



NOTICE OF FUNDING AVAILABILITY FACADE IMPROVEMENT GRANT PROGRAM

Issue Date: March 15, 2024

Due Date: April 17, 2024

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Applications should be submitted online at:

<https://www.zoomgrants.com/zgf/fig>

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A. GENERAL OVERVIEW

The City of Toledo, Department of Economic Development hereby announces the availability of \$280,000 in funding for the Facade Improvement Grant Program. The program is designed to incentivize property owners to comprehensively enhance the facade of their commercial, industrial, or mixed-use buildings.

The grant reimburses 50% of eligible expenses incurred during a comprehensive facade improvement. A facade is defined as the principal face(s) of a building that is on a public street. The minimum reimbursement is \$10,000 and the maximum is \$40,000.

Eligible projects result in the comprehensive redevelopment of a building's façade. Eligible buildings must be occupied by a business, have no active code violation citations, and be located in the city of Toledo. Projects must be complete, with necessary permits received, final inspections complete, and all documents required for reimbursement submitted by December 2, 2024.

The grant is subject to a two-year period of compliance and reporting. The grant is collateralized by a restrictive covenant that prevents the sale of the property without approval from the City of Toledo until December 31, 2026.

The application is open from March 15, 2024, to April 17, 2024. Applications will be reviewed and scored by the City's Incentive Advisory Committee (IAC), using the evaluation criteria contained in this notice. The IAC consists of eight independent citizens that provide oversight of the City's incentive programs. Upon completion of review, the IAC will recommend the top-scoring applications to the Mayor. The Mayor shall have the sole and absolute discretion to award funds.

The program is part of the City's Vibrancy Initiative, which is designed to enhance the city's vitality by supporting revitalization efforts that will create jobs, reduce blight, and preserve and improve structures in our community. A full list of Vibrancy Initiative programs can be found [here](#).

B. SCHEDULE

| Milestone | Date |
|--|--|
| Application Opens Notice of Funding Availability is released and the application opens in ZoomGrants . | Friday, March 15, 2024 |
| Webinar A Zoom webinar will be held to educate potential applicants about the guidelines and application process. The webinar will be recorded and posted to the City of Toledo website. https://toledo-oh-gov.zoom.us/j/85847294512 | Monday, March 18, 2024 at 4:00 PM EST |
| Application Submission Deadline Completed applications are due in ZoomGrants . No late application submissions, amendments to applications, or additional application documents will be accepted. | Wednesday, April 17, 2024 at 11:59 PM EST |
| Awarded Projects Announced Applicants will be informed of the decision on their application. | Friday, May 17, 2024 |
| Grant Agreement Deadline The grant agreement and restrictive covenant must be signed by the deadline or the award will be forfeited and the next highest scoring application will be awarded funding. | Friday, June 7, 2024 |
| Project Construction Phase Construction commencement occurs once the grant agreement is executed and proper permits have been received. | Monday, June 10, 2024 to Monday, December 2, 2024 |
| Project Completion Deadline Projects must be complete, with necessary permits received, final inspections complete, and all documents required for reimbursement submitted to the Manager of Development. | Monday, December 2, 2024 |

C. ELIGIBILITY

Eligible projects result in the comprehensive redevelopment of a building's façade. Projects must be complete, with necessary permits received, final inspections complete, and all documents required for reimbursement submitted to the Manager of Development by December 2, 2024.

Eligible Applicants

Eligible applicants must meet the following criteria:

- Applicant is in good standing with governmental entities (i.e. current income taxes, property tax, utilities, fees, and have no active code violation citations).
- Applicant owns the building for which they are applying.*

*If the applicant does not own the building for which they are applying but does have the building under contract, the applicant is eligible to apply for the grant. However, grants will not be awarded until the applicant owns the building for which they are applying.

Eligible Buildings

Eligible buildings must:

- Be located in the City of Toledo
- Contain a first-floor commercial or industrial business, or have a committed first-floor commercial or industrial tenant. Occupying businesses must be registered with the City of Toledo.
- Have no active code violation citations

Eligible building uses include:

- Commercial use (non-residential)
- Industrial use
- Mixed-use (integrated first-floor commercial and upper floor residential uses)

Ineligible Buildings

Buildings with an exclusively single-family residential, multi-family residential, or storage use, or which contain the following businesses are not eligible:

- Payday loan businesses
- Pawn shops
- Firearm or other weapons dealers
- Adult entertainment
- Franchise and chain businesses
- Self-storage

A building may not receive more than one Facade Improvement Grant in its lifetime.

Eligible Expenses

The grant provides funding for a comprehensive enhancement to a building's facade. A facade is defined as the principal face(s) of a building that is on a public street. Eligible projects include replacement, repair, or addition of **at least two** of the expenses below.

Eligible expenses include:

- Building facing materials (such as brick, siding, or decorative features)
- Windows
- Doors
- Gutters and down spouts
- Stairs
- Ramps
- Sidewalks on private property
- Exterior lighting (including lighting directed on the building, but not attached to it)
- Exterior painting
- Awnings
- Canopies
- Non-commercial artist mural approved by The Arts Commission
- Walk-up service window
- Permanent patio or deck that complies with the City's [Outdoor Dining Guide](#) and Encroachment Permit requirements

Roofing expenses are non-reimbursable, but are eligible toward an applicant's match amount when accompanied by a comprehensive facade improvement that utilizes at least two of the expenses listed above.

Ineligible expenses include:

- Paving (except for sidewalks on private property)
- Landscaping
- Fencing (except for those on a permanent patio or deck)

All enhancements must be located on private property and comply with zoning and building codes. Any eligible expense incurred prior to the execution of the Facade Improvement Grant Agreement, or work performed without required permits, is ineligible for reimbursement.

D. GENERAL INSTRUCTIONS

Applications must be submitted online via the [Zoom Grants platform](#). No paper or emailed applications will be accepted. Required documentation upon submission includes:

- Applicant's W-9 (form provided in application)
- Business Tax Registration Form (form provided in application)
- Vendor Registration Form (form provided in application)
- Copy of Commercial Building Insurance Policy
- Funding Sources, which may be demonstrated by commitment letters from lenders or proof of funds from a financial institution.
- Current photos of the building's facade
- Entity Operating Agreement (if applicable)
- Entity board resolution authorizing authority to enter into agreements (if applicable)
- Architectural and engineering drawings, renderings, elevations (if available)
- Evidence of first-floor occupancy, which may include:
 - Tenant business lease agreement
 - A letter of intent from a business to occupy the space that identifies the agreed upon rental rate and term.
 - A statement of self-occupancy by the building owner, including the name of the business.
- A minimum of one quote is required for all work included in the project.
 - Eligible expenses must be clearly identified and highlighted on the quote(s) provided. Quote(s) must conform to [prevailing wage](#), be on contractor letterhead, and clearly identify the project timeline, cost, and full scope of work, with each activity itemized. Contractors must have required licensing, bond, and insurance, and all work must be performed according to applicable codes (i.e. Ohio Revised Code and Toledo Municipal Code). If the individual or any member of the entity owning the property self performs a portion of the work, reimbursement will be for materials only. All self-performed work should be clearly identified on quotes.

E. SELECTION PROCESS AND EVALUATION CRITERIA

Upon closure of the application, the Department of Economic Development will conduct an initial screening of applications to determine if all submission requirements are met. Any incomplete applications will be rejected. Members of the IAC will review, evaluate, and score each eligible application using the evaluation criteria below. Upon completion of review, the IAC will recommend the top-scoring applications to the Mayor. The Mayor shall have the sole and absolute discretion to award funds.

City of Toledo Department of Economic Development
 Notice of Funding Availability – Facade Improvement Grant
 Application Open: March 15 - April 17, 2024

| EVALUATION CRITERIA | SCORING | WEIGHT | MAX SCORE |
|--|---------|--------|-----------|
| Transformational Facade Improvement The proposed improvements to the building's facade are comprehensive in nature and will have a significant positive impact on the aesthetics of the building and the surrounding area. A rating scale from one (1) to five (5) will be used, with one being the lowest and five being the highest. Examples of demonstrating transformational facade improvement could include the following: <ul style="list-style-type: none"> • Demonstrate a well-thought-out vision for the facade improvements and how they are comprehensive in nature. • Identify how the improved facade will catalyze development and benefit the surrounding area. • Demonstrate that the project is part of a larger, comprehensive redevelopment of the structure and/or surrounding structures. • Documentation on how the current facade might not meet modern accessibility standards. • Documentation of the building's historical significance to the local community or its historical role in the city. • Testimonials or letters from neighboring businesses expressing support for a facade revitalization project. • Photographs or reports demonstrating the current state of disrepair or deterioration of the facade and/or disinvestment in the corridor in which the business is located. | 1-5 | x3 | 15 |
| Historic Preservation The subject property is a building constructed prior to 1970 or has historical or design significance. Projects will be scored as follows: Zero (0): building was built post 1971; One (1): building was built prior to 1970; Two (2): building was built prior to 1950; Three (3): building was built prior to 1930; Four (4): building was built prior to 1910, Five (5): building was built prior to 1900. | 0-5 | X2 | 10 |
| Neighborhood Revitalization Strategy Area (NRSA) A score of five (5) will be awarded to projects located in a City designated NRSA . | 0/5 | X2 | 10 |
| LMI Census Tract A score of five (5) will be awarded to projects located in a low-to-moderate income (LMI) Census Tract . | 0/5 | X1 | 5 |
| MAXIMUM POSSIBLE SCORE: | | | 40 |

F. POST AWARD PROCESS

Awarded applicants will enter into a Facade Improvement Grant Agreement with the City of Toledo to establish the terms and conditions in which eligible work will be reimbursed. In addition to the Agreement, the applicant will be required to execute a restrictive covenant on the property, which will be recorded with the Lucas County Recorder's Office. The Restrictive Covenant prevents the property owner from selling the property without approval from the City of Toledo until December 31, 2026.

The Agreement and Restrictive Covenant must be signed by Friday, June 7, 2024, or the award will be forfeited and the next highest scoring application will be awarded funding.

During the Construction Phase of the project, awarded applicants will be required to submit a report to the program manager on the 1st of the month, from July through December, as well as upon request. Monthly reports must be emailed to EconomicDevelopment@toledo.oh.gov.

G. PROJECT COMPLETION AND REIMBURSEMENT

An applicant's project includes all work outlined within an application, including non-eligible expenses and expenses that will not be reimbursed by the grant. To qualify for reimbursement, the entire project must be complete, with necessary permits received, final inspections complete, and all documents required for reimbursement submitted by December 2, 2024.

When requesting reimbursement, the applicant must submit copies of all paid invoices, matching proof of payment by a cancelled check or bank statement, copies of permits and inspections, and a photo of the building's completed facade. The Department will review the information for accuracy and completeness and process the reimbursement payment, which will be disbursed by check.

DISCLAIMER

The Department of Economic Development, in its sole discretion, reserves the right to modify the above dates; suspend, amend, or modify the provisions of this Notice of Funding Availability, to waive selected requirements or limitations herein, to reject all proposals, to negotiate modifications of proposal, or to award less than the full amount of the funding available; all in its sole and absolute discretion.