



City of Newport Downtown Facade Rehabilitation Grant Program

Mission: To encourage the preservation and beautification of downtown and downtown retail and commercial properties.

Program Information: The City of Newport will match funds up to \$10,000 and will be targeting retail and commercial properties identified along Hastings Avenue in the downtown business district.

Eligible Expenses Include:

- Construction Materials
- Architect and Engineering Fees
- Building Permit Fees
- Labor
- Signage in Conjunction with Other Eligible Improvements (Excludes routine maintenance)
- Any work that improves the appearance of the building (restoring, replacing or repairing its original materials or architectural features subject to staff approval and the Economic Development Authority)

Ineligible Expenses Include:

- Acquisition
- Existing Debt Financing
- Work Involving Moveable Furnishings or Fixtures
- Rehabilitation Costs for Residential Properties
- Interior Building Improvements
- Mechanical Equipment
- Roof Repair
- Routine Building Maintenance

How to Apply: Interested properties are encouraged to apply ASAP! Funds are limited and will be awarded to qualifying properties on a first-come, first-serve basis. Applications must be submitted between January 1 and June 30 of each year.

Work on improvements must commence within 60 days of approval and must be completed within 180 days of approval. The applicant shall receive reimbursement within 7 days of submission of the contractor's invoice or completion of the work per the approved plans, whichever occurs later.

Application materials are available on the City's website at: www.ci.newport.mn.us and in person at Newport's City Hall. Applications should be submitted to the City of Newport and must include the following:

- Completed elevation drawings
- Approved building permit, issued by the City of Newport
- Lender's letter of loan approval (If applicable) or evidence of availability of applicant's own funds
- Signature of building owner on application if owner is not the applicant
- Cost of construction quotations



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Part I – General Information

Name of Applicant: _____ Date of Birth: _____

Name of Co-Applicant: _____ Date of Birth: _____

Address: _____

Business Phone Number: _____ Cell Phone Number: _____

Tax ID Number (if applicable): _____

Part II – Property Information

Address of Subject Property: _____

Contact Person: _____ Phone Number: _____

Existing Property Use: _____

Part III – Ownership Information

Ownership Interest in Property to be Improved:

Contract for Deed Title “Free and Clear” Mortgage

Other: _____

Names on Title: Specify ownership interest of each individual named on the title (joint, tenants-in-common, life estate, partnerships, corporation, etc), use separate piece of paper if necessary:

Amount of Outstanding Principal Owed on Building: \$ _____

Part IV – Estimated Project Costs and Request Grant Information

Please describe the proposed improvements below. If necessary, please attach additional pages, including any plan drawings, contractors’ bids or proposals obtained by the applicant. Please itemize the costs.

Estimated Total Cost of Proposed Work: \$ _____

Requested Grant Amount from Matching Grant Program: Grant amount may be up to 50% of the total eligible costs, with a maximum of \$10,000. \$ _____

Source of Remaining Funds:

Personal Funds Private Sector Loan _____

Other: _____

Building Permits and Inspections:

Applicant is responsible for obtaining appropriate building permits per Newport’s City Code. In cases where improvements do not require a City-issued building permit, the applicant must submit the name and state license number of the contractor completing the work and agree to an inspection of the work by a City building official.

Grant Disbursement:

Work on improvements needs to commence within 60 days of application approval and be completed within 180 days after approval. The applicant shall receive reimbursement within 7 days of submission of the contractor’s invoice or completion of the work per the approved plans, whichever occurs later.

Part V – Certification

City staff or an authorized representative shall have the right to inspect the property to be improved at any time from the date of application upon giving due notice to the owner and to occupants.

I/We certify that all statements on this application are true and correct to the best of my/our knowledge.

I/We understand that any intentional misstatements will be grounds for disqualification.

I/We authorize program representatives the right to access the property to be improved for the purpose of the grant program and to take photographs of the structure before and after rehabilitation.

Data Practices Act

The following notice is provided for those applicants of the Matching Grant Programs who are individuals. The following does not apply in cases where the applicant is a non-individual, such as a corporation.

(TENNESSEN WARNING)

In accordance with the Minnesota Government Practices Act, the City of Newport is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private; however, your name, address and the amount or value of the approved loan funds are public.

The information collected from you or from other agencies or individuals authorized by you is used to determine your eligibility for Matching Grant Programs.

The dissemination and use of private data we collect is limited to that necessary for the administration and management of the Matching Grant Programs. Persons or agencies with whom this information may be shared include:

1. City of Newport personnel administering the Grant Program.
2. Individuals charged by the City with reviewing applications and making recommendations to the Newport Economic Development Authority (EDA).
3. Members of the Newport EDA (only that information needed to approve the application for grants).
4. Federal, State, County, local and contracted auditors.
5. The contract for deed holder (only that you are a loan recipient and the amount of the loan).
6. Law enforcement personnel in the cases of suspected fraud.
7. Those individuals or agencies to which you give your express written permission.

Unless otherwise authorized by State statute or Federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. The rights include:

1. To see and obtain copies of the data maintained on you,
2. To be told the contents and meaning of the data and,
3. To contest the accuracy and completeness of the data.

To exercise these rights please contact the City of Newport at (651) 459-5677.

I have read and understood the above information regarding my rights as a subject of government data.

Applicant

Date

Co-Applicant

Date