



# Facade Improvement Program Pilot

## Application Packet

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### General Information

The Clermont Port Authority Façade Improvement Program Pilot (FIPP) is a U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funded program. All required and applicable rules and regulations for HUD and the CDBG funding must be adhered to.

Please take care to review the Program Guidelines attached to this application.

**Program:** Facade Improvement Program Pilot (FIPP)

**Funding Source:** HUD Community Development Block Grant (CDBG)

**Total Funding Available:** \$100,000

**Maximum Award:** \$20,000

**Required Match:** Minimum 10%

**Application Open Date:** 07/01/2026

**Application Close Date:** 05/30/2027

**Minimum Score Required for Eligibility:** 60

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### Application Checklist

- Completed Application Form
  - Project Description & Scope of Work
  - Cost Estimates (minimum 2 contractor bids) **(Attachment A)**
  - Photos of Existing Conditions **(Attachment B)**
  - Proof of Property Ownership or Owner Authorization **(Attachment C)**
  - Evidence of Matching Funds **(Attachment D)**
  - W-9 Form **(Attachment E)**
  - Acknowledgement & Certifications (signed)
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# SECTION 1: Applicant Information

**Applicant Name:** \_\_\_\_\_

**Business Name (if applicable):** \_\_\_\_\_

**Applicant Type:**

- Property Owner
- Business Tenant
- Nonprofit

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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# SECTION 2: Property Information

Visit the County Auditor's website for more property information: <https://www.clermontauditor.org/home/>

**Project Address:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Year Building Constructed (according to Auditor):** \_\_\_\_\_

**Current Use of Property:** \_\_\_\_\_

**Is the property:**

- Owner-occupied
- Tenant-occupied
- Vacant

**If tenant, provide property owner info:**

Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Note: Eligibility (located within CDBG/LMI area) of property/project address will be determined by Port Authority staff.**

# SECTION 3: Project Description

## 1. Project Summary (brief overview):

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## 2. Detailed Scope of Work (describe all proposed facade improvements):

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## 3. Project Timeline:

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

**Note: All funded projects must be completed no later than August 30, 2027**

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# SECTION 4: Project Budget

Improvement to Facade	Cost
Improvement 1	\$ _____
Improvement 2	\$ _____
Improvement 3	\$ _____
Improvement 4	\$ _____
Improvement 5	\$ _____
Improvement 6	\$ _____
<b>Total Façade Improvements Cost</b>	<b>\$ _____</b>

# Funding Request

A minimum 10% match is required in order to be eligible for funding from this program.

- **Grant Amount Requested:** \$ \_\_\_\_\_ (max \$20,000)
- **Applicant Match Amount:** \$ \_\_\_\_\_
- **Match Percentage:** \_\_\_\_\_ % (must be  $\geq 10\%$ )

## Match Source

- Cash
- Loan
- Other (In-kind contributions are only eligible if approved pursuant to Program Guidelines:  
\_\_\_\_\_

**Describe Source of Match Funds:**  
\_\_\_\_\_  
\_\_\_\_\_

# SECTION 5: Economic Impact

**1. Will this project result in:**

- Job creation
- Job retention
- Business expansion
- Improved customer attraction
- Other: \_\_\_\_\_

**2. Estimated Jobs Created/Retained:** \_\_\_\_\_

**3. Additional Economic Benefits:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 6: Community Alignment

Describe how this project aligns with local plans, downtown goals, or corridor improvements:

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## SECTION 7: Property Condition & NEED

Describe current facade conditions and why improvements are needed:

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## SECTION 8: CDBG NATIONAL OBJECTIVE

(Select at least one and provide explanation)

- Benefit to Low- and Moderate-Income Persons
- Slum/Blight Elimination
- Urgent Need (if applicable)

**Explanation:**

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## SECTION 9: SUPPORTING DOCUMENTS

Attach the following:

- Cost Estimates (minimum 2 contractor bids) (**Attachment A\***)
- Photos of Existing Conditions (**Attachment B**)
- Proof of Property Ownership or Owner Authorization (**Attachment C**)
- Evidence of Matching Funds (**Attachment D**)
- W-9 Form (**Attachment E**)

**Note: The Port Authority may request additional supporting documentation**

\*Projects receiving CDBG funding may be subject to Federal Davis-Bacon and Related Acts prevailing wage requirements. Applicants and contractors are responsible for ensuring that cost estimates and bid proposals include all applicable federal prevailing wage rates when required. Current federal wage determinations may be obtained online from the U.S. Department of Labor's Wage Determinations website (SAM.gov): <https://sam.gov/wage-determinations> or by contacting our office. Contractors should be provided the correct wages before submitting bid proposals.

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## **SECTION 10: CERTIFICATIONS & ACKNOWLEDGEMENTS**

By signing below, the applicant certifies:

- All information provided is true and accurate
- No unresolved code violations, taxes, or liens
- No work for which grant funding is being requested has begun prior to grant approval, environmental clearance, and written authorization to proceed
- The project will comply with all HUD CDBG requirements
- The applicant will obtain all necessary permits

**Applicant Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **PROPERTY OWNER AUTHORIZATION (if applicable)**

I, the undersigned property owner, authorize the applicant to complete the proposed improvements.

**Owner Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **PROGRAM CONTACT INFORMATION**

Clermont County Port Authority  
101 E. Main Street, Batavia, OH 45103  
513-732-7825 / [sgafvert@clermontcountyohio.gov](mailto:sgafvert@clermontcountyohio.gov)  
<https://clermontcountyohio.biz/clermont-county-port-authority/>

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# FOR OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Application Complete:  Yes  No

Application ID #: \_\_\_\_\_

## Scoring (attach to end of application)

Score 1: \_\_\_\_\_

Score 2: \_\_\_\_\_

Score 3: \_\_\_\_\_

Final Score (Average of Score 1-3): \_\_\_\_\_

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END OF APPLICATION