

# MATHEWS COURT HOUSE REVITALIZATION PROJECT

## STOREFRONT IMPROVEMENT PROGRAM

### Participation Agreement

Name of Applicant (Owner) \_\_\_\_\_ Date \_\_\_\_\_

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

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Street Address of Commercial Property \_\_\_\_\_

Desired improvements to building exterior (front, rear, and exposed sides)

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

Estimate of Improvement Cost \$ \_\_\_\_\_

**NOTE:** This is a preliminary cost estimate only. The County's Facade Improvement architect will provide you a cost estimate after the scope of work is determined. Actual bids from contractors may exceed this amount. The County reserves the right to reject bids that are 10% over the architect's cost estimate. Payment for work in excess of this amount is the responsibility of the property owner.

This is a matching grant/deferred loan program. In order to take advantage of this assistance, the owner must match the program's expenditure. This can be done either by agreeing to pay half of the cost listed above, or by committing to spend or having previously spent an equal amount on other improvements to the building (either interior or exterior) after July 1, 2012, or a combination of both of these.

July 1, 2012 – Present: \$ \_\_\_\_\_  
Present – March 1, 2015 (Estimated future investment): \$ \_\_\_\_\_

Owner's Proposed Match: (Please check one of the following)

\_\_\_\_\_ I propose to pay 50% the cost of the exterior improvements described above<sup>1</sup>.

\_\_\_\_\_ I propose to match the cost of the exterior improvements described above by making or having made the following dollar amount investment in the building through exterior and/or interior improvements.  
\$ \_\_\_\_\_

\_\_\_\_\_ I propose to provide a combination of the above.

X \_\_\_\_\_ Date \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_  
Owner Co-Owner

<sup>1</sup> A \$100 deposit is required with all submitted applications. See details on page 3.

## ***Amount of Forgivable Loan***

Forgivable loans will be made available to property owners for improvements to structures on a single piece of property (i.e. tax parcel). Loans will be made for up to:

- **\$15,000 for a façade fronting a right-of-way with a primary business entrance,**
- **\$2,500 for each additional primary business entrance,**
- **\$5,000 for a façade fronting a right-of-way without a primary business entrance, and**
- **\$2,500 for a façade clearly visible from the right-of-way without a primary business entrance.**

Maximum loan amounts will be \$20,000 per property, with the exception of an additional \$2,500 for each additional primary business entrance on that property.

The matching forgivable loan will be made for a five (5)-year term at zero percent (0%) interest. If the property owner sells the property within the five (5)-year term he/she is liable to pay back the remaining loan amount. In the situation of loan delinquency, the Project Administrator may pursue loan collection in the steps prescribed in the *Loan Servicing Plan*. The forgivable loan will be entirely forgiven at the end of the five-year period and the property lien removed if the applicant has met the following conditions:

## ***Match Requirements***

In order to satisfy the match requirement for funding your building's storefront/facade improvement, there are three (3) options that you may choose to exercise:

### **OPTION I**

- You can escrow half the cost of the improvements with the County at the time of contract signing.

**Example: The contractor's bid for performing the façade work is \$12,500. You would have to escrow \$6,250 with the County, and the County would match your contribution with \$6,250.**

### **OPTION II**

- You can either provide invoices, canceled checks or other acceptable proof that you have spent an equal investment on your building since July 1, 2012 or provide proof (such as a signed contract with a licensed contractor) that you will make an equal investment in exterior or interior improvements to your building prior to or at the same time as the County funded façade improvement work is under construction.

**Example: The contractor's bid for performing the façade work is \$12,500. You would have to provide documentation that you have spent \$12,500 on prior improvements to your building.**

### **OPTION III**

- You can provide a combination of both of the above as long as the private investment totals the same amount as the contracted work.

**Example: The contractor's bid for façade improvements is \$12,500. You can provide invoices that document you have spent \$4,000 on the building since July 1, 2012. You would have to escrow the remaining \$2,500 with the County.**

## ***Program Conditions***

1. A 5-year lien will be attached to your property and a portion will be forgiven 20% annually over the length of the lien term until, at the end of the term, 100% of the lien has been forgiven.
2. If you sell the property before the end of the lien term, you must pay back the unforgiven amount of the lien to the County. Any funds returned to the County must be spent according to a Program Income Plan approved by DHCD. Typically, these funds must be used to further the removal of blight and promote the revitalization of the project area.
3. Services by a licensed Architect will be provided by the County at no cost to the property owner. The property owner will work closely with the architect to develop a design agreeable to the property owner and the Façade Advisory Board.
4. Documentation of your matching investment must be submitted to the Façade Advisory Board prior to or at the time of contract signing.
5. Payment for work that exceeds the approved contract amount is the responsibility of the owner.
6. Eligibility for participation in Façade Improvement Program will be based solely on:
  - Location within the defined project area
  - Approved Building Use (Commercial/Retail, Industrial, Tourism)
  - Financial commitment in place
  - If vacant, the property owner has committed to have a business in the space within 12 months of completion of improvements.
7. The Façade Program Design includes a full description of the program and is available at the Department of Planning, Zoning and Wetlands. For a copy please visit the Mathews County Administrator's Office, 50 Brickbat Road, Suite 208 or call Sam Tuttle, Project Management Assistant at (804) 204-1022.

## ***\$100 Deposit Required***

Applications require a \$100 deposit which will be counted towards the owner's match or refunded upon completion of construction if the owner's match has been met through other improvements to the building. Any owner who fails to proceed with construction after architectural drawing(s) and work write-up(s) have been produced will forfeit the \$100 deposit.