

**Fairfax Housing and Redevelopment Authority & Economic Development Authority
Business Facade Grant Program**

Purpose:

The Fairfax HRA/EDA Business Facade Grant Program is designed to stimulate private investment in high-quality building improvements that contribute to the overall strength and community vitality of our local business economy. The Fairfax HRA/EDA establishes funding to assist private business owners in their efforts to make facade improvements to enhance the visual aesthetics of the community.

Program Guidelines:

1. The Fairfax HRA/EDA funding will work on a calendar year basis to provide assistance to eligible applicants and projects.
2. Program grants are up to \$5,000 match. A minimum of 50% match for funding is required.
3. An applicant may only be awarded one grant per building per 12 month period.
4. All work must be done on the front of the building as it faces a street.
5. All work must be completed within 150 days of approval and not started more than 90 days in advance of application submission.
6. Approved projects must comply with zoning and building code permitting.

Applications must have:

1. Scope of the repair or replacement.
2. Detail of work to be completed (plans and specifications) – may include drawings, renderings, written detail of work including colors, designs, and other aspects.
3. Photo of existing building (may be emailed as attachment).
4. Timeline for project.
5. If work is to be done by property owner, only materials are grant eligible.
6. If tenant is the applicant, written letter of support and authorization from building owner indicating they support the project and has reviewed the terms and conditions of the program.

The HRA/EDA highly recommends and looks favorably on the use of local contractors

Eligible Applicants:

1. Grants will be made available to owners of a commercial building located within the corporate limits of the City of Fairfax, Minnesota.
2. Property taxes must be current.
3. Utility bills must be current.
4. There shall not be any debts in arrears to the City when the approval letter is issued.

Eligible Project Costs:

1. Awnings & canopies
2. Masonry work
3. Windows
4. Doors
5. Entryways & thresholds
6. Painting
7. Carpentry
8. Siding
9. Signs
10. Permanent landscaping
11. Restoration/rehabilitation of architectural features and other exterior aspects
12. Other related work as approved and consistent with the above

Ineligible Project Costs:

1. Any interior work
2. New construction and building additions
3. Acquisition
4. Improvements not facing a public street or highway
5. Parking lots
6. Painting and siding (except if allowable above)
7. Roofs (except if allowable above)
8. Plants and other movable, non-permanent landscaping features
9. Projects completed more than 90 days prior to application submission
10. Routine building maintenance
11. Properties that are primarily residential
12. Security systems
13. Personal property
14. Interior window coverings
15. Equipment
16. Inventory or working capital

Application Review:

The Fairfax HRA/EDA will review applications on a first come, first served basis. The grant application review process involves examination of application including plans and specifications of the project by the HRA/EDA, who will make the final decision on grant awards. Applicants will be notified of their award/rejection after final decision is made.

Payment:

The Facade Grant Program is a Reimbursement style program. The HRA/EDA will not release awarded funds until the project is completed and the following have been submitted:

1. Evidence of paid invoices to contractors or materials vendor for the project.
2. Report of Building Inspector indicating approval of completion, if applicable.
3. A photograph of the building when the project is completed.

Once these are received a check for reimbursement will be issued to the applicant.

Adopted by the Fairfax Housing and Redevelopment Authority & Economic Development Authority for the City of Fairfax, Minnesota on this _____ day of _____, 20 ____.

Attest:

Chairperson

Executive Director

Fairfax HRA/EDA Business Facade Grant Program Application

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant Email: _____

Owner Name: _____ (if different)

Owner Phone: _____ (if different)

Building Address: _____

Property Parcel ID: _____

Project Start Date: _____ End Date: _____

Written Narrative for Scope of Project (detail all work proposed to be completed):

Checklist for Application:

- Fully completed application
- Plans, specifications, and designs for the proposed work to be completed
- Photograph of existing building (may email as attachment)
- If tenant, letter of support from owner authorizing work to take place
- Completed budget worksheet

Fairfax HRA/EDA Business Facade Grant Program Application
Budget Worksheet

Exterior Project Costs:

Masonry work	\$ _____	Carpentry	\$ _____
Awnings/canopy	\$ _____	Siding	\$ _____
Windows	\$ _____	Signage	\$ _____
Doors	\$ _____	Landscaping	\$ _____
Entryway/threshold	\$ _____	Restoration/rehab	\$ _____
Painting	\$ _____	Other (specify)	\$ _____

Total Estimated Cost \$ _____