



▪ 342 2nd Street ▪ Portsmouth, OH ▪ 45662 ▪
An Ohio Main Street Community

BUILDING IMPROVEMENT GRANT PROGRAM

Grant Application Package

Main Street Portsmouth in Bloom and the City of Portsmouth have partnered to offer a grant program for the purpose of promoting exterior building improvements to existing commercial properties in Portsmouth's Downtown Improvement District.

Main Street Portsmouth in Bloom and the City of Portsmouth believe property owners are a vital component to the success of the redevelopment and economic revitalization efforts in Portsmouth. The Building Improvement Grant Program is a reimbursement grant program implemented to stimulate efforts in improving the structural integrity, longevity, and overall physical appearance of commercial buildings in Portsmouth's Downtown Improvement District.

Prior to awarding a grant, Main Street Portsmouth in Bloom shall verify with the City of Portsmouth that the applicant does not have any outstanding citations, delinquencies, or liens with the City of Portsmouth or Scioto County.

This Grant Application Package Includes:

- A. Program Information
- B. Qualified Improvement Expenditures
- C. Application Information
- D. Grant Award and Conditions
- E. Project Completion and Reimbursement
- F. Definitions
- G. Attachment A: Downtown Improvement District Map
- H. Attachment B: Proof of Ownership
- I. Attachment C: Grant Application
- J. Attachment D: Scoring Criteria Worksheet

A Grant Program Information

Eligibility

To be eligible for the Building Improvement Grant Program you must own an existing commercial or income producing property in Portsmouth's Downtown Improvement District.

The existing property can be vacant or occupied. Owner occupied residential properties are not eligible.

The owner of the property must fill out Attachment B: Proof of Ownership.

Target Area

The target area for the Building Improvement Grant Program is designated as Portsmouth's Downtown Improvement District. The Downtown Improvement District includes two historic districts listed on the National Register for Historic Places as well as local locally designated properties.

Only properties located within the target area will be eligible for the grant program.

Type of Grant

The total grant allocation for each fiscal year is limited. The Building Improvement Grant Program is a competitive program. Grant awards will be based on available funding for that specific fiscal year.

Eligible projects shall be reimbursed up to 50 percent of the cost of the qualified improvement expenditures for the building improvement project.

Applicants are limited to one award per property per fiscal year.

Applicants MUST submit grant application PRIOR to commencing work for the property listed in the grant application. If work has already begun on the property listed in the application, the grant application shall be considered NOT ELIGIBLE for award.

Ownership

Applicants must provide proof of ownership for the commercial building listed in the application. See Attachment B, Proof of Ownership.

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Qualified Improvements

The Building Improvement Grant Program will fund exterior building improvements necessary for the structural integrity of the property, the repair of the exterior building envelope or the restoration/repair of any exterior historical, architectural features. Qualified Improvements include, but are not limited to:

- Repair or replacement of roofing system.
- Repair or replacement of exterior gutter and downspouts.
- Masonry Work including; Brick cleaning, re-pointing and tuck pointing, brick replacement.
- Exterior Painting
- Restoration, repair and/or replacement of exterior windows and doors.
- Restoration, repair and/or replacement of exterior lighting.
- Accessibility improvements including exterior ramps, handrails and other means and devices in accordance with the Americans with Disabilities Act (ADA). Improvements must be designed in a manner that continues to maintain the overall character of the building.
- Other exterior building improvements necessary for the structural integrity of the building.

Ineligible Improvements

The following are improvement items not eligible for funding under the Building Improvement Grant Program.

- Interior renovations
- The purchase of furnishings, equipment, or other personal property.
- Expansion of the existing structure and new construction except where noted above under qualified improvements.
- General site work including; sidewalks, driveways, property landscaping, fencing, retaining walls and other features not directly attached to the existing building.
- The creation of new and/or incompatible exterior architectural features, nor the repair or replacement of existing exterior architectural features incompatible with the original architecture of the building.
- Any work on the exterior of the existing building not visible from a public right-of-way or vital to the structural integrity of the building.

B Application Information

Application Deadline

Applications will be accepted at the Main Street Portsmouth In Bloom office starting **August 1 of each year.** The Building Improvement Grant Application

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deadline is the last Friday of October at 12:00pm. Applications can be submitted in our office or by mail. The office is located in the Scioto County Welcome Center at 342 Second Street.

Application Fee

There is a nonrefundable application fee of \$25. (Checks should be made payable to Main Street Portsmouth).

Application Procedure

The Building Improvement Grant Application should include the following items:

- A completed application form (See Attachment C).
- Current photographs of the property including photographs of the existing conditions of the improvement items identified in this application.
- A Drawing or a sketch of the proposed building improvements.
- A written description of the proposed improvements, including materials, color selections, etc.
- A preliminary cost estimate for the proposed improvements. The estimate may be completed by an architect, engineer, contractor, or supplier (store/vendor).
- A copy of the approved Certificate of Appropriateness from the Portsmouth Design Review Board. THEY MEET THE THIRD MONDAY OF THE MONTH AND THIS IS NEEDED TO BE CONSIDERED
- A signed letter of commitment, from the applicant, to provide a minimum of fifty percent (50%) of the funding for the building improvement project.

The Application Review Process

- Main Street Portsmouth in Bloom's Executive Director will review application material to ensure all required documents have been included in the submission package. Incomplete applications will not be considered. All completed applications will be forwarded to the Design Review Board for project approval.
- All approved applications will be forwarded to the Building Improvement Grant Committee for scoring and consideration.
- The Building Improvement Grant Committee will meet to review each completed application the first week in November, and the Grant Awards will be announced by the end of November.

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- If necessary, the Building Improvement Grant Committee may conduct an on-site inspection of the property. The applicant may be invited to participate.

Scoring Criteria

Building Improvement Grant Applications shall be scored using the following criteria:

- District Distributive Balance
- Financing and Speed of Development
- Quality of Property
- Quality of Project

See Attachment D: Scoring Criteria Worksheet.

C Awards and Conditions

Main Street Portsmouth in Bloom's Executive Director shall send written notification to all applicants receiving grant awards.

Awards

- Main Street Portsmouth in Bloom will prepare and execute a contract agreement with the grantee for the awarded project. Upon execution of the contract agreement, the grantee may begin building improvement work.
- All work must be completed within one hundred and eighty (180) calendar days from the date of the execution of the contract agreement unless a written request for a time extension is submitted to the Executive Director and approved by the Building Improvement Grant Committee.

Conditions

- The grantee shall be responsible for properly maintaining the completed building improvements for a period of five (5) years without alteration unless such changes are submitted in writing to the Executive Director for review and approval of the Building Improvement Grant Committee.
- The grantee agrees to solicit a minimum of two (2) bids for the improvement project and submit to the Executive Director a copy of all bids received.

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- The grantee must notify the Executive Director in writing of the contractor selected, the amount of the contract, and a copy of the anticipated schedule of work.
- The grantee may not serve as his/her own contractor or self-perform work, unless the following conditions are met:
 - Grantee must be a licensed contractor in the City of Portsmouth
 - Grantee must provide proof of ownership or be part owner of a licensed construction company.
- The City Engineering Department shall be notified and make inspections as dictated by all state and local building codes.
- The grantee must obtain all required building permits and plan approvals prior to the beginning of work.
- All change orders or changes to the scope of work must be submitted, in writing, to the Executive Director and approved by the Building Improvement Grant Committee.

Project Completion

Upon completion of the improvement project and ALL work items listed on the approved grant application, the grantee shall submit the following information to the Executive Director.

- Provide copies of all invoices marked paid and/or cancelled checks showing payment.
- Provide contractor waivers of lien (or partial waivers of lien for individual discrete components of work).
- Provide photographs of the completed project.
- The grantee shall schedule a site visit by a member of the Building Improvement Grant Committee to provide written verification all work items listed on the approved grant application were completed.

Reimbursement

Once all of the project completion requirements are satisfied, the grantee shall submit all paperwork to the Executive Director. Main Street Portsmouth in Bloom will then issue the grantee a check for the awarded grant amount.

In the event the completed project did not meet all the grant requirements and does not receive approval for reimbursement, the grantee applicant may appeal the decision to the Main Street Board of Directors. The grantee applicant shall notify the Executive Director, in writing, with a request to appeal within ten (10) business days of receiving notice from the Building

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Improvement Grant Committee that the completed project was not approved for reimbursement.

The Main Street Portsmouth in Bloom Board of Directors shall hear the appeal and review all information provided by the Grantee and the Building Improvement Grant Committee. The MSP Board of Directors shall uphold or reverse the Committee's original decision. The Board's decision shall be final.

D Definitions

- Façade: The front or side of a building which is visible from a public street or public right-of-way.
- Storefront: The side of a store facing a street, usually containing display windows.
- Adaptive Reuse: The process of reusing an existing building for a purpose other than which it was built or designed for.
- Rehabilitation: The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.
- Grantee: Property Owner with a project receiving a Building Improvement Grant Award.
- QIE: Qualified Improvement Expenditures. Improvement items eligible for grant monies.

ATTACHMENT B
PROOF OF OWNERSHIP

1. Owner Declaration Form

I hereby attest that the information I have provided is, to the best of my knowledge, correct. I understand that falsification of representations in this application shall subject the applicant to being denied access to this or any other MSP grant.

Owners Signature:

_____ (Original Signature Only) _____ (Date)

Print Name of Owner: _____
Address/City/State/Zip: _____

Daytime Phone Number: _____
Email: _____
Fax Number: _____

2. The applicant must provide a deed for the project or County Auditor’s card for the parcel.

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ATTACHMENT C:

**BUILDING IMPROVEMENT GRANT PROGRAM
GRANT APPLICATION**

Instructions: Read the instructions carefully before completing the application. No grant certification will be made unless a completed application form has been received. Type or print clearly in ink. If additional space is needed, use continuation sheets and attach.

1. **Name of Property:** _____

Address of property:

Street _____

City _____ State _____ Zip _____

- Downtown Improvement District
- National Historic District

2. **Check nature of building improvement(s):**

- ADA Accessibility
- Exterior Lighting
- Masonry Repairs
- Exterior Painting
- Roof Replacement
- Window repair or replacement
- Exterior Signage
- Other exterior repair or replacement: (please describe)

3. **Project contact:**

Name (Print clearly) _____

Street _____ City _____

State _____ Zip _____ Daytime Telephone _____

4. **Owner:**

I hereby attest that the information provided is, to the best of my knowledge, correct, and that I own the property described above.

Signature _____ Date _____

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Name (Print clearly) _____

Organization: _____

Street _____ City _____

State _____ Zip _____ Daytime Telephone _____

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GRANT CERTIFICATION APPLICATION**

Office Use Only
Property Name

Property Address

MSP

Project Number

5. Description of physical work: (include materials, colors, etc.)

6. Certificate of Appropriateness from the Portsmouth Design Review Board:

- Submitted (date) _____
- Approved (date) _____

7. Items to be submitted with this application include:

- A completed grant certification application
- Current photographs of the existing property
- Drawings or sketches illustrating the proposed building improvement work
- Preliminary Cost Estimate (prepared by an architect, engineer, contractor, building supply store, or other qualified source.
- Signed Letter of Commitment (indicating the property owner commitment to provide at least 50% of the building improvement project costs)

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MSP Office Use Only

Application received on: _____

Verification of complete application on: _____

Submitted to Building Improvement Committee: _____

Committee Action: Approved Denied

MSPIB Authorized Signature _____ Date _____

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