

Clearwater

Economic Development

small town. community strong.



Façade Improvement Grant/Micro-Loan

Applicant Name: _____

Phone Number: _____ Email: _____

Mailing address: _____

Property Address: _____

Are you the property owner? _____ If not please provide documentation of approval from property owner for façade/building improvements.

Property Owner: _____

Property Legal Description: _____

In the space provided below please provide a brief description of your proposed project:

Type of façade improvement planned:

___ Restoration ___ Renovation ___ Replacement ___ Reconstruction

Signage improvement planned:

___ Removal ___ New ___ Alteration ___ Repair

Structural alterations: _____

Cosmetic alterations (i.e. moldings): _____

Painting (approximate sq. ft. area): _____

Interior Improvements: _____

Specify other work (i.e. awnings or code deficiencies): _____

Type of façade improvement assistance need (you may request both):

Matching grant

Micro-Loan

Total cost of project: _____

Funding amount requested (up to 50% of project cost – not to exceed \$1,500.00) \$ _____

I have read the instructions and agree to use the matching grant/micro-loan money for the approved purpose in accordance with the terms of the program. I understand and agree that the Clearwater Economic Development Office (CEDO) and Village of Clearwater assumes no responsibility or liability for injuries to persons or property that result from or related to use of the funds received by me from the CEDO and Village of Clearwater pursuant to this grant. I agree to indemnify and hold harmless the CEDO and Village of Clearwater and its officers and employees from any claims, damages, judgements, or losses, arising from any injuries from persons or property in connection with or related in any way to the use of funds received by me from the CEDO and Village of Clearwater pursuant to this grant.

Signature: _____

Printed Name: _____ Date: _____

I hereby submit the attached plans, specifications and color samples for the proposed project, and understand that these must be approved by the Village of Clearwater. No work may begin until I have received written approval from the Clearwater Economic Development Office. I further understand that there must be a signed contract with a contractor within 60 days of notification of award, and the project must be completed within _____ of notification. Grant funds will not be paid until the project is completed. If the village has not received correspondence in that time frame, the funds will be reallocated. I agree to leave the completed project in its approved design and colors for a period of five (5) years from the date of completion. If changed before the end of five years, I agree to pay back the funded amount.

Signature of Property Owner

Signature of Business Owner (if applicable)

Printed Name & Title of Property Owner

Printed Name & Title of Business Owner

Date

Date

Release and Hold Harmless Agreement

Release executed on the _____ day of _____, _____ by

(Property Owner) _____ and (Business Owner) if applicable _____

of (Street Address) _____, Village of Clearwater, Antelope County, State of Nebraska, referred to as Releaser(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releaser(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with all pertinent regulations. The Releaser(s) waives, releases, discharges, and covenants not to sue or interplead and agrees to indemnify the Village of Clearwater (or entities under the Village's umbrella), for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with Village, City, or State guidelines.

Releaser(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and that if any portion of the agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

Releaser's obligation and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Signature of Property Owner

Signature of Business Owner (if applicable)

Printed Name & Title of Property Owner

Printed Name & Title of Business Owner

Date:

Date:

Attestation of U.S. Citizenship

For the purpose of complying with Neb. Rev. Stat. §§4-108 through 4-114, I attest as follows:

____ I am a citizen of the United States.

--OR--

____ I am a qualified alien under the Federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Printed Name: _____
 First Middle Last

Signature: _____

Date: _____

I. Program Overview

Statement of Purpose:

To improve Clearwater buildings by bringing them up to city code enabling easier resale and to ensure tenants and patrons are safe. To improve the blighted appearance of buildings in the downtown area by the restoration, renovation or replacement of facades and signage. To encourage pride in the downtown district through building ownership.

Funding Mechanism:

A grant/micro-loan program administered by the Village of Clearwater and Clearwater LB840 funds.

Grant Details:

- Available to property owners and business owners within the Clearwater Business District's (see map)
- Maximum Grant funding request is \$1,500.00, requires an up to a 50% match (eg. \$1,000 project is \$500 in owner-match and \$500 grant).
- Grant funds are only available to fix code deficiencies and façade improvements.
- Request and design must be approved by the Clearwater Economic Development Board and the Clearwater Village Board of Trustees.
- Applications will be processed monthly.
- Work must be completed and invoices submitted within _____ of approval.

Loan Details:

- Available to property owners and business owners within the Clearwater Business District's (see map)
- Maximum micro-loan request is \$1,500.00, and shall not be more than 50% of project total costs.
- Applicant must provide sufficient evidence that the amount of funds requested is necessary for the project to succeed.
- Applicant must demonstrate ability to repay the loan.
- Loan proceeds can be used for a variety of project costs, including real estate acquisition, new construction, rehabilitation, equipment purchases, and working capital. Loan funds cannot be used for refinancing of existing debt.
- The interest rate, term, and amortization for the loan will be __%, with a maximum year or ___ month term.
- A __% service fee (up to \$100 maximum) will be added to the loan amount to cover administrative costs.
- A business plan or business financials will be required at time of application for any startup.
- Prior to closing, the applicant must provide a guarantee for all loans in the form of insurance policy or other asset.
- Loan payments will be due the 5th of every month,
- If the loan recipient relocates its business out of the Clearwater area or closes its business, the remaining loan balance shall come due in full immediately.

II. Program Guidelines

The purpose of this program is to rectify code deficiencies; and to restore, improve or create historic architectural features to facades of commercial buildings anywhere within Clearwater's Downtown and Commercial Districts

- A. Funds shall be allocated on a minimum threshold basis for a maximum up to 50% of cost of project, not to exceed \$1,500.00.
- B. If applicable, all storefronts shall be designed, constructed and maintained to complement and accent the architectural features of the building. All accessories, signs and awnings shall likewise harmonize with the overall character of the building.
- C. All exterior color schemes shall accent the building, as well as harmonize with the district and character of adjacent buildings.
- D. Applications shall be reviewed as follows by the Clearwater Economic Development Board:
- Building Preservation – 50 points
 - Historic Restoration – 25 points
 - Additional business/property owner investment – 50 points Minimum 25% match of total budget required of Applicant
 - Project Readiness – 25 points
 - Development Plan in regard to apartments and potential target market – 40 points
- E. No work for which funding is sought shall begin until authorized by the Village Board.
- F. To qualify for funds, an application with appropriate conceptual plans and other documents must be submitted to
Clearwater Economic Development Office
522 Main St.
Clearwater, NE 68726
- For review and recommendation with final approval by the Clearwater Village Board.
- G. The work proposed by the applicant requires at least two bids from outside sources to verify that costs are within reasonable parameters.
- H. Attestation of U.S. Citizenship form is required if applying as an individual.
- I. Improvements must remain intact for a minimum period of five years from date of completion. Changes to improvements prior to five years may trigger repayment of grant.
- J. Upon time of application, businesses using the money to fix code deficiencies must supply a signed letter from the Village Building Inspector stating that the business does have deficiencies and that the planned improvements would bring the building up to code.

III. Design and Document Approval Flow Chart

1. Contact is made with the Clearwater Economic Development Director regarding participation in the Building & Façade Improvement Program.
2. Application is filled out and submitted to Clearwater Economic Development Director, The Office, 522 Main St., Clearwater, NE 68726 along with a preliminary conceptual sketch of the planned improvements. (There is no need to provide information from “Supporting Data Checklist” with this application).

3. A meeting of the Clearwater Economic Development Board to score the application regarding the proposed improvements is scheduled. Committee members meet to discuss the applicant's ideas and needs.

Note: Sketches of the planned improvements need only be conceptual but must show enough detail so the Review Committee can make comments and recommendations.

4. The Clearwater Village Board reviews the formal application, approves, denies, or recommends changes to proposal, and communicates formal approval/denial to the applicant.
5. With approval, Clearwater Economic Development Office meets with applicant and contractors to review and complete paperwork and legal documents.
6. After formal approval and completion of paperwork and documents, the project is undertaken according to approved design. Any changes must be approved by the Village of Clearwater.
 - Funds will be dispersed for projects using micro-loan funding
7. At project completion the Village of Clearwater - Clearwater Economic Development Office conducts a final review and certifies that the project has been completed as proposed.
8. Invoices for project shall be presented to CEDO to begin processing grant disbursement.
9. The Village of Clearwater disburses grant funds upon receipt from Clearwater Economic Development office.
10. The Village of Clearwater reviews façade and building improvements annually for a period of five (5) years to ensure that approved designs remain intact.

IV. Supporting Data Checklist

The following information shall be submitted with the application (when applicable)

Façade and Structure improvements:

- Provide a rendering of changes, including paint and awning colors where applicable
- Submit two (2) detailed written estimates from contractor and subcontractors
- Submit color photo of existing structure

Signs:

- Provide a color rendering of the design chosen
- Include specifications as to the size and width of the sign
- Note how and where the sign will be hung on the building
- Submit two (2) written estimates from a sign company or qualified contractor
- Submit written verification that design and size comply with city codes
- Note: Awning design must take into account the architectural style of the building.

Paint:

- Provide samples of the colors chosen
- Mark which color will be the body color and which will be accent colors
- Note where each color will be used
- Submit two (2) written estimates from painter of your choice

Awnings:

- Provide information about color and style of awning chosen
- Note where awning will be placed on building
- Submit two (2) detailed written estimates from qualified contractor
- Submit written verification that design and size comply with city codes
- Note: Awning design must take into account the architectural style of the building.

Windows:

- Provide details on windows being replaced
- Provide a copy of a recent energy audit, if available.

Interior:

- Provide details regarding the extent of the interior renovations
- Submit two (2) detailed written estimates from contractor and subcontractors
- Submit color photo of existing structure

Documents:

- Submit signed Hold Harmless Agreement (see attachment)
- If applying as an individual, submit signed Attestation of U.S. Citizenship (see attached)
- Submit a copy of a building permit if required (exterior dimension changes, awnings or signs)
- If applying as a business owner, provide a written authorization from the property owner for the improvements.