
INTRODUCTION AND OBJECTIVE

The West Broadway Business and Area Coalition (WBC) is seeking proposals for the West Broadway Façade Improvement Program. WBC will distribute matching grants for façade repairs and improvements to commercial spaces along the West Broadway Corridor. The total available funding is \$42,500, \$7,500 per project. This is a matching grant program; WBC will provide matching funds of up to \$7,500 or 50 percent of the total project cost, whichever is lower. In addition to Great Streets funds WBC has limited arts improvement funds available. If you are interested in artist designed and fabricated improvements there may be additional funds you can access. Please ask WBC staff directly about this opportunity.

The objective of the West Broadway Façade Improvement Program is to increase the vitality of businesses along West Broadway. West Broadway businesses will benefit from improvements to property that contributes to a coherent and unified visual environment—one that is unique and attractive to both neighborhood residents and destination shoppers.

WEST BROADWAY BUSINESS AND AREA COALITION CONTACT

Shaina Brassard
Phone: 612-353-5178
Email: shaina@westbroadway.org
1011 West Broadway Ave Suite 202
Minneapolis, MN 55411

WHO CAN APPLY FOR A MATCHING GRANT?

Building owners and commercial tenants (with property owner's approval) can apply for a Great Streets façade grant if:

1. they are located within an eligible business district (The eligible business district covered by WBC is the West Broadway Commercial Corridor from the Mississippi River to 26th Ave N.) AND
2. the façade improvements are for a commercial business or commercial building, meaning it has a retail or office use.
3. they must be up-to-date on property taxes

For-profit and not-for-profit entities are eligible to apply, as long as the grant is used for a commercial building. Most commercial uses are retail and office; however, other uses may qualify, such as day care centers. Mixed-use buildings are eligible for the commercial portion for the building.

A *property owner* who leases a commercial building to a religious use is eligible to apply for façade improvements if the improvements do not promote the religious use and would remain in place regardless of changes in the tenant (i.e. tuckpointing, windows, lighting).

Signs, stained glass windows, and murals are examples of façade improvements that would normally be eligible, but would be *ineligible* when they promote a religious use.

HOW MUCH ARE THE MATCHING GRANTS?

One matching grant can be a maximum of \$7,500 per storefront. Contact Shaina Brassard to discuss if your building qualifies as having more than one storefront. You can apply for more than one grant, provided the cumulative total of all the Great Streets grants awarded does not exceed the maximum grant amount. If you have received a Great Streets Façade Improvement Matching Grant in the past, contact Shaina Brassard to determine your eligibility for a second grant.

All grants must be matched 1:1, where every grant dollar is matched by one dollar. In other words, the grant will pay for 50% of the total project costs, up to a maximum of \$7,500. Matching dollars can come from any non-Great Streets source. Examples include private equity, NRP funds, and loans. This is a **reimbursement program**. You must complete and pay for the total project cost or total private match, prior to receiving a reimbursement check from WBC.

WHAT WILL THE MATCHING GRANT DOLLARS PAY FOR?

Great Streets matching grants can pay for many exterior, façade improvements. The work must be visible from a public street, not only an alley. Please ask Shaina Brassard or Rebecca Parrell at the City for a copy of the Great Streets [Façade Design Guide](#). The guide shows specific façade improvements that are encouraged and discouraged. **Discouraged activities are not eligible for matching grants.**

The following are eligible improvements for façade matching grants:

- Exterior painting, re-siding, or professional cleaning
- Restoration of exterior finishes and materials
- Masonry repairs and tuckpointing
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Restoration of architectural details or removal of materials that cover architectural details
- Repair or replacement of windows and doors (if replacement, windows and doors must be architecturally appropriate)
- Window and cornice flashing and repair
- Canopy or awning installation or repair
- Murals or other artist fabricated improvements. (If you are interested in artist fabricated improvements there may be additional funds you can access. Please ask WBC staff about this opportunity)
- Installation or repair of exterior signage
- Removal of barriers to access the building from outside for people with disabilities
- Exterior lighting
- Contracted labor related to any of the above improvements, including design work for improvements that are completed
- Wall, window, hanging, and monument signs advertising the business name and identity
- Living wall or “green façade”

- More than one improvement project, keeping in mind the maximum grant amount per business or storefront

The City of Minneapolis requires permits for most of the eligible improvements listed here. It is critical that business and building owners work with City Zoning staff on designs and obtain all necessary permits before beginning work. If you have *any* questions about permits, please visit [Minneapolis Development Review](#), call 612-673-3000, or visit the Public Service Center at 250 South 4th Street, Room 300 (downtown Minneapolis).

WHAT WILL THE MATCHING GRANT DOLLARS NOT PAY FOR?

The following activities are not eligible for matching grants:

- Improvements in progress or completed prior to preliminary approval
- Routine maintenance that is not part of an eligible façade improvement project
- Billboards
- Roofing
- Mechanicals and HVAC systems
- Interior work
- New construction
- Pylon, temporary, or roof signs
- Interior window displays
- Security systems (including metal roll down gates, window bars, cameras)
- Trash and mechanical enclosures
- Fencing
- Landscaping
- Parking areas
- Bike parking *
- Improvements to non-commercial buildings
- Improvement to a building interior, rear, or side not visible from the main street
- Discouraged activities as listed in the Façade Design Guide
- Any other improvement **not** deemed eligible on the above list

* Funding is available to assist businesses interested in installing bike racks. The City can pay for half of the cost of purchasing racks when funds are available. [See the Bicycle Rack Cost Share Program website](#) or call 612-673-2129 to learn more.

The City has small business loan programs with favorable interest rates to assist with many building interior and system improvements that are not eligible for façade matching grants. Visit the City website (http://www.ci.minneapolis.mn.us/cped/business_finance_home.asp) or contact Jessica Green at jessica.green@minneapolismn.gov or [612.673.5232](tel:612.673.5232) for more information.

HOW DO I RECEIVE A GRANT?

Step 1: Be sure you meet program requirements.

- ✓ The property is located in an eligible area with an active façade contract.
- ✓ The property is up-to-date on all property taxes.
- ✓ All construction management is your responsibility.
- ✓ This is a reimbursement program; you must complete and pay for the private match for the work before WBC will issue a reimbursement check. See step 6 for further information.

Step 2: Set-up a meeting with Shaina at WBC to discuss your project and review the Great Streets Façade Design Guide.

Step 3: Submit the Great Streets Business Application and Participation Agreement (See Page 6 of this document) to WBC by April 29th 2013, including:

- a. A written description of the project
- b. Drawings of the proposed improvements
- c. Before photographs of the building
- d. Other supporting materials that accurately represent scope and intent of project improvements.
- e. Evidence you have the matching dollars available.
- f. Two (2) contractors' bids that meet the following guidelines.
 - i. Both bids must be for identical scopes of work.
 - ii. If qualified to do so, you may perform the work yourself; however, grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment. Sweat equity labor includes that of a friend, relative, or anyone with a financial interest in the business or property.
 - iii. Evidence that contractors are licensed, bonded, and insured.
 - iv. Applicants are encouraged to solicit estimates from women and minority contractors.
 - v. Projects totaling less than \$1,000 and murals only need to submit one bid.
 - vi. Grant amounts are based on the lower bid; however, you are free to accept the higher bid.

Step 4: This is a competitive process. Applications and Participation Agreements and required materials listed in Step 3 must be submitted by **April 29th, 2013 by 4 pm** and will be reviewed and critiqued by a panel WBC Board, Staff and a Community Selection Committee. Projects are judged based on their alignment with the West Broadway Alive Design Guidelines, impact, and visibility of the project. Projects that include structural improvements such as windows and tuck-pointing are rated higher than short-term improvements such as signage or awnings. West Broadway Alive Design Guidelines:

http://www.minneapolis.gov/www/groups/public/@cped/documents/webcontent/convert_263141.pdf

Late and/or incomplete applications will not be reviewed! Follow Step 3 to assure you have submitted all required materials or contact Shaina with questions.

Hard copies only! Electronic or faxed copies will not be accepted.

Step 5: If you are selected for a grant you will be notified by May 10th, 2013 and you will receive a signed copy of the Business Application and Participation Agreement from WBC after the project has been approved. The Participation Agreement authorizes you to proceed with the project. Before you begin, be sure to obtain all the necessary permits for the project. Permit and taxes paid verification is required prior to any grant disbursements.

Step 6: Complete the project and submit documentation to WBC within six (6) months being awarded the contract. You will be reimbursed after WBC has received ALL four of the following items. If more than one contractor is used, you must submit all four items for each contractor.

- 1) **Before and After Photographs** highlighting the improvement project from the same vantage point.
- 2) **Completion Certificate** provided to you by WBC and signed by you and the contractor.
- 3) **Proof of final inspection** by the City of Minneapolis Inspections Department for work requiring a City permit (a copy of the permit signed off on by the responsible City Inspector).
- 4) **Final invoice** from the contractor showing the total project cost.
- 5) **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** is 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. If you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment you can submit a **cancelled check AND a signed receipt**. 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.

WHO CAN I CONTACT AT THE CITY?

Rebecca Parrell
105 5th Ave S, Suite 200
Minneapolis, MN 55401

612-673-5018 (phone)
612-673-5113 (fax)
rebecca.parrell@ci.minneapolis.mn.us

Date: _____

Grant Applicant Name: _____

Email Address: _____ Phone Number: _____

Address of Property to be Improved: _____, Minneapolis, MN _____

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.*

STEP 1 - Describe work/project(s) to be completed on an attached sheet

On a separate page, describe the work/improvements you are planning. Include drawings and **before photographs** to assist in the review and understanding of the project.

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

- ✓ If the total project cost is more than \$1,000, 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 \$1,000 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 st	\$	Yes / No
		2 nd	\$	Yes / No
2.		1 st	\$	Yes / No
		2 nd	\$	Yes / 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.
4. 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.
5. All improvements must be completed and reimbursement request documents provided to WBC **within six (6) 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).
6. The Grant funds will be disbursed to the contractor(s) and/or Grant Applicant by WBC Staff based upon the receipt and review of **items a. thorough e.** below. The Grantee must submit the following items to WBC Staff 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:
 - 1) **Before and After Photographs** highlighting the improvement project from the same vantage point.
 - 2) **Completion Certificate** (provided by WBC) filled in and signed by the Grant Applicant and contractor.
 - 3) **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 WBC Staff (612-353-5178) to notify them work is complete.
 - 4) **Final invoice** from the contractor showing the total project cost.
 - 5) **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** is 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**
 - iii. If you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment you can submit a **cancelled check AND a signed receipt**. 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.
7. 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.

STEP 5 - Sign and date below, accepting the forgoing terms. *A grant is not approved until this document is signed on page four (4) by the West Broadway Business and Area Coalition.*

GRANT APPLICANT

By

Its

If the grant applicant is the property owner, go on to step 6.

*If the Grant Applicant IS NOT the property owner, the property owner must sign below
in front of a notary or a known second party witness.*

PROPERTY OWNER

By

Its

NOTARY

STATE OF MINNESOTA)

) ss.

COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ____ day of _____, 2010 by
_____, the _____ of
_____, a _____, on behalf of the
_____.

_____, Notary Public

or **WITNESS**

By Shaina Brassard

Its Communications and Marketing Coordinator

STEP 6 - Deliver the application to Shaina Brassard on or before April 29th 2013 at 4pm.

1011 West Broadway Avenue Suite 202
Minneapolis, MN 55411
shaina@westbroadway.org
(612) 353-7851

TO BE COMPLETED BY THE
WEST BROADWAY BUSINESS AND AREA COALITION

Date Application Received: _____

Grant Amount: \$ _____ (herein referred to as "Grant")

NRP Grant(s) Amount, if applicable: \$ _____ (herein referred to as "NRP Grant")

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

Total Project Cost: \$ _____ (Grant plus NRP Grant plus Matching Funds)

Grant Approval Date: _____

PROGRAM ADMINISTRATOR

By Erin Jerabek Heelan

Its Executive Director