



**Façade Improvement Grant Program
Business Application and
Participation Agreement**



Please confirm your eligibility by viewing the map and guidelines at richfieldmn.gov/facadegrant

Date: _____ Grant Applicant name: _____

Address(es) of property to be improved: _____

Title (owner / manager): _____ Phone: _____

Email Address: _____

Property owner name* (if different than applicant): _____

Address: _____ Phone: _____

**If the applicant is NOT the property owner, the owner must sign on page 3 to approve the proposed improvements. If applicant is leasing the building, indicate expiration date of current lease. The property must be up-to-date on all property taxes and assessments.*

APPLICATION REQUIREMENTS

- Completed application form
- Description of proposed improvements (below or attached on separate sheet)
- Photo(s) of current façade / areas to be improved
- Schedule a meeting with the program administrator

STEP 1 – Description of proposed improvements

A brief description of your proposed project, detailing the improvements you would like to make to the property and a timeline for completion (use separate sheet if necessary).

STEP 2 – Submit two (2) written bids for all work/project(s)

- ✓ If the total project cost is more than \$5,000, get two (2) written bids for all the work. Both bids must be based on the same scope of work. For example, if the first bid is for tuckpointing and window replacement, then the second bid must also be for tuckpointing, and window replacement. If the total project cost is \$5,000 or less, you only need one bid.
- ✓ Verify that contractors are licensed, bonded, and insured. If you have questions about licensing, call the Inspections Division at 612-861-9860.
- ✓ If qualified to do so, you may perform the work, but grant funds cannot be used for the purchase or rental of tools and equipment or for your labor or the labor of family, 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 st	\$	Yes / No
	2 nd	\$	
2.	1 st	\$	Yes / No
	2 nd	\$	

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 Grant Program Guidelines*, (2) this Agreement, and (3) available funding. Final determination of eligibility rests with the City of Richfield.

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 and as stated in this Application.
3. Any contractor(s) who performs work at the Property must meet City of Richfield 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 Richfield zoning code, building permit, and building 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. Grant funds will be disbursed to the Grant Applicant by the Program Administrator based upon the receipt and review of the items below. The Grantee must submit the following items to the Program Administrator upon completion of the work. If more than one contractor is used, the items listed below must be provided for each contractor:
 - a. **Proof of final inspection** by the City of Richfield for work requiring a city permit (send a copy of the permit signed by the Building Inspector), for work NOT requiring a city permit, call Program Administrator (612-861-9758) to notify them work is complete.
 - b. **Final invoice** from the contractor showing the total project cost. Grant reimbursement is based on funding availability.
7. 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.

STEP 6 - Submit the application to the Program Administrator

Submit completed and signed application to: sgannett@richfieldmn.gov
or mail to:

Sadie Gannett
City of Richfield
6700 Portland Avenue
Richfield MN 55423

QUESTIONS?

Contact Sadie Gannett at 612-861-9758 or sgannett@richfieldmn.gov

**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

By: Sadie Gannett
Its Program Administrator