

Downtown Building Rehabilitation Program

Eligibility

1. Private businesses, nonprofits, and tribal units of government
 - a. Tenants are eligible with written consent from the property owner.
 - b. City Economic Development Authorities (EDA's) is eligible to apply if repurposing a vacant building for business development.
2. Demonstration of matching funding.
 - a. Must submit a document from bank or other loan/grant program showing matching funding is available.
3. Funding must be used to address code compliance construction upgrades.
 - a. Must submit a description of how work will address code issues.
4. The building must be located on a main street in a downtown area.
 - a. Applications not on the Main Street in a downtown area will be reviewed on a case-by-case basis and eligible to apply contingent upon:
 - i. Additional funds available.
 - ii. Being located in a commercial business corridor.
5. Confirmation project (or project phase) has not started construction.
 - a. AEOA will conduct an initial site visit and document with photos.
 - b. Agency reserves the right to award grants to projects which have started but an inspection must occur prior to construction to ensure eligibility and document existing conditions.
6. One project per applicant per year.
 - a. If more than one project per year is proposed, it will be determined on a case-by-case basis with approval by the grant administrator prior to the project beginning.

Downtown Building Rehabilitation Prioritization

1. Building is prominent or historically significant (1 point).
2. The building is highly visible on the Main Street in a downtown area (1 point).
3. Code compliance issues are clearly identified (1 point).
4. Project will support business expansion or retention (1 point).
5. Project will bring a building back into use, expand the use of a building or retain a business that is in jeopardy of vacating a building (1 point).
6. Readiness is demonstrated, including but not limited to the following: (2 points total)
7. Current bids submitted with application.
8. Ready to begin within 90 days of application submittal.

How it Works

1. Submit your DBR application, release, supporting documents and current prevailing wage compliant bids to AEOA for review. \$500,000 has been allocated to the program.
2. If approved, AEOA will contact you and schedule a site visit, take photo documentation of the property, verify if the project is viable, discuss the program more thoroughly and collect the application fee of \$500.00, if not already submitted. If declined AEOA will submit an email explaining the reason.

***** Prior to Starting the Project *****

Applicant Responsibilities

1. AEOA conducts bid review with the applicant and AEOA verifies contractor requirements such as being licensed and/or registered to include having liability insurance are met.
2. AEOA, the applicant and contractor(s) will perform a pre-construction conference. At this conference both parties will complete the warranty agreement and proceed to work documents.

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3. The applicant must have their banker or lender supply AEOA with a 2/3 (or specific amount) funding verification email or letter for their portion of the project to include award letters from leverage funding sources. Supplying this documentation with your application is encouraged for application scoring purposes.
4. The Application (or AEOA) will hang the provided “**This project made possible through taxes paid by Minnesota’s Mining Industry**” sign in public view.

Contractor Responsibilities

1. Contractor to complete the AEOA provided direct deposit form for their 1/3 (or specific amount) electronic payment to include a voided check in association with the bank account information.
2. Contractor to provide current liability insurance certificate made out to AEOA.
3. Contractor to complete the AEOA provided completed ‘Sworn Construction Statement’.

***** When the above documents have been completed and provided to AEOA, the project may start *****

AEOA’s Responsibility after Project Awarding

1. AEOA will process the \$500 application fee.
2. AEOA will collect contractor’s lien waiver, final invoice, and prevailing wage compliance form(s) when completed.
3. AEOA will complete the final inspection for the work that was awarded to the specific contractor. The applicant, contractor, and AEOA will need to sign the complete certificate for the contractor payment.
4. AEOA will electronically deposit the award grant amount directly to the awarded contractor.

If you have any additional questions, please contact me.

Sincerely,

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