

RENAISSANCE ON MAIN

FY 2010 Small Grant Program Guidelines

Renaissance on Main grants support revitalization efforts in Kentucky cities that are working to have safe, vibrant and economically sound downtowns through participation in the Main Street program.

GRANT CYCLE

Renaissance on Main grants are competitive grants. The application process begins November 10, 2009 and will close on December 31, 2009. No applications will be accepted with a postmark date after December 31, 2009. After review of applications, recommendations will be made to the Office of the Governor for final approval. Grant awards will be announced periodically via written award letters to the recipients and public presentations.

GRANT AWARDS

Eligible Grantees

Renaissance on Main grants are available through the Department for Local Government to those cities with established "Certified" Main Street programs. The Kentucky Heritage Council is responsible for determining a city's status as a "Certified" city. Cities designated as "Candidate" Renaissance on Main cities are eligible for this round of small grant funding. Applicants must be eighty percent (80%) complete with an existing Renaissance grant prior to applying for new funding. Additional certification criteria can be obtained by contacting the Kentucky Heritage Council (502-564-7005) or at <http://www.heritage.ky.gov>.

Eligible Projects

Grant funds shall be used for capital projects that contribute to downtown revitalization in eligible cities. The applicant must substantiate that the project will be significant relative to the work plan submitted for Main Street/Renaissance on Main certification. Projects that are eligible for Renaissance on Main funding must fall into one of the following categories:

- Real Estate Acquisition (land and/or building)
- Facility Renovation
- Streetscape Enhancements
- Signage
- Façade/Awning
- Market Analysis
- Planning

Please note that an application may only pertain to one (1) project category. A city may only submit one (1) grant application per funding cycle. Projects may be subject to local and/or federal government standards, rules, regulations and guidelines (i.e. Secretary of Interior Standards, Housing Urban Development Standards, etc.)

Please note the following applies to façade grants only: The façade grant program is available for **public and/or privately owned buildings** within the Renaissance area and the façade project application may include multiple properties. It is recommended that the city allow at least two (2) weeks public notice to building owners when determining who may be interested in participating in the city's façade program/application. Each building owner who is chosen to participate in the application process must sign the **Acknowledgement of Renaissance on Main Procedures**. Building owners make application to the local Renaissance program for a 50% reimbursement on façade work to their building. Façade grants require a 50% match from each building owner. The match cannot be in the form of in-kind services. No match is required for any other grant project category. Eligible façade activities include but are not limited to: masonry repair, re-pointing, structural stabilization, roofing, window and door repair, signage, awnings, painting, cornice repair, storefront improvements, design costs and new construction in-fill.

Non-Eligible Projects

Renaissance grants may not be used:

- for any recurring expenses such as salaries, operating, working capital, etc.;
- to finance project administration;
- for acquisition of property with intent of demolition;
- for renovation of privately owned buildings, except through a façade grant;
- for any activity or use that does not comply with the “public purpose requirement” of state funds; nor
- phased projects unless the phase being requested can fully be completed and can “stand alone” as a functioning project.

Funding Availability

Fiscal year 2010 grant awards are being made from unused funds from previous grant cycles; the maximum grant award is \$20,000. The Renaissance on Main program may choose to award partial funding of an application. All Renaissance on Main grants are expended through a reimbursement process and require submission of adequate support documentation in order to receive funds.

APPLICATION/GRANT AWARD PROCESS

Step 1 – Application. In addition to the applicant submitting a Renaissance on Main grant application detailing the project's scope of work along with a budget reflecting the use of funds, the applicant must submit the following documentation to DLG:

- resolution signed by the recipient authorizing the submission of the grant application;
- commitments of “other” project funds, if applicable; and the
- Conflict of Interest form.

Applicants must submit two (2) copies (one original and one copy) of the application and all supporting documentation to DLG. Applications are to be on 8 1/2 x 11 paper and binder clipped; applications that are bound, in notebooks, binders, etc. will not be accepted.

Step 2 – Application Review. DLG staff will review applications with Renaissance on Main partners. Staff will prepare a list of projects and recommendations to the commissioner of DLG; who in turn will forward recommendations to the Office of the Governor for final approval. Grant awards will be announced periodically via written award letters to the recipients and public presentations.

Step 3 - Memorandum of Agreement (MOA). Following announcement of the award, the grant applicant/recipient will receive a MOA which will outline the specific terms of the award to include procedures for obtaining the funds. The MOA will be forwarded for signatures to the grant recipient, DLG representatives and sub-recipient, if applicable.

Step 4 - Execution of Agreement. No funds shall be made available for a particular project until such time as all participating parties have signed the agreement (MOA) and such agreement has been submitted to the Finance and Administration Cabinet and the Government Contract Review Committee for final approval. DLG is responsible for the preparation of all contractual agreements and the disbursement of funds. Failure to comply with the agreement may result in the withholding of funds and additional actions to enforce the terms and conditions of the agreement. In addition, funds already disbursed may be required to be returned to DLG. Each project will be governed by its own agreement outlining its own specific and unique terms determined by Renaissance on Main procedures and the nature of the individual project. All grant recipients must comply with all state or federal laws governing specific types of projects, such as permits, environmental related requirements, state prevailing wage rates, etc.

Step 5 - Disbursement of Funds. To receive funds, the recipient/grantee will complete a Request for Disbursement form accompanied by adequate support documentation (invoice/receipts with copies of cancelled checks) relevant to the request. Cash payments will not be eligible for reimbursement. Requests for Disbursements may be submitted as needed. No disbursement of funds will be made for any expenses incurred prior to the MOA approval date.

Step 6 - Quarterly Report Submission. Upon execution of the MOA the recipient/grantee shall be required to provide quarterly progress reports. Failure to submit or fully complete the required reports will place the recipient/grantee in noncompliance status at which time DLG staff will provide notification requesting the recipient/grantee to complete necessary corrections and/or submissions within a reasonable timeframe. Quarterly reports shall be due no later than the 30th day following the end of a quarter.

Step 7 - Project Monitoring. DLG staff will conduct monitoring of activities based upon the scope of work, the MOA, project accounting, cost estimates, line-item budgets, eligible expenditures, all legal documentation, progress reports and compliance with all reporting requirements and disbursement requests. DLG reserves the right to conduct site monitoring visits during the course of the project. Prior to project close-out, DLG may conduct a site visit to assure project completion, appropriate expenditure of funds and legal compliance.

Step 8 - Project Close-out. The recipients/grantees shall be required to submit a completion report to DLG. This report indicates completion of the project and desire to close the project out. The completion report should be submitted when the complete scope of work has been accomplished. Once the report is received, DLG will start close-out procedures. DLG staff will contact the recipients/grantees to schedule a time to conduct a Completion Inspection which may include a site visit to assure project completion, appropriate expenditure of funds and legal compliance.

ADDITIONAL COMPONENTS

Audit Requirement. Grant recipients are subject to an independent annual audit conducted in accordance with generally accepted auditing standards and pursuant to KRS Chapter 91A.

Procurement. All procurement should follow KRS 45A or KRS 424, as well as local procurement guidelines. It is suggested that grant recipients contact their city attorney for advice.

Conflicts of Interest. No person, employee, agent, consultant officer, elected official or appointed official of the grant recipient who exercises or has exercised any function or responsibility with respect to activities assisted with funds or who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may have a financial interest or benefit from project activity, or have an interest in any contract or subcontract with respect to the project, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Upon written request, DLG may grant an exception to the provisions of this requirement on a case-by-case basis when determination is made that the exception will serve to further the purposes of the Renaissance on Main program and the effective and efficient administration of the project. However, such an exception could not violate any state, local or federal statute, law, ordinance or regulation. The Mayor, the applicant's legislative body, and the Main Street Manager must execute the Renaissance on Main Conflict of Interest Disclosure Report.

Public Purpose Requirements. Project(s) must be utilized for a public purpose for a minimum of 5 years from the completion date of the project. As a condition of the initial execution of the grant agreement, the grant recipient is required to execute and record a restrictive covenant incorporating the 5-year public purpose requirement. The restrictive covenant must be recorded with the County Clerk's Office in the county of residence. In the event that the grant recipient is not the owner of the property, the grant recipient shall require the owner to execute and record a restrictive covenant incorporating the 5-year public purpose requirement as a condition of the initial execution of the grant agreement.

Application forms can be found on the DLG website below and completed forms should be returned to:

**Department for Local Government
Office of State Grants/Renaissance on Main
1024 Capital Center Drive, Suite 340
Frankfort, Kentucky 40601
800-346-5606 • 502-573-0175 (fax) • www.dlg.ky.gov**