



DOWNTOWN FACADE & COMMERCIAL INTERIOR BUILD-OUT GRANT PROGRAMS

Revised/Updated March 8, 2017

January 19, 2023

SUMMARY

This is a matching grant program for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per project. The minimum total project size to be considered for a matching grant is \$1,000 (for a matching award of up to \$500).

Downtown Facade & Commercial Interior Build-Out Grant Programs

Eligible Applicants: Property owners and current tenants located within Tax Increment District #2. Awards may be made no more frequently than every 36 months to an applicant and an address.

The Opportunity. This program offers a matching grant for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per application. The minimum total project size to be considered for a matching grant is \$1,000 (for up to \$500 match). Total annual municipal award expenditures shall not exceed \$25,000.

How to Apply. Prior to applying, interested parties will be able to contact the City Clerk to propose a project and review its eligibility. During the initial evaluation process, staff will collaborate with each applicant to ensure a complete grant application. The Community Development Authority (CDA) will meet after the complete grant submittal has been received to review applications and potentially award funds.

- Once complete, City staff will initially review the applicant's project plan, credit, and background checks, confirm any code violations, and summarize the project purpose, based upon the application and discussions with the applicant. A complete application shall include the following:

- ❖ Application form,
- ❖ Planned project renderings (including colors and materials),
- ❖ Photos of the existing façade/space which demonstrate the need for improvements,
- ❖ Project cost estimate by at least two qualified, licensed contractors,
- ❖ Applications for tenant improvement upgrades must also include a signed lease agreement, and if the application is submitted by the tenant, a written letter of permission from the property owner approving the project.

Complete applications will be considered and evaluated according to adherence with the area's overall development plan or vision and will be based on available funding, grants will be awarded to qualified projects based on anticipated project impact.

City staff will then submit the completed application and summary to the Community Development Authority (CDA) for their consideration.

Grant applicants must attend the Community Development Authority meetings when their representative is requested to respond to any application and project-specific questions.

All applicants awarded any grant funds will be required to execute a grant agreement and provide a W-9 with the agreement.

If denied by the CDA, staff will inform the applicant in written form of the application decision with the reasons for the denial. Applicants receiving a denial may re-apply for a new project grant twelve months after submission of the application which was denied.

The City reserves the right to offer a lesser dollar amount than requested. Grant offers may also be made contingent on adjustments to proposed plan of work to better meet City goals and objectives. Applicants must accept or reject the grant funds in writing within 30 days of award. All grant awards are conditioned upon available funding. Projects must obtain all required building permits at the applicant's cost and comply with all City, State and Federal regulations regarding construction activities.

Applicants must submit itemized, third-party receipts for all project costs upon completion of work, and work must be reviewed to ensure project reflects application materials. Following project approval, building inspection (if required by the City) and submission and acceptance of all applicable receipts, grant funds will be released to applicant.

Participant Applicant shall prominently display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during all periods of construction and to remain for a 30- day period following project completion.

SUGGESTED ADDITIONAL PROVISIONS

Improvements that receive funding must improve the visual appearance and aesthetic quality of the building frontage that faces the public street. Plans and designs must conform to the City Zoning Code and all other City ordinances. Eligible project costs for which grant funding can be applied are, but not limited to the following:

- Exterior improvements, such as: awnings, materials, entranceways, masonry work, lighting, etc.
- Site improvements such as decorative walkways, permanent planters, patios, landscaping, etc., as well as professional design fees may be eligible uses of grant funding

The successful grant recipient will receive a 50% match reimbursement of all eligible project costs to the amount approved by the City, with a total grant amount not to exceed \$10,000. The applicant is responsible for the other 50% of all eligible project costs for which the grant is applied. The applicant is also responsible for 100% of all non-eligible project costs and 100% of all project costs more than \$20,000. The intention is to award only one (1) grant of \$10,000 maximum per building.

The Program's Future is Not Guaranteed. The annual municipal budgeting process will determine the lifespan of these programs. Future rounds of funding will be available on an annual basis as funds become available.

Eligible Project Area. Parcels located inside the TIF #2 boundaries illustrated on the map.



General Program Guidelines:

- Applicant must:–Apply for funds to be used within the Tax Increment District # 2.
- Be in a building which, in the determination of the City, contributes to Waterloo’s property tax base.
- Projects that have already begun construction or which were completed in the past are not eligible to apply for funds.
- Be current on all mortgage, tax and utility payments, and tenant applicants must be current in lease payments to the property owner. Prospective businesses interested in renting and opening in Waterloo are eligible to apply with approval from landlord and with a signed lease agreement in place (lease may be contingent upon project funding).
- Property owners may apply for both façade and tenant improvement program funds under separate applications and a tenant may apply for improvement funds even if the landlord has also applied for façade improvements. Each project will be judged on its own merits and no preference or penalty will be given for multiple projects.
- Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). However, the majority of total project costs should be hard costs.
- Preference will be given to projects which will leverage the most private investment for each dollar of public funds and provide the greatest public benefit.
- Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan must be approved by the City in advance. Failure to do so may result in the forfeiture of grant money.
- Once the project is complete, the applicant will notify the City, which will review final work to ensure that the results are consistent with the approved proposal. The building inspector will also review the property for code violations associated with the project area (i.e., in first floor space for a tenant improvement grant, or on the exterior of the building for a façade grant). Any identified violations must be corrected prior to project approval. Only after a project is inspected and approved will grant funds be released to the applicant.

Facade Improvement - Program Guidelines:

- Planned improvement must be compatible with historic zoning overlay district standards where applicable. Improvements should try to preserve or restore the historic character of the building.
- Eligible projects include:
 - Window and door repairs/replacement
 - Brick tuck pointing or masonry repair.
 - Storefront rehabilitation
 - Signage, shutters, or awnings
 - Painting or siding, brick cleaning
 - Correction of exterior code violations
 - Exterior repairs (on façade only)
 - Energy efficiency upgrades
- Non-eligible costs include non-façade related improvements such as roof repair, rear or side wall improvements (unless a corner property), landscaping, paving or other property related improvements not associated with the façade of the building.

Commercial Interior Build-Out - Program Guidelines:

- Eligible improvements include the following activities, as applies to the commercial storefront portion of the property.
 - Hazardous materials abatement, such as asbestos removal
 - Demolition and shell reconstruction
 - Plumbing, mechanical, electrical, cabling and HVAC improvements
 - New restaurant equipment (i.e., hoods, vents, etc.)
 - Americans with Disabilities Act (ADA) Compliance
 - Storefront Improvements
 - Historic restoration of interior features
- Non-eligible costs include non-permanent fixtures such as security systems, merchandise or display items, furniture, or interior décor items. Costs associated with improvements to upper floors or basements are not eligible.

APPLICATION

Downtown Facade & Commercial Interior Build-Out Grant Programs

Prior to submitting this application, please review the complete program guidelines regarding eligible projects and grant amounts. Contact the City of Waterloo at 920-478-3025 with questions or for additional clarification prior to submitting a project application. Incomplete applications will not be considered for funding. Completed applications should be submitted to City of Waterloo, 136 N Monroe St, Waterloo, WI 53595

Date: _____

Applicant Name: _____

Applicant is: (circle one): Property Owner Business Tenant

Applicant mailing address: _____

Daytime Phone: _____

Email Address: _____

Address of property for proposed improvement: _____

Property owner (if different than applicant): _____

Anticipated total project cost: _____

Grant request amount: _____

Describe project: (attach an additional sheet if necessary)

Start date:

Thank you for submitting your project for consideration. The following are to be included with the application:

- Photos of existing building/space to be improved.

- Project renderings, including materials and colors to be used.
- Project estimates provided by qualified, licensed contractor.
- Lease document (for tenant improvement projects)
- Project approval from landlord (if applicant is a business)

Downtown Facade & Commercial Interior Build-Out Grant Programs

GRANT ACCEPTANCE FORM

KEEP TOP PORTION FOR YOUR RECORDS -- RETURN BOTTOM PORTION TO:
 CITY OF WATERLOO FAÇADE/TENANT IMPROVEMENT GRANT
 136 NORTH MONROE STREET, WATERLOO, WI 53594-1198
 920-478-3025

PROGRAM GUIDELINES AND REQUIREMENTS

Guidelines and requirements must be met. Failure to do so may result in forfeiture of grant money.

- Applicant must accept or reject the grant funds within 30 days of award. Failure to reply will result in a loss of the grant award.
 - Projects must obtain all required building permits and follow all City, State and Federal regulations regarding construction activities.
 - Applicant must be current on all mortgage, tax, and utility payments. Tenants must be current in lease payments to the property owner.
 - Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). Most of the total project cost should be hard costs.
 - Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan as documented in the application must be approved by the City in advance.
 - Applicant must execute all items listed on the checklist provided with the award notice.
 - Applicant agrees final work will be inspected to ensure that the results are comparable to the initial proposal. The building inspector will review the property for code violations associated with the project area. Applicant agrees to correct identified building code violations prior to the release of grant funds.
 - Applicant shall display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during improvements and for a 30-day period following project completion.
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Downtown Facade & Commercial Interior Build-Out Grant Programs (return slip)

I have read the **program guidelines and requirements** and agree to the terms and conditions as stated.

<input type="checkbox"/> 1. Grant award notice received/reviewed. Project completion deadline is: _____.
<input type="checkbox"/> 2. Complete and return grant acceptance form.
<input type="checkbox"/> 3. Real estate and/or personal property taxes confirmed as not being delinquent.
<input type="checkbox"/> 4. All necessary permits are applied for and received through the City of Waterloo Building Inspection office. Painting, repairs, and maintenance do not require permits. Call 608-576-6371 to determine if your project requires a permit.
<input type="checkbox"/> 5. Prominently display the 11 x 17-inch project poster.
<input type="checkbox"/> 6. Upon completion of work and after final payment to all project contractors is completed, all paid-in-full invoices from contractors who completed grant eligible work are submitted. The payee must document that payment has been received in full.
<input type="checkbox"/> 7. Upon completion of work, all direct purchase receipts pertaining to completed work are submitted.
<input type="checkbox"/> 8. Before and after pictures submitted.
<input type="checkbox"/> 9. Final walk through with municipal staff scheduled (call 920-478-3025).
<input type="checkbox"/> 10. The grant award will be mailed after the project is completed and all documentation is accounted for.

Printed Name: _____

Signed: _____

Dated: _____

Project ID(s) _____

Downtown Facade & Commercial Interior Build-Out Grant Programs

APPLICANT CHECK LIST

Submit project information to:
CITY OF WATERLOO
FACADE/TENANT IMPROVEMENT GRANT

136 NORTH MONROE STREET
WATERLOO, WI 53594-1198
920-478-3025