



## PY 2017 Downtown Revitalization Program Application

Received \_\_\_\_\_

Date: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Owner

Business Owner

Property/Business Owner

Please attach the following documents when submitting your application:

1. If Applicant currently owns the property, a copy of recorded deed or other legal documents showing ownership of the property; or
2. If Applicant is **not** the property owner, please have the building owner sign the application as well and submit a notarized letter of approval of the project requested.

Please list businesses in the building:

Business: \_\_\_\_\_

Business: \_\_\_\_\_

Business: \_\_\_\_\_

Age of the building: \_\_\_\_\_

Have you secured funding for your project? Yes \_\_\_ No \_\_\_

If no, when do you expect to secure funding? \_\_\_\_\_

Are all real property taxes paid and current? Yes \_\_\_ No \_\_\_

Do you have any outstanding or delinquent accounts with the City of Galion? Yes \_\_\_ No \_\_\_

If you have a mortgage on the building, is it current? Yes \_\_\_ No \_\_\_

Please describe any building code or zoning violations on the building:

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In general, what improvements would you like to make to the building?

Façade \_\_\_\_\_

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Interior Code Improvements: \_\_\_\_\_

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Exterior Code Improvements: \_\_\_\_\_

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### Certification of Applicant(s)

I certify that all the information in this application is true and complete to the best of my knowledge and understand the information is subject to verification.

I further certify that I am the owner(s) of the property and I agree to abide by all the rules or recommendations of the Program, and to cooperate will all parties involved in the rehabilitation of my property. I understand that the City of Galion and their Consultant are

responsible for the administration of the PY 2017 Downtown Revitalization Program. All decisions made by these parties are final and binding on all parties involved.

I authorize the City of Galion, the Consultant, and designees of the Office of Community Development, and the U.S. Department of Housing and Urban Development to inspect and evaluate all projects funded by this grant. I understand that all information provide in this application may be used for such purpose.

I hereby grant permission to the City of Galion, the Consultant, or their representatives to develop the necessary specifications and award bids for work to be performed on my property; and further consent to make all work areas available during normal working hours and will cooperate to complete the work.

I understand the personal financial information contained in the application is necessary for evaluation of my application for program assistance. This information, however, will remain confidential. However, I understand that my name, address, and the amount of assistance will be subject to public disclosure.

I acknowledge that I have received a copy of the Eligibility and Construction Management Terms for Participation.

U.S.C Title 18, § 1001, provides:

“Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies . . . or makes any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both”

Print Applicant(s) Name: \_\_\_\_\_

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Business Owner/Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Business Owner/Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## City of Galion PY 2017 Downtown Revitalization Program Eligibility and Construction Management Terms for Participation

### Eligibility:

1. The building and/or business must be located in the grant target area.
2. The improvements submitted for grant match must address the national objective of eliminating slum & blight by addressing a substantial condition (code violation) and/or improving the façade of the building.
3. Taxes on the property must be current and in good standing.
4. All city taxes and city utility payments must be current and in good standing.
5. All projects requiring historic preservation board and/or planning commission review, must be approved accordingly, or will be deemed ineligible.
6. All projects must obtain Ohio Historic Preservation Office approval (Section 106 Historic Review) by grantee, as part of a Tier 2 Environmental Review.
7. Applicant must show loan pre-approval or proof of available funds letter from their banking institution to cover the project costs.
8. The maximum reimbursement is anticipated to be \$10,000 per building in order to meet the project outcome of the grant.

### Steps to Follow:

1. Submit an application.
2. City of Galion Staff and/or Program Architect will contact the Applicant to prepare the project scope, prepare the specifications, and cost estimate.
3. Applicant will receive said project specifications, cost estimate, and terms for reimbursement from grant funds, along with confirmation of eligibility to participate in the program.
4. Applicant will meet with City of Galion Staff/Consultant to determine other requirements necessary, such as Design Review Board, zoning approval, building permits, and/or environmental review.
5. City of Galion Consultant will perform Tier 2 Environmental Review, including Section 106 Historic Review.
6. Once all necessary approvals are received, grantee consultant will secure a list of applicant's selected contractors (minimum of 3) and arrange an on-site pre-bid meeting and tentative bid opening date.
7. City of Galion Staff/Consultant and/or Program Architect will prepare bid documents and solicit bids to be opened at pre-arranged location.
8. Federal Prevailing Wages will apply to all projects exceeding \$2,000 in cost.
9. Bids will be taken under advisement by Grantee Staff/Consultant, Program Architect and the Applicant, with notification to successful bidder.

10. Grantee Staff/Consultant will prepare contract documents or Program Architect and a pre-construction conference will be scheduled for successful bidder. Contract document will be between Applicant and Contractor.
11. The pre-construction conference will be held at the project site, if possible, with a notice to proceed to be issued. Parties in attendance to include Applicant, Contractor, Program Architect, and Grantee Staff/Consultant.
12. Weekly payroll reports must be submitted to Grantee Staff/Consultant.
13. Any change order requests must be reviewed and approved by the Program Architect prior to acceptance by Applicant and Contractor.
14. All pay requests, stating items completed, must be reviewed, work inspected and approved by Program Architect and/or Rehab Specialist prior to approval for Applicant to pay Contractor.
15. Final pay requests will require project to be inspected for code compliance and completion of project specifications prior to Applicant making final payment to Contractor. Project may require other approvals prior to payment.
16. Applicant must obtain a Release of Lien from the Contractor, and submit a copy along with a paid receipt to document project completion.
17. Grantee staff/consultant will confirm all grant and regulatory compliance prior to reimbursement to Applicant.

NOTE: Work by Applicant is permitted, but project reimbursement will be at 50% for eligible materials only. All work performed by owner must meet project specifications prepared by Program Architect and meet all regulatory obligations, such as building code. The project must comply with all other grant requirements, including Tier 2 Environment Review.



*Ohio Regional Development Corporation*