

**BOARD OF TRUSTEES**

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UNION TOWNSHIP

COMMUNITY IMPROVEMENT CORPORATION

**MT. CARMEL REVITALIZATION GRANT PROGRAM
RULES AND PROGRAM GUIDELINES
UPDATED MAY 13, 2025**

PROGRAM TERM:	ANNUAL (AS FUNDING IS AVAILABLE)
PROGRAM TYPE:	COMPETITIVE FIRST COME/FIRST SERVED
COMPLETION TIME:	90 DAYS
AVAILABLE FUNDING:	UP TO \$25,000.00 PER APPLICATION
MATCHING REQUIREMENT:	DOLLAR-FOR DOLLAR MATCHING GRANT 50% REIMBURSEMENT UP TO AWARD AMOUNT
	MINIMUM GRANT - \$5,000 MAXIMUM GRANT - \$25,000
ELIGIBLE RECIPIENTS:	MT. CARMEL BUSINESS CORRIDOR OVERLAY DISTRICT – SEE ELIGIBILITY MAP

INTRODUCTION

Union Township, Clermont County, Ohio, is currently soliciting applications from individual property owners seeking to obtain grant funding in order to upgrade or invest in their properties within the Mt. Carmel Business Corridor. Prior engagement efforts included sidewalks, flower planters, banners, and targeted lighting improvements. The Township now desires to provide matching reimbursement grants on a limited, dollar-for-dollar basis to assist in offsetting the cost associated with cosmetic and/or structural upgrades to current properties located within the Mt. Carmel Business Corridor Overlay District. Further, this program will provide an economic incentive to property owners and businesses supportive of the goals enumerated within the *Horizon 2030: Union Township Comprehensive Land Use Plan*. **Eligible Improvements** may include such items as landscaping improvements along street frontages or adjacent to public areas of the structure, façade improvements, aesthetic treatments (new siding, paint, masonry enhancement, etc), upgraded windows, doors, roof lines, streetscaping adjacent to the roadway facility, building expansion and/or demolition, monument signage, porches, awnings, sidewalks, driveway/walkway enhancements, historical preservation efforts, or other similar improvements. Prioritization will be granted to businesses and projects that generate jobs, commerce, retail activities, and/or result or enhance family-friendly entertainment and dining activities.

PROGRAM RULES & GUIDANCE

To meet eligibility requirements, grant recipients must be the principal owner of the subject property, or must otherwise be authorized as a tenant to complete improvements to the structure by the property owner. Priority shall be given to commercially owned and occupied structures; however, mixed use properties are also eligible, and residential applications may be considered on a case-by-case basis. Additionally, applicants must successfully complete an application for funding, provide written estimates from licensed and fully insured contractors (where applicable), with specific details regarding the nature of improvements. Specific information will vary with each project, but will generally include site improvement plans, landscaping plans, façade drawings, elevations, or other similar plan documents. Obtaining all required permits shall also be a prerequisite to determining funding eligibility. Property must be in good standing with respect to all property taxes,



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liens, collections, lender relations, and other similar instances, and properly zoned and/or in compliance with applicable rules and regulations.

Grant applications will be accepted and evaluated competitively on a first come, first served basis, until funding is depleted for the applicable calendar year. Applications and funding decisions are subject to the sole discretion of the Union Township CIC Executive Director. Successful applicants shall receive dollar-for-dollar reimbursement grants, equal to 50% of the overall estimated project cost. Successful applications require a minimum overall investment of \$10,000.00 (\$5,000 - 50% matching grant award), up to a maximum grant award of \$25,000.00 (total project cost \geq \$50,000.00)

Funding shall be distributed to grantees on a reimbursement basis, subject to satisfactory evidence of applicable work completed, invoiced, and paid (cancelled check, receipt, etc). Multiple draws may be requested by the grantee throughout the project, up to the awarded amount. Cost overruns above the awarded amount or approved project cost shall be the sole responsibility of the grantee. Work commencing prior to transmittal of award letter or notice of commencement letter shall not be eligible for reimbursement and shall be the sole responsibility of the property owner. All work shall be required to be completed within 90 days of the "Award Date", special circumstances, such as inclement weather, or other factors beyond the grantees control will be considered on an individual basis.

ELIGIBILITY REQUIREMENTS

Successful applicants for the Mt. Carmel Revitalization Program shall, at a minimum, meet the following eligibility requirements:

1. Property located within the Mt. Carmel Business Corridor Overlay District
2. Applicant is the property owner or duly authorized representative
3. Improvements must support lawful conforming uses per current zoning regulations
4. Businesses shall not be classified as a Sexually Oriented Business pursuant to Article 12 of the *Union Township Zoning Resolution*
5. Evidence of required permits shall accompany successful applications
6. Improvement must be determined to be an "Eligible Improvement"
7. Written estimate from licensed and insured contractor(s)
8. Minimum Project Cost - \$10,000.00 (total investment)
9. Minimum Grant Award Amount - \$5,000
10. Maximum Grant Award Amount - \$25,000
11. Applications must include plans, elevations, & project scope/narrative
12. Current on all property taxes, mortgage, etc.
13. Valid Business Certificate with State of Ohio (if applicable)
14. Evidence of Property/Casualty/Liability insurance
15. Project completed within ninety (90) days of award date

UNION TOWNSHIP CIC, INC.

4350 AICHOLTZ ROAD, CINCINNATI, OH 45245

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PROJECT EXAMPLES

Example # 1

A property owner wishes to complete façade improvements, install a new monument sign, and replace windows, with an estimated total project cost of \$15,000.00. Of that estimated amount, 50% of the project cost, or \$7,500.00 of the \$15,000.00 total will be reimbursed through the grant process upon evidence of payment made (cancelled check, receipt, etc). Ultimately, the applicant's net out-of-pocket cost is 50% of the original projected cost estimate. The applicant requests three draws after receiving a grant award of up to \$7,500.00 based on the estimated project cost of \$15,000.00 as stated above:

	<u>Actual Project Cost</u>	<u>50% Reimb. Grant</u>	<u>Grantee Share(net)</u>
Façade Enhancements	\$10,000.00	\$5,000.00	\$1,000.00
Monument Sign Installation	\$1,000.00	\$ 500.00	\$ 500.00
Replacement Windows/Doors	\$4,000.00	\$2,000.00	\$2,000.00
Totals	\$15,000.00	\$7,500.00	\$7,500.00

Example # 2

In this example, the owner completes the a different more extensive project, with a total project cost of \$50,000. However, the final project costs exceed the original, approved estimates upon completion of the project due to cost overruns associated the overall site improvements. In this instance, the applicant was awarded the same 50% matching grant, receiving an award of \$25,000.00, based on a total project cost of \$50,000.00. However, upon completion, the total cost of the project was \$65,000.00. The applicant still requests the same three draws after receiving the award of up to \$25,000.00, and is responsible for the excess \$15,000.00 in cost overruns to complete the project, as follows:

	<u>Actual Project Cost</u>	<u>50% Reimb. Grant</u>	<u>Grantee Share(net)</u>
Façade Enhancements	\$25,000.00	\$12,500.00	\$12,500.00
Sidewalk and Streetscaping	\$15,000.00	\$ 7,500.00	\$ 7,500.00
Monument Sign Installation	\$10,000.00	\$ 5,000.00	\$ 5,000.00
Replacement Windows/Doors	\$15,000.00	\$ 0.00	\$15,000.00
Totals	\$ 65,000.00	\$ 25,000.00	\$ 40,000.00

FUNDING AVAILABILITY

Funding is allocated on an annual basis to the Union Township Community Improvement Corporation, Inc. with set-asides for this specific purpose. Applications may be submitted at any time, on an on-going basis. However, funding amounts are limited by calendar year. Application materials may be obtained in the office of the Union Township Community Improvement Corporation, Inc. Please submit all questions via email to Mark McCormack, Union Township CIC Executive Director, at MMcCormack@utclermont.gov. Preapplication meetings are strongly encouraged to discuss potential eligibility, scope of improvements, and/or the application process and required materials.



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MAILING INSTRUCTIONS AND ADDRESSES

Please mail or hand deliver completed application packets, with all relevant application materials as indicated in the application checklist to:

Mark McCormack, Executive Director
Union Township Community Improvement Corporation, Inc.
4350 Aicholtz Road
Cincinnati, Ohio 45245

Failure to complete all required application elements will result in denial of the application until such time as all deficiencies are corrected.