



# City of New Bedford

## DEPARTMENT OF PLANNING, HOUSING & COMMUNITY DEVELOPMENT

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**DIRECTOR**

### **"STOREFRONT REIMBURSEMENT PROGRAM"**

The purpose of this program is to provide financial assistance for necessary rehabilitation/restoration of commercial storefront/businesses located within the **Eligible Census Tracts** of New Bedford. **Work cannot begin until written approval has been received from the Department of Planning, Housing & Community Development. NO APPLICATION WILL BE ACCEPTED IF WORK HAS ALREADY BEEN COMPLETED.**

<b>ELIGIBLE PROPERTIES</b>	Commercial storefronts located within the eligible census tracts of New Bedford.
<b>ELIGIBLE ACTIVITIES</b>	Work eligible shall be limited to the exterior of that portion of the building that is considered by the Department of Planning, Housing & Community Development (DPHCD) to be the commercial storefront and appropriate signs and awnings.
<b>INTEREST RATES</b>	Funding for this program is a direct grant. The reimbursement will represent the approved cost for <u>materials only</u> of the authorized work.
<b>LOAN AMOUNTS</b>	Direct grant up to a maximum of \$2,000 per storefront/business.

**DEPARTMENT OF PLANNING, HOUSING  
& COMMUNITY DEVELOPMENT  
STOREFRONT REIMBURSEMENT PROGRAM  
PROGRAM GUIDELINES**

The purpose of this program is to provide financial assistance for necessary rehabilitation or restoration of commercial storefronts located within the **City of New Bedford**. **To be eligible, business must be located within low/moderate income areas (eligible census tracts areas) and the business must provide services to residents within the low/moderate income neighborhood. Please call the DPHCD at 979-1500 to determine eligibility.**

To this end, the following guidelines have been established. Please pay special attention to the fact that **work cannot begin until written approval has been received from the DPHCD. NO APPLICATION WILL BE ACCEPTED IF WORK HAS ALREADY BEEN COMPLETED.**

1. Money shall be available to owners or leases of commercial storefronts who agree to make approved repairs or alterations to their property. Application must be reviewed and approved by this office before beginning the project. Once approved, a commitment/approval letter and agreement will be sent to applicant. Money will be provided as a reimbursement once the **approved work has been completed and paid** for by the applicant.
2. The amount of the reimbursement will depend upon the total amount of authorized work. In general, the reimbursement will represent the approved cost for **materials only**; however, the reimbursement cannot exceed \$2,000.00. The approved cost will be lower of two acceptable bids submitted in writing. **The contractor bids must separate labor and material costs. The bid from the contractor undertaking the project must be accompanied by a signed non-collusion affidavit.**
3. Work eligible shall be limited to the exterior of that portion of the building that is considered by the Department of Planning, Housing and Community Development to be the commercial storefront/business and appropriate signs and awnings.
4. Proposed work must be submitted to the Department of Planning, Housing and Community Development for review by the Rehabilitation Specialist. **If the work is to be a sign, awning, or alterations to the facade, a detailed plan and sketch describing the proposed work must be submitted for review. Work cannot begin without prior written approval from this office.**
5. Owners or (tenants with written permission from the owner(s)), may apply for reimbursement. One reimbursement per business is allowed per fiscal year (July 1 – June 30). **A business will be limited to 3 reimbursements per business location.**

6. All real estate taxes due the city of New Bedford for the subject property must be paid in full.
7. If a reimbursement is approved, applicant will be required to sign an agreement with the City of New Bedford in such form as required.
8. Reimbursement means no payment is issued until the project has been paid in full by the applicant. PAID IN FULL invoices and/or cancelled checks are required as proof of payment(s) for the purpose of reimbursement.
9. No application should be considered to have been approved or rejected until notification to that effect is received in writing from Department of Planning, Housing and Community Development. Any work included in an application, which was undertaken prior to authorization, may be excluded from an approved list of eligible work items.
10. **If the building is located within the designated Historic District any exterior work must be reviewed and approved by the New Bedford Historical Commission. Applicant must obtain a Certificate of Appropriateness from the Historic Commission and submit with the application. That Commission can be contacted through the Department of Planning, Housing and Community Development.**
11. The Department of Planning, Housing and Community Development reserves the right to make the final determination as to appropriateness, suitability and necessity of requested work items. Further, this body reserves the right to make the final determination as to whether work was carried out according to approved specifications.
12. **A DUNS number must be submitted with the application. This is a HUD requirement with no cost to the applicant. A number can be obtained either by calling an 800 number. Information is enclosed.**

# STOREFRONT REHABILITATION REIMBURSEMENT APPLICATION

**Applicant's Name:** \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Tel. #: \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Business Tel. #: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

DUNS Number: (see information sheet) \_\_\_\_\_

Is business:            New \_\_\_\_\_ Existing \_\_\_\_\_  
Applicant is:            \_\_\_\_\_ Owner of Building or \_\_\_\_\_ Leaseholder

(If Leaseholder)

Name of Owner: \_\_\_\_\_

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

## REHABILITATION CONSISTS OF:

\_\_\_\_\_ Exterior Storefront Rehabilitation      \_\_\_\_\_ Sign Replacement Improvement  
\_\_\_\_\_ Awning

ESTIMATED COST OF COMMERCIAL REHABILITATION: \$ \_\_\_\_\_

## ADDITIONAL REQUIRED INFORMATION:

1.     \_\_\_\_\_ If Leaseholder: **written permission** from owner to do proposed rehabilitation.
2.     \_\_\_\_\_ Two (2) written proposals with **cost breakdown by materials and labor**.
3.     \_\_\_\_\_ Signed Non-Collusion Affidavit must be submitted with selected bidder (usually the lowest bidder).
4.     \_\_\_\_\_ Written description of proposed rehabilitation work.
5.     \_\_\_\_\_ Drawings of existing and proposed storefronts, or dimensions and design of any proposed sign or awning.
6.     \_\_\_\_\_ If located within the Historic District, a Certificate of Appropriateness must be obtained from the Historic Commission and submitted with application.
7.     \_\_\_\_\_ **Must obtain a DUNS Number** (see enclosed information)

The applicant hereby certifies that information contained in this application and all information furnished for the development of this application is true to the best of his/her knowledge or

# STOREFRONT GRANT REIMBURSEMENT PROGRAM

## AREA BENEFIT ACTIVITY DOCUMENTATION:

\_\_\_\_\_  
Business Name

Location of Activity

Address of Business: \_\_\_\_\_

Accessibility

Is the business reasonably accessible to neighborhood residents?

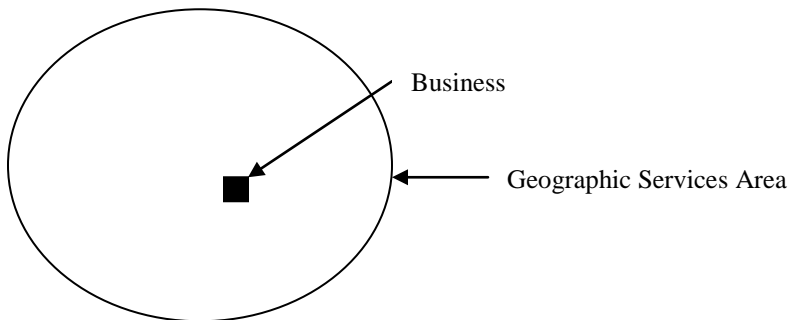
Yes

No

Commercial Service Area

Indicate nature of business and the reasonable service area that the business benefits:  
(This funding grant must assist businesses that services residents that reside within low and moderate-income areas)

\_\_\_\_\_  
\_\_\_\_\_  
Service Area: <  .25 mile     .25 - .50 mile     > .50 mile



**NON-COLLUSION AFFIDAVIT**

(To be completed by Bidder)

1. I/We \_\_\_\_\_, depose and say that: I/We am an (owner, partner, officer, representative or agent) of \_\_\_\_\_, the bidder that has submitted the attached bid:
  
2. I/We \_\_\_\_\_, depose and say that: I/We are the applicants to rehabilitation property located at \_\_\_\_\_, New Bedford, Massachusetts:
  
3. I/We are fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid:
  
4. Such bid is genuine and is not a collusive or sham bid:
  
5. Neither the applicant or bidder, nor any of their officers, partners, owners, agents, representatives, employees or parties in interest, including these affiliates, have in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person, to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted, or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person, to fix the price or prices in the attached bid or of any other bidder or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the city of New Bedford, or any person interested in the proposed contract: and
  
6. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the applicant or bidder, nor any of their agents, representatives, owners, employees, or parties in interest, including these affiliates.

Signed under the pains and penalties of perjury:

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Storefront Reimbursement Program  
Tax Verification Form

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

Address of Subject Property: \_\_\_\_\_

Plot/Lot: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

## **Obtaining a DUNS Number**

### **A Guide for Federal Grant and Cooperative Agreement Applicants**

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. (See policy at: [http://www.omb.gov/grants/grants\\_docs](http://www.omb.gov/grants/grants_docs)). The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

#### **Data Universal Number System (DUNS) Number**

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try and keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- In order to provide on-the-spot DUNS number assignment, the requestor should do this by telephone. (See telephone number below.)

#### **Obtaining a DUNS Number**

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future Federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- *If you already have a DUNS number.* If you, as the entity applying for a Federal grant or cooperative agreement, previously obtained a DUNS number in connection with the Federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- *If you are not sure if you have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.
- *If you know you do not have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.



## Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS Number request line at **1-866-705-5711** to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely **Free** for all entities doing business with the Federal government. This includes grant and cooperative agreement applicants/prospective applicants and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant.

## To Obtain Your DUNS Number

- Please call the dedicated toll-free DUNS Number request line for Federal grant and cooperative agreement applicants or prospective grant applicants at:

**1-866-705-5711**

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States) Calls placed to the above number outside of those hours will receive a recorded messages requesting the caller to call back between the operating hours.

- The process to request number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information:
  - Legal Name
  - Headquarters name and address for your organization
  - Doing business as (DBA) or other name by which your organization is commonly known or recognized
  - Physical Address, City, State and Zip Code
  - Mailing Address(is separate from Headquarters and/or physical address)
  - Telephone Number
  - Contact Name and Title
  - Number of Employees at your physical location