

Historic Avondale Commercial Façade Improvement Program

Fiscal Year 2023-2024



11490 W Civic Center Drive | Avondale, AZ 85323

AvondaleEDGE.com | ecdev@avondaleaz.gov

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Fiscal Year 2023-2024 Program Timeline

October – November 2023	City Completes Design Services Firm Selection
December 18, 2023	Program Applications Acceptance Period Opens
January 11, 2024	Application Submission Deadline
January 16-18, 2024	Application Review Period / Notification of Application Acceptance, Revisions or Denial
Beginning January 26	Architectural Firms Meet with Property Owners for Design Discussions, Proposals and Revisions
February – April 2024	City Plan Review and Permitting Requirements
March – May 2024	Construction Tentatively Begins

All dates and timeline subject to change

Application Submission Checklist

- Program Application completed and signed by property owner
- 2-3 photos of the building indicating the desired modifications and one photo of entire front of building as seen from sidewalk/right of way
- Brief narrative explaining the desired improvements and how this project will benefit the business and surrounding region
- Copy of current Avondale Business License
- Copy of Deed/Title
- Signed Tenant Agreement Form for each Tenant occupying the property

Submissions may be emailed in PDF form to: ecdev@avondaleaz.gov or in-person at the Avondale Visitor and Conference Center: 11490 W. Civic Center Drive, Avondale AZ 85323 during operating hours (Monday – Thursday, 7 AM to 6 PM, excluding holidays). When submitting in person, enclose all documents in a large envelope and mark it clearly “Façade Improvement Program.”



City of Avondale

Historic Avondale Commercial Façade Improvement

Fiscal Year 2023-2024 Program Guidelines

I. Summary/Purpose

The City of Avondale Historic Avondale Commercial Façade Improvement Program is designed to assist small business property owners in the rehabilitation of their commercial real estate properties located within the City's Historic Avondale Revitalization Areas. Assistance will include direct financing, design services, scope of work development, contractor procurement and oversight. Implementation of this program is a component of the City's long-term revitalization efforts, as described in the Old Town Area Specific Plan and is contingent upon available funding. The intent of this program is the redevelopment of the Revitalization Areas (found in Exhibit A), the City will review projects for their overall compatibility with the City's long-term redevelopment goals.

II. Eligibility Requirements

- A. Applicants must be the property owners.
 - i. While the City will not allow tenants to apply for program funding, owners will be required to submit a Tenant Agreement Form, if applicable, to demonstrate the tenant's willingness to cooperate during construction.
- B. Property and business taxes as well as mortgage must be current.
- C. Commercial properties must be located within the City's designated Historic Avondale Revitalization Area. A reference map is available in Exhibit A.
- D. Businesses must be operational in the location for which improvements are being requested for a minimum of 30 days prior to applying.
- E. Businesses whose primary goods or services are considered "adult" in nature and/or require customers to be 18 years of age or older are excluded from this program.
- F. Buildings must be at least 10 years of age at time of application if seeking façade improvements.
- G. Property owners previously assisted may not apply for improvements for the previously assisted property until two years have passed beyond the date that the previous loan/project was fully forgiven or paid.

III. Application Process

- A. Interested parties should complete an application found online at AvondaleEDGE.com or by contacting program staff to request an application: City of Avondale's Economic Development Department, 11490 W. Civic Center Drive, Avondale AZ 85323, 623.333.1400 or ecdev@avondaleaz.gov.

- B. Completed applications, including all requested documentation, should be submitted via email to: ecdev@avondaleaz.gov or in-person at the Avondale Visitor and Conference Center, 11490 W. Civic Center Drive, Avondale AZ 85323. When submitting in person, enclose all documents in a large envelope and mark it clearly “Façade Improvement Program.”
- C. Application Review and Approval
- i. Program staff will review the application for eligibility, accuracy and completeness.
 - ii. Required documentation includes a copy (no originals please) of the following:
 - i. Current City of Avondale Business License
 - ii. Deed/Title
 - iii. Signed Tenant Agreement Form, lease and contact information for owner(s) and lessee(s), if applicable
 - iv. Clear images/photographs of building’s exterior and brief description of desired project’s modifications, enhancements, or remediation
 - v. Applicants requiring additional documentation will be notified of needed documentation.
 - iii. An application will not be considered complete until all requested documentation has been received, reviewed and approved by program staff. The City has the sole authority to determine the completeness of the application packet and eligibility of proposed projects.
 - iv. Application packet must be received by publicly-posted submission deadline date. Applications will be reviewed by committee as quickly as possible after deadline.
 - v. Applicants will be notified once their application has been reviewed as to their approval/denial. Based on available funding, complexity and/or scoring criteria, not all eligible projects will be funded in part or entirety. Some applicants may be placed on a waitlist. Applicants may be required to contribute toward overall project expenses if a portion is not considered an eligible program expense (such as items on the rear of a building) or does not meet program objectives.
 - vi. Applications will be scored as it relates to projects that address structural issues, life and safety concerns, code violations, proximity/prominent sightlines from the street and sidewalk, applicant’s readiness to proceed with project, length of time business has been in operation at this location, and overall impact on aesthetics of community and economic environment. Applicants who demonstrate past investments into the property and/or interest in contributing toward project expenses will receive additional points.
- D. Waitlist
- i. Applicants may be placed on a waitlist for up to 12 months.
 - ii. Staff may require updated documents at the time the applicant is moving from the waitlist to an active project status.
 - iii. Updated documents will need to be provided within 60 days of the request or applicant will move to the end of the waitlist and the next applicant will move forward.

- iv. If funding does not become available within 12 months, applicants will be notified of program status and will need to re-apply once funding becomes available or applications are once again being accepted.

IV. Financing Structure and Loan Requirements

A. Amount of Assistance and Financing Structure

- i. The City will provide assistance based on funding availability and current program maximums, typically \$30,000. Total assistance provided to each applicant will depend on the needs of each project. Not all projects will require or be allocated maximum funding.
- ii. In all cases, the City will provide assistance to applicants as a non-amortizing loan, forgivable in equal monthly increments for a period determined by amount of total project costs.
- iii. Projects may be approved and funded in part or in full, dependent upon available funding and alignment with program objectives and priorities as determined by City staff.
- iv. The following table shows the structure of projects financed through the City’s program:

City Project Costs:	Number of Years & Amount Forgiven per Year*
≤ \$30,000	3 years Years 1 & 2 – 33% Year 3 – 34%
\$30,001 - \$49,999	5 years 20% annually
≥\$50,000 Projects require special approval to exceed \$50,000 and are subject to funding availability and community impact as determined by program staff at their sole discretion.	5 years + 1 year for every increment of \$10,000 over \$50,000. Ex: \$53,750 – 6 years; \$62,000 – 7 years Forgiven in equal amounts each year.

*Proration of forgivable amounts will be calculated on a monthly basis based on the anniversary date of the notice of completion.

- v. In the case of a sale prior to the end of the loan forgiveness period, an amount equal to the prorated share of the total loan amount, reduced on a prorated basis for every year the property owner owned and operated the property during the loan forgiveness period, shall be repaid to the City.
- vi. All applicants are required to sign a Grant Agreement outlining specific details and requirements of the loan program, a Deed of Trust, and a Promissory Note, as well as maintain insurance requirements as set forth by the City to secure the City’s investment in the assisted property.
- vii. Once this loan commitment is in place, the City will provide assistance to awarded applicants as a non-cash grant. Payment for services will be provided directly to City-selected contractors for work that has been confirmed by the

City to have been completed to its satisfaction and all program requirements have been met as outlined in their contract. Funding will not be provided directly to property owner.

V. Projects

A. Eligible Improvements

- i. Project funds will only be used for expenses related to rehabilitation of the exterior of commercial properties that house a business that has been operational in that location for a minimum of 30 days. Only items clearly visible from the street will be eligible for inclusion in the project.
- ii. Eligible items include work related to the exterior of the building such as windows, doors, painting, awnings/canopies, signage, lighting, ADA accessibility modifications and remediation of exterior commercial code violations. Projects must be consistent with the City's long-range development goals, as determined by City staff.
- iii. Minor repair to interior that has been disturbed by the exterior work is allowable to the extent it brings the area disturbed back to its original or equal state.

B. Ineligible Work

- i. The City will not include in the project any of the following items:
 1. Interior work
 2. Roofs
 3. Landscaping
 4. Parking lots
 5. Other work determined by the City to be inconsistent with the purpose of this program.

C. Architectural/ Engineering Requirements

- i. The City will procure architectural and engineering services as necessary based on the assessment of the proposed project to develop a scope of work suitable for bidding and to provide construction management/oversight.
- ii. Prior to bidding, the City will coordinate with property owners, and their tenants as needed, to obtain their approval of the final design and scope.
- iii. Projects must conform to City building codes and applicable zoning standards and must demonstrate a cohesive design that is within the scale and aesthetic of the surrounding area. The City will make all final determinations as to project conformance.

VI. Funding Sources

- A. The City will use funding acquired through various grants to operate this program. In the instance where the funding source has additional requirements other than described herein, the more stringent requirements will apply.
- B. Community Development Block Grants (CDBG) Funded Projects
 - i. All projects funded with CDBG funds will include all Federal Labor Standards Provisions to include the following, at a minimum:
 1. Davis-Bacon Wage Act
 2. Contract Work Hours and Safety Standards Act

3. Copeland (Anti-Kickback) Act
 - ii. Contractors at affected projects will be required to obtain a Wage Determination for all job classifications at the site, pay prevailing wages to non-supervisory workers, submit weekly Certified Payrolls and pay overtime compensation as required.
 - iii. The City will prepare an Environmental Review Record (ERR) to document the steps taken to ensure compliance with environmental standards as required pursuant to federal regulations in 24 CFR 570 and 24 CFR 58, as applicable.
 - iv. The City will perform basic underwriting on Property to ensure project is not over encumbered. Encumbrances may be verified with Title Search and associated fees paid for by City (not included in the project loan amount or maximum project value)

Exhibit A

City of Avondale Revitalization Areas





City of Avondale

Historic Avondale Commercial Façade Improvement Program Application

BUSINESS DESCRIPTION		
Business Name:		
Business Address:		
Nature/Type of Business:		
How long has the business been in operation at this location?		
Business License Number:	DUNS Number:	
Does the business have any code violations pending with the City? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please list violations:		
APPLICANT INFORMATION		
Applicant Type (check all that apply): Business Owner <input type="checkbox"/> Property Owner <input type="checkbox"/>		
Name:		
Address:		
Business Phone Number:	Cell:	
Email:		
COMPANY OWNERSHIP (LIST BELOW ALL OWNERS, PRINCIPALS AND OFFICERS)		
Name:	Title:	% Ownership:
Name:	Title:	% Ownership:
Name:	Title:	% Ownership:
PROPERTY OWNER INFORMATION (Name as it appears on Deed/Title Documents)		
Name:		
Address:		
Cell:	Email:	
LEASE INFORMATION		
Do you have tenants on this property? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many?		
Monthly Rent: \$	Years Remaining on Lease:	Renewal Option:
<i>*A Tenant Agreement Form for each tenant must be signed and submitted with this application</i>		
REQUESTED FAÇADE IMPROVEMENTS		
Please check all that apply:		
<input type="checkbox"/> Storefront restoration or renovation	<input type="checkbox"/> Signage: new, repair or replacement	
<input type="checkbox"/> Exterior painting of building	<input type="checkbox"/> Exterior lighting	
<input type="checkbox"/> Exterior door(s) and/or windows	<input type="checkbox"/> Awnings	Other: _____
<input type="checkbox"/> Mechanical equipment screening (for equipment visible from public right of way)		
Is the main entrance to the building currently ADA accessible? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, describe the barriers:		
Please provide a brief description of the desired project(s) below: <i>Please note Guidelines for a list of ineligible items associated with this program; façade improvements must be visible from the public right of way. Not all projects will be funded in part or whole.</i>		
<i>Include 2-3 photos of building where desired modifications are requested, including at least one photo of the complete front of the building.</i>		

Is the Applicant willing and able to make a financial contribution toward this/these desired project(s)?
Yes No

If yes, please describe using dollar amount or percentage of project cost:

How quickly is the Applicant/Property Owner ready to proceed?

Within 30 days of approval

Within 45-60 days of approval

More than 60 days of approval

What investments has the Applicant made into the physical rehabilitation or aesthetics of the property over the last three years? Please describe scope and include the associated general dollar amount:

CERTIFICATIONS

I authorize the City of Avondale to verify or check any of the information given. I certify that I am the legal owner of record of the property associated with this request for assistance and certify, under penalty of perjury, that all the information contained herein, is true and accurate to the best of my knowledge.

I understand that, if approved for the program, a lien will be placed on my property for a minimum of three years up to a maximum of ten years, this is period is determined by the total project cost and will be forgiven in equal increments over the determined length of retention period. I understand that I am responsible to maintain the improvements once the project is completed for the duration of the retention period. I am responsible to communicate all program requirements, as well as submit the signed Tenant Agreement Form, should tenants occupy the property during any period of the retention period. I further understand that if the property is sold or ownership is transferred prior to the end of the retention period, I will be required to reimburse the City of Avondale for the amount not yet forgiven.

My signature on this application certifies my agreement to adhere to all program requirements should my application be approved.

Property Owner Signature

Print Name, Title

Social Security/Tax ID No.

Business Owner Signature

Print Name

Co-Owner Signature

Print Name, Title

Social Security/Tax ID No.

Business Owner Signature

Print Name



City of Avondale
Historic Avondale Commercial Façade Improvement
Tenant Agreement Form

The City of Avondale Historic Avondale Commercial Façade Improvement Program is designed to assist small business Property Owners in the rehabilitation of their commercial properties located within the City's Historic Avondale Revitalization Areas. Implementation of this program is a component of the City's long-term revitalization efforts, as described in the Old Town Area Specific Plan with a specific focus on the Revitalization Areas outlined within.

Tenant acknowledges participation in the program at the Property Owner's request and agrees to the following:

- Provide access to City staff and contractors as necessary to complete the project. Every effort will be made to not disrupt the customary flow of business. While project work will be completed on the exterior of the building, there may be occasions when access to the interior will be necessary.
- Input on the design or scope of work from the Tenant will only be allowed with written consent by the Property Owner to the extent described therein.
- Tenant agrees to allow photography of the building before, during and after project completion. Photographs may be used by the City at their discretion.
- Projects completed under the Façade Improvement Program must be well maintained and undisturbed for a minimum of 3 or 5 years (dependent upon the project awarded amount) after completion date. City will require reimbursement if any improvements made in conjunction with this project scope are removed, destroyed or altered in any manner.
- Tenant shall protect, indemnify, hold harmless and defend the City, its officers, employees, agents, independent contractors, or elected officials from any and all liabilities, claims, costs, attorneys' fees, judgments or expenses asserted against the City, its officers, employees, agents, independent contractors, or elected officials, resulting from actions or claims of any nature arising out of this Agreement, except in such matters arising solely from the gross negligence of the City, or its officers, employees, agents, independent contractors or elected officials.

I, _____ (Printed First & Last Name), as Lessee of
_____ (Business Name) located at
_____ (Property Address), hereby
acknowledge the aforementioned and agree to comply with all terms herein.

Signature

Date

Phone Number