

**AVAILABLE MAY 15, 2009**

**Plymouth Office of Community Development  
FY 2009**

**Commercial Façade Improvement Loan Program**

**GENERAL INFORMATION:** The 2009 Façade Improvement Loan Program assists commercial property owners in rehabilitating their storefronts, to revitalize neighborhood commercial area, eliminate blight and enhance the livability of surrounding neighborhoods.

**Purpose:** The purpose of the Plymouth Office of Community Development (POCD) Commercial Façade Improvement Loan Program is to offer attractive low-interest rehabilitation loans to property owners of commercial structures in the Towns recognized Village Centers.

**Eligible Participants:** Owners of existing commercial and/or mixed-use structures within the program area.

**Eligible Structures:** Existing commercial and/or mixed-use structures located within local Village Centers. Eligible properties must have a commercial use at grade at the front of a building facing a public road. Work deemed eligible under this program must be limited to the “primary façade” of commercial buildings. The “primary façade” is defined as the street-facing elevation of the building. Corner lot buildings fronting two streets shall generally be considered to have two primary facades. Facades that directly front a public open space such as a town park shall also be considered a primary façade.

**Ineligible Structures:** Entirely residential or public institutional buildings, National franchises and places of worship are not eligible under this program. New construction activities are not eligible under this program.

**Eligible Improvements:** Only exterior cosmetic improvements to existing buildings. Examples of eligible improvements include new signage, awnings, paint, windows, doors, architectural details, and complete façade redesign. Interior and other site improvements not integral to the façade improvements are not eligible. Work started/completed prior to a letter of commitment is not eligible for funding.

**Davis Bacon Applicability:** All projects whose total costs are in excess of \$2,000 must be prepared to comply with the federal Davis Bacon rules, including prevailing wage requirements. If your project cost is less than \$100,000, then it is easy, just have your contractor(s) complete a Davis –Bacon Wages Compliance page (provided by POCD) and include it with their price quote.

**Design Guidelines:** Design Review Board, Historic District Commission, Plymouth Center Steering Committee, North Plymouth Steering Committee, West Plymouth Steering Committee, Manomet Steering Committee and Cedarville Steering Committee approvals must be obtained (when applicable) prior to closing on the loan.

**Permitting:** All permitting fees must be paid by the property owner. All Town of Plymouth taxes must be current. All rehabilitation work shall be in conformance with all applicable Town of Plymouth Building Code and Zoning Ordinances. Accessibility of elderly and handicapped persons is required of any façade improvement projects funded under this program.

**Bidding/Construction:** The property owner shall put the job out to bid. Three competitive bids must be obtained. In order for any bid to be acceptable, it must be received from a contractor licensed to do business in the State of Massachusetts. The property owner is responsible for selecting a contractor and executing the corresponding construction agreement. The POCD must approve the winning bid and the contractor prior to the execution of the construction agreement.

**Loan Terms:** Minimum is \$5,000. Maximum is \$35,000.

Rate:  $\frac{1}{2}$  prime + 1%

Origination Fee: 1%

Term: \$5,000 up to \$9,999 - 3 year Amortization Period

\$10,000 up to \$19,999 – 5 year Amortization Period

\$20,000 up to \$35,000 - 7 year Amortization Period

**Payments:** Payments of principal and interest will be made on a monthly basis.

**Security:** A lien on the property shall be recorded to secure the loan. The lien shall be junior to any previously recorded lien.

**Disbursement of Loan Funds:** Loan funds will be disbursed upon inspection and approval of completed improvements by the POCD Rehab Specialist and receipt and review of all invoices for improvements by the POCD Programs Coordinator.

**Maintenance Obligation:** By accepting the loan funds, the borrower commits to properly maintain all improvements and to keep storefronts, as well as sides and back of buildings clean and free of graffiti for the term of the loan at the property owner's own cost and expense. Any damage to the façade is to be repaired immediately by the owner so that the building remains in good condition and positively contributed to the business area. At any point upon the POCD's determination that the renovations to the property has not been maintained in good condition, POCD will notify the owner in writing of any deficiencies. If an owner has not met the concerns of the POCD within 60 days of the written notice, the full principal and accrued interest of the loan shall become immediately due and payable.