



NEIGHBORHOOD PRESERVATION PROGRAM

Maple Place Highway 35/36 District

KEYPORT, NEW JERSEY

GRANT AWARD

PROCEDURE MANUAL

INTRODUCTION

This Procedure Manual has been prepared to assist in the administration of Keyport's Neighborhood Preservation Program, funded by the Department of Community Affairs.

The State of New Jersey Department of Community Affairs and the Borough of Keyport have entered into a contract for the purpose of rehabilitating and revitalizing a targeted area of Keyport.

This manual will serve as a guide for the Neighborhood Preservation Program Office and the program applicants. The Borough of Keyport reserves the right to update and amend this Procedure Manual, as necessary.

OVERVIEW

Owners of commercial properties in the target area may apply for the Facade Award to use to improve the exterior of their business. Businesses in rental properties must obtain the approval of their landlords before projects are approved. NPP will reimburse the business owner 50% of the costs of materials used in the repair of their business, up to \$5,000.00, at the completion of the repairs.

Applications are accepted **until August 30, 2008** for the first round and will be processed on a first-come, first-served basis. Awards will be granted as the funding becomes available.

The NPP Office is located in Keyport Borough Hall at 70 West Front Street. The Program Coordinator, Carla Cefalo, is available in the office between the hours of 9:00 AM to 5:30 PM, Monday through Thursday. You may reach her by phone at 732-739-5138 or via e-mail at ccefalo@keyportonline.com.

APPROVAL

Applicants must be current in their property tax, water and sewer payments. If non owner occupied, the landlord must be current with obligations to the Borough of Keyport

A brief property inspection will be conducted to ensure that the property is free of any serious health or safety problems prior to grant approval. The Program's Building Inspection Consultant will conduct this inspection as a service to the business, in an advisory capacity

All applicants will be advised by letter of the status of their application.

Approved applicants will be requested to complete the Improvement Form (ATTACHMENT A), describing their proposed improvements, and including an estimate of quantities and amounts of materials necessary to perform the repair/improvement. If a contractor will be doing the work, the contractor should be licensed and a copy of his estimate must be attached, showing a detailed description of the work, and a cost breakdown of labor and materials.

NPP reserves the right to determine that the contractor's estimate represents a reasonable cost of materials to be used in the repair.

Please check with the Borough's Code Office to see if building permits are required for the repair.

Approved applicants will sign the Award Agreement (ATTACHMENT B) and then proceed with their repairs/improvements. Only one award per applicant is allowed over the five year program.

ELIGIBLE REPAIRS

Eligible improvements to the exterior of the property can include repair or replacement of the following: painting, siding, windows, doors, gutters, porches, railings, steps, walkways, signage and awnings. All signage and/or awnings need to be in compliance with sign ordinance ???. Funding will not be approved for new construction, garages or outbuildings.

STARTING / COMPLETING THE WORK

If permits are required for the job, the business owner or contractor must apply to the Borough Code Office prior to starting the work. All work must be completed by the deadline stated in the Award Agreement, generally ninety (90) days after the date the award is approved. Extensions will be considered if requested in writing. Receipts must be effective from the date of the agreement to within 6 months unless special permission is granted.

CHANGE ORDERS

During the course of the improvement, changes to the original scope of work may be required due to unforeseen problems. In these cases, the applicant must notify the Neighborhood Preservation Program Office in writing.

INSPECTIONS

The Program Coordinator will make periodic inspections of all work that is funded by NPP. The Coordinator will take pictures before, during, and at the completion of the job. The business owner must notify the NPP Office at the completion of the repairs/improvements for a final inspection.

PAYMENTS

At the completion of the job, the business owner must submit a Reimbursement Request (ATTACHMENT C), accompanied by receipts for the improvements, or accompanied by a copy of their contractor's paid invoice for the job. Verification will be made with contractors to insure they have received claimed payment.

The NPP Office will submit a Voucher in the amount of the Reimbursement Request to Keyport Borough Council for payment. Bills are paid at the Council meetings each month. Payment will be released to the business owner five (5) days after approval by Council.

**BOROUGH OF KEYPORT
NEIGHBORHOOD PRESERVATION PROGRAM
BUSINESS FACADE FORM**

DATE _____

BUSINESS NAME:

BUSINESS OWNER NAME:

ADDRESS

PHONE NUMBER _____ EMAIL _____

PROPERTY OWNER NAME: *if same as business owner, check here* _____

ADDRESS

PHONE NUMBER _____ EMAIL _____

BUSINESS TYPE _____

1) How long has business operated in this location _____

2) What is the gross annual revenue of business _____

3) Is there more than one retail business operating from property? _____

4) Description of building – Height _____ Width _____

Total street frontage on lot _____ Gross sq. footage _____

5) Have any façade improvements been made in the last 5 years? If so, describe

Please provide a description of the work that you intend to undertake using the NPP Facade Grant.

6) Total façade improvement cost? _____

7) Please attach estimates from 3 licensed contractors for total improvement costs and indicate which would be preferred contractor indicating why

8) If property is not owner occupied, you must provide a letter from property owner in support of proposed façade improvement.

9) Provide 2 photos of property and indicate where improvements will be made (Please provide mock up drawings)

Submit this form, along with verification that your Borough taxes, water and sewer payments are current to:

Neighborhood Preservation Program
Attn: Carla Cefalo, NPP Coordinator
70 West Front Street
Keyport, NJ 07735

If you have any questions, or if you would like to meet with me, call me at 732-739-5138. You may also reach me at ccefalo@keyportonline.com

BOROUGH OF KEYPORT
NEIGHBORHOOD PRESERVATION PROGRAM
FACADE AWARD AGREEMENT

I have been approved for the Borough of Keyport Neighborhood Preservation Façade Award. In accepting this funding, I agree to the following:

- a. The Façade Award can only be used for the repair/improvement to the exterior of my business, as described on the Improvement Form. I will be reimbursed 50% of the improvement, up to \$5,000.00, at the completion of improvement, after the work has passed inspection by the Neighborhood Preservation Program Office, and the Borough of Keyport Code Office, if applicable.
- b. At the completion of the façade improvement, I will submit paid receipts for the improvements made and sign the Reimbursement Request Form. My sales receipts will show the date of purchase, vendor name, and description of materials. These sales receipts will determine the amount of reimbursement due me, but in no event will the reimbursement exceed five thousand dollars (\$5,000.00).
- c. If I use a contractor to make the improvements/repairs, I will submit a copy of the licensed contractor's estimate with my Improvement Form. The contractor's estimate must clearly detail materials to be used, and the cost of same. At the completion of the work, I will submit my contractor's invoice, indicating that I have paid him in full, and request reimbursement for 50% of the costs of façade improvements up to \$5,000.00,
- d. If I fail to perform the work, or perform the work in a manner not in accordance with acceptable repair standards, the NPP Office will notify me in writing. If the work is not started/corrected within twenty (20) days of written notification, the Agreement will then become null and void and I will no longer be eligible for reimbursement for any façade improvements.
- e. I shall indemnify and hold harmless the NPP Program and the Borough of Keyport, from liability for any injury or damages to persons or property resulting from the execution of the work I am undertaking with this grant.
- f. I will make every effort to complete the work in a timely manner. The Award will expire on _____. If work has not been completed by that date, no reimbursement will be made.

BUSINESS

PROGRAM

Signature

Coordinator Signature

Address

Date

BOROUGH OF KEYPORT
NEIGHBORHOOD PRESERVATION PROGRAM
REIMBURSEMENT REQUEST

BUSINESS _____

ADDRESS _____

____ Attached are my receipts for the façade improvements that I used for improvements to my property. All improvements are completed in accordance NPP guidelines, and Borough Building Codes, if applicable. I am requesting reimbursement in the amount of \$ _____ from the Neighborhood Preservation Program Façade Award.

____ Attached is my contractor's paid invoice(s) showing the amount I paid him for façade improvements. All improvements are completed in accordance NPP guidelines, and Borough Building Codes, if applicable. I am requesting reimbursement in the amount of \$ _____ from the Neighborhood Preservation Program Façade Award. Verification of payment will be requested from contractor.

BUSINESS OWNER SIGNATURE

_____/_____/_____
DATE

BUILDING OWNER SIGNATURE

_____/_____/_____
DATE