

**Façade Improvement Program
Application Form
City of Knoxville, Tennessee
Community Development Division**

A. Applicant Information

Owner Type (<i>check one</i>): <input type="radio"/> Individual(s) <input type="radio"/> Proprietorship <input type="radio"/> Partnership <input type="radio"/> LLC <input type="radio"/> Corporation
Building Owner (s):
Social Security No. :
DUNS #:
Address:
City/State/Zip:
Phone:
Fax:
e-mail:
Contact Name (if different from above):
Address:
City/State/Zip:
Phone:
Fax:
e-mail:

B. Building Information

Property Address:
Number of buildings
CLT#:
Current Usage:
Zoning:

C. Current Indebtedness

Furnish information on BUILDING-RELATED debts, notes, and mortgages payable.

Type	To Whom Payable	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment
1 st Mortgage Holder		\$		\$	%		\$
2 nd Mortgage Holder		\$		\$	%		\$
Other Building Lien		\$		\$	%		\$
Other Building Lien		\$		\$	%		\$
	Total	\$	Total	\$		Total	\$

D. Current Tenancy

Use additional sheets if necessary.

Unit Number and Name	Type (retail, office, residential, etc.)	Current Rent	Will building renovations result in increased rent?
		\$ /mo	Yes <input type="radio"/> No <input type="radio"/> If yes, new rent= \$ /mo
		\$ /mo	Yes <input type="radio"/> No <input type="radio"/> If yes, new rent= \$ /mo
Total		\$ /mo	Total new rental income=\$

E. Project Overview

1. Describe in detail the proposed "project" being undertaken (e.g., awning replacement, cornice repair). This narrative should describe the same project outlined by the financials. (Attach additional sheets if necessary.)

2. When will the project begin?

3. When will the project be completed?

4. Has any portion of the project been started yet? Yes No

If yes, please describe.

Note: Any portion of the project started prior to an agreement resulting from this application will not be eligible for assistance or count as match funding for this project.

F. Employees

1. Number of current employees:

2. Is this an EZ serving business?

3. Anticipated new employees:

G. Proposed Financing

Note: Other sources of funding must be equal to or greater than 20% of the Façade Program Assistance amount.

Source	Rate	Term	Type	Eligible Costs	Other Costs	Total Costs
Façade Program Assistance	0%		Term Loan	\$	N/A	\$
Owner Cash Investment				\$	\$	\$
Bank:				\$	\$	\$
Other:				\$	\$	\$
Total				\$	\$	\$

H. Attachments

Check if submitted. If not submitted, explain why in the space below, right.

Yes <input type="radio"/> No <input type="radio"/>	Drawings and specifications.	
Yes <input type="radio"/> No <input type="radio"/>	Photographs of the building.	
Yes <input type="radio"/> No <input type="radio"/>	Letters of commitment (others involved in financing).	
Yes <input type="radio"/> No <input type="radio"/>	Personal financial statements for each building owner.	

Disclosure

By signing and submitting this application, the applicant hereby agrees to the following:

1. Applicant agrees that the acceptance of this application does not commit the City to enter into an agreement, to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to contract for the project. Further, the acceptance of this application does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right to reject any or all applications or to request more information from the applicant.
2. The applicant also agrees that Façade Design Assistance will only be considered for the proposed project by the City if: 1) a façade design has been completed and is included with this application, and 2) bids or quotes for all proposed work were obtained and are included with this application.
3. Applicant hereby certifies that all information contained in this document and any attachments is true and correct to the best of the applicant's knowledge. Applicant also gives permission to the City of Knoxville to research the building's history, research the applicant's history, contact respective financial institutions, obtain credit reports and perform other related activities necessary for the reasonable evaluation of this proposal.

Should assistance be provided applicant/borrower agrees:

1. To comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in rehabilitation work undertaken in connection with program assistance.
2. To keep such records as may be required by the City in connection with the work to be assisted.
3. To not discriminate upon the basis of race, color, sex, marital status, handicap, religion or national origin in the sale, lease, rental, use or occupancy of the property to be assisted.
4. To allow no member of the governing body of the City of Knoxville and no employee of the City of Knoxville to have any interest, direct or indirect, in the proceeds of any loan or in any contract entered into by the borrower for the performance of work financed, in whole or in part, with the proceeds of the loan.
5. That NO financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants unless the applicant agrees to provide financial assistance to the tenants at levels consistent with the Federal Relocation and Real Property Acquisition Act, as amended. Such assistance granted will not, however, be counted in the private match requirement.

In addition, the applicant is aware of the following:

1. This assistance involves federal funds and requires compliance with federal guidelines, including Davis-Bacon Wage Rates, Handicapped Accessibility and Historic Preservation.
2. If assistance is given, an audit of the project may be required.
3. The applicant will be obligated to maintain the building improvements for a period equal to the terms of the loan.
4. The maximum participation by the same or common owners in CDBG-funded economic development programs is limited to a total of three projects unless a waiver is granted by the Mayor in the form of an executive order.
5. Financial assistance will not be provided if property taxes or special assessments are in arrears.

Signature

Title (If applicant is a company representative)

Print Name

Date

Application Submission

Submit completed application to:

Rogers Doughty
Community Development Division
City of Knoxville
P.O. Box 1631
400 Main Street
Knoxville, Tennessee 37901

For Questions regarding the application or program guidelines:

Call: (865) 215-2120 Fax: (865) 215-2962

