

# **HASTINGS CDBG DOWNTOWN REVITALIZATION** **2024 FAÇADE PROGRAM GUIDELINES**

## *Project Guidelines*

The purpose of the CDBG Downtown Revitalization Façade Forgivable Loan Program is to, where practical; restore, improve or create historic architectural features to facades of commercial buildings within the Downtown Business Improvement District. And, in cases where buildings have been significantly altered or damaged; the new façade should be designed to look appropriate and compatible in the midst of the surrounding buildings.

The Downtown Revitalization Façade forgivable loan program is administered by the City of Hastings, Community Redevelopment Authority and the South Central Economic Development District. Funding for the DTR program is provided by the Community Development Block Grant program through the Nebraska Department of Economic Development and the City of Hastings Community Redevelopment Authority.

### **Program Guidelines:**

**A.** The Hastings Downtown Revitalization program is designed to enhance and improve existing exterior facades. Façade improvements shall be defined as (but not limited to):

**Façade** shall mean the front exterior (and side if located on a corner or the side is visible to the public) and rear exterior wall of a building if exposed to public view. This will typically include a visual impact with items such as awnings, windows and signage.

**Painting** is eligible for exterior façade improvements in combination with window replacement or facade restoration for bricks, stucco, and exterior surfaces for historic preservation that constrains deterioration of the exterior façade. Short of this standard, painting for the purpose to change colors (interior or exterior) is not considered restoration and is ineligible as it is considered maintenance.

**Restoration** is the preferred treatment for building façades and improvement. Restoration is most applicable to buildings where there has been very little change to the building façade over time. This results in the return of the façade to its original appearance through the use of authentic materials and the replication of missing or deteriorated components.

**Renovation** results in improvements which do not attempt to return the building to its original appearance. Improvements made should be sensitive to historic details and materials and should respect whatever original character remains.

**Replacement** of facades is appropriate when the majority of the original façade is missing or has been significantly altered so as to make restoration or renovation impractical. Façade designs should select materials, dimensions and architectural details that are similar or compatible to surrounding buildings such as façade height, window size and spacing, materials and colors.

**Reconstruction** takes place when the building and its features no longer exist. With reconstruction, façade designs are created through new construction to replicate, mimic, resemble or accentuate historic period details.

**Structural Improvements** will be considered to be the sides of the buildings not visible to the street along with the roof.

- B. Where practical, all building facades shall be restored to their original period design. If it is deemed not practical by the Downtown Revitalization Committee, then a similar architectural design shall be used. All horizontal and vertical features (lintels and piers) shall be retained.
- C. If a building does not have a historically significant architectural design or feature, then a proposed design may be submitted to qualify for the forgivable loan program.
- D. All storefronts shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, signs, awnings, etc. shall likewise harmonize with the overall character of the building.

All color schemes shall accent the building as well as harmonize with adjacent buildings. Colors shall be period specific. Historical murals will be considered on a case-by-case basis and consultation with DED staff will be conducted.

- E. Funds shall be allocated on a “first ready, first served” basis. Tenants may qualify upon receipt of written consent of the owner of the building. All forgivable loan funds awarded require a significant expenditure by the owner/tenant. (At a ***minimum*** the applicant is encouraged to spend \$2 in interior/exterior renovation costs for every \$1 in façade forgivable loan funds) EXAMPLE: \$100,000 of private investment to \$50,000 of forgivable loan funds. The amount of an individual forgivable loan is only limited by the funds available. Applicant may request a maximum of \$525,000 in funds from the Downtown Revitalization Forgivable Loan Program.
- F. No work for which a forgivable loan is sought should begin until authorized by the Downtown Revitalization Committee and the City of Hastings.
- G. To qualify for forgivable loan funds, an application and appropriate plans must be submitted to the Community Redevelopment Authority office c/o Downtown Revitalization Committee at 301 S. Burlington, Hastings, NE.
- H. No forgivable loans will be made to government-owned properties or to tenants in government owned properties. (Exceptions: Properties owned by the Community Redevelopment Authority.) **Rehabilitation of vacant or vacated commercial property as a speculative offering with no business tenant committed is not permitted.**
- I. Work done by the applicant in which a developer/owner/general contractor would physically work on the project (either he or his employees) is not allowed. However, it is acceptable for a developer/owner/general contractor to act as a general contractor and obtain bids to perform “all” work associated with the project. An official bidding process (sealed bids, advertisement, etc.,) would not be required but steps should be taken to ensure reasonableness of the bids as such to ensure quality of work and cost effectiveness of the bids/funds invested. This shall require an estimate from an outside source to verify that costs are within reasonable parameters.
- J. In the case of an applicant being an individual or sole proprietor, he/she is required to complete and return the U.S. Citizenship Attestation form which is made part of the application.
- K. All work must be completed within the boundaries of the Business Improvement District as identified in Exhibit A of these guidelines.

**Application**

Date: \_\_\_\_\_

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

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

Applicant's Phone Number: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ DUNS #: \_\_\_\_\_

Type of Façade Improvement Planned (note all that apply). Please attach Supporting Data Checklist.

Signage:      Removal      New      Altered      Repaired

Painting: (Approximate Sq. Ft. area): \_\_\_\_\_

Structural Alterations: \_\_\_\_\_

Cosmetic Alterations: (Moldings, etc.): \_\_\_\_\_

Other work: Please specify (Awnings, etc.): \_\_\_\_\_

Other work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cost of Project: \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Downtown Revitalization Committee and the City of Hastings. No work should begin until I have received written approval from the Downtown Revitalization Committee and the City of Hastings. I further understand that the facade project must be completed by the end of the CDBG DTR Program deadline (\_\_\_\_\_, 2026 or any extension thereof), and that forgivable loan monies will not be paid until the applicant/ recipient; submits a paid bill for reimbursement together with an affidavit from the contractor certifying the work, as submitted, is complete. I agree to leave the completed project in its approved design and colors for a period of five (5) years from the date of completion.

\_\_\_\_\_  
Property Owner - Printed

\_\_\_\_\_  
Signature of Property Owner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Supporting Data Checklist for Applicants

**Please submit this checklist as part of your application**

**SIGNS:**

- Provide a color rendering of the design chosen
- Include specifications as to the size and width of the sign.
- Note how and where the sign will be hung on the building
- Submit a written estimate from a sign company
- Submit written verification that design and size comply with City codes.

**PAINT\*:**

- Provide samples of the colors chosen
- Mark which color will be body color and which will be accent colors.
- Note where each color will be used.
- Submit written estimate from painter of your choice.

*\* Painting is eligible for exterior façade improvements in combination with window replacement or facade restoration for bricks, stucco, and exterior surfaces for historic preservation that constrains deterioration of the exterior façade. Short of this standard, painting for the purpose to change colors (interior or exterior) is not considered restoration and is ineligible as it is considered maintenance.*

**AWNINGS:**

- Provide information about color and style of awning chosen.
  - Note where awning will be placed on building.
  - Submit written estimate.
  - Submit written verification that design and size comply with City codes.
- Awning selection must take into account the architectural style of the building.***

**MAJOR FACADE ALTERATION:**

- Provide a rendering of major changes, including paint and awning colors where applicable.
- Provide photographs of existing conditions.
- Submit a written estimate from contractor.

**ALL PROJECTS PROPOSED BY TENANTS**

- To be eligible for a forgivable loan, tenants need to provide a notarized Authorization for Work from the property owner.
- Submit signed Hold Harmless Agreement (see attached).
- Submit copy of current Occupational License and Certificate of Use.
- Where Applicant is a sole proprietor or individual, submit completed US Citizenship Attestation Form

## United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

<input type="checkbox"/> I am a citizen of the United States.
— OR —
<input type="checkbox"/> I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows: _____, and I agree to provide a copy of my USCIS documentation upon request.

**I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.**

<b>PRINT NAME</b>	_____
	(first, middle, last)
<b>SIGNATURE</b>	_____
<b>DATE</b>	_____

1/19/2010

### **Forgivable Loan Procedures – Design/Document Approval Flow Chart**

1. Fill out the application and checklist and submit one copy to the Downtown Revitalization Committee c/o Randal Chick 301 S. Burlington with supporting data. (See attached sheet for required supporting data checklist.) Applications will only be accepted for improvements located within the Business Improvement District in downtown Hastings which is outlined on the attached map.
2. Projects will be submitted to the Downtown Revitalization Committee which meets at the call of the Chairman. The Committee will accept applications on “first ready, first served” basis with no formal submission deadlines in place. Funds will be expended until depleted. privately owned, occupied and/or under contract buildings.
3. The Downtown Revitalization Committee will review the project and submit the package to the Hastings City Council with their recommendation.
4. All proposed projects are subject to a Tier II environmental review. This review will be completed upon receipt of a complete and formal application to the DTR committee. The environmental review consists of contact with the State Historical Preservation Office (SHPO) and SHPO’s approval of the project. The Tier II environmental review will be assembled/submitted to SHPO by the general grant administrator of the project. South Central Economic Development District, Inc., is contracted to provide those services to the City of Hastings.
5. Applicants shall be notified in writing by the Downtown Revitalization Committee of the Committee’s decision of approval or non-approval. Once the Committee and the City have approved the project, the Downtown Revitalization committee shall issue a written notice of approval. Said notice of approval or non-approval will be issued, dated and signed by an authorized representative of the Downtown Revitalization Committee.
6. ***Work cannot begin until contract is signed and certain requirements met.*** Once contractual items accepted by the Committee, the Committee issues a notice to proceed and work can begin. No work may start until written notice to proceed is received.
7. Grievance Procedure – In the event that any applicant feels he or she has been unfairly treated or discriminated against during the process of selection of projects to be funded, s/he may appeal the decision by writing either to the Community Redevelopment Authority Board (CRA), 301 S. Burlington, Hastings, NE 68901 or to the General Grant Administrator (South Central Economic Development District) who will attempt to resolve the problem. The CRA Board Chair will make a written response to the appeal within 15 working days. If the applicant is not satisfied with the response, an appeal may be filed with the City of Hastings, which will make a written response to the appeal within 30 days. As the grantee, the City is held responsible for the overall program so a review of grievance or appeal documentation is prudent. In the event that the applicant is not satisfied with the City’s decision, a complaint may be filed with the Nebraska Department of Economic Development
8. Applicant is responsible for obtaining any permits required to do the project. The applicant is responsible for contacting the City of Hastings Development Services office (402) 461-2302. The Development Services office oversees planning and zoning as well as building and construction. The City of Hastings Development Services Department exists to help, with information about permits, codes, etc. The applicant must also register on the System for Award Management ([www.sam.gov](http://www.sam.gov)) prior to approval of application. Assistance for

registering can be obtained through the local Nebraska Business Development Center at University of Nebraska – Kearney.

9. After formal Notice of Approval, the forgivable loan recipient must:
  - At a minimum seek to obtain at least two bids to verify that costs are reasonable.
  - Prior to solicitation of bids, ensure that the participating contractors are aware of Davis Bacon Wage requirements and the need to pay prevailing wage rates, submit payroll reports to the administrator, as well as adherence to all other federal wage requirements.
  - Provide proof that all participating contractors and sub-contractors are also registered on [www.sam.gov](http://www.sam.gov) and or show no active exclusions on [sam.gov](http://sam.gov).
  - Participate in E-Verify.
  - Participate in a pre-construction conference with a representative of the Downtown Revitalization Committee and the City's CDBG administrator to review project scope, project requirements, Davis Bacon wage requirements, submission of payrolls, etc.
10. The City of Hastings or the Community Redevelopment Authority does not maintain a contractor's list. However, the City and CRA strongly encourage the applicant to ensure that the contractor performing the work is well-qualified to complete the proposed work and knowledgeable about any City codes that are applicable to the project.
11. At such time as the Recipient has satisfied all contractual provisions, a written notice to proceed will be issued by the authorized representative of Downtown Revitalization Committee. Said notice to proceed will be issued, dated and signed by an authorized representative of the Downtown Revitalization Committee.
12. Participation in the City of Hastings Downtown Revitalization program by an applicant is a stated agreement of the recipient of DTR funds, that the completed project, its approved design and colors, etc., will remain intact and in place for a period of not less than five (5) years from the date of project completion. **Changes to improved facades and signage prior to five years may trigger repayment of the forgivable loan (or a percentage thereof), as specified in contract with the City.**
13. Forgivable Loan Recipient must submit a paid, itemized invoice for reimbursement together with proof of payment (e.g., cancelled check) and an affidavit from the contractor certifying the work, as submitted, is complete. This should be consistent with the work proposed to and approved by the Downtown Revitalization Committee. Any unapproved changes will void the forgivable loan. If Recipient decides to change the project after approval they must contact the authorized representative of the Downtown Revitalization Committee for review of the changes.
14. Prior to reimbursement, the work will be inspected by Community Redevelopment staff to ensure compliance with the project as designed and guidelines for improvements. A written notice of completion will be issued, dated and signed by the Authorized Representative of the Downtown Revitalization Committee.
15. The City, upon recommendation of Downtown Revitalization Committee, reserves the right to loan additional money to targeted projects that they believe will have a significant impact on the area. Committee members are seeking projects that have a significant amount of private investment that will include renovation of all levels. Significant impact can be measured by one of several methods:
  - Substantial private-investment (e.g., greater than 200%)

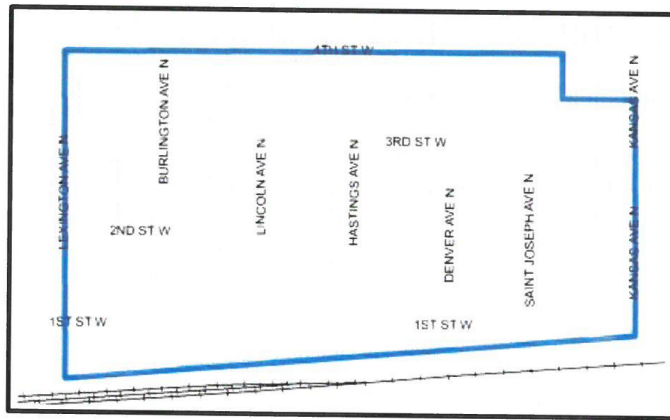


- Addresses a building or local landmark in the target area
  - Building is listed or eligible for listing on the National Register of Historic Places
  - Improvements are chiefly for historical renovation/reconstruction in nature, etc.
16. Downtown Revitalization Committee members will be available to offer assistance and may seek outside guidance on any project being considered for the forgivable loan program.
17. The Downtown Revitalization Program is a forgivable-loan program. Eligible improvements are permanent fixtures/improvements to a structure and as such any and all improvements remain a part of the structure in the event a sale is transacted between current and future owners. The five-year forgivable loan can be transferred by property owner at the time of a sale to the purchaser if approved by the City of Hastings. **A request to transfer the forgivable loan shall be submitted to the Authorized Representative of the Downtown Revitalization Committee for review. If approved, a written notice of approval will be issued, dated and signed by the Authorized Representative of the Downtown Revitalization Committee. The loan will be prorated at 20% forgiven each year.**
- Should a Forgivable Loan Recipient be required to repay any portion of the grant, those monies would be remitted to the Nebraska Department of Economic Development, immediately.
18. A complete application packet may be obtained by contacting; Randy Chick, CRA Director at the Chamber Development Center at 301 S. Burlington, Hastings, NE 68901.
19. The Downtown Revitalization Committee members serve on a volunteer basis and are appointed by the Chairman of the CRA Board. If a member of the Committee has a financial interest in the project being reviewed, he/she shall make that conflict of interest known to the committee and will abstain from the review/recommendation process. Members of the Downtown Revitalization Committee will serve indefinite terms; however, the CRA Board Chair has the right to replace members of the Downtown Revitalization Committee in the event of resignation or other necessary circumstances. Members of the Hastings Downtown Revitalization Committee consist of the following;
- a. Bob Murphy – BID Board Member
  - b. Jamie Hamburger – Business Owner
  - c. Jessi Hoeft – BID Board Member
  - d. Kaleena Fong – CRA Board Member
  - e. Maggie Vaughn – Hastings Young Professionals
  - f. Randy Chick – CRA Director, Authorized Representative of the Committee
20. These program guidelines may be amended periodically as required and deemed necessary by the Downtown Revitalization Committee and the City of Hastings. All program guideline amendment(s) will be subject to the approval of the Nebraska Department of Economic Development.

## EXHIBIT A

# BUSINESS IMPROVEMENT DISTRICT MAP

## Business Improvement District



The Business Improvement District was created by ordinance by the Hastings City Council in April of 1986 and includes a 20-block area within the Central Business District right in the heart of Hastings. Property owners within the District are assessed annually and the funds raised are used for developing public activities and events, newsletters or promotional materials, banners, physical improvements such as lighting, landscaping, benches, planters, plantings, trash receptacles and signage.

### BOUNDARIES

Bordered by the Burlington Northern tracks on the south, 4th Street on the north, Lexington Avenue on the west and Kansas Avenue on the east the Business Improvement District includes approximately 150 properties and over 100 property owners.