



STAKEHOLDER SUPPORT - MATCHING GRANT GUIDELINES

MATCHING GRANT AWARDS up to \$5,000 (depending on project)

The primary goal of this program is to stimulate and strengthen the economic base of the Superior Business Improvement District (SBID) by helping improve the aesthetic and historic appearance of commercial properties. The SBID contains many buildings with historic significance. It is the SBID'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 SBID's boundaries are considered eligible with priority given to historic buildings. All applicants must be an existing business that has paid at least one year of assessment to the SBID. Tenants, with the approval of the Commercial Property owner, may apply for the grant. Approval must be given by a signature on the grant application by the property owner.

FUNDING AVAILABILITY:

The funding becomes available on January 1 and runs through December 31. 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 year.

ADMINISTRATION:

The SBID Design Committee will be the determining organization for all grant applications. Building eligibility and project eligibility will be determined once the application and mock-up are received and reviewed by the Design Committee. The SBID Design Committee meets once per month on the 2nd Thursday of each Month.

SBID RESPONSIBILITIES:

1. The SBID Design Committee and Board of Directors will provide support, design review and approval.
2. The BID will keep records for the project and request payment of the grant with supporting documentation on approval SBID Board and Design Committee.

CITY OF SUPERIOR:

1. The City of Superior Building Inspection Department, the City of Superior Planning Director and other agencies having jurisdiction over the renovation project will be responsible for the project meeting City, State Federal codes and regulations.

ELIGIBLE PROPERTIES:

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

ELIGIBLE COSTS:

Eligible potential items to include but not limited to: Lighting (exterior), Store Front/Façade, Awnings, Interior Remodeling, Patios, Fences, Landscaping, Roofing and other items as approved by the SBID Design Committee.

INELIGIBLE COSTS:

Ineligible costs are defined as follows:

1. Any costs incurred on work begun prior to approval of the project by the SBID Design Committee and the SBID Board of Directors.
2. Reduction or elimination of existing debt.
3. Purchase of inventory or equipment.
4. Business operating costs including payroll.
6. Loans for the acquisition of property.

ARCHITECT:

The SBID requires the project applicant to provide a detailed description with all items and details including:

- 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 (This most often happens on large projects)
- 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. Any changes will need to come back to the SBID Design Committee and the BID Board of Directors for approval prior to the change.

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 two bids for the project. If only one bid comes in, please state the others contacted for a bid.
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 will meet with the SBID Executive Director for a preconstruction conference to ensure the contractor understands the local building ordinances as well as fill out the required documentation.
5. There are instances where a property owner can act as the general contractor. Each request will be reviewed by the SBID Design Committee.

CODE COMPLIANCE:

All SBID Stakeholder Support Grant projects must meet 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 need to be corrected before the grant can be awarded.

DESIGN REVIEW:

The SBID Design Committee is authorized to review and approve the concept and final drawings for this grant and determine the grant award amount. 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 SBID Board of Directors by the Design Committee to for the awarding or denial of the grant.
5. The SBID Executive Director will monitor the project during construction including a final walk through prior to the recommending the payment of the grant.

GRANT AWARD:

The SBID Stakeholder Support Grant will be a dollar for dollar match up to \$5,000.00. 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. Final invoices are required before payment of the grant will occur.

PAYMENT OF GRANT:

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

1. The SBID Executive Director, the applicant, the architect and the contractor have conducted a final walk-through and all outstanding issues have been remedied.
3. The SBID 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 SBID Design Committee or Board of Directors to support the SBID Stakeholder Support Grant.
4. Payment should be received within three weeks of notification to the SBID of project completion with final invoices and a W-9 (required for payment).

FORFEITURE OF GRANTS:

1. Failure to submit a design change to the SBID 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 SBID Stakeholder Support Grant Fund.