

City of Zanesville
Downtown Arts and Culture Overlay Revitalization Grant Program
(DACOR)
Application Package



Sponsored by:
City of Zanesville
401 Market Street
Zanesville, OH 43701

Introduction

The City of Zanesville, in our continuing effort to support the development of our Downtown Arts and Culture Overlay District, has set aside \$300,000 in American Rescue Plan Funds for the purpose of creating a more inviting, bustling, productive character for the Zanesville Downtown area. The purpose of this grant program is to spur and support economic development activities within the City of Zanesville. Grant funds are available for new or expanding businesses and/or property owners that will positively impact the economic and employment climates in the City and broader Muskingum County area. Funds are available through 11-1-2024 or until funds are exhausted, whichever comes first.

We at the City of Zanesville strongly believe that investments in economic development activities are vital to job creation and attracting and retaining a talented workforce to fill newly created or available positions. Increased economic development will also stimulate investments in underutilized or vacant buildings and sites, strengthening the real estate market, increasing property values, creating a more walkable community, and improving the overall quality of life.

Our intention with this program is to be fair, straightforward, and easy to navigate. A pre-application meeting or conference call with Community Development staff is recommended for applicants. For questions or concerns, please do not hesitate to contact the Community Development Office at 740-617-4909.

PLEASE SEE LINK TO MAP SHOWING DOWNTOWN ARTS AND CULTURE OVERLAY FOR ELIGIBILITY

https://gis.coz.org/internal/mapzville/?dev_zoning_overlays=true&overlayLabels=true&overlayLine2=true&overlayLine=true#14.97/39.94069/-82.00206

Section I: General Terms

FUNDING AVAILABILITY: Approximately \$300,000 is available through August 1st, 2024.

USE OF FUNDS: Grant funding can be used for the following purposes:

- *Fixed assets:* examples include new construction or renovation of existing facilities;
- *Fixtures:* Must be real property fixtures (affixed to real estate) and not removable personal property. For example, permanent lighting fixtures and/or permanent shelving;
- *Pre-Development:* Examples include architectural drawings, surveys, market studies, and environmental due diligence. However, this will not cover developer fees or acquisition costs.

Eligibility requirements: The business/property must be located in the Downtown Arts and Culture Overlay District. All successful applicants/borrowers must provide proof of the ability to secure real estate ownership or a two (2) year lease agreement in which the project is located. All projects must meet applicable zoning requirements. All projects that need approvals from other departments, such as Building, must obtain these approvals prior to the application review.

Approval process: Completed applications will be accepted on a rolling basis until August 1st, 2024. The Department of Community Development reviews applications and recommends approval or denial of grants in the month after receiving a completed application. Applications must be completed by August 1st, 2024 to be able to be considered. Projects are to be completed no later than December 31st, 2025.

FINANCING: In instances where the grant is a secondary funding source and does not cover 100% of the potential project's cost, all other sources of funding must be documented and in place before any grant

funds are distributed. Grant proceeds are provided directly to third-party contractors or on a reimbursable basis to the applicant at the completion of the project. The City of Zanesville will consider adjustments to the awarded grant amount for substantive changes in the project scope only, but this is not guaranteed.

Requests for funding will be denied if applicants have outstanding collections, judgment liens, other court judgments, delinquent taxes or other tax liens. Any previous bankruptcy must be fully discharged prior to submitting an application. Applicants also agree not to disparage the City during the pendency of the application, including, but not limited to, social media posting.

No person shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with grant funds.

Section II: Project Exclusions

Individual program categories may have more specific and restrictive eligibility requirements than those in this section. The exclusions outlined in this section generally apply to all applications and projects regardless of the type of requested financial assistance.

Projects will not be considered for financial assistance if they involve:

1. Financing of businesses that have not identified 100% of the remaining required financing to complete the project outlined in the application. **Small businesses and/or startups may be exempt from this provision.**
2. Refinancing of existing debts and training costs.
3. Financing of businesses that operate out of a personal residence.
4. Financing of speculative projects, buildings, or activities such as land banking or acquisition of real estate with no planned capital improvements or job creation.
5. Financing of historically unsuccessful ventures or projects with unresolved environmental problems. However, this exclusion does not apply to projects that will address/resolve environmental issues as part of the project scope of work.
6. Financing for businesses with a history of civil rights violations or unfair labor practices.
7. Financing to businesses that are not current with taxes or other loans.
8. Financing to projects which cannot demonstrate an ability to operate the proposed business, are intra-family transactions or involve illegal activities.
9. Financing of projects in which the applicant has been convicted or has a pending conviction of a felony within seven (7) years from the date of application submittal.

Section III: Substantial Development

The intent of this program is to spur large-scale development and expansion efforts within the Downtown Art and Culture Overlay District of the City of Zanesville. Mixed-use projects are eligible and encouraged.

ELIGIBLE USES:

- Environmental remediation (case-by-case review)
- Demolition (if demolition will result in a new economic venture)
- Physical construction costs
- Relocation expenses as part of retention efforts

- Catalytic Projects: Grants may be used for anchor projects (i.e. standalone attractions); projects that involve large, vacant, troublesome properties; and/or projects that resolve vacant upper floors, subject to the discretion of the City of Zanesville staff.

REQUIREMENTS:

- Projects must be able to express the impact that it will have in revitalizing the downtown. This can include providing a business plan or meeting a specific facet of the market. **Developer fees and acquisition costs will not be considered as part of the total cost.**
- City assistance can be up to 50% of total project costs and up to \$50,000 (whichever is less). In the case of Catalytic projects, this cap may not apply.
- Applicants are required to seek approval of enhancements by other administrative bodies, such as the Downtown Design Review Board. Applications will not be reviewed until approvals are obtained.
- Contractors and journeymen utilized must be registered with the City of Zanesville and permits may be required, where applicable.
- Projects must be able to show long-term ownership, a net lease, or other applicable documentation showing projects have a life-span of more than ten (10) years.

PREFERENCES:

- Projects that involve the redevelopment of vacant, foreclosed, or underutilized sites and buildings, especially projects that focus on creating ready-to-lease commercial space.
- Projects which offer proportionately high employment opportunities to persons of low- and moderate-income households.
- Projects that result in increased job creation and tax revenue.
- Projects that leverage a significant percentage of private investment.
- Projects involving the beautification and enhancement of properties listed on the National Register of Historic Places or contributing members within Nationally Registered Historic Districts.
- Businesses and/or projects that promote the goals and objectives of the City of Zanesville Comprehensive Plan.

TERM OF GRANT: Provided directly to third-party contractors or on a reimbursable basis to the applicant at the completion of the project. Applicants understand that projects must be completed by December 31st, 2025 to receive funding from this program. The City of Zanesville maintains discretion as to when and how funds are distributed to approve projects. The submission of a grant application does not automatically result in the funding of projects. Projects shall be reviewed by a committee and then awarded funding. The Community Development Director reserves the right to determine the process for which draws against a grant award will be funded.

Application to follow on next page. An application must be filled out in its entirety and submitted to the Community Development Department located at 401 Market Street, Room 204, Zanesville, Ohio 43701 or submitted electronically to Ann.Bennett@coz.org. Questions and Comments about this application must be submitted to the Community Development Director, Matthew Schley at matthew.schley@coz.org.

Applicant Information:

Applicant Name

Company

Title

Street Address

Suite, Apt, etc.

City, State, Zip

Phone Number

Email Address

Federal Tax ID or Last 4 of SSN

Fax Number

Existing Business Information:

Type of Business:

Commercial

Retail

Service

Other:

Legal Structure: _____

Primary Product or Service: _____

Date Established: _____

NAICS-SIC Code: _____

Website: _____

Principal Officers:

Name/Title: _____

Email: _____ Phone: _____

SSN (Last 4): _____ % Ownership: _____

Name/Title: _____

Email: _____ Phone: _____

SSN (Last 4): _____ % Ownership: _____

Name/Title: _____

Email: _____ Phone: _____

SSN (Last 4): _____ % Ownership: _____

Name/Title: _____

Email: _____ Phone: _____

SSN (Last 4): _____ % Ownership: _____

Location of Proposed Project:

Address

Project Type: (Circle One)

Renovation Expansion Start-Up/New Construction

Proposed Improvements: (Circle all that apply)

Brick Cleaning	Exterior Doors	Signage Repair or Replacement
Masonry Tuck Pointing	Windows and Window Frames	Stairs, Porches, and Railings
Painting	Canopies and Awnings	Roofs Visible from Street
ADA Improvements	Entryway Repair/Replacement	Other Architectural Features
Wall Façade Repair	Exterior Lighting	

Other proposed improvements (Please specify): _____

Please describe the scope of the proposed project below (include a summary of the building's current condition, areas to be improved, as well as any proposed materials or colors:

Project Source and Use of Funds:

Break down total project costs (attach additional page if necessary)

(A) Total Project Cost (itemize below):

(B) Owner Equity (dollars and source):

(C) Private Lending (dollars, source, and terms):

(D) Request for City Assistance:

Project Timeline:

Please outline the project timeline. Please include expected start and completion dates for items including, but not limited to, obtaining site control, obtaining financing, and construction.

Project Impact and Employment:

	Current Year	Year One	Year Two	Year Three
Annual Sales Revenue				
Annual Payroll				
Current Employment (FTE)				
Average Pay Per Employee				

Project Concept: Use the space below to address the following:

- How does the proposed project relate to a strategic approach to the revitalization of the surrounding area?
- Will the project contribute to a change in the market dynamics, economic status, physical appearance, or perception of the area?
- Does the project address specific area needs or missing services?

The following information must also be submitted as part of the Application Package:

- A current photo of the property, including the location of the proposed improvements
- A Concept Drawing detailing the proposed improvements. The proposed work must be clearly defined so that the City can fully comprehend the scope of the project.
- A preliminary estimate of cost for the improvements (must include federal prevailing wage rates)
- Third party cost estimates, including renderings
- Lease agreement, purchase agreement, or other proof of ownership/site control

Attestation of Financial Condition:

Do you or your business have any of the following:

	Yes	No
Outstanding collections		
Judgment liens		
Other court judgments		
Delinquent taxes		
Delinquent loans		
Other tax liens		
Previous bankruptcy		
Has the bankruptcy been fully discharged?		
Real estate that is in foreclosure		
Real estate that is tax delinquent		
Code violations		

If you answered yes to any of the questions above, please explain the reasoning below with any and all information that can be provided.

Submission Acknowledgement

The undersigned certifies that he/she is authorized to complete, sign and submit this application on behalf of the applicant/owner. Further, the undersigned certifies that the information contained in this application has been reviewed by him/her and that all information, including exhibits, are, to the best of his/her knowledge, complete and accurate and presents fairly the condition of the applicant and project accurately. Intentionally falsifying information in this document constitutes a criminal offense. The undersigned hereby authorizes the City of Zanesville to investigate the credit worthiness and of the undersigned, and/or applicant. The undersigned understands that information submitted to the City of Zanesville as part of this application is considered a public record. The undersigned also agrees to display signage showing City support on their property for up to one (1) year after project completion.

The undersigned understands that additional information may be required to finalize the approval process, and that, if the project is funded, grant funds cannot pay for projects completed before grant approval and notice of award. The undersigned also understands that the submission of the application for financial assistance does not automatically constitute approval.

The undersigned understands that if the business or enterprise receiving grant funding moves or relocates to a different location outside of the Downtown Arts and Culture Overlay within three (3) years from the effective date of the grant agreement, that the grant funding will be rescinded in its entirety and the undersigned waives any right or claim to the awarded funding. This provision does not include businesses or enterprises that cease operations and close or that open up additional locations outside of the municipal boundaries of Sandusky while maintaining their funded location within the Zanesville city limits.

By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document. I further agree to be interviewed, photographed and/or have my business photographed for City of Zanesville marketing purposes. If you have questions, please contact the Department of Community Development.

Company Name: _____

By: (please print name and title) _____

Signature

Date