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## Community Re-Investment Program – Instructions for Application

Thank you for your interest in the Community Re-Investment Program (CRP)!

The CRP is a dollar for dollar reimbursement grant program up to \$25,000 in total reimbursement.

The CRP is to be used to rebuild, repair, renovate or improve the exterior facade, structural and mechanical components, LED lighting, and interior elements of buildings located in the city center. Please note that the CRP is not a loan, this is a reimbursement grant for downtown improvements.

Please review and complete the necessary documentation to apply for the Community Re-Investment Program (CRP) included with this letter. Each application must be submitted and approved before your project begins.

Funds will be distributed by the City of Bluffton on a reimbursement basis after pre-approved work has been completed by participants. Proper documentation of work completed with paid invoices and a satisfactory inspection by the City of Bluffton Building Inspector will be required for all projects before funds will be reimbursed from the City of Bluffton Clerk-Treasurer's office.

All details regarding the program are included in the guide.

Please contact me at any time should you have any questions or concerns.

**THIS IS A COMPETITIVE GRANT AND WILL BE AWARDED BASED ON COMPLETENESS OF THE APPLICATION, QUALITY OF THE PROJECT AS DETERMINED BY THE GRADING POINTS, AND THE AVAILABILITY OF FUNDS.**

**APPLICATION DEADLINE: Monday, January 25, 2021 (Applications to be submitted by 4 pm. Late applications will NOT be accepted)**

Sincerely,

Nick Huffman  
CRP Chairman  
260-827-8255

[blufftonnow@gmail.com](mailto:blufftonnow@gmail.com)

# Community Re-Investment Program

## **Overview**

The Community Re-Investment Program (CRP) is to be used to rebuild, repair, renovate or improve the exterior façade, roofs, structural and mechanical components, and interior elements of buildings located in the city center in a way that is consistent with the current city design and style. The projects must adhere to all city building and zoning codes. Funds are available for demolition of unsafe buildings. Funds cannot be used to purchase personal property items such as furniture, inventory, decorations, and other similar items. Please note that the CRP is not a loan, this is a reimbursement grant for city center improvements.

## **Use of Reimbursement Grant**

Funds provided are to be used for improvement only and will not be eligible for purchasing real estate or starting a business. A list of “qualified improvements” are listed below:

Funds are to be used for “qualified improvement,” defined as:

- Exterior façade improvements including but not limited to: paint, awnings, windows, siding, brickwork, roofing, signage, LED lighting, etc.
- Interior improvements including, but not limited to: flooring, paint, carpentry work, plumbing, electrical, HVAC, water or fire restoration, LED lighting, ceilings, etc.
- Parking and Sidewalk improvements
- If doing exterior façade work it must include the replacement of boarded-up windows with actual glass windows (property owners may darken window if they wish).
- Major structural and mechanical defects that affect public safety must be corrected first (to be determined by the City of Bluffton, Building Inspector).
- Demolition work to tear down failing building structures or removal of debris from falling building infrastructure or materials.
- Projects large and small are welcome, you should not hesitate to submit your application no matter what size it may be.

## **Approval Process**

The qualifying property owner or business owner shall submit the following application and associated materials to the Wells County Chamber of Commerce or a Bluffton NOW! board member by no later than Monday, January 25, 2021. Upon receiving the application and associated materials Bluffton NOW!’s CRP Committee will review and grade the applications. The Bluffton NOW! CRP Committee will make a recommendation for funding to the City of Bluffton’s Board of Works. They will make the final determination regarding the funding of projects. Upon the City of Bluffton’s Board of Works approval to fund a project Bluffton NOW! will contact you letting you know you can proceed with your project.

### **Reimbursement Process**

Funds will be distributed by the City of Bluffton on a reimbursement basis, meaning that funds will only be provided after work has been completed by the participant. Phased reimbursement may be approved by the City of Bluffton. Proper documentation of work completed, paid invoices, and a satisfactory inspection by the City of Bluffton, Building Inspector will be required for all projects before funds will be reimbursed.

### **Source of Funds**

The City of Bluffton will provide a dollar for dollar reimbursement for the approved project up to \$25,000. The total amount of funds available for 2021 is set by the Bluffton Common Council on a year by year basis.

### **Examples of Reimbursement**

- \$1,000 private investment receives a \$500 reimbursement
- \$10,000 private investment receives a \$5,000 reimbursement
- \$50,000 private investment receives a \$25,000 reimbursement
- \$100,000 private investment receives a \$25,000 reimbursement

### **Other Requirements**

- Major structural and mechanical defects that affect public safety must be corrected, including bringing building up to the City of Bluffton Building Codes.
- All work must be performed by an **Insured Contractor**.
- All planned improvements must comply with proper Zoning Ordinance Requirements.
- Applicants must provide **two (2)** separate detailed cost estimates for each improvement.
- Any properties not zoned **B-1** must receive an exemption from the Bluffton NOW! CRP Committee and City of Bluffton's Board of Works.

### **Eligible Properties**

Funds are available to all parties interested in improving properties within Bluffton NOW!'s boundary. Bluffton NOW!'s boundary is defined as the area shown on the attached map and is shown in red. Only properties found in the area will be eligible for reimbursement through the program at this time participants may be deeded owners, contractor holders, or tenants. All contract holders and tenants are required to provide written permission for the planned improvements.

### **Questions**

Contact Nick Huffman (260-827-8255) or email Bluffton NOW! at [blufftonnow@gmail.com](mailto:blufftonnow@gmail.com) to get your applications started. You can also download this application by visiting [www.blufftonnow.org](http://www.blufftonnow.org) and clicking on the "CRP Grant Info" link at the top of the page.

Be a part of the downtown revitalization progress in our downtown! We hope to see your project application soon!

Nick Huffman  
CRP Chairman



# Community Re-Investment Program Boundary

## Legend

- Bluffton NOW Boundary
- Downtown Core
- Area\_Plan.DBO.Streets





## Application for Community Re-Investment Program

### **Applicant Information:**

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

### **Proof of Insurance Building Insurance:**

Insurance Company: \_\_\_\_\_

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

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

Contact Agent: \_\_\_\_\_

**(NEW REQUIREMENT!) A minimum of 2 high quality digital photos must be sent showing the before condition of the project area. The photos must be sent prior to the application deadline. These must be emailed to [blufftonnow@gmail.com](mailto:blufftonnow@gmail.com)**

### **Description of Planned Improvement: (Be Detailed)**

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## Project Cost Estimate

### Contractor #1:

Contractor Name: \_\_\_\_\_

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

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

Email (Optional): \_\_\_\_\_

Insurance Company: \_\_\_\_\_

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

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

Contact Agent: \_\_\_\_\_

### Materials Cost:

(Please Itemize)

### Description:

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### Estimated Cost:

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### Labor Cost:

(Please Itemize)

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### Total Costs:

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## Project Cost Estimate

### Contractor #2:

Contractor Name: \_\_\_\_\_

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

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

Email (Optional): \_\_\_\_\_

Insurance Company: \_\_\_\_\_

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

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

Contact Agent: \_\_\_\_\_

### Materials Cost:

(Please Itemize)

### Description:

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### Estimated Cost:

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### Labor Cost:

(Please Itemize)

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**Total Costs:**

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# Project Grading System

(Please Circle Yes or No and explain your Yes answers)

(Project grading is based on the number of Yes answers)



Yes or No Does this CRP application directly bring in a new business to downtown?

Insert Name(s) of Business \_\_\_\_\_

Yes or No Does this CRP application directly bring in a new high-quality apartment, condominium, residence into the downtown?

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes or No Does this CRP application directly preserve the historic character of the building?

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes or No Does this CRP application directly help a building that has not yet benefited from the CRP program?

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes or No Does this CRP application directly benefit a building that the building owner and business operator are the same people?

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes or No Does this CRP application directly benefit a building located in the core of downtown? (See attached Map)

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes or No Does this CRP application directly resolve a verified building code or structural issue?

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Program Description Requirements

I have read and do hereby agree to all program requirements and rules laid out in the accompanying program overview attached to this application. I further agree and understand that if I receive an approval through this program that it is a pre-approval only and is subject to approvals, permits, and/or inspections by the Community Re-Investment Committee, City of Bluffton Building Department, and Wells County Area Plan Commission.

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Print Name

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Signature

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Date

If the project is being submitted by a tenant or contract sale owner please have the deeded property owner sign below.

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Print Name

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Signature

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Date

Please sign and return along with filled out W-9 via mail to Wells County Chamber of Commerce, 211 Water Street, Bluffton, IN 46714 or scan and return via email to [blufftonnow@gmail.com](mailto:blufftonnow@gmail.com)

## **When Project is Finished**

**(NEW REQUIREMENT!) A minimum of 2 high quality digital photos must be sent showing the completed project. The photos must be sent before reimbursement can be approved. These must be emailed to [blufftonnow@gmail.com](mailto:blufftonnow@gmail.com)**

# Community Re-Investment Program

## Expenditure Reimbursement Claim Form

### Requestor Contact Information:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Phone \_\_\_\_\_



Date	Location/Vendor	Invoice #	Purpose of expense and explanation of misc. expenditures	Original Approved Amount	Final Cost
Total All:				\$	\$

\*Receipts much be attached  
for all reimbursable expenses.

Total Amount Due (50% of Total Final Cost above) \$ \_\_\_\_\_

Original amount approved by CRP Approval Board  
 (to be completed by Clerk Treasurer's Office from  
 Proposal Approval form received from CRP  
 Approval Board).

\$ \_\_\_\_\_

Signature (Property or Business Owner)

Date:

\_\_\_\_\_  
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