

AN ORDINANCE AMENDING CHAPTER 34, OF THE CODE OF ORDINANCES OF THE CITY OF PADUCAH, KENTUCKY TO CREATE NEW ARTICLES RELATED TO SOUTHSIDE INCENTIVES

WHEREAS, the City of Paducah desires to effect certain economic opportunity incentives for the portion of town generally known as the “Southside” and more specifically outlined herein; and

WHEREAS, these incentives shall include Business Improvement Grants, Home Repair Microgrants, and Home Rehabilitation and New Construction Grants; and

WHEREAS, the City Commission now intends to amend the Code of Ordinance of the City of Paducah, Kentucky to include said incentives in Chapter 34 *Community Planning and Development*.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PADUCAH AS FOLLOWS:

SECTION 1. That Chapter 34, Community Planning and Development, of the Code of Ordinances of the City of Paducah, Kentucky, is hereby amended to create Article X, Southside Business Improvement Grant Program, as follows:

Secs. 34-176 – 34-190 Reserved.

ARTICLE X. SOUTHSIDE BUSINESS IMPROVEMENT GRANT PROGRAM.

Sec. 34-191. Title.

This article shall be known as the Southside Business Grant Program of the City of Paducah which includes Southside Business Improvement Beautification Grant and Southside Business Improvement Roof Stabilization Grant.

Sec. 34-192. Purpose.

The purpose of this article is to provide businesses within the boundary of the Southside Business Improvement Grant program area matching grant funds to assist in promoting and restoring Paducah’s Southside Neighborhoods. The Roof Stabilization grant will assist building owners in protecting buildings from further weathering and environmental damage by repairing existing roofing systems or replacing the entire roof. The Beautification Grant will enable owners to update the branding, landscape, or exterior façade to present a fresh appealing face to customers by incorporating stylish signage, new technology, updated design or public art to activate the streetscape and enhance the customer experience.

Sec. 34-193 General Provisions.

General regulations for all business grants:

1. All property receiving business grants shall be located within the program area, be considered commercial property, and currently or intend to house a small business, defined here as an enterprise employing fifty (50) people or fewer.
2. Applicants must be current on property taxes.
3. There must be no liens on any property owned.
4. Existing businesses must have a current City of Paducah business license to apply.
5. New businesses may apply for grant funds but will be required to obtain a business license prior to reimbursement of grant funds.
6. Business must be current on all payroll and property taxes.
7. There must be no liens on any property owned.
8. Grant funds may not be used to make repairs ordered by the Fire Prevention Department.
9. Grant funds are reimbursement only, no funds will be awarded prior to completion of the project.
10. Work completed prior to the award will not be eligible for reimbursement.
11. By law, the City of Paducah is required to report all grant funds as taxable income. A 1099 will be issued to any entity receiving grant funds.

12. All applications will be entered into the digital permitting system for tracking purposes. Fire Prevention will provide a technical review to determine the requirement of construction permits. If a permit is required, applicants will be notified within the issued grant award letter.
13. Applicants will be required to agree to allow all illustrations, photographs, or other images of the project may be used for reports, publications and advertisements, both in print and electronic. All submittals are subject to open records requests.
14. The Planning Department staff will provide administrative support related to the project, such as advertising for applications, reviewing applications, providing staff support for administrative or board approval for awarding funds, working with applicant as necessary to ensure completion of the proposed project, and assisting applicant with the request for reimbursement and payment of the grant funds once that project is complete.
15. A grant letter indicating conditional approval should be received prior to the commencement of work, otherwise funding is not guaranteed. Planning Department Staff will be responsible for ensuring that the allocation of grant funds never exceeds the project allocations.

Sec. 34 – 194. Funding.

The City of Paducah may make annual budgetary appropriations as it deems necessary to fund the programs established by the article and the administrative costs associated therewith. Funding for Roof Stabilization shall not exceed 70% of the annual allocation, and funding for Beautification shall not exceed 30% of the annual allocation.

Sec. 34- 195 Southside Business Improvement Grant: Roof Stabilization.

There is hereby created a Southside Business Improvement Grant for Roof Stabilization with the following general provisions:

1. Administration of the Roof Stabilization Grant – Planning Department Staff shall:
 - a. Prepare the necessary forms for the administration of the grant including application, required guarantee, lien waivers, reimbursement request forms, and any other documents necessary for the administration of the grant.
 - b. Provide limited technical assistance to the applicants throughout the process until final reimbursement is complete.
 - c. Maintain a list of qualified contractors based upon satisfactory references on past work performed and certification to apply the roofing materials used.
 - d. Advertise a request for applications, giving a minimum of 21 days to apply for funding. The application period will be advertised at least once each year of the program between July 1 and June 30.
2. Roof Stabilization Grant program parameters include:
 - a. The program will target structures in need of roof stabilization.
 - b. Only property owners will be eligible for grant funds unless tenant provides in writing the owners authorization for the tenant to contract and pay for the roof repair/replacement and agrees to the tenant receiving the grant funds.
 - c. Eligible roof stabilization projects must be permanent, shall include, but not limited to: a water tight, sustainable leak proof roof roofing system.
 - d. All work shall meet or exceed industry standards for roof repair/replacement and comply with all applicable building codes.
 - e. The roofing contractor will be required to provide a 10-year guarantee provided by the City in addition to the manufacturer's warranty for roof replacement and a 2-year guarantee for roof repairs.
 - f. Any associated permit fees through the Fire Prevention Department may be included as a project expense.
 - g. Roof repairs covered by insurance are not eligible for reimbursement by grant funds.
 - h. The project must be complete within one year of the date of the award letter unless a written request for extension is submitted and an approval of the extension is granted. If the project is not complete and an extension is not

granted, the applicant will be notified and the allocated funds will be released and made available for distribution in the next round of applications.

- i. Grant awards shall be allocated based on the total funding requests received during the application period and application scoring rubric, with no project receiving more than 50% of the project contract or no more than 50% of the annual project budget.

3. Application Process:

- a. During the application period, application shall be submitted to the Planning Department. In addition to the application, the following attachments will be required:
 - i. Photographs showing the existing roof condition.
 - ii. Existing Business must have a current City of Paducah Business License.
 - iii. New businesses must obtain a City of Paducah business license prior to receiving grant funds.
 - iv. A completed W-9.
 - v. Three (3) third-party bids from the list of qualified contractors. The Planning Department maintains a list of qualified contractors for this purpose.
 - vi. Proof of financial ability to complete the project.
 - vii. Any other documentation supporting the applicants request for grant funds.
- b. Applications received after the deadline for submittal will not be considered.
- c. Incomplete applications will not be considered. An application that does not include all the required documentation will be considered incomplete.

4. Review and Approval Process:

- a. Applications for funds under the Roof Stabilization Grant Program will be reviewed using the following scoring criteria, and projects with the highest ratings will be selected.

<u>Criteria</u>	<u>Description</u>	<u>Points Possible</u>
<u>Condition of the existing roof/urgency of the need to stabilize the structure.</u>	<u>Rated on a scale of 0-5.</u> <u>0 = No urgency, repair is optional.</u> <u>1 = Some urgency, repair is needed.</u> <u>2 = More urgent, repair must be timely.</u> <u>3 = Urgent, repair must be made immediately.</u> <u>4 = Very urgent, replacement must be considered.</u> <u>5 = Most urgent, replacement must be made immediately.</u>	<u>5 points</u>
<u>Contribution of historic character to the neighborhood.</u>	<u>Rated on a scale of 0-3.</u> <u>0 = Does not apply.</u> <u>1 = Style is within character of the neighborhood</u> <u>2 = Qualifies as historic</u> <u>3 = On National registry</u>	<u>3 points</u>
<u>Capital commitment of the owner rehabilitate the entire structure.</u>	<u>Rated on a scale of 0-2 points.</u> <u>0 = Does not apply.</u> <u>1 = Owner will complete this project only.</u> <u>2 = Owner will complete additional investment.</u>	<u>2 points</u>
<u>Commitment of owner to complete replacement of the roof.</u>	<u>Rated on a scale of 0-2 points.</u> <u>0 = Does not apply.</u> <u>1 = Owner will complete this project only.</u> <u>2 = Owner will complete additional investment.</u>	<u>2 points</u>
<u>Minority/Women Owned Business</u>	<u>Improvements will be made to a small business owned by an underrepresented group.</u> <u>0 = Does not apply.</u> <u>1 = MWBE business, not certified</u> <u>2 = MWBE Certified with Commonwealth of KY</u>	<u>2 points</u>

- b. Eligible applications will be forwarded to the Urban Renewal and Community Development Agency for final review, approval, and allocation of funds for the project.
 - c. The applicant will be notified by letter of the grant award upon approval.
- 5. Application for Reimbursement:
 - a. Upon completion of the contracted work the applicant will apply for reimbursement of funds. Reimbursement requests shall include the following:
 - i. Application for reimbursement signed by the applicant.
 - ii. Affidavit signed by the contractor attesting to the following:
 - o Receipt of payment in full.
 - o Construction was in accordance with manufacturer's standards.
 - o Certification that the statements are true and correct to the best of their knowledge.
 - o Proof that eligible costs have been paid in full to any sub-contractors and suppliers.
 - iii. Contractor's Guarantee and Warranty (10 year for replacement, 2 year for repair.
 - iv. Certificate of Completion/verification of completion by the City Inspector (if applicable).
 - v. Pictures of completed project.
- 6. Disbursement: Reimbursement will be made between 14 and 21 days upon satisfactory completion of the project as outlined in the award letter and submittal of complete reimbursement request including all required attachments. Failure to submit a complete request for reimbursement will delay the issuance payment.

Sec. 34- 196 Southside Business Improvement Grant: Beautification Grant.

There is hereby created a Southside Business Improvement Grant for Beautification with the following general provisions:

- 1. Administration of the Beautification Grant -- Planning Department Staff shall:
 - a. Prepare the necessary forms for the administration of the grant including application, and any other documents necessary for the administration of the grant.
 - b. Provide limited technical assistance to the applicants throughout the process.
 - c. Advertise a request for applications giving a minimum of 21 days to apply for funding.
 - d. Review for eligibility applications based on the requirements and, by the data, provided make recommendation to the Planning Director for final approval.
 - e. Follow up with the applicant and provide support throughout the process until final reimbursement is complete.
- 2. Program Parameters include:
 - a. The grant provides dollar for dollar match (i.e. 50/50 split for projects totaling up to \$10,000).
 - i. Minimum: Minimum investment threshold of \$2,000 will be matched with a \$1,000 award.
 - ii. Maximum: While there is no maximum investment, grant awards will match up to \$5,000 of the first \$10,000 of investment.
 - b. Only property owners will be eligible for grant funds unless owner(s) provides in writing to the authorization for a tenant to contract and pay for proposed repairs/additions and agrees to the tenant receiving the grant funds.
 - c. Required permits shall be obtained for the work to be completed as applicable.
 - d. The project must be complete within 60 days of the date listed on the award letter unless a request for extension is submitted and an approval of the extension is granted. If the project is not complete and an extension is not granted, the applicant will be notified by letter and the allocated funds will be released and

made available for distribution in the next round of applications.

3. Application Process:

- a. During the application period, application may be submitted to the Planning Department. In addition to the application, the following attachments will be required:
 - i. Photographs showing the existing condition
 - ii. Existing businesses must have a current City of Paducah business license.
 - iii. A new business will be required to obtain a City of Paducah business license prior to distribution of grant funds.
 - iv. A completed W-9.
 - v. Detailed plans for the proposed project including but not limited to:
 - vi. Detailed description of the planned improvement.
 - vii. Drawing of the proposed changes.
 - viii. Any other documentation supporting the applicants request for grant funds.
- b. Examples of eligible improvements include:
 - i. Public art (murals, sculptures)
 - ii. New landscaping (trees, shrubs, flowers, soil, mulch etc.)
 - iii. Transom, window, door replacements
 - iv. New signage
 - v. Removal of non-historic materials (siding that covers transom windows, bricked over window or door openings, removing paint from brick surfaces, etc.)
 - vi. Repair or replacement of architectural details
 - vii. Exterior painting (except for applying paint to unpainted brick)
 1. Priority will be given to applicants proposing to paint the entire structure.
 - viii. Exterior lighting or interior storefront lighting of window displays that will remain lit during evening hours.
 - ix. Parking lot resurfacing and striping.
- c. Work considered routine maintenance will not be eligible for grant funds. Examples of routine maintenance include:
 - i. Cleaning/Power Washing/Cleaning Gutters
 - ii. Mowing/ Pruning existing shrubs-replacing old mulch/trimming trees.
 - iii. Any repairs ordered by the Fire Prevention Department.
- d. Applications received after the deadline for submittal will not be considered
- e. Incomplete applications will not be considered. An application that does not include all the required documentation will be considered incomplete.
- f. Any associated permit fees through the Fire Prevention Department may be included as a project expense.

4. Review and Approval Process:

- a. Applications for funds under the Beautification Grant Program will be reviewed by the following criteria:

<u>Criteria</u>	<u>Description</u>	<u>Points Possible</u>
<u>Minority/Women Owned Business</u>	<u>Improvements will be made to a small business owned by an underrepresented group.</u> <u>0 = Does not apply.</u> <u>1 = MWBE business, not certified</u> <u>2 = MWBE Certified with Commonwealth of KY</u>	<u>2 points</u>
<u>High Visual Impact</u>	<u>Improvements that make a dramatic difference in the visual appeal to structure or of the district. Rated on a scale of 0-2 points.</u> <u>0 = Does not apply.</u> <u>1 = Improvements create visual appeal.</u> <u>2 = Improvements create dramatic impact.</u>	<u>2 points</u>

<u>Active Street Front</u>	<u>Improvements that make the pedestrian experience more pleasant and interesting. Rated on a scale of 0-2 points.</u> <u>0 = Does not apply.</u> <u>1 = Improvements create visual appeal.</u> <u>2 = Improvements create dramatic impact.</u>	<u>2 points</u>
<u>Visual/Architectural Integrity</u>	<u>Projects that enhance the building's historic appearance. Rated on a scale of 0-2.</u> <u>0 = Improvement degrades architectural integrity.</u> <u>1 = Improvement neither degrades or improves architectural integrity.</u> <u>2 = Improvement improves architectural integrity.</u>	<u>2 points</u>
<u>Neighborhood Impact</u>	<u>Improvements that add to the character of the neighborhood. Rated on a scale of 0-2 points.</u> <u>0 = Does not apply.</u> <u>1 = Improvements create interest in the neighborhood.</u> <u>2 = Improvements create a neighborhood focal point.</u>	<u>2 points</u>
<u>Capital commitment of the owner rehabilitate the entire structure.</u>	<u>Rated on a scale of 0-2 points.</u> <u>0 = Does not apply.</u> <u>1 = Owner will complete this project only.</u> <u>2 = Owner will complete additional investment.</u>	<u>2 points</u>

- b. Upon approval applicant will be notified by letter of the grant award.
5. Request for Reimbursement:
 - a. Upon completion of the proposed work the applicant will apply for reimbursement of funds. Reimbursement requests shall include the following:
 - i. Application for reimbursement signed by the applicant.
 - ii. Affidavit signed by the contractor attesting to the following:
 - o Receipt of payment in full.
 - o Construction was in accordance with manufacturer's standards.
 - o Certification that the statements are true and correct to the best of their knowledge.
 - o Proof that eligible costs have been paid in full to any sub-contractors and suppliers.
 - iii. Certificate of Completion/verification of completion by the City Inspector (if applicable).
 - iv. Pictures of completed project.
6. Disbursement: Reimbursement will be made between 14 and 21 days upon satisfactory completion of the project as outlined in the award letter and submittal of complete reimbursement request including all required attachments. Failure to submit a complete request for reimbursement will delay the issuance payment.

Sec. 34-197 Phase 1 Program Area

Exhibit 1 defines the program area of the first phase (Phase 1) of the Southside Business Improvement Grant Program. Future areas will be determined as per neighborhood plan adoption.

2. Applicants must be current on property taxes.
3. There must be no liens on any property owned.
4. Program funds may not be used to make repairs ordered by the Fire Prevention Department.
5. Program funds are reimbursement only, no funds will be awarded prior to completion of the project.
6. This award is disbursed as a forgivable-deferred payment loan with a 0% rate, evidenced by a promissory note payable to the City of Paducah and secured by a mortgage interest in favor of the City of Paducah. The City of Paducah will prepare a promissory note and mortgage to be recorded. The mortgage would be considered second or in some cases third mortgage. The promissory note and mortgage will be for the forgivable-deferred payment loan amount and no cases shall exceed \$27,000. **The homeowner is to reside in the residence for a period of 5 years.** If the homeowner moves or sells the property, this note is to be paid by homeowner at a sliding reduced rate in the following manner:
 - ii. Sale of property less than one year* 100% repayment
 - iii. Sale of property after one year but less than two years* 80% repayment
 - iv. Sale of property after two years but less than three years* 60% repayment
 - v. Sale of property after three years but less than four years* 40% repayment
 - vi. Sale of property after four years but less than five years* 20% repayment
 - vii. Sale of property more than five years* 0% repayment

* from the date the documents are signed.
7. The forgivable-deferred payment loan shall only be available to property owners who reside on the premises as their primary residence.
8. Forgivable-deferred payment loan shall not exceed 20% of the eligible expenses of the improvement.
9. Forgivable-deferred payment loan amount shall not exceed \$27,000.
10. Total project costs shall be a minimum of \$50,000 to be eligible for a forgivable-deferred payment loan.
11. By law, the City of Paducah is required to report all grant funds as taxable income. A 1099 will be issued to any entity receiving grant funds.
12. All applications will be entered into the digital permitting system for tracking purposes. Fire Prevention will provide a technical review to determine the requirement of construction permits. If a permit is required, applicants will be notified within the issued grant award letter. Any associated permit fees through the Fire Prevention Department will be eligible for reimbursement.
13. Applicants will be required to agree to allow all illustrations, photographs, or other images of the project may be used for reports, publications and advertisements, both in print and electronic. All submittals are subject to open records requests.
14. The Planning Department staff will provide administrative support related to the project, such as advertising for applications, reviewing applications, providing staff support for administrative or board approval for awarding funds, working with applicant as necessary to ensure completion of the proposed project, and assisting applicant with the request for reimbursement and payment of the grant funds once that project is complete.
15. A grant letter indicating conditional approval should be received prior to the commencement of work, otherwise funding is not guaranteed. Planning Department Staff will be responsible for ensuring that the allocation of grant funds never exceeds the project allocations.
16. Work completed prior to the award will not be eligible for reimbursement.

Sec. 34-209. Funding.

The City of Paducah may make annual budgetary appropriations as it deems necessary to fund the programs established by the article and the administrative costs associated therewith. Allocation to this program shall not exceed 75% of the annual budget.

Sec. 34- 210 Southside Home Rehabilitation and New Construction Incentive Program Details.

1. Administration of the Southside Rehabilitation and New Construction Incentive – Planning Department Staff shall:

- a. Prepare the necessary forms for the administration of the grant including application, and any other documents necessary for the administration of the program.
- a. Provide limited technical assistance to the applicants throughout the process.
- b. Review for eligibility applications based on the requirements and, by the data, provided make recommendation to the Planning Director for final approval.
- c. Follow up with the applicant and provide support throughout the process until final disbursement is complete.

2. Program Parameters include:

- a. The grant provides a reimbursement in the form of a forgivable, 0% interest loan to be applied toward an applicant's investment in their property.
 - i. Minimum: Minimum investment threshold for projects is \$50,000 in value.
 - ii. Maximum: While there is no maximum investment, grant awards will match up to 20% of eligible expenses. Criteria for reimbursement levels are as follows:
 - o Eligible projects may be awarded 15% of the eligible expenses of the project, with a maximum award amount of \$20,000.
 - o Eligible projects choosing to participate in the optional *Beyond Code* program as outlined by Fire Prevention will be eligible for an additional 5% award for adhering to the 2021 IECC energy standard building codes. This award tier caps at 20% of the eligible expenses of the project, with a maximum award amount of \$27,000.
- b. Only owner-occupied units will be eligible to receive funds.
- c. Required permits shall be obtained for each project as applicable. Any associated permit fees through the Fire Prevention Department may be included as a project expense.
- d. The funds will only be awarded after completion of the approved project.
- e. The project must be completed within 1 year of the date listed on the award letter unless a request for extension is submitted and an approval of the extension is granted. If the project is not complete and an extension is not granted, the applicant will be notified by letter and the allocated funds will be released and made available for distribution in the next round of applications.

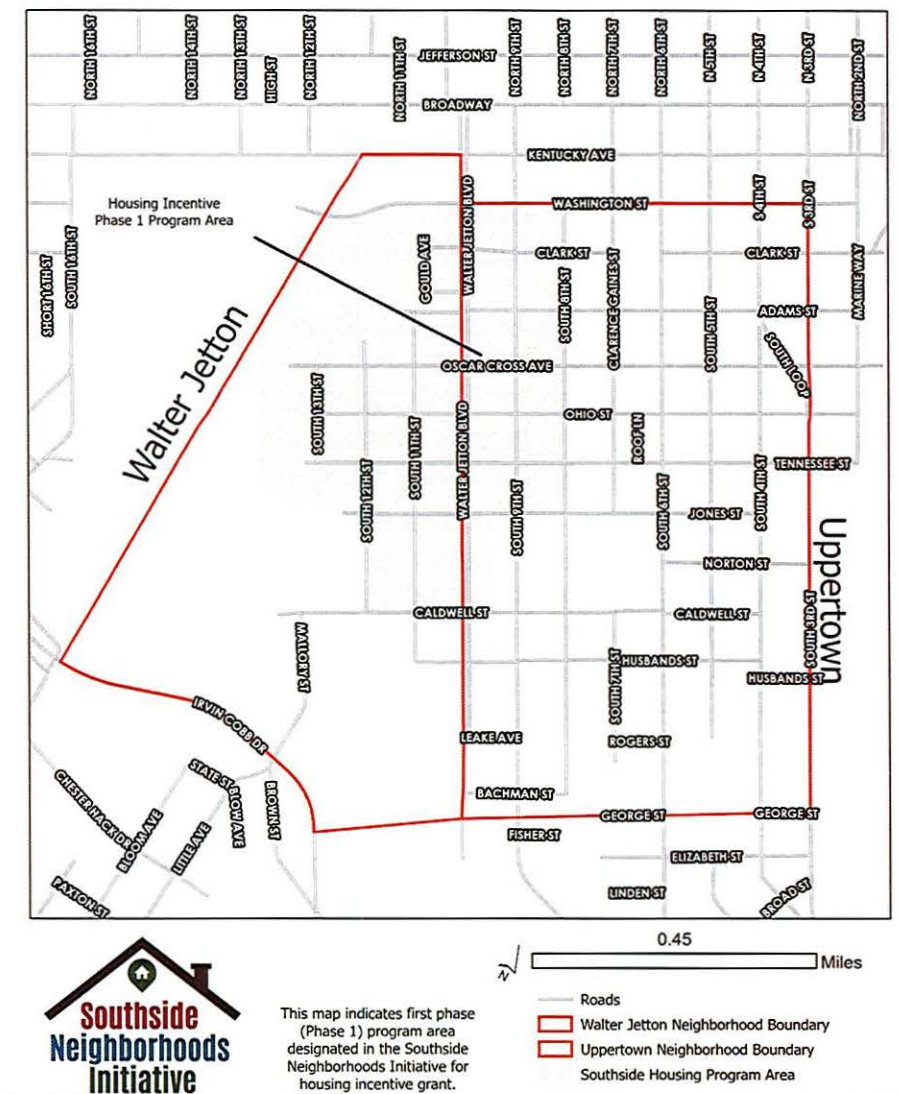
3. Application Process:

- a. Applications shall be submitted to the Planning Department. In addition to the application, the following attachments will be required:
 - i. Photographs showing the existing condition of the proposed project.
 - ii. A completed W-9.
 - iii. Detailed plans for the proposed project including but not limited to:
 - o Detailed description of the planned improvement.
 - o Drawing of the proposed changes.
 - iv. Proof of financial availability to complete the project.
 - v. Any other documentation supporting the applicants request for program funds.
- b. **Examples of eligible improvements include:**
 - i. Structural rehabilitation or improvements to the existing foundation or walls
 - ii. Energy saving upgrades to the structure (not appliances)
 - iii. Exterior façade upgrades
 - iv. Replacement windows at the same size or greater

- v. Interior upgrades (i.e. remodeling rooms or upgrading plumbing or electrical)
 - vi. Construction of additional dwelling units
 - vii. New residential construction
4. Work considered routine maintenance will not be eligible for grant funds. Examples of routine maintenance include:
- a. Cleaning/Power Washing/Cleaning Gutters
 - b. Mowing/ Pruning existing shrubs-replacing old mulch
 - c. Grading gravel driveways
 - d. Any repairs ordered by the Fire Prevention Department.
5. Incomplete applications will not be considered. An application that does not include all the required documentation will be considered incomplete.
6. **Application for reimbursement:** Up to 20% of project costs shall be paid upon completion of project in accordance with a certificate of occupancy issued by the Department of Fire Prevention, based upon the permitted value, with any additional funding from optional program participation. The forgivable-deferred payment loan shall be tied to the issuance of a certificate of completion. Request for reimbursement shall include:
- i. Application for reimbursement signed by the applicant.
 - ii. Affidavit signed by the contractor attesting to the following:
 - o Receipt of payment in full.
 - o Construction was in accordance with manufacturer's standards.
 - o Certification that the statements are true and correct to the best of their knowledge.
 - o Proof that eligible costs have been paid in full to any sub-contractors and suppliers.
 - iii. Certificate of Completion/verification of completion by the City Inspector (if applicable).
 - iv. Pictures of completed project.
7. **Disbursement of Funds:**
- a. Upon satisfactory completion of the project as outlined in the award letter, receipt of request for reimbursement and all supporting documents, staff will review and notify attorney to prepare note and mortgage.
 - b. The disbursement will be made within 14-21 days of notification that all documents are approved and legal documents are ready for signatures. Failure to submit a complete request for disbursement will delay the issuance payment.

Exhibit 2 – Phase 1 Program Area

Exhibit 2 defines the program area of the first phase (Phase 1) of this incentive program. Future areas will be determined as per neighborhood plan adoption.



Secs. 34-211 – 34-220 Reserved.

SECTION 3. That Chapter 34, Community Planning and Development, of the Code of Ordinances of the City of Paducah, Kentucky, is hereby amended to create Article XII, Southside Home Repair Microgrant, as follows:

ARTICLE XII. SOUTHSIDE HOME REPAIR MICROGRANT

Sec. 34-221. Title.

This article shall be known as the Southside Home Repair Microgrant. This fund will be opened when applicable to the areas outlined in Attachment A, known as the “program area”, as a part of the larger Southside Neighborhoods Initiative

Sec. 34-222. Purpose.

The purpose of this article is to provide homeowners within the program areas with matching grant funds to assist in the immediate repair of their homes and to increase the quality of the Southside Neighborhoods housing supply. The microgrant will enable owners to enact projects that focus on the repair or improvement of the structure, landscape, or exterior façade of their property.

Sec. 34-223. General Provisions.

There is hereby created the following General regulations for this microgrant program:

1. All property receiving microgrants shall be located within the program area.
2. Applicants must be current on property taxes.
3. There must be no liens on any property owned.
4. Grant funds may not be used to make repairs ordered by the Fire Prevention Department.
5. Grant funds are reimbursement only, no funds will be awarded prior to completion of the project.

6. Work completed prior to the award will not be eligible for reimbursement.
7. By law, the City of Paducah is required to report all grant funds as taxable income. A 1099 will be issued to any entity receiving grant funds.
8. All applications will be entered into the digital permitting system for tracking purposes. Fire Prevention will provide a technical review to determine the requirement of construction permits. If a permit is required, applicants will be notified within the issued grant award letter. Any associated permit fees through the Fire Prevention Department will be eligible for reimbursement.
9. Applicants will be required to agree to allow all illustrations, photographs, or other images of the project may be used for reports, publications and advertisements, both in print and electronic. All submittals are subject to open records requests.
10. The Planning Department staff will provide administrative support related to the project, such as advertising for applications, reviewing applications, providing staff support for administrative or board approval for awarding funds, working with applicant as necessary to ensure completion of the proposed project, and assisting applicant with the request for reimbursement and payment of the grant funds once that project is complete.
11. A grant letter indicating conditional approval of funding should be received prior to the commencement of work, otherwise funding is not guaranteed. Planning Department Staff will be responsible for ensuring that the allocation of grant funds never exceeds the project allocations.

Sec. 34-224. Funding.

The City of Paducah may make annual budgetary appropriations as it deems necessary to fund the programs established by the article and the administrative costs associated therewith. Allocation to this program shall not exceed 25% of the annual budget.

Sec. 34-225. Southside Home Repair Microgrant Program Details.

1. **Administration of the Southside Home Repair Microgrant – Planning Department Staff shall:**
 - a. Prepare the necessary forms for the administration of the grant including application, and any other documents necessary for the administration of the grant.
 - b. Provide limited technical assistance to the applicants throughout the process.
 - c. Review for eligibility applications based on the requirements and, by the data, provided make recommendation to the Planning Director for final approval.
 - d. Follow up with the applicant and provide support throughout the process until final reimbursement is complete.
2. **Program Parameters include:**
 - a. The grant provides a dollar for dollar match towards an applicant's investment (i.e. 50/50 split).
 - i. Minimum: Minimum investment threshold for projects is \$500, that will be matched with a \$250 award.
 - ii. Maximum: While there is no maximum investment, grant awards will match up to \$5,000 of the first \$10,000 investment.
 - b. Only property owners will be eligible for grant funds unless owner(s) provides in writing to the tenant for authorization to contract and pay for proposed repairs/additions and agrees to the tenant receiving the grant funds.
 - c. Permits shall be obtained for the work to be completed, if required. Any associated permit fees through the Fire Prevention Department may be included as a project expense.
 - d. The funds will only be awarded after completion of the approved project.
 - e. The project must be completed within 60 days of the date listed on the award letter unless a request for extension is submitted and an approval of the extension is granted. If the project is not complete and an extension is not granted, the applicant will be notified by letter and the allocated funds will be released and made available for distribution in the next round of applications.

3. Application Process:

- a. Applications may be submitted to the Planning Department. In addition to the application, the following attachments will be required:
 - i. Photographs showing the existing condition of the proposed project.
 - ii. A completed W-9.
 - iii. Detailed plans for the proposed project including but not limited to:
 - o Detailed description of the planned improvement.
 - o Drawing of the proposed changes.
 - iv. Any other documentation supporting the applicants request for grant funds.
- b. Examples of eligible improvements include:
 - i. Repair or replacement of siding or exterior finishing
 - ii. Repair or construction of porches or accessibility ramps
 - iii. Transom, window, door replacements at the same size or greater
 - iv. Repair or replacement of architectural details
 - v. Exterior painting (except for applying paint to unpainted brick)
 - o Priority will be given to applicants proposing to paint the entire structure.
 - vi. Exterior lighting fixtures
 - vii. Driveway culvert repair
 - viii. Mature tree repair by a licensed arborist
 - ix. New landscaping will be considered an eligible expense only if it comprises no more than 20% of the total project budget
- c. Work considered routine maintenance will not be eligible for grant funds.
Examples of routine maintenance include:
 - i. Cleaning/Power Washing/Cleaning Gutters
 - ii. Mowing/ Pruning existing shrubs, replacing old mulch
 - iii. Any repairs ordered by the Fire Prevention Department
- d. Incomplete applications will not be considered. An application that does not include all the required documentation will be considered incomplete.

4. Review and Approval Process:

- a. Applications for funds under the Southside Home Repair Microgrant will be reviewed by the following criteria:

<u>Criteria</u>	<u>Description</u>	<u>Points Possible</u>
<u>High Impact</u>	<u>Rated on a scale of 0-4 points.</u> <u>0 = Does not apply.</u> <u>1 = Improvements create visual appeal.</u> <u>2 = Improvements create lasting visual impact.</u> <u>3 = Improvements create safer living conditions.</u> <u>4 = Improvements stabilize the structure (foundation, roof, etc).</u>	<u>5 points</u>
<u>Urgency of the need to stabilize the structure.</u>	<u>Rated on a scale of 0-5.</u> <u>0 = No urgency, repair is optional.</u> <u>1 = Some urgency, repair is needed.</u> <u>2 = More urgent, repair must be timely.</u> <u>3 = Urgent, repair must be made immediately.</u> <u>4 = Very urgent, replacement must be considered.</u> <u>5 = Most urgent, replacement must be made immediately.</u>	<u>5 points</u>
<u>Visual/Architectural Integrity that enhance the building's historic appearance.</u>	<u>Rated on a scale of 0-2.</u> <u>0 = Improvement degrades architectural integrity.</u> <u>1 = Improvement neither degrades or improves architectural integrity.</u> <u>2 = Improvement improves architectural integrity.</u>	<u>2 points</u>

<u>Capital commitment of the owner rehabilitate the entire structure.</u>	<u>Rated on a scale of 0-2 points.</u> 0 = Does not apply. 1 = Owner will complete this project only. 2 = Owner will complete additional investment.	<u>2 points</u>
---	---	-----------------

Upon approval applicant will be notified by letter of the grant award.

5. **Request for Reimbursement:**

- a. Upon completion of the proposed work the applicant will apply for reimbursement of funds. Reimbursement requests shall include the following:
 - i. Application for reimbursement signed by the applicant.
 - ii. An affidavit signed by the contractor attesting to the following:
 - o Receipt of payment in full.
 - o Construction was in accordance with manufacturer’s standards.
 - o Certification that the statements are true and correct to the best of their knowledge.
 - o All eligible costs have been paid in full to any sub-contractors and suppliers.
 - iii. Certificate of completion/occupancy from Fire Prevention if needed.
 - iv. Pictures of completed project.

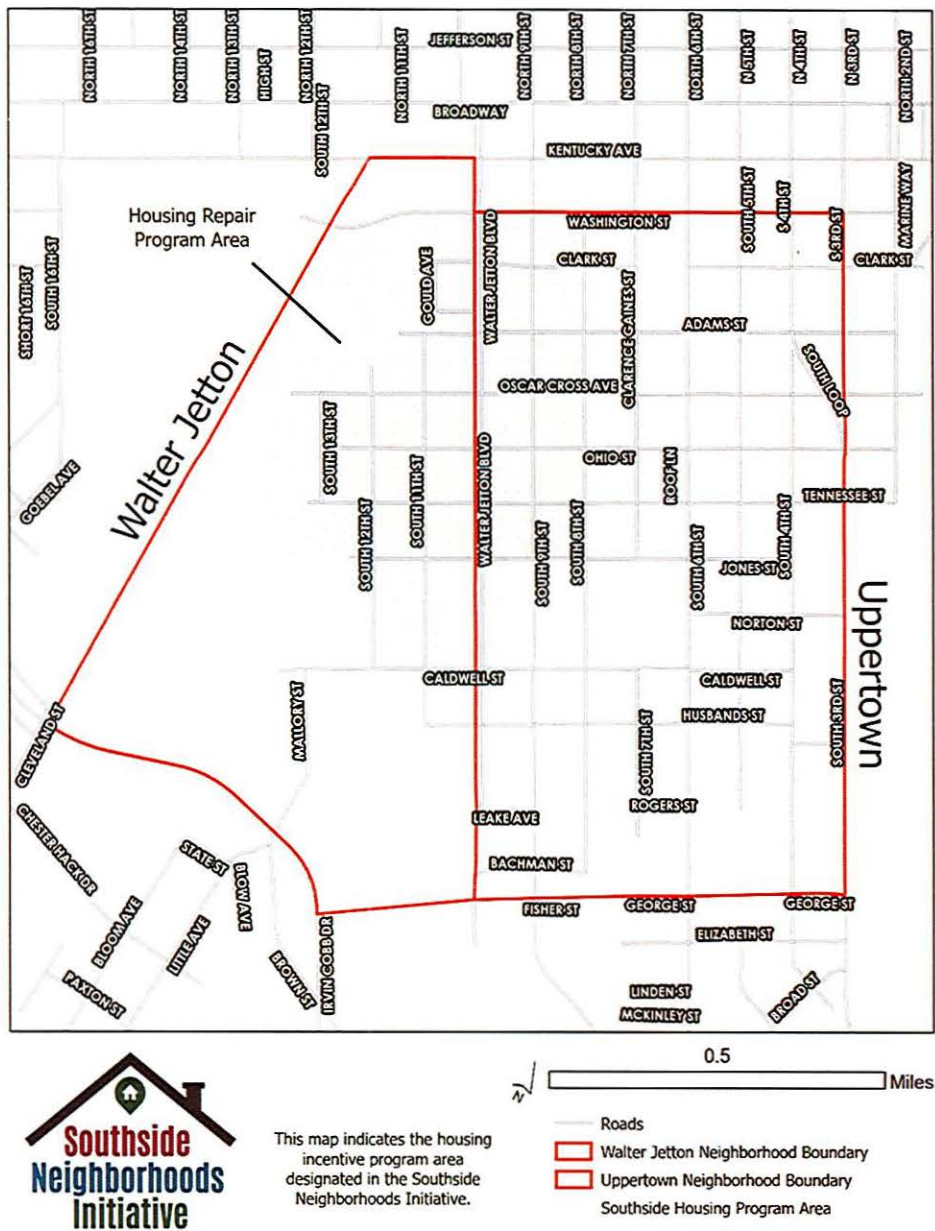
(OR)

- i. Invoices for materials with proof of payment (receipt or cancelled check)
Note: copy of check will not be considered proof of payment unless both sides of the cancelled check are provided.
- ii. Certificate of Completion/verification of completion by the City Inspector (if applicable).
- iii. Pictures of completed project.

- 6. **Disbursement:** Reimbursement will be made between 14 and 21 days upon satisfactory completion of the project and of receipt of complete reimbursement request including all required attachments. Failure to submit a complete request for reimbursement will delay the issuance payment.

Exhibit 3 – Phase 1 Program Area

The program area of the first phase (Phase 1) of this grant program is shown below in Exhibit 3. Future areas will be determined as per neighborhood plan adoption.



Secs. 34-226 – 34-240 Reserved.

SECTION 4. Conflicts. All ordinances, resolutions, orders or parts thereof in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed and the provisions of this Ordinance shall prevail and be given effect.

SECTION 5. Severability. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 6. Effective Date. This ordinance shall be read on two separate days and will become effective upon summary publication pursuant to KRS Chapter 424.

[Signature]
 GEORGE BRAY, MAYOR

ATTEST:

[Signature]
 City Clerk

Introduced by the Board of Commissioners, June 13, 2023
 Adopted by the Board of Commissioners, June 27, 2023
 Recorded by City Clerk, June 27, 2023
 Published by *The Paducah Sun*, July 4, 2023

ord/34 Southside Incentives

