

RESOLUTION NO. 04-2017

Authorizing Amendments to the Policy &  
Procedures of the City's Re-emergent Corridor  
Assistance Program.

WHEREAS, since 2014 the City has implemented the Re-emergent Corridor Assistance Program ("ReCAP") to encourage voluntary investment in the commercial corridor generally comprised of Huntley Road and Proprietors Road, by providing funding for exterior facade and streetscape enhancement projects; and,

WHEREAS, as projects have been approved and completed over the past couple of years, City staff has evaluated the ReCAP Policy & Procedures and the related application materials authorized by City Council on March 17, 2014, as amended on February 1, 2016, and presented some updates to the Board of Directors of the Worthington Community Improvement Corporation, who recommended approval at its November 18, 2016 meeting.

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the Council of the City of Worthington does hereby authorize the recommended amendments to the ReCAP Policy & Procedures as further outlined in the attached EXHIBIT A.

SECTION 2. That the Clerk of Council be instructed to record this Resolution in the appropriate record book.

Adopted February 6, 2017

/s/ Bonnie D. Michael  
President of Council

Attest:

/s/ D. Kay Thress  
Clerk of Council



**Re-emergent Corridor Assistance Program (ReCAP)  
Application Scoring Sheet (2017)**

This sheet is used by the Worthington Community Improvement Corporation (CIC) to score each application submitted during 2017 for Re-emergent Corridor Assistance Program (ReCAP) funding. A total score of 100 points is possible; to be considered for funding, an application must receive a minimum score of 65 points.

- Current Physical Condition / Exterior Appearance (**up to 25 points**)
- Scope of Work (**25 points**)
- Applicant’s Project Viability & Demonstrated Ability to Repay (**20 points**)
- Applicant’s Demonstrated Commitment to Worthington Business Community (**10 points**)
- Overall Quality of Application (**20 points**)

One (1) scoring sheet is completed by the CIC for each application received, with each scoring session occurring during a regular or special meeting of the CIC. Items in this sheet have been weighted to best gauge the completeness and quality of each Applicant’s responses.

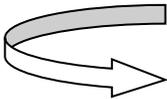
For each item addressed by the Applicant, to the degree indicated, provide a checkmark in the appropriate box. The total evaluation score assigned to each application then is determined by adding the values from all checked items.

<b>City Staff Use Only</b>		
Project located within the ReCAP Program Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed improvements being made to a commercial building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant’s City income tax obligations and real estate taxes on the building in full compliance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant provided at least three (3) bids by contractors representing all exterior improvements contemplated under the Project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Applicant Information	
Applicant Name	
Applicant Type	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant, with Owner's approval
Project Site Address	
Applicant Address	

Current Physical Condition / Exterior Appearance				
<i>Using the items below, gauge the Project Site's current conditions, including building and site improvement needs, and the applicability of ReCAP assistance.</i>				
	<i>N/A</i>	<i>Nominal</i>	<i>Preferred</i>	<i>Extra-ordinary</i>
Prominence and visibility of Project Site from commercial corridor(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perceived age of Project Site facilities and lack of exterior upkeep.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extent to which Project Site's current conditions are impacting surrounding properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Using the marks given to the application above as a guide...



... score the application below:

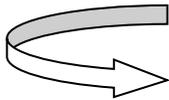
Criterion	Point Value	Applicant Score
Need for exterior improvements to the Project Site – <b>choose ONLY ONE (1) of the following choices:</b>		
• Project Site does <i>not</i> have a demonstrated need for improvement	0	<input type="checkbox"/>
• Project Site's need for improvements is <i>nominal</i>	+ 5	<input type="checkbox"/>
• Project Site's need for improvements is <i>preferable</i>	+ 15	<input type="checkbox"/>
• Project Site's need for improvements is <i>extraordinary</i>	+ 25	<input type="checkbox"/>

### Project Scope of Work

*Using the items below, gauge the Applicant's Project Scope of Work (plan to make improvements), the reasons for making such improvements, and the timing in which they will occur.*

	<i>N/A</i>	<i>Nominal</i>	<i>Preferred</i>	<i>Extra-ordinary</i>
Scope of Work's described improvements will positively impact Project Site's appearance along the Corridor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scope of Work's improvements are in-line with design expectations and build quality typical for similar properties in Worthington.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scope of Work will result in impactful, lasting aesthetic benefit to the property and does not simply entail deferred maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extent to which the Applicant demonstrates pre-planning via its Scope of Work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The project's estimated completion time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Using the marks given to the application above as a guide...



... score the application below:

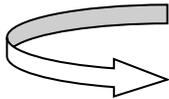
Criterion	Point Value	Applicant Score
Quality and comprehensiveness of Applicant's Scope of Work– <b><u>choose ONLY ONE (1) of the following choices:</u></b>		
• Scope of Work does <i>not</i> adequately enhance the exterior of the project	0	<input type="checkbox"/>
• Described Scope is <i>nominal</i>	+ 5	<input type="checkbox"/>
• Described Scope is <i>preferable</i>	+ 15	<input type="checkbox"/>
• Described Scope is <i>extraordinary</i>	+ 25	<input type="checkbox"/>

### Project Viability & Demonstrated Ability to Repay

Using the items below, gauge how well the Applicant demonstrates that its project is viable, the Applicant has experience undertaking similar projects & Applicant's ability to repay the loan.

	N/A	Nominal	Preferred	Extra-ordinary
Estimated total exterior project costs are reasonable and appropriate to the Project scope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided contractor bids are in-line with trade customs and comparable projects in the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant demonstrates its capabilities and available administrative capacity to successfully manage and complete the Project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project site not marked by obvious significant obstacles to renovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank's letter of credit or loan commitment, or personal financial statement, is indicative of Applicant is likely repayment of the loan portion within three (3) years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Using the marks given to the application above as a guide...



... score the application below:

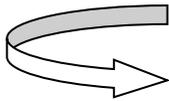
Criterion	Point Value	Applicant Score
Project viability and loan repayment – <b>choose ONLY ONE (1) of the following choices:</b>		
• Applicant does <i>not</i> adequately demonstrate a viable project and/or its ability to repay the loan	0	<input type="checkbox"/>
• Applicant demonstrates <i>nominal</i> project viability and loan repayment	+ 5	<input type="checkbox"/>
• Applicant demonstrates <i>preferred</i> project viability and loan repayment	+ 15	<input type="checkbox"/>
• Applicant demonstrates <i>extraordinary</i> project viability and loan repayment	+ 20	<input type="checkbox"/>

### Commitment to Worthington Community

Using the items below, gauge how well the Applicant demonstrates its commitment to the Worthington community.

	<i>N/A</i>	<i>Nominal</i>	<i>Preferred</i>	<i>Extra-ordinary</i>
Applicant is both the owner and the user of the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant is current or previous member of one or more Worthington-area business associations or charitable groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant has operated within the Worthington area for some time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant has supplied other evidence that sufficiently demonstrates its commitment to the Worthington community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Using the marks given to the application above as a guide...



... score the application below:

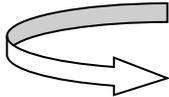
Criterion	Point Value	Applicant Score
Applicant's commitment to the community – <b><u>choose ONLY ONE (1) of the following choices:</u></b>		
• Applicant does <i>not</i> adequately demonstrate its commitment to the Worthington community	0	<input type="checkbox"/>
• Applicant demonstrates <i>nominal</i> commitment to the community	+ 5	<input type="checkbox"/>
• Applicant demonstrates <i>preferred</i> commitment to the community	+ 7	<input type="checkbox"/>
• Applicant demonstrates <i>extraordinary</i> commitment to the community	+ 10	<input type="checkbox"/>

### Overall Quality of Application

*Using the items below, gauge the overall quality of the Applicant's submitted application, including the nature of the proposed project and the project's likely outcomes.*

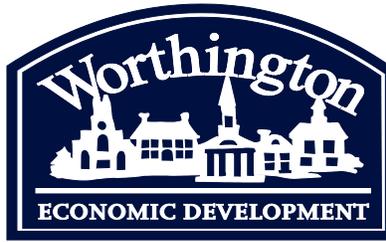
	<i>N/A</i>	<i>Nominal</i>	<i>Preferred</i>	<i>Extra-ordinary</i>
Applicant has supplied a proposal that is logical and easy to follow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Scope of Work describes exterior improvements fully and in sufficient detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application materials include appropriate visual evidence of Project Site's current conditions as well as adequate specifics about planned exterior improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant has completed the entire application, and included any additional materials to allow for full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The project, once completed, will assist in keeping commercial tenants and/or locating new tenants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The nature of the exterior improvement project likely will result in an increase in the value of the Project Site and surrounding properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant's described use of any ReCAP award provides optimal return-on-investment in improving exterior façade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Using the marks given to the application above as a guide...



... score the application below:

Criterion	Point Value	Applicant Score
Overall quality of Application – <b>choose ONLY ONE (1) of the following choices:</b>		
• Generally, the application describes a <i>subpar</i> exterior improvement project	0	<input type="checkbox"/>
• Generally, the application describes a <i>nominal</i> exterior improvement project	+5	<input type="checkbox"/>
• Generally, the application describes a <i>preferred</i> exterior improvement project	+ 15	<input type="checkbox"/>
• Generally, the application describes an <i>extraordinary</i> exterior improvement project	+ 20	<input type="checkbox"/>



**Re-emergent Corridor Assistance Program (ReCAP)  
Application for Assistance (2017)**

Those interested in receiving ReCAP financing for exterior improvements must complete this form and submit to the City of Worthington. The City will review the information to determine whether an award of ReCAP assistance is approved for the described project.

<b>Applicant Information</b>	
<b>Applicant Name</b>	
<b>Applicant's Mailing Address</b>	
<b>Contact Name &amp; Title</b>	
<b>Contact Email</b>	
<b>Contact Phone No.</b>	
<b>Project Site Address</b>	Is this site: <input type="checkbox"/> Purchased <input type="checkbox"/> Leased (lease ends: ____ / ____ / ____ )
<b>Applicant's Federal Identification Number (FEIN)</b>	____ - _____ (attach sheet if additional FEINs)
<b>Describe Applicant's Commitment to and Involvement in the Worthington Community</b>	
<b>Attach Copy of Applicant's Recent Letter of Credit or Loan Commitment from a Banking Institution</b>	If the Applicant cannot show recent correspondence from a Banking Institution, Applicant can supply a completed Personal Financial Statement (SBA Form 413).
<b>Property Owner Information</b>	



<p><b>Estimated Total Exterior Project Costs</b></p>	<p>\$ _____</p>
<p><b>In the Space Provided, Describe the Exterior Improvement Project's Scope of Work</b></p>	<p>(Attach additional sheets if necessary)</p>
<p><b>In the Space Provided, Describe the Applicant's Experience in Undertaking / Managing Similar Projects</b></p>	
<p><b>Attach Renderings, Illustrations and/or Drawings for the Exterior Improvement Project</b></p>	

**Project Work Bids**

<b>Attach Three (3) Written Bids for All Exterior Improvement Work to be Performed under the Project</b>	<p>Applicant must supply at least three (3) written bids for the work to be performed. Applicants must ensure that all bids are based on the <u>same work</u> (example: if Bid 1 is for tuckpointing, window replacement, and flashing, Bids 2 and 3 must also be for same scope of services)</p> <p><b>NOTE: Although ReCAP awards are calculated only per the lowest bid, Applicants are free to accept higher bids.</b></p>
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**Contractor Selected & Construction Schedule**

<b>Contractor Selected</b>	Name: _____				
<b>Construction Schedule</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Approximate date work to begin:</td> <td style="width: 40%;">Approximate date work to be completed:</td> </tr> <tr> <td align="center">____ / ____ / _____</td> <td align="center">____ / ____ / _____</td> </tr> </table> <p align="center">In all cases, ReCAP-assisted construction must be completed within 24 months of making application</p>	Approximate date work to begin:	Approximate date work to be completed:	____ / ____ / _____	____ / ____ / _____
Approximate date work to begin:	Approximate date work to be completed:				
____ / ____ / _____	____ / ____ / _____				

**Compliance with City Laws & Regulations**

Please verify the following by providing a check mark next to the ones that are true.

Property taxes are up to date on this property.

Applicant is in full compliance with City income tax obligations.

Property is fully compliant with the City’s building & zoning code; There are no known violations.

**Applicant Signature**

As an authorized representative of the Applicant, I hereby submit this Application. I understand that this Application, once submitted, in no way constitutes a commitment of funds by the City of Worthington.

I hereby represent and certify that I have reviewed the information contained in this Application, and the foregoing and attached information, to the best of my knowledge and belief, is true, complete and accurately describes the proposed project for which the City’s ReCAP assistance is being sought.

I am aware that Ohio law sets forth criminal penalties for falsification on applications for economic development assistance (*see* Ohio Revised Code §2921.13(A)(4)).

<b>Applicant Signature</b>	<b>Printed Name &amp; Title</b>	<b>Date</b>
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Applications are to be submitted to the following:  
**City of Worthington, Economic Development**  
**6550 North High Street**  
**Worthington, Ohio 43085**



## **Re-emergent Corridor Assistance Program (ReCAP) Policy & Procedures 2017**

The Re-emergent Corridor Assistance Program (ReCAP) provides financial assistance to encourage exterior investment and enhancement to commercial properties within certain areas of the City of Worthington. The program provides a mixture of grant funds and no-cost financing to building owners or commercial tenants to improve their building facades and surrounding streetscapes.

ReCAP is part of the City's efforts to drive new job growth along the Huntley Road and Proprietors Road corridor, including the connecting portions of Worthington Galena Road and Schrock Road. This corridor's commercial real estate is comprised primarily of industrial and warehousing space and was defined largely from the 1950s until 1980. As properties along this corridor are improved, the City desires continued attraction and retention of commercial renters and owners that provide employment in Worthington.

Worthington is known for appealing architecture and historic aesthetics, much of which derive from Worthington's design review and approval of development along the High Street and Granville Road corridors. Other areas of the City, notably the Huntley Road and Proprietors Road corridor, are not subject to Worthington's design standards. This program is intended to spur investment in the older properties in this corridor to enhance the attraction of employers to this important commercial area of Worthington.

The ReCAP program began in 2014 and twelve projects have received funding during the first three years of the program. The projects that have been funded are spread across the eligible area with seven of them located on Huntley Road, two located on Proprietors Road, two on Worthington Galena Road and one on Schrock Road. Award amounts have ranged from \$5,000 up to the maximum allowed of \$25,000. The City's contribution has been matched at least one to one with private funding in each project.

## **Section 1: Assistance Available**

A combination of grants and no-cost financing are available under ReCAP to fund commercial building exterior enhancements. ReCAP assistance is provided as a one-time, up-front cash payment for the loan portion, as well as a one-time reimbursement of the grant portion upon project completion. This assistance is intended to partially fund exterior enhancements to the properties and improve the aesthetics of the corridor to prevent devaluation and disinvestment along the corridor. This program is not intended to help offset routine/deferred maintenance.

The maximum ReCAP award is fifty percent (50%) of the lowest contractor's bid (three bids required) for work under the project. The maximum ReCAP award is \$25,000. The cash assistance award will be comprised of half grant and half loan (each capped at 25% of the total project cost). The awardee may elect to forego the loan portion, but the grant portion will still be capped at 25% of the total project cost. Each project has a maximum one-time grant reimbursement payment of \$12,500, and a maximum \$12,500 loan at zero percent (0%) interest for a term of up to three (3) years. The actual award amount is determined by the cost of the work to be done under the project. Here is an example of a ReCAP project award:

Total Project Cost (Lowest of 3 Bids):	\$40,000
<b>ReCAP Award (50% of Total Project Cost):</b>	<b>\$20,000</b>
Grant Portion (25% of ReCAP Award):	\$10,000
Loan Portion (25% of ReCAP Award):	\$10,000

As part of the ReCAP Program, the City provides design assistance to applicants through a contract with the Neighborhood Design Center. When potential applicants contact the City regarding interest in the program, City staff will connect them with the Neighborhood Design Center who will provide design advice and assistance related to meaningful ways to utilize funds to enhance the aesthetics of the property. This design assistance is provided at no cost to the applicant.

If qualified to do so, the applicant may perform the improvement work. ReCAP funds cannot be used to compensate the applicant for the purchase or rental of tools and equipment or for applicant's labor or the labor of family, friends, employees, or others with a financial interest in the business or property. In such instances, ReCAP can be used only to pay for materials.

An application seeking ReCAP funds must be filed with the City to be considered for funding. The City may solicit certain property owners or tenants to participate. Applications will be reviewed by City staff and then forwarded to the Worthington Community Improvement Corporation for recommendation to City Council.

Awards are subject to the availability of funds. Applications will be received throughout the year as long as funds are available. Review deadlines have been established to trigger the review of the applications received. These review deadlines for 2017 are:

February 24, 2017

April 28, 2017

August 25, 2017

If all of the funding allocated for 2017 is awarded to projects before the end of the year, the review deadlines for the remainder of the year will be cancelled. The review deadlines may be modified by the Community Improvement Corporation Board as it deems appropriate. Applicants can verify deadlines with the City's Economic Development Manager.

To be eligible, commercial properties must be located within the ReCAP Program Area.

The grant-loan award must be for exterior front façade enhancements (and/or side building elevation if located on a corner lot) and/or the streetscape adjacent to the subject building.

## **Section 2: Eligibility**

Building owners and tenants, with the property owner's approval, can apply for cash assistance if (1) the building to be improved is in the ReCAP Program Area (see Attachment A); (2) the improvements are to a commercial building (industrial, office and/or retail); and (3) the applicant and building owners are in full compliance with City ordinances and regulations, including income and real estate tax obligations and building and zoning code regulations.

After an award is made, all build-out work must be completed according to the construction schedule submitted as part of the application. In all cases, ReCAP-assisted construction must be completed within 24 months of making application. All build-out work must be performed by licensed contractors which are bonded and insured for the project. All project work must be in compliance with applicable City building permit processes and planning commission approvals.

Applications must demonstrate, via a bank's letter of credit, loan commitment or personal financial statement, the ability of the applicant to complete the entire project as proposed and repay the loan portion of the cash assistance award.

To receive funding or otherwise participate in the program, recipients cannot be in violation of any City rules, regulations or ordinances. A project close-out occurs upon an awardee's submittal of any Certificates of Occupancy issued regarding the project, paid invoices to the licensed contractors and/or suppliers, and the full repayment of the loan component.

**Table 1: Eligible Improvement Costs**

<ul style="list-style-type: none"><li>• Exterior painting that incorporates a major visual change</li><li>• Significant masonry cleaning and restoration modification (if part of an overall design restoration)</li><li>• Addition of awnings or replacement of awnings with a updated design style that results in a major visual enhancement</li><li>• Enhanced exterior building lighting that creates a noticeably enhanced appearance</li><li>• Storefront entry systems and individual windows and door replacement or modification (if part of an overall design restoration)</li><li>• New or restored façade elements such as: cornices, soffits, canopies, and other detail elements</li><li>• Streetscape plantings, street furniture, new curbs and sidewalks, streetlights and related streetscape amenities</li><li>• Demolition (if part of an overall design)</li><li>• Signage, if new sign is in line with City overlay standards and/or old sign is significantly upgraded from existing old, out-of-date, substandard, or non-conforming signage</li><li>• Storm water improvements to parking lots</li></ul>
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**Table 2: Ineligible Costs**

<ul style="list-style-type: none"><li>• Paying down on existing loans</li><li>• Routine/deferred maintenance (including painting, general masonry upkeep, general window and door upkeep, and repair or replacement of current lighting or removing inoperable lighting fixtures)</li><li>• Building Permit &amp; Inspection Fees</li><li>• Working capital</li><li>• Security fencing or gates</li><li>• Inventory</li><li>• Roof repair or replacement</li><li>• Awning repair or replacement if utilizing the same style of awning</li><li>• Interior improvements of any kind</li></ul>
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### **Section 3: Application & Grant Payment Process**

ReCAP assistance is appropriated by Worthington City Council as part of its annual budget process; in 2017, the program has been appropriated \$75,000.

Building owners or tenants with the building owner's approval, are to complete and submit the ReCAP Application Form, which must include digital photographs of the subject property as well as renderings or illustrations of the proposed improvements. The cost to prepare an application, if any, is solely the responsibility of the applicant.

Prospective applicants are encouraged to contact the City's Economic Development Manager to discuss the project before submitting application materials. When contact is made, the Economic Development Manager will provide information regarding the program and will connect the potential applicant with the Neighborhood Design Center. The Neighborhood Design Center will provide design advice and assistance at no cost to the applicant. The Neighborhood Design Center is available to prepare renderings or illustrations of the proposed project and assist with other parts of the application.

City staff will review submitted ReCAP applications after the review deadlines listed in Section 1 and prepare them for the Worthington Community Improvement Corporation. The Worthington Community Improvement Corporation will prepare formal recommendations of funding for projects to City Council. Awardees should receive the approval of City Council prior to any construction commencing under their respective projects.

A one-time, up-front cash payment for the loan portion will be remitted upon City Council approval of the project and execution of an agreement between the City and the awardee detailing the terms and conditions of assistance. The grant portion will be paid to the awardee as a one-time reimbursement, upon request, after the project work has been completed.

### **Section 4: Selection Criteria**

City staff will process each ReCAP application that has been submitted by the review deadline and prepare it for full review by the Worthington Community Improvement Corporation. Applications for assistance will be measured according to the following:

- Current physical condition / exterior appearance
  - Prominence and visibility of site
  - Perceived age of facilities and lack of exterior upkeep
  - Extent to which current conditions are impacting surrounding properties

- Project scope of work
  - Improvements will positively impact the site's appearance along the corridor
  - Improvements are in line with design expectations and build quality typical for similar properties in Worthington
  - Scope of Work will result in impactful, lasting aesthetic benefit to the property and does not simply entail deferred maintenance
  - Extent of pre-planning via the scope of work
  - Estimated completion time of the project
- Project viability and demonstrated ability to repay
  - Estimated total exterior project costs are reasonable and appropriate for the scope
  - Bids are in line with trade customs and comparable projects in the area
  - Applicant's capabilities and capacity to successfully manage and complete the project
  - Site not marked by obvious significant obstacles to renovation
  - Applicant's ability to repay the loan within three (3) years
- Commitment to Worthington community
  - Applicant is both the owner and user of the property
  - Applicant's involvement in Worthington area business associations or charitable groups
  - Applicant's length of operation in Worthington
  - Applicant's commitment to the Worthington community
- Overall quality of the application
  - Applicant has supplied a proposal that is logical and easy to follow
  - Project describes exterior improvements fully and in sufficient detail
  - Application materials include appropriate visual evidence of current conditions as well as adequate specifics about planned exterior improvements
  - Applicant has completed the entire application, and included any additional materials to allow for full understanding
  - The project, once completed, will assist in keeping commercial tenants and/or locating new tenants
  - The nature of the exterior improvement project likely will result in an increase in the value of the Project Site and surrounding properties
  - Applicant's described use of any ReCAP award provides optimal return-on-investment in improving exterior façade