

**CITY OF CUBA CITY**  
**DOWNTOWN REVITALIZATION PROGRAMS**

**FAÇADE IMPROVEMENT GRANT**



**Program Guidelines**

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## **Program Purpose & Overview**

The purpose of the Façade Improvement Grant Program (“the Program”) is to improve the appearance of the facades of business and commercial buildings in the downtown. Physical improvements to these structures will assist in spurring economic vitality downtown. The Program works to address deteriorating property conditions and encourage enhancements to the property as viewed from the public right of way. The resulting effect will be the attraction of new businesses to downtown and the community, as well as the retention and expansion of existing businesses.

## **Objectives**

The Program has the following objectives:

- A. To renovate or rehabilitate business and commercial properties so as to prevent or eliminate the existence of blight and deteriorating conditions.
- B. To attract and retain businesses downtown.
- C. To retain jobs and bring additional employment opportunities to downtown Cuba City.
- D. To make use of funds the City has available for the enhancement of the City’s downtown, which is deemed an asset of the City and revitalization of which has been identified as the City’s primary economic development objective.
- E. To spur activity which will provide return to the City by the way of physical improvements which may not otherwise have occurred.

## **Project & Applicant Eligibility**

### **A. General & Designated Area:**

The Program only applies to the exterior facades, signs and architectural features for commercial and business properties on Main Street between Lafayette Street and Yuba Street. Consideration will only be given to projects located outside the designated area after December 31, 2015, provided funds are still available.

### **B. Minimum Requirements & Criteria**

- 1. Projects shall occur within the designated area.
- 2. Only exterior façade renovations are eligible.
- 3. Projects must commence within three (3) months of approval and shall be completed within six (6) months of the grant approval date or issuance of required permits (if required). The City reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to grant time extensions.
- 4. Projects shall comply with all applicable City building and zoning standards and requirements.
- 5. Only one application may be submitted for each façade. Either the property owner or the business tenant of a building may submit an application, or an owner and tenant may apply jointly.

6. If a building has multiple units, each tenant with a separate entrance may apply.
7. A business tenant applicant must obtain the property owner's written consent and submit that permission with the application.
8. A property does not need to be occupied at the time the application is submitted.
9. Priority consideration will be given to proposals that make highly visible and significant design contributions, contribute to preserving the architectural, historic, and commercial character of Cuba City, and use materials and design features listed in the Downtown Design Guidelines.

C. Improvements may include, but are not limited to:

1. Removal of false fronts, metal canopies, and additions that detract from the building's historical and architectural character.
2. Safe cleaning of brick storefronts- chemical stripping, scraping, and water wash. Power washing and sand blasting are not recommended.
3. Exterior painting/repainting. Initial painting or repainting of masonry is discouraged but may be covered on a project specific basis.
4. Historic reconstruction- storefront, door, or window repair or replacement, masonry repair and tuck pointing, etc.
5. Removal, repair/replacement of existing signs and awnings.
6. New signage and awnings.
7. Permanent exterior lighting.
8. Address information- numerals, building name, etc.
9. Landscaping improvements.
10. Qualified professional design services.
11. Other activities as designated by the City of Cuba City.

D. Ineligible activities include, but are not limited to:

1. Interior improvements.
2. Construction of new building.
3. Purchase of property.
4. Fixtures and equipment.
5. Removal/covering up of historic and architecturally significant features and design elements.
6. Sidewalk repairs.
7. Correction of code violations.
8. Roof repair or replacement- except in cases where the new roof style is a critical component of the façade restoration or replacement project.
9. Any project or improvement completed prior to submittal of a façade grant/loan application.
10. Other activities designated by the City of Cuba City.

## **Funding**

- A. Approved projects are eligible to receive a 60% matching reimbursement of up to \$5,000 for eligible improvements. The City has set aside \$75,000 from Tax Increment District Number Two (TID #2) for this grant program.

The Program will expire on December 31, 2016 or if one of the following occurs:

- 1. When the funds are spent, unless additional funding is authorized by the Common Council.
  - 2. When the Common Council chooses to eliminate or amend the program.
- B. The final award amount is based on documentation of actual costs.
  - C. Grants are paid only after the approved project is completed in accordance with the approved plans and specifications submitted in the application. The Director of Public Works will inspect and sign-off on completed work prior to issuance of grant award.
  - D. Completed work that differs from the approved application will be disqualified for reimbursement.
  - E. Reimbursement checks will be made by the City within two weeks of sign off of completed work and documentation of payment of said work.
  - F. Eligible costs include:
    - 1. Costs for design, architecture, and planning services by licensed professionals on the project.
    - 2. Costs for construction, painting and similar services billed by licensed contractor.
    - 3. Other costs indicated in the project budget and approved by the City.

## **Program Terms & Conditions**

- A. General Requirements
  - 1. Applicants must include detailed drawings and specifications with application. Eight (8) copies of drawings/design plans must be submitted. The plans must include:
    - i. Detailed site plan using adequate scale to be easily and clearly understood.
    - ii. Each plan should include notations of proposed materials, color, finishes and details. The drawing should clearly show proposed signage (if any).
    - iii. Current condition photos to provide adequate “before and after” shots.
    - iv. Construction/reconstruction time schedule, noting start and completion date.
  - 2. Applicants must submit at least one contractor proposal or estimate. However, it is suggested the applicant pursue multiple proposals for their own protection and

peace of mind. The City does not assume liability for the work of any contractor that is chosen by the applicant.

3. Applicants, if tenants, must have written permission and approval from the respective property owner.
4. Applicants must take out the appropriate building or sign permits.
5. Applicants who are delinquent on their personal tax, utility payments, or have outstanding municipal code violations are not eligible until said issues are resolved.
6. Minor changes to the project will require submittal and approval by the Economic Development Director. Significant project changes, as determined by the Economic Development Director, will require approval of the Common Council.
7. The City reserves the right to cancel any grant if any of the conditions of the program guidelines and agreement are not met.
8. Applicants shall provide proof of insurance with their application showing the property is insured for fire and all hazards.

**B. Approval Authority**

1. Applications will be reviewed by the Cuba City Downtown Taskforce (CCDT) and recommended to the Common Council for approval or denied.
2. The Cuba City Common Council will have final authority to approve or deny applications on a case-by-case basis and may impose certain design conditions on approved projects.

## **Program Application Procedures**

- A. Applicant meets with Economic Development Director for initial project discussion.
- B. Applicant submits grant application and required contractor proposal/quote to City, containing all of the requirements specified in these guidelines. Applications must include detailed drawings and specifications. Eight (8) copies of drawings and specifications must be submitted.
- C. The CCDT reviews plans and either:
  1. Recommends for approval and forwards to Common Council, or
  2. Denies the application. If denied, applicant may submit a revised application and repeat process.
- D. Common Council reviews application and issues final approval or denial of grant request.
- E. Applicant receives a letter notifying him/her of approval (or denial) of application, and notifying of any permit requirements. Approved applicants have 90 days to apply for required permit(s), if applicable, or begin work.

- F. All approved work must be completed within six (6) months of grant approval date or issuance of permits (if required). If more time is needed, the applicant must submit a written statement requesting an extension. Any plan changes would require approval according to the procedures set out in these guidelines.
- G. Applicant contacts Director of Public Works to request project review.
- H. Applicant provides itemized, paid invoices for the project, along with the completed “Project Close-Out” section on the application form to the City
- I. Applicant receives grant payment from the City of Cuba City.



**CITY OF CUBA CITY  
 FAÇADE IMPROVEMENT GRANT PROGRAM  
 APPLICATION**

<b>Applicant Information</b>	
Contact Name:	Contact Address:
Business Name:	Project Address:
Day Phone:	Alt. Phone:
FAX:	E-Mail:

<b>Building Owner Information (if different than applicant)</b>	
Contact Name:	Contact Address:
Business Name:	Project Address:
Day Phone:	Alt. Phone:
FAX:	E-Mail:

NOTE: If grant applicant is not the owner of the building, please attach a letter, signed and dated, from the property owner expressing approval of the project application.

<b>General Project Information</b>	
Proposed Start Date:	Proposed Completion Date:
Contractor Name, Address & Contact Info:	Budget Estimates:
	Total Project Estimate: \$ _____
	Façade Grant Request: \$ _____
	Façade Program Loans: \$ _____
	Private Loans: \$ _____
	Private Funds: \$ _____
	Other Funding: \$ _____

**Project Description**

Describe the overall project and scope of work (attach additional pages if necessary):

How does the project meet the goals and objectives as detailed in the Façade Improvement Grant Program Guidelines (attach additional pages if necessary):

Property Tax ID:

Please provide the required attachments listed below:

- Eight (8) copies of drawings/design plans.
- Contractor proposal (s)
- Proof of Insurance
- Photos of Property

**Certification:** The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the City of Cuba City Façade Improvement Grant Program and agree to abide by its conditions. I acknowledge that the Common Council has the right to terminate this agreement under the Façade Improvement Grant Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Project Close-Out (REQUIRED SIGNATURES)</b>	
By signing below, you verify that all work on the project has been completed to the best of your knowledge and, in your opinion, is acceptable to you and completed in accordance with the requirements of the Façade Improvement Grant Program guidelines and consistent with the nature of this application.	
Contractor:	Date:
Applicant:	Date:
Building Owner (if applicable):	Date:
Public Works Director:	Date:
CCDT Chairperson:	Date:

<b>Office Use Only</b>	
Date Application Received:	Does applicant have outstanding delinquent taxes, utility bills, or municipal code violations?
Cuba City Downtown Taskforce Review Date: <input type="checkbox"/> Recommended for approval <input type="checkbox"/> Recommended for approval w/conditions <input type="checkbox"/> Denied (reasons below)	
Cuba City Common Council Review Date: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied (reasons below)	
Authorized Grant Amount:	Reason for Denial (if applicable):
Reimbursement Claim Approval Date:	Date Check Issued: