



## Signature Building Initiative

### Notice of Intent Instructions

**Please complete Attachment 1 the Notice of Intent Cover Sheet. In addition, the following narrative information is also required. If all of the information is not included and/or addressed, your project request will be considered incomplete and not reviewed and/or considered for funding during this competitive round.**

- 1)
  - A. Describe the activities for which the grant is being requested and how the activities will benefit the entire community or project area and have a positive impact on the community and the downtown. Also include a history of the problem and how the activities for which the grant is being requested will help alleviate the problem.
  - B. Describe the community's overall downtown plan and how this project is consistent with that plan. Please indicate whether or not the community has formally adopted the plan and its most current revision date.
  - C. Please identify whether or not the community has or previously had a building assembly program and describe the program's status.
  - D. Please describe the staff/administrative capacity of the community to meet program requirements.
  - E. Provide a written statement that the community is willing to sign a five-year pro-rated resale agreement.
- 2) Provide a project timeline that includes the anticipated start and completion dates for the project's engineering, bid solicitation, start of construction, and the anticipated completion date. The timeline **must** include actual dates, including the month and the year. Please note that in order to qualify for funding, the project activities and job creation must be completed by December 31, 2007 and that priority will be given to projects that can start and be completed quickly

When preparing the timeline, please take into consideration that a CDBG environmental review must be completed prior to incurring any project costs other than preliminary engineering estimates. Project costs include costs to be paid for with grant funds or any other local, public, or private funds. Incurring costs is defined as making any commitments relevant to the project, including signing contracts, ordering equipment, or performing any work. The environmental review process usually takes a minimum of 60 days to complete.

- 3) To qualify (meet a national objective) for signature building funding the project must result in job creation with 51% of the new jobs being held by low/mod income persons.

Provide the following information:

1. Identify properties creating jobs by business name and address.
2. Provide an initial job base for each business.
3. Provide a timeline of when job creation is anticipated.
4. Provide a description of the type of business and/or services provided and the

- current number of employees;
- number of jobs expected to be created; and
- number of jobs that are expected to be held by, or made available to, low and moderate income persons.
- describe expansion plans; including activity and investment amount.

**OR**

Describe the community's plan to attract a developer to rehabilitate the building and create jobs.

- 4) Complete project budget (see attachment). Include the following:
- Identify all sources of financing (both public and private).
  - Identify the specific source of the local match (i.e. general fund, etc.).
  - Provide preliminary engineering estimates and justification on the sizes, quantities, and qualities.
  - Describe the basis and methods used for determining the costs of each proposed work activity.
  - Provide documentation of the commitment of all project matching funds both local and non-local.
  - Provide copies of two appraisals and SEV documentation

Please note that the CDBG funding request maximum is \$400,000. In addition, the committed local match must be at least 25% of the total project costs.

- 5) Provide a detailed map of the project site that identifies all project activities (infrastructure and construction) and their location. Provide documentation that the project is located within a traditional downtown, and a DDA District, Principal Shopping District, or a Business Improvement Zone. In addition, please identify the project area if it is not the entire community's boundaries. Attach pictures of the project site.
- 6) Identify all other open MSHDA and/or CDBG projects in the project area and their current status. If relevant, also identify previous or anticipated MSHDA and/or CDBG projects within the project area. Please provide a map identifying their proximity to the proposed project. In addition, please identify whether your community has been designated a Core Community, Main Street, or Blueprint.
- 7) Compliance Issues:
- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Project affects historical properties                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Property/Easements needed to complete project              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Relocation of people/businesses needed to complete project | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Project located in a floodplain/wetland area               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes was selected above, please provide a detailed description of the potential compliance issue.

- 8) Please provide documentation that the taxes are current and that currently there are no non-mortgage liens on the property(s) associated with this project.
- 9) Provide a copy of the option currently being held on the property and a copy of the voluntary sale letter sent to the current property owner informing them of their Uniform Relocation Act (URA) requirements (see attached URA instructions). Please note additional URA steps will be required if your project is selected for funding. The additional URA process requirements and instructions would be provided at the application stage of the funding process.