Project Name: ______________________________________________________________

Project Address: ___________________________________________________________

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.

Applicant’s Legal Name:

Applicant’s Contact Name:

Cell Phone Number:

Email Address:

The SRP Process:

APPLICATION  DESIGN  BIDDING  CONTRACT SIGNING  CONSTRUCTION  REBATE DISBURSEMENT

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

- **Business Signage Design:** 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 signage in the City of Cleveland’s neighborhoods as determined by the SRP Design Specialist.
**Rebate Calculation Basis:** The Applicant acknowledges that SRP rebate funds are calculated only on the costs associated with the manufacturing and installation of new business signage and lighting, City permit fees, and applicable taxes.

**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.

**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.

**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 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](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.
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) ___________________________

SRP Coordinator Signature ___________________________ Date ____________________

CDC Representative Signature ___________________________ Date ____________________

FOR CDC COORDINATOR USE ONLY:

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: _________ 2016 Reviewed: _________ 2016

Date Application Acceptance Letter emailed out to Applicant: _________ 2016
To Whom it May Concern:

This letter shall verify that I am the property owner for the above referenced address and am aware that the tenant listed above is submitting an application to participate in the City of Cleveland’s Storefront Renovation Program and approve of this action on behalf of my tenant.

I understand that it will be the responsibility of my tenant to share the City approved project design with me, and not the responsibility of the City’s Design Specialist.

I further acknowledge that in order for my tenant to remain eligible to receive this assistance, I must remain current, or be engaged in a payment plan, with my county property taxes.

I also understand that when my tenant executes a contract with the City of Cleveland for this Storefront Program project, that I will again be asked to sign legal documents giving my consent to my tenant’s participation in the Program that will become attached to the City’s contract. Further, I understand that my tenant will be required to maintain the completed appearance of the Storefront Program project for a maintenance period of five years from the completion of the project.

Sincerely,

________________________________________________________     _______________
Property Owner’s Signature       Date

________________________________________________________
Property Owner’s Name (print)

Property Owner Phone No.: ( ____ ) _____ - ____________

Property Owner e-mail Address: ______________________________