



City of Crosby
(Amended 12/7/2020)

Commercial Exterior Revitalization Grant Program:

Introduction

The Commercial Exterior Revitalization Grant program is geared towards improving the creation and expansion of commercial and retail sectors within the Commercial Districts of Crosby.

Visual presentation is an important aspect of marketing and gaining customer loyalty. The exterior appearance of a building is the initial point of interaction between the business operating within and a potential customer. Studies have shown that thoughtful design improvements can often lead to greater sales for a business. In fact, 70% of first-time sales at restaurants, retail shops, lodging facilities, and attractions come from curb appeal. In addition, 80% of tourism takes place on Main Street. The physical character of downtown Crosby contributes greatly to the overall image of the community for its residents, customers, and visitors.

Program Goals:

- Enhance and promote commercial growth within Crosby
- Improve the physical appearance, visibility, and ‘curb appeal’ of storefronts including signage and awnings as well as the overall look of the property
- Encourage redevelopment and reinvestment in the community
- Leverage private investments while making revitalization affordable and local
- Encourage historical preservation and renovation

Program Summary

The program is administered by the Divide County Job Development Authority and the Crosby Spirit Fund. Funding is provided by Crosby City Sales Tax, Crosby Spirit Fund. Applications are available and will be accepted on a first-come, first-serve basis with a total limit to funding accumulative of \$20,000 for the 2021 year.

Interested commercial property owners may apply for a grant, not to exceed \$5,000 for up to 50% of their investment in rehabilitating and/or updating a building façade. The building must be an existing building, built prior to 2008 located in the commercial districts of Crosby.

Application and Approval Process

1. Submit completed application to the Divide County Job Development Authority Office for preliminary review to assure that all necessary information is provided, the applicant is eligible, and the proposed project meets minimum requirements.
2. The Crosby Spirit Fund Board is the advisory committee that will be reviewing the application and making a recommendation to the Crosby City Council. They meet on an as needed basis. The applicant will be notified of either approval, denial, or if further information is requested.
3. Applicants will be accepted or denied funds based on funding availability and meeting eligibility requirements. Following the project review from the Spirit Fund Board and recommendation to

the City Council, applicants will then be accepted or denied on a first-come, first-serve basis upon meeting eligibility requirements.

4. If the application is approved by the Crosby City Council, the Divide County JDA office will contact the applicant to explain the approved terms and sign a Development Revitalization Agreement.
5. If the application is denied, the Divide County JDA office will contact the applicant stating the reasons for denial and offer to meet with the applicant to identify alternative funding sources.

Eligible Applicants:

- Property must be in good standing and free of outstanding code violations along with current taxes and assessments paid.
- Property must be zoned and operated for commercial purposes.
- Applicants must prove how their project directly addresses one or more of the program goals.
- Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation or national origin.
- Properties exempt from general property taxes through non-discretionary means are not eligible unless operating a retail business. For example, a church operating in a downtown storefront is not eligible.
- The revitalization program is for commercial and/or mixed-use commercial/ retail for-profit properties.
- Any building owner or store proprietor/tenant with lease authority or authorization from the owner may apply for funding. Tenants must have a minimum of two years remaining on their lease. Subject building must be in a commercially-zoned area.
- Building must have been built prior to 2008.

Eligible Activities:

- Design or architectural services for the building's façade
- Rehabilitation or compatible reconstruction of storefront
- Removing non-historic elements from building facades
- Awnings and canopies
- Removal of metal siding and exterior slip covers (surfaces)
- Lighting
- Exterior cleaning, painting and/or paint removal.
- Masonry repair and repainting
- Removal/replacement of inappropriate or incompatible exterior finishes or materials
- Recessing/reconfiguring entrances
- Door/window replacement or repair including automatic doors
- Signs (new, repairs, replacements, removal)
- Landscaping
- Other enhancements to facilities providing significant economic benefit may be considered

Ineligible Activities:

- Hard surfacing or resurfacing of off-street parking areas
- Sidewalk replacement or repair
- Non-visible roof replacement or repair

- Improvements made prior to the Commercial Exterior Revitalization Grant programs final approval
- Refinancing of existing debt
- Inventory and equipment
- Sweat equity (payments for applicant's own labor), although building materials/supplies are eligible for funding if the applicant does not use an outside contractor.
- General business operations expenses (payroll, taxes, utilities, maintenance, etc.)

Note: Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. Applicants seeking to perform work themselves must 1) be a licensed contractor that performs work for others and 2) must obtain quotes from two other licensed contractors. Or prove fair value for labor.

Project Administration Upon Approval

1. Commercial Exterior Revitalization Grant Program funds are subject to availability of said funds but shall not exceed \$5,000 or 50% of their investment with a total of \$20,000 for the City of Crosby in 2021.
2. Applicants will be awarded funds based on a first-come, first serve basis if all application requirements are met.
3. In order to be eligible for reimbursement, contracts for work in the agreed upon scope of the project must not be signed, nor may the building permit be obtained before approval is attained. Advance design, architecture, and engineering services may be obtained, and these fees are among the eligible costs.
4. The project applicant will be notified, and the applicant will sign a Development Revitalization Agreement once the City of Crosby has approved a project.
5. Funds will be paid in a lump sum at the end of the project as a reimbursement of costs incurred
 - a. The applicant will be responsible for all applicable bills and invoices associated with the project. Reimbursement will be based on a request from the applicant that must include a summary of expenditures with copies of invoices and proof of payment for completed work.
6. Any changes to the project must be submitted in writing to and approved by the City of Crosby prior to the change
7. Inspection
8. Permits, w9, program expenditures will not be included in eligible funding
9. Projects must begin within 6 months after agreement is signed and be completed within 12 months of the start date.
10. Properties that have previously received Commercial Exterior Revitalization Grant funds are not eligible for additional funding
11. The City of Crosby reserves the right to cancel a Commercial Exterior Revitalization Grant Program agreement in the event of failure to comply with this agreement.



COMMERCIAL EXTERIOR REVITALIZATION GRANT: Application

Primary Contact Information for this Application

Name: _____

Address: _____

Phone: _____

Email: _____

Applicant Name: _____
(name of person/entity to receive grant)

Property Owner: _____

Property Address: _____

Architect/Firm: _____
(if applicable)

Description of Property

Current tenant(s): ☐ Commercial

☐ Mixed-use (Ex. Apartment buildings)
occupied: _____ # vacant: _____

Building History (if available): _____

Total Cost of Exterior renovation: \$_____ Grant Amount Requested \$_____

Is the Exterior renovation part of a larger project?

☐ Yes

☐ No, the Exterior is the only work I am doing

If yes, please describe comprehensive project:

Summary of Existing Condition of Exterior: (Please attach pictures – *Attachment 1*)

Summary or Proposed Scope of Work: (materials, color schemes, etc.)

Please attach drawings the include pre- and post- rehab detail, indicating specifically what will be modified and how – *Attachment 2*.

Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. - *Attachment 3*

Historical Character – How will proposed project affect historic character? (if applicable)

How will your project complement the commercial business district?

For more information call the Divide County Job Development Authority office at 701.965.6006.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____
(if different than applicant)



COMMERCIAL EXTERIOR

REVITALIZATION GRANT:
Application

ATTACHMENT 1:
PHOTOS



**COMMERCIAL EXTERIOR
REVITALIZATION GRANT:
Application**

**ATTACHMENT 2:
PRE- AND POST DRAWINGS**

(Building elevations as improved, site and/or landscaping plans)



COMMERCIAL EXTERIOR REVITALIZATION GRANT: Application

ATTACHMENT 3: BIDS AND COST ESTIMATES

Note: Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. Applicants seeking to perform work themselves must 1) be licensed contractors that perform work for others and 2) must obtain quotes from two other licensed contractors.

Summary of Proposed Expenditures		
Source of Estimate or Bid	Purpose	Estimated Cost
Total		\$