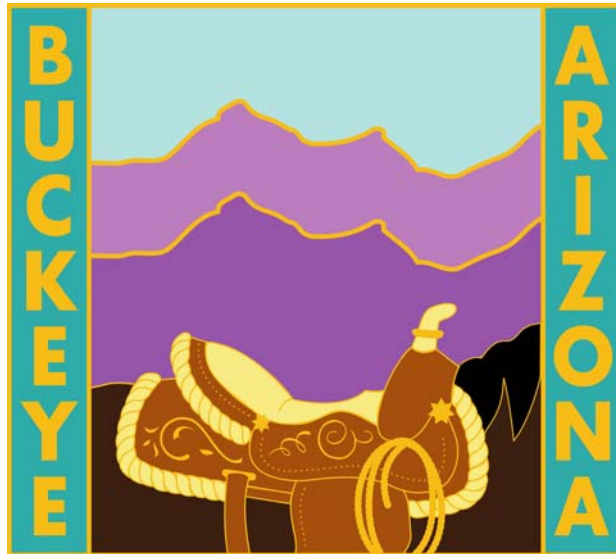


Town of Buckeye

**Core Area Revitalization Effort
(CARE) Program**



Community Development Department
530 E. Monroe Avenue

www.buckeyeaz.gov

&

Buckeye Main Street Coalition, Inc.

www.buckeyemainstreet.org

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 239th 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 Community 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* (please see attached exhibit) 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:

<u>Amount</u>	<u>Requirements</u>
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.
- 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.
- **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.**

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 239th 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 Community Development Department.

After the program documents are signed and the issuance of a Notice to Proceed, the project must commence within 30 calendar days. The applicant must complete the project by completion of the same fiscal year when program documents are signed (fiscal year ends June 30th of every calendar year).

Design:

When funding is requested for exterior property improvements, the exterior design 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 to be submitted to the Community Development Department.
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 assigned Community Development Liaison 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:

- All work must be completed in accordance with the Town of Buckeye Building and Development Codes
 - If your project requires a building permit you may also be subjected to supply the following materials:
 - Site Plan, drawn to scale (3 copies – 24 x 36 and 3 copies of 11 x 17)
 - Color Elevations, drawn to scale (3 copies of 11x17)
 - If your project is an infill project and requires new construction/development you will be subject to the Site Plan Process; which requires public participation meetings and approval from the Development Board.
- The applicant must secure any and all necessary building and development permits from the Town.
- 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.

**TOWN OF BUCKEYE / BUCKEYE MAIN STREET
CORE AREA REVITALIZATION EFFORT
PROJECT EVALUATION PROCESS**

I. TIMETABLE FOR ACCEPTING APPLICATIONS

- Applications for grants through the Town of Buckeye/Buckeye Main Street Core Area Revitalization Effort (CARE) will be accepted by the Community Development Department until **September 30, 2009 at 5:00 P.M.**

- The Main Street Coalition review process will begin with a meeting of the Economic Restructuring Committee within 15 days of the end of the application period, with a goal of completing action on each submitted application and rendering a response within 30 days.

- The first step in this process will be the certification by the Economic Restructuring Committee that a proposed project meets the eligibility requirements as specified in the CARE Program Guide.

- The Town Council has budgeted this program in the amount of \$100,000 for the current fiscal year. Should the total requests included in eligible applications exceed this amount, those projects will be ranked by the Economic Restructuring Committee in accordance with a standard evaluation process based upon overall economic benefit to the community. The applications that received the highest ranking will be given first consideration for funding. Eligible projects that do not obtain funding may be resubmitted during the next application period.

- Should the amount of funds available exceed the amount of approved applications, a second application period will be opened six months after the closing of the first application period.

- Future application periods will be dependent upon the amount approved by the Council each year in its annual budget.

II. CRITERIA FOR RANKING APPLICATIONS

- Economic Impact to the Community – One to Five (1-5) points

Retention or creation of jobs, generation of new sales tax revenue, providing products or services not presently available in the core area.

- Probability of Continued Structural Use – One to Five (1-5) points

Will the proposed project: a) contribute toward stabilization of an existing building and the probability of its long-term viability in the core area, or b) will it help make possible the construction of a new building?

- Historical Significance – One to Five (1-5) points

Is the building included in the 1996 Town of Buckeye Historic Resources Survey, or is it eligible for listing on the State or National Historic Registers? Does it demonstrate proper rehabilitation techniques based on historic preservation principles?

- Visual Improvement – One to Five (1-5) points

Does the project substantially improve the visual appearance of the project area streetscape or an individually significant property?

- Overall Impact – One to Five (1-5) points

Does the project undertake critically needed improvements, reconstruction, and maintenance of properties in the project area?

- Location – One to Five (1-5) points

Building or property must be in the designated project area. Visibility to the public will be the determining factor in the awarding of these points.

- Is the building vacant or occupied – One to Five (1-5) points

If vacant, will this project result in the building being productively occupied?

- Amount invested in the project above the amount of the grant sought – One to Five (1-5) points

Applications for grants of more than \$10,000 require a match of twenty-five percent (25%). These points will be awarded based on amounts invested in the project over and above the amount of the grant, or the grant plus match if the amount is more than \$10,000.



Town of Buckeye/Buckeye Main Street Core Area Revitalization Effort (CARE) Grant Application

Applicant/Business Name: _____ Property/Building Owner: _____

Project Address/Location: _____

Current Zoning District: _____ Parcel Number(s): _____

Year Purchased: _____ Year Built: _____

Name of Tenant: _____ Lease Expiration Date: _____

Total Anticipated Budget: _____

Total Anticipated Grant Request: _____

Will this project require any Town permits? Yes No

Please describe: _____

(For permit information, please contact the Town of Buckeye at (623) 349-6200)

If you are not the building owner, do you have permission from the building owner to make the described improvements? Yes No

Estimated start date _____

Estimated completion date _____

Applicant Name: _____

Company/Business: _____

TOB Business License Number: _____

Phone: _____ Fax: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Contractor: _____

Company: _____

AZ/Buckeye License Number: _____

Phone: _____ Fax: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Community Development Department/Main Street
530 E. Monroe Avenue, Buckeye AZ 85326 Phone 623.349.6200 Fax 623.349.6222

*Site Plan may be required



Town of Buckeye/Buckeye Main Street Core Area Revitalization Effort (CARE) Grant Application

PLEASE ATTACH A 8.5" X 10" (or smaller) COLOR PICTURE OF EXISTING BUILDING/PROPERTY:

Community Development Department/Main Street

530 E. Monroe Avenue, Buckeye AZ 85326 Phone 623.349.6200 Fax 623.349.6222



Town of Buckeye/Buckeye Main Street Core Area Revitalization Effort (CARE) Grant Application

The Town of Buckeye and the Main Street Coalition will review all Applications. Grants are approved at the sole discretion of the Town Economic Development Department, and the Department's decision is final.

I, _____, hereby make an Application to the Town of Buckeye for a Core Area Revitalization Effort Grant in the anticipated amount of \$_____. I understand that both the Main Street Coalition and the Town must approve my Application. I further understand that grant monies are NOT GUARANTEED and if I fail to meet any of the rules, regulations, or guidelines outlined in the Core Area Revitalization Effort Grant Process Guide, I forfeit the right to receive reimbursement for any and all work performed on my property. If approved, I understand that all work performed must be in compliance with all Town of Buckeye Building and Development Codes, as amended.

Applicant Signature

Date

Property Owner Signature

Date

Please return the completed Application to:
Main Street Coalition Phone: (623) 349-6200
530 East Monroe Avenue Fax: (623) 349-6220
Buckeye, AZ 85326

FOR OFFICIAL USE ONLY

Main Street Coalition Economic Restructuring Committee Approval:

Economic Restructuring Committee Chair Signature

Date

Main Street Coalition Design Committee Approval:

Design Committee Chair Signature

Date

Main Street Coalition Board Approval:

Main Street Coalition President Signature

Date

PROJECT AREA

