



## APPLICATION FOR BUILDING IMPROVEMENT GRANT

**GRANT APPLICATION INCLUDING ATTACHMENTS MUST BE COMPLETED AND RETURNED TO:**

The Office of Economic and Workforce Development (OEWD) located at  
**807 East Main Street, Suite 5-100, Durham, North Carolina 27701**

**Applications will be accepted in-person or by mail only and will not be accepted by fax or email.**

**Completed applications are due by 4:30pm on Friday, May 12, 2017**

**\*Please submit 1 signed original and 5 copies of the application and all attachments\***

**Note: Prior to applying for these funds, applicants must check with the City-County Planning Department to ensure the location for their proposed project is zoned appropriately.**

SECTION 1:	
PROJECT LOCATION	ATTACHMENTS
<p>Proposed projects must be within the Downtown Development Tier (including Parrish Street) and the Ninth Street Commercial Corridor.</p> <p><i>Note: To determine whether a project is within an eligible geographic location, use the mapping tool located on the Financial Services page of the OEWD website.</i></p>	<ul style="list-style-type: none"> <li>Attach project area map showing location and PIN number of the parcel on which the project is located. Visit <a href="http://property.spatiallest.com/nc/durham/">http://property.spatiallest.com/nc/durham/</a></li> </ul>
BUSINESS REQUIREMENTS	ATTACHMENTS
<p>Business entity that owns the building at time of application and directly creates capital investment improvements on an existing building having vacant spaces for the purpose of improving and/or upgrading the interior and exterior, to make the first floor more rentable or "retail/restaurant-ready."</p> <ul style="list-style-type: none"> <li>Eligible improvements include but are not limited to window replacement, installation of walls, painting, installation of support mechanisms, installation of sound systems, HVAC, electrical systems, plumbing, stairs, demolition, flooring, grease traps and sprinkler systems.</li> </ul> <p>The project must be private, non-residential within the following parameters:</p> <ul style="list-style-type: none"> <li>If the project is within the Downtown Development Tier, the minimum total project</li> </ul>	<ul style="list-style-type: none"> <li>Attach source(s) of financing beyond potential public funds, to include documented letters of financial commitment from investors or banks.</li> <li>Attach Development plan for applicant including sources and uses document, balance sheet and operating budget. See Appendix A on page 7 for greater explanation about financial information to include.</li> <li>Attach a statement of support by the Partners Against Crime (PAC) community organization or your Neighborhood Association in the area saying that your project is of the type desired by the neighborhood (Optional). To contact your local PAC visit <a href="http://nc-durham.civicplus.com/201/Partners-Against-Crime">http://nc-durham.civicplus.com/201/Partners-Against-Crime</a></li> <li>Attach current W-9 form. Form is not required at the time of application, but will be required if awarded funding.</li> </ul>



<p>capital investment must be at least \$225,000</p> <p>The Building Improvement Grant maximum award can be \$75,000.00.</p> <p><b>Note:</b> Only funds spent on work performed after City approval of the grant are eligible to be reimbursed. Funds will be disbursed by cost reimbursement upon completion of project and submission of appropriate documentation proving compliance (i.e. cancelled checks, etc.) with relevant compliance guidelines.</p>	
<p><b>PROGRAM ELIGIBILITY</b></p>	<p><b>ATTACHMENTS</b></p>
<p>The eligibility for public incentive payment and the amount of payment would be based upon the likelihood of success of the project and the need for public funds; as determined by a competitive scoring process based upon submitted proposals.</p>	<ul style="list-style-type: none"> <li>• Attach quote from contractor or architect for total cost of project with design drawings</li> </ul>
<p><b>TIMELINES/DISBURSEMENT OF FUNDS</b></p>	
<p>Projects would need to be completed no later than 18 months after City approval.</p>	
<p><b>FUNDING GUIDELINES</b></p>	
<ul style="list-style-type: none"> <li>• OEWD will review select evaluation criteria including viability of project and need for public funds. Funding requests of \$50,000 or greater will be subject to City Council approval. All efforts will be made to evaluate and determine funding requests less than \$50,000 within 45 days of the submission deadline.</li> </ul>	
<p><b>SCORING CRITERIA</b></p>	
<ul style="list-style-type: none"> <li>• Applications will be scored using the criteria stated in Appendix B.</li> </ul>	

<p><b>SECTION 2</b>                  The following sections of the application are to be completed by the <b>APPLICANT</b>.                  Complete within the form, as the space will expand as more information is added.</p>			
<p><b>APPLICANT INFORMATION</b></p>			
<p><b>Applicant Name</b></p>		<p><b>Street Address</b></p>	
<p><b>Name of Business that Owns Property</b></p>		<p><b>Mailing address</b></p>	
<p><b>Contact Person</b></p>		<p><b>City /State/Zip</b></p>	



<b>Title</b>		<b>Phone Ext</b>	
<b>Email Address</b>		<b>Company website</b>	
<b>Fax</b>		<b>Alt Phone</b>	
<b># of years in business</b>			
<b>Tax Status of Business (check all that apply)</b>	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation (Designation) <input type="checkbox"/> Partnership	<b>Legal Status of Business:</b>	<input type="checkbox"/> For Profit <input type="checkbox"/> Not-for-profit (Designation) <input type="checkbox"/> Other _____
<b>How long has the applicant owned the property?</b>		<b>Is the property currently vacant?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Level of experience applicant or development partner has developing comparable projects successfully</b>			
<b>Has a tenant or lease agreement been secured by the building owner</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>SECTION 3</b>			
<b>FINANCIAL NEED</b>			
<b>Provide the total project capital investment (must be private, non-residential capital investment). See Section 1 Business Requirements for minimum investment per eligible area</b>	\$		
<b>Amount of public funds requested</b>	\$	<b>Amount financed by applicant</b>	\$



<b>Statement explaining need for public funds</b>	
<b>Provide a financial analysis that supports the viability of the project, including details explaining how the project will be funded completely (i.e. bank loan, private equity, city incentive, etc.)</b>	

SECTION 4			
OVERVIEW OF PROJECT			
<b>Physical address of proposed project</b>		Parcel PIN # of proposed project. Visit <a href="http://property.spatalest.com/nc/durham/">http://property.spatalest.com/nc/durham/</a> to determine PIN	
<b>Is the property located on a public transportation route?</b> To view routes, visit <a href="http://godurhamtransit.org/">http://godurhamtransit.org/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is the property designated as historic property or within a historic district?</b> Visit The Durham City-County Planning Department to determine <a href="http://durhamnc.gov/338/City-County-Planning">http://durhamnc.gov/338/City-County-Planning</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a statement of support for the project from the local Partners Against Crime (PAC) Committee or Neighborhood Association? Contact your local PAC at <a href="http://nc-durham.civicplus.com/201/Partners-Against-Crime">http://nc-durham.civicplus.com/201/Partners-Against-Crime</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Estimated start date and completion date if grant is awarded</b>	<b>Start Date:</b>	<b>Completion Date:</b>	

SECTION 5 (Limit response to 500 words)	
PROJECT DETAILS	
1. Provide a brief description of the project, intended use of the development, square footage	



<p>2. <b>Is proposed project consistent with relevant design plans approved by City Council? If so please explain. Plans are Updated Downtown Durham Master Plan (Dec. 11, 2007), City Center Retail Strategy, RKG Neighborhood Assessment and Plan. To review plans visit <a href="http://durhamnc.gov/593/Publications-Forms">http://durhamnc.gov/593/Publications-Forms</a></b></p>	
<p>3. Describe sustainable measures which will be utilized in considering the environment during construction/deconstruction</p>	
<p>4. Describe any of the following items that may be provided (in kind only): Enhancement to parks, plazas, greenways, parking, street activity or accommodations for pedestrian amenities such as bike racks, transit shelters, etc.</p>	



1 8 6 9

CITY OF MEDICINE

FOR INTERNAL USE ONLY			
Project Location	<input type="checkbox"/> Ninth Street Commercial Corridor <input type="checkbox"/> Downtown Development Tier		
Date Application Received:		Date Application Complete:	
Reviewed By:		Date:	
Approved By:		Date:	

I certify to the City of Durham that ALL of the information contained in this application is true and correct to the best of my knowledge. I agree to supplement this application with such additional information as may be requested in order to provide the most accurate and complete picture of my company and the timing of the project for which I am seeking incentive funding. I acknowledge the requested incentives constitute a bonafide inducement for my company to undertake this project, without which inducements my company would be less likely to pursue this project.

**\*Please submit 1 signed original and 5 copies of the application and all attachments\***

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**



## Appendix A

The Building Improvement Grant Business Plan should be at least three pages describing points 1 thru 6 below:

1. ***Outline company goals and the company's purpose, define its mission and explain what it intended use for the building.***
2. ***Provide information regarding the company's proposed structure as well as the qualifications and backgrounds of its key people.***
3. Provide a comprehensive narrative statement that sets out the management plan they intend to follow and illustrates how their plan will serve to accomplish the work. Strongest consideration will be given to those proposals that can demonstrate how the intended project will remove blight, rehabilitate vacant and/or boarded buildings and stimulate the creation of new retail business development and job creation.
4. Elaborate on your project's financial position including detail on total expenses and revenues. Include annual rents, vacancy rates, and net cash flow for at least 1 year or longer if available.
5. ***Briefly discuss obstacles and risks to the business plainly in this section, and add potential strategies on how to overcome them.***
6. ***Narrative description of the proposed development, including potential tenants/users, type of development, square footage of development, and target markets to be approached***

***A Finance Plan lists the estimated cost of the actual startup and how those costs are going to be met. Your finance plan should also provide an estimation of the income and cash flow for the company for at least one year preferably three years. See explanation of components of a finance plan described below in greater detail.***

### The Balance Sheet

The balance sheet is generated solely on an annual basis for the business and is, more or less, a summary of all the preceding financial information broken down into three areas, Assets Liabilities and Equity.

### Cash Flow/ Operating Statement

It shows a schedule of the money coming into the business and expenses that need to be paid. The result is the profit or loss at the end of the month or year. It is a strong indicator to indicate if you will need additional cash in order to meet expenses. Provide detailed yearly cash flow projections for at least 1 year, 3 years are preferable.

### Development/Capital Budget

Development/Capital budget needs to take into account all the expenses required to renovate the building. Clearly state the capital needed to start the business or to expand. It should detail how the capital will be used, and the equity, if any, that will be provided for funding. If a bank loan is required please submit a firm conditional commitment outlining the terms and conditions, signed by the bank and you, as well as an estimated detailed development project schedule with a project timeline.



## Appendix B

### Evaluation Criteria for Proposed Building Improvement Grant Projects within the Downtown Development Tier and the Ninth Street Commercial Corridor

CRITERIA	SCORE
1. Retail restaurant or office space exceeding 1,500 square feet on first floor <ul style="list-style-type: none"> <li>a. 2,000 + square feet – 5 points</li> <li>b. 1,500 – 1,999 square feet – 4 points</li> <li>c. 1,000 – 1,499 square feet – 3 points</li> <li>d. 500 – 999 square feet – 2 points</li> <li>e. 250 – 499 square feet – 1 point</li> </ul>	<b>Max of 5 pts</b>
2. Appropriate rehabilitation of contributing building in a designated historic district or individually listed historic property	<b>Max of 5 pts</b>
3. Greater than 50% of 1st floor frontage is transparent windows	<b>Max of 5 pts</b>
4. Rehabilitates a blighted property	<b>Max of 15 pts</b>
5. Reuses a vacant or underutilized property	<b>Max of 10 pts</b>
6. Development of an environmentally impaired building	<b>Max of 5 pts</b>
7. High quality and environmentally friendly building materials	<b>Max of 5 pts</b>
8. Financial analysis supports the project and demonstrates need for assistance	<b>Max of 30 pts</b>
9. Level of experience that developer, or development partner, has developing comparable projects successfully	<b>Max of 15 pts</b>
10. The Project has elements that are aligned and consistent with the following 3 plans that have been approved by City Council – Updated DT Master Plan, City Center Market Study, RKG Study	<b>Max of 3 pts</b>
11. Potentially increases the tax base of the property being redeveloped (based upon estimates from County Tax office)	<b>Max of 2 pts</b>
Bonus Criteria (max of 5 points each)	
12. Plan includes mixed use development with a quality housing component (live/work including workforce housing with retail on 1st floor)	<b>Max of 5 pts</b>
13. Submitted a letter of support from the local Partners Against Crime (PAC) committee or Neighborhood Association	<b>Max of 5 pts</b>
14. Clearly documented financial commitment letter(s) of interest from investors or banks	<b>Max of 5 pts</b>




**City of Durham Office of Economic and Workforce Development**

Application for Economic Development Incentives

*Building Improvement Grant*

15. Project has obtained an industry standard designation indicating high level of sustainability in design and construction (i.e. LEED, etc.)	<b>Max of 5 pts</b>
16. Accommodations for bike racks, transit shelters and other pedestrian amenities (in-kind only)	<b>Max of 5 pts</b>
17. Adds street activity such as outdoor eating areas (in-kind only)	<b>Max of 5 pts</b>
18. Creates or enhances downtown parks, plazas or greenways (in-kind only)	<b>Max of 5 pts</b>
19. Tenant or lease agreement has been secured for property	<b>Max of 5 pts</b>