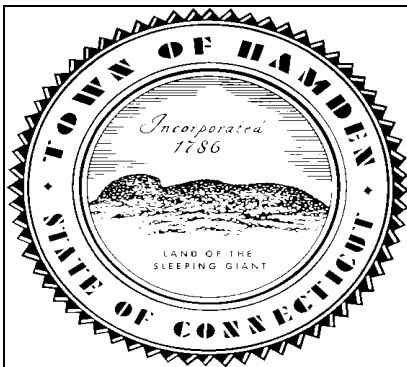


# **Commercial Rehabilitation Loan Application**



## **TOWN OF HAMDEN, CONNECTICUT OFFICE OF HOUSING & NEIGHBORHOOD DEVELOPMENT**

*Office of Housing & Neighborhood Development  
Keefe Community Center  
11 Pine Street  
Hamden, CT 06514*

[www.hamdencommunitydevelopment.com](http://www.hamdencommunitydevelopment.com)

*Revised 01/12/2010*

# TOWN OF HAMDEN COMMUNITY DEVELOPMENT COMMERCIAL REHABILITATION LOAN PROGRAM

## PURPOSE

The Town of Hamden has allocated a portion of its Community Development Block Grant (CDBG) funds for a commercial rehabilitation grant program in support of business improvements in the Community Development Target Areas.

The purpose and objectives of the program are:

- To eliminate substandard or deteriorating conditions in Community Development Target Areas;
- To promote a climate for reinvestment in revitalizing neighborhoods;
- To leverage CDBG funds with private funds as part of the larger effort to encourage revitalization of the Highwood business district;
- To restore or preserve the architectural integrity of property located along public roadways.

## ELIGIBLE PROJECTS

Buildings will be considered eligible for this program if they are located within Community Development Target Area, established by the U.S. Department of Housing & Urban Development and the Town of Hamden Community Development Advisory Commission.

Eligible rehabilitation activities fall into three separate subsets:

1. **Exterior Rehabilitation:** This category can include building facades, masonry, brick repointing, awning improvements, lighting, ADA improvements, entrance repair, restoration of architectural details, etc.
2. **Signage Improvements:** Replacement or refurbishment of business signage to enhance physical appearance of commercial corridors and increase business marketing opportunities.
3. **Landscaping and Infrastructure:** This category allows eligible establishments to complete paving and sidewalk reconstruction, ADA improvements and landscaping to the exterior sidewalk and parking lots of areas visible from the street. Only ADA improvements can be completed in areas not visible from the street.

## ELIGIBLE APPLICANTS

Eligible applicants for the program shall include the following:

- Owners of commercial establishments in the Community Development (CD) Target Areas for properties located in commercially zoned areas.
- Tenants in buildings described above, provided there is a minimum of a five-year lease in the building and their proposed work is permitted under the terms of their lease or has been approved in writing by the owner of the building. If a lease contains less than five years, the obligation goes to the owner to fulfill the complete five year lease if not renewed.

The Community Development Advisory Commission reserves the right to make firm commitments to award grants to purchasers of properties conditioned upon their closing and possession of the property.

## **FINANCE AGREEMENT TERMS AND CONDITIONS**

The Town of Hamden Office of Housing and Neighborhood Development (OHND) will competitively bid each project following the preparation of full project scope by the owner/applicant and the OHND.

Contractors will be selected by the OHND and the Town of Hamden Purchasing Department. A “Notice to Proceed” will be sent to the contractor when the project is formally awarded and all contract documents are in place.

The maximum funding allowed is **\$10,000** per address. Amounts over the maximum are the responsibility of the owner. In instances when an “owner’s match” is required, a business/bank check or money order made out to “The Town of Hamden, OHND” must be submitted prior to the contract signing and prior to commencing work.

## **APPLICATION AND AWARD PROCESS**

Following is an overview of the application and grant approval process:

### **Step One: Application/Approval**

Eligible applicants in the Highwood Census Tract will be invited to submit application proposals to the Office of Housing and Neighborhood Development. The application shall include the address of the project, the name and address of the property owner, the name and address of the applicant (if other than the owner), and a general list of the desired work. The application will be reviewed by community development staff to determine if the applicant is eligible and what work is eligible under the program guidelines.

During this phase, OHND will ensure that the applicant is in good standing with the Town with regard to the Tax, Building and Planning and Zoning Departments.

If found in compliance, OHND will send applicant a pre-approval letter.

## Step Two: Application Review, Verification and Approval

Following receipt of a completed application packet, the OHND will review documents for final approval and notify applicant.

## Step Three: Selecting the General Contractor

The Town shall seek competitive bids for work to be performed on all projects estimated to have a project cost over \$2,000. Projects under \$2,000, such as signage improvement projects shall be selected using a competitive quote process.

The Town will select the contractor for the project, in consultation with the project applicant. The Town is required to take the lowest qualified bidder on the contract, barring any unique circumstance. The contract for the work is between the Town and the contractor selected. All bondage requirements of the Town are applicable.

Applicants will be allowed to recommend qualified contractors to the Town for their project and such contractors will be sent an "Invitation to Bid" on the project.

## Step Four: Loan Agreement

The applicant and Town will sign a Loan Agreement committing CDBG funds to the project. Once signed, a "Notice to Proceed" will be sent to the contractor and the contractor can begin work on the project.

In addition, the owner will sign an interest free loan secured with a lien agreement that will only be required to be repaid upon sale or transfer of the property

## Step Five: Payment

Payment will be made to the contractor once all building and zoning inspections and approvals are complete.

## Selection Criteria

Applications will be reviewed upon their receipt by the Office of Housing and Neighborhood Development in conjunction with the Town of Hamden Department of Economic and Community Development. When multiple projects are under review, the Community Development Advisory Commission will make the selections based on the following:

- a. **Economic Impact:** The degree to which the improvements will leverage other investments such as new tenants; interior property improvements or upgrades; and new ownership coupled with significant reinvestment in the building.
- b. **Blight Removal:** the degree to which the grant will improve a blighted property.
- c. **Visual Impact:** The degree to which the façade improvements will improve the aesthetics of the immediate surrounding area, will impact the streetscape, etc.

- d. **Landscaping and Site Improvements:** The degree to which the property owner and/or tenant will provide additional landscaping or site improvements to the property.
- e. **Historical Merit:** The degree to which the improvements will restore the original architectural integrity and proportions of the building lost due to inappropriate remodeling or neglect.
- f. **Matching Funds and timelines:** The extent to which the applicant can guarantee they will have matching funds available and will proceed in an expeditious manner with the project.

### General Conditions

In addition to the above criteria, the program is subject to the following limits and conditions:

- 1. All work proposed must conform to all Planning and Zoning regulations and guidelines.
- 2. Any proposed changes to the work approved in the Loan Agreement must be submitted to the Town for review and approval. The applicant must pay for any changes or project additions, other than for unforeseen conditions.
- 3. No grants shall be awarded to applicants who have outstanding debts to the Town including any fees, utility bills or property taxes.
- 4. Projects over \$2,000 are subject to the requirements of the Davis-Bacon Act. The applicant's contractor must pay prevailing wages. The Community Development staff will assist in determining the Davis-Bacon wages and will monitor the job for compliance with these and other provisions of the Community Development Block Grant program.
- 5. No loans shall be awarded to an applicant who has outstanding building or fire code or zoning violations on the property proposed for renovations at the time the application is reviewed.
- 6. Any properties listed on the National Register of Historic Places, Town wide Historic and Architectural Survey of Hamden or determined to be eligible for such listing, will be rehabilitated according to the recommended approaches in "The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings". This document and Preservation Briefs are on file in the Planning Department.

**I. APPLICANT INFORMATION:**

Business Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
Last First M.I.

Business Address: \_\_\_\_\_  
Number Street

City State Zip Code

\_\_\_\_\_ Email

Daytime Telephone: \_\_\_\_\_

Length of time at present address: \_\_\_\_\_ (no. years) \_\_\_\_\_ (no. months)

Does this business operate in property that is: Rented or Owned?  
*If property is rented, applicant must provide a copy of a long-term (five or more years) lease. Please note that property owners will be required to approve all improvements.*

Are there any residential units in this property?: Yes or No?  
*Strictly residential properties are not eligible for commercial assistance. Please inquire about OHND's Residential Rehabilitation Program.*

This business is organized as a:  
Sole Proprietorship                      Limited Liability Corporation (LLC)  
Partnership                                  Limited Partnership  
Corporation (for profit)                  Non-profit corporation  
Cooperative

List all corporate officers (Name and Title):

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

**II. BUSINESS INFORMATION**

Please describe your business, including information on products, services, customer base, including SIC Code (if applicable):

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Please describe the impact of your business on the Town of Hamden and the neighborhood in which you operate:

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**1. IMPROVEMENT REQUEST**

Please describe the improvements you would like to make to the business/property:

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Estimated cost of rehabilitation project:\$\_\_\_\_\_

Will these improvements assist in greater access to your business by disabled patrons?

Yes            or            No?

**PLEASE READ IN ENTIRETY BEFORE SIGNING**

I certify that I have received and read the General Instructions and Program Guidelines for the Town of Hamden’s Commercial Rehabilitation Program. I understand that this authorization does not constitute an approval for assistance.

I understand that the information collected above will be used to determine eligibility for the assistance program. I certify that the information provided above is true and complete to the best of my knowledge and belief. I understand that any willful misstatement of material fact will be grounds for disqualification. I understand that it may be a federal crime, punishable by fine or imprisonment or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code. I further understand that false or fraudulent statements are subject to prosecution.

I consent to the disclosure of such information for purposes of verifying corporate information and other information related to this application for financial assistance. I authorize the Town of Hamden and its Office of Housing and Neighborhood Development (OHND) to obtain such information as they may require the statements made in this application.

I/We Certify that the Town of Hamden will not be liable for damages that may arise out of or in conjunction with the Commercial Rehabilitation Program.

I/We Certify that I/We are authorized to submit this application on behalf of the business organization identified.

**I CERTIFY THAT I HAVE READ THE ABOVE AND AGREE WITH THE STATEMENTS CONTAINED HEREIN:**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT SIGNATURE

\_\_\_\_\_  
DATE





**OFFICE OF HOUSING AND NEIGHBORHOOD  
11 PINE STREET, HAMDEN, CT 06514**

**LANDLORD AUTHORIZATION FORM**

To be completed by the property owner in cases where the property is leased and not owned by the business owner.

**I, the undersigned, do hereby certify that I am the owner of the property located at \_\_\_\_\_ in the Town of Hamden, Connecticut, as the owner, I further certify that there are no outstanding real or property taxes owed against the property.**

**I do hereby grant permission to \_\_\_\_\_ doing business as \_\_\_\_\_ for exterior rehabilitation on the building façade for purposes of eliminating substandard or deteriorating conditions in Community Development Target Areas.**

\_\_\_\_\_  
**Owner Name (print)**

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness Name (print)**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness Name (print)**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Date**