SRP Building Rebate
APPLICATION
(Effective February 1, 2016 through December 31, 2016)

Project Name/Address: ____________________________________________

Project location:
____ In SRP Target Area (rebate scale: 40% not to exceed $25,000)
____ Outside of SRP Target Area (rebate scale: 40% not to exceed $15,000)

Who is the Applicant:
The SRP Applicant is the individual or entity that will be responsible for paying for the project.

- If that is the building owner, then the legal entity that owns the building will be required to pay for the project (as appears on Cuyahoga County Auditor’s site)
- If the SRP Applicant is the tenant then the legal business name of the tenant or whoever’s name appears on the lease, will be required to pay for the project. If the applicant is the tenant then the building owner will need to provide an application consent form to accompany the application (contact SRP Manager for this form) and later the contract.

Property Taxes: In either case, the property taxes on the building must be paid and be current at the time of this application or the project will not be accepted into the SRP. The taxes must also be current at the time of the contract signing with the City, and at the time that the rebate request has been submitted to the City for payment. (Taxes will be considered current if owner is on a County payment plan is acceptable as long as no future delinquencies occur.)

Please identify who the Applicant is based on the above

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<tr>
<th>Applicant’s Legal Name:</th>
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<tr>
<td>Applicant’s Contact Name:</td>
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<td>Cell Phone Number:</td>
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<td>Email Address:</td>
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The SRP Process:
APPLICATION  DESIGN  BIDDING  CONTRACT SIGNING  CONSTRUCTION  REBATE DISBURSEMENT

Applicant must initial their consent/understanding next to each of the following statements:

Building Project Design: The Applicant acknowledges that the SRP is not a maintenance-only program, but requires building rehabilitations to be of high-quality materials, comprehensive in scope, and create a visual impact on the main street façade. This visual impact is determined by City’s SRP Design Specialist and the Historic Preservation Compliance Officer for the Department of Community Development, which is responsible for ensuring that all federal rebate dollars are used in a manner that does not compromise the historic qualities of the building (if applicable). All SRP designs are created in accordance with the Secretary of the Interior Standards for Rehabilitation and the City of Cleveland’s Storefront Renovation Program Design Manual. Project designs approved by other governing bodies, such as local design review or the Cleveland Landmarks Commission, and subsequently submitted to SRP as new applications, are not guaranteed SRP approval and may require a redesign of some or all of the project elements. If the Applicant is not willing to consent to a re-design, then the project will be terminated from the program at the application phase.
**Business Signage Design:** The Applicant acknowledges that the installation of new or rehabilitated signage for existing or incoming business tenants and/or the building owner’s business will be required to be included in the scope of the building rehabilitation project as a condition of receiving rebate assistance for the building. For tenants other than the building owner, it is the building owner’s responsibility to coordinate all of the tenants’ cooperation and financial participation in the development of their new signage. However, the building owner (applicant) is responsible for payment of the signage. The SRP Design Specialist has full authority to determine whether signage concepts designed by individuals outside of the SRP meet the visual impact criteria and are appropriate in terms of their visual and/or text content. Project designs approved by other governing bodies, such as local design review or the Cleveland Landmarks Commission, and subsequently submitted to SRP as new applications, are not guaranteed SRP approval and may require a redesign of some or all of the project elements. If the Applicant is not willing to consent to a re-design, the project will be terminated from the program at the application phase.

**Design Standards:** The Applicant acknowledges that the goal of the City’s SRP financial assistance is to leverage a greater/higher level of design and quality in commercial building renovations and signage in the City of Cleveland’s neighborhoods as determined by the SRP Design Specialist.

**City of Cleveland Building Code Compliance:** The Applicant acknowledges that the building’s exterior conditions and site must be brought up to the current building code and that all required code improvements may not be eligible expenses under the SRP Building Rebate (i.e. parking lot paving is not eligible).

**Rebate Calculation Basis:** The Applicant acknowledges that SRP rebate funds are calculated only on the costs associated with the building’s front and principal side(s) that are totally exposed to the general public’s viewing from the main commercial street as well as limited site improvements.

**Application is Not a Legal Contract for Funding:** The Applicant acknowledges that this is an application only and not a contract for rebate assistance. No rebate funds are awarded until a fully-signed Rebate Agreement (contract) is executed with the City of Cleveland.

**Rebate Funding Order:** The Applicant acknowledges that SRP rebate funds will be awarded on a first-come, first-serve basis to those applicants that have fully completed the project development steps necessary to execute a Storefront Program Rebate Agreement with the City. Should SRP funding become insufficient or fully committed for the 2016 calendar year, this application shall become void and the project will be terminated from the program with no future promise of rebate funding. The Applicant also acknowledges that this application terminates on 12-31-16, with no promise of future rebate funding.

**Work Performed Ahead of a Contract:** The Applicant acknowledges that any work performed and/or funds expended prior to the execution of a Rebate Agreement will not be eligible for rebate and may also jeopardize the applicant’s eligibility to participate in SRP.

**Rebate Is Paid After the Project is 100% Completed and Paid for:** The Applicant acknowledges that SRP rebate funds are not paid to the Applicant until after the Applicant has executed a contract with the City, fully completed the project, paid all of the contractors in full and submitted the rebate request to the City within the one year term of the contract. The rebate amount will be based on the final costs paid for the SRP scope of work, but will not exceed the amount listed in the Rebate Agreement.

**Five Year Maintenance Agreement:** All fully completed projects that have received a rebate must maintain the “completed look” of the project for a period of five years (calculated from the month/year the rebate request is submitted to the City).

**Federal Prevailing Wage Regulations:** The Applicant acknowledges that SRP utilizes federal funding and is therefore required to adhere to contractor prevailing wage requirements, when applicable. If SRP is combined with other City assistance, in the form of either grants or loans, then prevailing wage requirements will apply to the entire cost of the project. Additional federal, state, and local rules and requirements may apply and are outlined in the Applicant Information Packet.

**One Building Project Per Applicant:** SRP will only commit to funding one building rebate per applicant, per calendar year. Applicant is defined as, but not limited to, being the sole owner or tenant of an property or having a vested financial interest in the ownership of the property or a business operating within the property.
Other Local Laws/Federal Regulations: The Applicant acknowledges that if City assistance to the applicant exceeds $50,000 in any combination of grants and/or loans, the applicant will be required to comply with the Cleveland Area Business Code (OEO Good Faith Efforts), contained in Chapter 187 of the City's Codified Ordinances. The Applicant acknowledges that lead paint regulations may apply to the rehabilitation work performed, as determined by the City Design Specialist. The Applicant acknowledges compliance with federal Uniform Relocation Act (URA) regulations that specifically address informing existing commercial tenants that this is a federally funded project.

DUNS #: The Applicant acknowledges that he/she will need to provide the City with a DUNS # (Dun and Bradstreet Numbering System). The rebate's federal funding source requires that a DUNS # associated with the project address be provided to the City prior to executing a Rebate Agreement with the City. Many businesses already have a DUNS# which can be searched for at: http://fedgov.dnb.com/webform. There is no cost to apply for a DUNS #.

Please provide your DUNS # if you already have one:
___________________________________

SRP Applicant Information Packet: The Applicant acknowledges that he/she has received the SRP Applicant Information Packet which describes the Storefront Renovation Program in greater detail, as well as other laws and regulations that may apply.

Number of First Floor Commercial Units: ______
Number Occupied at the time of this Application: ______

List the names of the business(es) currently operating on the first floor level storefront spaces as seen from the mainstreet

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<tr>
<th>Business Name/Address</th>
<th>Merchant Name(s)</th>
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If this is a mixed-use building:
- What is the second floor (all upper floors) being used for presently: ___residential ___commercial ___both
- Number of second (all upper) floor residential units: ______ Number occupied at this time: ______
- Number of second (all upper) floor commercial units: _____ Number occupied at this time: ______
  *Note: second (upper) floor businesses are not eligible to have separate exterior signage unless they have a first floor entrance solely dedicated to that business.

Conflict of Interest Questionnaire

Conflict of interest guidelines prohibit the following individuals from participating in the Storefront Renovation Program. They are:
Public officials (including City of Cleveland employees and elected officials); Community Development Corporation (CDC) employees, board members, agents, consultants, their business associates, and their immediate family members.

If a conflict exists, the individual may be prohibited from participation unless they receive the appropriate written approvals and/or waivers prior to participation in the Storefront Program.

Are you, your landlord (if applicable), other business associates, or your immediate family members employees of a Community Development Corporation (CDC): ______ yes ______ no
If yes, please list the CDC:
Are you or your landlord (if applicable) an agent of a CDC? ______ yes ______ no
Are you or your landlord (if applicable) a Consultant for a CDC? ______ yes ______ no
Are you or your landlord (if applicable) a Board Member of a CDC? ______ yes ______ no
Are you or your landlord a government employee? ______ yes ______ no
If yes, please list the employer:
Are you or your landlord an elected official? ______ yes ______ no
If yes, what is your elected position? ________________________________
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

(1) As an Applicant applying for a project funded through the City of Cleveland’s Storefront Renovation Program, I certify to the best of my knowledge and belief, that I or the business I represent:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three year period preceding the effective date of this SRP Application been convicted of or had a civil judgment rendered against me or ______________________________ (business name, if applicable) for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of these statements in this certification, such prospective participant shall attach an explanation to this proposal.

I hereby affirm that all information contained in this application is true to the best of my knowledge and belief.

Applicant’s Signature ___________________________ Date ___________ Cell Phone Number ___________________________

Applicant’s Name (PRINT) ___________________________ Date ___________

SRP Coordinator Signature ___________________________ Date ___________

FOR CDC COORDINATOR USE ONLY:

Property Taxes on this property are attached as: _____ Current _____ Delinquent (do not submit if delinquent)

Has the property been condemned by the City’s B&H Dept? _____ Yes _____ No

Does the Building contain any residential units? _____ Yes _____ No

If yes, how many are currently occupied? ______

The National Objective met through assisting this project is: (select one)

low to moderate income area at __________% -OR- elimination of slum/blight at __________% for Census Tract __________

APPLICATION SUBMITTAL CHECKLIST:

___ Property Tax Status from County Auditor’s website (Taxes/Certified Values Page for Tax Year 2015: Pay in 2016)

___ “Active Status” verification (unless applicant is an individual) from Ohio Secretary of State website

___ Property Owner Consent Form - attached (if applicant is tenant)

FOR CITY USE ONLY:

Date Application Received: ___________2016Reviewed: ___________2016

Date Application Acceptance Letter emailed out to Applicant: ___________2016