



PROGRAM OVERVIEW

BACKGROUND

The Neighborhood Business Improvement Program (NBIP) is one of the resources offered by Salt Lake City's Housing Stability Division to strengthen the City's neighborhoods. Housing Stability utilizes federal funding to support local for-profit businesses by offering up to \$50,000 in grants to improve their façades. Increasing the street appeal of properties positively affects the surrounding neighborhoods and boosts the economy on a local level.

As identified in the 2020-2024 Salt Lake City Consolidated Plan, the "target area" includes the following westside neighborhoods: Fairpark, Jordan Meadows, Poplar Grove, Granary, Downtown, Central 9th, Ballpark, Central City, Liberty Well, and Glendale.

AMOUNT & TYPE OF ASSISTANCE

This program provides grants up to \$50,000 for a single project (by parcel). Additional funding may be available through the Salt Lake City Economic Development Loan Fund (EDLF) Microloan Program (a separate application process is required). Grants will be awarded as funding allows. Preference will be given to applicants who contribute at least 25% of the overall project budget.

Example 1: Project Budget \$31,250 (New Front Doors and Awning)
Applicant is requesting a grant for \$25,000 and plans to contribute \$6,250.

Example 2: Project Budget \$10,000 (Gutters, Window and Sign)
Applicant requesting a grant for \$7,500 and plans to contribute \$2,500.

APPLICATION & GRANT TIMELINE

The application period will begin May 01, 2022, and close May 31, 2022. Late applications will not be accepted. Grants will be reviewed and scored during June and July 2022. Award and denial letters will be sent to all applicants roughly August 2022. The grant contract period will begin once the contract is executed and will end at the fiscal year-end (June 30, 2023).

DESCRIPTION OF ELIGIBLE WORK

Salt Lake City's NBIP is funded with Community Development Block Grant (CDBG) and must comply with both CDBG and City requirements. Appropriate uses of the funds include the following:

Eligible Uses	
<p>Façade Improvements- <i>This includes any side of the building which is visible from the street.</i></p> <ul style="list-style-type: none"> • 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 • Attached exterior lighting • Siding and trim treatments including awnings and planter boxes • Soffit and Fascia • Fencing to enhance the outward appearance (height limit of three feet) 	<ul style="list-style-type: none"> • 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 affixed to the building <p>Blight Improvements</p> <ul style="list-style-type: none"> • Interior Code Violations (e.g., accessibility, fire alarms, mold)
Ineligible Uses	
<ul style="list-style-type: none"> • Interior modifications (unless an interior code violation) • Parking lots and/or paving • Landscaping • Public sidewalks • Painting unpainted brick • Signage not affixed to the building 	<ul style="list-style-type: none"> • Equipment and furnishings • New construction • Property acquisition • Expansion of the building area • Other activities specifically prohibited. • Fencing in a height excess of three feet

**Note: Eligible activities must occur during the contract period to be eligible for reimbursement.*

PROGRAM ELIGIBILITY & REQUIREMENTS

TARGET AREA REQUIREMENTS

The project must be located within Salt Lake City's NBIP's target area (see Attachment A-2020-2024 Salt Lake City Consolidated Plan- Target Area Map). Projects on both sides of the street are eligible.

BUILDING/BUSINESS TYPE REQUIREMENTS

Applicants must have for-profit commercial buildings with facades visible from the street. Preference will be given to small¹ and local businesses. 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 NBIP, 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.

OWNERSHIP REQUIREMENTS

Both business owners and property owners are eligible to apply for the grant. If the applicant is a tenant of the property, then permission from the property owner must be obtained. If selected for funding, a notarized letter from the property owner will be requested and will be party to the grant agreement. It is recommended that tenants have, at a minimum, 12 months remaining on their lease or an option to renew.

FEDERAL REQUIREMENTS

The NBIP extends assistance to eligible projects under 24CFR 570.202(a)(3). Because the program is funded with federal 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 project is approved, applicants and contractors must agree to provide supporting documentation and comply with reporting requirements.

¹ Small Business Act (15 U.S.C. 631, 636, 637) <https://www.sba.gov/federal-contracting/contracting-guide/basic-requirements> - Page 3 of 16

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

- Applications will not be accepted for improvements already underway.
- All work must follow 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 an executed contract is in place and the City's bid process is complete.
- All work and purchase of materials must go through a licensed general contractor.
- Any property that receives CDBG funds in excess of \$25,000 for improvements would be subject to a five-year property use restriction recorded with the County and the City, to ensure that the funded improvements benefit the business or a similar business at the property during that time.

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:

- Project details and supporting documents including:
 - 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, non-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). Applicants cannot obligate funds to any professional, contractor, architect, etc. until you have an executed contract and have followed the city bid process.
 - Use the "Sources and Uses" sheet to create an itemized list of all costs 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.
- All applications must be submitted in Zoomgrants by the deadline. City staff will hold an Application Training session and provide application technical assistance if needed.

2. APPLICATION REVIEW

- City staff will screen to ensure proposed uses are allowed. This may include a 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 including: 1) if the applicant's property resides within a flood zone, and 2) 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 NBIP Selection Committee will evaluate all applications and grant awards to the proposed projects that are determined to have the greatest impact within the targeted areas. Notifications of award or denials will be sent roughly one month after the grant application deadline.
- The committee may make requirements or recommendations in line with the application's improvements. If the committee sets any requirements, they must be followed 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 award notification, the applicant will be required to: 1) attend a grant orientation and 2) enter and execute a grant agreement with the City to establish terms, conditions, and requirements for program participation (See Attachment B- *NBIP Boilerplate Example*). Any work completed prior to the execution of the Grant Agreement will not be eligible for reimbursement. Funding must be spent by the end of the contract period; no contract extensions will be granted.

4. BID AND PRE-CONSTRUCTION

Applicant will work with the City to ensure that procurement and labor relations requirements are met. Pre-bid notifications must be publicly advertised for at least two weeks prior to pre-bid meeting. Attendance at the pre-bid meetings is mandatory for Contractors to be eligible to submit a bid. Contractors will have two weeks to submit a sealed bid after the pre-bid meeting. Bids will be opened publicly at a specified time and location by City Staff. Contractors cannot be promised work before the required bid process has finished. According to Federal Regulations, applicants are to use the lowest responsive and responsible bidder. Any or all bids may be rejected by the City if there is a sound documented reason.

5. CONSTRUCTION

Construction work shall commence once all approvals and permits have been received. All work must be completed within the contract period.

6. GRANT DISBURSEMENT

The City will reimburse applicants through progress payments as work and required documents are submitted. Reimbursements must be submitted in Zoomgrants. The reimbursement process can take up to thirty days from the time all required documents

are received.

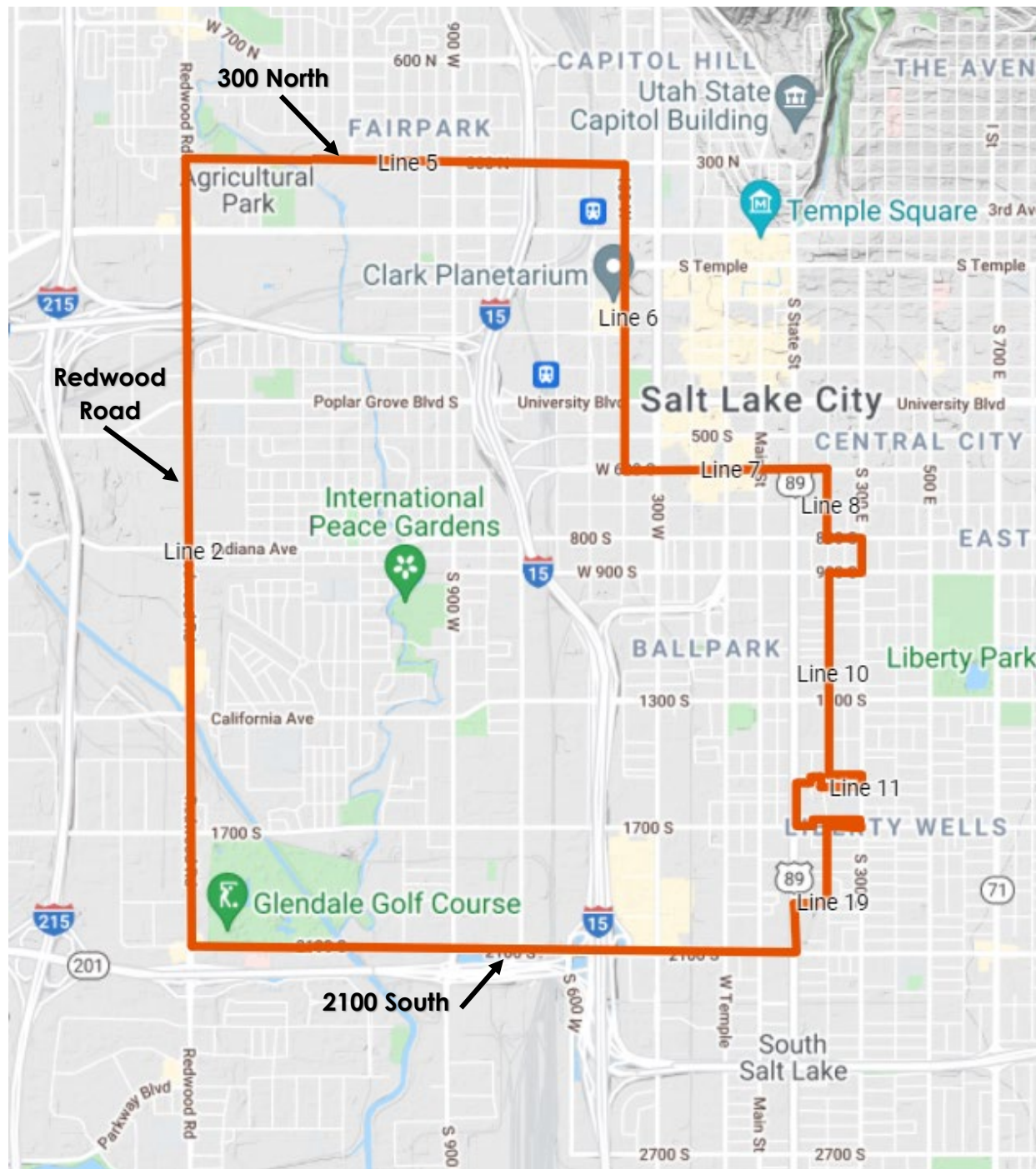
7. REPORTING

After the construction is completed, the applicant may be required to submit a review survey. Applicant may 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.

Attachment A: 2020-2024 Salt Lake City Consolidated Plan- Target Area Map



**Attachment B: Salt Lake City Neighborhood Building Improvement Program
CDBG Grant Agreement
Recipient**

This Salt Lake City Neighborhood Building Improvement Program CDBG Grant Agreement (this "Agreement") is made by and between SALT LAKE CITY CORPORATION, a Utah municipal corporation (the "City"), and the Recipient listed below, as of the date of recordation by the City Recorder (the "Effective Date").

- A. The parties are entering into this Agreement pursuant to the regulations of the U.S. Department of Housing and Urban Development ("HUD"), Community Development Block Grant, 24 CFR Part 570 ("CDBG").
- B. The City has agreed to provide certain grant monies to Recipient for commercial building improvements.

NOW, THEREFORE, in consideration of the mutual promises and considerations set forth below, the parties agree to the following:

TERMS

1. DEFINITIONS:

- "Recipient" Person/ Company Name, a _____
- "Property" Address, Salt Lake City, Utah, Zip Code
- "Grant Amount" \$ dollar amount
- "Neighborhood" e.g., Central City or Poplar Grove area

- 2. PURPOSE: The purpose of this Agreement is to provide CDBG funding for a commercial building improvements project at the "Property".
- 3. CONTRACT TERM: The term of this Agreement commences the Effective Date through June 30, 2022 (the "Term"). All services performed under this Agreement in furtherance of the Project shall be performed within the Term in order to be reimbursable by City.
- 4. PROJECT SCOPE: Recipient shall be responsible for the completion of the Project described in Exhibit "A", which is attached hereto and by this reference incorporated herein.
- 5. BUDGET: City shall provide an amount not to exceed Grant Amount for materials and/or services as contemplated by the terms of this Agreement. The approved items and amounts for compensation are set forth in Exhibit "B", which is attached hereto and by this reference incorporated herein.
- 6. NOTICES: Notices required by this Agreement shall be in writing and delivered via U.S. mail (postage prepaid), commercial overnight courier, or personal delivery or sent by facsimile or other electronic means with the original to follow by one of the other delivery methods. Any such notice shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

CITY: Director
Housing Stability
451 South State Street, Room 445
PO Box 145488
Salt Lake City, UT 84114-5488

RECIPIENT: See the address on the signature page

7. GENERAL COMPLIANCE: Recipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning CDBG) including subpart K of these regulations, except that (1) Recipient does not assume City's environmental responsibilities described in 24 CFR 570.604 and (2) Recipient does not assume City's responsibility for initiating the review process under the provisions of 24 CFR Part 52. Recipient also agrees to comply with all other applicable federal, state and local laws, regulations, and policies governing the funds provided under this Agreement. Including but not limited to the Federal Labor Standards Provisions (HUD-4010) attached as Exhibit "C".

8. INFORMATION: City and HUD shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, materials, or other information prepared under or in conjunction with this Agreement.

9. ACCOUNTING STANDARDS: Recipient agrees to comply with 2 CFR 200.300-309 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

10. RECORDS TO BE MAINTAINED: Recipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506, pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- A. Records providing a full description of each activity undertaken;
- B. Records demonstrating that each activity undertaken meets the needs of low- and moderate-income persons, or low- and moderate-income areas;
- C. Appropriate records detailing activities as identified in the Scope of Services (Exhibit "A"); and
- D. Records regarding real property improved with CDBG assistance.

11. BILLINGS: Recipient may submit a request for reimbursement to the Neighborhood Building Improvement Program as needed. The reimbursement request shall be submitted through the grant management system and shall include an invoice from the general contractor and proof of payment. Note that this grant is awarded solely on a reimbursement basis.

12. REPORTS: Upon completion of the Project, Recipient agrees to submit all required information so that the City can adequately report to HUD the outcomes of the Project.

13. OMB STANDARDS: Unless specified otherwise within this Agreement, Recipient shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.317-326.

14. **ENERGY EFFICIENCY STANDARDS:** Recipient agrees to comply insofar as they apply with the mandatory energy efficiency standards and policies in state energy conservation plan issued in compliance with the Energy Policy and Conservation Act [Pub. L. 94-163].

15. **LEAD-BASED PAINT:** Recipient agrees to comply insofar as they apply with the lead-based paint requirements of 24 CFR Part 35 issued pursuant to the Lead-Based Paint Poisoning Prevention Act [42 USC 4821-4846.]. Recipient shall comply with said regulations implemented at 24 CFR 570.608.

16. **RELOCATION, REAL PROPERTY ACQUISITION AND ONE-FOR-ONE HOUSING REPLACEMENT:** Recipient agrees to comply with: 1) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); 2) the requirement of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and 3) the requirements in 24 CFR 570.606(d) governing optional relocation policies. Recipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. Recipient also agrees to comply with applicable local ordinances, resolutions and policies concerning the displacement of persons from their residences.

17. **AFFIRMATIVE ACTION:** Recipient agrees that it shall be committed to carry out an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966.

A. **WOMEN- AND MINORITY-OWNED BUSINESSES (W/MBE):** Recipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this Agreement.

B. **SUBCONTRACT PROVISIONS:** Recipient will include the provisions of paragraph 11, section A, Civil Rights, and section B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own Recipient or subcontractors.

18. **ENFORCEMENT OF THE AGREEMENT:** In accordance with 2 CFR 200.338-342, suspension or termination of this Agreement may occur if Recipient materially fails to comply with any of the terms of this Agreement. City may require Recipient to repay funds disbursed to Recipient if it is determined Recipient has breached the provisions of this Agreement, or if the Project is not completed. City may permit the Agreement to be terminated for convenience in accordance with 2 CFR 200.339.

19. **GOVERNING LAW:** This Agreement shall be enforced in and governed by the laws of the State of Utah.

20. **REPRESENTATION REGARDING ETHICAL STANDARDS FOR CITY OFFICERS AND EMPLOYEES AND FORMER CITY OFFICERS AND EMPLOYEES.** Recipient represents that it has not: (1) provided an illegal gift or payoff to a City officer or employee or former City officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code; or

(4) knowingly influenced, and hereby promises that it will not knowingly influence, a City officer or employee or former City officer or employee to breach any of the ethical standards set forth in City's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code.

21. INDEMNITY. The following indemnification requirements apply to this Agreement:

A. Recipient shall indemnify, save harmless, and defend City, its officers and employees, from and against all losses, claims, demands, actions, damages, costs, charges, and causes of action of every kind or character, including attorney's fees, arising out of Owner's intentional, reckless, or negligent performance hereunder. Recipient's duty to defend City shall exist regardless of whether City or Recipient may ultimately be found to be liable for anyone's negligence or other conduct. If City's tender of defense, based upon this indemnity provision, is rejected by Recipient, and Recipient is later found by a court of competent jurisdiction to have been required to indemnify City, then in addition to any other remedies City may have, Recipient shall pay City's reasonable costs, expenses, and attorney's fees incurred in proving such indemnification, defending itself, or enforcing this provision. Nothing herein shall be construed to require Recipient to indemnify the indemnitee against the indemnitee's own negligence. The provisions of this section shall survive the termination of this Agreement.

B. City assumes no responsibility for any damage or loss that may occur to Recipient's property, except the obligation City assumes that it will not willfully or intentionally damage the property of Recipient. City has no responsibility for any equipment maintenance, or for Recipient's employees. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employment relationship.

22. COMPLIANCE WITH LAWS, ORDINANCES AND REGULATIONS: Recipient shall administer this Agreement in compliance with all applicable federal, state, and city laws, ordinances, rules and regulations, or their successors or replacements, including but not limited to workers' compensation insurance and the federal regulations or their successors or replacements which are incorporated herein by reference.

23. NO ASSIGNMENT: Recipient shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement without written consent of City thereto. Recipient shall not enter into any subcontracts with any agency or individual in the performance of this Agreement without the written consent of City prior to the execution of such agreement.

24. AMENDMENTS: This Agreement may be amended only by written agreement of the parties hereto.

25. SEVERABILITY: If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

26. WAIVER: City's failure to act with respect to a breach by Recipient does not waive its right to act with respect to subsequent or similar breaches. The failure of City to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

27. ENTIRE AGREEMENT: This Agreement embodies the entire agreement between City and Recipient for the Project and its terms and conditions and supersedes any additional or conflicting terms or provisions that may be included in a billing document or other related document used to implement, record, or invoice the work for the Project, even if signed or initialed by a representative of the City. No verbal agreements or conversations with any officer, agent or employee of City prior to the execution of this Agreement shall affect or modify any of

the terms or obligations contained in any documents comprising this Agreement. Any such verbal agreement shall be considered as unofficial information and in no way binding upon City.

28. SUCCESSORS: Recipient covenants that the provisions of this Agreement shall be binding upon heirs, successors, sub-contractors, representatives, and agents.

29. AMBIGUITY: Any Ambiguity in this Agreement shall be construed in favor of City.

30. ENFORCEMENT OF THE AGREEMENT: In accordance with 2 CFR 200.338-342, suspension or termination of this Agreement may occur if Recipient materially fails to comply with any of the terms of this Agreement. City may require Recipient to repay funds disbursed to Recipient if it is determined Recipient has breached the provisions of this Agreement. City may permit the Agreement to be terminated for convenience in accordance with 2 CFR 200.339.

31. COMPLIANCE WITH HUD NATIONAL OBJECTIVE: In accordance with 24 CFR 570.208 Recipient agrees that the business operating at the property location intends to serve low- and moderate-income (LMI) persons in the surrounding community identified in Exhibit "D" (Target Area Map). If the property is vacant on the Effective Date, the Recipient will have six months from expiration of the Term to occupy the property with a business that intends to serve LMI persons.

IN WITNESS WHEREOF, the parties are signing this Agreement as of the Effective Date.

CITY:
SALT LAKE CITY CORPORATION, a Utah
municipal corporation

By _____
Name: _____
Title: _____

ATTEST:
Salt Lake City Recorder's Office

City Recorder

APPROVED AS TO FORM:
Salt Lake City Attorney's Office

By _____
Name: _____
Title: Senior City Attorney

RECIPIENT:

Insert name and entity

By _____
Name: _____
Title: _____

Notice address:

Attention: Title
Agency
Mailing address
City, State, Zip code

Attachment C: Scoring Rubrics

FY23 NBIP Grant Applications

Administrative Review	
Eligibility Criteria	<i>Points Possible</i>
Is the business located in the target area?	Yes/No
Are the proposed improvements eligible?	Yes/No Comments
Priority Points	
Is the business small, Section 3, Minority, or Woman-Owned? (Yes/No) if Yes, 1 point	1
Does the applicant plan to contribute at least 25% to the project? (Yes/No) if Yes, 4 points	4
Application Questions	
Overall, does the project align with the purpose of the grant?	5x2
Is this a first-time grantee? (Sliding scale by last time they received the grant— 0 points if they received last year, 5 points if never received, 4- if received five years ago, 3- if received four years ago, etc.)	5
Does the business serve low-to-moderate income residents in the surrounding community?	5x3
If the building is vacant, does the business have reasonable plans to have a tenant within six months? (if the building is not vacant, then automatic 5 points)	5
Is there a high need for the improvement? (i.e., ADA accommodations, interior code violations, blighted property, lack of comparable options)	5
Is the project feasible?	5
Total Points Possible	50

NBIP Selection Committee Review	
<i>Criteria</i>	<i>Points Possible</i>
Project Feasibility	25 points
Do the proposed improvements appear to be reasonably constructible?	5x2
Do the identified funding sources, including the requested grant funds, appear to be sufficient for the proposed project?	5x2
Do the cost estimates for the proposed improvements appear to be reasonable?	5
Longevity	15 points
Are the proposed improvements durable?	5
Will the proposed improvements result in a long-term benefit?	5
Is it likely that the proposed improvements would be retained if the current owner or tenant of the impacted property changed?	5
Economic Benefit	35 Points
Is it likely that the proposed improvements will result in improved marketing, customer accessibility, or sales for the impacted property's current tenant(s)?	5x2
Is it likely that the proposed improvements will result in a more efficient operation of the business?	5
Will the proposed improvements benefit low-to-moderate income residents in the surrounding area?	5x4
Neighborhood Impact	25 points
Do the proposed improvements positively impact the visual aesthetics of the impacted neighborhood?	5
Is the proposed design consistent with the character of the neighborhood?	5
Do the façade improvements support and enhance pedestrian accessibility?	5
Do the proposed improvements contribute to the health or safety of the impacted neighborhood?	5
Will the proposed improvements create, support, or draw positive activity to the impacted neighborhood?	5
Total Points Possible	100 points