

RESOLUTION NO. 12-383

A RESOLUTION REQUESTING AN AMENDMENT OF THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION'S POLICIES AND PROCEDURES FOR SITE IMPROVEMENTS AND RELATED IMPROVEMENTS NECESSARY TO PROMOTE OR DEVELOP NEW OR EXPANDING BUSINESSES FOR OPERATION DOWNTOWN (A DOWNTOWN IMPROVEMENT PROGRAM)

WHEREAS, on June 15, 2009 at its regular meeting, the Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation (the "PAEDC") approved the Policies and Procedures for OPERATION DOWNTOWN, a Downtown Improvement Program of the PAEDC for site improvements and related improvements necessary to promote or develop new and expanded business enterprises (the "Downtown Redevelopment Policies and Procedures"); and

WHEREAS, on July 28, 2009, the City Council deemed it in the best interest of the citizens of Port Arthur to approve the Downtown Redevelopment Policies and Procedures as presented to City Council by the PAEDC per Resolution 09-333; and

WHEREAS, on November 3, 2009 at its regular meeting, the City Council deemed it in the best interest of the citizens to approve an amendment presented to them by the PAEDC to the scope of projects that could be financed under the Downtown Redevelopment Policies and Procedures to provide that "Projects will be granted Twenty-Five Thousand Dollars (\$25,000) to Two Hundred Fifty Thousand Dollars (\$250,000) to be matched by private or other source funds." It was further provided that "For every Three Dollars (\$3) of investment by private source funds into an Operation Downtown project, PAEDC will invest One Dollar (\$1), not to

exceed Two Hundred Fifty Thousand Dollars (\$250,000) of public dollar investment” per Resolution 09-514; and

WHEREAS, on February 22, 2010 at its regular meeting, the Board of Directors of the PAEDC presented a further amendment to the Downtown Redevelopment Policies and Procedures to amend the reference to “commercial properties” within the Downtown Redevelopment Policies and Procedures to “business enterprises” to coincide with the Downtown Redevelopment Policies and Procedures caption and general purpose, **“A downtown improvement program of the City of Port Arthur Section 4A Economic Development Corporation for Site Improvements and Related Improvements necessary to promote or develop new or expanded business enterprises;”**and

WHEREAS, on March 9, 2010, the City Council deemed it in the best interests of the citizens of Port Arthur to approve the Downtown Redevelopment Policies and Procedures as presented to City Council by the PAEDC per Resolution 10-093; and

WHEREAS, on May 17, 2010 at its regular meeting, the Board of Directors of the PAEDC approved another amendment to the Policies and Procedures for OPERATION DOWNTOWN, **removing the minimum private investment of \$100,000 and adding an exception, that the City of Port Arthur and the PAEDC Board of Directors may each make a one time request for a grant without matching funds to be used within the three year period of the program dependent on availability of funds. All approved projects must be completed within 18 months from the effective date of the grant.**

WHEREAS, on June 1, 2010, the City Council by Resolution No. 10-208 approved the amendment to the Downtown Redevelopment Policies and Procedures as presented to City Council by the PAEDC; and

WHEREAS, on June 20, 2011 at a special meeting, the Board of Directors of the PAEDC approved another Amendment to the Policies and Procedures for OPERATION DOWNTOWN as to the Project Description and Eligible Applicants to allow for either a grant or a conditional loan for eligible projects and to provide a greater opportunity for the City or PAEDC to access funds near the end of each project year:

ELIGIBLE PROJECT

Project Description

PAEDC may provide a grant or a conditional loan forgivable over five (5) years, the owners of eligible properties to undertake site improvements and related improvements which can include comprehensive exterior repairs and facade upgrades or renovations and infrastructure improvements including sidewalk repairs and landscaping in and adjacent to the public right-of-way. If a project is funded through a conditional loan rather than a grant, the conditional loan will be forgiven over a period of five (5) years at a rate of 20% for each year that the property is occupied as approved by PAEDC. Grants or conditional loan assistance shall be provided to property owners on a reimbursement basis or may be paid upon completion of renovations as projects progress. Conditional loans may be secured as required by PAEDC by a mortgage or an improved property or other approved collateral.

Eligible Applicants

Public entities or private property owners of commercial properties in eligible areas may apply for assistance. Tenants may apply for assistance if they provide an executed lease of terms of not less than five (5) years beyond the date of the requested completion of improvements joined in the application by the property owner. The City of Port Arthur and the PAEDC Board of Directors may each make a request for a grant for a new or existing project without the requirement for matching funds during the 4th quarter of each year of the Operation Downtown project if funds are available and with applications from private property owners or tenants having priority for such funds. Any approved project by public or private applicants must be completed within twelve (12) months from the effective date of a grant and/or conditional loan with the PAEDC Board of Directors having the option to extend the effective date; and

WHEREAS, on June 28, 2011, the City Council by Resolution No. 11-259 approved the amendment to the Downtown Redevelopment Policies and Procedures as presented to City Council by the PAEDC; and

WHEREAS, on July 2, 2012, at its regular meeting, the Board of Directors of the PAEDC approved another amendment to the Policies and Procedures for OPERATION DOWNTOWN, **changing that “For every Three Dollars (\$3) of investment by private source funds into an Operation Downtown project, PAEDC will invest One Dollar (\$1)” to “For every Dollar (\$1) of investment by private source funds into an Operation Downtown project, PAEDC will invest Fifty Cents (\$0.50) for total project cost equal to or below \$500,000.”** A further addition to the Exceptions that projects with a total project cost equal to or above \$500,001 can be subject to changes in the reimbursement rate and/or award amount as approved by the PAEDC Board and City Council. In addition, the award amount will be reimbursed for bringing a building up to code and exterior eligible improvements based upon percentages of the total project cost. Said amendments are set forth and identified in **Exhibit “A”** attached hereto and made a part hereof for all purposes; and

WHEREAS, the amended Policies and Procedures for Operation Downtown shall be effective for projects on or after October 1, 2012.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR, TEXAS:

Section 1. That the facts and opinions in the preamble are true and correct.

Section 2. That the Downtown Redevelopment Policies and Procedures with the amended grant parameters as outlined in the Downtown Redevelopment Policies and Procedures attached hereto as **Exhibit “A”** and made a part hereof for all purposes are approved by the City.

Section 3. The amended Policies and Procedures for Operation Downtown shall be effective for projects on or after October 1, 2012.

Section 4. That a copy of the caption of this resolution be spread upon the Minutes of the City Council.

READ, ADOPTED AND APPROVED on this 7th day of August A.D., 2012,
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES: Prince, Maya Pro Tem Lewis
Mayor Scott, Segler, Albright, Douat,
Councilmembers Williamson, Freeman and Thomas

NOES: None

Deloris Prince
Deloris "Bobbie" Prince, Mayor

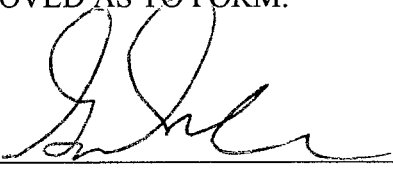
ATTEST:

Kelly Marie
Sherri Bellard, City Secretary *on behalf of*

APPROVED:

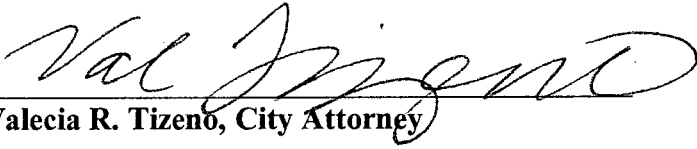
Floyd Batiste
Floyd Batiste, PAEDC CEO

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read 'Guy N. Goodson', written over a horizontal line.

Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to read 'Valecia R. Tizen', written over a horizontal line.

Valecia R. Tizen, City Attorney

Exhibit “A”

OPERATION DOWNTOWN

A Downtown Improvement Program of the City of Port Arthur Economic Development Corporation for Site Improvements and Related Improvements necessary to promote or develop new or expanded business enterprises

A key element of a revitalization effort is the return of activity to a business corridor. These first few steps can be the spark to ignite interest and spur new business excitement. Operation Downtown provides a catalyst for these first steps. New site improvements and related improvements such as fresh paint, new awnings or complete façade rehabilitation all signal that something positive is happening. Operation Downtown is a conditional grant/~~or conditional loan~~ program available for site improvements and related improvements to business buildings located in Port Arthur Downtown Revitalization target areas (see attached map for target area boundaries). Projects will be granted up to \$250,000 to be matched by private or other source funds. For every three dollars of investment by private source funds into an Operation Downtown project Port Arthur Economic Development Corporation (PAEDC) will invest one dollar fifty cents, not to exceed \$250,000 of public dollar investment.

The purpose of Operation Downtown is to promote or develop new or expanded business enterprises in the designated downtown area as per the proposition approved by the voters in the May 2009 Special Election for site improvements and related improvements necessary to promote or develop new or expanded business enterprises which will also do the following:

- Reverse the deterioration of business structures in the targeted areas.
- Enhance efforts to market vacant space and attract new businesses.
- Stimulate new, private investment and economic growth.
- Promote consistency in design and create a fresh and aesthetically pleasing environment.
- Assist property owners with the appropriate exterior rehabilitation of their buildings and bring them up to code.
- Reduce the perception of crime.
- Invest in historic preservation and rehabilitation.

This package contains other documents detailing the application process and information to assist you in completing the application. The package includes:

- This cover letter
- Basic Procedures and list of eligible projects
- Blank Application
- Map

For more information, contact:
Port Arthur Downtown Revitalization Program
4173 39th Street
Port Arthur, TX 77642
409-963-0579

ELIGIBLE PROJECTS

Project Description

PAEDC may provide a conditional grant/~~or conditional loan~~ forgivable over five (5) years to owners of public facilities or other eligible properties to undertake site~~Eligible~~ Improvements as herein after described on the property of the applicant or on adjacent public property and/or right-of-way and related improvements which can include comprehensive interior and bringing building up to code and exterior repairs and façade upgrades or renovations and infrastructure improvements including sidewalk repairs and landscaping in and adjacent to the public right-of-way. If a project is funded through a conditional loan rather than a grant, The conditional grant/loan will be forgiven over a five (5) year period at a rate of 20% for each year that the property is occupied as approved by PAEDC. The conditional g~~Grants/~~or conditional loan assistance shall be provided to the property owners on a reimbursement basis as projects progress or may be paid upon completion of renovations. All conditional grants/loans shall be secured by private sector matching investment of fifty percent (50%) three to one dollar from the property owner or a financial institution. Conditional grants/loans may be secured, as required by PAEDC, by a mortgage on the property to be improved or other approved collateral.

Grant/Conditional Loan Award

Grant or conditional loans are awarded based on total project cost. PAEDC will award projects fifty percent (50%) of the total cost of the project not to exceed \$250,000 for total projects equal to or below \$500,000. Projects with a total project cost equal to or above \$500,001 can be subject to changes in the reimbursement rate and/or award amount as approved by the PAEDC Board and City Council. In addition, the award amount will be reimbursed for bringing a building up to code and exterior ~~Interior and Exterior cost-eligible improvements based upon percentages of the total project cost (see attached example).~~

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Eligible Properties

Applications may be submitted for public facilities or business properties, either by the owner or tenant occupied within the Port Arthur Downtown Revitalization target areas. Owners of vacant buildings are encouraged to apply and improve property as a catalyst for future occupancy. Mixed use buildings with retail/commercial in the storefront are also encouraged.

Non Eligible Properties

Properties used primarily as residences are not eligible for Operation Downtown.

Eligible Applicants

Public entities or private property owners of commercial properties in eligible areas may apply for assistance. Tenants may apply for assistance if they provide an executed lease of terms of not less than five (5) years beyond the date of the requested completion of improvements joined in the application by the property owner. The City of Port Arthur and the PAEDC Board of Directors may each make a request for a grant for a new or existing project without the requirement for matching funds during the 4th quarter of each year of the Operation Downtown project if funds are available and with applications from private property owners or tenants having priority for such funds. Any approved project by public or private applicants must be completed within twelve (12) months from the effective date of the conditional a grant and/or conditional loan subject to the option of PAEDC to extend the completion period.

Exceptions

The Port Arthur City Council and the PAEDC Board of Directors are each allowed to submit grant applications as specified herein without matching funds within the three year period of the Program dependent on availability of funds. And projects with a total project cost equal to or above \$500,001 can be subject to changes in the reimbursement rate and/or award amount as approved by the PAEDC Board and City Council.

Eligible Improvements

Operation Downtown will fund site improvement and related improvement projects. All improvements must be permanent or fixed. Eligible exterior improvements may include, but are not limited to:

- complete facade and site rehabilitation;
- replacement of broken window panes, aluminum or wood windows and broken store front glass;
- scraping, priming, and painting of window frames, cornice and store front;
- painting of brick facade and sites where brick has been previously painted;
- repair or replace deteriorating signage and brackets when attached to the building;
- repair or replace missing or broken tile;
- repair or replace worn awnings or canopies;
- removal of metal slipcovers to expose original materials;
- certain types of security elements or security recommendations;
- rehabilitation of the upper facade and site and display areas or side walls of a building may also be eligible if street level improvements are approved;
- roof repair when incidental to overall facade and site improvements;
- Restore old historical facades;
- Street scape including removal and/or relocation of utilities, landscaping, sidewalk improvements; and

- Other site improvements as authorized by the proposition approved by the voters in the May 2009 Special Election

Other minor repairs when incidental to overall façade improvements such as:

- ✓ exterior lighting;
- ✓ certain types of security elements or security recommendations;
- ✓ roof repair;
- ✓ repair of sidewalk, ADA accessibility;
- ✓ detached signage;
- ✓ new construction;
- ✓ parking lots;
- ✓ landscaping;
- ✓ other improvements as approved by the EDC

In addition, professional, architectural, and City permit fees may be included in the total improvement costs.

Eligible improvements to bring a building up to code may include, but are not limited to:

- Electrical
- Plumbing
- Gas
- Fire
- Mechanical (Heating, Ventilation & Refrigeration)
- Others improvements as approved by the EDC

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Ineligible Improvements

The following improvements are not eligible for funding:

- burglar bars; and
- fencing.

BASIC PROCEDURE

Step 1 - Applicant Eligibility

- Public entities or property owners are eligible to apply for Operation Downtown funds if the business is 1)– located within a Port Arthur Downtown Revitalization target area; and 2)– utilized primarily for business purpose (this does NOT include residences or apartments) or for public facilities.
- For information for Port Arthur Downtown Revitalization target area boundaries see map included herein or contact the Operation Downtown Coordinator or Port Arthur Downtown Revitalization Coordinator or the EDC CEO.

- If needed, a meeting at the site with the applicant, their contractor and Port Arthur Downtown Revitalization staff can be arranged to discuss the application process, area design guidelines and/or to develop a preliminary design concept.

Step 2 – Complete The Application

- The application (enclosed herein) is to be completed by the applicant (business owner, property owner or tenant). A completed application must contain information for all three parts: applicant information, property information and project information. Incomplete applications may result in delays in processing.
- ~~➤ Design assistance or preliminary project discussion meetings may be arranged if the applicant is uncertain what improvements are needed or would like suggestion. Inquires may be made to the Operation Downtown Coordinator at 409-963-0579.~~
- A completed application should be submitted to:
Port Arthur Downtown Revitalization Program
Port Arthur Economic Development Corporation
ATTN: Floyd Batiste, CEO
4173 39th Street, Port Arthur, TX 77642
- Once an application is received, the Operation Downtown Coordinator will confirm eligibility of the site and the proposed scope of work, notify the applicant that the application has been received and is under review, and arrange a Project Review meeting.
- Projects that are eligible for funding will be considered on a first come, first served basis. There is no deadline; applications are accepted year round. However, projects may be limited due to budget constraints and funding availability. Any approved project by public or private applicants must be completed within twelve (12) months from the effective date of a grant and/or conditional loan subject to the option of PAEDC to extend the completion period.

Step 3 - Project Review & Contract Execution

- ~~➤ A Project Review meeting is required to be conducted prior to contract execution and construction beginning.~~
- The Operation Downtown Committee ~~A Design Review Team (Sub-committee from PAEDC Board)~~ will conduct a the Project Review meeting with the applicant to review the application. A site visit may also be helpful but is not required.
- The Operation Downtown Committee ~~Design Review Team~~ will discuss the merits of the project and form a **recommendation** to either fund the project, or require the applicant to make changes and re-submit or not fund the project.
- The Operation Downtown Committee's ~~Design Review Team~~ recommendation is presented to the PAEDC Board of Directors.
- If the recommendation is accepted by the EDC Board of Directors, the Design Review Team ~~recommendation~~ will be presented to the applicant to accept or withdraw.
- If approved, a Conditional Grant/ ~~or Conditional Loan Agreement (the "Agreement")~~ will be prepared by the EDC and ~~affiliated Attorneys~~ and/or by

the City Attorney and then forwarded to the applicant, EDC Board of Directors and to the City Council for approval

- The applicant and the EDC will sign the Agreement. A fully executed Agreement will be returned to the applicant. **Start of the construction prior to the date of contract signing will void the grant.**

Step 4 – Construction

- Applicant shall construct the Eligible Improvements in accordance with the scope of work outlined in the Agreement and cannot undertake change orders or changes in the scope of work without the prior written consent of EDC as to any EDC funded Eligible Improvements.
- A Pre-Construction Meeting will be held to go over construction scope of work, change orders, as well as other procedures. This meeting will usually be held on site, prior to construction but after the contract is signed. It is helpful if the applicants as well as contractors are present.
- If the Eligible Improvements require a building permit, or any approvals from state agencies including but not limited to the Texas Historic Design and Review Commission, the applicant must comply with any such local or state regulations. The EDC and/or staff of the City of Port Arthur Planning staff may monitor the progress of the construction and make periodic inspections during normal business operations be able to assist in the process on the applicant's behalf. Neither EDC or City staff will direct or control the performance of any work done under the Agreement, but shall report any discrepancies in performances to respectively the EDC and/or City.
- A Sub committee from Board or City staff may monitor the progress and make periodic inspections during the project.
- Applicant shall ensure that its general contractor and any subcontractor comply with all requirements of state or federal law including ensuring that undocumented workers are not performing services in the project funded by EDC. Applicant and/or its general contractor shall provide certified payrolls to EDC during the progress if the project providing identification information on workers sufficient to identify its workers including digits of their social security numbers.
- Upon completion of the project, applicant shall be required to provide to EDC a certificate of substantial completion executed by the applicant and/or the general contractor constructing the Eligible Improvements in the project. Additionally, the applicant shall be required to execute along with the contractor and any subcontractors on the project a waiver of liens and claims prior to the release of any retainage by EDC.

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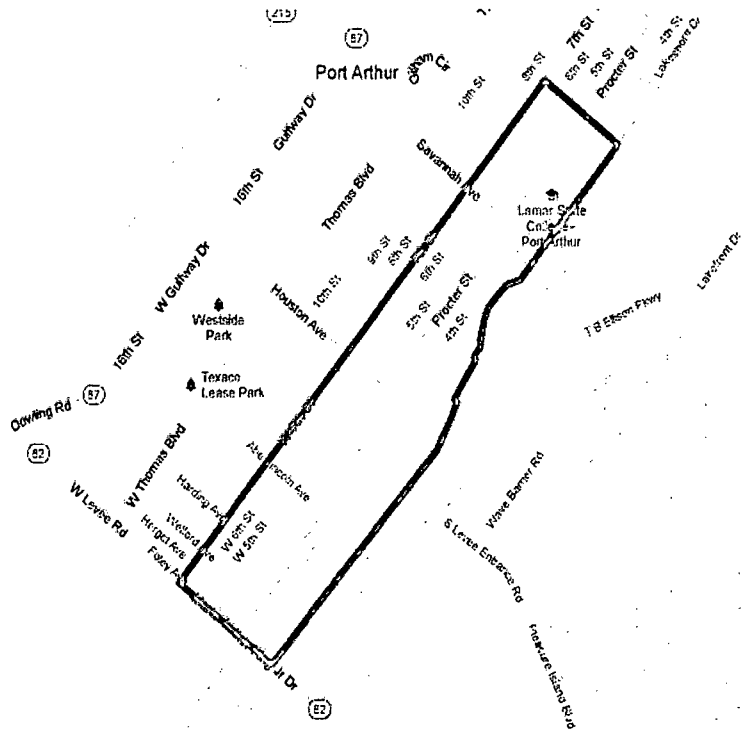
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Step 5 – Reimbursement

- Funds will be provided on a reimbursement basis or upon final completion of a project.

- Reimbursement will be processed no less often than monthly at a rate of 90% of work completed rate with a 10% retainageed until the project is completion; however, upon the request of applicant, applicant may request funding upon receipt of the certificates and waivers set forth in the preceding section and receive full funding at the end of the project rather than requesting payment requests monthly ~~edion of the work.~~
- Applicant will contact the PAEDC or City staff to conduct a final inspection. If all parties are satisfied with the work, the PAEDC and applicant will sign off on completion of the improvement.
- The applicant will ~~complete the Project Completion form and submit it along with~~ copies of invoices and ~~canceled checks upon~~, asking for final reimbursement of applicable costs.
- When **all** work and documentation is received, the PAEDC staff will request payment. A final check will be sent to the applicant.

Downtown Revitalization Target Area Map



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The boundaries of the Downtown Revitalization Target area are the Intracoastal Canal Lakeshore Drive to the south, Martin Luther King, Jr. Houston-Avenue to the west, 29th Street to the north and Lake Charles Avenue to the East. Properties on both sides of the right-of-way of the boundary roads will be considered for Operation Downtown funding.

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Grant/Conditional Loan Award Example

Exterior Project Description & Cost:

Landscaping	\$ 20,000
Façade Repair	\$ 35,000
Roof Repair	\$ 25,000
Windows	\$ 7,000
Signage	\$ 3,000
Security Cameras	\$ 9,000

TOTAL EXTERIOR COST **\$99,000**

Building Code Cost:

Electrical	\$ 9,000
Plumbing	\$ 12,000
Mechanical	\$350,000
Gas	\$ 10,000
Fire	\$ 15,000
Other	\$ 5,000

TOTAL BUILDING CODE COST **\$426,000**

TOTAL PROJECT COST **\$525,000**

Exterior Project Percent (Total Exterior Cost / Total Project Cost) **19%**

Building Code Project Percent (Total Bldg. Code Cost / Total Project Cost) **81%**

PAEDC Award (50% of Total Project not to exceed \$250K) **\$250,000**

Exterior Reimbursement (PAEDC Award x Exterior Project Percent) **\$ 47,500**

Building Code Reimbursement (PAEDC Award x Bldg. Code Project Percent) **\$202,500**

NOTE: This project total cost is over \$500,001; therefore, the PAEDC Board and City Council can approve awarding this applicant what they deem is necessary and/or appropriate.

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OPERATION DOWNTOWN
Site Improvement Grant Program
Application

APPLICANT INFORMATION

Is the applicant a: Corporation Partnership Proprietorship Individual
Name of Applicant: d/b/a _____

Mailing Address: _____

Contact Name: _____ Title: _____
Telephone: Work Home _____ Email: _____
Type of Business: _____

PROPERTY INFORMATION

The Port Arthur Downtown Revitalization Target Area: _____
Street address of property to be improved: _____
Legal Description: Lot Block Tax Account No _____
Does the applicant own or lease the property. _____
If leasing, please include copy of lease agreement and letter of approval from owner.
Is the property currently: occupied _____ vacant _____ if vacant, when will property be
occupied (date) _____
What is the current and proposed use of the property? _____

How many **full time** employees, if any, does the business currently employ? _____
Do you anticipate hiring additional employees after the proposed improvements are
complete? Yes _____ No _____
If so, how many more? _____

PROJECT INFORMATION

Description of Site Improvements and related improvements including improvements to
facade: _____

Estimated total cost of project: \$ _____ (Attach Project Budget form)
Grant funds are available up **to \$250,000** per eligible property.
When does the project need to begin? _____ Estimated time to complete
(Date)

job? _____
(# of days)

NOTE: Work must not start prior to contract execution.

Attach:

1. Recent photos of the property **(required)**
2. Budget and supporting estimates broken out between Building Code Cost and Exterior Cost **(required)**
3. Copy of lease and/or letter from property owner granting approval or copy of warranty deed (if applicable)
4. Proof of funds for 750% of the total cost of the project **(required)**
5. Drawings or renderings that convey concept (if available)
6. ~~Paint chips, color board or other samples (if available)~~

I certify that work has not started nor have I entered into any contract with any contractor for work to be covered under this grant application. I also understand that I will have to sign an agreement with the City of Port Arthur Economic Development Corporation to be approved by the City of Port Arthur regarding this grant award; a maintenance covenant will be filed to insure that the improvements will be maintained.

Applicant signature _____ Date _____

Applicant printed name _____

How did you hear about the Operation Downtown Project?

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ESTIMATED PROJECT COST

Exterior Project Description & Cost:

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	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

TOTAL EXTERIOR COST	\$
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Building Code Project Description & Cost:

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

TOTAL BUILDING CODE COST	\$
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TOTAL PROJECT COST	\$
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Exterior Project Percent (Total Exterior Cost /Total Project Cost)	%
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Building Code Project Percent (Total Bldg. Code Cost /Total Project Cost)	%
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PAEDC Estimated Award (50% of Total Project not to exceed \$250K)	\$
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Exterior Reimbursement (PAEDC Award x Exterior Project Percent)	\$
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Building Code Reimbursement (PAEDC Award x Bldg. Code Project Percent)	\$
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