



WINTHROP FACADE PROGRAM

Prepared for Winthrop Economic
Development Authority





Winthrop Economic Development Authority
Facade Improvement Loan Application

Our community is blessed with a rich history, and our historic building storefronts stand as a testament to our heritage. As custodians of this legacy, it is our responsibility to ensure the preservation and prosperity of these architectural treasures.

The WEDA firmly believes in the power of a thriving business community and recognizes the importance of maintaining the charm and character of our historic storefronts. We understand that as business owners, you face various challenges, and we are committed to providing purposeful assistance to ensure the long-term success of your establishments.

It is with great pleasure that the EDA introduce to a new initiative, the Loan Facade Program. This program has been meticulously designed to encourage and support owners in making exterior building improvements, thereby revitalizing our storefronts and enhancing the overall appeal of our community.

Through the Loan Facade Program, the WEDA will collaborate with business owners to partially fund the costs associated with building updates. We believe that this financial assistance will not only alleviate some of the financial burdens you may face but also act as a catalyst for positive change, inspiring others to invest in their storefronts and uplifting the visual aesthetics of our town.

The WEDA is firmly committed to fostering a strong partnership with our business community. We understand that each storefront is unique, and our program aims to be flexible, accommodating a variety of architectural styles.

We encourage all business owners to take advantage of this incredible opportunity to revitalize your storefronts and make a lasting impact on our community. Together, we can create a vibrant and thriving environment that attracts visitors, promotes local commerce, and preserves our heritage.

Let us work hand in hand, with a shared vision, to ensure that our historic building storefronts stand proudly for generations to come.

Program Guidelines

How it Works

Applicants will pay up to 50% of project costs for eligible exterior-building improvements. The maximum award amount will be determined on a project-by-project basis. However, awards will not exceed \$15,000 per award amount. Awarding loans is dependent upon availability of funds.

Property owners who operate and own property between Renville St N and Hennepin St N along 2nd Street E will be considered eligible for funding. This program is based on loan forgiveness in five-year increments, with 20% loan forgiveness each year that the business is owned by the property owner. The loan is non-transferable. The property must be located in the C-1 business district.

The EDA maximum contribution is \$15,000. If projects exceed \$30,000 in value, the property owner is responsible to pay the remaining balance. Two bids are required with the lowest bid awarded. The EDA must approve the project prior to working commencing. Awarding of loan depends on the availability of funding in a financial year. Project must meet eligible expense criteria (Please see Eligible Expenses). The WEDA encourages, and looks favorably upon, using local contractors in the bidding process, but it is not a requirement.

Program Guidelines

- The EDA funding will be based on a calendar year, starting in January 2024.
- Program loan-forgiveness grant awards between \$5,000 - \$15,000. A minimum of 50% match for funding is required.
- Approved projects must comply with zoning and building codes. Building permits must be purchased from City Hall.
- An applicant may only be awarded one loan per building per 12-month period, unless otherwise approved by the WEDA.
- Two bids are required, the lesser of bids will be used in the loan-forgiveness program, the property owner may choose to go with either contractor.
- Work completion must be completed within 365 days from loan approval.

Eligible Expenses

- Masonry repairs and tuck-pointing
- Awnings & Canopies
- Signs
- Windows
- Doors
- Entryways & thresholds
- Painting
- Carpentry
- Gutter & Downspouts
- Facade repair or reconstruction
- Lighting
- Handicap accessibility
- Siding
- Any other items deemed appropriate by the WEDA.

Ineligible Project Expenses

- Interior Work
- Purchasing building/land/supplies
- New construction
- Parking lots, or improved parking spaces
- Roofs
- Landscaping, plants, moveable structures
- What is considered routine maintenance
- Security Systems
- Improvements already started and not approved by the WEDA
- Inventory, equipment, operating expenses
- Labor or personnel expenses
- Permits

Application Review Process

The Winthrop Economic Development Authority (WEDA) has established a fair and transparent process for reviewing grant applications, ensuring that all applicants receive equal consideration. In adherence to this principle, applications will be evaluated on a first come, first served basis.

The grant application review process entails a thorough examination of each submission, including the comprehensive analysis of plans and specifications provided for the proposed project. The WEDA, as the governing body responsible for administering the program, will diligently assess each application, taking into account various factors to make informed and equitable decisions.

Following a meticulous evaluation process, the WEDA will reach a final decision on the program and promptly notify applicants in writing. This written notification will clearly indicate whether the application has been approved or rejected. We understand the importance of providing timely and transparent communication to all applicants, ensuring clarity and enabling them to plan accordingly.

Rest assured that the WEDA is dedicated to upholding the highest standards of professionalism and impartiality throughout the application review process. We are committed to facilitating an environment of trust, where every applicant can expect a fair assessment and receive a comprehensive response.

We appreciate your understanding and patience as we undertake this evaluation process. By adhering to these procedures, we aim to ensure fairness and accountability, fostering an environment of excellence and collaboration within our community.

Payment Process

The Façade Program, implemented by the Winthrop Economic Development Authority (WEDA), operates under a reimbursement-style framework. In line with this approach, the awarded funds will not be released until the completion of the project. To facilitate a smooth reimbursement process, the following documentation must be submitted before payment can be funded:

1. Paid invoices to contractors or materials for vendors: It is essential to provide proof of payment by submitting invoices for services rendered by contractors or materials obtained from vendors. This documentation ensures that the funds are allocated appropriately and in accordance with the project's scope.
2. Report from the building inspector: To validate the compliance and satisfactory completion of the project, a report from the building inspector must be furnished. This report serves as an objective evaluation of the work carried out, ensuring adherence to safety codes, regulations, and architectural guidelines.
3. A photograph of the completed project: A visual representation of the finished project in the form of a photograph is required. This documentation serves as tangible evidence of the transformation achieved through the Façade Program, showcasing the enhanced exterior building improvements made to the storefront.

By adhering to these submission requirements, the WEDA can effectively verify the successful execution of the project and release the awarded funds accordingly. This meticulous approach ensures transparency, accountability, and effective management of resources, while also celebrating the tangible results achieved through the program.

We kindly request applicants to carefully gather and provide these necessary documents upon project completion. Timely submission of the required documentation will expedite the reimbursement process, allowing for efficient allocation of funds and fostering a positive experience for all parties involved.

Thank you for your understanding and cooperation in adhering to these guidelines. The WEDA looks forward to supporting you in your endeavors to enhance the aesthetic appeal and historical significance of our community's storefronts.

Payment Process

- Completed Loan Application
- Rendering and/or plan drawings, showing the proposed improvements that are eligible for repair.
- Minimum of two (2) contractors' bids or proposals. Bids must include a breakdown of costs for eligible items.
- Proof of insurance on the proposed site.
- Building Permit(s)

Ineligible Applicants

- Property owners behind on property taxes.
- Property owners with delinquent utility accounts.
- Those deemed ineligible by the WEDA.
- Those not in the central business district.



Winthrop Economic Development Authority
 Facade Improvement Loan Application

The Winthrop Economic Development Authority (WEDA) is proud to announce the Facade Loan Program. The goal of this program is to improve the conditions of properties located in our Central Business District. Those that have eligible expenses should read the criteria and program guidelines carefully to fully understand the program. Then fill this application out and submit it to the WEDA Director; **administrator@winthropminnesota.com**. Otherwise full applications may be dropped off at city hall 305 N Main St. PO BOX Y. Winthrop, MN 55396

All applications will be considered, not all that apply will be granted. Funding is based on a first come, first served basis and criteria under guidelines set by the WEDA.

Applicant Information

APPLICANT NAME (BUSINESS NAME)	
BUSINESS REPRESENTATIVE NAME	
PROPOSED PROJECT ADDRESS	
MAILING ADDRESS	
PHONE	
EMAIL	

Photo Submission

Photos of the proposed project must be submitted with project application. You may attach the photo here, or you can email the photo to: administrator@winthropminnesota.com

Property Information (Project Site)

Business/Occupant Name: _____

Site Address: _____

Property ID (Tax ID) _____

Approximate Age of Building: _____

Number of Stories: _____

Vacancy (is or will the building be vacant): _____

Description of Proposed Work:

Cost Estimate for total Project: _____ Requested Loan Amount: _____
ALL PROJECTS MUST ACCOMPANY A FULL BUDGET OUTLINE OF EXPENSES

Required Signatures

Remember to submit the following:

1. Complete Loan Application
2. Rendering/plans or drawings of proposed work
3. Minimum of two (2) bids, itemized
4. Proof of Insurance
5. Picture of proposed building project



I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for disqualification. I authorize program representatives the right to access the property that is being improved and funded under this loan agreement. I authorize the EDA Director to take pictures and request updates on progress. I understand that I am responsible for obtaining appropriate building permits, the applicant must submit the name and state license number of the contractor completing the work and agree to an inspection of the city's Building Official. I understand that I will make the final selection of the contractor and improvements to be made with the loan money and the contract for improvements will be solely between me and the contractor (s). The WEDA will not be liable for any inadequacies with or for performance of a contractor.

Signature of Authorized Representative

Date _____

Signature of Property Owner

Date _____

Budget Worksheet

ALL PROJECTS MUST ACCOMPANY A FULL BUDGET OUTLINE OF EXPENSES

You may use this budget form, however, other forms can be used in order to facilitate the expense amounts. If contractors wish to use their own form, it is allowable.

Project Expenses (Exterior)

ITEMIZED LIST	DOLLAR AMOUNT (\$)	COMMENT
Masonry Work		
Awnings/Canopy		
Windows		
Doors		
Entryways		
Threshold		
Painting		
Carpentry		
Siding		
Signage		
Restoration Rehab		
Other material costs		
Total Project Costs		