

Great Streets Neighborhood Business District Program
Façade Improvement Program Administration - Request for Proposals
Proposals due by Tuesday, November 25, 2008, 4:00 p.m.



The City of Minneapolis (City) is seeking proposals from organizations to administer a 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, and Hiawatha Light Rail Transit (LRT) station areas.

Organizations awarded contracts will implement and administer their own façade improvement grant program consistent with City of Minneapolis's guidelines. The organizations will provide matching grants on a reimbursement basis to business and property owners for eligible exterior storefront improvements on commercial buildings. A building is commercial if it houses retail or office uses. The maximum grant amount is \$50,000, and the contract length is two years. During the contract period, bi-annual reports will be required covering the organization's implementation of the program. The reports will help assess organizations' performance in future applications for City funding.

Organizations can receive an administration fee of 15 percent of the total award in three disbursements. The first may come prior to the disbursement of any grants to businesses, the second after 40 percent of the grant monies to businesses are disbursed, and the final after 80 percent of the grant monies are disbursed. Organizations will also receive a \$10,000 advance, to reimburse businesses and property owners after façade projects are complete and approved for payment. Contact Rebecca Parrell (rebecca.parrell@ci.minneapolis.mn.us) or 612-673-5018) with questions.

The City has developed a set of standard materials for program implementation including Business Guidelines, Business Application, Matching Grant Agreement, Completion Certificate, and Façade Design Guide (Exhibits C and D).

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 (1) stimulate visible investment in businesses and buildings, (2) create healthy and attractive neighborhood business districts, (3) enhance the sense of place, and (4) provide a tool for assisting the organizations that administer the program in developing collaborative relationships with businesses in their service area.

Eligible Organizations

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 are encouraged to seek an experienced partner to assist in administration if they lack the experience and capacity needed to implement the program effectively. 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 of applications for eligibility, and
- providing to the City all required components of grant applications.

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The City wishes to make limited monies available for façade grants as broadly as possible. Therefore, we restrict contract eligible to areas without an active contract or those with limited funds remaining. Organizations with a current CPED façade improvement contract with more than 50 percent of the total contract monies unexpended on November 26, 2008 are not eligible for this round of funding. For future rounds, organizations with existing CPED façade improvement contracts will need to expend 80 percent of the total grant monies to be eligible. Contact Rebecca Parrell (612-673-5018) for clarification.

Eligible Areas

- 11 commercial corridors, designated by [*The Minneapolis Plan*](#)
- 7 Hiawatha LRT station areas (½ -mile radius from station) between Cedar-Riverside and Veterans Administration
- 45 neighborhood commercial nodes, designated by the [*The Minneapolis Plan*](#)
- 5 downtown neighborhood business districts identified by the City Council

An organization can apply for an entire, a portion of, or a combination of eligible area(s). Organizations with a current CPED façade improvement contract with more than 50 percent of the total grant monies unexpended on November 26, 2008 are not eligible. The list of eligible areas is on page four of this document. A map of the areas is on page nine.

Eligible Activities

- 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 services for projects that are completely built)
- More than one improvement project, keeping in mind the maximum grant amount per business or storefront
- Wall, window, and hanging signs advertising the business name and identity

The City of Minneapolis requires permits for many of the eligible activities listed here. It is vital that business and building owners work with City Zoning staff to on designs and obtain all necessary permits before beginning work.

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Ineligible Activities

- 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 and window bars)
- Trash and mechanical enclosures
- Fencing
- Landscaping
- Parking areas
- Improvements to non-commercial buildings
- Improvement to the rear or side of a building not visible from the main street
- Bike parking (see the *Bicycle Rack Cost Share Program* by the City of Minneapolis Public Works Department at <http://www.ci.minneapolis.mn.us/bicycles/bikeparking-rack.asp>)
- Any other improvement **not** included on the list of eligible activities

Area Prioritization

The Great Streets program prioritizes areas with demonstrated need. Based on several measures of economic health, need, and opportunity, commercial corridors and Hiawatha LRT station areas are grouped into three investment categories (intervene, support, and monitor). Neighborhood commercial nodes and downtown business districts are grouped into two categories (priority or non-priority) based on the Neighborhood Economic Development Fund (NEDF) program guidelines. Priority is given to applications for assistance in intervene and support corridors and LRT station areas and priority nodes and downtown districts.

Intervene Commercial Corridors and LRT Station Areas

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

Support Commercial Corridors and LRT Station Areas & **Priority** Nodes

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

Monitor Commercial Corridors and LRT Station Areas & **Non-priority** Nodes

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

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Commercial Corridor and LRT Station Areas

INTERVENE

- 1) West Broadway
- 2) Cedar-Riverside LRT

SUPPORT

- 1) Midtown Lake St (Nicollet Ave to Minnehaha Ave)
- 2) North Lyndale (42nd St N to 49th St N)
- 3) Nicollet Ave (I94 to Lake St)
- 4) East Lake St (Minnehaha Ave to 36th Ave)
- 5) Central Ave (18th Ave to 29th Ave)
- 6) Franklin Ave (I35W to Mississippi River)
- 7) Franklin LRT
- 8) Hiawatha-Lake LRT
- 9) 38th St LRT
- 10) 46th St LRT
- 11) 50th St LRT

MONITOR

- 1) Excelsior Blvd (32nd St to Lake St)
- 2) Lagoon Ave (Dupont Ave to Humbolt Ave)
- 3) South Lyndale (Franklin Ave to Lake St)
- 4) East Hennepin Ave (Mississippi River to 6th St SE)
- 5) West Lake St (Excelsior Blvd to Nicollet Ave)
- 6) Hennepin Ave (Franklin Ave to Lake St)
- 7) Veteran's Administration LRT

Neighborhood Commercial Nodes

PRIORITY

- 1) 13th Ave NE/Broadway/University Ave
- 2) 16th Ave SE & Como Ave
- 3) 22nd Ave & Johnson St NE
- 4) 25th St & Bloomington Ave S
- 5) 29th Ave & Johnson St NE
- 6) 35th St & Bloomington Ave S
- 7) 36th St & Bryant Ave S
- 8) 38th St & 23rd Ave S
- 9) 38th St & 42nd Ave S
- 10) 38th St & 4th Ave S
- 11) 38th St & Bloomington Ave S
- 12) 38th St & Cedar Ave S
- 13) 38th St & Chicago Ave S
- 14) 38th St & Minnehaha Ave S
- 15) 41st/42nd St & Lyndale Ave N
- 16) 42nd St & Fremont Ave N
- 17) 44th St & Penn Ave N
- 18) 46th St & Lyndale Ave N
- 19) Glenwood Ave & Cedar Lake Rd
- 20) Lowry Ave & Emerson Ave N
- 21) Lowry Ave & Lyndale Ave N
- 22) Lowry Ave & Penn Ave N
- 23) Plymouth Ave & Penn/Oliver Ave N
- 24) West Broadway & Penn Ave N

NON-PRIORITY

- 1) 38th St & Nicollet Ave S
- 2) 42nd St & Bloomington Ave S
- 3) 42nd St & Cedar Ave S
- 4) 43rd St & Nicollet Ave S
- 5) 43rd St & Sheridan Ave S
- 6) 44th St & France Ave S
- 7) 46th St & Bryant Ave S
- 8) 46th St & Nicollet Ave S
- 9) 48th St & Chicago Ave S
- 10) 50th St & Bryant Ave S
- 11) 50th St & Penn Ave S
- 12) 50th St & Xerxes Ave S
- 13) 50th St E & 34th Ave S
- 14) 54th St & Lyndale Ave S
- 15) 54th St & Penn Ave S
- 16) 56th St & Chicago Ave S
- 17) 60th St & Nicollet Ave S
- 18) Cedar Ave S & Minnehaha Parkway
- 19) Nicollet Ave S & Diamond Lake Rd
- 20) Penn Ave S & Cedar Lake Rd
- 21) University Ave & Bedford St SE

Downtown Neighborhood Business Districts

PRIORITY

- 1) 5th Ave S & Washington Ave
- 2) 10th St & Chicago Ave
- 3) Nicollet Ave (I-94 to Grant St)

NON-PRIORITY

- 1) 5th Ave N & Washington Ave
- 2) Hennepin Ave (10th St to 16th St)

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Proposal Submission and Deadline

Applicants must submit one (1) unbound copy and ten (10) bound or stapled copies of the proposal as follows:

- ✓ Proposals must be on standard 8 ½" by 11" paper
- ✓ All supporting documentation must be on paper no larger than 11' by 17"
- ✓ Proposals and supporting documentation must be submitted in a sealed envelope labeled "Great Streets Façade Improvement Program Participation Proposal" (*faxed proposals will not be accepted*)

Proposals must be delivered to the City on or before:

- ✓ Tuesday, November 25, 2008
- ✓ 4:00 pm
- ✓ To: **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 four 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.

1. **Cover Page** including the following information:
 - Organization name and year established
 - Type of organization (for example, neighborhood organization, business association, community development corporation)
 - Contact name, title, phone number, email address, fax number, and mailing address
 - The eligible areas the organization proposes to serve (more than one is acceptable)
2. Signed **Signature Page** (Exhibit A)
3. Executed **Consent for Release of Response Data** (Exhibit B)
4. Descriptive **Answers to the Following Ten Questions:**
 1. How was the public and/or the organization's board or committees engaged in the formulation and review of this proposal and the proposed implementation of the program? Attach supporting documentation, such as meeting minutes, letters of support, board resolutions.
 2. How do the organization's past and current efforts address commercial revitalization objectives?
 3. Who will be the primary administrator the program? Is this a full-time staff position, part-time staff position, contract employee, or volunteer? What is this person's past experiences 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

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frame? *Organizations are encouraged to seek an experienced partner to assist in administration if they lack some of the experience and capacity needed to implement the program effectively.*

4. What other resources, i.e. pro bono design assistance and NRP funds, can the organization leverage for the program?
5. Describe your strategy for marketing the program that provides equal access to eligible business and property owners. Include marketing materials, timelines, and strategies from initial program announcements to accepting applications to 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.
6. Describe the decision-making process your organization will use to achieve high-quality improvements. Will a committee that includes staff, board members, community members, design professionals, or others review the applications? Attach a draft of the selection criteria your organization will use to evaluate the façade grant applications.
7. Will your organization administer the program on a first-come first served basis to businesses and property owners, or will there be a timeframe within which you receive and review all applications? Describe why your method is best suited to the needs and demands of your area.
8. How does a façade improvement program align with recent or pending planning efforts and public sector investments in your area? *Review a list at http://www.ci.minneapolis.mn.us/cped/docs/corridor_studies_and_investment.pdf.*
9. What is the timeline for the project?
10. 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 further any relationships with groups or individuals mentioned in this proposal before the program will be ready for marketing and implementation?*

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.

Evaluation Criteria

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

1. Area priority (30 pts max)
 - Corridors and LRT station areas:
 - Intervene – 30 pts
 - Support – 15 pts
 - Monitor – 0 pts
 - Nodes and downtown districts:
 - One Priority Node – 15 pts
 - Two or More Priority Nodes – 30 pts
 - Non-priority Nodes – 0 pts

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2. Organizational and staff experience and capacity (20 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, area-specific design guidelines, which may be more restrictive. (30 pts max) *Questions 6, 7*
5. Alignment with recent or pending planning efforts or public investments in infrastructure, public facilities, or multifamily housing development (10 pts max) *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 from CPED, so they can begin marketing the program to area businesses as the contracts are executed.

Anticipated Timeline

Pre-proposal Meeting	Thursday, November 6, 2008
Crown Roller Mill, 105 5th Ave S, 2nd Floor	
3:30 – 4:30 p.m.	
Submission deadline for proposals.....	Tuesday, November 25, 2008
Staff review/evaluation of proposals.....	December 2008
Recommendation to City Council	January 2009
Execution of contracts.....	February-March 2009

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, 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 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

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recipient's independent contractors, agents, employees or officers.

- 6) **Insurance** - The recipient will be required to maintain the insurance identified on Exhibit C.5 attached hereto or alternatively, to provide evidence of workers' compensation insurance coverage for all employees involved in the performance of the program as well as general liability insurance in amounts sufficient to indemnify the City, but with per incident and aggregate coverage limits of no less than \$2,000,000. Said liability insurance policies must name the City as an additional insured and may not be cancelled without at least 30 days notice to the City.
- 7) **Non-discrimination** - Activities financed with City funding must be open and available to all qualified participants. Adminstrating 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:

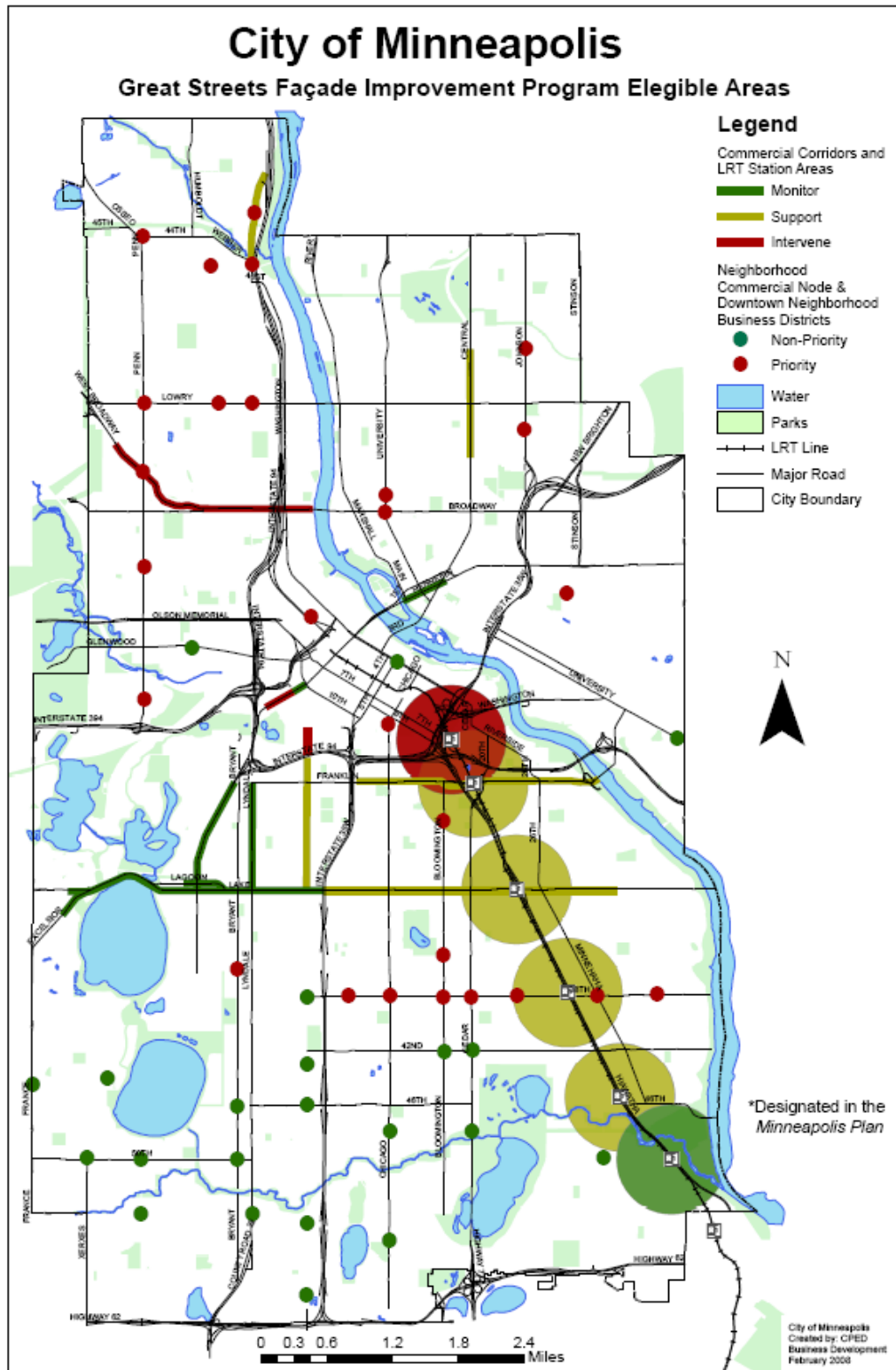
Rebecca Parrell
105 South Fifth Avenue, Suite 200
Minneapolis, MN 55407
Email: rebecca.parrell@ci.minneapolis.mn.us
Phone: 612-673-5018
Fax: 612-673-5113

All questions related to this RFP are due no later than Monday, November 17, 2008. Questions will be answered in writing and posted on the CPED web site (www.ci.minneapolis.mn.us/cped). The department contact cannot vary the terms of the RFP.

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Map of Eligible Areas



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Exhibits

- A. Application Signature Page
- B. Form of Consent for Release of Response Data
- C. Example Business Packet
 - 1) Business Guidelines
 - 2) Business Application
 - 3) Matching Grant Agreement
 - 4) Completion Certificate
 - 5) Insurance Form
- D. [Façade Design Guide](#)

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EXHIBIT A

Application Signature Page

Signature *

Date

Title

Signature *

Date

Title

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

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EXHIBIT B

Form of Consent for Release of Response Data

_____, 2008

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

Great Streets Façade Improvement Program BUSINESS GUIDELINES

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 neighborhood commercial areas by providing incentives to improve the appearance of building façades and stimulate private investment.

For more information about this program, contact Rebecca Parrell at the City of Minneapolis, 612-803-6060 and rebecca.parrell@ci.minneapolis.mn.us.

BUSINESS ELIGIBILITY

All building owners and business owners (with property owner's approval) located within eligible business districts may apply for façade improvement matching grants. Matching grants up to \$5,000 (\$7,500 in intervene areas) per business or storefront are available to businesses and commercial property owners for a variety of eligible storefront improvements. The business districts listed below have façade improvement matching grant programs.

ELIGIBLE USES OF FUNDS

See the Great Streets Façade Design Guide for specific façade improvements that are encouraged or discouraged. **Discouraged activities are not eligible for matching grants.** Eligible Activities include:

- 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
- More than one improvement project, keeping in mind the maximum grant amount per business or storefront
- Wall, window, and hanging signs advertising the business name and identity

The City of Minneapolis requires permits for many of the eligible activities listed here. It is vital that business and building owners work with City Zoning staff on designs and obtain all necessary permits before beginning work.

INELIGIBLE USES OF FUNDS

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 and window bars)
- Trash and mechanical enclosures
- Fencing
- Landscaping
- Parking areas
- Bike parking (*A City program shares the costs of bike racks, reducing the cost to less than \$100/rack (see <http://www.ci.minneapolis.mn.us/bicycles/bikeparking-rack.asp>).*)
- 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 call 311 for more information.

PROCESS

Step 1: Be sure your project meets program requirements

- ✓ The building is located in an area with façade improvement funding (see list on page 1).
- ✓ The building has a retail/office/commercial component and a façade visible from the street.
- ✓ The applicant is a property owner or a commercial tenant with the property owner's written approval.
- ✓ The property is up-to-date on all property taxes.
- ✓ All improvements meet City zoning and building codes.
- ✓ The maximum grant amount is applied to individual storefronts, meaning a multi-tenant commercial building can apply for more than one grant. A single tenant can also apply for grant monies to cover more than one improvement project, provided the cumulative total of all grant awards does not exceed the maximum.
- ✓ All construction management is your responsibility.
- ✓ If qualified to do so, you may perform the work yourself; however, grant funds can **only** be used to compensate for materials, **not** for your labor, the labor of a relative or someone with a financial interest in the business or property receiving the grant funds, or the purchase or rental of tools and equipment.
- ✓ This is a reimbursement program. You must complete and pay for the full private match for the work before the administering organization will issue a reimbursement check. You should be totally satisfied with the work before paying.

Step 2: Review the Great Streets [Façade Design Guide](#) and meet with the administering organization to discuss proposed improvements.

Step 3: Submit a completed application form to the administering organization. Including:

- a. A narrative description of the project, drawings of proposed improvements, and any other supporting materials to help describe the project.
- b. Photographs of the current state of the building, where the improvements will be made.
- c. Two (2) contractors' bids for the work they plan to do. Both bids must be for identical scopes of work. Applicants are encouraged to solicit estimates from women and minority contractors. *Projects of less than \$1,000 and for murals need only submit one written estimate.*
- d. Evidence that contractors are licensed, bonded, and insured.

Step 4: Applications on a first-come, first-serve basis until all funds are allocated. The administering organization will inform you of your application's status and schedule a time to meet with you when, if approved, you will **sign the Matching Grant Agreement with the administering organization**, and then proceed with project. Be sure to obtain all the necessary permits for the project. Permit verification is required prior to any grant disbursements.

Step 5: The administering organization will disburse the grant to the contractor or Subgrantee based upon the receipt and review of items a thorough d below. The Grantee must submit the following items to the administering organization upon completion of the work. If more than one contractor is used, there must be completed sets of the items listed below for each contract/contractor.

- a. Executed completion certification (form provided by administering organization).
- b. Proof of final inspection by the City of Minneapolis Inspections Department, for work requiring a city permit (provide a copy of the permit signed off by the responsible City Inspector). For work NOT requiring a city permit, call the administering organization to notify them work is complete.
- c. A final invoice from the contractor showing the total project cost.
- d. Proof of payment of the full private match paid to contractor in one of two forms:
 - 1) **Lien waiver**: a statement issued by the contractor that advises the client they, the contractor, (1) have been paid in full for the total project cost, (2) are satisfied with the compensation for the work they performed, and (3) waive their right to place any liens on the property for the work completed (*If there are significant material costs, it can be a good idea to obtain a lien waiver from the materials supplier, advising that the contractor paid them in full.*) OR
 - 2) **Cancelled check**: a copy of the actual cancelled check(s), returned to you by the bank that paid the contractor who completed the work. Both the front and back of the check must be copied and must be made payable to the contractor for the amount of the full private match (66 percent or 75 percent of the total project cost depending on the area), or the total project cost **AND Signed receipt**: a properly executed receipt is signed by an authorized officer of the firm that completed the work and includes the contractor's name, address, telephone number, and notation that the full private match (66 percent or 75 percent of the total project cost depending on the area), or the total project cost was paid in full.
- e. Photographs documenting the completed work, taken from the same location of the before photographs required in the application.

In order for you to receive the reimbursement, the administering organization must receive items a. thorough d. within nine (9) months of the date on the confirmation letter.

Great Streets Façade Improvement MATCHING GRANT APPLICATION

Applicant Name _____ Email Address _____

Address (including zip code) _____ Phone Number _____

Address of Property to be Improved (including zip code) _____

Property Owner Name _____ Phone Number _____

(If different from applicant, the owner must sign the following page to indicate knowledge and approval of the proposed improvement.)

STEP 1: Describe the proposed work/project(s) on an attached sheet

To assist in the review and understanding of the project, include a narrative description, drawings of proposed improvements, photographs of the current building, and any other supporting materials that help describe the project.

STEP 2: Get two (2) bids for all work/project(s)

Include verification that the contractors are licensed, bonded, and insured. Be sure that both bids are based on the same scope of work. For example if one is for tuck pointing, window replacement, and flashing, then the second bid must be for the exact same things: tuck pointing, window replacement, and flashing.

	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

* Applicant must submit two written estimates for each job per guidelines. If qualified to do so, the applicant (or another person with a financial interest in the business) may perform work, but grant funds cannot be used to compensate for their labor or for the purchase or rental of tools and equipment. The administering organization will reimburse only for materials if the applicant(s), owner(s), employee(s), or a company in which the any of these people holds an ownership interest performs the work. This applies even if the applicant does not have a majority interest. All other contractors must be licensed, bonded, and insured. All applicants are encouraged to solicit estimates from women and minority contractors.

STEP 3: Select a contractor

Contractor selected _____ Estimated total eligible project costs \$ _____

STEP 4: Project dates

Approximate date work will begin _____ Approximate date work will be complete _____

Great Streets Façade Improvement MATCHING GRANT APPLICATION

STEP 5: Sign and date application

Applicant Signature

Print Name

Date _____

Owner's Signature (if different than applicant)

Print Name

Date _____

This matching grant application for reimbursement is valid for nine (9) months from the date of the organization's approval to begin work and is subject to funding availability.

STEP 6: Return application to

For Use by the administering organization

Date Received

Signature

Date of Approval to Begin Work

Signature

Date of Approval for Reimbursement

Signature

Great Streets Façade Improvement Program MATCHING GRANT AGREEMENT

Property Owner(s) or Lessee(s): _____ (herein referred to as “Subgrantee”)

Property Address: _____, Minneapolis, MN (herein referred to as “Property”)

Grant Amount: \$ _____ (herein referred to as “Grant”)

Match Amount: \$ _____ (herein referred to as “Matching Funds”)

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

Closing Date: _____

The subgrantee will receive a Grant in the amount specified above pending Subgrantee’s compliance with (1) the Great Streets Façade Improvement Program *Business Guidelines*, (2) the Great Streets *Façade Design Guide*, (3) this Agreement, and (4) program application. Final determination of eligibility rests with the City of Minneapolis.

1. The Subgrantee 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 Subgrantee or the Subgrantee’s materials list submitted with (or a subsequent part of) the Subgrantee’s application for the Grant.
3. Any contractor(s) who perform work at the Property must meet City of Minneapolis licensing, building permit, and building code requirements.
4. If the Subgrantee is performing any work, Subgrantee 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 Subgrantee, 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 _____ within nine (9) months of the date on the confirmation letter. The Subgrantee 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 Subgrantee by _____ based upon the receipt and review of **items a thorough d** below. The Grantee must submit the following items to _____ upon completion of the work. **If more than one contractor** is used, there must be completed sets of the items listed below for each contract/contractor:

- a. a completion certification (the form of which has been provided to Subgrantee) filled in and signed by the Subgrantee and contractor;
- b. for work requiring a city permit, proof of final inspection by the City of Minneapolis Inspections Department (send a copy of the permit signed off by the responsible City Inspector); for work NOT requiring a city permit, call _____ to notify them work is complete;
- c. proof of *full payment of private match* or *full payment of total project cost* to contractor, showing the total project cost in one of two forms;
 - 1) Partial lien waiver:** a statement issued by the contractor that advises the client they, the contractor, (1) have been paid the full private match (66 percent or 75 percent of the total project cost depending on the area), (2) are satisfied with the compensation for the work they performed, and (3) waive their right to place any liens on the property for the work completed **OR Lien waiver:** a statement issued by the contractor that advises the client they, the contractor, (1) have been paid in full for the total project cost, (2) are satisfied with the compensation for the work they performed, and (3) waive their right to place any liens on the property for the work completed *(If there are significant material costs, it can be a good idea to obtain a lien waiver from the materials supplier, advising that the contractor paid them in full.)*
 - 2) Cancelled check:** a copy of the actual cancelled check(s), returned to you by the bank that paid the contractor who completed the work. Both the front and back of the check must be copied and must be made payable to the contractor for the amount of the full private match (66 percent or 75 percent of the total project cost depending on the area), or the total project cost **AND Signed receipt:** a properly executed receipt is signed by an authorized officer of the firm that completed the work and includes the contractor's name, address, telephone number, and notation that the full private match (66 percent or 75 percent of the total project cost depending on the area), or the total project cost was paid in full; and
- d. photographs documenting the completed work, taken from the same location of the "before" photographs required in the application.

7. _____ will provide payment to the Subgrantee as soon as possible after receipt of the items referenced in paragraphs 2 and 7 above.

SUBGRANTEE

PROPERTY OWNER (IF DIFFERENT THAN SUBGRANTEE)

By
Its

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2008 by _____, the _____ of _____, a _____, on behalf of the _____.

Notary Public

NEIGHBORHOOD ASSOCIATION

By
Its

Great Streets Façade Improvement Program COMPLETION CERTIFICATE

Administering Organization: _____ (herein referred to as “Grantor”)

Property Owner(s) or Lessee(s): _____ (herein referred to as “Subgrantee”)

Contractor: _____ (herein referred to as “Contractor”)

Property Address: _____, Minneapolis, MN (herein referred to as “Property”)

Grant Amount: \$ _____ (herein referred to as “Grant”)

Match Amount: \$ _____ (herein referred to as “Matching Funds”)

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

(1) The Contractor certifies the work is complete and meets City of Minneapolis zoning code, building permit, and building code requirements.

(2) The Subgrantee certifies the work is complete to his/her satisfaction and any work completed by Subgrantee meets City of Minneapolis zoning code, building permit, and building code requirements.

(3) Attached hereto are the following documents:

- a. for work requiring a city permit, proof of final inspection by the City of Minneapolis Inspections Department (copy of permit signed off by responsible City Inspector)
- b. for work not requiring a city permit, Subgrantee called Grantor to notify of project completion and Grantor arranged inspection of the property with Grantee to verify completion of the work
- c. a final invoice from the contractor showing the total project cost
- d. proof of payment of full private match paid to Contractor in one of two forms (1) a lien waiver or (2) cancelled check and signed receipt
- e. photographs documenting the completed work, taken from the same location of the “before” photographs required in the application

SUBGRANTEE

CONTRACTOR

By
Its

By
Its

EXHIBIT 5
STANDARD AGREEMENT FORM INSURANCE
Great Streets Façade Improvement Program

The following are the insurance requirements for the Grantee. Please fill in a-d. Grantee shall **check one box under each insurance area and sign at the bottom**. Please note: **no changes or additions can be made to this form** other than indicating self-insurance status (if applicable, also attach a letter that outlines self-insurance coverage).

- a) 1. Worker's Compensation insurance that meets the statutory obligations.

☐ Attached is certificate evidencing above insurance coverage in force as of the Agreement start date.

☐ MN Statute Chapter 176 does not apply because Grantee has no employees and will not have any during the life of the Contract.

2. Workers Compensation insurance for non-employees providing services under this Agreement (i.e., subcontractors). **Grantees are assuming full Workers Compensation coverage for uninsured sub-grantees.**

☐ Attached is certificate evidencing Workers Compensation insurance coverage in force as of the Agreement start date (either umbrella coverage by Contractor or separate coverage by non-employees).

☐ Non-employees such as subcontractors will not provide any services under this Contract.

- b) Commercial General Liability insurance. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured.

☐ Attached is certificate evidencing above insurance coverage in force as of the Agreement start date.

☐ Grantee assumes full responsibility for any and all damages that occur as a result of this Agreement.

- c) Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles.

☐ Attached is certificate evidencing above insurance coverage in force as of the Agreement start date.

☐ Grantee's personal auto liability insurance coverage addresses the risk. Attached is a letter from insurance agent stating that personal automobile insurance policy covers business usage of all automobile(s) that will be used during the life of this Agreement.

☐ Grantee will not drive any automobiles while performing services under this Agreement.

- d) Professional Liability Insurance providing coverage for the claims that arise from the errors of Grantee or its consultants, omissions of Grantee or its consultants, failure to render a professional service by Grantee or its consultants, or the negligent rendering of the professional service by Grantee or its consultants. The insurance policy must provide the protection stated for two years after completion of work.

☐ Attached is certificate evidencing above insurance coverage in force as of the Agreement start date.

☐ Grantees providing service under this Agreement who do not carry professional liability insurance agree to assume full responsibility for any and all damages that occur as a result of Grantee's acts, errors or omissions.

Grantee Name (printed):

Grantee Authorized Signature: _____ Date _____

Revised December 2007

SAMPLE