



BUILDING IMPROVEMENT GRANT PROGRAM

Grant Application Package

Elkhorn Economic Development Alliance (EEDA) and the City of Elkhorn have partnered to offer a grant program for the purpose of promoting exterior building improvements as well as other eligible improvements to existing commercial and retail properties in the City of Elkhorn.

The EEDA and the City of Elkhorn believe property owners are a vital component to the success of the redevelopment and economic revitalization efforts in the City of Elkhorn. The Building Improvement Grant Program is a reimbursement grant program implemented to stimulate efforts in improving the structural integrity, longevity and overall physical appearance of commercial and retail businesses in the City of Elkhorn.

Prior to awarding a grant, The EEDA agrees to verify with the City of Elkhorn that the applicant does not have any outstanding citations or delinquencies to the City of Elkhorn.

This Grant Application Package Includes:

- A. Program Information
- B. Qualified Improvement Expenditures
- C. Application Information
- D. Grant Award and Conditions
- E. Project Completion and Reimbursement
- F. Definitions
- G. Attachment B: Proof of Ownership
- H. Attachment C: Grant Application
- I. Attachment D: Scoring Criteria Worksheet

A. Grant Program Information

Eligibility

To be eligible for the Building Improvement Grant Program you must own an existing commercial or income producing property in the Elkhorn City Limits.

The existing property can be vacant or occupied. Owner occupied residential properties are not eligible.

The owner of the property must fill out Attachment B: Proof of Ownership.

No defaults with a previous application through this program.

Type of Grant

The total grant allocation for each fiscal year is limited. The Building Improvement Grant Program is a competitive program. Grant awards will be based on available funding for that specific fiscal year.

Eligible projects shall be reimbursed up to 20 % of the cost of the qualified improvement expenditures for the building improvement project with a maximum grant amount of \$20,000.

Applicants are limited to one award per property per 10 years.

Applicants MUST submit grant application PRIOR to commencing work for the property listed in the grant application. If work has already begun on the property listed in the application, the work that has begun before city approval will not be eligible for compensation.

Ownership

Applicants must provide proof of ownership for the commercial building listed in the application. See Attachment B, Proof of Ownership.

Qualified Improvements

The Building Improvement Grant Program will fund exterior building improvements necessary for the structural integrity of the property, the repair of the exterior building envelope or the restoration/repair of any exterior historical, architectural features. Qualified Improvements include, but are not limited to:

- Repair or replacement of roofing system in connection with a larger project.
- Repair or replacement of exterior gutter and downspouts.
- Masonry Work including; Brick cleaning, re-pointing and tuck pointing, brick replacement.
- Exterior Painting
- Restoration, repair and/or replacement of exterior windows and doors.
- Restoration, repair and/or replacement of exterior lighting.
- Accessibility improvements including exterior ramps, handrails and other means and devices in accordance with the American's with Disabilities Act (ADA). Improvements must be designed in a manner that continues to maintain the overall character of the building.
- Other exterior building improvements necessary for the structural integrity of the building.
- Interior Renovations if they increase energy efficiency, safety, ADA requirements, or a repurposing for retail. Applicants will be instructed to apply for Focus on Energy incentives. If incentives are received, that amount will be deducted from the approved amount of this grant program or other similar incentives.
- Front or rear façade projects.
- Backdrop or monumental signage.

Ineligible Improvements

The following are improvement items not eligible for funding under the Building Improvement Grant Program.

- The purchase of furnishings, equipment, or other personal property.
- Expansion of the existing structure and new construction except where noted above under qualified improvements.
- General site work including; sidewalks, driveways, property landscaping, fencing, retaining walls and other features not directly attached to the existing building.
- The creation of new and/or incompatible exterior architectural features, nor the repair or replacement of existing exterior architectural features incompatible with the original architecture of the building.

- Any work on the exterior of the existing building not visible from a public right-of-way or vital to the structural integrity of the building.

B. Application Information

Application Deadline

The Building Improvement Grant Application shall be submitted on or before the first Thursday of each month.

Application Fee

There is a nonrefundable application fee of \$25. (Checks should be made payable to The Elkhorn Economic Development Alliance).

Application Procedure

The Building Improvement Grant Application should include the following items:

- A completed application form (See Attachment C).
- Current photographs of the property including photographs of the existing conditions of the improvement items identified in this application.
- A Drawing or a sketch of the proposed building improvements.
- A written description of the proposed improvements, including materials, color selections, etc.
- A preliminary cost estimate for the proposed improvements. The estimate may be completed by an architect, engineer, contractor, or supplier (store/vendor).
- A copy of the approved Certificate of Appropriateness from the City of Elkhorn Plan Commission.
- A signed letter of commitment, from the applicant, to provide a minimum of eighty percent (80%) of the funding for the building improvement project.

The Application Review Process

- The EEDA Building Improvement Grant Committee will review application material to ensure all required documents have been included in the submission package. Incomplete applications will not be considered. All completed applications will be forwarded to the Plan Commission for project approval.
- All approved applications will be forwarded to the Building Improvement Grant Committee for scoring and consideration.

- The Building Improvement Grant Committee will meet to review each completed application.
- If necessary, the Building Improvement Grant Committee may conduct an on-site inspection of the property. The applicant may be invited to participate.

Scoring Criteria

Building Improvement Grant Applications shall be scored using the following criteria:

- District Distributive Balance
- Financing and Speed of Development
- Quality of Property
- Quality of Project

See Attachment D: Scoring Criteria Worksheet.

C. Awards and Conditions

The EEDA's Building Improvement Grant Committee shall send written notification to all applicants receiving grant awards.

Awards

- The EEDA Board will notify the grantee for about the awarded project, following approval by the Plan Commission. Upon notification of the award by the EEDA, the grantee may begin building improvement work.
- All work must be completed within 12 months from the date of the execution of the contract agreement, unless a written request for a time extension is submitted to the EEDA board and approved by the Building Improvement Grant Committee.

Conditions

- The grantee shall be responsible for properly maintaining the completed building improvements for a period of five (5) years without alteration unless such changes are submitted in writing to the EEDA Board for review and approval of the Building Improvement Grant Committee.
- The grantee agrees to solicit a minimum of two (2) bids for the improvement project, and submit to the EEDA Board a copy of all bids received. If two bids are unable to be obtained, the grantee should notify the EEDA in writing as to the reason this is not possible.
- The grantee must notify the EEDA Board in writing of the contractor selected, the amount of the contract, and a copy of the anticipated schedule of work.

- The grantee may not serve as his/her own contractor or self-perform work, unless the following conditions are met:
 - Grantee must be a licensed contractor in the City of Elkhorn
 - Grantee must provide proof of ownership or be part owner of a licensed construction company.
- Grantee serving as his/her own contractor may apply, but only materials or subcontracted services would count toward the total cost of the project
- Building and Zoning Department shall be notified and make inspections as dictated by all state and local building codes.
- The grantee must obtain all required building permits and plan approvals prior to the beginning of work.
- Grantee may only receive a grant once in any 10 year period per property.
- All change orders or changes to the scope of work must be submitted, in writing, to the EEDA Board and approved by the Building Improvement Grant Committee.
- If an applicant has not complied with an earlier grant through this program, applicant will be ineligible indefinitely for a new grant.

Project Completion

Upon completion of the improvement project within twelve (12) months and ALL work items listed on the approved grant application, the grantee shall submit the following information to the EEDA Board.

- Provide copies of all invoices marked paid. Verification of work completion may be required. In some cases, cancelled checks may be requested to verify completed work. And, on-site may be requested.
- Provide contractor waivers of lien (or partial waivers of lien for individual discrete components of work).
- Provide photographs of the completed project.
- The grantee shall schedule a site visit by a member of the Building Improvement Grant Committee to provide written verification all work items listed on the approved grant application were completed.

Reimbursement

Once all of the project completion requirements are satisfied, the grantee shall submit all paperwork to the EEDA Board. The EEDA will prepare a request and submit it to the City for reimbursement. The City of Elkhorn will then issue the grantee a check for the awarded grant amount of NO MORE THAN \$20,000.

In the event the completed project did not meet all the grant requirements and does not receive approval for reimbursement, the grantee applicant may appeal the decision to the EEDA Board. The grantee applicant shall notify the EEDA Board, in writing, with a request to appeal within ten (10) business days of receiving notice from the Building Improvement Grant Committee that the completed project was not approved for reimbursement.

The EEDA Board shall hear the appeal and review all information provided by the Grantee and the Building Improvement Grant Committee. The EEDA Board shall uphold or reverse the Committee's original decision. The Board's decision shall be final.

D. Definitions

- Façade: The front or side of a building which is visible from a public street or public right-of-way.
- Storefront: The side of a store facing a street, usually containing display windows.
- Adaptive Reuse: The process of reusing an existing building for a purpose other than which it was built or designed for.
- Rehabilitation: The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.
- Grantee: Property Owner with a project receiving a Building Improvement Grant Award.
- QIE: Qualified Improvement Expenditures. Improvement items eligible for grant monies.

ATTACHMENT B
PROOF OF OWNERSHIP

1. Owner Declaration Form

I hereby attest that the information I have provided is, to the best of my knowledge, correct. I understand that falsification of representations in this application may subject the applicant to criminal sanctions.

Owners Signature:

(Original Signature Only)

(Date)

<p>Print Name of Owner:</p> <p>_____</p> <p>Address/City/State/Zip:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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ATTACHMENT C:

**BUILDING IMPROVEMENT GRANT PROGRAM
GRANT APPLICATION**

Instructions: Read the instructions carefully before completing application. No grant certification will be made unless a completed application form has been received. Type or print clearly in ink. If additional space is needed, use continuation sheets or attach blank sheets.

1. Name of Property:

Address of property:

Street _____

Zip _____ City _____ State _____

2. Check nature of building improvement(s):

- ADA Accessibility
- Exterior Lighting
- Masonry Repairs
- Exterior Painting
- Roof Replacement
- Window repair or replacement
- Exterior Signage
- Exterior repair or replacement
- Other: (please describe)

3. Project contact:

Name (Print clearly)

Street _____ City _____

State _____ Zip _____ Daytime Telephone _____

4. Owner:

I hereby attest that the information provided is, to the best of my knowledge, correct, and that I own the property described above.

Signature _____ Date _____

Name (Print clearly) _____

Organization _____

Street _____ City _____

State _____ Zip _____ Daytime Telephone _____

Elkhorn Economic Development Alliance
BUILDING IMPROVEMENT GRANT PROGRAM
GRANT CERTIFICATION APPLICATION

Office Use Only
Property Name

MSP

Project Number

Property Address

5. Description of physical work: (include materials, colors, etc.) _____

6. Certificate of Appropriateness from the EEDA Building Improvement Grant Review Committee:

Submitted (date) _____

Approved (date) _____

7. Items to be submitted with this application include:

- A completed grant certification application
- Current photographs of the existing property
- Drawings or sketches illustrating the proposed building improvement work
- Preliminary Cost Estimate (prepared by an architect, engineer, contractor, building supply store, or other qualified source.
- Signed Letter of Agreement (agreeing that the applicant has read and understands the Awards and Conditions, Section C of this grant program)

EEDA Office Use Only

Application received on _____

Verification of complete application on _____

Submitted to Building Improvement Committee _____

Committee Action: Approved Denied

EEDA Authorized Signature _____

Date _____