

CITY OF EAST LIVERPOOL  
COMMUNITY IMPROVEMENT CORPORATION

American Rescue Plan Act (ARPA) 2021

ARPA

Façade Improvement

Grant

The City of East Liverpool Community Improvement Corporation (CIC) is partnering with the City of East Liverpool to offer a ARPA funded Façade Improvement Grant to provide funding assistance for restoration of exteriors of buildings in the East Liverpool Downtown Central Business District. This program will be managed and overseen by the CIC Board of Trustees. Project locations outside of the East Liverpool Downtown Central Business District may be included with CIC Board of Trustee approval. The matching funds grant is a reimbursement of expenses directly related to qualifying exterior building improvements.

**Funding Information:**

- Signage projects can be matched 50% up to a maximum of \$1,500.
- Awning projects can be matched 50% up to a maximum of \$2,500.
- Façade improvement projects can be matched 50% up to a maximum of \$12,500.  
As an example, if your grant is approved for the full \$12,500, for a \$30,000 Façade Improvement Project, upon completion the CIC will reimburse you \$12,500.
- Each application for a proposed project will be reviewed by the Ohio State Historic Preservation Office (SHPO) to ensure compliance with the standards established by the U.S. Secretary of Interior.
- Up to two (2) façade grants may be awarded to any one applicant or building frontage during the program. Each project must have its own application and evidence that the projects will further contribute to the historic integrity of the structure.
- Funds will be disbursed on a reimbursement basis ONLY; upon completion of the project, accurate and timely receipts are required to receive funds from the CIC; representatives from the East Liverpool Design Review Board and the CIC will inspect the project to determine completion and compliance.
- You will have twelve (12) months from the date of grant award, to complete your project. Disbursement requests older than twelve (12) months or disbursement requests from expenses incurred prior to application approval will not be honored.
- Work performed prior to award of receiving a Certificate of Appropriateness from the Design Review Board shall not be eligible for match or reimbursement consideration.

**Eligible projects** include all exterior improvements including but may not be limited to:

- Awnings
- Masonry work: brick cleaning, tuck pointing, replacement
- Painting
- Repair, restoration or appropriate replacement of exterior windows and doors
- Exterior restoration.
- Exterior lighting.
- Signage or graphics.
- Architectural fees

Proposals from tenants must include a letter of authorization (page 9 of 9) from the building owner approving the exact proposed work. It is recommended that an Architect be employed to ensure applicable State fire and safety codes, Ohio Historic Preservation Office, Secretary of the Interior's Standards for Rehabilitation requirements and Americans with Disabilities requirements are met.

### **The Secretary of the Interior's Standards for Rehabilitation**

All grant funded Façade improvement projects must follow the Standards (Department of Interior regulations, 36 CFR 67) which pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior related landscape features and the building's site and environment as well as adjacent or related new construction. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time, those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

For more information about restoring historic properties, please visit this web site:  
<https://www.nps.gov/tps/about.htm>

**Ineligible projects** include but may not be limited to:

- Non-façade improvements such as roofs, structural foundations, security systems, non-permanent fixtures, fencing and sidewalks.
- Interior improvements and modifications.
- Improvements to single-family residential properties.
- Items related to business operations, i.e., inventory, business equipment, etc.
- Financing of building acquisition.
- Working capital.
- Inappropriate cleaning or other restoration activities:
  - Windows may not be replaced unless the replacement is constructed of like materials and duplicates the original window per the Secretary of the Interior's Standards.
  - Sandblasting and power washing are not allowable treatment, per the Secretary of Interior's Standards.
- Inappropriate or non-approved design and/or materials.
- In-kind labor, materials and/or services provided by applicant.

**Specific Criteria for Selection:**

1. Readiness to Proceed

- Preference will be given to projects that can begin work immediately upon grant award.
- Applicant is in good standing with governmental entities (i.e., current on income tax, property tax, utilities, code violations, fees).
- The Secretary of the Interior's Standards for Rehabilitation have been followed.
- East Liverpool Design Review Board has issued a Certificate of Appropriateness.

2. Location

- Preference will be given to projects that have a high visibility in the downtown central business district, are compatible with surrounding uses and contribute to the enhancement of the district.

### 3. Code Compliance and Need

- Preference will be given to projects that seek to restore deteriorated facades.

### 4. Completeness and Accuracy of Application and Supporting Materials.

- Preference will be given to projects that include any combination of:
  - Detailed project description and drawings.
  - Third-party licensed contractor cost estimates.
  - Evidence of historic appropriateness, research, and compliance.

### 5. Multi-Purpose

- Preference may be given to projects that meet district needs, such as:
  - Retail or restaurant-oriented businesses.
  - Re-use of vacant or underused buildings.
  - Projects that aid in streetscape development.

### **Application Submittal and Approval Process:**

- Applicant submits plans and specifications in sufficient detail to illustrate the scope and nature of the proposed project, including color photos, to the CIC.
- Applicant must include three (3) written estimates for each trade covering scope of the proposed project including materials and labor.
- All materials are submitted by the CIC to SHPO for review, approval, and /or modification as applicable. A site visit may be required.
- After SHPO approval is received, applicant submits all materials to East Liverpool Design Review Board for review. The applicant is responsible for submitting their application to the Design Review Board. Grant funds will be awarded pending Design Review Board approval and award of a Certificate of Appropriateness. Grant funds will not be disbursed if the Design Review Board does not approve your project.
- Once approved, a timeline for completion is established and work can begin.

### **Application Documents Include But May Not be Limited To:**

- Proof of fire and casualty insurance.
- Proof that that property taxes for the location are up to date and not in arrears.
- W-9
- Commitment letters for other funding sources.
- Detailed description of work
- Itemized budget for all work to be performed.
- Three (3) written estimates for each trade covering scope of the proposed project including materials and labor.
- Current photos of the building exterior.
- Architectural drawings or renderings.
- Other items necessary to fully explain the project scope of work.

**Grant Conditions:**

- Do not start your project or order materials until you receive notice that your grant application has been approved.
- After receiving notice of grant approval and before starting work, the grant recipient must display a sign or decal on the front window of the building in a location so passers-by can read it. Sign or decal will have CIC Logo with text regarding the façade improvement program.
- All necessary building permits and zoning certificates must be in place before project startup.
- All contractors must be licensed by the City of East Liverpool.
- Reimbursement will occur only after the project is completed and inspected by the CIC and Design Review Board representatives and all receipts for labor and materials have been submitted and approved.
- CIC retains the right to withhold any or all funding if the project is not proceeding according to the project outline or is not following the agreed-upon plan in design, construction, or materials.
- Property owner and or tenant, will be responsible for maintaining improvements provided by this grant for a minimum of five (5) years without alteration, unless a change request is submitted to East Liverpool Design Review Board.

ARPA Façade Grant Application

Project Site & Ownership Information:

Name of Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant Tax Identification Number: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant email Address: \_\_\_\_\_

Applicant Business Name: \_\_\_\_\_

Building Owner (if different than applicant): \_\_\_\_\_

Building Historic Name (if known): \_\_\_\_\_

Type of Grant Requested:

- \_\_\_\_\_ Signage projects can be matched 50% up to a maximum of \$1,500.
- \_\_\_\_\_ Awning projects can be matched 50% up to a maximum of \$2,500.
- \_\_\_\_\_ Façade improvement projects can be matched 50% up to a maximum of \$12,500.

Provide a Brief Description of your proposed project (insert additional sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

How will your project benefit East Liverpool Downtown Historic District? (Select all that apply)

- \_\_\_\_\_ Extended Business Hours.
- \_\_\_\_\_ First Floor Usage.
- \_\_\_\_\_ Occupying Vacant Underutilized Structure.
- \_\_\_\_\_ Enhanced Historic Significance.
- \_\_\_\_\_ Other (please explain on a separate sheet and attach to this application)

ARPA Façade Grant Application

Total dollar amount of your project: \$ \_\_\_\_\_

List Itemized estimated costs for your project on a separate sheet attached to this application: \_\_\_\_\_

Dollar amount you are requesting from this grant: \$ \_\_\_\_\_

Indicate where applicable what your proposed sources of funding are and the amount of each?

_____ Cash or Equity	Amount \$	_____
_____ Private Loans	Amount \$	_____
_____ Commercial Loans	Amount \$	_____
_____ State Loans/Grants	Amount \$	_____
_____ CIC Grants/Loans	Amount \$	_____
_____ Other	Amount \$	_____

Total Estimated Project Cost (sum of all the above) \$ \_\_\_\_\_

If "Other" is checked above, please explain: \_\_\_\_\_

If the applicant is not the owner, please complete the attached Property Owner Authorization Form.

What is the project's estimated start date? \_\_\_\_\_

What is the project's estimated completion date? \_\_\_\_\_

What is the current use(s) of the building: If currently unoccupied, please share a description for use following improvements?

Provide a current exterior photography of the building.

Provide any visual architectural renderings of the building with the proposed improvements.

If you have already obtained a Certificate of Appropriateness from the City of East Liverpool Design Review Board, please include a copy.

\_\_\_\_\_  
Applicant Signature Full Legal Name

\_\_\_\_\_  
Date



**CITY OF EAST LIVERPOOL  
COMMUNITY IMPROVEMENT CORPORATION**

**American Rescue Plan Act (ARPA) 2021 FAÇADE GRANT**

**PROPERTY OWNER AUTHORIZATION FORM**

As owner of the property at \_\_\_\_\_ (insert address here) \_\_\_\_\_,  
I have reviewed the above application and authorize the owner of \_\_\_\_\_ (insert business name  
here) \_\_\_\_\_, at said address to perform the improvements  
described above as part of the East Liverpool Downtown Historic District ARPA Façade Grant  
Program.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Printed Property Owner Name

\_\_\_\_\_  
Printed Business Owner Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



---

---

**DEPARTMENT OF PLANNING & DEVELOPMENT**

---

---

*126 W 6<sup>th</sup> Street*

*East Liverpool, OH 43920*

*330-385-5394*

**CITY OF EAST LIVERPOOL DESIGN REVIEW BOARD  
CERTIFICATE OF APPROPRIATENESS**

**INTRODUCTION:**

In the City of East Liverpool, all owners of property within the historic designated Central Business District or owners of property designated as a Landmark due to the historical significance, are required to obtain a Certificate of Appropriateness before making any exterior changes and/or demolition of the property. A designated historic property is one that has been chosen or is included in the historic designated Central Business District by the City of East Liverpool's Design Review Board under the provisions of Ordinance No. 19, 1989, Chapter 1185, Section 1185.07 and 1185.08. A "Landmark" means any property or site which has special character, archaeological, historical, aesthetic, or architectural value as part of the heritage, development or cultural characteristics of the City, State, or the United States. Property designated as a "Landmark" also includes all property located in the City that is listed on the National Register of Historic Places. If work on a designated historic property is started without a Certificate of Appropriateness, or without other required permits, the owner is in violation of the law and subject to court action and fines.

**STANDARDS & GUIDELINES:**

The standards that apply to the conservation of historic areas, buildings, and resources are contained within the Secretary of the Interiors, Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

**PROCEDURES TO OBTAIN A CERTIFICATE OF APPROPRIATENESS:**

1. Request an application from the City of East Liverpool Planning Department. Questions about Design Review Board procedures and/or the application may be directed to the Planning Department at 330.385.5394.
2. Complete all sections of the application that pertain to your project. You are encouraged to provide a detailed and complete application. If a proposal is unclear or questions arise that cannot be answered at the Design Review Board meeting, it is likely the application will be tabled.
3. Applications for Certificate of Appropriateness shall be filed with the Planning Department prior to the issuance of building, zoning, or demolition permits.
4. The Design Review Board will meet to review the application and shall decide if the proposed change is appropriate to provisions of East Liverpool Codified Chapter 1185.



---

**DEPARTMENT OF PLANNING & DEVELOPMENT**

---

126 W 6<sup>th</sup> Street

East Liverpool, OH 43920

330-385-5394

**City of East Liverpool Design Review Board  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

Page 1

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner (if different from Applicant): \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Check all categories that apply to your project:**

- Conceptual Review:** Discuss with the Board preliminary design ideas for a project.
- New Construction or Alteration:** Any new construction or exterior change to a building.
- Repair or Restoration:** Repairs to the exterior of a building.
- Landscaping:** Removing or adding landscaping features (walks, fences, etc.) that will significantly change the appearance of a property.
- Graphics or Signage:** Installing a sign or graphic on a building, site, or in/on a window.
- Demolition:** Removal of any building feature or the razing of any structure. For all demolitions, the applicant must include a written reason for the demolition, the proposed reuse of the site, and a schedule of reuse implementation.
- Other:** \_\_\_\_\_





---

**DEPARTMENT OF PLANNING & DEVELOPMENT**

---

126 W 6<sup>th</sup> Street

East Liverpool, OH 43920

330-385-5394

**City of East Liverpool Design Review Board  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

Page 3

**APPLICANT CHECKLIST:**

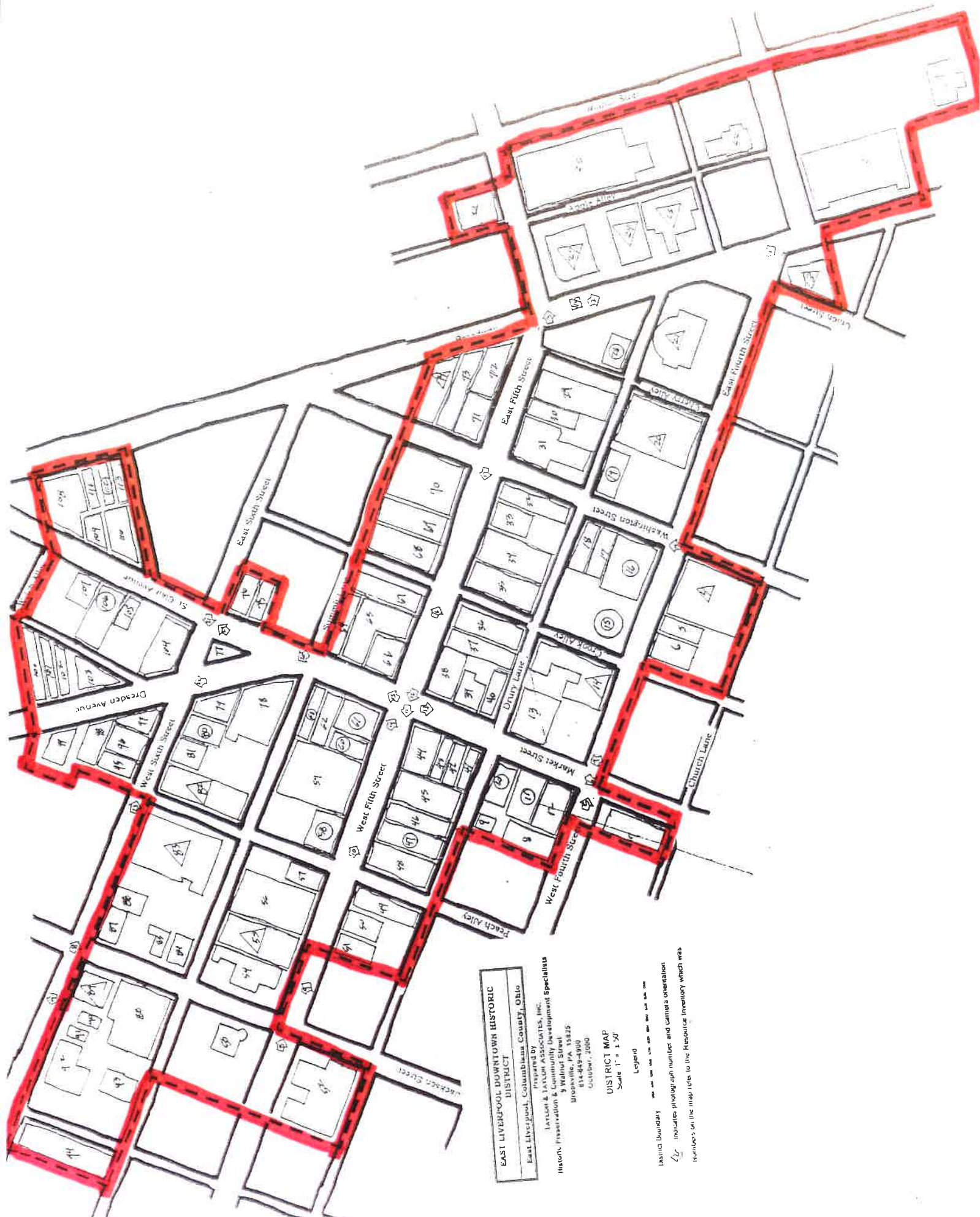
*(The following items are to be included with this application):*

1. **Color Photographs (all applications):** Take several photos of your property, include general photos of each side of the building and/or site to be altered and close ups of the specific areas to be changed.
2. **Conceptual Drawings (all applications):** An accurate sketch or rendering which clearly illustrates the proposed project.
3. **Construction Drawings (required for new construction and additions):** Include where applicable, site plan, elevations, floor plans, details, and landscaping. An accurate sketch or rendering is sufficient for minor alterations.
4. **Drawings of Graphics or Signs (required for all signs and graphics only):** Accurate drawings indicating graphic, color, material, overall size, and a site plan including location. Also, indicate lighting to be used, if any.
5. **Material Samples/Manufacturer's Brochures (if applicable):** Paint chips and/or material samples, and/or manufacturer's brochures which show and describe materials to be used.
6. **Site Plan:** Include site plan for new construction, additions, graphics, demolitions, fencing, decks, and landscaping projects. The plan must show all property lines, existing structures, and/or landscaping and their relationship to adjacent structures and/or lots.

I certify that I have read and understand this application and that the information I have included, and any accompanying documentation is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**EAST LIVERPOOL DOWNTOWN HISTORIC DISTRICT**  
 Prepared by  
 East Liverpool, Columbiana County, Ohio  
 Jackson & Jackson Associates, Inc.  
 Historic Preservation & Community Development Specialists  
 15 Walnut Street  
 Marietta, PA 15760  
 814-849-4000  
 October, 2000

**DISTRICT MAP**  
 Scale 1" = 150'

**Legend**  
 --- District Boundary  
 [Symbol] indicates photograph number and camera orientation  
 [Symbol] Numbers on the map refer to the Heritage Inventory which was