



DOWNTOWN FACADE & COMMERCIAL INTERIOR BUILD-OUT GRANT PROGRAMS

Revised/Updated March 8, 2017

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

Who Is Eligible? Property owners and current or prospective tenants located within Tax Increment District #2. Awards may be made no more frequently than every 36 months to an applicant, with a lifetime grant cap of \$15,000 from the program's inception for each applicant.

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. Complete and return the application form to the Clerk/Treasurer's office during regular business hours. Applicants are encouraged to discuss the project with City staff prior to submission.

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:

- Property owner or tenant must apply for funds to be used within the Tax Increment District # 2.
- Applicant must be located in a building which 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.
- Applicant must 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 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 cost 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 forfeiture of grant money.
- Once the project is complete, applicant will notify the City, which will review final work to ensure that the results are comparable to the initial 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 will be released to the applicant.

Facade Improvement - Program Guidelines:

- Planned improvement must be compatible with historic zoning overlay district standards where applicable. Improvements should make an effort 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.**

How to apply:

- **Applicant must submit a complete application packet by the deadline. A complete application includes 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 a qualified, licensed contractor,**
 - **Applications for tenant improvement upgrades must also include signed lease agreement, and if application is submitted by tenant, a written letter of permission from the property owner approving the project.**
- **Complete applications will be considered and evaluated according to a set of weighted criteria. Based on available funding, grants will be awarded to qualified projects based on anticipated project impact.**
- **Applicants will be notified of grant awards in writing. The City reserves the right to offer a lesser dollar amount than requested if the amount of eligible projects exceeds allocated funding. 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.**
- **Projects must obtain all required building permits and follow all City, State and Federal regulations in regard to construction activities.**
- **Applicant must submit receipts upon completion of work, and work must be reviewed to ensure project reflects application materials. Following project approval, building inspection (if required) and submission of all applicable receipts, grant funds will be released to applicant.**
- **Participant 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.**

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. Don't forget to attach the following to this application before submitting:

- 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 in regard to 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). However, the majority of 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 that final work will be inspected to ensure that the results are comparable to the initial proposal. The building inspector will also 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.
- Participant 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.

▶▶▶▶▶▶▶▶ Clip Here & Mail Or Deliver To Clerk/Treasurer's Office 111111

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.

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
FAÇADE/TENANT IMPROVEMENT GRANT
136 NORTH MONROE STREET
WATERLOO, WI 53594-1198
920-478-3025

LI 1. Grant award notice received/reviewed. Project completion deadline is: .

LI 2. Complete and return grant acceptance form.

LI 3. Real estate and/or personal property taxes confirmed as not being delinquent.

LI 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.

LI 5. Prominently display the 11 x 17 inch project poster.

LI 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.

LI 7. Upon completion of work, all direct purchase receipts pertaining to completed work are submitted.

LI 8. Before and after pictures submitted.

LI 9. Final walk through with municipal staff scheduled (call 920-478-3025).

LI 10. The grant award will be mailed after the project is completed and all documentation is accounted for.