



DANIEL HARRIGAN, MAYOR



**Great Streets Akron**  
**MATCHING FAÇADE GRANT**  
**APPLICATION PACKET**

Please complete application and return to:

City of Akron, Office of Integrated Development  
166 South High Street  
Room 401  
Akron, Ohio 44308

***Application due January 31, 2020***

*Please read and complete entire application.*

## **GREAT STREETS AKRON MATCHING FAÇADE GRANT PROGRAM GUIDELINES 2020**



**NOTE:** These federal funds REQUIRE historic coordination for buildings over 50 yrs and for buildings in a historic district (Aster Ave, Kenmore Blvd). If funds are approved, businesses with historic designation **MUST** work with architect specializing in historic renovation **AND** accept their recommendations.

### **Notes about Federal Funds**

- This program is funded with Community Development Block Grants (CDBG) provided by the U.S. Department of Housing and Urban Development (HUD). As such, the program is subject to federal regulation and review by federal.
- **Please note:** businesses are qualified at the federal level based on household earnings of the census block in which they are located. Businesses in the Wallhaven and Ellet districts do not qualify for the Matching Façade Grant.

### **Program Eligibility and Application**

- Owners of business property in specified Great Streets areas are eligible to apply for financial assistance under this program. Preference is given to established businesses. All applicants must be pre-qualified by the City to receive assistance according to Federal guidelines. Applications will be ranked based on pre-determined criteria provided on page 16 of this packet. It is not guaranteed that all applicants will receive assistance.
- Property owners must be current on taxes OR have been making faithful payments for six months prior to applying. Property owners must continue to make faithful payments and/or stay current on taxes until the project is completed.
- Project eligibility must be confirmed by the Office of Integrated Development. Application forms may be obtained from the Office of Integrated Development Staff at (330) 375-2355.
- A DUNs number (Dun & Bradstreet) is required for use of federal funds. The application takes only a few minutes to fill out, and you should be assigned a DUNs number within 30 days. Go online to [www.dnb.com](http://www.dnb.com) to apply.
- After receipt of an application and confirmation of a possible grant award, a representative of the Office of Integrated Development will contact the applicant. The representative will meet with eligible applicants to review their property, offer recommendations for building and site improvements, and assist the applicant through the review process.

### **Matching Grants for Facade and Site Improvements**

- Matching grants from the City are available only for exterior improvements and/or site improvements. Eligible items include facade renovation, brick and masonry cleaning, installation of new doors and windows, signage improvements, outdoor lighting, roofing, paving and landscaping of on-site parking areas and architectural fees. HVAC and building additions do not generally qualify for assistance.

- Proposed improvements will be reviewed for compliance with building and zoning code standards, including hard surfacing and landscape screening of parking areas.
- Grants must be matched dollar-for-dollar by private funds. Applicants must provide proof of financial means for their share of project funding to the City prior to the start of construction. Architectural fees may be used as part of private matching share.
- Grant funds will be disbursed only after the City has verified the completion of work.
- **Project improvement costs are eligible for payment only if completed AFTER approval by the Office of Integrated Development and subject to the dates specified within the signed contract between the City and the recipient.**
- Maximum grant is \$30,000.
- Grants are awarded by building, rather than address or parcel. This means a strip mall/plaza would be eligible for one grant; an owner with multiple separate structures on the same parcel would be able to apply for each structure.
- Since these façade improvement grants are public funds, participants will be expected to get at least three bids for their project. This allows for some assurance that the project pricing is competitive and that there is an opportunity to support local businesses.
- As stated above, three official construction bids are required before the application goes to final approval. For this purpose, preliminary construction estimates from a licensed contractor are strongly encouraged with your application. This puts the scope of the project in context to the applicant and speeds up the final approval phase. It is highly recommended that an applicant begin collecting construction bids once they receive a preliminary approval letter.
- The selected contractor(s) are required to maintain a business license with Summit County, as well as, insurance coverage in the type and amounts deemed necessary by the City. Additionally, selected contractors must comply with Federal requirements and restrictions related to fair labor standards, equal opportunity employment, conflict of interest and certain environmental protection issues.
- ALL contractors must be registered in the SAM's.
- **DAVIS-BACON COMPLIANCE:** Projects with total budgets in excess of \$2,000.00 are required to follow the regulations set forth within the Davis-Bacon Act (DBA). The DBA provides that contracts in excess of \$2,000.00 to which the United States is party for the construction, alteration, and/or repair, including painting and decorating, of public buildings or public works, which involve the employment of laborers and/or mechanics, shall contain provisions with respect to minimum wages, fringe benefits, payments without deductions or rebates, withholding funds from contractors to ensure compliance with wage provisions, and termination of the contract or debarment for failure to adhere to the required provisions.
- All required permits for renovation activities will be verified for each project and must be submitted with invoices. If permits are not obtained prior to renovation activities, invoices will not be paid. For information on required permits, please contact the Summit County Building Department at 330-630-7280.

## APPLICATION PROCESS

**Applications released** – October 29, 2019

**Applications due** - January 31, 2020

**Preliminary Approval Letters** – March 6, 2020

**Site Visits** – March/April 2020

**Application Review:** Varies (See Below)

### **Application Review Process:**

- After site visits, buildings 50yrs or older OR buildings residing in a historic districts (Kenmore Blvd, Aster Ave), applications will be sent for review by an architect specializing in historic renovation. Projects in historic districts must be approved by historic architect.
- Once final construction bids and proof of matching funds are received, application is then sent to committee for final review. **We cannot move forward with processing your application if finalized bids are not submitted.**
  - **The duration of this process varies. The more complete your application is when submitted, the more expedited the process** (ie. Including a detailed scope of the project, all supplementary documentation, all construction bids, and visual architectural renderings (highly encouraged)).
- Once approved by the review committee, a contract will be prepared and sent for signature. **None of the work outlined in your application should begin before you have signed a contract.** This is to your benefit, as receipts submitted outside the timeline of the contract may be delayed or denied.
- Grant awardees must submit a copy of their certificate of insurance, with the city of Akron added on as an additional insured, including additional insured endorsement for commercial general liability.
- Upon receipt of your signed contract, you will be notified that your contractors may secure permits and begin work.

**Payment upon receipt of invoices:** The City makes payment upon receipt of invoices and successful completion of work. You may submit invoices as work is completed; you do not have to wait until the entire project is complete. **Ten percent is withheld on each payment until the overall project is completely finished.** Checks are usually issued 2 weeks after invoices are received if a contract is in place.

## **PROJECT SUGGESTIONS AND OTHER NOTES**

Our committee often encounters business owners who want to do *something* but they aren't quite sure what to do. Here are some best practices, things we like to see, and comments we typically make when reviewing applications. If you are still uncertain about what you would like to do, please contact Mark Greer at [mark.greer@akronohio.gov](mailto:mark.greer@akronohio.gov), 330-375-2355.



- Improved lighting to all sides of the building and parking lots (lighting side streets and side/back alleys serve to improve safety and increase walkability)
- Install awnings over doors and windows
- Install outdoor security cameras
- Install outdoor patio seating
- Adding green space/planters.
- Invest in signage (see signage guidelines for more details.)
- Mural installation on exposed wall
- Installing large storefront windows/opening closed off windows
- Landscaping improvements
- Creating landscaping in large parking lots/landscaping edge to parking lot
- Cleaning up rear and sides of the building especially where there is access to alleys and parking lots.

### **Other things to note:**

- Coordinating with neighbors on shared parking, landscaping, signage, awnings, lighting, etc helps create a cohesive look and feel to the neighborhood and can reduce costs if choosing the same company/contractor.
- Parking lot repairs, roof repairs, and other general maintenance work should typically not be the **ONLY** improvements done. Projects with these repairs should also include an improvement to the façade of the business (see above list for suggestions).
- Visit the references section of our website **[Greatstreetsakron.com](http://Greatstreetsakron.com)** for additional resources and reference documents.

# DESIGN RECOMMENDATIONS

## Storefront Guidelines: Best Practice



### Cornice

### Signage

- No backlit signage permitted
- No canvas or vinyl signage

### Transom Window

### Glass Entry Door

- Consider recessing in alcove
- Meet ADA guidelines

### Lighting

- Goosenecks, sconces, etc.

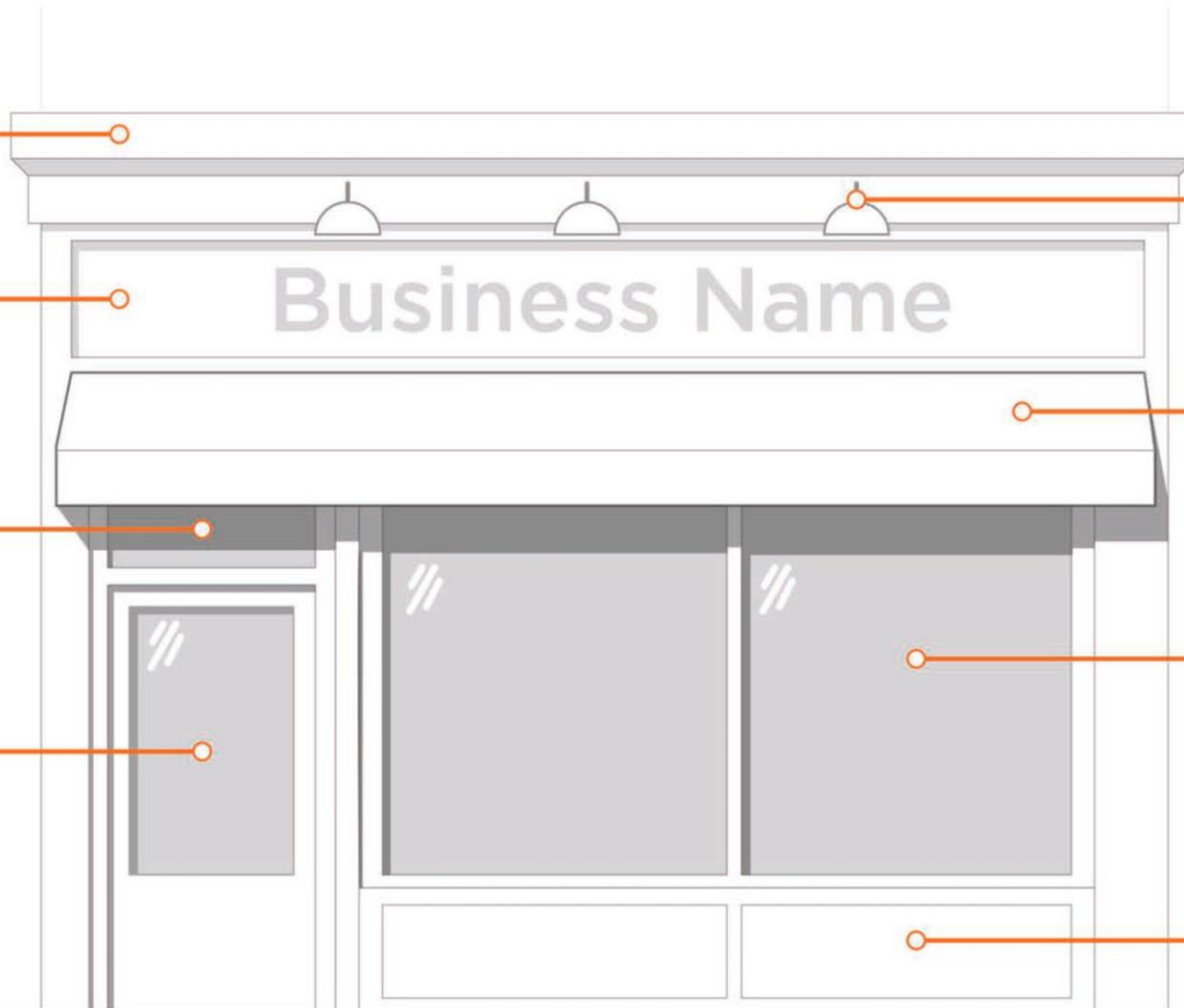
### Awning

- No deeper than 4'
- Durable canvas material

### Storefront

- Maximize clear glass area
- Consider thin steel or aluminum frames
- Light from inside at night

### Bulkhead



# DESIGN RECOMMENDATIONS

## Storefront Guidelines: Best Practices



Business Name

Built-in  
planter boxes



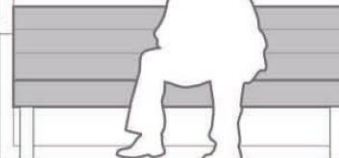
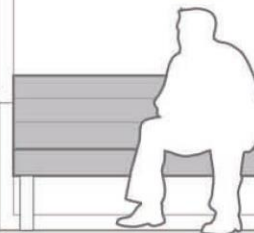
Integrated  
seating



Sidewalk  
Signage



BIG  
SALE!





# Great Streets Signage Guidelines

In order to maximize the look and feel of a district these guidelines reference your main signage. If you are investing in your signage with funding through this program you are required to follow these guidelines. Additionally, if your sign appears overly worn and weathered you will be required to allocate funding toward updating your signage.



**Certain business districts within Akron have local sign design guidelines that must be adhered to for funding through this program. At this time the following districts have or are in the process of creating design guidelines: Kenmore Blvd ([betterkenmore.org](http://betterkenmore.org))**

Signs should be proportionate to the size of the building and the size of the site. The size and design of signs should also be compatible with other signs in the surrounding area. Design should also be consistent with the building architecture in terms of style, materials, colors, proportions, etc.

## BLADE SIGNS

Blade signs (See right) are highly encouraged, especially on buildings that butt up to the sidewalk, similar to many of the buildings along Kenmore Blvd, Aster Av, and Canton Rd. If a projecting sign extends over City right-of-way (i.e. City of Akron sidewalk) the sign must go through Board of Zoning Appeals. Either the sign contractor or the business owner can go through the Board of Zoning Appeals process. Most sign contractors in the City of Akron are aware of the approval processes. Call the Zoning Department for more information on the Board of Zoning Appeals process: 330-375-2350



## CANVAS SIGNS

Signs printed on canvas or vinyl (See left), typically hung with rope, will not be funded through this program. Awardees with this sign style will be required to invest in their signage.



## ILLUMINATED SIGNAGE

Lighting should not cause glare on surrounding streets or property nor distract from the surrounding environment. Externally lit signs, Halo-lit channel letters, and face-lit channel letters, and neon lighting (in order left to right, top to bottom) are all preferred styles of illuminated signage. Backlit signs are discouraged. Digital displays will not be funded through this program



## WINDOW DECALS

Window decals can be printed with appointment at the Akron Public Library Tech Zone @ Main (See page 10). Decals can be included in your project, but cannot be the only thing in your application.



# DESIGN RECOMMENDATIONS

## Wayfinding & Signage



### Sandwich Boards on Sidewalk

- Property Owners are responsible for their own signage



### Blade Signs

- Some signs may be funded through the Facade Redevelopment Program
- Work with designers/fabricators to develop district-appropriate signs

# DESIGN RECOMMENDATIONS

## Wayfinding & Signage



### Akron Public Library TechZone @ Main

#### Vinyl Printer:

\$2.00 / linear foot  
+\$1.00 set-up fee

Removable Vinyl  
Clear and White Static Cling  
Permanent Adhesive  
Vinyl Banner Matte and Gloss  
White Paper Gloss

- Appointment needed to use vinyl printer

- Bring artwork in .pdf, .eps, or .jpg files - 28" maximum width

60 South High Street  
Akron, OH  
330.643.9145

# CITY OF AKRON GREAT STREETS MATCHING FAÇADE GRANT APPLICATION



**NOTE:** These federal funds **REQUIRE** historic coordination for buildings over 50 yrs. If funds are approved, businesses with historic designation **MUST** work with architect specializing in historic renovation **AND** accept their recommendations.

## APPLICANT INFORMATION

Legal Name of Business (please print): \_\_\_\_\_  
(Legal Name as provided to the Secretary of State)

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

Great Street District: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

DUNS number (See Guidelines for information): \_\_\_\_\_

Best Available Phone Number: \_\_\_\_\_

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

Applicant is (Check One): Business Owner ☐ Property Owner ☐ Business & Property Owner ☐

***Business owners are required to have approval from the property owner. Property owners can either sign this application or mail a signed letter stating their approval of the project.***

## PROJECT INFORMATION:

Project Address: \_\_\_\_\_ Summit County Parcel ID: \_\_\_\_\_

**Note:** Project must be in one of Akron's Great Street districts to receive financial assistance under this program.

Describe the proposed exterior improvements (include facades, signage, lighting, parking, landscaping, etc.).

---

---

---

Is the building currently occupied? **Y/N** \_\_\_\_\_ Current number of employees? \_\_\_\_\_

If the building is occupied, describe all types of use in the building (business, residential, etc.)

---

---

List the names of all businesses located at this address:

***(Application continued on next page)***



Does your business require State Licensure? Y/N \_\_\_\_\_ *If yes attach evidence of required License.*

Describe services provided by the existing business(es)

---

---

Does your building currently have any of the following (If Yes, please specify):

Zoning Violations \_\_\_\_\_

Building Violations \_\_\_\_\_

Orders to Comply \_\_\_\_\_

Is the property current on its property taxes? Y/N \_\_\_\_\_

Have you received previous financial assistance from the City's Neighborhood Business District Program?

Y/N \_\_\_\_\_ If Yes, what year: \_\_\_\_\_

**Note:** *If you've received funding in the previous 5 years you are ineligible to receive any additional funds for five years from the previous date you received financial assistance.*

Total Project Cost \$ \_\_\_\_\_

Façade Grant Request \$ \_\_\_\_\_  
**(Max \$30,000)**

Personal Contribution \$ \_\_\_\_\_

**Personal Contribution must be equal to or greater than the Façade Grant Request.**

Do you have the financial means to undertake the project immediately upon approval? Y/N \_\_\_\_\_

***Please complete itemized budget summary for the project on the attached budget form.***

***Please attach proof of financial means (such as a pre-approval letter from a bank)***

***Please attach preliminary construction estimates for the project.***

When do you anticipate being prepared to start work? (Select one)

Within 1 month ☐

1-6 Months ☐

6-12 Months ☐

12+ Months ☐

***(Application continued on next page)***

**Optional:**

Would you be willing to submit to a CPTED (Crime Prevention through Environmental Design) audit by the Akron Police Department to determine how proposed changes could potentially be improved to help mitigate crime?

Y/N \_\_\_\_\_

Would you be willing to allow City Staff to provide additional recommendations on the proposed changes to help the design fit better with other buildings in your Great Streets District?

Y/N \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All applications must be approved by the City of Akron Grant Review Committee.  
If you have any questions, please contact Great Streets Coordinator, Mark Greer, at mark.greer@akronohio.gov, or 330-375-2355.

Please return completed form to:

City of Akron  
Office of Integrated Development  
Municipal Building Room 401  
166 S. High Street  
Akron, Ohio 44308



DANIEL HARRIGAN, MAYOR

## GREAT STREETS MATCHING FAÇADE GRANT APPLICATION BUDGET FORM

| <b>Matching Funding Sources</b> – Please list anticipated funding sources that will be utilized as the matching requirement for the grant (private loans, personal funds, etc)<br>If secured, please attach documentation (ie. Bank letter) | <b>Dollar Amount</b> | <b>Secured<br/>(Yes/No)</b> |
|---|----------------------|-----------------------------|
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
| <b>Description of Budget Item</b> - Please list all items that are proposed to be undertaken as part of your project. Please list each item (new windows, doors, roof, landscaping, etc.) separately with each items estimated cost.        |                      | <b>Estimated Cost</b>       |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
|   |                      |                             |
| <b>TOTALS</b>   |                      | <b>Total:<br/>\$</b>        |

## **Façade Grant Application Evaluation Criteria (100 point cumulative)**

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

### Project Information [60 points]

- Y / N      Property is within Great Streets district and meets LMI requirement
- \_\_\_\_/40      Proposed exterior improvements clearly identified
- \_\_\_\_/10      Occupied building
- \_\_\_\_/10      Description of services provided
- Y / N      Current on property taxes
- Y / N      At least 5 years since last time granted financial assistance

### Project Readiness [up to 15 points]

- \_\_\_\_/15      Immediately (up to 1 month)
- \_\_\_\_/10      Between 1 and 6 months
- \_\_\_\_/5      Between 6 months and 1 year
- \_\_\_\_/0      Greater than 1 year

### Budget [20 points]

- Y / N      Financial means to undertake project if approved
- \_\_\_\_/10      Budget Summary
- \_\_\_\_/10      Construction Estimates

### Other [5 points]

- \_\_\_\_/5      Willing to submit to CPTED audit
- Y / N      Willing to allow City Staff to provide additional recommendation