

2020 Business Façade Improvement Program
Kasson Economic Development Authority



Program funding:	\$10,000 total has been designated for this program
Duration:	The Program will accept applications until November 20, 2020 . Unless approved by the EDA, 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.
Matching grant:	Up to \$2,000 per building/lot per calendar year
Matching requirement:	Commercial building/lot within the City of Kasson. <i>Please note</i> – property must be current on taxes and obligations with the city.
Eligible project:	See list of eligible project items on the next page
Program contact:	Nicholas Ouellette (EDA Staff) - nicholas.ouellette@cedausa.com

To apply, applicants must submit a complete application, including the necessary attachments, to City Hall by no later than the third Tuesday of the month for consideration at the next month's EDA meeting. The EDA will not consider retroactive approval projects; **NO WORK MAY BE DONE PRIOR TO EDA APPROVAL.**

Required Documentation for Application

- Completed application form
- Bona fide cost estimate of entire project
- Project plans, drawings, or sketches
- Photos of property work area before work begins
- Email confirmation from City Clerk Rappe that the project is compliant with permitting and ordinances
- Other documents requested by EDA/Council

For a leased property:

- A copy of the lease agreement and written permission from the property owner

Required Documentation for Reimbursement

- Photo of property after work is complete
- Proof of payment (invoice, receipt, etc.)

Kasson EDA will approve or deny reimbursement based on the completed project documentation and receipts of work completed and paid for by applicant.

Request for reimbursement must be submitted to City Hall within twelve (12) months of project approval.

[See page 4 for more details]

Business Façade Improvement Program – Guidelines

Eligible project items:

- Painting of building exterior; including necessary scraping, repairing and preparation for completion
- Rehab/replacement of exterior windows visible from public areas that enhance the character of the building
- Rehab/replacement of exterior doors visible from public areas that enhance the character of the building
- Siding
- Installation of brick onto building façade
- Brick tuckpointing
- Awnings and canopies (including the installation of new awnings and removal of deteriorating awnings and canopies)
- Signage
- Ancillary decorative lighting
- Surface parking lots that improve the property's curb appeal
- Screening of unsightly features such as utility connections, dumpsters, etc.
- Permanent and semi-permanent landscaping features
- Other permanent or semi-permanent decorative features that enhance visual aesthetics

Ineligible project items:

- Any interior work
- New construction and building additions
- Acquisition
- Improvements not visible from public areas
- Moveable landscaping features
- Improvements already completed or in progress at time of application

Evaluation criteria:

- Overall impact to the community
- Aesthetic improvement to the area
- Need for assistance
- Total owner investment/equity in the project
- Previous or concurrent usage of other EDA and/or City incentive programs

Applications will 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.

Reimbursement will be approved by City Council; applicants must submit proof of payment (invoice) and photos of the completed projects.

Incomplete applications will not be reviewed

Business Façade Improvement Program – Application
Kasson Economic Development Authority

Name: _____ Date: _____

Business: _____

Email: _____ Phone: _____

Mailing Address: _____

City/State/ZIP: _____

Project Address: _____

Project Summary: _____

Total Project Cost: _____ Total Amount Requested: _____

Application Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines, the City reserves the right to deny payment. We confirm that if approved, the City may use the approved company's name and information in promotional/publicity materials, events, etc.

But for the assistance provided through this program by the Kasson Economic Development Authority, we would not have the resources to complete this project to the extent that we will with assistance.

Name/Title (printed)

Name/Title (printed)

Signature

Date

Signature

Date

NO WORK MAY BEGIN PRIOR TO EDA APPROVAL

Business Façade Improvement Program – Process
Kasson Economic Development Authority

1. Applicant must submit a Business Façade Improvement Program Application with the appropriate documentation that indicates the following:
 - Detailed description of entire the project
 - Before photos
 - Bona fide written cost estimates of the entire project
 - Email confirmation from City Clerk Rappe that the project is compliant with permitting and ordinances
 - Indicate the amount of Business Façade Improvement Program funds that will be used
 - Identify that matching funds (50% minimum) have been acquired or made available to the project through a letter of credit from a bank or letter stating the necessary funds are available in the applicant’s bank account
 - For a leased property, a copy of the lease agreement and written permission from the property owner
 - Any other documentation requested by the EDA or City Council
2. The Economic Development Coordinator and/or the EDA Finance Committee identifies if the project meets eligibility requirements and, if so, will bring it to the next Economic Development Authority meeting for further review.
3. Upon EDA review, the EDA will either approve or deny the project application.
4. The Economic Development Coordinator will contact the applicant and relay the EDA’s decision and, if approved, will arrange for the signing of required documents.
5. Applicant makes approved business façade improvements and pays all invoices related to the improvements.
6. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications to the Economic Development Coordinator:
 - Receipts for work completed and paid for by applicant
 - Photos of the improvements that have been made
7. The Economic Development Coordinator will bring all final documentation to the next Economic Development Authority meeting. Based on the final documentation, the Economic Development Authority will approve or deny the final request for reimbursement.
8. Funds will be available to the approved applicant up to twelve (12) months from the date of project approval by the Economic Development Authority. Submit a payment request to City Hall before this date to avoid cancellation of funds.