

City of Minneapolis
Great Streets

NEIGHBORHOOD BUSINESS
 DISTRICT PROGRAM

Façade Improvement
 Matching Grant Program

**Business Application and
 Participation Agreement**

Date:	
Grant Applicant Name:	
Email Address:	Phone Number:
Address of Property to be Improved:	, Minneapolis MN
Property ID Number (PID):	
*Property Owner Name:	Phone Number:

**If the Grant Applicant is NOT the property owner, then the owner must sign page 3 to approve the proposed improvements*

Minority & Women Owned Business Information (Optional)

Note: this information will not be used in determining eligibility nor will it be used to make funding decisions. It is for reporting purposes only.

Is the business at least fifty-one percent (51%) woman owned? Yes No

Is the business at least fifty-one percent (51%) minority owned? Yes No

If the business is at least 51% minority-owned, please check the most appropriate description(s):

- | | | |
|---|--|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Hispanic or Latino Origin | <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> Other: |

STEP 1 - Describe work/project(s)

In a separate document attached to this sheet, describe the work/project(s) to be completed, and include a **"before" photographs**.

STEP 2 - Submit two (2) written bids for all work/project(s)

- ✓ If the total project cost is more than \$5,000, get two (2) written bids for all the work. Be sure that both bids are based on the same scope of work. For example, if your first bid is for tuckpointing, window replacement, and flashing, then the second bid must also be for tuckpointing, window replacement, and flashing. If a grant is approved, it will be based on the lower bid.
- ✓ If the total project cost is \$5,000 or less or you are doing a mural, you only need one bid.

- ✓ Verify that contractors are licensed, bonded, and insured. If you have questions about licensing, call the City of Minneapolis at 311.
- ✓ If qualified to do so, you may perform the work, but grant funds cannot be used to compensate you for the purchase or rental of tools and equipment or for your labor or the labor of family, friends, employees, or others with a financial interest in the business or property. Grant funds can be used to pay for materials.
- ✓ Applicants are encouraged to solicit estimates from women and minority contractors.
- ✓ Summarize the bids in the box below.
- ✓ **Grant amounts are based on the lower bid; however, you are free to accept the higher bid.**

Brief Work Description		Contractor		Bid	Bonded & Insured?
1		1		\$	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		2		\$	<input type="checkbox"/> Yes / <input type="checkbox"/> No
2		1		\$	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		2		\$	<input type="checkbox"/> Yes / <input type="checkbox"/> No

STEP 3 – Select contractor and estimate work dates

Contractor Selected:

Approximate date work will begin:

Approximate date work will be complete:

STEP 4 - Review terms and conditions

The Grant Applicant will receive a Grant in the amount specified below pending Grant Applicant’s compliance with (1) the Great Streets Façade Improvement Program *Business Guidelines*, (2) the Great Streets *Façade Design Guide*, (3) this Agreement, and (4) available funding. Final determination of eligibility rests with the City of Minneapolis.

1. The Grant Applicant certifies that he/she is an owner of record of the property where the funds will be used to finance repairs and/or improvements; or where not the owner of record of the property, has obtained the Owner’s written authorization to cause the repairs or improvements to be made. **The property owner certifies that all property taxes are paid and up-to-date and will remain so throughout the entire project, until grant funds are disbursed.**
2. Work performed at the Property shall be as stated in the contractor(s) bid(s) obtained by the Grant Applicant or the materials list submitted with (or a subsequent part of) the application for the Grant.
3. Any contractor(s) who performs work at the Property must meet City of Minneapolis licensing, building permit, and building code requirements.

1. If the Grant Applicant is performing any work, the Grant Applicant understands that upon completion (1) all work must meet City of Minneapolis zoning code, building permit, and building/housing code requirements and (2) grant funds can **only** be used to compensate for materials, **not** for the purchase or rental of tools and equipment or the labor of the Grant Applicant, a relative, or someone with a financial interest in the business or property receiving the grant funds.
2. All improvements must be completed and reimbursement request documents provided to your Program Administrator **within nine (9) months** of the Grant Approval Date. The Grant applicant is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).
3. The Grant funds will be disbursed to the Grant Applicant by your Program Administrator based upon the receipt and review of **items (a) through (c)** below. The Grantee must submit the following items to your Program Administrator upon completion of the work. **If more than one contractor** is used, there must be complete sets of the items listed below for each contract/contractor:
 - a. **Proof of final inspection** by the City of Minneapolis for work requiring a city permit (send a copy of the permit signed off by the responsible City Inspector), for work NOT requiring a city permit, call Program Administrator (phone) to notify them work is complete.
 - b. **Final invoice** from the contractor showing the total project cost.
 - c. **Proof of payment** paid to contractor in one of the following two forms. You should be totally satisfied with the work before paying.
 - i. A **lien waiver** - a statement issued by the contractor that advises the client that they, the contractor, (a) have been paid in full for the total project cost, (b) are satisfied with the compensation for the work they performed, and (c) waive their right to place any liens on the property for the work completed. *(If there are significant material costs, we advise you to obtain a lien waiver from the materials supplier, advising that the contractor paid them in full.)* **OR**
 - ii. A **cancelled check AND a signed receipt** – to be submitted if you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment. You will need a copy of the actual cancelled check(s), returned to you by the bank you used to pay the contractor. Both the front and back of the check must be copied and must be made payable to the contractor for a minimum of the *private match*. You will also need a properly executed receipt, signed by an authorized officer of the contracting firm that includes the contractor's name, address, telephone number, and notation that a minimum of the *private match* was paid in full.
4. Grant reimbursement is based on funding availability. If the funds available to the overall program have been disbursed to other grant applicants before you submit your completed reimbursement request, you will not receive reimbursement.

**TO BE COMPLETED BY THE
PROGRAM ADMINISTRATOR**

Date Application Received:

Grant Amount: (herein referred to as "Grant")

Private Match: (herein referred to as "Matching Funds")

Total Project Cost: (Grant plus Matching Funds)

Grant Approval Date:

The property is in:

- Eligible area – 1:2 public to private match, maximum grant amount \$5,000.
- Priority area - 1:1 public to private match, maximum grant amount \$7,500.
- Cultural District area - 1:0.5 public to private match, maximum grant amount \$10,000.

PROGRAM ADMINISTRATOR

By:

Its: Façade Program Administrator

EXHIBIT 4
ANNUAL REPORT
Great Streets Façade Improvement Program

City of Minneapolis
Great Streets

NEIGHBORHOOD BUSINESS
DISTRICT PROGRAM

Façade Improvement
Matching Grant Program

Annual Report

DUE October 1 every year the contract is open

DATE:

ORGANIZATION:

CONTRACT ADMINISTRATOR*:

*(Person completing the report)

HIGH QUALITY IMPROVEMENTS

1. Summarize how your organization ensured the facade improvements were consistent with the Façade Design Guidelines or other area design guidelines. Include:
 - a. who sat on a design review committee
 - b. area specific criteria used to evaluate projects
 - c. score sheets used to evaluate projects' design

2. What was most successful component to ensuring high quality projects?

ALIGNMENT WITH PUBLIC SECTOR INVESTMENTS AND PLANS

1. Describe any other public sector investments/initiatives/projects (street reconstruction, NRP programs, small area plans, et cetera) that coincided with the façade improvement program, if any, and how they complimented each other or not.

2. List any grants to projects that also received an NRP loan or grant or other City of Minneapolis financing.

MARKETING

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Annual Report

1. List the program marketing tools used. Attach copies of advertisements, flyers, posters, emails and other tools used to market the program.
2. What was most successful?
3. What was the least successful?

GENERAL

1. For businesses that inquired, but didn't use the program, what were the most common reasons they did not apply for a grant?
2. What is the best thing about the façade improvement program for your area?
3. What is the biggest challenge of the program for your area? What suggestions can you make that would help alleviate the challenges?
4. Describe how the program helps your organization fulfill its mission beyond helping improve the physical environment.
5. Approximately how many hours did your organization spend on of program administration? How many of these were paid staff hours and how many volunteer hours?

PROJECTS UPDATE

1. List examples of grants to property owners of vacant properties that helped land a tenant.

2. List examples of grants to new businesses that were motivated to take a space due to the presence of the façade grant.

3. Attach an up-to-date spreadsheet that includes the following information. The format can be different.

Business Name:			
Property Address:			
Total Project Budget:		Grant Amount:	
Project Component(s):			
Date Approved:		Date Completed:	
Status:	<input type="checkbox"/> Project Completed	<input type="checkbox"/> Project Approved	<input type="checkbox"/> Project Application Underway

Any additional comments or suggestions: