Town of Lisbon Business Facade Grant Program Guidelines and Requirements

1. PROGRAM SUMMARY AND PURPOSE

The Town of Lisbon herein establishes a Business Facade Grant Program. The goal of this program is to enhance the appearance of buildings that are predominantly or entirely commercial, to enhance the viability of existing business located within them and/or to attract new businesses to them.

A Business Facade Grant may be used for a variety of activities related to exterior improvements, including: storefronts; doors; signage; painting; siding; stucco; re-pointing of brick; exterior lighting; decorative details; cornices/parapet walls; awnings; lighting; display windows; handicapped access, including ramps, in conjunction with entrance improvements (no interior work such as bathrooms, ramps, or elevators); preservation, rehabilitation, and restoration of historic facades; and necessary architectural/design/ historic preservation/engineering services.

Funding for this program comes from a Community Development Block Grant (CDBG) awarded from the Maine Department of Economic and Community Development (DECO) to the Town of Lisbon, for the purpose of a Business Facade Grant Program.

The minimum grant award will be $2,500; the maximum grant award will be $20,000. A 25% minimum cash match from the applicant is required. All municipal eligible projects would be exempt from the 25% minimum cash match.

2. ELIGIBILITY AND REQUIREMENTS

2.1 APPLICANT ELIGIBILITY

An applicant to this program can either be the building owner, or a business owner that is a tenant in the building. Town amenities approved by CDBG are eligible for grant funds.

<u>If the applicant is a building owner. he/she must</u>:

- Be current on all Town taxes (real and personal) and utilities (water and sewer), and current on all state (including sales) and federal taxes (applies to all owners of the property).

<u>If the applicant is a business owner. he/she</u> must:

Be located, or primarily do business, in the Town of Lisbon;

Have all its owners, and the business itself, be current on all Town taxes (real and personal) and utilities (water and sewer), and current on all state (including sales) and federal taxes;

- Be compliant with all relevant Town regulations pertaining to the operating of a business; and
- If the applicant is a business owner that does not own the building in which the business is located, and is instead leasing space, the business must have the property owner's signed approval regarding the proposed building improvement(s), an agreement regarding the ownership of improvements made and responsibility for their maintenance, and that the

property owner agrees to the recapture provision.

2.2 BUILDING ELIGIBILITY

Regardless of whether the applicant is a building owner or a business owner, the building that is to receive improvements must:

- Be located in the Town of Lisbon;

  Be located on Route 196 or be visible from Route 196 or Main Street, Lisbon Falls (facade grant funds are not eligible for facade improvements not visible from a public street/way);
- Be located in a zoning district that allows for commercial uses (residential structures that are being used for home-based businesses are not eligible for assistance);
- Have at least 50 percent of floor space devoted solely to commercial activities; or its first/street-level floor be used exclusively for commercial use;

  Be located in either in the Town's designated slum and blight area (see map as attachment following the application), or receive a Spot Blight designation from the Town of Lisbon. A Spot Blight designation requires some degree of evidence of blight or physical decay and/or being a detriment to public health and safety. This designation is only an external assessment of the property. Property owners may wish to speak with the Town's Code Enforcement Officer Mark Stambach regarding the spot blight process: Mstambach@llisbonme.org, (207) 353-3000, extension 111.

2.3 ELIGIBLE AND INELIGIBLE ACTIVITIES

2.3.1 Grant funds may be used for the following eligible activities:

- Architectural/design/historic preservation/engineering services necessary for project (should not exceed 10% of the total project cost)
- Storefronts
- Painting
- Siding; stucco
- Cleaning and re-pointing of brick
- Awnings
- Code violations and life safety Issues
- Caulking
- Cornices/parapet walls
- Decorative details
- Display windows
- Doors
- Exterior lighting
- Foundation and/or structural work

- Handicapped accessibility improvements, including ramps (in conjunction with entrance improvements)
- Lighting
- Preservation, rehabilitation, and/or restoration of historic facades and visible exterior walls
- Signage (attached to the building facade)
- Trash Receptacles
- Benches
- Kiosk

All proposed improvements under this grant program must meet all applicable local and state codes and regulations, including appropriate local permitting. Any project funded under this program must include the correction of any exterior code violations and life safety issues.

2.3.2 Grant funds may not be used for the following ineligible activities:

- Any interior work (including handicapped accessibility improvements such as bathrooms, ramps, or elevators)
- Any work on a building exterior that is not publicly visible from the street Routine maintenance (unless as part of a larger project)

2.4 DESIGN STANDARDS & DESIGN GUIDELINES

All projects regardless of address and location must meet the Lisbon Rt. 196 Design Standards. Applicants are strongly encouraged to meet the voluntary design guidelines and to engage professional architectural/design/historic preservation/engineering (and eligible projects cost). For more information, refer to the attachment including the design standards ordinance and design guidelines.

2.5 HISTORIC PRESERVATION

Because Community Development Block Grant (CDBG) funds originate from the federal government, the State Historic Preservation Office (SHPO) pursuant to Section 106 of the National Historic Preservation act must be review all potential buildings proposed to be altered. The purpose of the review is to determine the effect of the proposed improvements on cultural resources listed in or potentially eligible for listing in the National Register of Historic Places.

The Town of Lisbon CDBG Administrator can assist grant applicants with the SHPO review process before any work is begun. This would allow further consideration by the applicant about whether or not to proceed if the property is found to be potentially eligible for listing in the National Register of Historic Places. Once the committee has scored the applications, the administrator will submit information about the age of the building, a current photograph, and a description of the proposed work so SHPO can complete their reviews. This process once started may take up to 45 days to complete and will be discussed in more detail with the applicant at the initial meeting with the grant administrator.

In general, buildings that are more than 50 years old are reviewed more carefully. If the SHPO determine that a building is potentially eligible for listing in the National Register of Historic Places, the SHPO would scrutinize the proposed work to see if the work would change the historic character of the building, and they could require changes in the scope of work.

2.6 FEDERAL LABOR STANDARDS COMPLIANCE

Federal Labor Standards are statutory provisions dealing with construction projects that receive federal funds such as CDBG funds. Contracts in excess of $2,000 which employ craftsmen, mechanics and/or laborers for construction related activities shall contain provisions with respect to minimum wages and fringe benefits set by the Federal Department of Labor, also known as Davis-Bacon wages.

The Business Facade Grant Program application asks for detailed scope of work and budget broken down to labor and material costs so that the Grant Administrator will be able to help grant applicant determine whether or not federal labor standards might be required.

2.7 OTHER REQUIREMENTS AND GUIDELINES

Upon grant awards announced by the Town, all grantees must obtain a Dun & Bradstreet (D-U-N-S) number prior to receiving any reimbursements. (A D-U-N-S number is free, and can be obtained via phone at 1-866-705-5711, or on the web at http:/!www.dnb.com/get-a-duns-number.html.)

The project must be completed in accordance to the time schedule determined at the time of the grant award. Generally, all projects should be completed within 12 months of grant award.

Extensions may be considered. It is the applicant's responsibility to notify the Grant Administrator of any delays to the project.

The applicant must be current on all Town taxes (real and personal) and utilities (water and sewer), and current on all state (including sales) and federal taxes. In the case of a business owner applying, this would apply to themselves, other owners of the business, and the business itself (if filing separately).

If a proposed project includes substantial improvements to the structure's facade, it is highly recommended that the applicant obtain professional guidance (architectural/design/historic preservation/engineering).

No reimbursements will be provided for work done prior to being selected by the Town's program and having received all required clearances necessary for work to commence. The only exception to this is for architectural/design/historic preservation/engineering services used for application preparation (only reimbursable if the applicant is successful) and for subsequent clearance processes (in-town design review, historic preservation); in this case, 50% of that cost of services will be reimbursed. The total cost of such services may not exceed 10% of the total project cost; cost above the 10% shall be covered in full by the applicant. Funds will always only be provided on a reimbursement or invoice basis; funds will never be advanced.

Applicant must participate in an exit interview to discuss how assistance received under this program affected/benefited them.

In general project budget overruns will be 100% borne by the applicant.

A federal grant is considered taxable income to the applicant. The Town of Lisbon will furnish suitable documentation to each recipient indicating the amount of grant funding received.

This is a federally-funded program with monies coming from the Department of Housing and Urban Development (HUD). All construction contracts in excess of $2,000 (that are paid with CDBG funds} are subject to Davis-Bacon and Related Acts requiring that the prevailing wage rates be paid to all employees of the contractor(s). Contracted labor costs will be reimbursed only if in compliance with all federal labor standards.

The complete design or proposal for the improvement project must be submitted to the Town of Lisbon, for review by the Town of Lisbon CDBG Fa9ade Grant Advisory Committee. Any changes made to the project scope must be reviewed and approved by the Town of Lisbon CDBG Fa9ade Grant Advisory Committee or the applicant risks losing grant monies.

It is strongly recommended that a potential applicant should discuss their project with the Town's Code Enforcement Officer (Mark Stambach; mstambach@lisbonme.org; (207) 353-3000 extension 111) as early as possible in the application process to ensure compliance.

By approving an application, neither the Town of Lisbon, nor its CDBG Facade Grant Advisory Committee, makes any representation that the project will generate any particular economic return nor is the Town making any representation as to the building's condition or suitability for existing, proposed or future uses.

3. FUNDING

3.1 MINIMUM AND MAXIMUM GRANT AMOUNTS

The minimum grant award will be $2,500.00; the maximum grant award will be $20,000.00.

3.2 MATCHING FUNDS

A minimum 25% match is required. Match can only be in the form of cash (no in-kind labor or materials). Cash can be in the form of loans, lines of credit, money in a bank account, or other form of funds. Below are examples of total project costs, cash match, and grant award amounts:

Total Project	***Minimum (25%}***	***Grant Award***
$3,333	$833.00	$2,500*(minimum)*
$5,000	$1,250	$3,750
$10,000	$2,500	$7,500
$15,000	$3,750	$11,250
$20,000	$5,000	$15,000
$25,000	$6,250	$18,750
$26,666	$6,667	$20,000 (maximum)
$30,000	$10,000 (30%)	$20,000 (maximum)
$40,000	$20,000 (50%)	$20,000 (maximum)

3.3 REQUIRED PROPOSED BUDGET

All applications must include a detailed proposed budget, outlining estimated material and labor costs for improvements, broken down by type (e.g. demolition, painting, lighting, awnings, etc.). For each cost category (type of improvement), the budget should indicate the amount of grant funds and amount of private funds to be used towards the total cost, keeping in mind that any improvements not visible from the public way are not eligible for grant funding but can still be part of the private match.

An owner may use grant funds towards materials only, and complete the work/labor themselves; in this case the owner's labor cost will not count towards the cash match. For type of improvement which the owner proposes to complete the labor themselves, the Town must be satisfied that the owner is qualified and capable of completing the work.

3.4 RECAPTURE PROVISION

In order to better ensure that the goals of this program are ultimately met and that the community maximizes its benefit from the program, the Town of Lisbon will be employing a recapture mechanism for this program. The owner of the building that is receiving assistance will be required to sign a recapture agreement. If the property is sold, or if the facade is substantially changed contradictory to the guidelines, without approval, this will trigger recapture, and the building owner will have to repay a portion of the grant award back to the Town of Lisbon, according to the following schedule:

Time Elapsed Since Project Completion/ Final Reimbursement	*Recapture Amount If Trigger Occurs*
less than 1 year	100% of grant award
from 1 year to less than 2 years	80% of grant award
from 2 years to less than 3 years	60% of grant award
from 3 years to less than 4 years	40% of grant award
from 4 years to less than 5 years	20% of grant award
5 years or more	0% of grant award

4. APPLICATION

The applicant must submit the attached Business Facade Grant Program application, along with applicable supporting documentation listed in that document.

You must provide a cost estimate for the work that you are seeking to have done.

Projects will be put out to bid and services obtained in a fair and open process. Only those projects and items that are procured through the approved program process will be reimbursed.

4.1 SELECTION CRITERIA

The Town of Lisbon CDBG Facade Grant Advisory Committee will consider the following when reviewing a project:

- **Blight conditions:** the degree to which projects have a significant impact on the visual character and attractiveness of a building, and are effective in relieving blight conditions.
- **Design Standards:** the degree to which a project is consistent with the Lisbon Route 196 Design *Guidelines* (projects are required to meet the Lisbon Route 196 Design *Standards).*
- **Private investment:** the amount of cash investment made by the property or business owner beyond the required 1:1 match, and/or the amount of "in-kind" exterior improvements made as part of the project (not counting towards the grant match).
- **New investment:** priority placed on properties that have not had significant exterior improvements within the last 5 years.
- **Historic preservation:** the extent to which a project restores or preserves historic architecture.
- **ADA compliance:** the degree to which projects improve the accessibility to a building (while meeting the Lisbon Design Standards).
- **Overall facade improvement impact:** the extent to which a project creates a positive impact on the character and/or potential marketability/viability of the downtown or Route 196 area.

4.2 PROCESS

The administration of this program will be carried out by the Town of Lisbon CDBG Facade Grant Administrator. The CDBG Facade Grant Advisory Committee will review and score applications to this program according to the procedures and guidelines outlined in this document.

Once an application packet is received, the Town will forward the application to the Town of Lisbon CDBG Facade Grant Advisory Committee for review. The Committee may ask to meet with the applicant to discuss the project and review the program and timeline; likewise, the Committee will meet with any applicant requesting a meeting to further discuss their proposed project. The Committee will rank all submitted applications, and will make funding recommendations to the Lisbon Town Council, for their final approval.

The Town reserves the right to not recommend an application for funding if it is determined to not meet the program's minimum scoring threshold. If not all grant funds are awarded, the Town of Lisbon will accept a future round of applications (timeframe to be determined at that time).

Facade Grant projects are subject to required Historic Preservation Review. Applicants will be required to submit photos and necessary documentation to the town for State or Federal review. The CDBG Administrator will work with you to make this process as easy as possible.

Projects subject to Lisbon design review must complete that process before work begins and reimbursements are made. Design standards are reviewed and approved by Lisbon Code Enforcement Officer and/or Lisbon Planning Board.

Successful applicants should not make any purchases prior to receiving official grant award notification, environmental review clearance (if needed), obtaining of necessary permits and Code Enforcement Officer approval, and contract execution, as they will be ineligible for reimbursement.

The applicant shall submit all paid bills/invoices for purchased materials/items/services to the CDBG Grant Administrator for reimbursement. Reimbursement checks will be disbursed ONLY

at the end of the project.

Once a project is completed, proof of payment must be submitted to the Town of Lisbon. This should be in the form of an invoice or receipt that includes the final cost of the project, the work that was done or products purchased, and signed by the contractor or vendor acknowledging that the project has been paid in full. The CDBG Grant Administrator and Code Enforcement Officer will then perform an inspection to determine that the work was completed in accordance with the original grant application and cost estimates. Upon satisfactory inspection, the final reimbursement request will be submitted to the Town of Lisbon to pay the last installment of the grant funds to the grantee.

5. BIDDING PROCESS

The following is the general bidding process which will commence once grant awards are made and agreements are finalized between the town and applicant.

1. Town and applicant will finalize all bidding materials including specifications and budget for project.

2. Town will put out public notice for bids and applicants may provide suggested contractors to be notified of the open bid process.

3. Once the bidding period is closed bids will be reviewed, and awards will go to the lowest qualified bidder. The town will consult with the applicants to insure that bidder's qualifications are satisfactory (i.e. checking references).

4. The selected contractor will enter into required agreements before beginning project work.

6. COMPLAINT POLICY

The Town of Lisbon CDBG Facade Grant Advisory Committee will use the following complaint process:

1. Comments shall be submitted in writing to the Town of Lisbon CDBG Grant Administrator and will be forwarded to the Town of Lisbon Facade Grant Advisory Committee.

2. The Town of Lisbon CDBG Facade Grant Advisory Committee shall respond in writing within 10 business days. If the response is not satisfactory, the complainant shall request in writing that the complaint be forwarded to the Lisbon Town Manager. The Town Manager shall respond in writing within 15 days.

3. If the complainant remains unsatisfied with the resolution they may contact the Maine Office of Community Development (MEOCD) CDBG Program Manager. The CDBG Program Manager may request that the complainant forward the written complaint and copies of all correspondence pertaining to the complainant to the MEOCD. All decisions of the MEOCD are final.

7. AMENDMENTS TO THIS PROGRAM

Program guidelines and eligibility may be amended upon approval of the Lisbon Town Council. The Lisbon Town Council will seek a recommendation on a proposed amendment from the Town of Lisbon CDBG Facade Grant Advisory Committee but reserves the right to act independently of a committee recommendation. All amendments to program guidelines and eligibility shall be pursuant to all state and federal regulations, which may apply to activities covered by this program.

8. QUESTIONS REGARDING THIS PROGRAM

Please direct all questions regarding this program to:

Ross Cunningham
Economic & Community Development Director, Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04915
(207) 353-3000 extension 122
Email: rcunningham@lisbonme.org

Town of Lisbon Business Facade Grant Program Application Form

Thank you for your interest in the Town of Lisbon's Business Facade Grant Program. If you need assistance filling out this application, please contact Ross Cunningham, Economic & Community Development Director, Town of Lisbon, at (207) 353-3000 extension 122, or at rcunningham@lisbonme.org. More information about this program can be found online at www.lisbonme.org.

1. PROPERTY INFORMATION

Building Location and Address: 31 Canal Street, Lisbon, Maine 04252

Tax Map and Lot Number: U-5, 13-1

Age of Building, dates of any recent exterior renovations: 159 yrs. (Built 1865) No recent renovations

Applicants shall submit current photos of the building and property: Included

2. APPLICANT INFORMATION

Applicant is: X building owner ___ business owner (lessee)

Applicant name: Brown Bear Hydro II an affiliate of Eagle Creek Renewable Energy, LLC ("Eagle Creek")

List all other owners of the building or business: NA

Applicant address: 7315 Wisconsin Ave. Suite 100W, Bethesda, MD 20814 Attn: Jim VandePutte

Applicant mailing address (if different): _____

Applicant D-U-N-S number (must be obtained prior to grant award): _____

Applicant business phone: 240-482-2700

Applicant mobile phone: 207-595-7789 Greg Freeman, Reg. Manager

Applicant e-mail address: Greg.Freeman@EagleCreekRE.com

Contact Information of Building Owner, if Applicant is a Lessee:

Building Owner name: _____

Building Owner address: _____

Building Owner mailing address (if different): _____

Building owner business phone: _____

Building owner mobile phone: _____

Building owner e-mail address: Mark.Gross@EagleCreekRE.com

Term of Lease and Expiration Date: _____

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Do you, or any other owner of the building/business, have any personal/business judgments, unsettled lawsuits, major disputes, or tax liens against you/them or pending against you/them? (Include liens on the property.)

___ *Yes or X* _ *No*

If yes, please describe:

NA

Are you, or any other owner of the building/business delinquent on any taxes (local, state, federal, etc.) or payments owed to municipal utilities (sewer, water)?

___ *Yes X* _ *No*

If yes, please describe:

NA

Is your building/business currently compliant with all applicable local, state, and federal zoning, permits, and other regulations regarding the operation of your building/business?

___ *X Yes* _ *No*

If no, please describe:

****

(If you are a business owner applicant, please fill out this section below.)

Date business was established: 2010

Organizational structure:

___ *.Partnership* ___ *Sole Proprietorship* _____ *Not Yet Established*

X *Corp* ___ *S Corp* *Other.*_____

Eagle Creek is a privately owned entity and is a wholly-owned subsidiary of Ontario Power Generation.

Owner's SSN (if Sole Proprietorship) or Business' EIN (if another structure): _____

Has the business, or any other owners of the business, been involved in bankruptcy or insolvency proceedings?
_____Yes *or* ___X___ *No*

If yes, *please describe:*

_____

_____

Describe your business, including its primary business activities

_____

Eagle Creek currently owns and operates 85 hydroelectric facilities representing 691 megawatts of capacity across the United States. Eagle Creek also has ownership interests equivalent to approximately 12 megawatts in 14 other hydroelectric facilities and a solar facility in New England

_____

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3. PROJECT AND FINANCING INFORMATION

- Attach detailed description of project and project timeline.
- Attach total project cost and itemized budget.

I am requesting the following amount of grant funds:___$20K_____

I will be providing the following amount of cash match to this project (25% minimum of total project cost): $5K ~~$20K~~ ____12,600. k_____

Please explain why these grant funds are needed and the importance of this grant to the completing of the project:

The Dynamo building, is a very large building with one side on the main street.
The building is currently in a deteriorated state, necessitating repair work. The project will include priming and painting, repair of stucco as needed, and pressure washing the exterior of the building. The project is slated to begin on October 2024 and last about 15 days.

With only two employees operating the hydropower plant, the repair work must be completed by contractors. It is important to Eagle Creek that we show the town, visitors and neighboring business that we care and have pride in our business.

_____

How will this project enhance your business, other businesses in the same building, and/or attract new businesses to the building? How many jobs do you expect this project to a) create and/or b) retain?

Our enhancement will not only allow our employees to have greater pride in their workplace but will show neighboring businesses that we care about the surrounding community. The project will improve the aesthetics of our building and lead to a more pleasing visible façade.
The project will create temporary work for the contracted repair firm. Furthermore, two local businesses have asked for this project to take place to beautify the area for their business. (Maine Cannabis company and Fern Auto body)

Do you plan on making other improvements/renovations (e.g. interior improvements, site or landscape improvements) be in conjunction with this project (if selected)?

If yes, please describe: Outdoor clean up. landscaping, Inside office space planned.

Would you be interested in funding from this program if you did not receive the full award requested?
X Yes *or* _____ *No*

4. ASSURANCES AND SIGNATURES

I have read and understand the attached guidelines, and attest that all information I have provided is true and correct to the best of my knowledge. I agree to notify you promptly in writing upon any material change in the information provided herein, and further acknowledge that you will continue to regard this statement as true and complete until your receipt of such written notification. You are authorized to make such inquiries, as you deem necessary and appropriate to verify the accuracy of this application.



April 15, 2024

Applicant's Signature Date

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6. DEADLINE AND SUBMISSION (This will be a two-tier funding process as long as funds are available)

Please return one (1) copy of your completed application and all required supporting materials for to:

Ross Cunningham
Economic & Community Development Director, Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250
(207) 353-3000 extension 122
Email:rcunningham@lisbonme.org

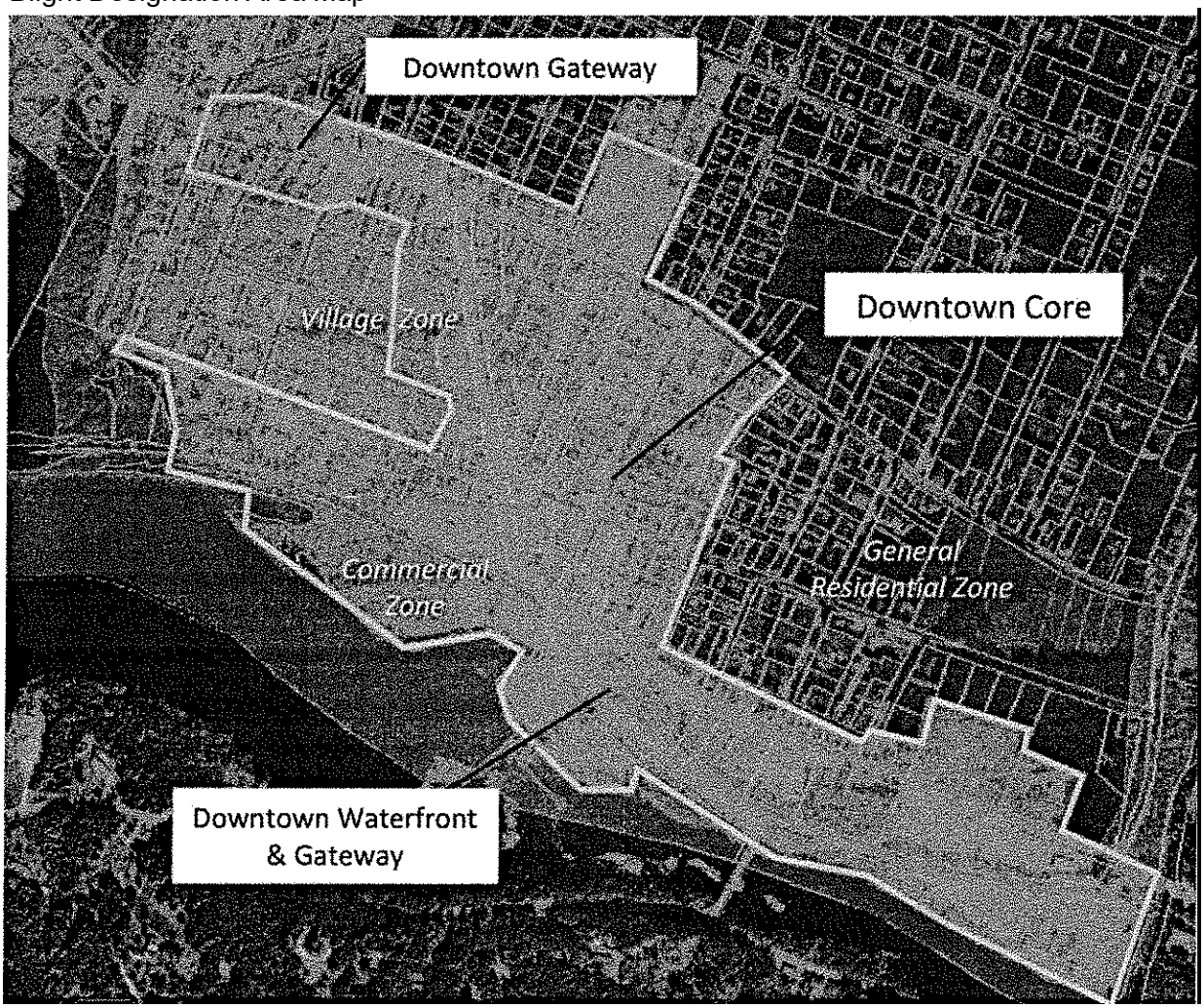
The CDBG Facade Grant Advisory Committee will determine the eligibility of applications, review and score them, and recommend the list of businesses to receive funding under this program. These recommendations will require the approval of the Lisbon Town Council; the decision of the Lisbon Town Council is final. Any income surveys, federal income tax returns, and other financial information submitted will be kept confidential and will remain inaccessible to the public, and will be shredded once they are no longer needed for compliance with the Maine Office of Community Development and the U.S. Department of Housing and Urban Development, typically 3 years once the grant is closed out.

Thank you for your interest in the Town of Lisbon's Business Facade Grant Program.

Slum & Blight Declaration

Lisbon Falls, Village and Route 196 Corridor

Blight Designation Area Map



Worumbo Building photos:




COLLISION
CENTER
1864
OP EN
365 DAY S



- Attach total project cost and itemized budget:
-

CONTRACTOR QUOTE FOR THE BUILDING UPGRADES:

Atlantic Construction Services Inc.

3161 Hotel Rd-Auburn, Me 04210 Ph: 207-344-6446 Fax: 207-344-6445

To: Eagle Creek - Worombo
Attn: Brian Fournier
Re: Maint building repairs
Date: 4/24/2023

Proposal: E23-098

Atlantic Construction Services, Inc. is pleased to propose a price to supply labor, material and equipment for your review.

Atlantic Construction Services, Inc. will pressure wash exterior of building, repair stucco finish where necessary. Prime & paint grey color on lower section of wall (5' +/-). Upper to be white to the roof line.

$32,600.00

Note: 8500 sq. feet (+/-)

Dana Turner
Mike Bachelder

Acceptance
Signature

Atlantic Construction may not be held responsible for delay by reason of strikes, natural disasters, accidents or other causes beyond our control. No claims for labor or consequential damages will be allowed. Unless otherwise noted, these prices are based on a (40) hour work week scheduled Monday through Friday and do not include man lifts or scaffold. Quote good for 30 days.

- detailed description of project and project timeline:
  Pressure wash exterior of building, repair stucco work, paint entire building White as currently and bridge. (no grey color as stated in estimate)