

The City of Minneapolis (City) is seeking proposals from organizations to administer the [Façade Improvement Matching Grant Program](#) in areas that are eligible for the City's Great Streets Neighborhood Business District Program. Eligible areas include commercial corridors, neighborhood commercial nodes, activity centers, and Hiawatha and Central Corridor Light Rail Transit (LRT) station areas.

Program Objectives

Neighborhood business districts function as the front door of our neighborhoods and shape our perceptions of a neighborhood. A welcoming, vibrant business district sends a powerful, positive message about the neighborhoods surrounding it, just as a poorly maintained or vacant row of storefronts conveys a negative impression. The Great Streets Façade Improvement Matching Grant Program seeks to stimulate visible investment in businesses and buildings, attract new businesses to vacant storefronts, support healthy and attractive neighborhood business districts, enhance sense of place, and provide a tool to help administering organizations develop collaborative relationships with businesses.

Program Administration

Organizations awarded contracts will administer the Façade Improvement Matching Grant Program on behalf of the City of Minneapolis, consistent with Great Streets Program guidelines.

- Organizations disburse matching grants on a reimbursement basis to business and property owners for exterior storefront improvements on commercial buildings.
- In most areas, one matching grant can be a maximum of \$5,000 per business or building storefront. In certain limited areas of the city, a matching grant can reach up to \$7,500.
- All grants must be matched. Some areas have a 1:1 match while others are 1:2 (see Area Prioritization, page 2).
- Great Streets Matching Grants can pay for many exterior façade improvements. For example, painting, tuck pointing, doors, windows, awnings, murals, and exterior lighting. For a full list of eligible and ineligible activities, see the [Business Guidelines](#) (Exhibit D). The City of Minneapolis requires permits for most of the eligible activities. It is vital that business and building owners work with City Zoning staff on designs and obtain all necessary permits before beginning work
- The City has developed a set of standard materials for program implementation including [Business Guidelines](#) (Exhibit D), Business Application and Participation Agreement (Exhibit E), and [Façade Design Guide](#) (Exhibit G).
- The maximum contract amount is \$50,000, and the contract length is two years.
- During the contract period, an annual report (Exhibit F) is required, covering the organization's implementation of the program. The reports help staff to identify organizations that may need more active staff engagement in defining outreach strategies and implementing the program at a point mid-way through the contract term when such assistance can be productive. The reports also are used to identify best practices that can be shared with other program managers and to assess performance in future applications for City funding.
- Organizations may elect to receive a \$10,000 advance, to expedite reimbursements businesses and property owners after projects are complete and approved for payment.

- Program administration costs of up to 15 percent of the total award are allowed under the contracts and are disbursed upon invoicing in up to three installments, as follows:
 - one-third prior to the disbursement of any grants to businesses,
 - another third after 40 percent of the grant monies to businesses are disbursed, and
 - the final third after 80 percent of the grant monies are disbursed.

Organizations Eligible to Respond

Eligible organizations include community development corporations, business associations, neighborhood organizations, and other entities that have demonstrated capacity to perform the work, such as staff devoted to business development activities and past organizational or staff experience providing assistance to businesses and managing contracts. Organizations lacking this experience and capacity are encouraged to develop a partnership and submit a proposal with an experienced partner organization. Program implementers have many responsibilities including:

- spearheading the marketing effort,
- energizing local merchants and property owners,
- assisting property and business owners with any or all steps of the grant process,
- keeping records and tracking each awarded grant,
- reviewing applications for eligibility, and
- providing the City with all required documentation.

In order to make limited monies available for façade grants as broadly as possible, organizations and/or areas with significant remaining balances on existing façade contracts and more than one open façade contract **are not eligible** to submit proposals in response to this RFP. Organizations may submit a proposal if they have only one open existing façade contract with 75 percent of the grant funds (excluding administrative fees) drawn down or committed.¹ Committed funds are those allocated in a signed Matching Grant Agreement or Participation Agreement with a business or property owner. Matching Grant and Participation Agreements are active when the business or property owner is still working toward completing the project or has completed the project and is working to submit completion documentation.

Eligible Areas for Program Grants

An organization can apply for an entire, a portion of, or a combination of eligible area(s). The list of eligible areas begins on page 3. A map of eligible areas is provided as Exhibit A. Eligible areas include:

- commercial corridors - includes properties within one block of the corridor in either direction,
- LRT station areas - includes properties within ½-mile radius of the station,
- commercial nodes - includes properties within boundaries identified in the [Minneapolis Plan for Sustainable Growth](#), and
- activity centers - includes properties within boundaries identified in the [Minneapolis Plan for Sustainable Growth](#).

¹ See the fourth item in Proposal Contents on page 5 for proposal documentation requirements.

Area Prioritization

The Great Streets program prioritizes areas with demonstrated need based on several measures of economic health, need, and opportunity. Priority is given to applications for assistance in intervene and support areas (see Evaluation Criteria, page 7).

Intervene

- Areas experiencing economic disinvestment and limited private sector interest
- 1:1 match with a \$7,500 maximum grant (\$7,500 grant when matched by \$7,500 private investment)

Support

- Areas with some private sector interest, though with market, infrastructure, or assembly barriers
- 1:1 match with a \$5,000 maximum grant (\$5,000 grant when matched by \$5,000 private investment)

Monitor

- Areas with generally strong market activity
- 1:2 match with a \$5,000 maximum grant (\$5,000 grant when matched by \$10,000 private investment)

List of Eligible Areas and Prioritization

Commercial Corridors		Sector	Category
Chicago Ave	8th St S to Franklin Ave	Downtown	Intervene
Chicago Ave	8th St S to 2nd St S	Downtown	Monitor
Hennepin Ave - Downtown	Mississippi River to I-94	Downtown	Support
Nicollet Mall	Washington Ave to Grant St	Downtown	Monitor
Washington Ave	35W to 10th Ave N	Downtown	Monitor
Cedar Ave	35W to Hiawatha Ave (includes 7 Corners)	East	Intervene
Central Ave	15th Ave N to 31st Ave N	East	Support
Central Ave - South	University Ave SE to 8th St NE	East	Monitor
Hennepin Ave - East	Mississippi River to 6th St SE	East	Monitor
Riverside Ave	15th Ave S to Franklin Ave	East	Intervene
University Ave	23rd Ave SE to Emerald St	East	Support
Glenwood Ave	I-94 to Cedar Lake Rd	North	Support
West Broadway	Mississippi River to 26th Ave N	North	Intervene
Franklin Ave	Nicollet Ave to 30th Ave S	South	Support
Lake St - East	Mississippi River to Hiawatha Ave	South	Support
Lake St - Midtown	Hiawatha Ave to Pillsbury Ave	South/Southwest	Support
Excelsior Blvd	Lake St to 32nd St	Southwest	Monitor
Hennepin Ave - South	I-94 to 31st St S	Southwest	Monitor
Lagoon Ave	Dupont Ave S to Humboldt Ave S	Southwest	Monitor
Lake St - West	Pillsbury Ave to Abbott Ave	Southwest	Monitor
Lyndale Ave	Dunwoody Blvd to 31st St S	Southwest	Monitor
Nicollet Ave - South	Grant St to 32nd St S	Southwest	Support
Nicollet Ave - South border	58th St to 62nd St W	Southwest	Monitor

LRT Station Areas (1/2-mile radius)	Sector	Category
West Bank (Central Corridor)	East	Intervene
East Bank (Central Corridor)	East	Support

Stadium Village (Central Corridor)	East	Support
29 th Ave (Central Corridor)	East	Support
Cedar-Riverside (Hiawatha line)	East	Intervene
Franklin Ave (Hiawatha line)	South	Support
Lake St/Midtown (Hiawatha line)	South	Support
38th St (Hiawatha line)	South	Support
46th St (Hiawatha line)	South	Support
50th St/Minnehaha Park (Hiawatha line)	South	Monitor
VA Medical Center (Hiawatha line)	South	Monitor

Commercial Nodes	Sector	Category	Commercial Nodes	Sector	Category
42nd Ave N & Fremont Ave N	North	Support	13th Ave NE & University Ave NE	East	Support
42nd Ave N & Lyndale Ave N	North	Support	16th Ave SE & Como Ave SE	East	Monitor
42nd Ave N & Thomas Ave N	North	Support	22nd Ave NE & Johnson St NE	East	Support
44th Ave N & Penn Ave N	North	Support	29th Ave NE & Johnson St NE	East	Support
45th Ave N & Lyndale Ave N	North	Support	37th Ave NE & Central Ave NE	East	Monitor
Glenwood Ave & Van White Blvd	North	Support	Lowry Ave NE & Marshall St NE	East	Support
Lowry Ave N & Emerson Ave N	North	Intervene	Lowry Ave NE & University Ave NE	East	Support
Lowry Ave N & Lyndale Ave N	North	Intervene	University Ave SE & Bedford St SE	East	Monitor
Lowry Ave N & Penn Ave N	North	Intervene	25th St E & Bloomington Ave S	South	Intervene
Plymouth Ave N & Penn Ave N	North	Intervene	35th St E & Bloomington Ave S	South	Intervene
West Broadway & Penn Ave N	North	Intervene	38th St E & 23rd Ave S	South	Support
36th St W & Bryant Ave S	Southwest	Monitor	38th St E & 28th Ave S	South	Support
36th St W & Lyndale Ave S	Southwest	Monitor	38th St E & 42nd Ave S	South	Monitor
38th St W & Grand Ave S	Southwest	Monitor	38th St E & 4th Ave S	South	Intervene
38th St W & Nicollet Ave S	Southwest	Support	38th St E & Bloomington Ave S	South	Support
40th St W & Lyndale Ave S	Southwest	Monitor	38th St E & Cedar Ave S	South	Support
43rd St W & Nicollet Ave S	Southwest	Monitor	38th St E & Chicago Ave S	South	Intervene
43rd St W & Sheridan Ave S	Southwest	Monitor	38th St E & Minnehaha Ave S	South	Support
44th St W & France Ave S	Southwest	Monitor	42nd St E & 28th Ave S	South	Monitor
46th St W & Bryant Ave S	Southwest	Monitor	42nd St E & Bloomington Ave S	South	Support
46th St W & Nicollet Ave S	Southwest	Monitor	42nd St E & Cedar Ave S	South	Monitor
48th St W & Nicollet Ave S	Southwest	Monitor	46th St E & Bloomington Ave S	South	Monitor
50th St W & Bryant Ave S	Southwest	Monitor	48th St E & Chicago Ave S	South	Monitor
50th St W & Penn Ave S	Southwest	Monitor	50th St E & 34th Ave S	South	Monitor
50th St W & Xerxes Ave S	Southwest	Monitor	50th St E & Hiawatha Ave S	South	Monitor
54th St W & Lyndale Ave S	Southwest	Monitor	52nd St E & Bloomington Ave S	South	Monitor
54th St W & Penn Ave S	Southwest	Monitor	54th St E & 34th Ave S	South	Monitor
58th St W & Lyndale Ave S	Southwest	Monitor	54th St E & 43rd Ave S	South	Monitor
60th St E & Nicollet Ave S	Southwest	Monitor	54th St E & Chicago Ave S	South	Monitor
60th St W & Penn Ave S	Southwest	Monitor	54th St E & Minnehaha Ave S	South	Monitor
Nicollet Ave S & Diamond Lake Rd	Southwest	Monitor	56th St E & Chicago Ave S	South	Monitor
Penn Ave S & Cedar Lake Rd S	Southwest	Monitor	60th St E & Portland Ave S	South	Monitor
			Cedar Ave S & Minnehaha Pkwy	South	Monitor

Activity Centers	Sector	Category
Mill District	Downtown	Monitor
Warehouse District	Downtown	Support
Cedar Riverside (includes 7 Corners)	East	Intervene
Central & Lowry	East	Support
Dinkytown	East	Support
East Hennepin	East	Monitor
Grain Belt Complex	East	Support
Stadium Village	East	Support
38th St LRT Station Area	South	Support
46th St LRT Station Area	South	Support
Chicago & Lake	South	Support
Franklin Ave LRT Station Area	South	Support
Lake St LRT Station Area	South	Support
50th & France	Southwest	Monitor
Eat Street (26th & Nicollet)	Southwest	Support
Lyn-Lake	Southwest	Monitor
Nicollet & Lake	Southwest	Support
Uptown	Southwest	Monitor

Proposal Submission and Deadline

Applicants must submit one (1) unbound copy and five (5) bound or stapled copies of the proposal as follows:

- ✓ Proposals must be on standard 8½” x 11” paper
- ✓ All supporting documentation must be on paper no larger than 11” x 17”
- ✓ Proposals and supporting documentation must be submitted in a sealed envelope labeled “Great Streets Façade Improvement Program Administration Proposal” (*faxed proposals will not be accepted*)

Proposals must be delivered to the City on or before:

- ✓ Thursday, October 28, 2010
- ✓ 4:00 pm
- ✓ Contract Services
 Department of CPED
 105 Fifth Avenue South, Suite 200
 Minneapolis, MN 55401

Proposals will not be accepted after the deadline. It is neither CPED’s responsibility nor practice to acknowledge receipt of any proposal or to return any proposals or proposal elements. It is the responder’s responsibility to assure they submit their proposal on time.

Proposal Contents

All proposals must include the following five components, in order. Proposals are non-responsive to this Request for Proposals and not considered for funding if they lack one or more required elements. Portions of the proposal contents, and any clarification to the contents submitted by the successful

applicant, may become part of the contractual obligation and be incorporated by reference into the contract between the applicant and the City.

1. **Cover Page** including the following information:
 - Organization name and year established
 - Type of organization (e.g. business association, neighborhood organization, Community Development Corporation)
 - Contact name, title, address, phone number, and email address
 - The eligible areas the proposal serves (more than one is acceptable)
 - The contract amount requested
2. Signed **Signature Page** (Exhibit B)
3. Executed **Consent for Release of Response Data** (Exhibit C)
4. Organizations with one open façade contract with at least 75 percent of the grant funds (excluding administrative fees) drawn down or committed in active Matching Grant Agreements or active Participation Agreements must include **copies of the active agreements as evidence of committed funds**. An active agreement is with a business or property owner who is still working toward completing the project or has completed the project and is working toward submitting completion documentation. If 75 percent of the grant funds have been disbursed by the City, then copies of active agreements are not necessary. Contact Rebecca Parrell to determine what dollar amount your organization must document in order to be eligible (rebecca.parrell@ci.minneapolis.mn.us, 612-673-5018).
5. Descriptive **Answers to the Following Nine Questions:**
 1. How do the organization's past and current efforts address commercial revitalization objectives? If your organization has had a Great Streets Façade Improvement Matching Grant contract in the past, please speak to the success of the program.
 2. How was the organization's board of directors or committees and the organization's membership engaged in the formulation of this proposal and the proposed implementation of the program? Attach supporting documentation, such as meeting minutes, letters of support, board resolutions.
 3. Who will be the primary administrator of the program? Is this a full-time staff position, part-time staff position, contract employee, or volunteer? What is this person's past experience implementing a matching grant program? Does this person have the time necessary to market the program and ensure that improvements are completed and funds spent in the designated time frame? *Organizations are encouraged to seek an experienced partner and submit a collaborative proposal if they lack some of the experience and capacity needed to implement the program effectively.*
 4. What other resources can the organization leverage for the program, for example pro bono design assistance or NRP funds?
 5. Describe your organization's strategy for marketing the program. Include any marketing materials and describe the timeline and strategies, from initial program announcements through allocating funds. Are there specific areas your organization plans to target? If so, describe the target area's need for the program and anticipated demand for the funds. *Targeting is not a requirement, but may be a good strategy in some areas. Organizations that choose to target must still make the program and grants available to all eligible properties in the area chosen.*

6. Describe the decision-making process your organization will use to achieve high-quality improvements. Describe who will be on a committee (staff, board members, community members, design professionals, others) to review applications and what selection criteria the members will use to evaluate applications.
7. Will your organization administer the program on a first-come first-served basis or will there be a specified timeframe within which businesses and property owners can submit applications? Describe why your method is best suited to the needs and demands of your area.
8. How has your organization identified a demand for façade improvement matching grants? How many businesses do you expect to assist? Feel free to list the names of businesses that that expressed interest in a grant in the next two years.
9. Are there any conditions or challenges that the organization must accomplish for your proposal to become a reality? *For example, does your organization need to hire staff members or contract employees to implement the program? Do you need to develop any relationships with groups or individuals mentioned in this proposal before the program will be ready for marketing and implementation?*

Evaluation Criteria

City staff will apply the following criteria to evaluate proposals (up to 100 points):

1. Area priority (30 pts max)²
 - Intervene – 30 pts
 - Support – 15 pts
 - Monitor – 0 pts
2. Organizational and staff experience and capacity (25 pts max) *Questions 1, 2, 3, 4*
3. Marketing plan (10 pts) *Question 5*
4. Strategies, processes, and criteria for achieving high quality improvements that are consistent with the program's [Design Guide](#) and, where applicable, consistent with area-specific design guidelines, which may be more restrictive. (25 pts max) *Questions 6, 7*
5. Area demand for the grant dollars *Question 8*

The City, in its sole discretion, may modify the criteria upon which it bases its final decisions regarding selection of participants in this program.

Review and Selection Process

A staff team will review proposals received by the due date and make a recommendation to the City Council for funding. The City reserves the right to reject any or all proposals or parts of proposals, to negotiate modifications of proposals submitted, and to negotiate specific work elements with an applicant for a project of lesser or greater magnitude than described in this RFP or in the applicant's proposal. Once the City Council has taken official action on the staff report for funding, the organizations awarded contracts will receive a *Notice to Proceed* letter, to allow program marketing to begin as the contracts are executed.

² All applications will receive one of three numbers: 30, 15, or 0. For applications with multiple areas, the higher point designation will apply.

Anticipated Timeline

Pre-proposal Meeting.....	Wednesday, October 6, 2010
105 5 th Ave S, Suite 200	
Minneapolis, MN 55401	
9:00 – 10:00 a.m.	
Submission deadline for proposals.....	Thursday, October 28, 2010
Staff review/evaluation of proposals.....	November – December 2010
Recommendation to City Council	January 2011
Execution of contracts.....	February 2011

City Contracting Requirements

City requirements vary depending on the type of assistance being provided. The following list may not be exhaustive.

- 1) **Data Practices** – The recipient must agree to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality and hold the City and its officers and employees harmless from any claims resulting from the recipient’s unlawful disclosure or use of data protected under state and federal laws.
- 2) **Intellectual Property** – The recipient must agree to provide the City the right to a royalty-free, non-exclusive license to reproduce, publish or otherwise use and to authorize others to use any intellectual property created using the grant funds. Work covered by this provision shall include inventions, improvements, discoveries, databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, electronic files, specifications, materials, tapes, or other media.
- 3) **Billboard Advertising** – Through Ordinance 109.470, City and City-derived funds are prohibited from use to pay for billboard advertising as a part of a City project or undertaking.
- 4) **Conflict of Interest/Code of Ethics** – The recipient must agree to be bound by the City’s Code of Ethics, Minneapolis Code of Ordinances (Chapter 15).
- 5) **Hold Harmless** – The recipient shall agree to defend, indemnify and hold the City harmless from any and all claims or lawsuits that may arise from the recipient’s activities under the provisions of the Contract, that are attributable to the acts or omissions, including breach of specific contractual duties of the recipient or the recipient’s independent contractors, agents, employees or officers.
- 6) **Insurance** - Recipients shall provide evidence of (including endorsements to policies) and continually maintain throughout the term of any agreement, workers’ compensation insurance in accordance with statutory requirements. Recipients shall also provide evidence of and continually maintain: (i) commercial general liability insurance which shall include contractual liability coverage, (ii) automobile insurance for any vehicles owned by the recipient or subcontractor, and (iii) hired/non-owned automobile insurance (if recipient or subcontractor will be driving automobiles not owned by the recipient or subcontractor while performing services under this Agreement) in amounts sufficient to indemnify the City, but in no event less than \$2,000,000 per occurrence with aggregate coverage of \$2,000,000. Said insurance policy(ies) shall name the City as an additional insured and may not be cancelled without 30 days’ notice to the City. *City staff are assessing the possibility of waiving these insurance requirements for recipients and subcontractors, but at the time the RFP is issued, these requirements are still in effect.*
- 7) **Non-discrimination** - Activities financed with City funding must be open and available to all qualified participants. Administrating organizations must agree to not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability or other handicap, age (40 – 70), marital status, or status with regard to public assistance.

RFP Inquiries

Prospective responders may direct questions to the department contact person:

City of Minneapolis
Community Planning and Economic Development
attn: Rebecca Parrell
105 5th Ave S, Suite 200
Minneapolis, MN 55401
rebecca.parrell@ci.minneapolis.mn.us
612-673-5018
612-673-5113 (fax)

All questions related to this RFP are due no later than Friday, October 8, 2010. Questions will be answered in writing and posted on the CPED website by Wednesday, October 13, 2010 (<http://www.ci.minneapolis.mn.us/cped/rfp.asp>). The department contact cannot vary the terms of the RFP.

Exhibits

- A. Map of Eligible Areas
- B. Application Signature Page
- C. Form of Consent for Release of Response Data
- D. Business Guidelines
- E. Business Application and Participation Agreement
- F. Annual Report
- G. [Façade Design Guide](#) (online only)

EXHIBIT A

Great Streets Eligible Areas City of Minneapolis

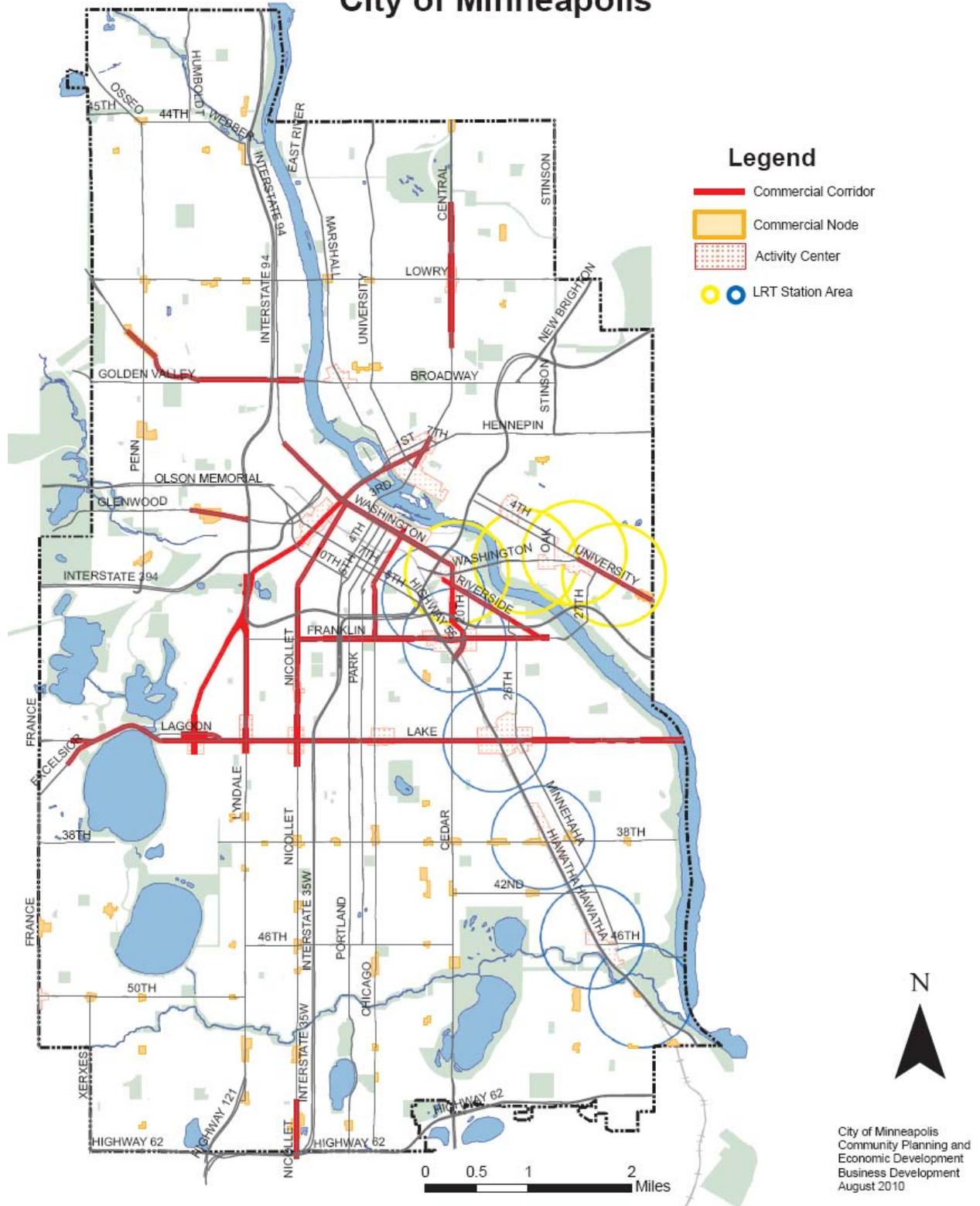


EXHIBIT B

Application Signature Page

Signature *

Date

Title

Signature *

Date

Title

* Signature of authorized officer for each entity proposing as a partnership or team

EXHIBIT C

Form of Consent for Release of Response Data

_____, 2010

City of Minneapolis
Department of Community Planning and Economic Development
105 5th Avenue S.
Minneapolis, MN 55401

Re: Façade Improvement Program Administration, Request for Proposals, Consent for Release of Response Data

_____, on behalf of _____, hereby consents to the release of its development proposal in response to the Façade Improvement Program Administration, Request for Proposals and waives any claims it may have under Minnesota Statutes Section 13.08 against the City of Minneapolis for making such information public. **The foregoing consent and waiver does not extend to financial statements submitted under separate confidential cover.**

Signature *

Date

Title

Signature *

Date

Title

* Signature of authorized officer for each entity proposing as a partnership or team

The City of Minneapolis recognizes that healthy neighborhood business districts play an important role in the vitality of Minneapolis and understands there are many challenges that neighborhood businesses can face. The Great Streets program aims to help revitalize and sustain neighborhood business districts. One component of the Great Streets program is façade improvement matching grants, designed to help create healthy commercial areas by providing incentives to improve the appearance of building façades and stimulate private investment.

Who can apply for a matching grant?

Building owners and commercial tenants (with property owner's approval) can apply for a Great Streets façade grant if:

1. they are located within an [eligible business district](#) AND
2. the façade improvements are for a commercial business or commercial building, meaning it has a retail or office use.

All eligible business districts with an active Façade Improvement Matching Grant program are [mapped](#) and [listed](#) on the web (www.ci.minneapolis.mn.us/cped/Facade_Improv_Matching_Grant_Program.asp). The [list of eligible areas](#) provides contact information for each program administrator, who you would contact about applying for a grant.

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.

A commercial building owned by a religiously affiliated organization is eligible to apply for façade improvements if the improvements do not promote a religious use and would remain in place if the building tenant were to change (i.e. tuckpointing, windows, lighting). Signs, stained glass windows, and murals are examples of façade improvements that would normally be eligible, but would be *ineligible* when they promote or substantially benefit a religious use.

How much are the matching grants?

In most areas, one matching grant can be a maximum of \$5,000 per storefront.¹ In limited areas of the city, a matching grant can reach up to \$7,500. The [list of eligible areas](#) includes the maximum grant amount for each area. You can apply for more than one grant, provided the cumulative total of all the Great Streets grants awarded does not exceed the maximum grant amount. If you have

¹ Contact the [program administrator](#) for your area to discuss if your building qualifies as having more than one storefront.

received a Great Streets Façade Improvement Matching Grant in the past, contact your program administrator to determine your eligibility for a second grant.

All grants must be matched. Some areas have a 1:1 match while others are 1:2. The [list of eligible areas](#) includes the match ratio for each area. In areas with a 1:1 match, every grant dollar must be matched by one dollar. In areas with a 1:2 match, every grant dollar must be matched by two dollars. In other words, in 1:1 areas the grant will pay for 50% of the total project costs, up to a maximum of \$5,000 (or \$7,500 in intervene areas). In 1:2 areas, the grant will pay for 33% of the total project costs, up to a maximum of \$5,000. Matching dollars can come from any non-Great Streets source. Examples include private equity, NRP funds, and loans.

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?

Great Streets Matching Grants can pay for many exterior, façade improvements. The work must be visible from a public street, not only an alley. Ask the program administrator or Rebecca Parrell at the City for a copy of the Great Streets [Façade Design Guide](#). The guide shows specific façade improvements that are encouraged and discouraged. **Discouraged activities are not eligible for matching grants.**

The following are eligible improvements for façade 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
- Wall, window, and hanging signs advertising the business name and identity
- Living wall or “green façade”
- More than one improvement project, keeping in mind the maximum grant amount per business or storefront

The City of Minneapolis requires permits for most of the eligible improvements listed here. It is critical that business and building owners work with City Zoning staff on designs and obtain all necessary permits before beginning work. If you have *any* questions about permits, please visit Minneapolis Development Review at www.ci.minneapolis.mn.us/mdr, 612-673-3000, or the Public Service Center at 250 South 4th Street, Room 300 (downtown Minneapolis).

What will the matching grant dollars NOT pay for?

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
- Monument, 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
- Any other improvement **not** deemed eligible on the above list

The City has small business loan programs with favorable interest rates to assist with many building interior and system improvements that are not eligible for façade matching grants. Visit the City website (http://www.ci.minneapolis.mn.us/cped/business_finance_home.asp) or contact Judy Moses at 612-673-5283 or judy.moses@ci.minneapolis.mn.us for more information.

How do I receive a grant?

Step 1: Be sure you meet program requirements.

- ✓ The property is located in an [eligible area with an active façade contract](#).
- ✓ 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](#) to discuss your project and review the Great Streets [Façade Design Guide](#).

Step 3: Submit the Great Streets Business Application and Participation Agreement to the program administrator, including:

- a. A written description of the project, including drawings, pictures, or other materials that accurately represent scope and intent of project improvements.
- b. Evidence you have the matching dollars available.
- c. 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 licensed, bonded, and/or insured.
- iv. Applicants are encouraged to solicit estimates from women and minority contractors.
- v. Projects totaling less than \$1,000 and murals only need to submit one bid.
- vi. Grant amounts are based on the lower bid; however, you are free to accept the higher bid.

Step 4: This step is somewhat different for each organization administering the program. All applications are reviewed and approved by a committee, the makeup of which varies.

Step 5: Receive a signed copy of the Business 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 permits for the project. Permit verification is required prior to any grant disbursements.

Step 6: 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 of the following items. If more than one contractor is used, you must submit all four items for each contractor.

- 1) **Completion Certificate** provided to you by the program administrator and signed by you and the contractor.
- 2) **Proof of final inspection** by the City of Minneapolis Inspections Department for work requiring a City permit (a copy of the permit signed off by the responsible City Inspector).
- 3) **Final invoice** from the contractor showing the total project cost.
- 4) **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** is 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.)*
 - ii. If you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment you can submit a **cancelled check AND a signed receipt**. 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 at the City?

Rebecca Parrell
105 5th Ave S, Suite 200
Minneapolis, MN 55401

612-673-5018 (phone)
rebecca.parrell@ci.minneapolis.mn.us

Application Date: _____

Grant Applicant: _____

Email Address: _____ Phone Number: _____

Address of Property to be Improved: _____, Minneapolis, MN _____

Property Owner Name: * _____ Phone Number: _____

**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) to be completed on an attached sheet

On a separate page, describe the work/improvements you are planning. Include supporting materials, drawings, and photographs to assist in the review and understanding of the project.

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 licensed, bonded, and insured. If you have questions about licensing, call the City of Minneapolis at 311.
- ✓ 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.
- ✓ Applicants are encouraged to solicit estimates from women and minority contractors.
- ✓ 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 st	\$	Yes / No
		2 nd	\$	Yes / No
2.		1 st	\$	Yes / No
		2 nd	\$	Yes / 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 above pending Grant Applicant's compliance with (1) the Great Streets Façade Improvement Program *Business Guidelines*, (2) the Great Streets *Façade Design Guide*, (3) this Agreement, and (4) available funding. Final determination of eligibility rests with the City of Minneapolis.

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.
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 Minneapolis 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 Minneapolis 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 the 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 contractor(s) and/or Grant Applicant by the Program Administrator based upon the receipt and review of **items a thorough d** below. The Grantee must submit the following items to the 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:
 - a. **Completion Certificate** (provided by the Program Administrator) filled in and signed by the Grant Applicant and contractor.
 - b. **Proof of final inspection** by the City of Minneapolis 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 the Program Administrator to notify them work is complete.
 - c. **Final invoice** from the contractor showing the total project cost.
 - 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** is 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*

STEP 6 - Deliver the application to Name of Organization
Attn: Contact Person
Address
Minneapolis, MN 554XX
612-XXX-XXXX
email

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”)

Project Total: \$ _____ (grant amount and match amount combined)

Grant Approval Date: _____

PROGRAM ADMINISTRATOR

By
Its

DUE March 1st every year the contract is open *
and
DUE within 60 days of contract completion *

DATE:

ORGANIZATION:

CONTRACT ADMINISTRATOR (who is completing report):

HIGH QUALITY IMPROVEMENTS

Summarize how your organization ensured the facade improvements were consistent with the Façade Design Guidelines or other area design guidelines. Include who sat on a design review committee, any area specific criteria used to evaluate projects, score sheets used to evaluate projects' design, et cetera. What was most successful? What was the least successful?

ALIGNMENT WITH PUBLIC SECTOR INVESTMENTS AND PLANS

Describe any other public sector investments/initiatives/projects in the area that complimented the façade improvement program, if any. Examples include street reconstruction, NRP programs, small area plans.

MARKETING

Describe the program marketing tools used. What was most successful? What was the least successful? Attach copies of advertisements, flyers, posters, emails and other tools used to market the program.

How did most businesses find out about the program?

* Until CPED receives the necessary reports, the organization will not be eligible to apply for additional funding from Great Streets programs.

GENERAL

For businesses that inquired, but didn't use the program, what were the most common reasons they did not apply for a grant?

What were the two most common complaints about the program that you heard from businesses?

What is the best thing about the façade improvement program for your area?

What is the biggest challenge of the program for your area? What suggestions can you make that would help alleviate the challenges?

Please provide any comments you have about the program materials provided by CPED (good, bad, or otherwise).

Approximately how many hours did your organization spend on of program administration? How many of these were paid staff hours and how many volunteer hours?

Please attach an up-to-date spreadsheet that includes the following information.

Business Name	Property Address	Total Project Budget	Grant Amount	Project Components	Date Approved	Date Completed	Status
							Project Completed / Project Approved / Project Application Underway

Any additional comments or suggestions: