

Auburn Downtown Revitalization Program
for the use of
**Community Development Block Grant-Economic Development
Downtown Revitalization Program Revolving Loan Funds**

GOALS & OBJECTIVES

The goal of this plan is to provide assistance to building owners in Downtown & Courthouse Square in Auburn to improve appearances, meet City code requirements and for preservation. The local objectives shall be met as follows:

- a) Provide financing assistance for the design and construction of new or renovated building facades.
- b) Provide financing assistance for building owners to meet City code requirements.
- c) Support the renovation and improvement of the exterior downtown buildings; including but not limited to; tuck pointing, new windows, etc.

The priorities of the plan shall be:

- A. Structural integrity of commercial buildings
- B. Assistance with City code requirements
- C. Renovation and historic restoration of building exteriors

PURPOSE

The purpose of this plan is to establish policies, program application forms, application approval procedures and administrative support for the proper dispensation, in accordance with federal and state requirements, funded from the Community Development Block Grants, Downtown Revitalization Program in compliance with the Nebraska State Historic Preservation Office Design Guidelines.

PROGRAM INTENT

The City of Auburn (upon the approval of this plan or as it is amended from time to time) will consider applications for grants and loans that improve the conditions of the Auburn Business Districts (see Attachment A - Map). The funds invested in the district will be used to alleviate the existing blighted conditions (to meet the National Objective of the elimination of slum and blight). The program will apply only to commercial buildings in the designated program area.

ELIGIBLE ACTIVITIES AND AREA OF OPERATION

Applications for projects located in the designated district shall be eligible for consideration. Eligible activities, for which grant funds may be used, shall be limited to:

- a) Professional engineering and design services
- b) Construction, reconstruction or renovation of real property.
- c) Demolition

TYPES OF ASSISTANCE

The types of financial assistance available will be either a grant, a 0% loan or a grant/0% loan combination. The term of the loan may be a maximum of 10 years. If the project financing contains a loan, any of the following conditions may need to be met at the determination of the Auburn Downtown Revitalization Review Committee including: verification of insurance on the property (does not require City to be listed as loss payee) and a lien to be placed on the property until loan has been successfully repaid.

The City will create a financing package for each successful application, following the review of all of the project applications. This method is intended to allow the City to create the biggest impact possible with these CDBG funds. **At least a 25% match will be required from all property owners, regardless of financing package.**

APPLICATION PROCESS AND FORMS

All forms shall be provided, and by reference made a part of this plan, which are required to make application for the funds under this plan. No application shall be accepted that is determined to be incomplete or that is not signed by the applicant. An application shall not be considered complete if any of the required attachments are missing or incomplete. Incomplete applications will be returned to the applicant without further consideration with an explanation of the deficiencies. An application may be resubmitted, and considered as a new application, after addressing the deficiencies of the first application. All applications for funds shall be filed with the City Clerk of City of Auburn at City Hall. Due to the incompleteness, need for negotiation and other factors related to any application, applications filed later may be recommended and approved. Applications will not be required to be given approval or rejection in the order in which they are filed. Applications are subject to design standards established by the Nebraska State Historic Preservation Office Design Guidelines & the Auburn Historic District Preservation Board (which must issue a Certificate of Approval for projects).

Nothing herein shall be interpreted to require that approval shall be granted for a project, and the right to reject any and all applications considered not to be in the best interests of the health and welfare of the City shall be reserved.

All applications will be submitted to the Auburn Downtown Revitalization Review Committee, which shall consist of the following membership: A committee shall be appointed by the Mayor. Appointees shall serve at the pleasure of the City Council and may be reappointed to additional terms.

The Auburn Downtown Revitalization Committee shall determine the frequency of its meetings, guided by the nature and extent of filed applications, and shall maintain such files and records as necessary to carry out its purpose.

The Auburn Downtown Revitalization Review Committee may meet with the applicant, request and accept additional information, request and accept recommendations, consider and make recommendations for changes to the original application, determine that the activities are eligible as required in this plan and by other federal and state requirements, and undertake other actions necessary and prudent to make its recommendation. If the Auburn Downtown Revitalization Review Committee finds that the application is complete, meets the requirements of this plan, with or without amendments acceptable to the applicant, then the Committee shall make its recommendation to the City Council for consideration. Final review and approval of the project will be with the Auburn City Council.

If the Auburn Downtown Revitalization Review Committee finds that the application is not complete, does not meet the requirements of this plan or cannot favorably recommend the application as submitted, the Committee shall inform the applicant of the reasons the application is not being recommended for approval.

In the event there are more applications than funds available, the Auburn Downtown Revitalization Review Committee shall recommend the proposal or proposals that provide the greater benefit to diminishing the blighted conditions present in the district and meets the priorities established in the Auburn Downtown Revitalization program based on the discretion of the committee.

In its review of pending applications, the Auburn Downtown Revitalization Review Committee shall act as expeditiously as feasible to make its recommendations to accept, reject, or to table applications due to deficiencies.

Persons appointed on the Auburn Downtown Revitalization Review Committee shall serve without compensation, and shall be held harmless for any and all actions in carrying out their responsibilities and goodwill.

Auburn City Council approval shall be made by motion. The motion shall authorize the Mayor to enter into an agreement with applicant under the terms of the approved application. Such agreement shall include, at a minimum, the approximate start and completion dates of the project, terms and conditions.

COMPLIANCE WITH FEDERAL, STATE AND LOCAL REQUIREMENT

The applicant shall be required to sign a Certification of Assurances, a sample of which is attached as Attachment A, to comply with the requirements of this plan, and (as applicable) shall comply with:

- A. The Civil Rights Act of 1964 (PL 88-352) and Title VIII of the Civil Rights Act of 1968 (PL 90-284);
- B. Housing and Community Development Act of 1974, as amended;
- C. Age Discrimination Act of 1975;
- D. Section 504 of the Rehabilitation Act of 1973;
- E. Davis Bacon Act, as amended, where applicable under Section 110 of the Housing and Community Development Act of 1974, as amended;
- F. Fair Labor Standards Act of 1938, as amended.
- G. Preservation of Historical and Archaeological Data Act of 1974 (PL 93-291);
- H. National Historic Preservation Act of 1966, Section 106 (PL 89-665);
- I. National Environmental Policy Act of 1969;
- J. Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, Title II and Title III;
- K. Nebraska Community Development Law, Section 18-2101 to 18-2144, Revised Statutes of Nebraska, 1943.

The City and the Program Administrator shall comply with the following requirements (as applicable):

- a) U.S. Office of Management and Budget Circular A-87, "Cost Principles for State and Local Governments"
- b) U.S. Office of Management and Budget Circular A-102, "Uniform Administrative Requirements for Grants-in-Aid to States and Local Governments";
- c) Acquisition of Property for Publicly Financed Projects, Sections 76-1201 to 76-1213, Nebraska Statutes Revised, 1943, as amended;
- d) Community Development Law, Sections 18-2101 to 18-2144, Nebraska Statutes Revised, 1943, as amended;
- e) Public Meetings Law, Sections 18-1401 to 18-1407, Nebraska Statutes Revised, 1943, as amended;
- f) The Hatch Act of 1938, as amended.
- g) Certification of Assurances (Attachment B).

It is expressly understood that all applicable local, state, and federal laws, rules, regulations and any other requirements applicable to this Downtown Revitalization Funds plan and Revolving Loan Funds are hereby incorporated by reference and hereinafter apply to all applicable parties to the extent provided by law.

PROGRAM FUND AND REPAYMENTS

A fund known as the AUBURN DTR REUSE FUND has been created as a part of this plan. Such fund is held separate from all other funds. The City of Auburn shall be responsible for administration and accounting of the Fund.

PLAN AMENDMENTS

The City Council may consider amendments to this plan at any time. Prior to making any changes to this plan, the Auburn Downtown Revitalization Review Committee shall consider any proposed changes and make a recommendation to the City Council for their consideration. All changes shall be adopted by motion of the City Council and approved by NDED.

**AUBURN DOWNTOWN REVITALIZATION
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Application # _____
Date Received: _____

APPLICATION

APPLICANT NAME/PROPERTY OWNER: _____

CONTACT NAME/TITLE: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

PROJECT ADDRESS (if different from above)

_____ Street _____ City _____ State _____ Zip

LEGAL DESCRIPTION OF PROJECT SITE:

DAYTIME TELEPHONE: (____) ____-____ MOBILE: (____) ____-____

EMAIL: _____

DUNS Number: _____ SAM.Gov Expiration Date: _____

BUSINESS TYPE: CORP. PARTNERSHIP SOLE PROPRIETOR LLC
IF CORPORATION, LLC OR PARTNERSHIP LIST OFFICERS/PARTNERS/MEMBERS

NAME: _____ TITLE: _____ OWNERSHIP: ____%

PROJECT TYPE: Preservation City Code Requirements
 Façade Design/Construction Demolition

BUSINESS ACTIVITY (PRODUCT OR SERVICE):

PROJECT NARRATIVE:

SOURCES AND USES OF ALL PROJECT FUNDS

DESCRIPTION **COST** **OWNER MATCH**
of Work (List Quotes and Attach)

Examples: Roof, windows, tuckpointing,....

ENGINEERING/DESIGN \$ _____ \$ _____

CONSTRUCTION

Quote 1 _____ \$ _____ \$ _____

Quote 2 _____ \$ _____ \$ _____

DEMOLITION \$ _____ \$ _____

REHABILITATION

Quote 1 _____ \$ _____ \$ _____

Quote 2 _____ \$ _____ \$ _____

Quote 3 _____ \$ _____ \$ _____

Quote 4 _____ \$ _____ \$ _____

OTHER: _____ \$ _____ \$ _____

PROJECT TOTALS: \$ _____ \$ _____

TOTAL AMOUNT REQUESTED: \$ _____

BUILDING OWNER MATCH: \$ _____

(Must be at least 25% of total project costs)

Project Timeline

Start Date: _____

Completion Date: _____

ACKNOWLEDGEMENTS and ATTACHMENTS:

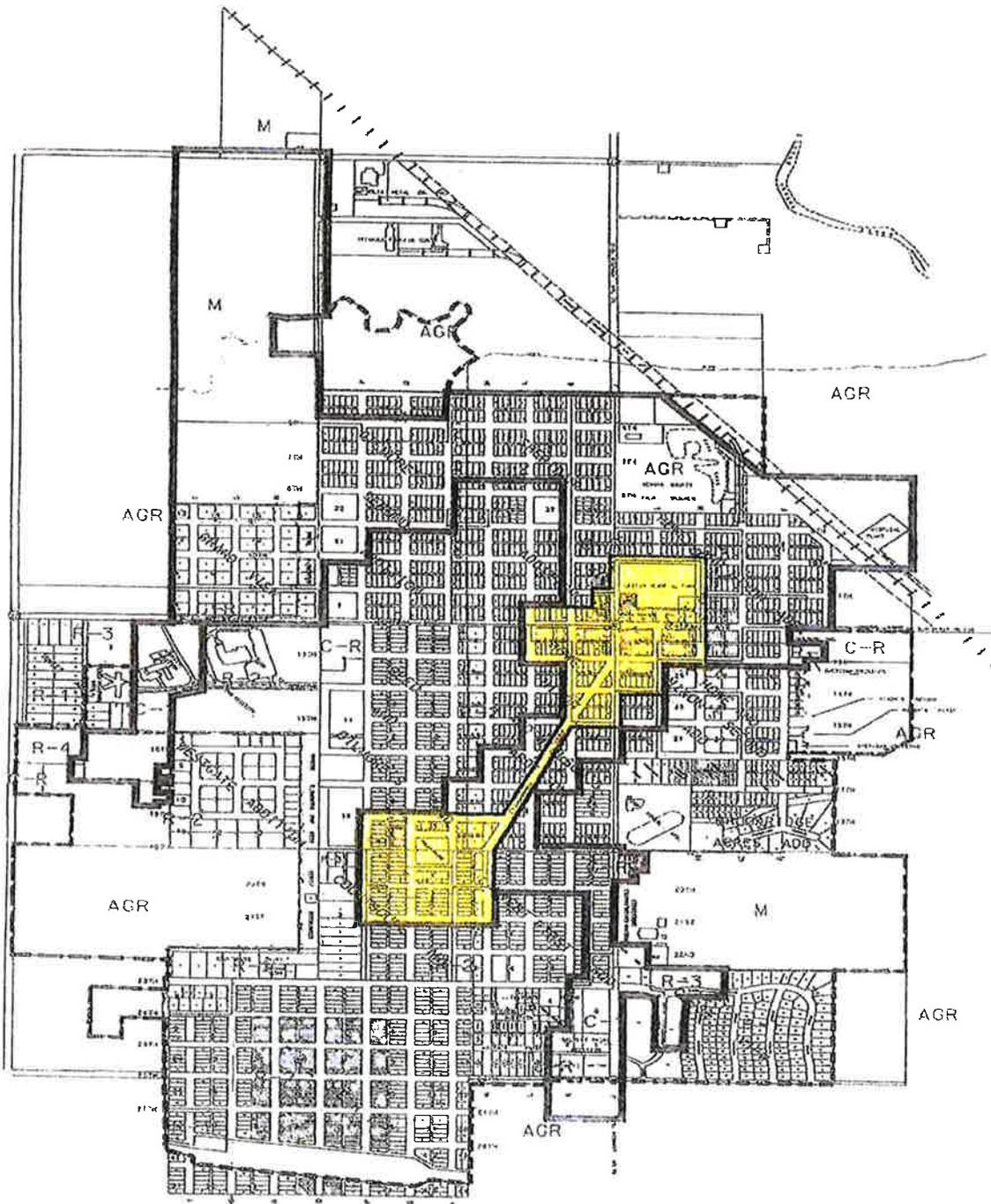
- A. Auburn DTR Project Area Map
- B. Certification of Assurances
- C. Historic Commercial Building Design Features
- D. U.S. Citizenship Attestation Form (for Individuals)
- E. Project Plan including (Provided by Applicant)
 - 1) Project narrative
 - 2) Project drawings (if applicable)
 - 3) Detailed cost estimates and bids -2 bids requested

The Applicant hereby certifies that all information in this application, and all information furnished in support of this application is given for the purpose of obtaining assistance under the Auburn Downtown Revitalization Program is true and complete to the best of the Applicant's knowledge and belief. Verification may be obtained from any source named herein. Provided that any and all information related to the financial status of the business shall be held confidential and not subject to review by the public.

Signature of the Applicant: _____

Date signed: ___/___/___ Title: _____

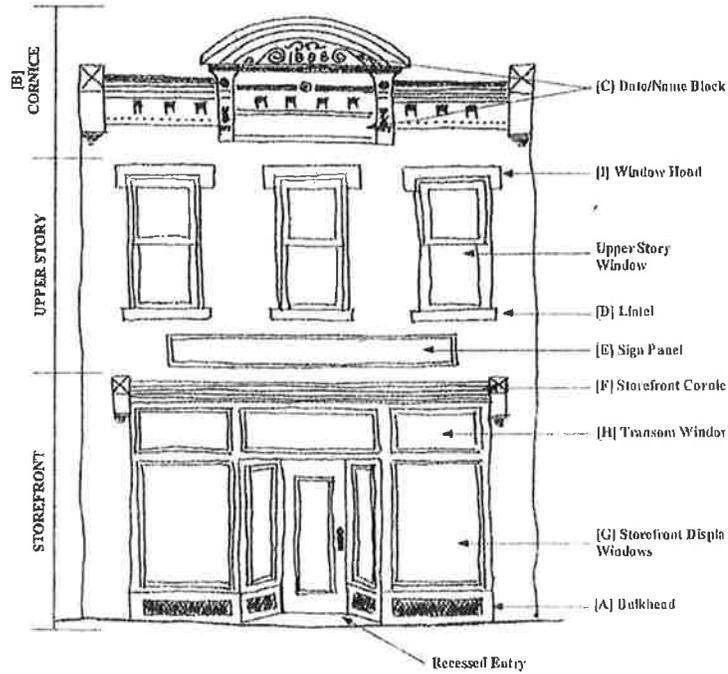
Auburn Downtown Revitalization Area



Downtown Area: 11th Street to 15th Street (irregular) – “H” to “L” Street
Courthouse Avenue Connector
Courthouse Square: 18th Street to 21st Street – “M” to “P” Street

ATTACHMENT C

HISTORIC COMMERCIAL BUILDING DESIGN FEATURES
Main Street Commercial Building Features & Definitions



[A] Bulkhead: Located between the sidewalk and storefront window, the bulkhead raises the display area for better viewing and provides a base that can withstand pedestrian traffic for the storefront windows. Bulkheads were often constructed of wood. Because bulkheads are very vulnerable to weather and damage, many have been replaced with more durable materials like tile, stone and brick.

[B] Cornice: The cornice tops the main façade of a building. This feature is typically made of decoratively formed metal or patterns of brick, sometimes terra cotta or stone in larger commercial buildings in urban areas.

[C] Date/Name Block: The date block and sometimes a name block can be found within the design of the cornice or below the cornice on the upper part of the façade. It contains the date that the building was built and/or the name of the original building owner(s).

Façade: The main, or front, exterior face(s) of a building.

[D] Lintel: Horizontal piece located at the bottom of a window, door, or other opening.

Rehabilitation: Improving a property through repair or alteration which makes possible for a contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.

Restoration: Accurately bringing a property back to its original condition and use by using original materials and fixtures.

[E] Sign Panel: Located above the storefront, this area or space for signage was traditionally defined with a brick frame.

[F] Storefront Cornice: Not as elaborate as the cornice that tops the building, a storefront cornice is simple and is used to cap the top of the storefront opening. It also serves as a structural element that carries the weight of the upper façade wall.

[G] Storefront Display Windows: Originally used to bring natural light into the building, storefront windows provide an excellent opportunity for product and merchandise displays.

[H] Transom Windows: The window area directly above storefront display windows. Transom windows filter light back into narrow traditional commercial buildings, illuminating the interior.

[I] Window Hood: A decorative piece located at the top of a window, door, or other opening.

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.

PRINT NAME	_____
	(first, middle, last)
SIGNATURE	_____
DATE	_____