

# Frankfort Neighborhood Reinvestment Grant Program



**2018**

## Information and Application

**GRANT APPLICATION DEADLINE: open, and on a first-come, first-funded basis until all monies have been allocated**

**GRANT APPLICATION ACCEPTANCE: October 5, 2018**

## Purpose of Neighborhood Reinvestment Grant Fund

The City of Frankfort's Neighborhood Reinvestment Grant is intended to help stimulate the rehabilitation of the physical structure character of a few of our oldest neighborhoods within the City. This fund has been established by the City Commission as a one year program available to property owners within the historic districts, Bellepoint/Buttimer Hill, and portions of Holmes Street.

**A complete application for grant assistance will consist of an application form, complete scope of work, photographs, contractor bids and information about the source of matching funds.**

### Staff contacts:

Eric Cockley  
Director of Planning and Community Development  
315 W. Second St  
Frankfort, KY 40601  
(502)352-2100  
[ecockley@frankfort.ky.gov](mailto:ecockley@frankfort.ky.gov)

Rebecca Hall  
Community Relations/Grants Manager  
315 W. Second St  
Frankfort, KY 40601  
(502)352-2076  
[rhall@frankfort.ky.gov](mailto:rhall@frankfort.ky.gov)

### **Submit all applications to:**

Rebecca Hall, Grants Administrator  
Historic Preservation Fund  
315 W. Second St  
Frankfort, KY 40601  
(502)352-2076  
[rhall@frankfort.ky.gov](mailto:rhall@frankfort.ky.gov)

For more information please also visit [www.frankfort.ky.gov](http://www.frankfort.ky.gov)

### Deadlines

Applications are available online, at City Hall or by mail. Additionally, staff can provide assistance in developing an appropriate scope of work and completing the application form. Applicants are encouraged to meet with planning staff prior to the application deadline in order to ensure the project meets the requirements. Prior to completing any part of the application, the eligibility questionnaire on page 5 is to be completed. If the eligibility requirement is met, then an application may be submitted.

**Applications for grant funding must be totally complete when they are submitted to the City of Frankfort. Applications that are not complete WILL NOT be considered for funding. Applications may be submitted beginning October 5, 2018, and will be on a first come, first-funded basis, until available funding has been exhausted for this grant cycle.**

## Types of Assistance and Matching Funds

### Grants

Completed applications that meet the criteria of eligible improvements will be funded on a first-come, first serve basis. Rehabilitation must be located on the exterior of the building and meet the criteria below. If funded, the City will contribute up to 40% of the total project costs with a maximum City grant award of \$8,000 for a qualifying project totaling \$20,000 or more. A minimum total project cost of \$5,000 is a requisite for all applicants. The City's grant funds will be made available to each selected project after full completion of the project has been verified.

**NOTE:** Only one project per individual, family, organization, company or LLC may be submitted at one time. Once a project is completed and has been reimbursed the individual, family, organization, company or LLC may apply for an additional project.

### **Eligible Costs and Improvements:**

Eligible costs include hard costs associated with the physical renovation of the exterior of the building.

Example eligible improvements:

#### **Restoration, Repair and stabilization of exterior:**

- Siding, trim and casing
- Decorative wood work and molding
- Porches, stairs and railing
- Roofs, eaves, gutters, cornices, chimneys
- Walls and fences
- Masonry (such as chimney tuck-pointing)
- Exterior Painting
- Doors and Windows – repair or replacement
- Reversal of previous inappropriate alterations
- Repair and weather sealing of windows and doors
- Repair of foundation/footers

#### **Reconstruction of missing elements or features:**

- Porches and railings
- Trim and moldings
- False-fronts cornices
- Historic property must be based on documented evidence such as photographs or physical evidence

#### **New construction is limited to:**

- Sidewalks, railings, new window/door openings

## Ineligible Costs and Improvements:

- Soft costs including but not limited to appraisals, interior design fees, legal, accounting and realtor fees, grant fees, sales and marketing, closing, building permit, use and inspection fees, bids, insurance, project signs and phones, temporary power, bid bonds, copying, and rent loss during construction
- New additions or enlargements
- New garages, sheds, accessory buildings or structures
- Demolition costs
- Property acquisition
- Landscaping
- Excavation, grading, paving, landscaping or site work such as improvements to paths or fences, except for correcting drainage problems that are damaging the historic resource
- Reimbursement for owner/self-labor (which can count only towards the matching costs, at minimum wage values)
- Any Interior improvements
- Temporary power pole or services
- Mailboxes
- Signs
- Any exterior work completed prior to Grant application deadline.

## Grant of Easements

Applicants must enter into an agreement for a conservation easement to be placed upon the property for a maximum period of 15 years. This requirement is to ensure that the subject property retains its character and that the city's investment in subject property is respected, but does not mean that owner cannot enjoy the use of the property or make appropriate additions or interior alterations.

## Application Review Process

Staff is to verify project eligibility. If the application is not complete or any additional information is required, the project will not be funded. PLEASE NOTE: Staff WILL NOT contact the applicant to ask for the missing information. If the project meets eligibility requirements and is found to be complete, the owner will receive a letter from the City stating the application will be funded.

Applicants submitting unqualified applications will be notified that the project cannot be funded.

## Project Review and Completion

Any required ARB approval (Certificate of Appropriateness) or building permits must be obtained before beginning work on the project. Staff should be allowed a walk-through with the applicant and any contractor before the beginning of work. **Projects must be completed within one year of receiving a building permit (final inspection approval by City) or the grant funds will be forfeited.**

## Disbursement of Funds

Grants will be disbursed as a reimbursement **after work has been completed**, inspected and approved as consistent with the approved grant application by City staff. **In planning your project, you must have adequate funds on hand to pay the final costs of the project.**

Grants may be revoked if the conditions of any grant approval are not met. **Grant reimbursement will be provided when invoices, cancelled checks and signed conservation easement are submitted and work is verified by staff.**

### Step 1- Complete Eligibility Questionnaire

	Yes	No
1. Is the property located within the eligible neighborhood map area within the application?	_____	_____
2. Have all <b>liens</b> (excluding mortgage loans) on the property been satisfied?	_____	_____
3. Have all <b>Occupational fees/taxes been satisfied</b> at the time of application?	_____	_____
4. Have all <b>property taxes</b> been paid as of the date of this application?	_____	_____
5. Does the use of these funds only involve any <b>exterior renovations</b> ?	_____	_____
6. Will this property be free of any <b>code violations</b> after renovations are completed?	_____	_____
7. Are you willing to have a conservation easement placed on your property.	_____	_____
8. Does your project cost at least \$5,000?	_____	_____
9. Do you plan to own this property as of May 1, 2019	_____	_____
10. <b>This property did not receive funding from the 2017-2018 Neighborhood Reinvestment Program.</b>	_____	_____

Please note that **any applications with a “no” response above** does not meet the minimum criteria for selection and **cannot be accepted at this time**. Thank you for your interest in the program.

***I certify that I am the owner of this property and that the above information is true and accurate. I have verified that my property and project meets the criteria for eligible improvements listed on pages 3-4 and therefore eligible to apply for funding.***

***I agree to the terms that if my project is funded, I must complete the approved work stated in the application no later than twelve(12) months after receiving a building permit or I will lose the grant funds awarded.***

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



# FRANKFORT NEIGHBORHOOD REINVESTMENT GRANT APPLICATION

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**GRANT APPLICATION WILL BE ACCEPTED BEGINNING OCTOBER 5, 2018**

Address of Project: \_\_\_\_\_

Owner Name: \_\_\_\_\_

- South Frankfort Historic Neighborhood
- Central Frankfort Historic Neighborhood
- Bellpoint/Buttimer Hill Neighborhood
- Holmes Street Neighborhood

**Total exterior project cost to be paid by the owner: \$ \_\_\_\_\_**

(Project cost shall be a minimum of \$5,000 and any amount over \$20,000 is not eligible for reimbursement)

**Grant reimbursement amount requested: \$ \_\_\_\_\_**

(up to a maximum of \$8,000)

Please provide the following information to expedite the review of your proposal. Please type or print answers to each question. You may attach additional descriptive text if needed to fully explain your answers.

**1. OWNER/APPLICANT INFORMATION**

Owner or Organization

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

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

City /State/Zip: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**(attach current deed)**

Contact Person (if different than owner)

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

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

City /State/Zip: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

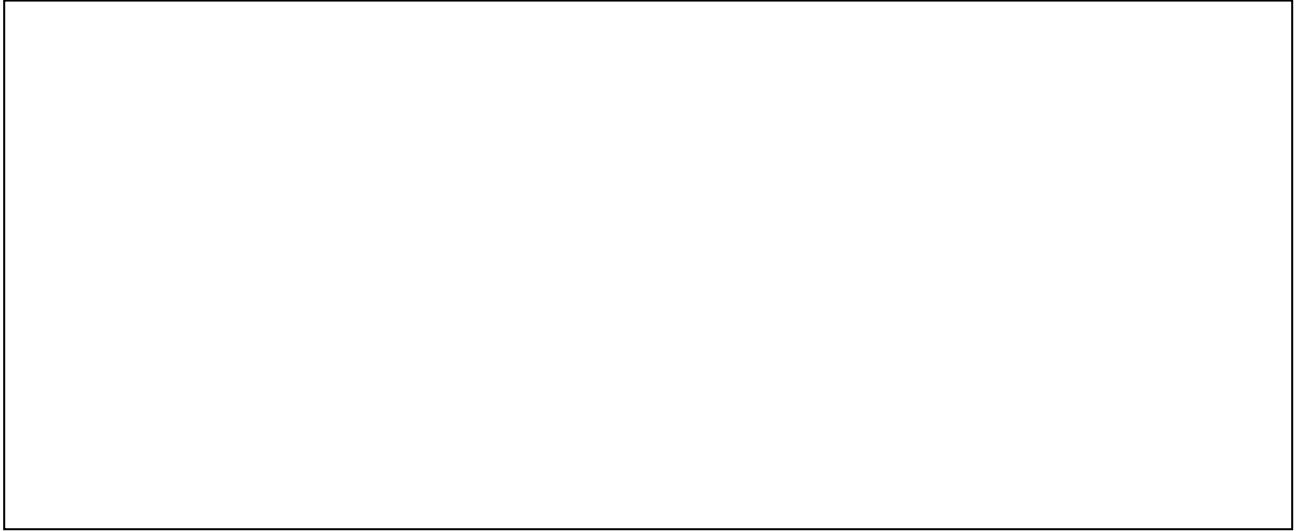
**2. PROPERTY INFORMATION**

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

**3. PROJECT DESCRIPTION** (Please use the space provided below. If additional space is needed please attach documentation.) Please note that all portions of the project as described below must be completed to receive funding.

A. Provide a brief description of the proposed scope of work.

B. Describe how the work will be carried out and by whom. Include a description of the elements to be rehabilitated or replaced and describe the materials that will be used.



C. Describe how the proposed project will repair a serious maintenance problem affecting the physical condition of the property.





D. What is the proposed use of the property and if it is a change of use, has the Planning and Building Department been contacted to confirm the use is allowed?

E. Will the rehabilitation work be visible from the street? If yes, please describe.

**4. Project Budget**

Please itemize specific work items below for all components of eligible exterior work for which exterior rehabilitation funding is requested. Attach two (2) contractor bids to substantiate all requested funded items. Each bid should be for the same type of material or scope of work. All cost estimates shall be listed on letterhead from the contractor or tradesperson and must include contact information (address, phone number and email). Contractors must have city licenses.

*Choose only one bid and contractor for each work item to list below. Put the exact bid amount in the “bid amount “column.*

The property owner is encouraged to select the contractor or tradesperson who is best qualified to perform the Scope of Work and is not required to select the lowest bid. **However, reimbursement will be based on the lowest bid received.**

**Estimates submitted as part of this application should be dated within sixty (60) days of the grant deadline.** While this is not intended to serve as a price guarantee from the contractor, it demonstrates current market values for the work proposed. **Any price increases above the requested amount are the responsibility of the property owner.**

Selected Contractor	Scope Item	Total Bid Amount	Match Amount
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	

TOTAL \$

Requested City share (40%):

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*Not to exceed \$8,000*

## 5. Attachments Checklist

\_\_\_ A. Proof of funds for entire project costs (may attach current bank statement, loan approval letter, etc.)

\_\_\_ B. Two independent cost estimates or price quotes from qualified contractors having experience for each item in the scope of work.

\_\_\_ C. Engineers Report. ( If applicable)

If you are proposing substantial structural work to the foundation, exterior walls or roof you may be required to provide an independent engineer's report attesting to the problem and recommended repair(s).

\_\_\_ D. Color Photos. Please provide the following:

1. Street View
2. Photo documentation of existing condition, including all four (4) sides of building exterior.
3. Photo of rear yard
4. Specific area of work

\_\_\_ E. Plans. Drawings are to be accurate and sufficiently detailed to indicate the scope of work. Elevations noting the proposed façade changes with materials labeled. If you are planning to reconstruct or replicate a structure or a feature, include sufficient documentation.

All submissions should also include a site plan. A site plan of your lot consists of:

- Location of the property lines, streets and alleys
- An outline of the footprint of existing structures
- Location of driveways, parking areas, accessory structures, sidewalks and the like.

\_\_\_ F. Deed. Please provide a copy of the property's current deed.

## 6. Submission Instructions:

Submit one (1) original and one (1) copy. **Applications missing crucial elements such as photographs, engineer's report, site plans or other noted attachments will not be funded.**

Please do not have applications bound.

**7. Assurances**

The owner/applicant hereby agrees and acknowledges that:

- A. Funds received as a result of this application will be reimbursed to the owner strictly for costs of the described exterior projects, and must be completed within established timelines.
- B. Grant funding may differ in amount from those requested on an application.
- C. Recipients must submit their project for any required design review and acquire any required building permits before work has started.
- D. All work approved for grant funding must be completed even if only partially funded through this incentives program.
- E. Disbursement of grant funds will occur after completion of the project.
- F. The grant funds may be considered taxable income and the applicant should consult a tax professional if he or she has questions.
- G. Applicant will enter into a conservation easement agreement with the City of Frankfort which shall be executed prior to the release of any funds. Any destruction or obscuring the visibility of projects funded by this grant program may result in the City seeking reimbursement.
- H. Applicants that wish to change any aspect of the project after it has been selected must obtain the prior written approval of the City for the project to remain eligible for grant money.
- I. Applicants acknowledge the conditions of this grant program, funds may be revoked or terminated upon failure to meet the conditions, will forfeit any grant award if the project is not completed within one year of the issuance of the building permit and will forfeit any grant award if the subject property is sold prior to receiving the grant funds.

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

**Printed name:** \_\_\_\_\_

# FRANKFORT NEIGHBORHOOD REINVESTMENT GRANT APPLICATION

