

**SUPERIOR BUSINESS IMPROVEMENT DISTRICT (BID)  
COMMERCIAL BUILDING RESTORATION MATCHING GRANT GUIDELINES  
GRANT AWARD OF UP TO \$8,000.00**

The primary goal of the program is to stimulate and strengthen the economic base of the BID by helping improve the aesthetic and historic appearance of commercial properties. The BID contains many buildings with historic significance. (See Paul Lusignus Study in BID Office) It is the BID's intent to retain and restore those historically significant buildings within its boundaries where appropriate to reflect the original character of the business district. All Commercial buildings within the BID's boundaries are considered eligible with priority given to historic buildings. Tenants, with the approval of the Commercial Property owner, may apply for the grant.

**SOURCE OF FUNDS:**

The Commercial Building Restoration Matching Grant Program is funded through the City of Superior's Community Development Block Grant Program (CDBG). The BID Commercial Building Restoration Matching Grant Program provides grants to eligible businesses and property owners in the BID. (See map).

**FUNDING AVAILABILITY:**

The funding becomes available on June 1 of the current year and runs through July 31 of the next year. Grant applications are accepted and processed on a first come first serve basis as long as funding lasts during the funded period. Applicants will be advised at the time of inquiry as to the availability of funds. A property owner is eligible to apply for one grant per building, per funding period of Community Development Block Grant Funds.

**ADMINISTRATION:**

The BID and the CDBG Compliance Officer have defined responsibilities in the administration of the BID Commercial Building Restoration Matching Grant Program. Building eligibility will be determined jointly. Design approval will be determined by the BID Design Committee and BID Board of Directors. Compliance to Federal, State and City statutes and codes will be determined by the CDBG Compliance Officer, the City of Superior Building Inspection Department, the City of Superior Planning Director and other agencies having jurisdiction over the renovation project. The BID Executive Director will conduct onsite visits during construction and a final walk through with the architect, contractor and applicant. Final approval for the disbursement of funds will be a joint approval process by the BID Design Committee, Board of Directors and the CDBG Compliance Officer.

**ELIGIBLE PROPERTIES:**

All properties used for commercial purposes within the BID are eligible to apply for this program. Owners with multiple buildings may apply for one project per building per funding period. Non profits owning BID assessed property are eligible to apply.

**ELIGIBLE COSTS:**

Eligible costs are defined as:

1. Approved facade renovations, including painting, cleaning and masonry repair, repair or replacement to architectural detail, repair or replacement of windows, trim and storefront display areas on front, sides and rear of a building facade and may include other renovations or repairs as approved by the BID Design Committee.
2. Removal of old awnings, the installation of new awnings, or the installation of an awning

where one did not exist if in the judgement of the BID Design Committee, it enhances the project.

3. In order to ensure the stability of a building the following are eligible projects: roofing, structural repair, and some interior remodeling when the exterior remodeling and interior remodeling are merged. Such as a store front change out the causes interior corrections.
4. Landscaping is eligible if at the discretion of the Design Committee. Board of Directors and the CDBG Compliance Officer.

#### **INELIGIBLE COSTS:**

Ineligible costs are defined as follows:

1. Reduction or elimination of existing debt.
2. Purchase of inventory or equipment.
3. Business operating costs including payroll.
4. **Any costs incurred on work begun prior to approval of the project by the BID Design Committee, the BID Board of Directors and the CDBG Compliance Officer.**
5. The construction of a new building or an addition to an existing building. If a new addition as well as restoration work is to be completed on an existing building, only the restoration costs of the existing building will be eligible. Davis Bacon wages will apply to both the new construction and the existing construction.
6. Loans for the acquisition of property

#### **ARCHITECT:**

The BID requires the project applicant to contract with an architect for design services. The applicant can request a waiver for this requirement if their project is very small. The BID Design Committee will review the waiver request and make the decision as to the need for professional services.

1. The architect will prepare the following:
  - a. The concept design for review by the BID Design Committee
  - b. The final drawings for review by the BID Design Committee and Board of Directors
  - c. A contractor bid packet to include documents required by the CDBG Compliance Office
  - d. Prepare any change documents when the approved design is altered in any way. Changes will need to come back to the BID Design Committee and the BID Board of Directors for approval.

**CONTRACTORS: ALL CONTRACTORS ON BID PROJECTS OVER \$1,999.99 MUST MEET THE FEDERAL WAGE AND HOUR RATE SET AT THE TIME OF THE APPLICATION. PLEASE NOTIFY YOUR PERSPECTIVE CONTRACTORS WHEN SEEKING A BID.**

#### **CONTRACTORS:**

All work will be done by licensed, insured and bonded contractors in the City of Superior.

1. Applicants are required to seek a minimum of three bids for the project. This requirement is waived on projects of \$1,999.99 or less.
2. The general contractor will provide estimated cost on each portion of the project and will specify the work to be done. Any prescribed warranties and a construction schedule must accompany the accepted bid.
3. The applicant may select the bid he or she believes is most favorable. The applicant

is not obligated to accept the low bid. Applicants are encouraged to seek minority contractors.

4. The contractor must meet with the CDBG Compliance Officer for a preconstruction conference to insure the contractor understands the Federal Wage and Hour Standards prior to work beginning. **ALL CONTRACTORS MUST CONFORM TO THE PREVAILING WAGE IDENTIFIED FOR EACH PROJECT.**

#### **CODE COMPLIANCE:**

CDBG-funded construction projects must meet the Federal, State and Local codes and ordinances. Requests for variances can be made to the appropriate agency using their procedure for such requests. Approval of the variance must be given before work begins. Exceptions would be when an unforeseen violation is discovered. This violation will have to be corrected before the grant can be awarded.

#### **DESIGN REVIEW:**

The BID Design Committee is authorized to review and approve the concept and final drawings for this grant and determine the grant award. The Design Committee uses the Basic Design Standards, Main Street Design Standards and where applicable, Franchise Guidelines.

The process is as follows:

1. There will be an initial meeting with the applicant, architect and the Design Committee to review the project concept.
2. The Design Committee will meet as often as necessary to bring to a consensus on a project design.
3. The Design Committee will review and approve the final design and establish the grant award.
4. The recommendation is made to the BID Board of Directors by the Design Committee to for the awarding or denial of the grant
- 5.. The BID Executive Director will monitor the project during construction including a final walk through prior to the recommending the payment of the grant.

**The BID has an Architectural Assistance Matching Grant of up to \$2,000.00 available for BID Commercial Matching Grant Applicant**

#### **APPEALS:**

The BID Design Committee, Board of Directors and the CDBG Compliance Officer are authorized and directed to act on appeal requests for grant denial, failure to comply with the approved design, the administration of the grant and disputes that may arise after the project begins.

#### **GRANT AWARD:**

The Commercial Building Restoration Matching Grant will be a dollar for dollar match up to \$8,000.00. The grant award cannot be increased once the application and design have been approved unless an amended application is filed and approved. If project costs are reduced during the project, actual eligible costs will determine the grant.

#### **PAYMENT OF GRANT:**

The BID Board of Directors will recommend payment of the grant when:

1. The BID Executive Director, the applicant, the architect and the contractor have

- conducted a final walk through and all outstanding issues have been remedied.
2. All required reports have been received, reviewed and determined to be correct by the CDBG Compliance Officer. All discrepancies must be corrected before payment can be made.
  3. The BID Office will need the following to submit with payment request:
    - a. All paid invoices
    - b. All lien waivers if applicable
    - c. Any additional information requested by the CDBG Compliance Officer to support the BID Commercial Building Restoration Matching Grant Program.
  4. Payment should be received within three weeks of the request letter if all of the above are in order.

**FORFEITURE OF GRANTS:**

1. **Failure to submit a design change to the BID for approval will result in the forfeiture of the grant.**
2. **Failure to meet Federal, State and Local statutes/ordinances/regulations will result in the forfeiture of the grant.**
3. **If the building or business is sold, relocates or closes within three years of the date the grant award, the following penalties will apply:**

**First Year: Full repayment of the grant**

**Second Year: 2/3rd repayment of the grant**

**Third Year: 1/3rd repayment of grant**

**Penalty Monies returned will be placed back into the CDBG Fund**

**The BID Grant Projects are required to have**

1. **An environmental survey**
2. **An historic determination**
3. **Contractors who meet the Federal Wage and Hour Guidelines (Prevailing wages)**

The Superior Business Improvement District is an Equal Opportunity Employer