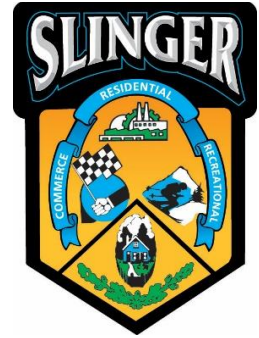


VILLAGE OF SLINGER REDEVELOPMENT AUTHORITY (RDA) FAÇADE AND BUILDING IMPROVEMENT PROGRAM APPLICATION - INSTRUCTIONS



The Façade and Building Improvement Loan Program (the “Program”) is designed to encourage property owners to undertake exterior and structural property improvements that will enhance the aesthetic of the traditional downtown area and maintain or increase overall property value.

Award Criteria

Grants and/or Loans will be awarded based on factors including, but not limited to:

- Availability of funds
- Expected impact of the proposed project both on the subject property and the overall downtown district
- Projected increase in property value
- Environmental or safety hazard elimination
- Expected increase in energy efficiency
- Improvement in accessibility
- Compatibility with the aesthetics and general appearance of the downtown district
- Business record or job creation for commercial properties
- Readiness to proceed

The Application will be considered for a Grant if the proposed project is expected to make improvements to the façade side of the subject property. The façade side is defined as that side of the property which faces the street address.

The Application will be considered for a Loan if the proposed project is expected to produce improvements to non-façade sides of the property.

The Application may be considered for a combination of Grant and Loan if the scope of the project justifies a larger amount of award. Justification can be demonstrated by the expected increase in property value, projected job creation, energy efficiency improvements, or other factors such as those listed for award criteria.

Award Amount and Format

Property owners may apply for up to 50% of total project cost with a maximum Grant amount of \$7,500 and a maximum Loan amount of \$25,000. Grants and Loans will be provided on a reimbursement basis upon full completion of the project and complete compliance with the building code.

Eligibility

- Property must be located within the Village's Redevelopment District (RD) #2, Tax Increment District (TID) #6, or within a .5-mile radius of TID #6 as shown in the attached map.
- Applicants must be in good standing with the Village of Slinger, with current taxes and utilities paid in full. Any outstanding building code violations must be resolved by the conclusion of the project.
- Applicants must provide proof of property and liability insurance prior to the start of the grant performance period.
- Applicants must document the source(s) of all matching funds.
- A non-refundable application fee of \$50 will be due at the time of application submittal.
- Any projects involving awards of Grants or Loans may not be started prior to approval.

Use of Funds

Eligible projects include carpentry, masonry, windows, doors, lighting, awnings, painting, roof repairs, restoration of historic elements, design services, installation and other labor, building structural elements and utilities facilities, hazardous materials abatement, street-facing landscaping, energy efficiency and safety improvements, and accessibility structures.

Reimbursement Process

Prior to releasing funds, the following conditions must be met and the following documentation must be in place or provided at the appropriate time during the term of the Grant or Loan:

- **Notice of Award.** The RDA must have reviewed and approved a complete application for an eligible applicant.
- **Grant or Loan Agreement.** The Village or its Attorney shall prepare a Grant or Loan Agreement, which shall be executed by representatives of each party. All terms of the Grant or Loan Agreement shall have been fulfilled prior to the release of the funds.
- **Evidence of Expenditures.** The Grant or Loan recipient will be reimbursed for eligible pre-approved related expenses incurred in the completion of the project. Documentation shall be provided to evidence expenditures for review prior to the release of funds. Documentation can include bills and invoices or receipts for materials, final bills of sale or canceled checks.
- **Inspection Report.** As appropriate or necessary, the entire project shall have obtained the necessary permits and a satisfactory inspection report shall be provided to document the successful completion of the project.

Completion Date

The project should be completed and Grant or Loan funds requested no later than two years from the date of the Grant or Loan Agreement. Extensions may be authorized subject to sufficient justification.

Conditions Upon Completion

Upon approval of the application and execution of the relevant Grant or Loan agreement, the RDA may issue a press release and submit a photo to local media to celebrate the project and promote the Program. During the project's completion, borrowers may also be requested to exhibit a sign indicating that the project is funded in part through Program funds.

Application Selection Process

- **Staff Review:** Applications will be reviewed by Village staff for completeness and accuracy. Applicants will be notified whether their application is complete and may be granted additional time to provide requested information or make necessary corrections.
- **Grant and Loan Review Committee:** If the RDA elects to create a Grant and Loan Review Committee, the Committee will review applications within one month of application completion. Recommendations made by the Committee will serve as the basis for funding approvals. If a Grant and Loan Review Committee is not established, Village staff will conduct all application reviews for recommendation to the RDA.
- **RDA Approval:** Upon recommendation by the Grant and Loan Review Committee or Village staff, the RDA will review and approve each individual Grant and Loan. If the RDA does not create a Grant and Loan Review Committee, review and approval will take place at the RDA level.
- **Notification:** All applicants will be notified in writing of the RDA's decision.

Successors Bound

All provisions of the relevant Grant or Loan Agreement shall be binding upon and inure to the benefit of the heirs, administrators, executors, successors in interest and assigns of each of the parties.

**VILLAGE OF SLINGER
REDEVELOPMENT AUTHORITY (RDA)
FAÇADE AND BUILDING IMPROVEMENT
APPLICATION**



DATE: _____

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

PHONE #: _____ **EMAIL ADDRESS:** _____

PROPERTY ADDRESS: _____

TAX KEY #: _____ **ASSESSED VALUE:** _____

TOTAL PROJECT COST: _____

AWARD AMOUNT REQUESTED: _____

(Cannot exceed 50% of project cost; maximum amount will depend on type of award granted)

BUSINESS INFORMATION – IF APPLICABLE

LEGAL NAME: _____

TRADE NAME: _____

BUSINESS ADDRESS: _____

PHONE #: _____ **EMAIL ADDRESS:** _____

PROPERTY ADDRESS: _____

FEIN or TAX ID: _____

SIC or NAICS: _____

**(Standard Industrial Code or
North American Industrial Classification)**

STATE OF ORGANIZATION: _____

TYPE OF BUSINESS: C Corp S Corp LLC LLP Partnership
 Sole Proprietor Non-Profit

WEBSITE: _____

PRIMARY PRODUCT OR SERVICE: _____

TOTAL COMPANY EMPLOYMENT (Full-Time Equivalent): _____

TOTAL PROJECT LOCATION EMPLOYMENT (FTE): _____

THREE MAJOR CUSTOMERS (Name, Address and Percentage of Sales):

1) _____

2) _____

3) _____

PROJECT DESCRIPTION

DESIRED TIMELINE FOR THE START AND COMPLETION OF PROJECT:

WRITTEN DESCRIPTION OF PROJECT: _____

BUDGET AND FUNDING INFORMATION – Please provide an estimate of the total budget for this project and identify the sources of the matching funding that will be used.

Provide contact information for the funding sources listed above. (Name, Title, Phone #, Email Address)

Source #1: _____

Source #2: _____

Source #3: _____

Awards will be issued based on the criteria listed in the application instructions. Please explain how this project meets any of the criteria that will be considered:

LEGAL INFORMATION

Has the applicant or any business owner or officer been involved in any lawsuits in the last 5 years or have any lawsuits pending? Yes No

Has the applicant or any business owner or officer ever been involved in any bankruptcy or insolvency proceedings or have any proceedings pending? Yes No

Has the applicant or any business owner or officer had any civil or criminal charges in the last 5 years that could have a material adverse impact on the project or have any charges pending? Yes No

Does the applicant or any business owner or officer have any outstanding tax liens? Yes No

Please attach a detailed explanation of any YES responses.

CERTIFICATION STATEMENT

The undersigned hereby:

1) Certifies that to the best of the applicant's knowledge and belief, the information being submitted to the Village of Slinger RDA as part of the Application is true and correct.

2) Certifies that the applicant is in compliance with all laws, regulations, ordinances and orders of public authorities applicable to it.

3) Certifies that the applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing agreements with its other creditors.

4) Certifies that the Village of Slinger RDA is authorized to obtain a credit check and Dun and Bradstreet report on the applicant, the business and/or individuals associated with the business.

5) Certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse materials impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy, proceedings, regulatory intervention or inadequate capital to complete the project.

APPLICANT SIGNATURE _____ DATE _____

PRINTED NAME _____

Applications will not be considered complete until the following required attachments have been received:

- Photos of existing conditions of the subject property
- Architectural drawings or rendering of the proposed project, if applicable
- Copies of estimates, bids, contracts or quotations to be done in connection with the project.

Any questions regarding this application or process should be addressed to:

- Village Administrator Margaret Wilber
262-644-2632
mwilber@vi.slinger.wi.gov
- Village Clerk Tammy Tennies
262-644-2636
ttennies@vi.slinger.wi.gov

Applications and attachments may be emailed to the above addresses or mailed to the Slinger Village Hall at 300 Slinger Road, Slinger WI 53086. Applications and attachments may also be dropped off at Village Hall.