

Great Streets Façade Improvement Program BUSINESS GUIDELINES

The City of Minneapolis recognizes that healthy neighborhood business districts play an important role in the vitality of Minneapolis and understands there are many challenges that neighborhood businesses can face. The Great Streets program aims to help revitalize and sustain neighborhood business districts. One component of the Great Streets program is façade improvement matching grants, designed to help create healthy neighborhood commercial areas by providing incentives to improve the appearance of building façades and stimulate private investment.

ELIGIBILITY

All building owners and business owners (with property owner's approval) located within the business districts listed below are eligible applicants for façade improvement matching grants. Matching grants up to \$5,000 per business or storefront are available to businesses and commercial property owners for a variety of eligible storefront improvements. The business districts listed below have façade improvement matching grant programs.

LOCATION	ADMINISTERED BY			City/Private MATCH
38th Street E & Bloomington Avenue S Node	Bancroft Neighborhood Assn	Donna Sanders	724-5313	1:2
38th Street E & Chicago Avenue S Node	Bancroft Neighborhood Assn	Donna Sanders	724-5313	1:2
38th Street E & 4th Avenue S Node	Bancroft Neighborhood Assn	Donna Sanders	724-5313	1:2
Cedar Riverside LRT Station Area	Cedar Riverside Business Assn	Shelia Delany	432-3880	1:1
Chicago Avenue S & 10th Street S District	East Downtown Council	Diane Ingram	332-4000	1:2
Glenwood Avenue N & Cedar Lake Rd Node	Harrison Neighborhood Assn	Malik Holt	374-4849	1:2
Lake Street Corridor	Lake Street Council	Joyce Wisdom	822-0232	1:2 & 1:3
Hiawatha/Lake LRT Station Area	Lake Street Council	Joyce Wisdom	822-0232	1:2
Lagoon Avenue Corridor	Lake Street Council	Joyce Wisdom	822-0232	1:3
Excelsior Blvd Corridor	Lake Street Council	Joyce Wisdom	822-0232	1:3
36th Street W & Bryant Avenue S Node	Nicollet-East Harriet Business Assn	Joanna Hallstrom	823-3472	1:2
38th Street W & Nicollet Avenue S Node	Nicollet-East Harriet Business Assn	Joanna Hallstrom	823-3472	1:3
43rd Street W & Nicollet Avenue S Node	Nicollet-East Harriet Business Assn	Joanna Hallstrom	823-3472	1:3
46th Street W & Nicollet Avenue S Node	Nicollet-East Harriet Business Assn	Joanna Hallstrom	823-3472	1:3
46th Street W & Bryant Avenue S Node	Nicollet-East Harriet Business Assn	Joanna Hallstrom	823-3472	1:3
Franklin LRT Station Area	Seward Redesign, Inc.	Emily Wergin	338-8729, x105	1:2
Franklin Avenue Corridor (Franklin LRT station to Mississippi river)	Seward Redesign, Inc.	Emily Wergin	338-8729, x105	1:2
38th Street LRT Station Area	Seward Redesign, Inc.	Eddie Landenberger	338-8729, x106	1:2
46th Street LRT Station Area	Seward Redesign, Inc.	Eddie Landenberger	338-8729, x106	1:2
Hiawatha/Lake LRT Station Area	Seward Redesign, Inc.	Eddie Landenberger	338-8729, x106	1:2
Broadway Street NE/University Avenue NE/13th Street NE Node	Sheridan Neighborhood Org	Bob Sorg	379-0728	1:2
West Broadway Corridor	West Broadway Area Coalition	Sarita Turner	865-4111	1:1
Nicollet Ave Corridor (Franklin Ave to Lake St)	Whittier Alliance	Marian Biehn	871-7756	1:1
Lyndale Avenue Corridor	Whittier Alliance	Marian Biehn	871-7756	1:2

ELIGIBLE USES OF FUNDS

See the Great Streets Façade Design Guide for specific façade improvements that are encouraged or discouraged. **Discouraged activities are not eligible for matching grants.**

Eligible Activities are as follows:

- Exterior painting, re-siding, or professional cleaning
- Restoration of exterior finishes and materials
- Masonry repairs and tuck pointing
- 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
- 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
- More than one improvement project, keeping in mind the maximum grant amount per business or storefront
- Wall, window, and hanging signs advertising the business name and identity

The City of Minneapolis requires permits for many of the eligible activities listed here. It is vital that business and building owners work with City Zoning staff on designs and obtain all necessary permits before beginning work.

INELIGIBLE USES OF FUNDS

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
- Monument, pylon, temporary, or roof signs
- Interior window displays
- Security systems (including metal roll down gates and window bars)
- 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
- Any other improvement **not** deemed eligible on the above list

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 call 311 for more information.

The City also shares the costs of bike racks with businesses, reducing the cost to a business to less than \$100 per rack. See <http://www.ci.minneapolis.mn.us/bicycles/bikeparking-rack.asp> or call 311 for more information.

PROCESS

Step 1: Be sure your project meets program requirements:

- ✓ The building to be improved has a commercial component with a façade visible from the street.
- ✓ The building to be improved is located in an area with Great Streets façade improvement funding available, listed on page one of this information sheet.
- ✓ The applicant is a property owner or a commercial tenant, with the property owners' written approval.
- ✓ The property to be improved is up-to-date on all property taxes.
- ✓ All improvements meet City zoning and building codes.
- ✓ You may apply for grant monies to cover more than one improvement project provided the cumulative total of all grant awards does not exceed the maximum grant amount.
- ✓ All construction management is your responsibility.
- ✓ If qualified to do so, you may perform the work yourself; however, grant funds can **only** be used to compensate for materials, **not** for your labor, the labor of a relative or someone with a financial interest in the business or property receiving the grant funds, or the purchase or rental of tools and equipment.
- ✓ Remember that this is a reimbursement program. You must complete and pay for the full private match for the work before the administering organization will issue a reimbursement check. You should be totally satisfied with the work before paying.

Step 2: Review the Great Streets [Façade Design Guide](#) for ideas and the **Whittier Design Guidelines** for inclusion of recommended components for façade and rehab projects.

- a) Meet with Whittier Grant Committee to discuss proposed improvements.
- b) Meet with Whittier Façade Grant Architects U+B or Tanek Architects for design consultation and implementation. ***Architectural design fees up to 10 hours or a maximum of \$1000 will be reimbursed by Whittier NRP Business and Local Economy funds if using the professional services of U+B or Tanek Architects for façade improvement.*** Proof of payment and completion of façade improvement will be required for reimbursement.

Step 3: Submit a completed application form to Whittier Alliance. Including:

- a. Written description of the project, including drawings or other materials which accurately represent scope, intent and budget of project improvements
- b. Photographs of the current state of the building, where the improvements will be made
- c. Two (2) contractors' bids for the work they plan to do. Both bids must be for identical scopes of work. Applicants are encouraged to solicit estimates from women and minority contractors. *Projects of less than \$1,000 and for murals need only submit one written estimate.*
- d. Evidence that contractors are licensed, bonded, and insured

- e. Review by volunteer Whittier Business Assoc. Grant Committee for compliance with and support of the Whittier Design Guidelines, Franklin Nicollet Pedestrian Overlay District Guidelines and goals and vision for the commercial corridors.
- f. The Whittier Grant Review Committee reserves the right to refuse a grant application.

Step 4: Whittier Alliance will notify you of your application’s status within two weeks of receiving it. Whittier Alliance approves applications on a first-come, first-serve basis until all funds are allocated. Every opportunity will be explored to approve a grant application, however, the Whittier Grant Committee reserves the right to refuse a grant application.

Step 5: Sign the Matching Grant Agreement with Whittier Alliance, and then proceed with project. Be sure to obtain all the necessary permits for the project. Permit verification is required prior to any grant disbursements.

Step 6: The Grant funds will be disbursed to the contractor(s) and/or Subgrantee by Whittier Alliance based upon the receipt and review of **items a thorough e** below. The Grantee must submit the following items to Whittier Alliance upon completion of the work. **If more than one contractor** is used, there must be completed sets of the items listed below for each contract/contractor:

- a. a completion certification (the form of which has been provided to Subgrantee) filled in and signed by the Subgrantee and contractor;
- b. for work requiring a city permit, proof of final inspection by the City of Minneapolis Inspections Department (provide a copy of the permit signed off by the responsible City Inspector), for work NOT requiring a city permit, call Whittier Alliance to notify them work is complete;
- c. a final invoice from the contractor showing the total project cost;
- d. proof of payment of full private match paid to contractor in one of two forms;
 - 1) **Lien waiver** a statement issued by the contractor that advises the client they, the contractor, (1) have been paid in full for the total project cost, (2) are satisfied with the compensation for the work they performed, and (3) waive their right to place any liens on the property for the work completed (*If there are significant material costs, it can be a good idea to obtain a lien waiver from the materials supplier, advising that the contractor paid them in full.*)
 - 2) **Cancelled check:** a copy of the actual cancelled check(s), returned to you by the bank that paid the contractor who completed the work. Both the front and back of the check must be copied and must be made payable to the contractor for the amount of the full private match (66 percent or 75 percent of the total project cost depending on the area), or the total project cost **AND Signed receipt:** a properly executed receipt is signed by an authorized officer of the firm that completed the work and includes the contractor’s name, address, telephone number, and notation that the full private match (66 percent or 75 percent of the total project cost depending on the area), or the total project cost was paid in full
- e. photographs documenting the completed work, taken from the same location of the “before” photographs required in the application.

In order for you to receive the reimbursement, the administering organization must receive items a. thorough e. within nine (9) months of the date on the confirmation letter.

WHITTIER ALLIANCE CONTACT

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