Worthington Economic Development Authority
Façade Improvement Matching Grant Program Application and Participation Agreement

Date: _____

Grant Applicant Name: _____ Phone # _____

Email Address: _____

Address of Property to be Improved: _____ Worthington, MN

*Property Owner Name: _____ Phone # _____

If the Grant Applicant is NOT the property owner, then the owner must sign page 3 to approve the proposed improvements.

Minority & Women Owned Business Information (Optional)

Note: this information will not be used in determining financing eligibility nor will it be used to make funding decisions. It will be used for reporting purposes only.

      Is the business at least fifty-one percent (51%) woman owned? Yes _____ No _____

      Is the business at least fifty-one percent (51%) minority owned? Yes _____ No _____

      If the business is at least 51% minority owned, please check the most appropriate description(s) below:

      American Indian or Alaska Native   _____
      Asian   _____
      Black or African American   _____
      Hispanic or Latino Origin   _____
      Native Hawaiian or Pacific Islander   _____
      Other: _____   _____

STEP 1 – Describe work/project(s)

In a separate document attached to this sheet, describe the work/project(s) to be completed.

STEP 2 – Submit two (2) written bids for all work/project(s)

- ✓ If the total project cost is more than $1,000, get two (2) written bids for all the work. Be sure that both bids are based on the <u>same scope of work</u>. For example, if your first bid is for tuckpointing, window replacement, and flashing, then the second bid must also be fore tuckpointing, window replacement, and flashing. If a grant is approved, it will be based on the lower bid.
- ✓ If the total project cost is $1,000 or less or you are doing a mural, you only need one bid.
- ✓ Verify that contractors are licensed, bonded, and insured. If you have questions about licensing, call the City of Worthington Building Department at (507) 372-8640.
- ✓ If qualified to do so, you may perform the work, but grant funds cannot be used to compensate you for the purchase or rental of tools or equipment or for your labor or the labor of family, friends, employees, or others with a financial interest in the business or property. Grant funds can be used to pay for materials.
- ✓ Applicants are encouraged to solicit estimates from women and minority contractors.

✓ Summarize the bids in the box below.
✓ **Grant amounts are based on the lower bid; however, you are free to accept the higher bid.**

Brief Work Description		Contractor		Bid	Bonded & Insured?
1		1		$	☐ Yes / ☐ No
		2		$	☐ Yes / ☐ No
2		1		$	☐ Yes / ☐ No
		2		$	☐ Yes / ☐ No

STEP 3 – Select contractor and estimate work dates

Contractor selected: _____

Approximate date work will begin: _____

Approximate date work will be complete: _____

STEP 4 – Review terms and conditions

The Grant Applicant will receive a Grant in the amount specified below pending Grant Applicant's compliance with (1) the Façade Improvement Matching Grant Program Guidelines, (2) the Façade Design Guide, (3) this Agreement, and (4) and available funding. Final determination rests with the Worthington EDA.

1. The Grant Application 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. **The property owner certifies that all property taxes are paid and up-to-date and will remain so throughout the entire project, until grant funds are disbursed.**

2. Work performed at the Property shall be as stated in the contractor(s) bid(s) obtained by the Grant Applicant or the materials list submitted with (or a subsequent part of) the application for the Grant.

3. Any contractor(s) who performs work at the Property must meet City of Worthington licensing, building permit, and building code requirements.

4. If the Grant Applicant is performing any work, the Grant Application understands that upon completion (1) all work must meet City of Worthington 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 Grant Applicant, 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 the program administrator **within nine (9) months** of the Grant Approval Date. The Grant applicant 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 Grant Applicant by the program administrator based upon receipt and review of the **items (a) through (c)** below. The Grantee must submit the following items to the program administrator upon completion of the work. **If more than one contractor is used**, there must be complete sets of the items listed below for each contract/contractor:

    a. **Proof of final inspection** by the City of Worthington for work requiring a City permit (send a copy of the permit signed off by the City Building Official), for work NOT requiring a City permit, call the program administrator at (507) 372-8600 to notify them the work is complete.

    b. **Final invoice** from the contractor showing the total project cost.

    c. **Proof of payment** paid to contractor in one of the following two forms. You should be totally satisfied with the work before paying.

        i. A **lien waiver** – a statement issued by the contractor that advises the client that they, the contractor, (a) have been paid in full for the total project cost, (b) are satisfied with the compensation for the work they performed, and (c) waive their right to place any liens on the property for the work completed. (If there are significant material costs, we advise you obtain a lien waiver from the materials supplier, advising that the contractor paid them in full). **OR**

        ii. A **cancelled check AND** a **signed receipt** – if you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment. You will need a copy of the actual cancelled check(s), returned to you by the bank you used to pay the contractor. Both the front and back of the check must be copied and must be made payable to the contractor for a minimum of the *private match*. You will also need a properly executed receipt, signed by an authorized officer of the contracting firm that includes the contractor's name, address, telephone number, and notation that a minimum of the *private match* was paid in full.

STEP 5 - Sign and date
Sign and date below, accepting the forgoing terms. *A grant is not approved until this document is signed on page four (4) by the program administrator.*

GRANT APPLICANT

_____

By:

Its:

If the Grant Applicant is the property owner, go on to STEP 6. If the Grant Applicant IS NOT the property owner, the property owner must sign below in front of a notary or a known second party witness.

PROPERTY OWNER

_____

By:

Its:

NOTARY
State of Minnesota

County of Nobles

The foregoing instrument was acknowledged before me this _____ day of _____,

_____ by _____, a _____,

on behalf of the _____.

_____, Notary Public

or **WITNESS**

_____

_____

By Matt Selof
Façade Program Administrator

STEP 6 – Complete the W9 (request for taxpayer identification number)
Fill out the W9 included with this application.

STEP 7 – Deliver the application to:

City of Worthington
Attention: Matt Selof
PO Box 279
Worthington, MN 56187

TO BE COMPLETED BY THE PROGRAM ADMINISTRATOR

Date Application Received: _____

Grant Amount: _____ (herein referred to as "Grant")

Private Match: _____ (herein referred to as "Matching Funds")

Total Project Cost: _____ (Grant plus Matching Funds)

Grant Approval Date: _____

PROGRAM ADMINISTRATOR

_____

By: Worthington EDA
Its: Façade Program Administrator