

Painesville Economic Development Office  
**Commercial Retention & Redevelopment Program**  
**2022 Application**

The City of Painesville has resources available for grant and loan funding up to \$30,000. We are requesting that applications be submitted and will review those applications to determine the best approach at funding them. We have limited funding but would like to get some great projects completed this year.

Funding Type Requested (More than one can be selected):

- Exterior Storefront Improvement Grant (CDBG) (\$5,000 Max Grant)
- Interior/Exterior Forgivable Loan Program (CDBG) (\$30,000 Max Loan Request) \*
- Interior/Exterior Forgivable Loan Program (ARPA) (\$30,000 Max Grant Request) \*\*

\* This funding is through CDBG funding and certain stipulations will apply. These stipulations will be discussed upon grant award.

\*\* This funding is separate from the CDBG program. Special regulations apply to this funding. These regulations will be discussed upon grant award.

<b>Person/Business Owner Requesting Funding:</b>		
<b>Company Name:</b>		
<b>Project Address:</b>		
<b>Phone Number:</b>		
<b>City:</b> Painesville	<b>State:</b> OHIO	<b>ZIP Code:</b> 44077
<b>E-mail (Required):</b>	<b>You will receive a confirmation that your grant was received within 3 working business days by this e-mail.</b>	
Other Address, if different from above:	Company Name, if different from above:	
<b>SECTION I. DESCRIPTION OF REVITALIZATION PROJECT</b>		



**Building Information:**

- Yes, This is a Historic Building (50 years old or older)
- Year Built: \_\_\_\_\_
- Is the building underutilized, vacant or in need of significant aesthetic or structural improvements?   Y     N

Please describe the reasons why this building is vacant and/or underutilized: (Use back for additional space)

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**Project Type:**

- Exterior Structural Improvements**
- Awnings**
- Carpentry**
- Lighting**
- Masonry**
- Windows/Doors**
- Painting
- Roofing
- Signs

**Eligible Interior Improvements:**

- Walls (Paint or Other Repair)
- Ceilings (Paint or Other Repair/Replacement)
- Floors (Repair/Replacement)
- Lighting
- ADA Accessibility Improvements (Ramp, Grab Bar, Restroom Construction or Remodel, etc.)**

Items above in **Bold** are judged as the highest priority items.

**Project Description:**

Please describe in detail the improvements or revitalization project for which you seek funding: **(Additional pages are suggested if necessary and can be attached to the application)**

**Employment:**



Current Number of Employees: \_\_\_\_\_ Will this project result in obtaining or creating any new jobs? \_\_\_\_\*

\*CDBG funding requires the creation of 1 full time employee for every \$35,000 granted.

Why should the City of Painesville consider funding this project?

Do you have 2 quotes that are good for a 2-month period? Y\_\_\_ N\_\_\_

Explain:

Please list below the amount you are requesting for the project and your projected project investment.

**Amount Requested:** \$ \_\_\_\_\_ .00 (Max \$30,000) **Total Project Costs:** \$ \_\_\_\_\_ (30% matching funds are required)

Please briefly describe below how the matching funds for the project will be obtained. (ie. Cash, Loan, Credit Card, Investors)

Are you the property owner: Yes / No <i>(Please circle)</i>		If, No - see below***
Property Owner's Phone Number:		
Match Contribution: (30%) \$ _____ .00	(see match criteria at the end of application)	
Will additional funds be spent beyond the 30% match? Yes / No If yes, what is the total project cost? \$ _____		

**SECTION II. IF NOT THE PROPERTY OWNER YOU MUST INCLUDE THE FOLLOWING IN YOUR APPLICATION:**



\*\*\*If you are not the property owner you must submit a letter of approval from the property owner with the following information:

- 1) **Proof that the tenants lease is effective for at least three years from the time of application.** If applying in 2021, you must show proof that your lease does not expire before 2024.
- 2) **A statement from the owner describing the project in detail with their full approval of the project.** If the contractor has been determined for the project please indicate if the property owner approves of the contractor.

Has a contractor been selected for the project: Yes / No <i>(Please circle)</i> Comments Below:	If Yes, Contractors Name:
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If No, Please check if you would like a list of contractors that are licensed in the City of Painesville.

Yes, I would like to receive a list of contractors licensed in the City of Painesville.

<b>Date of Application:</b> __/__/____	<b>Expected Project Start Date:</b> __/__/____	<b>Expected Project Completion Date:</b> 7/30/2022 or prior on __/__/____
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**SECTION III. PLEASE PROVIDE IN ADDITION TO YOUR APPLICATION**

If you have the following items please included them with your application for this project:

- Pictures of the current project area**
- A diagram or rendering of the improvements you wish to make in the project area / A diagram or rendering of location of these improvements onto the building**
- A detailed cost estimate / quotes for the work that will be completed (please make sure that the contractors use prevailing wage in their cost estimates if the requested amount exceeds \$2,000)**
- An architectural design drawing, if necessary**

**Architectural Design**  
 \*\*\* A professional architectural design may be required by the Lake County Building Department. Permits may be necessary through the City of Painesville. The project will require Design Review in designated Design Review Districts.



# SIGNATURE PAGE

**Property Owners Signature:**

\_\_\_\_\_

Date: \_\_\_/\_\_\_/2021

**Grant Applicants Signature: (only if the applicant is different front the property owner)**

\_\_\_\_\_

Date: \_\_\_/\_\_\_/2021

**Economic Development Directors Signature:**

\_\_\_\_\_

Date: \_\_\_/\_\_\_/2021

## **Application Deadlines:**

The grant applications will be due by January 10th, 2021 by 5 pm either by e-mail, fax or mail to the contact information below. If funds remain after the first round of applications, the second review period will be held on February 2<sup>nd</sup>, 2021. If all funds are dispersed in the first round the second review will not take place.

Grant Application Release Date: **Wednesday, December 8th, 2021**

First Deadline for Applications: **Monday, January 10<sup>th</sup>, by 5 pm**

Second Deadline for Applications: **Monday, February 2<sup>nd</sup>, 2021 by 5 pm \***

*\*This application review may not take place if all funds are allocated upon the first review deadline.*



**How to submit your application:**

Applications, accompaniments and supplemental documentation can all be sent by fax, e-mail and/or mail. See below the methods for submitting an application.

**Submit by mail to:**

Cathy Bieterman, Office of Economic Development  
City Hall  
7 Richmond Street  
Painesville, Ohio 44077  
Office: 440-392-5806 Fax: 440-392-0981

You will receive a confirmation e-mail, please make sure that you receive this confirmation e-mail within 3 working days from your grant submission.

**Submit by fax to:**

Fax Number: 440-392-0981  
Attn: Cathy Bieterman, Office of Economic Development  
Must Include: Total Number of Pages and Date of Fax on the Cover Sheet

You will receive a confirmation e-mail, please make sure that you receive this confirmation e-mail within 3 working days from your grant submission.

**Submit by e-mail to:**

[cbieterman@painesville.com](mailto:cbieterman@painesville.com)

Use Subject Line: FUNDING APPLICATION

Must Include: Total Number of Attachments within the e-mail message.

You will receive a confirmation e-mail, please make sure that you receive this confirmation e-mail within 3 working days from your grant submission.

**Questions:** The office of Economic Development can help you with any questions or assist with your grant application. For any questions or assistance call Cathy Bieterman, Economic Development Director at 440-392-5806 or e-mail [cbieterman@painesville.com](mailto:cbieterman@painesville.com).

