



# CITY OF POCA TELLO

## FACADE IMPROVEMENT PROGRAM

Neighborhood & Community Services Division Manager  
is available to help develop projects, prepare loan  
packages, and discuss available programs. Call 234-  
6186 or stop by the office at 911 N. 7<sup>th</sup> Avenue.

***This program was originally made possible through Community Development  
Block Grant Program funding and is administered by the City's Planning &  
Development Services Department.***

*Revised 3/12*

## ACTIVITIES

The Façade Improvement Program is available to help rehabilitate buildings within the Business Improvement District and the designated Warehouse Historic District of the City. An applicant may take advantage of the activities within the program independently or combine them into one project. The maximum loan and/or grant amount will be determined by the City's Credit Committee and dependent on available funds.

1. Sign/Awning Grant: Grant funds are available to cover 50 percent of costs for new signs and awnings. The maximum grant amount for signs is \$500 and the maximum grant amount for awnings is \$50 per lineal foot of awning up to a maximum of \$1,500 (30 feet). All signs and awnings must be reviewed and approved by the Pocatello Historic Preservation Commission, whether or not the property is located in the Downtown Historic District. Signs identifying businesses for less than 12 months will require repayment of grant funds. Awnings will become permanent fixtures of buildings for a minimum of five years and may contain signage on a detachable valance only. Awning frames and coverings damaged during the five-year period shall be promptly repaired/replaced at owner's cost. The grant funds may not be used on a building facade from which identified historic signs (those identified in the 1992 Historic Sign Survey) have been removed.
2. Intrusive Element Removal Grant: Grant funds are available to cover 50 percent of the costs for removal of intrusive elements (nonconforming signs, false building fronts and coverings, unused utilities, etc.). The intrusive element removal activity must be part of an overall facade improvement project that must be completed within 12 months of grant approval.
3. Façade Improvement Loan: Loan funds are available at 0 percent interest rate, subject to the following repayment terms, to cover 90 percent of the cost of the façade improvement project. Ten percent of the project cost shall be invested by the Owner, with at least 5 percent cash and up to 5 percent in other in-kind contributions. Payment of the loan may be deferred for up to two years after which the loan must be repaid over a five-year term.

All intrusive elements (nonconforming signs, false building fronts and coverings, unused utilities, etc.) shall be removed from a facade for which grant funds are used. Intrusive but operational utility service lines must be relocated when feasible.

## ELIGIBLE AREAS

Owners of property located within the areas known as the Business Improvement District and Warehouse Historic District are eligible to make application for assistance (see attached maps). These areas have been found to be in need of revitalization and strengthening to ensure they will contribute to the economic and social well-being of the City.

## ELIGIBLE IMPROVEMENTS

Funding under the Façade Improvement Program can be used to pay all costs directly attributable to the improvement of the first or principal façade; other street or alley corner facades also may be considered. These costs may include labor, materials, and engineering or architectural services. Examples of eligible façade improvements include, but are not limited to: masonry cleaning, cornice

restoration, removal of secondary siding, exterior painting, installation, replacement or repair of canopies and window awnings, replacement or repair of gutters and rain spouts, removal of fire escapes and old signs, removal and relocation of exterior utility services, and installation of new signage which are compatible with the building and enhance pedestrian orientation to the area.

## **REQUIRED IMPROVEMENTS**

Participants in the Facade Improvement Program must make all exterior building/safety improvements necessary to comply with applicable Building Department requirements and minimum maintenance requirements set forth by the Historic Preservation Commission and the Pocatello Municipal Code, including removal of exterior non-functioning utility services, which include the following items. Participants in the Sign/Awning Grant activity must complete numbers 5 and 6.

1. Windows--in place, glazed, trim completed and painted;
2. Doors--operable, matching store front;
3. Woodwork--sound, primed and painted, no missing pieces;
4. Masonry--sound, intact, joints tuck-pointed, stripped, sealed and/or painted with approved materials, broken or missing units replaced;
5. Missing items shall be replaced and all components shall be securely and appropriately affixed;
6. All surfaces shall be sealed to prevent moisture from entering into building materials.

## **DESIGN GUIDELINES**

All project designs must be reviewed by the Pocatello Historic Preservation Commission (HPC) following their established design guidelines, and receive a Certificate of Appropriateness. Projects for buildings located in the designated Downtown Historic District or identified as “significant” on any historic survey shall meet the Secretary of the Interior’s Standards for Rehabilitation (see “Other Project Requirements below”<sup>1</sup>). For projects on buildings outside the Downtown Historic District, the City will apply the following design standards:

1. The street level of facades should be “pedestrian friendly”, with abundant windows, inviting entrances and canopies or awnings sheltering the sidewalk.
2. Rehabilitation or remodeling projects should not ignore upper stories of buildings, taking them into account both in maintenance and design. Screening whole facades will not be a cost eligible item.
3. Design for individual buildings should take into account the surrounding structures, seeking to preserve elements that link buildings within a block, such as height, cornices, window patterns or materials.

## **BIDS**

After the HPC has approved the proposed scope of work, the applicant shall obtain at least two qualified bids. One of the bids may be from the Owner if the Owner is a licensed contractor. Bid forms must be preapproved by the City.

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<sup>1</sup> This program is not related in any way to the federal tax credit incentives available through the Tax Reform Act of 1986. Owners interested in the federal tax credit program should contact the State Historic Preservation Office of the Idaho Historical Society, 210 Main Street, Boise, Idaho 83702, phone (208) 334-3847.

## **APPROVAL OF WORK**

The City shall have the final authority to determine the eligibility of all proposed work. The City will require that all applicable City, State and Federal codes and requirements be met including securing the appropriate permits for the project work.

Once the loan is approved by the Credit Committee and the terms determined, loan documents will be executed including a Deed of Trust and Promissory Note, and a construction contract will be prepared and executed between the owner and contractor. After the loan documents and construction contracts have been completed, a preconstruction conference will be held with City staff, construction contractor and Owner. The purpose of the preconstruction conference is to review reporting requirements and to identify and resolve any problems before the project starts.

Work may begin only after the "Notice to Proceed" has been issued. Progress inspections can be required and loan disbursements will be made based on the percentage of project completion. Owner's funds will be used first.

A 10 percent contingency will be withheld until project completion.

## **DISBURSEMENT**

City loan funds will be disbursed after all private matching funds have been expended as shown by original receipts presented to the City and only for work which has been satisfactorily completed as specified in the Contract.

## **SECURITY**

All Façade Improvement Loans will be secured by liens on the subject property. Security will be taken in the form of a Deed of Trust. The post-City loan debt to value ratio on the building may not exceed 100% of the county's assessed valuation, unless supported by an appraisal from a City-approved appraiser. In rare instances, the City may secure the lien on another property owned by the Owner within the City limits.

## **PROPERTY TAXES, SPECIAL ASSESSMENTS**

No financial assistance will be provided from the Façade Improvement Program if property taxes or special assessments are in arrears.

## **PERMANENT DISPLACEMENT**

No financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants unless the Owner agrees to provide financial assistance to the tenants at levels consistent with the Federal Relocation and Real Property Acquisition Act, as amended, and furnishes proof that he is doing so. Such assistance granted will not, however, be counted in the private matching funds requirement. Costs for temporary relocation will be allowable as a project cost.

## **OTHER PROJECT REQUIREMENTS**

1. Lead-Based Paint Prohibition: The use of lead-based paint in facade projects is prohibited.
2. Historic Preservation Review: Any building over 45 years old that is listed on or eligible for listing on the National Register of Historic Places (NRHP) must undergo scrutiny by the City's Historic Preservation Commission and State Historical Society to determine if the proposed work would have an effect on the historic resource. At a minimum, all work on historic buildings, whether in the Downtown Historic District or for building considered "significant" must meet the Secretary of the Interior's Standards for Rehabilitation. In addition, exterior work on structures will be subject to review by the Historic Preservation Commission before a building permit can be issued.
3. Equal Employment Opportunity: The Owner shall comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in work undertaken in connection with program assistance.
4. Permit Requirement: The Owner will be responsible for securing all City-required permits and must present all Certificate(s) of Appropriateness and an Occupancy Permit prior to full disbursement of program funds for work upon which a permit was required.
5. Inspection: The Owner shall permit inspection of the property by personnel for compliance with all City Codes and ordinances and such other inspections deemed necessary in connection with the property, the rehabilitation work, and all contracts, materials, equipment, machinery, fixtures, payrolls and conditions of employment pertaining to work.
6. Eligible Contractors: The Owner shall award contracts for work only to contractors who are currently licensed by the City and/or as otherwise required for the planned work and able to demonstrate their ability to complete the necessary work. Contractors must also show evidence of adequate liability and worker's compensation. Lien releases are to be signed by the contractor and filed with the City prior to final disbursement.
7. Bonus, Commission or Fee: The Owner shall not pay any bonus, commission or fee or other payment for the purpose of obtaining approval of the loan application or any other approval or concurrence required to complete the work.
8. Title Insurance: For projects over \$5,000 the City shall require the Owner to provide the City of Pocatello with acceptable title insurance coverage. Provision of title insurance shall be an acceptable project cost.
9. Loan Contingency: An amount not less than 10 percent of the budgeted cost of all improvements may be included in the loan budget to cover cost overruns and required construction changes during construction period. The Owner must authorize the use of this contingency by written, signed change order and the City of Pocatello must approve the disbursement. Should funds remain in the contingency account after project completion, it will be credited against the loan principal.

10. Civil Rights: The Owner shall not discriminate upon the basis of race, color, sex, marital status, handicap, religion or national origin in the sale, lease, rental, use or occupancy of the property to be assisted.
11. Records: The Owner shall keep such records as may be required by the City in connection with the project.
12. Interest of Public Body: The Owner shall allow no member of the governing body of the City of Pocatello and no employee of the City of Pocatello to have any interest, direct or indirect, in the proceeds of any loan or any contract entered into by the borrower for the performance of work financed, in whole or in part, with the proceeds of the loan.

## **APPLICATION PROCESS**

When an application is submitted and includes all of the required information, the process for review and approval will be approximately four (4) weeks. The City's Credit Committee will make a determination on approval or disapproval of each application. An appeal of a decision may be made to the City Council within 30 days of receipt of the mailed decision.

1. For sign/awning grants, applicant shall submit proof of property ownership and a signed statement that the applicant will repay full grant assistance if assisted signs do not correctly identify a business for a minimum of 12 months or if assisted awnings are removed prior to 60 months after installation, along with a minimum of two bids from licensed contractors and evidence of a City-approved sign permit application.
2. For other façade improvement activities, applicants must complete the attached application forms in their entirety.

**FACADE IMPROVEMENT PROGRAM**  
APPLICATION FOR FUNDING

OWNER/APPLICANT(s): \_\_\_\_\_

BUILDING PROJECT ADDRESS: \_\_\_\_\_

**DESCRIPTION OF THE BUILDING AND PROPOSED IMPROVEMENTS:** Please describe the improvements you plan to make to the facade of the building. Attach architect/engineering plans in sufficient detail to determine program compliance as well as pictures, sketches and other descriptive information. Try to convey the “before and after” scenario with particular attention to any historical photos.

**Please also provide the following information:**

Building Age	Number of Stories	Total Square Footage
Primary Façade Length	Secondary Façade Length	Market Value

Occupancy type and percentage

Commercial %	Office %	Residential %
Storage %	Unusable %	Other %

Cost Estimate

Project Element	Estimated Cost
Storefront Level	
Upper Level	
Upper Level	
Awnings/Canopies	
Signs	
Architect/Engineering Fees	
Other	
Other	
Contingency (10%)	
Total	

Existing debt on property:

Lender Name & Address	Original Amount	Interest Rate/Term	Remaining Principal	Monthly Payment	Maturity Date

I/we certify that all the information in this application is true, complete and correct to the best of my/our knowledge. I/we consent to the disclosure of any information needed for the purposes of verifying this information and understand the City may require additional verifications prior to and/or after approval of this assistance. I/we understand that any financial assistance received will be secured by a Deed of Trust or other security. I/we understand that any willful misstatement will be grounds for disqualification and/or immediate repayment of the assistance. I/ we hereby verify that I/we will abide by all provisions of the City's Façade Improvement Program.

OWNER/APPLICANT(s): \_\_\_\_\_ DATE: \_\_\_\_\_  
 Print/Sign Social Security Number

ADDRESS: \_\_\_\_\_

OWNER/APPLICANT(s): \_\_\_\_\_ DATE: \_\_\_\_\_  
 Print/Sign Social Security Number

ADDRESS: \_\_\_\_\_

OWNER/APPLICANT(s): \_\_\_\_\_ DATE: \_\_\_\_\_  
 Print/Sign Social Security Number

ADDRESS: \_\_\_\_\_

The following additional information must be submitted with this application:

- Deed or other proof of property ownership
- Most recent appraisal
- Two (or more) qualified construction bids
- Certificate of Appropriateness documenting approval by the Pocatello Historic Preservation Commission
- Mortgage verification release
- Architectural/Engineering Plans
- Proof of matching funds or letter of financing commitment evidencing required cash & in-kind match

The following must be provided for each owner/applicant:

- Personal Tax Returns for prior 3 years
- Pro forma balance sheet/pro forma income statement for prior 2 years (if a business)
- Individual Financial Statement(s)