

City of Petersburg, Virginia

Application for Commercial Rehabilitation Grant

Department of Planning and Community Development
135 N Union Street, Petersburg, Virginia 23803
804-733-2314, www.Petersburg-va.org



PART ONE

Applicant Information

Applicant: _____
Company: _____
Applicant Address: _____
City/State/Zip Code: _____
E-Mail: _____
Phone: _____

Project Site Address: _____
Property Parcel #: _____
Current zoning: _____
Is the property owned or leased: _____
Please provide documentation for ownership or a lease agreement

Property Owner (if different from applicant)

Name: _____
Address: _____
City/State/Zip Code: _____
E-Mail: _____
Phone: _____

Business Information

Business Name: _____
Current number of employees: _____
Full time: _____ Part Time: _____
If a new business, expected number of employees: _____
Full time: _____ Part Time: _____
Please include a copy of supporting documentation for the following:
Date of Approved Business License: _____
EIN (Employer Identification Number): _____

Business Ownership:

- Sole Proprietorship
- Corporation
- Partnership
- Limit Liability Company
- S Corporation
- Non-Profit
- Other: _____

Names of Owners, Partners, President or CEO

Description of Business Activity

If this is an existing business:

Describe the type of business. How long has the business operated? Is there more than one location? If currently at the subject site, how long has it operated at this site?

If this is a new business:

Provide a business plan or model. Describe the proposed business and when you expect to receive a business license. How will the business be owned? How many, and what kind of employees do you expect to have?

PART TWO

Scope of Work

Provide a description of the work to be done and a related plans or drawings as applicable. Please provide attachments as needed. Include any known interior Code violations and ideas for what façade improvements you would like to see; if the application is approved the selected architect will take your ideas into account in their design.

Budget

Provide a preliminary budget of the proposed work. This must have sufficient detail to determine the eligibility of the work, provide attachments as needed. If the application is approved, the architect assigned for the Design Assistance portion of the grant will provide a preliminary budget for their proposed work that can be used for the required bidding process.

The Process

1. The applicant will participate in the Design Assistance Program and the City will pay up to \$3,000 directly to an architect selected by the Preservation Planner in accordance with approved procurement standards. This is a separate monetary allocation from the grant that may be awarded to the Applicant.
2. The City will not pay for design assistance performed before a design is accepted and the application is approved, in accordance with procurement standards for the City of Petersburg.
3. Design Assistance will include a preliminary budget for the work proposed by the Architect; this should be used to facilitate the required bidding process.
4. Work shall not be awarded until the Virginia Department of Historic Resources confirms that the proposed renovation complies with Section 106 requirements and the Secretary of Interior Standards for Rehabilitation, as applicable.
5. Improvements may be subject to review and approval of the Petersburg Architectural Review Board, as applicable.
6. The Applicant will employ a contractor(s) in accordance with the City's procurement requirements and will follow a free and open competitive process, properly documenting purchasing activities and decisions, observing rules peculiar to particular kinds of purchases (such as small, competitive sealed bids, competitive proposals or sole source as applicable), and to the extent feasible use local businesses.
7. The Applicant's contractor(s) will adhere to the Davis-Bacon wage rate requirements.
8. Work must be completed within 12 months of the signing of the contract. This timeframe may be extended by mutual consent.
9. Once complete, the business must hire one full-time employee of low to moderate income status and document their income in "Attachment A" of this document.

Design Assistance Details

A request for design assistance is hereby submitted for the property identified above; if approved, document preparation will include a concept plan (elevations), a site plan, and a preliminary construction cost estimate. By signing this application and submitting it to the City, the Applicant certifies and expressly agrees that:

1. Design Assistance renderings are not construction drawings, but are conceptual and may facilitate the process for construction bids, however full construction drawings may be necessary for contractors.
2. It is the property owner's responsibility to obtain detailed construction drawings in order to get an accurate construction cost and bid the work.
3. By providing this conceptual design assistance, the City has not approved any plans for compliance with Zoning and other ordinances and requirements related to plan review and or reviews by the Architectural Review Board or Department of Historic Resources.
4. Work may require a Building Permit before it begins.

Bidding Process Details

Grants are awarded as reimbursements based on bids received by contractors for the improvements to the building. Of the bids received, the Applicant must select the lowest responsible responsive bid. Invoices and receipts of contractors work shall be used to determine amount for reimbursement.

The applicant will comply with procurement requirements for bids:

1. \$2,500 or less – Unsure price fair and reasonable. Keep record of vendor name, telephone, terms of payment, delivery date, quote, date of quote, other basic information.
2. Over \$2,500 but less than \$10,000 – Competition must be sought from a minimum of two valid sources, documentation of this is required. Award shall be made to the lowest responsive bidder.
3. \$10,000 but less than \$30,000 – Competition must be sought from a minimum of 3 valid sources, documentation of this is required. If determined appropriate, use processes in the City of Petersburg Purchasing Manual III.D.2.
4. \$30,000 but less than \$50,000 – Competition from 4 valid sources by 1 of 2 methods: 1. Request for Quotation – written solicitation with documentation. 2. Informal request for Proposal.
5. Competitive Sealed Bids.

Jobs Creation Details

Award of the grant is dependent on the hiring of at least one full-time employee of low to moderate income (LMI) status. The Applicant or Business will provide a jobs status report to the City on June 30th of each year. The City and the Applicant will establish annual job creation goals. A written certification by the employee or applicant of his/her family size and total income that is signed and dated. The certification is "Attachment A" to this agreement.

The Applicant will maintain and provide to the City:

1. A list of all jobs to be created by title and number of such jobs to be filled.
2. The type of jobs and whether the jobs will be full or part time.
3. The actions taken to insure the jobs were made available to LMI persons.
4. For compliance, the jobs that were actually created, whether each job was held by or made available to a LMI person and the full time equivalency status of each job.

Creation of jobs to be available to LMI persons:

1. The title and description of the jobs made available.
2. The full time equivalency status of the job.
3. Name and income status of the person who filled each position.
4. The prerequisites for the job; special skills or education required for the job, if any, and the developer commitment to provide needed training for such jobs.
5. How first consideration was given to LMI persons for the job can be recorded as the name of person interviewed for the job and the date of the interview, and the income status of the person interviewed.

PART THREE

Agreement between the City and Applicant

This Agreement, made this ___ day of _____, 2018 by and between the City of Petersburg, Virginia (hereinafter the “City”) and _____, Inc. (hereinafter the “Applicant”);

The Applicant is an existing or prospective commercial business and is located within the designated Petersburg Revitalization Strategy Program area; and may be located in the Commercial Business District and/or a Local Historic District, and

The Applicant has requested that the City provide Community Development Block Grant (CDBG) funds in the amount of up to the lesser of thirty-three percent of the total renovation costs or \$10,000, the exact figure to be determined on actual costs paid by the applicant for exterior improvements and the correction of interior code violations to the building located at _____; and, as approved by the City.

Community Development Block Grant (CDBG) funds have been appropriated for the Commercial Rehabilitation and Design Assistance in the Petersburg Revitalization Strategy Program.

The City and the Applicant in consideration of the mutual promises herein, agree as follows:

1. The City will provide up to thirty-three percent of the total renovation costs or \$10,000, whichever amount is lower, limited to exterior improvements and the correction of interior and exterior code violations as approved by the City Director of Planning and Community Development.
2. The Applicant will create 1 full-time position for each \$10,000 (or portion thereof) received, with at least fifty-one percent (51%) of the new positions held by persons previously of low-income status. These jobs are to be created within two years after completion of the renovations.
3. The Applicant agrees to comply with the following requirements:
 - Jobs must be available to low-income persons.
 - Jobs should not require more than 12 months of training beyond high school.
 - Low-income persons must be given first preference for the jobs.
 - Only the equivalent of full-time jobs will be counted. Part-time jobs will be converted to full-time equivalency.
 - In the event training is required, the Applicant may hire untrained persons and provide necessary training.
4. The Applicant will submit employment data and related information providing specific data regarding the newly hired employees, including verification of the individuals’ household income at the time of employment.

5. The City will conduct an on-site monitoring visit six months subsequent to the date of this agreement to verify maintenance of documentation. Subsequent annual monitoring visits will continue until the required number of new positions has been filled.
6. The applicant will participate in the Design Assistance Program and the City will pay up to \$3,000 to an architect selected by the City and approved by the Applicant.
7. The design and work to be performed are subject to the approval of the City.
8. The Applicant will employ a contractor(s) in accordance with the City's procurement requirements and will follow a free and open competitive process, properly document purchasing activities and decisions, observe rules peculiar to particular kinds of purchases (such as small, competitive sealed bids, competitive proposals or sole source as applicable) and to the extent feasible use local businesses.
9. The Applicant's contractor(s) will adhere to the Davis-Bacon wage rate requirements.
10. The Virginia Department of Historic Resources confirms that the proposed renovation complies with Section 106 requirements and the Secretary of Interior Standards for Rehabilitation, as applicable.
11. Improvements may be subject to review and approval of the Petersburg Architectural Review Board, as applicable.

Governing Law

This agreement shall be governed by the laws of the Commonwealth of Virginia. Any dispute concerning interpretation or performance under this agreement shall be litigated only in the Courts of City of Petersburg.

In witness whereof, the parties hereto have executed this agreement on the day and year herein above written:

City of Petersburg, Virginia

By _____

Aretha R. Ferrell Benavides, City Manager

Date: _____

Applicant Company: _____

Signed By: _____

Applicant Name, Title: _____

Date: _____

Approved as to form and legal sufficiency:

By _____

Anthony Williams, City Attorney

Date: _____

**Certification of Family Size and Family Income
To be completed by the Hired LMI Employee**

As an applicant for a job with _____ located at _____ in the City of Petersburg, Virginia; I certify that the number of members in my family living within the household at my address as shown below is _____. Dependent students for IRS purposes are included.

In addition, the total family income when added together for all persons living in this household is:

Please check one range only.

- \$0 - \$43,350
- \$43,350 - \$49,550
- \$49,550 - \$55,750
- \$55,750 - \$61,900
- \$61,990 - \$66,900
- \$66,900 - \$71,850
- \$71,850 - \$76,800
- \$76,800 - \$81,750
- more than \$81,750

Name: _____

Address: _____

City: _____

State: _____

Phone: _____

E-mail: _____

Signature: _____ Date: _____

Owner Applicant

The undersigned, hereby declare that to my knowledge and belief, the information provided in this application is true and accurate. I am authorized to act on behalf business/property named herein. I further agree with the terms and conditions of the program description and criteria contained herein. I understand that the City may refuse to provide incentives under the Commercial Rehabilitation Program to firms or property owners with outstanding debts owed to the City or unresolved Petersburg City code violations. I understand that any false or misleading information provided by me or the business may result in the loss of grant incentives to which the firm or property owner might otherwise be eligible. I understand that the failure to submit required information will result in forfeiture of grant incentives under the program.

I authorize the Petersburg Director of Planning & Community Development to disclose such information, as provided to the City, to the U.S. Department of Housing and Urban Development for reporting purposes as may be required.

Printed Name: _____
Signature: _____ Date: _____

Property Owner(s) must sign application:

I (we) the undersigned, attest to my (our) ownership of the property located at:

Address: _____

The forgoing was acknowledged before me this ____ day of _____, 20__.

By _____, who is personally known to me or has produced _____ as identification and who did/did not take an oath.

Title Holder: _____ Notary Name _____

Title Holder: _____ Notary Name: _____

Seal Number: _____

Signature: _____ Date: _____

**Petersburg, Virginia
Commercial Rehabilitation Grant Program Discription**

The Petersburg Commercial Rehabilitation Program is an incentive designed to support the City’s Revitalization Strategy and has its focus in the City’s Main Street Program, Enterprises Zones and the Petersburg Revitalization Strategy Program areas.

The following criteria apply to the Program. Please sign at the bottom of the page to acknowledge that you have read and understand these requirements.

The program provides funds for exterior improvements and interior improvements needed to correct code violations. Façade improvements are required. The City has allocated Community Development Block grant funds for this purpose. Grants are available on a first come first served basis to eligible participants subject to compliance with program requirements. The amount of assistance is limited to 33% of approved costs or \$10,000, whichever is lesser. The grant will be reimbursed based on actual costs and payable after completion of the work.

An eligible applicant is a person or firm having ownership or leasehold rights in a building located within the City’s Main Street, Commercial Business District, or Petersburg Revitalization Program areas. A leasehold applicant must have the approval of the owner of the building. Businesses must have a valid business license and may not have outstanding tax or other financial obligations to the City. The site must be zoned for the current use. A building may benefit from only one Commercial Rehabilitation Grant during any 5 year period.

Eligible buildings will have an existing or proposed commercial or industrial occupancy.

Eligible Improvements must include façade improvements. A building located on a corner is considered to have two facades. Improvements may also include other exterior improvements and may include interior improvements needed to correct code deficiencies. Code violations cannot exist upon completion of the work.

New construction is not eligible under this grant.

Improvements are subject to City requirements that apply to all property improvements. The applicant is responsible for following City requirements for Plan of Development, permits, plans, zoning, and rezoning as applicable.

A complete application requires the filing of the Application for Commercial Rehabilitation Grant, and site plan and elevations showing the location and details of the existing and proposed improvements. It will include a description of the work to be performed and cost estimates. It will include a copy of the bids on the work. The applicant is responsible, at their expense, to hire an additional architect, an engineer, or contractor as appropriate for the development of plans and estimates.