



Delphos Economic Sustainability Coalition
310 N. Main St.
Delphos, OH 45833
419-695-1771
descdelphos@gmail.com

**Delphos Economic Sustainability Coalition
Business Community Revitalization Program
Commercial Property Owner**

PROGRAM OVERVIEW

The Delphos Economic Sustainability Coalition (D.E.S.C.) and local donors have partnered to provide a program for the purpose of establishing, revitalizing and enhancing businesses in the Delphos area. **The Business Community Revitalization Program is available to for-profit commercial property owners that are located within or will be located within the Delphos City limits.**

The Delphos Economic Sustainability Coalition Board of Directors reviews all completed grant applications, analyzes the request, approves/disapproves funding request and oversees the general operation of the entire program.



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DELPHOS ECONOMIC SUSTAINABILITY COALITION

The Business Community Revitalization Program Tiers

- Tier 1: \$0 - \$10,000 awarded will be 100% Grant Funding
- Tier 2: \$10,000 - \$20,000 awarded will be 100% Loan Funding
- Tier 3: \$20,000 - \$50,000 awarded will be 50% Loan Funding

Example 1: \$8,000 Request

- All \$8,000 would be awarded to the project applicant as a non-repayable grant after three years
 - No money required out-of-pocket for the project applicant as long as the property and/or business is not sold or closed within three years of accepting the grant funding.

Example 2: \$15,000 Request

- The first \$10,000 would be awarded to the project applicant a non-repayable grant.
- The remaining \$5,000 would be awarded to the project applicant as a repayable loan
 - Interest on the loan required out-of-pocket for the project applicant

Example 3: \$60,000 Request

- The first \$10,000 would be awarded to the project applicants a non-repayable grant
- The second \$10,000 would be awarded to the project applicant as a repayable loan
- An additional \$15,000 would be awarded to the project applicant as a repayable loan (50% of \$30,000)
- The remaining \$25,000 would be out-of-pocket for the project applicant
 - \$35,000 of the project would be funded by awards from the D.E.S.C
 - \$25,000 of the project would be out-of-pocket for the project applicant or come from alternative financing



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Business Community Revitalization Program Funding Uses

Delphos Economic Sustainability Coalition Business Community Revitalization Program provides funds to businesses and/or commercial property owners directly related to the following Fund Uses:

1. Eligible external building revitalization and improvements to commercial properties,
2. Internal building restoration and improvements to commercial properties,
3. Economic development by converting unused space into productive property.

The purpose of the funding program is to improve the business community image of Delphos and encourage community involvement and support. Ineligible activities include debt refinancing, adult entertainment facilities, dispensaries, potential limitations on commercial farm operations, vehicle dealers, chain retail and national franchises, and other activities based on the discretion of the D.E.S.C. Board of Directors.

Applicants may request funds from more than one Fund Use in the same application.

ELIGIBILITY AND EVALUATION

To determine eligibility the following criteria will be considered:

- Whether the project, property parcel, and/or business owner has previously applied for and/or been awarded funding from the D.E.S.C.
 - Every project, property parcel, and/or business owner will be limited to applying for D.E.S.C financing once every 3 years.
 - After 5 years have passed, the project may be considered for a 2nd round of financing.
 - **The D.E.S.C. Board has the right to hold this application for an additional 52 weeks to prioritize the funding of 1st time projects, property parcels, and business owner applicants.**
- The need for assistance, whether the proposed activities can proceed without funds and are appropriate considering businesses financial condition and the community's objectives
- The request does not fall under the pursuit of alternate funding (all applicants will be given information on all potential funding sources available through D.E.S.C. and other resources)
 - State Grants
 - Federal Grants
 - The Darcy Loan
 - PACE Funding



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- The community's need for the activity
- Whether the level of assistance to the business is proportionate to the benefit the public will receive

The Business Community Revitalization Program is on a first come, first serve basis from application to approval.

- Applications will be reviewed in the order they are received.
- Incomplete applications will not be accepted.
- **It is the property owner's responsibility to ensure all proper permitting is secured and all work meets state, county and local zoning and building codes.**

APPLICATION PROCESS

Pre-application Process:

All applicants will send project and/or activity overview to the D.E.S.C email/mail or request an in person meeting with, and to be reviewed by the D.E.S.C. Executive Board, to discuss potential projects and determine whether the project appears to be eligible for the Business Community Revitalization Program.

Application Processing:

Applicants will complete the Business Community Revitalization Program application, including project narrative, and submit it to the D.E.S.C. Executive Board for a preliminary review to ensure the request is complete and meets program criteria.

Awards:

Applicants meeting the above criteria will be presented to the Delphos Economic Sustainability Coalition Board of Directors. All applicants will receive written notification as to the approval of funding options or denial for the D.E.S.C Business Community Revitalization Program. **Those not meeting the program criteria/guidelines may be denied or held pending receipt of further information.**

Approval must be confirmed prior to commencing work to the eligible to receive funds. The D.E.S.C. will not reimburse funds distributed prior to program funding approval.



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**Delphos Economic Sustainability Coalition
Business Community Revitalization Program Application Guidelines
Commercial Property Owners**

All Business Community Revitalization Program applications must be submitted to Delphos Economic Sustainability Coalition and include:

- D.E.S.C. Business Community Revitalization Program Application Form
- Project Narrative
 - Contents of the Project Narrative are dependent on the Fund Use as described in the Project Narrative section below.
 - A minimum of 3 quotes/estimates for the project submitted is preferred.
 - Please indicate the chosen contractor/quote for the project.
 - If not a local business/contractor, please provide information as to why this was the best choice for the project
 - If providing 3 quotes is not applicable please contact The D.E.S.C. descdelphos@gmail.com
 - Additional information may be requested along with financial review of business/applicant to decide if eligible for grant or revolving loan funding.
- Please see the Confidentiality Clause attached.
- Completed W-9 Form



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PROJECT NARRATIVE

Contents in the Project Narrative are dependent on the Fund Use as described in this section. If applying for more than one Fund Use, address the requirements of each relevant Fund Use.

1. Eligible Building External Revitalization and Improvements to Commercial Properties

Eligible external building improvements include, but are not limited to, exterior revitalization and/or improvements enhancing the preservation and/or appearance of an existing building. Improvements may include:

- Awnings
- Masonry work: brick cleaning, tuck pointing, replacement
- Facade Painting
- Repair, restoration or appropriate replacement of exterior windows and doors
- Repair or replacement of roofing system (including gutters and downspouts)
- Fire escapes or exterior upper floor access
- Repair, restoration or appropriate replacement of structural necessities such as foundation repair, beams, trusses, etc.
- Business Signage
- Parking lot restoration for public access, not restricted for private use

The front facade of the building will include any façade return where the identical ornamental architectural details of the front facade, returns continuously on the side of the building. This includes, but is not limited to, the upper cornice, facade brick, facing material, stone, ornamental window trim, first floor cornice, and storefront display windows.

The Project Narrative should include:

- Project description/need
- Impact the project will have on sustaining/improving the established business
- Current photos of proposed work area
- Preliminary cost estimate of proposed work by qualified third party (estimate/ quotes)
- Rendering/drawing of proposed work, including color scheme (facade enhancements)
- Any other time or money the applicant has put into the building within the last 24 months to improve and/or preserve the appearance of the existing building that is NOT included in the request for grant funds.



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2. Eligible Building Internal Restoration and Improvements to Commercial Properties

Eligible internal building improvements include, but are not limited to, Interior revitalization and/or improvements enhancing the preservation and/or appearance of an existing building. Improvements may include:

- HVAC Systems
- Flooring preservation and restoration
- Repair, restoration or appropriate replacement interior masonry work
- Internal structural repairs and improvements
- Electrical
- Plumbing
- Asbestos Abatement

The Project Narrative should include:

- Project description/need
- Impact the project will have on sustaining/improving the established business
- Current photos of proposed work area
- Preliminary cost estimate of proposed work by qualified third party (estimate/ quotes)
- Rendering/drawing of proposed work (if applicable)
- Any other time or money the applicant has put into the building within the last 24 months to improve and/or preserve the appearance of the existing building that is NOT included in the request for grant funds.



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3. Economic Development by Converting Unused Space Into Productive Property

Eligible uses for economic development by converting unused space into productive property include, but are not limited to, hard construction costs and fixed assets such as real estate acquisition, machinery, equipment, furniture, permanent fixtures, architectural drawings, appraisals, engineering, environmental studies, and professional fees, etc. The funds should be used to create permanent and sustainable spaces for the future economic development of Delphos. As such, requests that include funding for trade fixtures will be at the discretion of the Board of Directors and may be evaluated on, among other things, cost and the necessity of the trade fixture to the success of the business.

The Project Narrative should include:

- Property location
- Project description/need
- Impact the project will have on sustaining/improving the Delphos community
- Benefit to the community, e.g. taxes, services, job creation, bringing people to the area, keeping business local, etc.
- Current photos of proposed work area
- Preliminary cost estimate of proposed work by qualified third party
- Rendering/drawing of proposed work, including color scheme



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POST FUNDING CONDITIONS AND RESPONSIBILITIES

The property owner will be responsible for maintaining the improvements provided by the D.E.S.C. Business Community Revitalization Program.

The D.E.S.C Board has the right to request detailed design plans for External Revitalization and Improvements to Commercial Properties (examples: color scheme, type of materials). The Board has the right to enforce guidelines and regulations on awarded funding per the project submitted.

If at any time, the project changes during the work, the owner must contact the D.E.S.C. to complete a change form. The changes must be reviewed by the D.E.S.C. Board of Directors to determine the work still meets the Business Community Revitalization Program criteria.

The owner has **12 months** to complete the project once funding is allocated (or submits reports providing improvement and progress to the nature of the project).

Grant Funding Applicants:

The Business Community Revitalization Program is not a reimbursement funding program. All grant funding must be paid from the D.E.S.C. directly to the contractor.

Applicant is responsible for continued communication with contractor regarding invoicing. ALL INVOICES must be submitted as:

**To: The Delphos Economic Sustainability Coalition
On behalf of (applicant)
310 N. Main St.
Delphos, OH 45833**

Revolving Loan Fund Applicants;

Applicants must provide copies of all invoices marked paid or canceled checks showing payment.

Applicants must provide photographs of completed work.

Applicants receiving grant funding must maintain ownership and/or remain an active business for a minimum of three (3) years from the date of accepting the grant funds. Properties and/or businesses that are sold or close prior to the three (3) year deadline will be required to pay back 100% of the grant funding. Hardship waivers may be accepted at the discretion of the D.E.S.C. Board of Directors.

D.E.S.C. expects all conditions and responsibilities to be met and retains the right to request the return of funds if they are misused.



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Delphos Economic Sustainability Coalition Business Community Revitalization Program Application

Completed application must be submitted to:

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Applicant Business: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Total Amount of Project \$ _____

Total Amount of Private Investment in the Project: \$ _____

Total Amount of Program Funding Requested: \$ _____

**Please provide a detailed project description including quotes/estimates and photos of the project, please see the Project Narrative section of the program description packet.
Additional pages are accepted and recommended.**

Signature: _____ Date: _____



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CONFIDENTIALITY CLAUSE

The Receiving Party shall not make use of the Disclosing Party's Confidential Information (as hereinafter defined) for purposes other than the review of the Disclosing Party's application. The Receiving Party shall protect the Disclosing Party's Confidential Information by using the same degree of care as it uses to protect its own information of a like nature, but no less than a reasonable degree of care. The Receiving Party shall only disclose the Confidential Information to its directors, employees, and agents who have a need to know such Confidential Information in order to perform its review of the Disclosing Party's application.

"Confidential Information" shall mean all information of the Disclosing Party not generally available to the public which is provided to the Receiving Party or which the Receiving Party has access to or discovers in the submission of this application, including but without limitation, all information relating to the Disclosing Party's products, business and operations including, but not limited to, business plans, financial records, customers, suppliers, vendors, products, costs, sources, strategies, inventions, procedures, forecasts, sales materials and data, technical advice or knowledge, contractual agreements, pricing, product specifications, trade secrets, procedures, distribution methods, inventories, marketing strategies, algorithms, designs, drawings, work sheets, blueprints, manufacturing processes, computer programs and systems and know-how or other intellectual property of the Disclosing Party and its affiliates that may be at any time furnished, communicated or delivered by the Disclosing Party to the Receiving Party, whether in oral, tangible, electronic or other form. All Confidential Information shall remain the property of the Disclosing Party.

Confidential Information shall not include any information that: (a) was rightfully known to Receiving Party prior to disclosure by the Disclosing Party; (b) is rightfully obtained by Receiving Party from a third party; (c) is made available by the Disclosing Party to the public without restrictions; (d) is disclosed by the Disclosing Party with its prior written permission; (e) is independently developed or learned by the Receiving Party through legitimate means; (f) is disclosed by the Disclosing Party to a third party without a duty of confidentiality on the third party; or (g) is disclosed pursuant to any applicable laws, regulations, or order of a court of competent jurisdiction, or by Receiving Party in defense of a claim against Receiving Party. If the Receiving Party is confronted with legal action to disclose Confidential Information received under this application, the Receiving Party shall, unless prohibited by applicable law, provide prompt written notice to the Disclosing Party to allow the Disclosing Party an opportunity to seek a protective order or other relief it deems appropriate and such disclosure shall not constitute a breach of this Clause.