

**Incorporated Village of Hempstead
Community Development Agency
Commercial Rehabilitation Program Guidelines**

PROGRAM OBJECTIVES

The primary objective of the Incorporated Village of Hempstead Community Development Agency (CDA) Commercial Rehabilitation Grant Program is to encourage rehabilitation and preservation of commercial buildings by offering financial and limited technical assistance for façade restoration to eliminate blight and prevent further deterioration of commercial properties.

Rehabilitation means the process of returning a property to a state of utility, through repair or alteration that makes it possible to restore its architectural, historic and cultural standards. This program is designed to assist property owners and/or businesses to eliminate conditions that are detrimental to the health, safety and welfare of the residents and visitors of the Village of Hempstead.

ELIGIBILITY

To be eligible for this program the building must be located in the Incorporated Village of Hempstead CDBG eligible areas. It is important that the renovated building contributes to an attractive streetscape and is comparable to other buildings along the street. Priority will be given to contiguous properties applying at the same time, whether individual or multiple owners. Applications will be accepted on a rolling basis and be limited to the amount of United States Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funding available for a given year. When the funds are exhausted for the program year, the Façade Program will be closed for that year. The Nassau County Office of Community Development must approve all projects prior to award. Work that is already started or complete is ineligible for funding.

SUBMISSION REQUIREMENTS

The applicant is required to submit the following: (Only complete packages will be considered)

- ✓ An Incorporated Village of Hempstead CDA Commercial Rehabilitation Façade Program Application form completed and signed
- ✓ List of all proposed improvements
- ✓ Property taxes both Village and County must be current
- ✓ Architectural plans including type of materials and color
- ✓ Estimated cost utilizing Davis-Bacon Prevailing Wages plus benefits (if accepted into program three construction estimates will be required and certified payroll reports must be submitted throughout the construction period)
- ✓ Photograph(s) of existing building clearly demonstrating work that needs to be done
- ✓ Permission letter from the Landlord, if applicable
- ✓ Necessary permits must be filed with the Village of Hempstead Building Department and are the responsibility of the applicant. A copy of approved permits must be forwarded to the CDA office once accepted into the program.

In evaluating a proposed design, the Commercial Rehabilitation Façade Committee (consisting of members from the CDA and Building Department) will take into account the current condition of the building, the necessity of work to be done, design and the durability of the materials. The CDA reserves the right to consult with its designated architect to review the scope of work and cost estimates.

ELIGIBLE IMPROVEMENTS

- Facade restoration
- Exterior painting
- Construction of rear customer entrance and facade
- Window and/or door replacement/upgrade
- Lighting

INELIGIBLE IMPROVEMENTS

Ineligible improvements include things such as:

- Interior improvements - for example: equipment/office supplies, stock/merchandise, advertising and printing
- Sandblasting or chemical cleaning
- Security systems or phone lines
- Electrical work, except as related to signage or exterior lighting
- Installation of aluminum or vinyl siding or roofing
- Installation of seasonal planting or other seasonal landscaping

PROGRAM RESTRICTIONS

This is a reimbursable program. No funds will be awarded prior to the completion of the project or pre-approved phases of the project. The CDA must approve any change orders during construction. There can be no alteration of an approved design without CDA approval. In the event that an applicant proceeds with design changes that are not CDA approved or where Village of Hempstead building permits have not been issued the grant will be suspended immediately and all funds issued will be returned to the CDA. Participation in the program is limited to one application per commercial address in a five year period. Sale of the commercial property prior to the five year period will result in the reimbursement of the grant to the Incorporated Village of Hempstead CDA.

FUNDING

Funds will be awarded by the CDA in accordance with regulations set forth by the Nassau County Office of Community Development. These funds are Community Development Block Grant funds subject to federal regulations as set forth in 24 CFR 570, including but not limited to Davis Bacon Prevailing Wage and competitive procurement. This is a matching program and the property and/or business owner is expected to contribute a minimum of 50% of the project cost with the maximum funds awarded not to exceed \$35,000 per storefront. Cost overruns are the responsibility of the grant applicant.

CRITERIA FOR SELECTION OF FAÇADE IMPROVEMENT APPLICATIONS:

The Commissioner of the Village of Hempstead CDA will refer a Commercial Rehabilitation Façade Improvement project to the Committee for review. The selection of projects to be considered for funding and grant values shall be determined based on the applicant's ability to demonstrate the project's fulfillment of one or more of the following criteria:

1. The project meets the national objectives of the CDBG program, including the elimination or prevention of blight conditions; provides benefits to low/moderate income persons; meets community development needs of a particular urgency.
2. The business or organization (as applicant) demonstrates a need for financial assistance to make improvements such as housing a non-profit funded service benefitting the community.
3. The project will aid in filling vacant commercial spaces and eliminate or prevent blight.
4. The structure to be improved is located in the HUD approved census tracts of the Incorporated Village of Hempstead Urban Renewal Areas.
5. The project provides for aesthetic improvement of the structure and enhances the aesthetics of the surrounding vicinity.
6. The project restores historic architectural designs, or improves the surroundings with new architectural features.
7. The project brings the structure to a state of good repair and/or corrects unsafe conditions.
8. The structure's façade is situated on the property along the street right-of-way, adjacent to the sidewalk (i.e., part of a "street wall"), and provides for easy pedestrian access.
9. The applicant can demonstrate the proposed project relates to a new business or organization creating jobs for the community.
10. Completion of grant application, including all applicable documentation, in a timely manner.

NONDISCRIMINATION

The Incorporated Village of Hempstead Community Development Façade Rehabilitation Program shall be available to anyone meeting the eligibility of the requirements and no one shall be denied the benefits of said program because of race, color, national origin or sex.

NOTICE OF DECISION

The Commissioner of the Village of Hempstead CDA will render a decision to the applicant after having taken into consideration the recommendations of the Commercial Rehabilitation Façade Committee and upon approval by the Village of Hempstead CDA Board via board resolution.

2018 PURCHASE OF SUPPLIES FOR COMMERCIAL REHAB FAÇADE GRANT ELIGIBILITY:

- The CDA can assist business owners with the purchase of the lights, awning and signage and/or architectural and engineering services. The business owner would then be able to hire a contractor to install. Davis Bacon prevailing wage would not be required if the installation is not paid with CDBG funds. CDBG funds cannot reimburse for tax on items.

- If the store owner will be purchasing his own fixtures etc., they would have to show proof of procurement, which should be in the form of three quotes. For example, if he was looking for lighting, he could just go on-line and print out the cost of the requisite items from a few vendors. Quotes by phone can also be documented in writing.

- When submitting documentation to the Village of Hempstead CDA for reimbursement, business owner must show evidence of this procurement and evidence of payment via cancelled check or credit card receipt. In order for the CDA to submit for reimbursement from the County, Agency must show evidence of payment to store owner (along with his paid receipts) and submit to Nassau County.

For further information about the program, please contact the Incorporated Village of Hempstead CDA at (516) 485-5737.