



Goodhue, Minnesota 55027

Business Façade Improvement Program

The City of Goodhue and Goodhue Economic Development Authority (GEDA) recognizes that healthy business areas play an important role in the vitality of a city. To encourage business exterior improvements the Goodhue Economic Development Authority administers the Business Façade Improvement Program.

Program Funding: \$6,000 is annually designated for this program

Duration: The program will accept application on an ongoing basis. Unless approved by the EDA Board, all projects must be completed with submitted invoices and completion photos within **12 months** of award date. Any projects not completed and/or submitted for reimbursement by that time will not be eligible for reimbursement regardless of approval.

Frequency: Each business may only apply for a grant once every 3 years

Matching Requirement: Dollar-for-dollar match required

To apply, applicants must submit a complete application, including the necessary attachments, to City Hall by no later than the third Wednesday of each month for consideration at the next EDA meeting. The EDA will not consider retroactive approval projects; no work may be done prior to EDA approval.

<u>Required Documents for Application</u>	<u>Required Documents for Reimbursement</u>
<input type="checkbox"/> Completed application form	<input type="checkbox"/> Payment request form
<input type="checkbox"/> Copy of cost estimate for the project	<input type="checkbox"/> Document of work completed
<input type="checkbox"/> Project plans, drawings, or sketches	<input type="checkbox"/> Proof of payment (for reimbursement)
<input type="checkbox"/> Photos of property work area before work begins	<input type="checkbox"/> Photos of property work area after work is completed
<input type="checkbox"/> Any additional documents as requested	<input type="checkbox"/> Any additional documents as requested
<i>For leased property:</i>	
<input type="checkbox"/> Copy of lease agreement and written permission from property owner	

A. Program Overview

The purpose of the Business Façade Improvement Program is a reimbursement program that provides incentives to improve and revitalize Goodhue businesses by improving the appearance of building facades and at the same time, stimulate private investment.

The Businesses Façade Improvement Program can only be used for exterior repairs/improvements, code violation corrections, handicapped accessibility and energy efficiency improvements.

Minimum amount of assistance per business is: \$500

Maximum amount of assistance per business is: \$2,000

The grant program requires a dollar-for-dollar match. This means that for the entire project, the owners must contribute at least 50%. A few project examples:

- a. Project Cost: \$1,500
 - i. Façade Improvement Grant: \$750
 - ii. Applicant Investment: \$750
- b. Project Cost: \$4,000
 - i. Façade Improvement Grant: \$2,000
 - ii. Applicant Investment: \$2,000
- c. Project Cost: \$10,000
 - i. Façade Improvement Grant: \$2,000 ii. Applicant Investment: \$8,000

Limited funding for this project is available, and will be considered on a first come first serve bases. Final approval is at the discretion of the Goodhue EDA Board. **All funds allocated to this program that are not used by end of current calendar year, will be added to the next calendar year's available funds.**

B. Eligibility

- a. Applicants must be located within the City limits of Goodhue
- b. Applicants must own the property or have the written consent of the property owner
- c. Applicants must be current on all City loans, utility payments and property taxes
- d. The proposed application property must be in an area zoned non-residential
- e. The proposed application project must be for exterior repairs or improvements
- f. Eligible project items:
 - i. Rehabilitation or replacement of exterior windows and/or doors visible from public areas
 - ii. Replacement of missing decorative building features that are fixed in place or permanent
 - iii. Rehabilitation or replacement of historic rooflines or historic features of materials consistent with the historic nature of the building (including corbels of stone, brick, parapets of stone, brick, metal, wood or other)
 - iv. Awnings and canopies (including the installation of new features and removal of deteriorating awnings and canopies)
 - v. Approved exterior lighting and signage

- vi. Painting of building exterior; including necessary scraping, repairing and preparation for completion
 - vii. Siding, brick tuckpointing and the installation of brick onto building facade
 - viii. Screening of unsightly features such as utility connections, dumpsters, etc.
 - ix. Permanent and semi-permanent landscaping features
 - x. Historic preservation-related maintenance which requires specialized care or expertise, (examples include tuck-pointing and cleaning)
 - xi. Exterior improvements that are not visible from the public realm; examples include roofs or improvements to the back of the building facing alleyways
- g. Ineligible project items:
- i. Any interior work
 - ii. New construction and building additions
 - iii. Land or building acquisition
 - iv. Routine maintenance
 - v. Parking lots
 - vi. Moveable landscape features
 - vii. Personal labor expenses
 - viii. Any improvements completed or in progress at the time of the application

C. Applicant Process

- a. Applicant must submit a Business Façade Improvement Program Application with appropriate documentation that indicates the following (see page 1)
- b. The Economic Development Coordinator identifies if the project meets eligibility requirements and, if so, will bring it to the EDA Board for final review
- c. The Economic Development Coordinator or City Staff will contact the applicant and relay the EDA Board's decision, and if approved will arrange for the signing of required documents.
- d. Applicant makes approved façade improvements and pays all invoices related to the improvements
- e. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications and provides receipts for work completed including pictures of the improvements that have been made to the Economic Development Coordinator
- f. The Economic Development Coordinator will bring all final documentation to the EDA Board. The EDA Board will approve or deny reimbursement based on the completed project, documentation and receipts of work completed and paid for by the applicant
- g. At the end of the year, the Applicant receiving \$600 or more will receive a 1099 for the amount of the Façade Program payment
- h. Façade Program funds must be used within 12 months of City Council approval date. Applicants must submit Payment Request form within this twelve 12-month period or funds will be canceled
- i. Businesses may only submit one application every three years **per building**. A business can reach out to the Economic Development Coordinator for their earliest eligibility date

Applications may be denied if, in the sole option of the EDA, the proposed improvements do not follow these guidelines or improve the general character of the building and community as a whole.

The EDA reserves the right of ultimate review. The EDA may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and is in the best interest of the community. Conversely, if the final product does not align with the EDA's understanding of the project at the time of application and approval, the EDA reserves the right to refuse payment.

Please contact the Economic Development Coordinator, **Todd Kieffer**, with any questions at todd.kieffer@cedausa.com.