



Facade Improvement Program

City of Hastings Economic Development
and Redevelopment Authority (HEDRA)

PROGRAM INFORMATION, GUIDELINES AND APPLICATION INSTRUCTIONS

City of Hastings
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HASTINGS ECONOMIC DEVELOPMENT AND REDEVELOPMENT AUTHORITY

FAÇADE IMPROVEMENT PROGRAM

PROGRAM INFORMATION, GUIDELINES AND APPLICATION INSTRUCTIONS

SECTION 1: GENERAL PROVISIONS

A. Purpose

The purpose of the Façade Improvement Program (FIP) is to stimulate private sector investment in order to reduce blight, increase the overall tax base, and encourage investment, expansion, and rehabilitation of commercial and retail buildings within areas of the City that are experiencing a lack of investment.

B. Funding Amount

HEDRA has budgeted \$50,000 for this program. Commercial properties which are in the areas identified as "Downtown" and Vermillion Street Corridors are eligible to apply. Grant amounts may range from \$1,000 up to \$5,000 per property. The maximum amount of any singular grant award from this program will be \$5,000. For every \$2.00 of private investment, HEDRA will provide \$1.00 in grant funding up to the maximum grant award amount.

C. Number of Grants

Each Applicant is eligible for one grant per calendar year. If a property was awarded a Façade Improvement Grant in the prior grant year, they are still eligible to apply, but their application will not be considered by HEDRA until July of the new grant year, pending funding availability. An Applicant is defined as each individual property. Grants will be awarded on a first come first serve basis. If eligible grant requests exceed the total funding capacity, HEDRA may consider additional funding.

SECTION 2: ELIGIBILITY CONSIDERATIONS

A. Area

Eligibility for the Façade Improvement Program shall be limited to commercial and retail properties within either of the following areas:

- a. Properties abutting or prominently viewed from Vermillion Street.
- b. Downtown properties located South of the Mississippi River, East of Eddy Street, West of Bailey Street/CP railway, and North of 6th Street E.

B. Eligible Activities

- a. Brick replacement and repair
- b. Window repair/ reconstruction
- c. Repair or replacement of awnings
- d. Exterior steps and storefronts
- e. Roof replacement on properties listed as local Heritage Preservation Sites
- f. Structural issues on properties listed as local Heritage Preservation Sites

C. Timing of Project Expenses

No project should commence until HEDRA has approved the application and the HPC has

issued Certificates of Approval, where required. Any costs incurred prior to the approval of the application are not eligible expenditures.

SECTION 3: APPLICATION PROCEDURES

A. Preliminary Discussion

Prior to submission of an application, the potential applicant shall discuss with staff the proposed project and program requirements.

B. Application Format

Applicants shall submit a FIP application package consisting of the following:

- a. Completed FIP Application form
- b. Cost estimates for work to be completed
- c. Documentation and/or Statement of Need for FIP involvement in the project
- d. Commitment Letters (equity, private funding, etc.)

C. Application Submittal

The completed application and all required attachments shall be submitted to:

Eric Maass, Economic Development Coordinator
101 4th Street East
Hastings, MN 55033
EMaass@hastingsmn.gov

Please note, acceptance of applications is subject to the availability of FIP dollars.

SECTION 4: REVIEW PROCESS

A. Staff Review

Staff shall review the application for completeness and verification that the proposed project meets the standards and eligibility requirements of the program. Once an application is deemed complete, Staff will schedule the grant application for review by HEDRA. The City Planner shall determine if review by the Hastings Preservation Commission (HPC) may be necessary based on the property's historic designation.

B. City Compliance

All projects must follow City codes and obtain city permits before commencement of work and disbursement of funds.

C. Formal Review

HEDRA will meet to formally review the application with staff recommendation, as well as the HPC when concerning historically designated properties. Applicants are encouraged to attend the meeting(s) to provide additional information and/or answer any questions by committee members.

D. Notice of Award/Denial of Application

If the application is approved by HEDRA, City Staff will notify the Applicant. The Grant Application shall serve as the grant agreement.

SECTION 5: DISTRIBUTION OF FUNDS TO APPROVED APPLICANTS

A. Evidence of Expenditures and Disbursement of Funds

This is a reimbursement program. Applicants must complete all improvements, have received all city inspections required by necessary building permits, and pay for the total project cost, prior to receiving a reimbursement check from HEDRA. Applicants shall submit to HEDRA the necessary documentation including but not limited to a copy of the invoice for the grant related improvements. Applicants shall submit receipts for reimbursement within six months of receiving grant approval. City Staff may provide a singular two month extension for work to be completed. Any additional extension shall require review and approval by HEDRA.

SECTION 6: PROJECT & GRANT CLOSURE REQUIREMENTS

A. Project Closeout

The Applicant will be required to provide “before and after” project photos to HEDRA.

**HASTINGS ECONOMIC DEVELOPMENT AND REDEVELOPMENT AUTHORITY
FAÇADE IMPROVEMENT PROGRAM APPLICATION**

SECTION 1: PROPERTY CONTACT INFORMATION

Legal Name of Property Owner: _____

Legal Name of Business Owner (if applicable): _____

Name of Business in operation if commercial property: _____

Project Site Address: _____

City / State / Zip: _____

Primary Application Contact Person(s): _____

Property Owner Phone: _____

Property Owner Email: _____

Business Owner Phone (if applicable): _____

Business Owner Email (if applicable): _____

SECTION 2: CONTRACTOR INFORMATION

Name of Company: _____

Company Address: _____

City / State / Zip: _____

Primary Contact Person(s): _____

Phone: _____

Email: _____

SECTION 3: PROJECT OVERVIEW

Labor: \$ _____

Materials: \$ _____

Other (attach description) \$ _____

Total Costs \$ _____

SECTION 4: PROJECT DESCRIPTION

Please provide a brief summary of the proposed project.

Please describe how these funds will impact your project.

SECTION 5: AGREEMENT

I/We certify that all information provided in this application (and its attachments) is true and correct to the best of my/our knowledge. I/We agree to provide any addition information as may be requested by the City of Hastings and HEDRA.

APPLICATION SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____

SECTION 6: NOTICES OF DATA PRACTICES

Notice of Data Practices

THE MINNESOTA DATA PRACTICES ACT requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a permit from the City of Hastings. Providing the data may disclose information that could cause your application to be denied. You are not legally required to provide the data; however, refusing supply the data may cause your permit not to be processed. Under MS 270.72, the City of Hastings is required to provide the Minnesota Department of Revenue your MN Tax ID Number or Social Security Number. This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest. The Department of Revenue may supply information to the Internal Revenue Service. In addition, this data can be shared by Hastings City Staff, the State of Minnesota Driver License Section, Dakota County Auditor, Bureau of Criminal Apprehension, and Dakota County Warrant Office. Your signature on this application indicates you understand these rights. Your residence address and telephone number will be considered public data unless you request this information to be private and provide an alternate address and telephone number. Please sign below to indicate you have read this notice:

Signature _____ Date _____

I request that my residence address and telephone number be considered private data. My alternative business address and telephone number are as follows:

Address _____ Phone Number _____