



# FACADE IMPROVEMENT MATCHING GRANT PROGRAM

The City of Marshall recognizes that healthy business districts play an important role in the vitality of Marshall and understands there are many challenges that businesses can face. The Facade Improvement Matching Grant Program aims to help revitalize and sustain business districts. The Facade Improvement Matching Grant Program is designed to help create healthy commercial areas by providing incentives to improve the appearance of building facades and stimulate private investment. The Facade Improvement Matching Grant Program will be capped at \$50,000 or 12 months, whichever comes first.

## Who can apply for a matching grant?

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Building owners and commercial tenants (with property owner's approval) can apply for a Facade Improvement Matching Grant if:

1. Project location must be within the City of Marshall,
2. They are located within a business district AND
3. The facade improvements are for a commercial business or commercial building.

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.

## How much are the matching grants?

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One matching grant can be a maximum of \$5,000 per storefront/business address. **All grants must be matched.** 1:1 match means that every grant dollar must be matched by one dollar. Facade Grants will pay for 50% of the total project costs, up to a maximum of \$5,000. Matching dollars can come from any non-facade Improvement Matching Grant source. Examples include private equity, loans, etc.

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 the program administrator.

## What will the matching grant dollars pay for?

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Facade Improvement Matching Grants can pay for many exterior, facade improvements. The work **must** be visible from a public street (and not an alley).

The following are eligible improvements for facade matching grants:

- 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, including design work for projects that are completed
- Wall, window, hanging, and monument signs advertising the business name and identity
- Living wall or “green façade”
- Multiple improvement projects, not to exceed the maximum grant amount per business or storefront

**The City of Marshall requires permits for most of the eligible improvements listed here.** If you have any questions about permits, please visit City of Marshall Community Planning Department by calling 507-537-6051, or visit the Community Planning Department at 344 West Main Street, Marshall, MN.

#### **What will the matching grant dollars NOT pay for?**

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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
- Backlit awnings
- Any other improvement **not** deemed eligible on the above list

## How do I receive a grant?

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### Step 1: Be sure you meet program requirements.

- ✓ The property is located in a business district.
- ✓ 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 the program administrator will issue a reimbursement check. See step 6 for further information.

### Step 2: Set-up a meeting with the program administrator Tara Onken to discuss your project and review the Central Heritage District Exterior Construction Standards (Secs. 86-276 through 86-293) if you are located in the Heritage District.

### Step 3: Submit the Façade Improvement Matching Grant Application and Participation

**Agreement** to the program administrator, including:

- a. A written description of the project, including drawings, before photographs of the building, and other supporting materials that accurately represent scope and intent of project improvements.
- b. 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 bonded and/or insured.
  - iv. Projects totaling less than \$1,000 and murals only need to submit one bid.
  - v. Grant amounts are based on the lower bid; however, you are free to accept the higher bid.
- c. **All applications are reviewed and approved by a committee, the makeup of which varies.** This step is different for each organization administering the program.

### Step 4: Receive a signed copy of the Façade Improvement Matching Grant Application and Participation Agreement from the program administrator 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 City permits for the project or ensure your contractor pulled the necessary permits. Permit and taxes paid verification is required prior to grant disbursements.

### Step 5: Complete the project and submit documentation to the program administrator within nine (9) months of the date on the signed Participation Agreement. The grant funds will be disbursed to you or to your contractor(s) by the program administrator after they have received **ALL FOUR (4)** of the following items (if more than one contractor is used, you must submit all four items for each contractor):

- a. **Proof of final inspection** by the City of Marshall Inspections Department for work requiring a City permit (a copy of the permit signed off by the responsible City Inspector).

- b. **Final invoice** from the contractor showing the total project cost.
- c. **Before and After Photographs** highlighting the improvement project from the same vantage point.
- d. **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** - 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. **A cancelled check** **AND** a **signed receipt** - if you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment. 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?**

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For program questions, please contact:

Tara Onken

Economic Development Director

[tara.onken@marshallmn.org](mailto:tara.onken@marshallmn.org)

507-337-0802

For reimbursement questions, please contact:

Annette Storm

344 West Main Street

Marshall, MN 56258

[annette.storm@ci.marshall.mn.us](mailto:annette.storm@ci.marshall.mn.us)

507-537-6763



# FACADE IMPROVEMENT APPLICATION & PARTICIPATION AGREEMENT

<b>Date:</b>  <b>Email Address:</b>  <b>Address of Property to be Improved:</b>  <b>*Property Owner Name:</b>	<b>Grant Applicant Name:</b>  <b>Phone Number:</b>  <b>Phone Number:</b>
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\*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)

In a separate document attached to this sheet, describe the work/project(s) to be completed, and include a **"before" photographs**.

## 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 bonded and insured. If you have questions about licensing, call the City of Marshall at 507-537-6773.
- ✓ 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.
- ✓ 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		\$	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		2		\$	<input type="checkbox"/> Yes / <input type="checkbox"/> No
2		1		\$	<input type="checkbox"/> Yes / <input type="checkbox"/> No
		2		\$	<input type="checkbox"/> Yes / <input type="checkbox"/> 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 Façade Improvement Program Eligible expenses, (2) the Central Heritage District Exterior Construction Standards (if located within the Heritage District) (3) this Agreement, and (4) available funding. Final determination of eligibility rests with the City of Marshall. The Facade Improvement Matching Grant Program will be capped at \$50,000 or 12 months, whichever comes first.

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 Marshall 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 Marshall 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 your Program Administrator **within nine (9) 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 Grant Applicant by your Program Administrator based upon the receipt and review of **items (a) through (c)** below. The Grantee must submit the following items to your Program Administrator 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:

- i. **Proof of final inspection** by the City of Marshall 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 Program Administrator (phone) to notify them work is complete.
- ii. **Final invoice** from the contractor showing the total project cost.
- iii. **Proof of payment** paid to contractor in one of the following two forms. You should be totally satisfied with the work before paying.
  - A **lien waiver** - 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**
  - A **cancelled check AND a signed receipt** – to be submitted if you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment. 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. Reminder: The Facade Improvement Matching Grant Program will be capped at \$50,000 or 12 months, whichever comes first.

## STEP 5 – Sign and date

**Sign and date below**, accepting the forgoing terms. ***A grant is not approved until this document is signed on page four (4) by your Program Administrator.***

### GRANT APPLICANT

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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 LYON         )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by  
\_\_\_\_\_, the \_\_\_\_\_ of  
\_\_\_\_\_, a \_\_\_\_\_, on behalf of the  
\_\_\_\_\_.

\_\_\_\_\_, Notary Public  
or **WITNESS**

\_\_\_\_\_  
By Name  
Its Façade Program Administrator

**STEP 6 - Deliver the application to:**

**Tara Onken**  
118 West College Drive  
Marshall, MN 56258



**TO BE COMPLETED BY THE  
PROGRAM ADMINISTRATOR**

Date Application Received:

Grant Amount: (herein referred to as "Grant")

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

Total Project Cost: (Grant plus Matching Funds)

Grant Approval Date:

**PROGRAM ADMINISTRATOR**

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By:

Its: Façade Program Administrator