



CITY OF BANGOR

# **Community Development Block Grant 2022 Façade Improvement Grant Program Guidelines**

**DEADLINE: FRIDAY, APRIL 29, 2022 BY 1PM.**  
**INCOMPLETE AND LATE APPLICATIONS WILL NOT BE**  
**CONSIDERED.**

## **I. Program Background**

The City of Bangor has established a Façade Improvement Program (Program) to improve the façades of commercial and mixed used properties in low-to-moderate-income neighborhoods throughout the City. Please see the attached map for eligible areas.

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. Façade Improvement Grants (façade grant) will be awarded on a competitive basis and 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 pages four and five. Priority will be given to historic buildings and building within a local designated historic district.

A pre-submission consultation is welcomed. Please contact Tyler Collins in the City of Bangor Community & Economic Development Office at 992-4280.

Specific objectives of the Program include:

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

We anticipate that the demand will exceed our available funding. It is likely that not all requests will be granted, or some may not be funded in the full amount. The City of Bangor will evaluate applications to determine eligibility and, based on a set of criteria (see page 10), make grant awards to those proposed projects that are determined to have the greatest impact on enhancing the neighborhood where they are located.

## **II. Funding and Administration**

The Program is made available through the City of Bangor's Community Development Block Grant (CDBG) funding. Grants will be available for up to 50% of the total cost of the improvement project (not to exceed \$25,000). Properties that are designated historic landmarks or in a designated historic district as defined in section 148-5 the City of Bangor Code are eligible for grants to cover up to 50% of eligible project costs not to exceed \$75,000. All grants available through the Program must be matched with private investment 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. The

administration, operation and use of funds of the Program shall conform to all federal, state and local laws, regulations, and codes.

### **III. Program Guidelines and Eligibility**

- A. Only work on the exterior of buildings that is visible from the primary means of travel at street level is eligible under this Program.
- B. A façade grant will only be made to a commercial or mixed-use property. If façade grant funding is utilized, the building must remain commercial or mixed-use for at least five years following completion of the project. Please note that properties are eligible for grant funding regardless of whether the building is presently occupied or vacant.
- C. A property must be in a designated low-to-moderate-income block group in order to be eligible. Consult the map in Exhibit B or work with Community & Economic Development Staff to determine if your property is in an eligible area.
- D. Grant funds will be awarded on a competitive basis.
- E. Grants are available for up to 50% of the total cost of an eligible project, not to exceed \$25,000, and must be matched with private funding at a ratio of 1:1 (cash only).
- F. Façade improvement projects within a designated historic district or proposed on a designated landmark will be eligible for a grant of up to 50% of total costs, not to exceed (\$75,000), and must be matched with private funding at a ratio of 1:1 (cash only). See section 148-5 the City of Bangor Code or consult with Community & Economic Development staff to determine historic eligibility.
- G. Each property (address) may only be awarded one grant per grant period but can apply for any subsequent grant round. For each address, all past façade grants awards must be closed out before a new grant will be awarded.
- H. 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.
- I. Building projects should be designed by a qualified design professional. A professional sign and/or awning maker must produce any signs and awnings.
- J. Recipients must obtain all necessary approvals and/or permits from the City of Bangor. No façade grant shall be made unless and until the proposed work has been reviewed and approved by City staff and the appropriate review committees.
- K. Property owner and/or their lessee must owe no outstanding property taxes, fees, judgments, or liens to the City of Bangor and have no outstanding code violations.
- L. Each awarded project is allowed a maximum of two drawdowns.

#### **IV. Eligible Activities**

Eligible uses of façade grant funds are improvements to the exteriors of existing buildings located in the eligible areas, subject to review and approval. 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, rainwater leaders, and downspouts;
- F. 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;
- G. Repair, removal or replacement of exterior hardware and lighting fixtures;
- H. Repair or replacement of soft awnings;
- I. Removal, repair or replacement of exterior signs;
- J. Removal of exterior appurtenances or accessory structures which serve no useful purpose or those in a deteriorated condition which are not economically repairable;
- K. Building permits and related fees.

#### **V. Ineligible Activities**

Improvements/expenses that are not eligible with this funding source include but are not limited to:

- A. Any new construction;
- B. Interior renovations;
- C. Costs associated with security systems, solar systems, or satellite dishes;
- D. Purchase of property and/or equipment;
- E. Decorative fencing;
- F. Roof repairs (unless immediately integral to the exterior façade improvement)
- G. Sidewalks;

- H. Project improvements commenced prior to the receipt of a signed Notice to Proceed from the City;
- I. Any project or materials not approved by the Historic Preservation Commission.

## **VI. Design Guidelines**

- A. All planned improvements on properties that are located in the Downtown Revitalization District, 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.
- B. Planned improvements must preserve the architectural integrity of the building and adhere, where possible, to the original design of the façade. If the grant application is successful and the property is in the Historic Preservation District, applicant will be required to receive approval from the local Historic Preservation Commission (HPC). Receiving Façade Grant funding is contingent upon HPC approval.
- C. Only appropriate means of cleaning buildings will receive funding. Sandblasting of historic buildings is inappropriate due to its destructive nature and will not be approved.
- D. 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.
- E. Successful applicants 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. All projects that are located in the City of Bangor’s designated Historic District(s) or that have a local or national historic designation will need to go before the City’s Historic Preservation Commission. Additionally, all projects will be submitted to the Maine State Historic Preservation Office (SHPO) for review.
- F. Plastic, neon, and backlit signs are generally discouraged. Signs must comply with the [Code of the City of Bangor](#) Sign Ordinance; Chapter 260
- G. Awnings should be of canvas or acrylic material (if deemed appropriate to the character of the building), designed to respect the building’s proportions, and in colors that complement the color of the façade as well as neighboring awnings and façades.
- H. Improvements should develop compatibility within the building and with neighboring properties without sacrificing the uniqueness of Downtown Bangor. Consider the proportions, width, height, and setbacks of the building in relation to adjoining and surrounding buildings. Maintain the alignment of façade along the sidewalk and the rhythm of windows and storefronts.

## **VII. Local Requirements**

- A. All recipients 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 the future maintenance of the improved property. Recipients must comply with all federal requirements as contained in the Program guidelines.
- B. Each applicant will provide each contractor with the same bid documents and shall secure at least three (3) valid and recent professional quotes for each specific work task requiring the services of a contractor or sub-contractor. Standardized forms for bid proposals must be utilized and are provided (starting on page 5 of the application) in the application form found on the City website. 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. 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 grant under this Program.
- C. No member of the Bangor City Council or other public official who exercises any functions or responsibilities with respect to the Community & Economic Development Department shall have any interest, direct or indirect in any contract or subcontract, or the proceeds thereof, for work performed in connection with this Program.
- D. If the low bid is not accepted for a particular work component, the applicant must pay the difference between the chosen bid and low bid and provide justification as to why a higher bidder was selected. The City will make the determination whether this justification is valid.
- E. Any contractor chosen must provide all necessary expertise, equipment, materials and insurance to satisfactorily complete the respective task.
- F. Bid proposals may be secured from and awarded to a member of the recipient'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 recipient;
  - 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.

- e) The applicant may assume any or all contractor responsibilities if they can provide all necessary expertise, equipment, and materials to complete the respective task. The applicant may not receive any payment for personal expertise and/or labor.
- G. No member of the borrower's extended family will be reimbursed with Program funds for unskilled labor provided. In all cases, it is the recipient's responsibility to satisfy the Program's procedures to obtain grant disbursement.
- H. Each recipient 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.
- I. Disbursement funds under this program are 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 recipient or the contractor for exterior rehabilitation and/or improvements made to the property which were not approved by the City before they were commenced. No façade grant funds will be disbursed until the recipient has provided proof that their entire portion of project costs have been paid in full.
- J. Any Façade Improvement funds not expended upon completion of the original and approved exterior rehabilitation work will be forfeited.

### **VIII. Federal Requirements**

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

- A. All recipients and contractors 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. It is the applicant's responsibility to notify contractors upfront, as this will affect pricing. Please see the Wage Determination section attached to this notice. The wages provided in section are the minimum salaries that can be paid to the contractor's employees (rates plus fringe). Applicants must work with contractors to identify job classifications and contractors who are bidding on the projects must be aware that these figures are valid and may affect the bid amount.
- B. 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.

- C. All recipients 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.
- D. Façade grant recipients who own historic buildings must have their scope of work be reviewed and approved by the State Historic Preservation Office pursuant to Section 106 of the National Historic Preservation Act as well as the local Historic Preservation Commission as required by City of Bangor Code.
- E. If the property to be improved is located in a designated flood hazard area, the property/building owner is required to carry flood plain insurance and abide by the regulations of the Flood Disaster Protection Act of 1973.
- F. All properties receiving façade grant 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 and there is no fee.
- G. Recipients and all contractors must abide by the Civil Rights Act of 1964. Recipients and contractors must not discriminate upon the basis of race, color, creed, or national origin in the sale, lease, rental or occupancy of an improved property.
- H. 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.
- I. No member, officer or employee of the City's Department of Community and Economic 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 & Economic Development Department shall have any direct or indirect pecuniary interest as that term is defined by 30 M.R.S.A., Section 2605 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.

- J. A recipient 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.

## **IX. Application Process and Timeline**

- A. To apply for a Façade Improvement Grant, fill out the Façade Grant Application form and return it to the City of Bangor Office of Community & Economic Development by Friday, April 29, 2022 at 1pm.
- B. Applications will be considered only if they are filled out completely and include the following:
  - a. Full description of the project
  - b. Three (3) recent (no more than 30 days old) and valid bids from contractors bidding on the exact same scope of work. The bid forms attached to the Façade Improvement Grant Application (found on the City's website) must be utilized.
  - c. Explanation of the specific proposed storefront improvements that will be restored, rehabilitated, modified, and/or replaced
  - d. Detailed and colored photographs of the storefront in its current condition and at least one showing the entire building along with adjacent buildings
  - e. A preliminary sketch or drawing showing what proposed improvements will look like.
- C. City staff will review and score applications for compliance; awards are expected to be made within two weeks of the deadline.
- D. Recipients may begin improvements only after receiving official grant award notification, CDBG environmental clearance, local Historic Preservation Commission approval, State Historic Preservation Office approval, a signed grant contract is executed, and an executed notice to proceed has been received. No work or improvements begun prior to signed notice to proceed (including materials ordered, preparation work, etc.) will be eligible for reimbursement or can be counted as project match.
- E. 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.
- F. Upon completion of a Façade Improvement Grant project, or at the time when a draw-down is requested, the grant recipient shall submit invoices and proof of payment related to the work completed. The City will 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 drawdowns.

- G. Upon a satisfactory inspection, the reimbursement will be approved and processed within 15 days.

## **X. Selection Criteria**

- A. Applicants must submit the attached Façade Grant Application Form and required attachments (in color) found in the previous section. Incomplete applications will not be scored. Applicants must agree to comply with the Required Design Guidelines starting on page 5. Proposed improvements that do not comply with these guidelines are not eligible for grant funding.
- B. Each Façade Improvement Grant application will be evaluated based on the following criteria:
  - a. Compliance with design guidelines, eligible activities, and City of Bangor codes;
  - b. Improvement to the visual appeal of the building and appearance/attractiveness of the streetscape as a whole;
  - c. Amount of personal investment in project and documentation of matching funds;
  - d. Effectiveness of the long-term maintenance plan;
  - e. Degree of restoration of the original character of historic buildings
- C. Due to limit funding, federal regulations, and staff limitations, priority may be given to applicants that participate in a pre-application consultation, limit the number of contractors, and/or projects in which the private investment will be greater than 50% of the project budget. Additionally, a clear and detailed application and a sketch of what the proposed improvements will look like will be advantageous to the applicant.

The City of Bangor anticipates that there will be more demand than available funds. Funding will be awarded to applicants 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 design guidelines. Should there be a lack of qualified applications, all remaining grant funds may not be awarded.

**XI. 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.

**XII. Timeline**

Date	Action
Thursday, March 28, 2022	Guidelines Released
Friday, April 29, 2022 at 1pm	Application Deadline
Friday, May 6, 2022	Award Notifications Expected
Monday, May 9, 2022	Projects enter pre-approval phase (Finalized design, CDBG Environmental Clearance, Historic Preservation approval (if required), Contract and Match Confirmed)

**XIII. Wage Determination and Davis Bacon**

- A. For each employee working at the project site, Contractors must abide by the wage determination pay scale in Exhibit A.
- B. Evidence of weekly Certified Payroll forms will be required for all time spent on the project. City Staff provide certified payroll forms if necessary.
- C. Please review the “Making Davis Bacon Work” PDF document available at the City’s Façade Improvement Grant website: [www.bangormaine.gov/facade](http://www.bangormaine.gov/facade). This document, and pertinent Federal, State and local laws, rules and regulations should be made available to potential contractors to ensure accurate estimates are received.

**XIV. Eligible Areas**

Only mixed-use properties located in a low to moderate-income neighborhood (as identified by the colored areas on the map found in Exhibit B) are eligible for funding under this Program. The map can also be found on the City’s Façade Improvement Grant webpage. Please reach out to Community and Economic Development Staff if you have eligibility questions.

## EXHIBIT A

### THIS DOCUMENT MUST BE CLEARLY POSTED AT ALL CONSTRUCTION SITES FUNDED IN PART WITH STATE FUNDS

State of Maine Department of Labor Bureau of Labor Standards  
Augusta, Maine 04333-0045  
Telephone (207) 623-7906

Wage Determination - In accordance with 26 MRS §1301 et. seq., this is a determination by the Bureau of Labor Standards, of the fair minimum wage rate to be paid to laborers and workers employed on the below titled project.

2022 Fair Minimum Wage Rates Building 2 Penobscot County (other than 1 or 2 family homes)

Occupational Title	Minimum Wage	Minimum Benefit	Total
Brickmasons & Blockmasons	\$35.00	\$0.00	\$35.00
Carpenter	\$26.40	\$12.38	\$38.78
Carpet Installers	\$20.50	\$0.72	\$21.22
Cement Masons & Concrete Finisher	\$20.00	\$4.44	\$24.44
Construction & Maintenance Painters	\$34.61	\$2.65	\$37.26
Construction Laborer	\$18.00	\$1.39	\$19.39
Control & Valve Installers & Repairers - Except Mechanical Door	\$26.00	\$5.49	\$31.49
Crane & Tower Operators	\$25.75	\$6.29	\$32.04
Drywall & Ceiling Tile Installers	\$25.49	\$0.00	\$25.49
Earth Drillers - Except Oil & Gas	\$23.25	\$5.53	\$28.78
Electricians	\$30.68	\$6.37	\$37.05
Elevator Installers & Repairers	\$56.69	\$42.31	\$99.00
Excavating & Loading Machine & Dragline Operators	\$25.25	\$0.00	\$25.25
Fence Erectors	\$23.00	\$5.43	\$28.43
Floor Layers - Except Carpet/Wood/Hard Tiles	\$22.00	\$5.25	\$27.25

Glaziers	\$26.00	\$1.90	\$27.90
Hazardous Materials Removal Workers	\$20.38	\$2.17	\$22.55
Heating & Air Conditioning & Refrigeration Mechanics & Installers	\$28.00	\$4.26	\$32.26
Heavy & Tractor - Trailer Truck Drivers	\$20.75	\$0.20	\$20.95
Industrial Machinery Mechanics	\$26.00	\$5.82	\$31.82
Industrial Truck & Tractor Operators	\$24.00	\$5.61	\$29.61
Insulation Workers - Floor Ceiling & Wall	\$26.25	\$1.43	\$27.68
Ironworker - Ornamental	\$25.00	\$3.32	\$28.32
Light Truck Or Delivery Services Drivers	\$20.00	\$2.30	\$22.30
Mobile Heavy Equipment Mechanics - Except Engines	\$24.88	\$4.09	\$28.97
Operating Engineers & Other Equipment Operators	\$26.00	\$2.15	\$28.15
Paving Surfacing & Tamping Equipment Operators	\$33.12	\$0.00	\$33.12
Pipelayers	\$28.00	\$7.20	\$35.20
Plumbers Pipe Fitters & Steamfitters	\$26.00	\$4.15	\$30.15
Reinforcing Iron & Rebar Workers	\$21.00	\$5.69	\$26.69
Roofers	\$20.00	\$0.46	\$20.46
Sheet Metal Workers	\$22.75	\$6.53	\$29.28
Sider	\$18.00	\$2.44	\$20.44
Structural Iron & Steel Workers	\$27.98	\$4.69	\$32.67
Tapers	\$25.00	\$1.13	\$26.13
Telecommunications Equipment Installers & Repairers - Except Line Installers	\$33.25	\$10.78	\$44.03
Tile & Marble Setters	\$25.50	\$5.30	\$30.80

Welders are classified as the trade to which welding is incidental (e.g. welding structural steel is Structural Iron and Steel Worker). Apprentices – The minimum wage rate for registered apprentices are those set forth in the standards and policies of the Maine State Apprenticeship

and Training Council for approved apprenticeship programs. For any other specific trade on this project not listed above, contact the Bureau of Labor Standards for further clarification. Title 26 §1310 requires that a clearly legible statement of all fair minimum wage and benefits rates to be paid the several classes of laborers, workers and mechanics employed on the construction on the public work must be kept posted in a prominent and easily accessible place at the site by each contractor and subcontractor subject to sections 1304 to 1313. Appeal – Any person affected by the determination of these rates may appeal to the Commissioner of Labor by filing a written notice with the Commissioner stating the specific grounds of the objection within ten (10) days from the filing of these rates.

A true copy

Attest: Scott R. Cotnoir

Scott R. Cotnoir

Wage & Hour Director Bureau of Labor Standards

Expiration Date: 12-31-2022

# EXHIBIT B

