotes for proposed project (minimum of 3). *Identify preferred contractor.*
  
- 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.
  
- Certificate Of Existence from the Maine Secretary of State (if applicable).

# Application Form

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## **Applicant Information (Property Owner):**

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

A DUNS number is a free 9 digit number required of all recipients of federal funding. If you do not have a DUNS number, you can obtain one by going to: <http://fedgov.dnb.com/webform>

After the rehabilitation project is complete, how will this building be used?

Does this project involve:

Historic Tax Credits?

Conversion?

Substantial rehabilitation?

**Project Information:**

**10. Proposed Project (Select one):**

Storefront Improvement

Signage

Awning

Other (explain):

**11. Detailed description of the Activity.** *For example: (1) Painting – Paint entire street façade 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.*

**12. Describe the long-term maintenance plan to protect the façade improvements.**

Estimated Cost\*of Project: \_\_\_\_\_

<b>Cost Category</b> <i>*Fields should align with written quote from your preferred contractor.</i>	<b>Grant</b>	<b>Cash Match</b>	<b>Cost Category Total</b>
<b>Demolition/Removal</b>			
<b>Architectural</b>			
<b>Engineering</b>			
<b>Planning</b>			
<b>Construction</b>			
<b>Materials</b>			
<b>Equipment</b>			
<b>Inspection</b>			
<b>Other (List)</b>			
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>TOTAL COSTS</b>			

For each applicable cost (cash) in the Cost Category column, list the dollar amount for all applicable funding sources. List the total dollar amount for each cost category in the Cost Category Total column.

13. Total Applicant Match \_\_\_\_\_

14. Total Grant Amount Requested: \_\_\_\_\_

15. 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 [deadline]**

City of Bangor, Department of Economic & Community Development  
Attn: Robyn Stanicki  
City Hall  
73 Harlow Street  
Bangor, ME 04401  
(207) 992-4280

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

# CONTRACTOR LIST

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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.** However, 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

Starbird Contracting  
27 Westbrook Terrace  
Hampden, ME 04444  
[starbirdcontracting@roadrunner.com](mailto:starbirdcontracting@roadrunner.com)

Cole's Construction  
PO Box 206  
Old Town, ME 04468  
(207) 217-1416

R & K Construction  
1105 Ohio Street  
Bangor, ME 04401  
(207) 947-5517

Dunn's Home Improvement  
83 Dirigo Drive  
Bangor, ME 04401  
[stevedunn@inbox.com](mailto:stevedunn@inbox.com)

House Revivers  
73 Pine Street, #1  
Bangor, ME 04401  
(207) 947-3863

J & T Carpentry  
51 Westland Street  
Bangor, ME 04401  
(207) 852-1745

If you know of contractors that would like to be added to this list, please contact Jeff Wallace at [jeff.wallace@bangormaine.gov](mailto:jeff.wallace@bangormaine.gov)

# Example Bid Documents

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## **Bangor Façade Improvement Grant Program**

The following pages provide forms that must be used to secure the three required bids for your project. These must be submitted as a part of your application.

**REQUEST FOR BID FORM**

**Bangor Façade Improvement Grant Program**

You have been selected to receive this invitation to bid on rehabilitation work proposed at following 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:	
<b>Specifications for the work to be done on the property:</b>			

Grant applicants are required to secure 3 bids on project work. Grant applications are due [deadline] and grant awards are expected in April.

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 (\$ \_\_\_\_\_).

Furthermore, I certify that:

1. All material will be free of defects and 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.
7. If awarded the contract I understand work will not begin until after a notice to proceed has been issued by the City of Bangor.
8. 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 have or will 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.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date