



## Main Street Façade Grant Program

### **GOALS AND OBJECTIVES**

This program is intended to stimulate investment in commercial buildings in the City of Port Washington and facilitate local economic development, by providing financial incentives that encourage improvements to the exterior appearance of commercial buildings.

The program does this by providing financial assistance in the form of grants to incentivize building façade improvements in the Main Street district of Port Washington and other retail/commercial areas within the City.

### **POLICY STATEMENT**

Port Washington Main Street will accept and consider applications for the program for projects that will improve or enhance the condition and appearance of properties located within the City's commercial districts. Funding priorities are as follows:

- Buildings that are located within the City of Port Washington BID District.
- Improvements that preserve buildings that are historically and/or architecturally significant.
- Projects which enhance economic development (e.g., Tourism, travel, hospitality).
- Improvements that attract businesses to vacant spaces.

### **FINANCING DESCRIPTION**

Program funding in the amount of \$15,000 per year is available for 3 years (2023, 2024, and 2025). This funding is allocated from the City of Port Washington's American Rescue Plan Act (ARPA) Funds.

The Façade Program financial participation shall be limited to 50% of approved project costs up to a maximum of \$15,000, per year. More than one project may be funded in a given year; however, the total amount funded will not exceed \$15,000.

Example:

Cost of approved improvements	Amount Reimbursed
\$30,000	\$15,000

The deadline for submitting applications for 2025 will be due April 15. If funds are not committed to by September 1st, for projects in the downtown area, funds may then be used for:

- Other façade improvement projects throughout the City of Port Washington.
- Façade and/or beautification projects undertaken by Main Street to improve the downtown area.

### **ELIGIBLE APPLICANTS**

To be eligible for funding, a proposed project must meet all the following minimum requirements:

- Owners of commercial real estate properties who are PW Main Street members or who are Main Street Associate Partners. Priority will be given to Main Street members located within the BID district.
- Financial Feasibility and Viability. The applicant shall demonstrate that the proposed project is viable and they have the economic ability to repay any loan.
- Compliance with Applicable Laws. Applicants shall comply with all applicable local, state and federal laws and codes.

### **TYPES OF PROJECTS ELIGIBLE FOR PROGRAM FUNDING**

Types of eligible projects include, but will not be limited to:

#### **Eligible Façade Improvements:**

- Removal of false fronts, metal canopies, and additions
- Safe cleaning of brick storefronts
- Painting
- Door and window improvements
- Masonry repair and tuck pointing
- Signage removal, repair or replacement
- Awnings
- Permanent exterior lighting
- Landscaping (including parking lot improvements)
- Qualified design services
- ADA improvements

#### **Eligible Interior Improvements:**

- Utility upgrades; such as electrical or gas improvements that bring the building up to Building/Fire codes
- Fire Protection, including sprinklers, alarms and fire rated walls/ceilings, to bring the building into compliance with Building/Fire codes.
- Ventilation
- ADA improvements to interior doors/entryways

### Ineligible Improvements:

- Removal/covering up of historical design features/elements
- Sidewalk repairs
- Roof repair or replacement
- Any projects completed prior to submittal of a façade grant application

## **GRANT TERMS AND CONDITIONS**

### **Amount.**

The maximum amount of a single grant may not exceed \$15,000.

### **Application Status.**

Applicants must be in good standing with the City of Port Washington, with current taxes and utilities paid in full. Any outstanding building code violations must be resolved by the conclusion of the project. The applicant must provide proof of property and liability insurance prior to the start of the grant performance period.

### **Reimbursement Basis.**

Grants will be provided on a reimbursement basis only, upon full project completion. Payment of an approved grant will require submittal of all project invoices, receipts, or similar documentation of actual costs incurred in the completion of the project. No funds will be disbursed until the property is in complete compliance with the building code.

### **Grant Agreement.**

Within six months of the Select Committee approval, applicants must enter into a Grant Agreement with the Select Committee, obtain any required building permit(s), and commence work.

### **Start Date.**

Projects may have started but cannot be completed prior to grant approval.

### **Completion Date.**

The project will be completed and grant funds requested no later than one year from the date of the Grant confirmation (after City approvals). Extensions may be authorized subject to sufficient justification.

## **APPLICATION PROCESS**

All applicants for program funding will be required to complete an application form, and provide verifiable data which demonstrates that their proposed projects are economically feasible. Applicants will be notified whether their application is complete and may be granted additional time to provide requested information or make necessary corrections. Applications will not be considered complete until the following required attachments have been received:

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

the project.

### **APPLICATION SELECTION PROCESS:**

Main Street committees, together with the Main Street board, will review applications and make funding recommendations for projects that meet the program guidelines. Selected projects will then move on to the City for review and approvals.

Note that the grant process does not replace the City's permitting process. Applicants are responsible for following all City rules and regulations.

1. Applicant: Submit a grant application package to the director of Main Street Port Washington. The application package may be submitted in person at the Main Street office or emailed to the director at [pwmainstreetdirector@gmail.com](mailto:pwmainstreetdirector@gmail.com).
2. Main Street Design committee: Reviews the application for completeness, determines whether the project meets the program criteria, and evaluates across all applicants to give a recommendation to the Port Washington Main Street Board of Directors.
3. Main Street Board of Directors: Evaluates recommendation and votes on the final payment.
4. Applicant will be notified of approval/denial of the grant application by the Main Street director before it goes to the appropriate City committee(s) for approval.
5. The City will review the recommended applications for approval. Applicants can be present at the meeting to answer any questions the City committee(s) may have.
6. Documentation of all necessary inspections and final sign-offs from State and Local Officials (Building Department, Fire Department, Zoning etc. ) will be required prior to project completion.
7. Upon project completion, the applicant provides the Main Street Director with complete documentation showing that the approved project expenses have been paid. Documentation will include a cancelled check or invoice marked "paid in full" and the contractor or subcontractor's Certification of Project Payment.
8. The director will confirm with the City that a final inspection by the City to verify the project work has been completed.
9. Once a final inspection has been completed and verified, payment to the business will be made.



# PORT WASHINGTON MAIN STREET FAÇADE AND BUILDING IMPROVEMENT APPLICATION

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Key No: \_\_\_\_\_ Assessed Value: \$ \_\_\_\_\_

Award Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

*(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: \_\_\_\_\_

Property Address: \_\_\_\_\_

Type of Business (check applicable):

- |                                   |                                 |                              |                              |                                       |   |                                     |
|-----------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> C – Corp | <input type="checkbox"/> S Corp | <input type="checkbox"/> LLC | <input type="checkbox"/> LLP | <input type="checkbox"/> Partner ship | <input type="checkbox"/> Sole Propriet or | <input type="checkbox"/> Non-Profit |
|-----------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------------|---|-------------------------------------|

## PROJECT DESCRIPTION

Desired timeline for start and completion of project: \_\_\_\_\_

Written description of project:

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Budget and funding information (provide an estimate of the total budget for this project and identify the sources of the matching funding that will be used):

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Awards will be issued based on criteria listed in application instructions. Explain how this project meets criteria being considered:

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*Please attach a detailed explanation of any YES responses.*

**CERTIFICATION STATEMENT**

The undersigned hereby:

Certifies that to the best of the applicant's knowledge and belief, the information being submitted to Port Washington Main Street as part of the application is true and correct.

Certifies that the applicant is in compliance with all laws, regulations, ordinances,

and orders of public authorities applicable to it.

Certifies that the applicant is responsible for obtaining funding for the project and all repayment requirements.

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.

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*Applicant signature*

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*Date*

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*Printed name*

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- 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:

Kristina Tadeo, [pwmainstreetdirector@gmail.com](mailto:pwmainstreetdirector@gmail.com)