PROGRAM OVERVIEW

The Neighborhood Building Improvement Program (NBIP) is one of the resources offered by Salt Lake City's Division of Housing and Neighborhood Development (HAND) to support and strengthen the City's neighborhoods. In 2014, the Salt Lake City Planning Division, created "The Westside Masterplan" which examines the neighborhoods of Glendale and Poplar Grove. The Masterplan explores the history, assets, issues, and opportunities of these celebrated neighborhoods. The NBIP is a tool for the City to implement specific economic development goals of City Masterplans with a current focus on "The Westside Target Area;" by targeting the businesses in the neighborhood nodes: As identified in the 2020-2024 Consolidated Plan. The eligible westside neighborhoods are: Fairpark, Jordan Meadows, Poplar Grove, Downtown, Central 9th, Ballpark, Central City, Liberty Well, and Glendale.

This program is intended to revitalize neighborhood commercial areas, enhance the livability of adjacent communities, and support local businesses. Funding for this program year is directed towards the Poplar Grove and Central City/Central Ninth target areas.

AMOUNT & TYPE OF ASSISTANCE

This program provides grants up to $25,000 for a single project. An additional $25,000 may be available through the Salt Lake City Economic Development Loan Fund (EDLF) Microloan Program (a separate application process is required). Applications for Salt Lake City's Neighborhood Building Improvement Program will be available as funding allows.

DESCRIPTION OF ELIGIBLE WORK

Salt Lake City's Neighborhood Building Improvement Program is funded with Community Development Block Grant (CDBG) and must comply with both CDBG and City requirements.

Eligible use of funds include the following

Façade Improvements: This includes any side of the building which is visible from the street.

- Architectural, design and related professional fees
- Labor, materials and fixtures
- Rehabilitation of exterior facades to recover and/or preserve significant historical and architectural features of the structure
- Gutters and down spouts
- Doors and windows
- Exterior painting and attached exterior lighting
- Siding and trim treatments including awnings and planter boxes
- Appropriately scaled window areas for display or for looking into a retail business, restaurant or service business, with lighting to facilitate night viewing
- Signs that are integrated into the architecture of the building
- Removal of barriers to access for people with disabilities
- Addition or repair of awnings or shade mechanisms
- Soffit and Fascia

Blight Improvements

- Interior Code Violations

Ineligible uses of funds include the following:

- Painting unpainted brick
- Public sidewalks
- Parking lots and/or paving
- Landscaping
- Equipment and furnishings
- New construction
- Property acquisition
- Expansion of the building area
- Other activities specifically prohibited

*Note: eligible activities must occur after the contract has been executed to qualify for reimbursement.

PROGRAM ELIGIBILITY & REQUIREMENTS

TARGET AREA REQUIREMENTS

The project must be located within Salt Lake City's Neighborhood Building Improvement Program's target areas. There is a map of the target area on page 7. Both sides of the street are eligible.

BUILDING/BUSINESS TYPE REQUIREMENTS

To be eligible, applicants must have for-profit commercial buildings with facades visible from the street. Buildings must be located on a commercial corridor with street access. Mixed-use commercial/residential buildings are eligible, but improvements must be limited to the commercial portion of the building.

If the building is currently vacant or blighted, the applicant has **six months** to arrange a tenant. For the purpose of the Neighborhood Building Improvement Program, blight is defined as an abandoned or vacant building in an area zoned for urban use and served by utilities that poses a threat to the health, safety, or welfare of the community. Blight can also be defined as a building with substantial physical dilapidation, deterioration, or defective construction of the building or infrastructure or significant noncompliance with current building code, safety code, health code, or fire code requirements or local ordinances.

If you have any further questions, please contact Tony.Milner@slcgov.com or Ethan.Sellers@slcgov.com

OWNERSHIP REQUIREMENTS

The applicant must own the project being rehabilitated, or obtain written permission from the owner if the applicant is a tenant.

FEDERAL REQUIREMENTS

The Neighborhood Building Improvement Program extends assistance to eligible projects under 24CFR 570.202(a)(3). Because the program is funded with federal Community Development Block Grant (CDBG) funding, all projects must comply with the CDBG program's National Objective, as follows.

- Benefit low and moderate income persons
    - The business has a service area that is a) primarily residential and, b) is comprised of at least 51% low and moderate-income residents. Low to moderate-income is defined as 80% of the area median income as published annually by HUD for Salt Lake County

- Address/Remove blight on a spot basis.

Projects will be evaluated on a case-by-case basis to ensure eligibility with CDBG National Objective. Once a projected is approved, applicants and contractors must agree to provide supporting documentation and comply with reporting requirements.

FLOOD INSURANCE

If the applicant's business location resides within the 100 Year Flood Zones, they are required to have flood insurance to receive Federal Funds. Before applying, please check http://fema.maps.arcgis.com/home/index.html to see if your business is located within the 100 Year Flooding Zones. If your business resides in the 100 year flood zone, you must show proof of existing flood insurance or include the cost of Flood Insurance in your "Sources and Uses".

Steps to Verify if an Address Resides Within a Flood Zone

- Go to https://msc.fema.gov/portal/search?AddressQuery=brooklyn%2C%20ny#searchresultsanchor
- Enter your address in the search bar.

OTHER PROGRAM REQUIREMENTS

- The Property (including the designated beneficiaries of such use) may not be changed until five years after the close out of the Grant. Regulations outlining requirements pertaining to the use of the Property are listed in the Code of Federal Regulations at 24 CFR 570.505.
- Applications will not be accepted for improvements already underway.
- All work must be in compliance with applicable permitting and code requirements, zoning, ordinances, and standard engineering practices.
- Projects are required to comply with the Davis-Bacon and Related Acts.
- Projects are required to comply with the Copeland Act, the Contract Work Hours and Safety Standards Act., and lead-based paint regulations.
- Projects will be submitted for an Environmental Review.
    - If the building is over 50 years old or resides within an Historic District, we will be required to receive a certificate of appropriateness from the State Historic Preservation Office (SHPO). This can take up to 30 days.
- **Construction cannot begin until the project has received clearance and approval in writing.**

DESIGN REQUIREMENTS

- Façade improvements should make a noticeable contribution to neighborhood revitalization efforts.
- The proposed design should be consistent with the character of the neighborhood.
- Façade improvements should support and enhance pedestrian accessibility. Signs, windows, doors, and lighting should be pedestrian oriented.
- Improvements are to conform to local and national historic district guidelines, if applicable.
- Significant architectural features should be repaired and preserved rather than replaced. If replacement is required, design and materials should be consistent with the original historic character of the building.

APPLICATION & PROJECT COMPLETION PROCESS

1. APPLICATION & SUPPORTING DOCUMENTATION SUBMISSION

Please provide a complete application. Incomplete applications will not be reviewed. Applications will be deemed complete upon submission of the following requirements:

- Project details and supporting documentations including (additional sheets if necessary):
    - Identified areas of the building to be improved (both in photo and description, such as, area east of the main entrance, from front east corner to west end of the building, around the doors or windows, etc.)
    - Existing type of surface and materials of areas to be refinished, altered, painted, etc., such as window or door frames material types.
    - Proposed type of new surface, materials, etc.
    - Signage must be attached to the building and have a reasonable description including size to determine if signage is considered a mural, non-religious, no-political, and allowed according to the zoning ordinance.
    - Confirmation that lighting is either:
        - Attached to building's exterior, or
        - An interior front window display
- Photographs of the building's current condition, including:
    - The façade
        - Please take a picture for every side which is visible from the street that you are proposing to make improvements on.
    - Specific areas where improvements will be made.
- Estimated budget:
    - Cite a source from a professional who has expertise in construction cost estimates.
        - **These are price quotes (not bids) and you cannot obligate funds to a professional, contractor, architect, etc. until you have completed a contract with the city and followed the city bid process.**
    - Use the "Sources and Uses" sheet to create an itemized list of all cost associated with your project.
        - Please indicate additional funds which would be used in case the project exceeds the maximum available grant, and/or if the grant award is less than the grant request.
    - If use includes significant property rehabilitation, provide plans drawn to scale.
- If the applicant is a tenant, a letter of support from the property owner must be included.
- All documentation or clarifications as requested by City staff.

2. APPLICATION REVIEW

- City staff will screen to ensure proposed uses are allowed, potentially including referral to city's Design Review Team (DRT) to ensure proposed uses are allowed. If required, applicant may need to complete a DRT process/meeting before proceeding with their application.
- City staff will verify zoning requirements for the property, if the applicant's property resides within a flood zone, and that all other Federal Requirements are met (If the applicant's property lies within the flood zone, they will be required to have Flood Insurance as part of their grant request. Please notate in the application if you

already have Flood Insurance or have it listed as one of the items in your "Sources and Uses.").

- The Neighborhood Building Improvement Program Committee will evaluate all applications and grant awards to the proposed projects that are determined to have the greatest impact within the targeted areas. **The Committee meeting will take place about a month after the application deadline.** The applicant will be notified of the status of the application throughout the review process. At times the committee may make requirements or recommendations in line with the application's improvements. If the Committee sets any requirements, they must be followed in order to obtain the grant award. For example, the committee might require the applicant to add a new garage door to their building, or specify the material being used within the project.
- City Staff will perform an Environmental review according to CDBG guidelines. If the building is over 50 years old or resides within an Historic District. If a project is required to go to SHPO, then the process can take up to 30 days.

3. GRANT AGREEMENT

Following approval, the applicant will be required to enter into and execute a written agreement with the City to establish terms, conditions, and requirements for program participation. **Any work completed prior to the issuance of the Grant Agreement will not be eligible for reimbursement**.

4. BID AND PRE-CONSTRUCTION

Applicant will work with Salt Lake City's Division of Housing and Neighborhood Development to ensure that procurement and labor relations requirements are met. **Contractors cannot be promised work before the required bid process has finished. According to Federal Regulations, applicants are to use the lowest bidder on their projects.**

5. CONSTRUCTION

Construction work shall commence once all approvals and permits have been received. All work is to be completed within six (6) months of the date of recordation of the grant agreement.

6. GRANT DISBURSEMENT

Salt Lake City will reimburse applicants through progress payments as work and required documents are completed. The reimbursement process can take up to two weeks from the time all required documents are received.

7. REPORTING

After the construction is completed, the applicant will be required to submit a review survey. Applicant will also be asked to give a testimonial of the project. City employees will go on-site to take before, during, and after photos to document the project.

DISCLAIMER

If an applicant uses an outside source to estimate price costs, applicants cannot obligate or promise funds to a professional, contractor, architect, etc. prior to an award of the bidding process taking place. The bidding process will take place after the signing of the contract. If applicant has any questions, please ask before proceeding.

Legend
West Side Target Area
N
Westpointe
Rose Park
Capitol Hill
Jordan Meadows
Fairpark
Poplar Grove
Downtown
Central City
University Gardens
Central 9th
East Central
Glendale
Ball Park
Liberty Wells
East Liberty Park