

City of Ashland  
Downtown Central Business District

**Downtown Revitalization Grant Program  
APPLICATION PACKAGE**



FACADE ALTERATIONS  
1/4" = 1'-0"

The following includes the Downtown Revitalization Grant  
Program Description and Grant Application

*SPONSORED BY:*

CITY OF ASHLAND  
206 CLAREMONT AVENUE  
ASHLAND, OH 44805

This Grant Program was made possible through the  
extraordinary efforts of the Ashland Main Street Organization



# CITY OF ASHLAND

## Downtown Revitalization Grant Program Description

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The City of Ashland, in its continuing effort to support development of our Downtown Business District, applied for and received \$320,000 in Community Development Block Grant (CDBG) Downtown Revitalization grant funds through the Ohio Development Services Agency (ODSA). This Program will continue the process of creating a more inviting character for the Ashland Downtown area. The proposed outcome of the grant is to improve 25 facades and 10,000 square feet of building space. **Grant funds are available through August 31, 2017.**

### **W**hat is the Downtown Revitalization Grant Program?

The City wishes to encourage and support building and business owner investment in the upgrade of their existing building storefronts. A well maintained and visually appealing Downtown will make a significant impact on the marketability of the Downtown and the community overall.

The Downtown Revitalization Grant Program is a process where the City, through the CDBG Grant, will provide a 50% (dollar for dollar) matching grant to Downtown building or business owners who construct eligible improvements to their building storefronts (i.e. facades). The building or business owner must apply for and be approved in order to receive the funding, plus improvements must be performed in full compliance with Grant guidelines.

These funds are being made available under the State of Ohio CDBG Program for the purpose of preventing and/or eliminating slum and blight within the Downtown Business District. The projected outcome of the Grant is to improve 25 facades and 10,000 square feet of building space.

### **E**ligible Properties and Applicants

All existing buildings within the Downtown Business District target area as shown below are eligible for funding. The target area encompasses the Downtown area east of Claremont Avenue, south of Second Street, west of Union Street, north of Maple Street, east of Luther Street south of South Street, and west of Luther Street north of Public Parking Lot B.

Only improvements to facades that directly front a public right of way are eligible for funding at this time. Any building owner, or business owner with building owner authorization, may apply for the grant.

City officials, employees, or agents, and their spouses are ineligible to participate in the program. Properties owned by such individuals are also ineligible.



**Grant Target Area**

**E**ligible Improvements

The following improvements are examples of eligible activities that qualify for funding through the program.

*Improvements Eligible for Downtown Revitalization Grant Funding*

Brick Cleaning	Exterior Doors	Signage Repair or Replacement
Masonry Tuck Pointing	Windows and Window Frames	Stairs, Porches, and Railings
Painting	Canopies and Awnings	Roofs visible from the Street
Improvements for ADA Compliance	Entryway Repair/Replacement	Architectural Features Repair or Replacement
Wall Facade Repair and Treatment	Exterior Lighting	

**I**neligible Improvements

The Downtown Revitalization Grant Program will not currently provide funds for roof repair/replacement not visible, plumbing repair/improvements, HVAC repair/improvements, electrical repair/improvements or interior remodeling. *Once the initial applications are reviewed and awarded, additional funding may be available to fund electrical, plumbing, HVAC, and non-visible roof repairs, as long as the proposed improvements meet the Federal and State objectives of the Grant.*



### **Architectural Assistance**

Ashland Main Street has contracted with an Architect to provide concept and construction documents to Building/Business Owners who wish to participate in this program. If a Building Owner/Business elects to use a different design professional, up to 10% of the improvement cost can be reimbursed as soft costs, in addition to the improvement cost. As an example, if an improvement cost is \$20,000, a maximum of \$2,000 can be reimbursed for Architectural/Engineering services. An invoice needs to be submitted and the 50% match requirement still applies. Reimbursement for professional design services will only be approved if the Application is approved and the proposed improvements are completed in accordance with Grant guidelines.



### **Administration**

Any building or business owner within the Ashland Downtown Business District target area who wishes to apply for funding can obtain an application at the City of Ashland Building and Zoning Division. Applications for qualifying improvements will be accepted based on the timeliness of the submittal, the aesthetic impact, public benefit and value of the investment of the proposed improvements. Only completed applications that include all required submittal documents and information will be accepted. A City Committee will review the application and determine if it meets the guidelines for funding. Once approved, the Applicant will have to enter into a formal Agreement with the City and formal construction documents and specifications will have to be submitted for final review.

Due to the use of Federal CDBG funds, an ***Environmental Review*** will have to be performed and approved **prior to the start of any construction**. The Environmental Review includes adherence to the Secretary of the Interior Standards for Rehabilitation, which will require a review and approval through the Ohio Historic Preservation Office (OHPO). In addition, any building owner, whose building falls within a FEMA designated Flood Plain, will have to show proof of Flood Insurance at least up to the amount of the proposed improvements. The City will perform the Environmental Review for each improvement project.

Concurrently with the Environmental Review, the Applicant is required to procure and submit a minimum of **three (3) contractor quotes** in conformance with the approved Application. All Contractors must be made aware that they are ***required to pay Federal Prevailing Wage Rates on any construction contract that exceeds \$2,000***. This is in accordance with the Federal Davis-Bacon and Related Acts. The Contractor will be required to submit Payroll to certify that prevailing wage rates were adhered to. An Owner can choose to hire a Contractor that is not the lowest price, but grant funds will only match 50% of the lowest quote. There are additional procurement procedures that must be observed, which the City is responsible for ensuring prior to the disbursement of funds. Most qualified Contractors are familiar with the Federal requirements and the City will help guide you through the procurement process.

Following the completion of the Environmental Review and review and acceptance of the selected Contractor, the City will issue a Notice to Proceed to the Applicant, which authorizes the start of construction

Grant funds will then be distributed to the Applicant once the construction of the approved improvements have been completed and inspected by the City Building Department and all other requirements have been met.

**Listed below is the required sequence of activities through the Program:**

1. Building/Business Owner to submit completed Application.
2. City Committee will review and approve Application.
3. Applicant to enter into a formal Agreement with the City.
4. Construction Documents for improvements to be submitted to City for review and approval.
5. Environmental Review to be performed by City.
6. Applicant to procure three (3) quotes from qualified, registered Contractors.
7. Applicant to submit copies of quotes to the City for review and approval.
8. City issues a Notice to Proceed to Applicant
9. Applicant to enter into contract with the approved, selected Contractor
10. Start of Construction
11. End of Construction
12. City inspection for conformance with approved Application and Construction Documents.
13. Applicant to submit invoice and Contractor's payroll records for certification.
14. Payment issued to Applicant.

## **Q**uestions

If you have further questions or concerns regarding the Downtown Revitalization Grant Program, please feel free to contact Shane Kremser, P.E., City Engineer, at 419-289-8331 or via email: [kremser.shane@ashland-ohio.com](mailto:kremser.shane@ashland-ohio.com).



## Downtown Revitalization Grant Application

Building and Zoning Department – 206 Claremont Avenue – Ashland, OH 44805 – (419)-289-8331

Applicant Information	
Name:	Phone:
Mailing Address:	Building Owner or Tenant:
Email:	Federal Tax ID:

Property Information	
Building Address(s):	Business Name(s):
Parcel Number(s):	Phone(s):

Proposed Improvement(s) – Check all that apply		
<input type="checkbox"/> Brick Cleaning	<input type="checkbox"/> Exterior Doors	<input type="checkbox"/> Signage Repair or Replacement
<input type="checkbox"/> Masonry Tuck Pointing	<input type="checkbox"/> Windows and Window Frames	<input type="checkbox"/> Stairs, Porches, and Railings
<input type="checkbox"/> Painting	<input type="checkbox"/> Canopies and Awnings	<input type="checkbox"/> Roofs visible from the Street
<input type="checkbox"/> ADA Improvements	<input type="checkbox"/> Entryway Repair/Replacement	<input type="checkbox"/> Other Architectural Features
<input type="checkbox"/> Wall Facade Repair	<input type="checkbox"/> Exterior Lighting	
<input type="checkbox"/> Other Proposed Improvements (please specify)		
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