



Grove City Town Center Commercial Revitalization Grant Program



The City of Grove City
www.grovecityohio.gov

Exhibit A - revised

TOWN CENTER COMMERCIAL REVITALIZATION (TCCR) GRANT PROGRAM



What is the Town Center Commercial Revitalization Grant Program?

The Town Center Commercial Revitalization (TCCR) Grant Program is designed to assist businesses, non-profit, not-for-profit and building owners with improving commercial building and properties in the core area for the betterment of Grove City as a whole. The program was created in the spirit of the 1987 Downtown Redevelopment Project and was revised following the completion of the 2008 Town Center Plan as a means to further the implementation of the plan's guiding principles.

Eligible Geography: Properties located in, adjacent to or across the street (and railroad rights-of-way) from the Town Center area as illustrated on Exhibit 1-A, attached hereto, are eligible to participate in the TCCR grant program. Additionally, exceptional circumstance for properties located within 400 feet of the program boundary may be granted program eligibility by City Council.

Eligible Participants: Owners or tenants of buildings that are used to conduct business or non-profit or not-for-profit activities or owners of residential units located above storefronts within the Commercial Core of Town Center. Prohibited businesses include national chains, check cashing, sexually oriented businesses, governmental or quasi-governmental agencies and other businesses determined by Council to be contrary to the goals and objectives of the Town Center Plan. Eligibility of non-profit, not-for-profit organizations shall be determined by proof of 501(c) status. Portions of buildings occupied by ineligible businesses may make the building ineligible for program funds.

Further, applicants requesting funding through the program must be current in their real estate property taxes and must be in good standing with all local, regional, state and federal taxing authorities.

Project Types: Eligibility of proposed improvements for participation in the grant program is at the sole discretion of the City. Below are some examples of eligible projects:

- Façade painting/repair gutters and roofing on “new and existing construction”
- Signage
- Exterior lighting
- Dumpster enclosures
- Structural repairs
- Permanent landscaping
- Window replacement or maintenance
- Parking lot (upgrades, replacement or striping)
- Awning and/or canopy (new, replacement or maintenance)
- Entryway enhancements, including ADA accessibility, and sidewalks
- Exterior furnishings (tables, chairs, and benches)
- Utilities, including electrical, HVAC and plumbing facilities (new, replacement or repair but does not include purchase or repair of appliances)

Funding Levels: The program provides a 50% grant up to the maximum award amount for eligible renovation costs. Additionally, an exceptional circumstance may be granted by City Council to increase the maximum award amount for a specific project or percentage of matching funds of a specific type of project.

Note: This grant may be treated as income subject to Federal Income Tax. The City of Grove City is not liable for any tax implications resulting from this extension of this grant through the Town Center Commercial Revitalization Grant Program. See your tax advisor for clarification. The distribution of funds will be made in accordance with the guidelines stipulated by the Housing Officer of the City of Grove City.

Maximum Award: The maximum grant award is \$10,000 per building per calendar year unless otherwise approved by City Council as an exceptional circumstance. Owners and tenants are eligible to re-apply until the maximum award is reached for the given calendar year.

If required by staff, the City may reimburse 50%, up to \$2,500 of architectural fees as well as for fees pertaining to Phase I and Phase II environmental reviews provided a plan has been provided for more intensive reuse in and around the commercial core.

Exceptional Circumstances: At such time that City Council makes a specific finding that a proposed recipient or project type merits special consideration, Council may offer increased grant funding or percentage of matching funds (e.g. greater than 50%). Additionally, upon a specific finding of City Council that a commercial building or property located within 400 feet of the program boundary merits special consideration, Council may grant an exceptional circumstance making said building or property eligible for grant funding as set forth in this program.

Special consideration may be found when a minimum of three of the following criteria is satisfied:

- (1) proposed improvement will substantially enhance the vitality and appearance of Town Center;
- (2) proposed improvement will result in creation of jobs;
- (3) proposed improvement will result in the leveraging of additional economic investment and/or activity;
- (4) proposed improvement will result in the utilization of sustainable building and site design concepts; and
- (5) proposed improvement will result in the attainment of a needed service or goal as set forth in the Town Center Plan

Project Monitoring: Grant recipients must agree to allow any duly authorized representative of the City of Grove City, at reasonable times and with forty-eight (48) hours prior notice, to have access to any portion of the project in which the City is involved and the period of such right to this access shall be until the City closes out the project.

Conflict of Interest: No official, employee, or agent of the City shall have any personal interest, either direct or indirect, in the TCCR grant program, nor shall any such official, employee or agent participate in any decision relating to the TCCR grant program which affects his personal interests or the interests of any corporation, partnership or association in which he is, either directly or indirectly, interested.

Grant Approval Process and Program Requirements:

- Interested parties should schedule a pre-application meeting with the Grove City Development Department prior to preparing any materials for submittal.
- Following the pre-application meeting, the applicant may begin preparing the grant application form and compiling required materials. The application is available on the Grove City website www.grovecityohio.gov or in the Development Department office located at 4035 Broadway, Grove City, Ohio 43123 or development@grovecityohio.gov
- Submittal requirements are set forth on the application form and are attached hereto. Information provided by the applicant will be used as the basis for evaluating the project.
- Applicants must submit a completed application along with all required materials to the Development Department office for review. Applications will be considered incomplete and returned if all items on the application form are not answered and all required attachments are not included. Incomplete applications may not be considered for participation in the program until staff determines the application to be complete.
- Development Department staff will review submitted applications. Applicants will receive notification of a decision within 10 business days of submitting a complete application or soon thereafter. In cases where an exceptional circumstance is requested by the applicant the Development Department shall prepare a recommendation and forward to City Council for final action.
- Staff bases eligibility decisions on the following criteria: (1) improvement to the appearance of the Town Center; (2) creation of jobs; (3) leveraging of additional economic investment and/or activities; (4) utilization of sustainable building and site design concepts; (5) provision of needed services or goal as set forth in the Town Center Plan; and (6) promotion of maintenance and enhancements of exterior structures and their interior facilities.
- Eligibility of proposed improvements for participation in the grant program is at the sole discretion of the City.
- The City retains the right to approve an entire request, to approve portions of a request, suggest and/or ask for changes/additions to a request before approving, or to deny any request or portion thereof.
- Upon approval, the applicant will enter into an agreement with the City setting forth, among other things, the work to be done as approved by the City. The agreement is signed by the City and the applicant.
- Applicants are responsible for obtaining all necessary permits and authorizations.
- Staff will be permitted to inspect the project to ensure conformance with the grant agreement.
- The City will not enter into an agreement for any project started or completed prior to application approval and contract signing.
- The City will authorize the issuance of funds after the execution of a project agreement and securing necessary permit approvals.
- If project cost exceed the original estimates, the applicant will be responsible for the full amount of the excess.
- The City will not contract to perform any of the work, but will enter into an agreement with the

applicant for approved expenses.

- Upon the project's completion the Applicant shall sign a letter of compliance declaring the project was completed in accordance with the rules and regulations of this program and all specifications set forth in the project agreement.
- Approved projects should be completed within 365 days from the date of the signed agreement unless a written extension is granted by City staff.
- Failure to comply with any of the program regulations set forth herein and attached shall result in a full reimbursement to the City for the entire grant amount. This reimbursement shall be payable as of the date of the agreement's cancellation.

Additional program requirements and/or restrictions may apply.

GRANT POLICY & ACKNOWLEDGEMENT FORM

Return Application To:

City of Grove City
Development Department
4035 Broadway
Grove City, Ohio 43123

Kyle Rauch, AICP
krauch@grovecityohio.gov
Phone: 614-277-3010
Fax: 614-277-3011

**PLEASE READ THE IMPORTANT INFORMATION BELOW ABOUT COMPLETING AND SUBMITTING THE
TOWN CENTER COMMERCIAL REVITALIZATION GRANT APPLICATION**

- Applications will be considered incomplete and returned if all items on the application form are not answered and all required attachments are not included. Incomplete applications may not be considered for participation in the program until staff determines the application to be complete.
- Guidelines for applying for a Town Center Commercial Revitalization grant are available on-line at <http://www.grovecityohio.gov>, or by calling the Development Department at 614- 277-3000.
- Development Department staff will review submitted applications. Applicants will receive notification of a decision within 10 **business days of submitting a complete application or soon thereafter. Eligibility of proposed improvements for participation in the grant program is at the sole discretion of the City.**
- The City will not enter into an agreement for any project started or completed prior to application approval and contract signing. Such work associated with said project is also contingent upon completion of the project as proposed by the applicant and approved by staff, satisfactory final inspections, and compliance with any requirements set forth in the grant contract. Following project completion the applicant is required and here by agrees to sign a letter of compliance certifying completed work complies with submitted plans and applicable codes.

I have read and understand the guidelines set forth above, as well as those outlined in the Town Center Commercial Revitalization Grant Program, a copy of which is attached hereto and made a part hereof by reference.

Signature

Date



Town Center Commercial Revitalization Grant Program

Town Center Boundary (Areas of Eligibility)



Legend

- TownCenter
- Commercial Core
- 400 Feet within Town Center

Eligible Uses

- Commercial
- Commercial & Residential
- Commercial (with City Council Approval)



PLEASE NOTE, THIS TOWN CENTER COMMERCIAL REVITALIZATION GRANT PROGRAM APPLICATION WILL BE CONSIDERED INCOMPLETE AND RETURNED IF ALL ITEMS ARE NOT ANSWERED AND ALL REQUIRED ATTACHMENTS INCLUDED.

Section 1: BUSINESS INFORMATION (ALL ITEMS MUST BE ANSWERED)

Every grant applicant that is not a natural person must provide to the City the name, date of birth, address, and telephone number of every person or other entity that holds 10% or more of the beneficial ownership of the applicant, as principal, member, partner, shareholder, or otherwise. Upon the City's request, the applicant must provide documentation to support the information that the applicant provides pursuant to this paragraph.

1. Legal Name of Applicant: _____

2. **Project** Address: _____

3. Applicant **Mailing** Address: _____

4. Description of Business: _____ 5. Parcel ID No. _____

6. Type of Business: (Corp, LLC, etc.) _____ **You must attach copies of your organizational documentation**

7. Contact Person's Name: _____ 8. Yrs/Mos. in operation: _____

9. Title: _____ 10. Email: _____

11. Phone: _____ 12. Cell: _____

13. Are all of the business local, state and federal taxes paid up-to-date? Yes No (If no, provide explanation)

14. Have you or your company ever applied or received any financial assistance from any City business assistance program (RLF or TCCR, etc.)?
 Yes No If yes, what program? _____

SECTION 2: PERSONAL BACKGROUND INFORMATION (ALL ITEMS MUST BE COMPLETED)

15. Provide the full name, birth date (DOB), address, years at address, and % of ownership in company for each company principal.

Name	DOB	Address	Yrs There	% Ownership
_____	_____	_____	_____	_____ %
_____	_____	_____	_____	_____ %
_____	_____	_____	_____	_____ %

16. Each principal must provide a list of all of his/her prior addresses for the past five years, including street address, city and state.
(This must be provided for each principal in the business and attached to this application form).

SECTION 3: BUILDING OCCUPANCY

17. What is your legal interest in the building? Property Owner or Tenant
If tenant, the property owner must complete and execute an Owner Consent Form.

18. Provide a list of ALL businesses **operating from** the project address – attach a separate sheet if necessary

Business Name	Type of Business	Owner's Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 4: PROJECT INFORMATION (ALL ITEMS MUST BE COMPLETED)

19. Project Address: _____ 20. Zoning of Property: _____

21. Tax Parcel ID Number(s): _____ 22. Project Square Footage: _____

23. Have you met with City staff to discuss project? Yes No If yes, describe: _____

24. Do you have site plans for your project? Yes No If yes, you must submit a copy with your application.

25. Have building permits been applied for? Yes No If yes, copy of permit and any supporting plans must be attached.

26. Are you requesting a Exceptional Circumstance? Yes No If yes, you must provide the written documentation required in Section 5 stated below.

SECTION 5: ATTACHMENTS (READ CAREFULLY – ALL ITEMS ARE REQUIRED & MUST BE ATTACHED)

- Organizational Documentation** (corporate, partnership, LLC, proprietorship documentation) (see question no. 6)
- Personal Background Exhibits**, if applicable (see Section 2). Check here if not applicable:
- Owner Consent Form** – Required if you are not the owner of the project real estate (see question no. 17)
- List of Tenants** (see question no. 18)

Copy of Site Plan – If your project requires site plans to be submitted to the Planning Commission or any other entity, for review and approval, a copy of the project site plans, as submitted, must be included with the grant application. Check here if not applicable:

Copy of Building Permit (Check here if not applicable:

IMPORTANT! When submitting the below attachments, keep in mind that staff must be able to understand exactly what you are proposing to do to the property and exactly how the project will look upon completion. Provide as much detail as possible, including information on types of material, quantities, colors, etc. Applications that do not include sufficient project details will not be considered complete and returned to the applicant.

Statement of Project Description – A written statement of what the project will involve. Provide as much detail as possible, including what you are changing or replacing, type of new materials to be used, color, location on façade, etc.

Photograph(s) of Existing Conditions – Submit several photos of your building (or project area) in its current conditions. If necessary, also take several photos to demonstrate that your proposed improvements will maintain the character of the area. Be sure to label each photo and indicate what improvements you are proposing to make in each.

Drawings/Plans of Proposed Improvements – What the building (project area) will look like after work is completed. For larger projects involving a major scope of work this will include copies of your renovation plan containing elevations and site plans. For smaller projects, a simple sketch may be appropriate at the staff's sole discretion. Include product sample sheets showing colors, size, type of material, etc.

Statement of Exceptional Circumstance – Applicants requesting an exceptional circumstance from City Council shall provide, on a separate sheet of paper, a written statement detailing how the proposed project or property inclusion; increased grant funding; or increased matched percentage complies with and furthers the obtainment of the general goals and objectives of the Town Center Plan. Additionally applicants shall provide detailed written responses addressing all applicable statements below:

- (1) proposed improvement will substantially enhance the vitality and appearance of Town Center;
- (2) proposed improvement will result in creation of jobs;
- (3) proposed improvement will result in the leveraging of additional economic investment and/or activity;
- (4) proposed improvement will result in the utilization of sustainable building and site design concepts; and
- (5) proposed improvement will result in the attainment of a needed service or goal as set forth in the Town Center Plan

SECTION 6: APPLICANT SIGNATURE

By signing below, the Applicant acknowledges that he/she has received and read the program guidelines for the Town Center Commercial Revitalization Grant Program. The applicant affirms that they have the full legal capacity to authorize the filling of this application. Also, the Applicant acknowledges that he/she is duly authorized to act on behalf of the Company and/or each principal of the company and that the Company is properly organized and licensed to conduct business in the state of Ohio.

The Applicant assures that the above information is true and correct and agrees to comply with all City of Grove City guidelines applicable to this program. The Applicant also agrees that in the event of his/her/their breach of any condition or provision or whenever deemed to be in the interest of the City of Grove City, the City's Development Director or any representative thereof has the right to terminate the program agreement.

The Applicant authorizes the City of Grove City to request criminal record information about **each principal** of the Company, if desired, for the purpose of determining eligibility for this grant.

The Applicant understands that this is a voluntary program. The applicant also understands the City has the right and sole discretion to determine project eligibility, grant approval or deny any portion thereof.

The Applicant agrees to allow any duly authorized representative of the City of Grove City, at reasonable times and with forty-eight (48) hours prior notice, to have access to any portion of the project in which the City is involved and the period of such right to this access shall be until the City closes out the project.

The Applicant agrees to sign a letter of compliance following the completion of the project declaring that the project was completed in accordance with the rules and regulations of this program and all specifications set forth in the project agreement.

Applicant further understands that he/she must submit detailed cost documentation including canceled checks, billing invoices, and original contractor's lien waiver(s) once the improvements have been completed.

The Applicant authorizes the City to use his/her/its name, likeness, photos and/or information about the project participating in the Program for promotional purposes.

Date Signed

Signature

Make copies of this page if additional photos are needed to describe your project. Beneath each photograph describe in detail what it represents (view of building or parking lot from front, left, right, back, etc.) **FOR EACH PHOTO ALSO STATE WHAT CHANGES ARE BEING PROPOSED.**

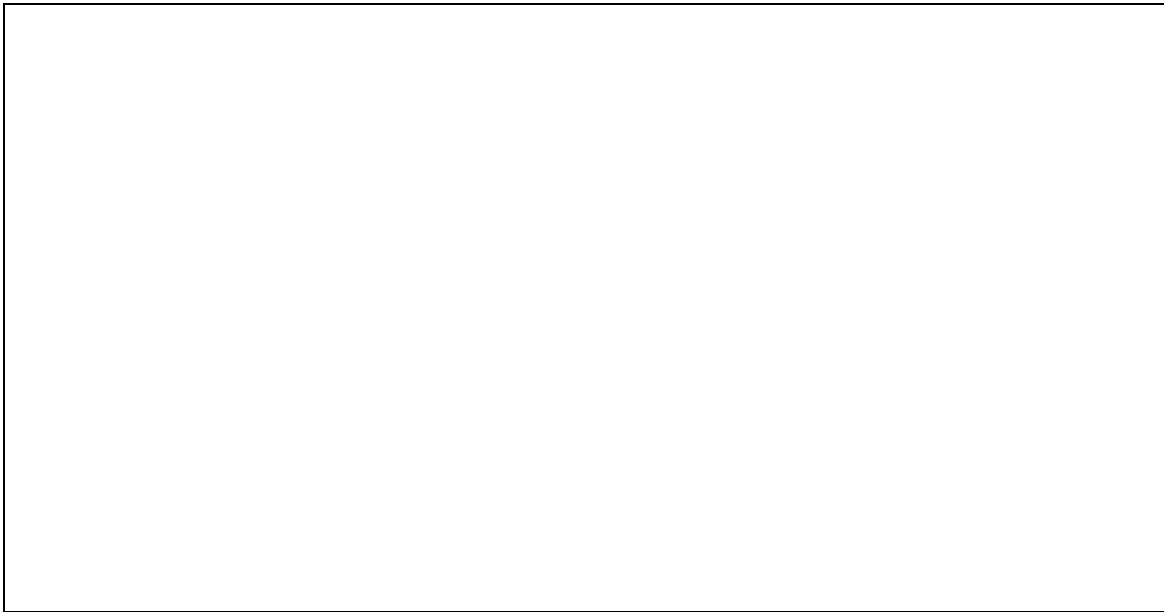


Photo Description: Describe what is represented in the above photograph prior to making the proposed changes, and what will be installed/changed in same location once the project is completed: _____

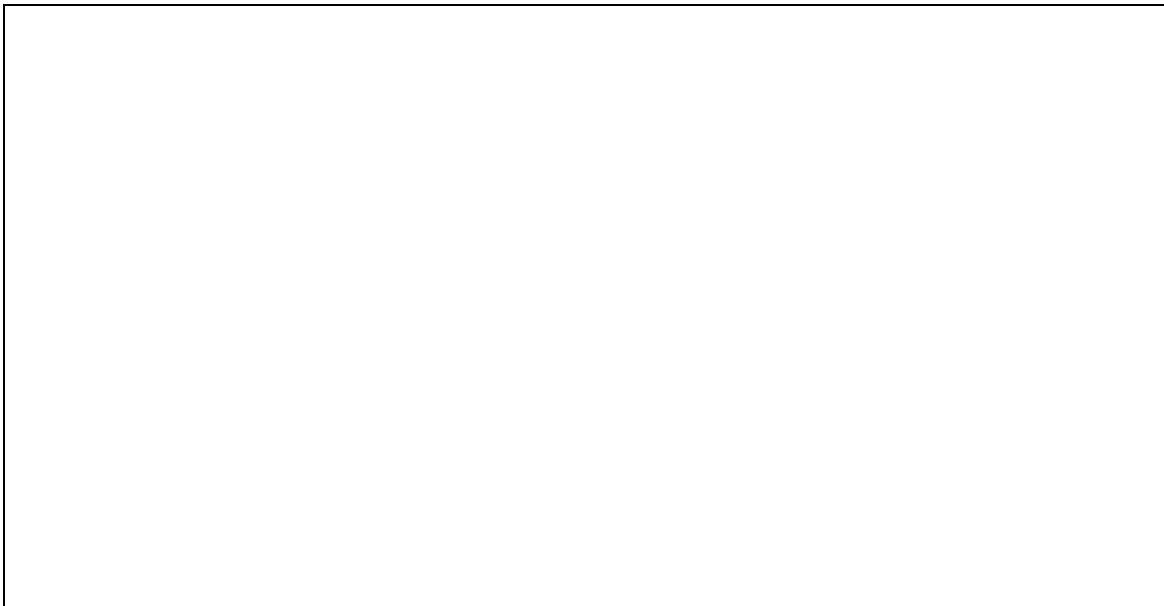


Photo Description: Describe what is represented in the above photograph prior to making the proposed changes, and what will be installed/changed in same location once the project is completed: _____

Property Address _____

If the Applicant does not own the property, the below Owner Consent Form must be completed by the property Owner and submitted with the Application.

OWNER CONSENT FORM

The undersigned owner of the existing building located at:

_____ (address), certifies

that _____ (Applicant) operates

or intends to operate a business at the above location. The undersigned agrees to permit the Applicant

and his/her contractors or agents to implement the improvements listed on the Town Center Commercial

Revitalization Program Application ("the Application") dated _____

The undersigned hereby waives any claim against the City of Grove City ("the City") arising out of the

use of said grant funds for the purposes set for the in the Application. The undersigned agrees to hold the

City harmless for any changes, damages, claims or liens arising out of the Applicant's participation in

the Town Center Commercial Revitalization Grant Program.

In witness whereof, the owner has hereunto set his/her hand and seal, or if a corporation, has caused this

instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto

affixed by authority of its Board of Directors, if a Partnership by its Partners, if a LLC or LLP, by its

Members/Managers, etc. the day and year first above written.

(Company Name) leave blank if Owner is an individual

By: _____

By: _____

_____ Name

_____ Name

_____ Title

_____ Title

Ohio, County of Franklin

I, _____, a Notary Public, do hereby certify that

_____ personally appeared before me this day and

Acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal or stamp, this _____ day of _____, 20 ____.

Notary Public

My commission expires