

# Town of Buckeye

## Core Area Revitalization Effort (CARE) Program



Economic Development Department  
&  
Buckeye Main Street Coalition, Inc.

# **Town of Buckeye**

## **CARE (Core Area Revitalization Effort) Program Process Guide**

### **Program Summary:**

The program is intended to assist in the rehabilitation of existing commercial, industrial or mixed use properties by offering up to \$25,000 toward improvement costs. All commercial, industrial, or mixed-use properties located within the *Project Area*, generally defined as that area of the Town bounded by Centre Avenue on the South, the Railroad tracks on the North, Miller Road on the West and 239<sup>th</sup> Avenue on the East, are eligible for assistance. Improvements to a building façade, permanent landscaping, parking facilities, and other improvements necessary to bring the property up to current code compliance are permitted.

Monies for the program are made available through the Town's Transaction Privilege Tax. The fund is part of the Town of Buckeye's economic development effort for revitalization purposes of the downtown region and is administered by the Town's Economic Development Department.

### **Objective:**

The program is intended to encourage owners of existing commercial, industrial or mixed use property to rehabilitate structures in the *Project Area* for the purpose of preserving significant historical, architectural or cultural aspects of the building; or to improve the aesthetics of property; and to bring properties up to current building and development code standards. Such rehabilitation will eliminate slum and blight, promote commercial redevelopment activities, improve the aesthetics of the downtown region and enhance the overall quality of life for Buckeye residents.

### **Operation:**

The program reimburses a property owner for pre-approved rehabilitation work completed up to a maximum of \$25,000. Applicants requesting over \$10,000 shall be required to provide a twenty-five percent (25%) match of the requested funds. No match is required if requested funds are \$10,000 or less. However, matching funds are encouraged and applicants who show matching funds shall be given additional consideration during the review and approval process.

### **Use of Funds:**

Qualifying work includes improvements to the exterior of buildings such as painting, cleaning, tuck pointing, façade repair, window repair or replacement, and repair or replacement of signage, as well as other permanent improvements to the property consistent with the architectural design and exterior integrity of the building. Other eligible uses may include permanent landscaping, rear access renovation, pavement of parking or walkways associated with the property, or any other improvements required to bring a building to code are also eligible. Additions and expansions to buildings that will benefit the overall appearance of the property may also be eligible. Soft costs such as legal, architectural, engineering and other professional services are eligible for funding, however, the main objective of the program is to complete the actual material renovation of the property.

**All plans shall be approved by the Town prior to any construction occurring. If construction has already commenced, the property shall be deemed ineligible to receive funds from this program.**

Program funds are intended to be used for long-term property and building rehabilitation. Upon approval and completion of all required work, ownership of the subject property must remain the same for a term not less than twelve (12) months after the issuance of the Letter of Completion. If, for any reason, the property changes ownership, the grant awardee (applicant) shall be responsible for repayment of a pro-rata share of the funds awarded (e.g., if a funded property was sold nine (9) months after the award, the awardee would be responsible for repayment of approximately 25% of the total funds awarded).

Bid requirements are as follows:

<b><u>Amount</u></b>	<b><u>Requirements</u></b>
Less than \$4,999	No quotes needed but encouraged.
From \$5,000 to \$14,999	Three (3) verbal quotes required with documentation of such verbal quotes.
From \$15,000 to \$25,000	Three (3) written quotes required.

Quotes and bids should be submitted with the application if possible but **MUST** be submitted upon successful award. Notice to Proceed will not be issued until bids are received. Awardee shall have 30-days to produce bids after notification of award. If bids are not received within the specified time period, applicant shall lose the award. All bids must include detailed specifications of the scope of work to be performed and materials to be used. A notarized Affidavit of Declination may replace up to two (2) of the three (3) required bids.

**Funds may not be used for working capital, acquisition of property, equipment or inventory, or the refinancing of existing debt or private funding.**

**Eligibility for Program Participation:**

Eligible property shall be located within the corporate limits of the Town of Buckeye, within the *Project Area*, defined as that area of the Town bounded by Centre Avenue on the South, the Railroad tracks on the North, Miller Road on the West and 239<sup>th</sup> Avenue on the East, and zoned commercial, industrial, or mixed-use. A person, corporation, association or other legal entity holding fee simple title to eligible property that is located within the defined program area is eligible to apply for funds. The application may be made directly by the property owner or by an agent authorized in writing to act on behalf of the property owner. If the real property is under joint ownership, the application must be on behalf of or with the authorization of all of the owners of the real property.

The property must meet all Town of Buckeye Building and Development Codes upon completion of work. In the event that a violation is present, correction of the violation must be made prior to disbursement of funds.

Work shall not be initiated before Town approval of the project funding and the issuance of a Notice to Proceed from the Town of Buckeye's Economic Development Department.

After the program documents are signed and the issuance of a Notice to Proceed, the project must commence within 90-days. The applicant must complete the project within one year from the date when program documents are signed.

**Design:**

When funding is requested for exterior property improvements, the exterior designs should be sympathetic to the integrity of the property, architectural style, and historical character and aspects; compatible with neighboring structures and uses; and of a quality that suggests the improvements will last for a reasonable period of time. All improvements must be reviewed and approved by the Town of Buckeye and all necessary building permits must be secured prior to construction.

The applicant may contact the Buckeye Main Street Coalition for examples of previously approved/used color and materials palettes.

**Availability of Funds:**

Applications will be accepted and reviewed on a quarterly basis, pending funds availability. Once all budgeted funds for the fiscal year are committed, no further applications will be heard.

Eligible applicants and projects may receive reimbursement upon completion of approved work up of \$10,000 with no matching funds and up to \$25,000 with matching funds. For the purpose of this program, a commercial, industrial, or mixed-use property shall be any use or property described as such in the Town of Buckeye Development Code.

**Application Procedures and Project Selection Criteria:**

The Buckeye Main Street Coalition will provide marketing and outreach for the program including conducting the preliminary project evaluations to insure that projects meet the minimum eligibility requirements for the program. Applicants whose projects do not meet the minimum eligibility requirements will be so advised.

The Buckeye Main Street Coalition's recommendation to approve an application will be based on the merits of the proposed project and availability of program funds. Priority will be given to applications which:

- Demonstrate proper rehabilitation techniques based on historic preservation principles.
- Substantially improve the visual appearance of the *Project Area* streetscape or an individually significant property.
- Undertake critically needed improvements, reconstruction and maintenance of properties in the *Project Area*.
- Leverage the maximum investment of private funds to rehabilitate, maintain, preserve and protect properties in the *Project Area*.

**Application Process:**

1. Applications along with all required documents are submitted to the Buckeye Main Street Coalition.
2. The Buckeye Main Street Coalition will provide the initial review of the application as follows:
  - Economic Restructuring Committee: Review of the application for completeness, adherence to the program requirements, and merits of the proposed project as it relates to the program objectives and priorities.
  - Design Committee: Review of the application as it relates to the design aspects of the project and program design objectives.
  - Board of Directors: Review the recommendations of both committees and make funding recommendations to the Town's Economic Development Department. The application, together with the recommendation of the Buckeye Main Street Coalition's board of directors, will be forwarded for final action.
3. The Main Street Director, in consultation with the Economic Development Director and appropriate personnel from various Town departments, will review the project application and approve funding based on the Buckeye Main Street Coalition recommendations, merits of the proposed project, and availability of funds.
4. Program documents are signed and Notice to Proceed is given.

**Compliance Process and Procedures for Reimbursement:**

- The applicant must secure any and all necessary building and development permits from the Town.
- All work must be completed in accordance with the Town of Buckeye Building and Development Codes
- Upon completion of all construction, the applicant will be required to complete all Town Building Safety and Fire inspections necessary before the issuance of a Certificate of Occupancy, or other appropriate permits/licenses.
- The applicant shall submit all documentation of project expenditures, which shall include copies of all paid bills, cancelled checks, contractor lien waivers if applicable, and receipts, for reimbursement consideration.
- Upon submission of expenditure documentation, an Economic Development Department staff member or designee will conduct a program compliance inspection of the site to ensure completion of the eligible work in accordance with the approved application. This inspection does not replace required Building Safety inspections nor does the Building Safety inspection replace the program compliance inspection.
- After completion of the program compliance inspection, the Town will process the reimbursement award and issue a letter of completion.