

**NOTICE: YOU CANNOT DO ANYTHING TO THE EXTERIOR OF YOUR BUILDING, INCLUDING THE WINDOWS, UNTIL YOU OBTAIN THE APPROVAL OF THE DESIGN REVIEW STANDARDS COMMISSION**



## **FAÇADE IMPROVEMENT GRANT PROGRAM**

**-HISTORIC SUNSHINE LAMP DISTRICT-  
DOWNTOWN JOPLIN**

**2012**

**City of Joplin**  
**Façade Improvement Grant Program**  
**Historic Sunshine Lamp District - Downtown Joplin**  
**2012**

The City of Joplin has established a Downtown Revitalization Program to create an atmosphere of old Joplin charm and encourage the citizens and visitors of the city to spend time in downtown Joplin and enjoy the architecture and unique shopping, entertainment and living opportunities. To assist the property owners in revitalizing their shop fronts and to help recreate the original rich architecture of downtown Joplin, the City Council has created a new program that will provide assistance in the form of a grant to encourage investment in the New Historic Downtown Joplin.

A Façade Improvement Grant may be used for a variety of building façade rehabilitations, including painting, window or door repairs or replacements, signage, awnings, or other façade improvement projects outlined under the “Eligible Projects” section of this application package.

**Funding and Administration**

Funding for Façade Improvement Grants will come from the Community Development Block Grant Program of the City of Joplin, funded by a grant to the City by the Department of Housing and Urban Development. The City of Joplin CDBG program administrators in accordance with the procedures and guidelines outlined in this package will carry out the administration of the Façade Improvement Grant Program. The administration and operation of the Program shall conform to all federal, state, and local codes and regulations.

**Program Guidelines and Eligibility**

Primary Façade:

1. Grants are available for up to 50% of the total cost of the improvement up to a maximum grant amount of \$37,500.
2. Each façade of a building is eligible for the grant that is facing a street and exposed to the public. This only includes the streets adjacent to Main Street in the Sunshine Lamp Historic District.

3. The grant applicant may be the property owner or tenant. A tenant must have the property owner's signed approval of the proposed building improvement.
4. A Façade Improvement Grant may only be made to a commercial, residential, office or mixed-use property located within the defined Sunshine Lamp Historic District in Historic Downtown Joplin area (See attached map.)
5. While all business and property owners within the defined Historic Downtown District are encouraged to apply, only one grant will be allowed for each building per the City's fiscal year.
6. If a building contains multiple storefronts, an applicant may apply for \$37,500 per storefront. In the event an applicant submits a grant for multiple storefronts, the storefronts shall reflect a façade design of the whole building that was previously approved by the Design Review Standards Commission and the Historic Preservation Commission. Irrespective of the number of storefronts a building contains, the maximum grant award is limited to \$100,000 per building per the City's fiscal year.
7. A storefront is a street façade that has the appearance of an independent store *and* the ability to function as an independent store without any exterior modification. City staff will determine the number of storefronts a building contains.

#### Rear/Side Façade:

1. Monetary assistance limits remain in place (currently 50% of the eligible project costs are reimbursable up to \$37,500 granted) for the total project, including, projects that require front, side and rear building facade rehabilitation.
2. The rear and side building façade must be visible to the public. (i.e. the rear/side of buildings adjacent to parking facilities or public rights of way). Rear building facades located along service alleys, but the view is blocked by another structure are not eligible.
3. If rehabilitation to the property's front façade is needed, front façade rehabilitation must be part of the facade project and will take precedent over the rear and side façades. If the project includes front and rear/side façade improvements, the front façade must be completed and failure to address the front façade needs may jeopardize the total façade grant assistance awarded.
4. Rear/side façades assistance are approved on a case by case basis and granting of the awards is based on the availability of funds.

5. Buildings previously approved for façade assistance through the façade grant program prior to this policy change are eligible for additional facade assistance for improvements to building’s rear/side facades. The monetary assistance is limited to 50% of the eligible project costs with a maximum of \$15,000 awarded.
6. Remainder of the requirements of the Façade Grant Assistance Program, the Design Review Standards and the CDBG Program remains in effect and apply equally to rear/side façade improvements.

**All Façades:**

1. The completed design or proposal (including Architectural Plans) for the improvement project must be submitted to the City of Joplin, Community Development Department for review. After Staff completes a review of the application, the applicant will have an opportunity to address any concerns from the review. Following the final review, staff will forward the application to the State Historic Preservation Office (SHPO). When a response is received from SHPO, this will be forwarded to the Design Review Standards Commission. The Design Review Standards Commission will consider staff’s recommendation and the application to ensure it is in compliance with the Design Guidelines for Historic Downtown Joplin. Any changes made to the façade that have not been previously approved by the Committee will not be eligible for funding.
2. The applicant will be reimbursed for the amount of the grant award *only upon completion* of the project or the approved phases of the project.
3. To comply with Federal Regulations, the work for the improvement must follow City of Joplin procurement policies. The following table illustrates the type of procurement necessary based on total project cost:

Total Project Cost	Bid Requirement
less than \$1,000	No Bid Requirement
\$1,000 to \$14,999	Solicitation of three written/fax bids.
\$15,000 and greater	Formal sealed bid advertised in a local newspaper.

The “Total Project Cost” is not the 50% that will be reimbursed, but rather 100% of the project. If a formal sealed bid is necessary, City Staff can assist in this process as needed.

4. All projects must be approved by the Design Review Standards Commission and the Historic Preservation Commission.

5. Projects must be completed within six (6) months of grant approval by Community Development staff.
6. The Façade Grant Review Committee reserves the right to determine which projects will be funded and the amount of funding awarded to each project.

### **Eligible Activities**

Use of grant funds is restricted to eligible improvements to the exterior of building/structures. Eligible activities are listed below. Because there are a limited amount of funds available for this project, the applications will be awarded on a first-come first-served basis.

- ✓ Signage
- ✓ Awnings
- ✓ Storefront Improvements
- ✓ Restoration of original/historical windows, doors, and trim where possible
- ✓ Replacement of windows, doors and trim
- ✓ Cleaning and/or painting of wood surfaces
- ✓ Cleaning and/or repointing of surface brick or stone
- ✓ Repainting of brick, stone or cement
- ✓ Removing paint from brick or stone
- ✓ Exterior lighting
- ✓ Removal of “modernization” efforts and/or inappropriate non-historic alteration/additions

### **Design Guidelines**

At the time of application, you will be given a set of design guidelines for use by you or your architect in developing the rehabilitation drawings for your building. Architectural plans are required for any project over \$15,000. For projects under that cost, a contractor may prepare written work specifications with renderings/drawings if possible. See the table below:

Total Project Cost	Design Requirement
Less than \$15,000	Written Work Specifications with renderings if possible*
\$15,000 and greater	Full Architectural Plans

**\*If a contractor is used to create work specifications for a project, this contractor is ineligible to bid on the actual façade rehabilitation.**

The design guidelines are criteria that must be observed in developing a scheme for your façade. The goal is to provide a common theme for the downtown district, while being faithful to the unique architectural features of your building. Design standards for the following features will be set and shall be universal throughout downtown:

- ✓ Awnings
- ✓ Signage
- ✓ Landscaping
- ✓ Exterior Lighting

### **Certificate of Appropriateness**

A Certificate of Appropriateness must be obtained from the Historic Preservation Commission of the City of Joplin. After a recommendation from the Design Review Standards Commission has been handed down, a public hearing will be scheduled before the Historic Preservation Commission. The Commission will take into consideration the findings of the Review Committee and issue a Certificate of Appropriateness or require further information from the applicant. A Certificate is a requirement before a building permit can be issued.

### **Historic Preservation**

Because the Community Development Block Grant fund is providing the money for this program, all potential façade grant recipient buildings and proposed scopes of work must be reviewed by the State Historic Preservation Office (allow a 30-day minimum review), City of Joplin's Design Review Standards Commission, and the Historic Preservation Commission. The purpose of the review is to determine the effect of the proposed façade improvements on cultural resources designated as having historical significance in the City of Joplin.

It is the intent of the review process to ensure that the proposed work will be consistent with the Design Guidelines as well as the historical architectural theme of the building.

### **Federal Labor Standards Compliance**

Federal Labor Standards are statutory provisions dealing with construction projects, including façade improvements that receive federal funds such as the

Community Development Block Grant 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. In general, if the CDBG funds are used to purchase materials and/or for contracts less than \$2,000, the federal labor standards may not apply.

The Applicant is asked for a detailed scope of work and budget broken down by labor and material costs so that the City of Joplin can help façade grant applicants determine whether or not federal labor standards might be required.

In certain circumstances, the size of the company owned by the contractor will determine the application of the wage determination standards and it would be appropriate for the contractor to provide a statement regarding the size of his company.

## **Deadline**

To allow adequate time for State and Local reviews, all complete applications must be received in the Community Development Office **no later than 2 months prior to the first regular local meeting (Design Review Standards Commission)** to be included on the agendas for that month's regularly scheduled meetings. As an example, if the applicant wishes to be reviewed locally by the Design Review Standards Commission and the Historic Preservation Commission in March, an application is required by the 2<sup>nd</sup> Thursday in January.

Any requests for special meetings must be made in writing to the chairpersons of each review committee.

## **Project Timeline**

The regularly scheduled timeline for the review process of each month is as follows:

- Applicant must obtain project plans (Architectural Plans for projects equal to or above \$15,000; Basic project work specifications with renderings if possible for projects below \$15,000)
- Application deadline: Second Thursday
  - Send Architectural Plans to SHPO (30 days)
- Design Review Standards Commission meeting: Second Thursday (2 months after application deadline)

- Historic Preservation Commission meeting: Third Tuesday

Any project using grant funds will be required to allow enough time for State Historic Preservation Office (SHPO) review (up to 30 days), final design determination as directed by SHPO, and City of Joplin purchasing and procurement policies and procedures. Please contact Community Development staff for more information concerning these requirements.

### **Façade Grant Review Committee**

Every Façade Grant Application will be first reviewed by the Façade Grant Review committee to determine completeness and to insure that the applicant has the ability to sustain the project. The Façade Grant Review Committee will be: The City Manager, The Director of Public Works, The Planning and Community Development Manager, and The Community Development Specialist.



**City of JOPLIN**  
**FAÇADE GRANT PROGRAM 2012**  
**APPLICATION**

1. Property Address: \_\_\_\_\_
2. Name of Applicant: \_\_\_\_\_
3. Business Name, if applicable: \_\_\_\_\_
4. Mailing Address, if different from above: \_\_\_\_\_
5. Daytime Phone Number: \_\_\_\_\_
6. Email Address: \_\_\_\_\_
7. Applicant is:     Owner     Tenant     Owner/Tenant
8. Have you received prior grant funding from the City of Joplin Façade Improvement Grant Program?     Yes     No
9. Has this project received a Certificate of Appropriateness from the Historic Preservation Commission?     Yes     No
10. Eligibility for grant funding will be based on at least one of two criteria being present: the elimination of slum or blight as declared by the City of Joplin, and/or job creation benefiting at least 51% low/moderate income persons. Preference will be given to those applicants providing for job creation. Please check the box appropriately showing the eligibility of your project and how many permanent new jobs will be created, if applicable.  
 Slum and Blight     Job Creation    Number of jobs: \_\_\_\_\_
11. Please, describe all long-term maintenance planned to protect the façade improvements:  
\_\_\_\_\_  
\_\_\_\_\_
12. Estimated Façade Cost (attach documentation with budget form):    \$ \_\_\_\_\_
13. Please, attach documentation of all other assistance utilized, including historic tax credits, grants, tax abatements, etc.
7. Attach all architectural plans, work specifications, and other documents that will help illustrate the proposed work.

*I have read and understand the attached guidelines. I understand that this is a matching grant program, and that money is granted on a reimbursement basis, following completion of work. I also understand that improvements not formally approved by the Review Committee will not be funded.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Property Owner's Acknowledgement (if Applicant is a Tenant):

*I am the owner of the property being at the above address. I have been informed of the Applicant's intention to perform the improvements described in the attached documentation, and I hereby approve the proposed improvements.*

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

Property Owner's Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please return your completed application along with all documentation to:

Community Development Office  
4th Floor, City Hall  
City of Joplin  
602 S. Main Street  
Joplin, Missouri 64801

# FAÇADE IMPROVEMENT GRANT APPLICATION BUDGET FORM

<b>DESCRIPTION OF IMPROVEMENTS</b> (Please break down by activity, such as painting, sign, awning, etc.)	<b>ESTIMATED COST OF LABOR</b>	<b>ESTIMATED COST OF MATERIAL</b>	<b>TOTAL COST</b>
<b>TOTAL</b>			

# 2012 Sunshine Lamp Historic District

