



## **Douglas Avenue Business Improvement District Maintenance and Repairs Grant**

February 14, 2017

### **Purpose:**

- The Douglas Avenue BID's 1:1 matching grant program is being established as an incentive for critical exterior maintenance and repairs of commercial buildings within the Business Improvement District (BID).

### **Eligible Applicants:**

The program will make available a new business development incentive to commercial building owners, leaseholders and developers within the District.

### **Ineligible Project Costs:**

- Work begun before grant approval.
- Building permits, government approvals and taxes.
- Grant will not reimburse for labor if self-contracted. Material cost and labor costs of employees are eligible, if the number of hours worked, rate of pay and employee social security numbers are provided.

### **Ineligible Properties:**

Properties that are: exclusively residential, tax-exempt, in litigation/condemnation/receivership, holding outstanding fees/penalties/delinquencies to governments, in violation of Racine licensing or not located within the boundaries of the District.

### **Provides:**

Maximum Grant Award: \$1,000 and projects must be completed within 120 days of award. Minimum Grant Award: \$500.

The Douglas Avenue BID is launching a pilot program in the form of 1:1 matching grants of up to \$1,000 for commercial buildings located within the BID boundaries. Allowable expenses include:

- Exterior restoration and painting.
- Roof repair or replacement.
- Window and door repair or restoration.
- Masonry foundation, wall or chimney re-pointing.

### **Award of Grant:**

The grant will be awarded as a reimbursement after documentation of project completion is provided. The grant will be limited to 50% of eligible costs, not to exceed \$1,000.

**Grant Application Process:**

- Grant applications will be reviewed by the Douglas Avenue Business Improvement District board at their regularly scheduled meetings.
- Applicants should prepare to attend the Douglas Avenue BID meeting to speak to their application.
- Work should not begin until after the Douglas Avenue BID board approval has been provided.

**Application Contents:**

- Completed application form
- Photos of existing conditions
- Permit Applications, if required
- Samples of materials to be used.
- A minimum of two (2) competitive bids. Bids should include detailed cost information and schedules to begin and complete work.
- If the applicant is not the property owner, the application must include the Written Consent of Property Owner.
- If project is self-contracted and labor costs are requested for employees, include hours worked, rate of pay, and employee social security numbers on a separate sheet of paper, sealed within an envelope.

## Written Consent of Property Owner

I certify that I am aware of the attached application for the Douglas Avenue Business Improvement District Maintenance and Repairs Grant submitted for property that I own by a developer or leaseholder.

I give my permission to the applicant, if a lessee or developer, to apply for the grant.

I consent to the improvements proposed for my building and will accept responsibility for any permit or code violations that arise from the proposed improvements.

I certify that the subject property does not have any outstanding fees, penalties, or delinquencies with local units of government (County, City of Racine).

I certify that the subject property is not in foreclosure, litigation, condemnation or receivership.

I certify that this property is not tax exempt and is current on property taxes.

I acknowledge that the applicant will receive the grant reimbursement and that reimbursement will be made after improvements have been inspected and proper documentation has been provided to the Douglas Avenue Business Improvement District board.

Name of Property Owner: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

# MAINTENANCE AND REPAIR GRANT APPLICATION

## Applicant/Project Contact Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Business or Leaseholder Information

Name of business: \_\_\_\_\_

Business Owner's/Leaseholder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Property Owner Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Years Owned Building: \_\_\_\_\_

Age of Building: \_\_\_\_\_

**Proposed Improvements (describe in detail)**

**Estimated Project Costs (detail out, separate labor and materials)**

**Project Schedule (construction begin, end, and lease-up dates)**

**Applicant Certification**

I have read the grant program guidelines. If the application is approved, I will make the exterior improvements described in this application, consistent with City Building Codes, and will complete within 120 days of approval.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_