

DOWNTOWN BELOIT
UPPER FLOOR HOUSING GRANT
2024



Downtown Beloit Association
557 E. Grand Ave.
Beloit, WI 53511

The Downtown Beloit Association has committed itself to the revitalization of the City of Beloit's downtown area, the core and historic social and economic heart of the Beloit community. The Downtown Beloit Association hopes to encourage private investment in commercial buildings of the Main Street Business Improvement District through a program that offers financial incentives to property owners to create housing units in the upper floors of their buildings.

The downtown is the heart of our community and everyone in the community has a stake in downtown including individuals, families, retailers, businesses, industry, community organizations, the City of Beloit, and Rock County. We are all committed to the economic vitality of our beautiful downtown.

DOWNTOWN BELOIT ASSOCIATION VISION STATEMENT

Downtown Beloit is a culturally rich, vibrant, united neighborhood that promotes and reflects a balanced mix of businesses and an engaged community.

DOWNTOWN BELOIT ASSOCIATION MISSION STATEMENT

To attract and retain a business mix that cultivates economic and social prosperity.

DOWNTOWN BELOIT ASSOCIATION GRANT PROGRAM STEP-BY-STEP PROCESS

1. Review the Program Description or contact the Downtown Beloit Association to see if the improvements you are considering are eligible.
2. Complete the application including appropriate plans and descriptions of work, and cost estimates.
3. Submit the final revised plans, costs and signed Grant Funding Agreement along with the application to the Downtown Beloit Association, 557 E. Grand Avenue, Beloit WI 53511.
4. Design Committee considers Downtown Grant Application. With approval, applicant will receive a letter.
5. Submit required documentation and apply for all applicable City certificates and/or permits.
6. Pick up permits when notified.
7. Complete the project per approved plans and call the City Planning & Building Services Division to schedule inspections at required intervals.
8. Contact the Downtown Beloit Association and supply documentation for inspection of completed project and compliance with grant standards.
9. Call the City Planning & Building Services Division for final code compliance inspection.
10. All grant monies will be paid to the grantee as reimbursements from invoices on approved expenses. All invoices must be provided by grantee for payment.
11. Receive check from the City of Beloit. All payments are subject to approval of work completed in conformance with prior-approved plans.

DOWNTOWN BELOIT ASSOCIATION

DOWNTOWN UPPER FLOOR HOUSING GRANT PROGRAM DESCRIPTION

Program Purpose:

The Downtown Business District Upper Floor Housing Grant Program, administered by the Downtown Beloit Association, is designed to promote the continued use and maintenance of commercial and mixed-use buildings in the Downtown Beloit Business Improvement District by making funds available for creating upper floor housing in eligible structures as a means to preserve the historic culture of our community. This program provides grant funding towards a percentage of the project, and has been created through the City of Beloit in recognition of the positive impact that downtown residents can have on the economic vitality of the downtown. The Beloit City Council authorized the allocation of up to \$363,010 in Tax Incremental Financing (TIF) Housing Funds to this program on November 20, 2023.

Eligible Improvements:

Specific improvements will be reviewed on a case-by-case basis during the application process. The Downtown Beloit Association Design Committee will make its final determination on the merits of each application. In order to qualify for the grant, the improvements must follow design guidelines established by the Downtown Beloit Association, and may include:

- Upgrade electrical & plumbing systems
- Reconstruct or add bathrooms and kitchens
- Upgrade or add windows
- Move interior walls
- Paint and trim-finished units
- Install flooring and/or carpet
- Install new doors
- Plaster and dry-wall
- Soft costs including architectural engineering, inspections and appraisals (up to 10% of project cost)
- Finishing including wall & floor treatments

Interior improvements, code compliance items and other improvements that do not strongly add to the residential viability of a structure, will not be considered.

The Downtown Beloit Association and the City of Beloit strongly recommend that individuals planning to apply to this program, as well as any professionals whom they employ, consult with the Downtown Beloit Association Executive Director about the objectives of the project layout and design.

Ineligible Improvements:

- Expansion of structures on the property in the form of major additions to the building and new construction of structures.
- Exterior renovations.
- Building permit fees and related costs.

- Title reports and legal fees.
- Extermination of insects, rodents, vermin and other pests.
- Acquisition of land or buildings.
- Refinancing old debt.
- Sweat equity.
- Working capital for business.
- Resurfacing of parking lots.
- Temporary landscaping.

DOWNTOWN BELOIT ASSOCIATION POLICY STATEMENT

1. The Downtown Beloit Association Upper Floor Housing Grant Program is a means to preserve the Economic Vitality and Historic Culture of our Community.
2. If the property is a historic structure, the original integrity must be maintained.
3. Grants will only be awarded to owners of properties that are members of the Downtown Beloit Association, with preference given to properties physically located within the Downtown Business Improvement District.
4. All eligible property owners may pick up an application at the Downtown Beloit Association office or on their website.
5. The Design Committee will be responsible for processing all applications.
6. Applications shall be acted upon within 30 days. If there are unavoidable and unforeseen delays, the applicant will be notified.
7. All grant applicants will be notified in writing of the results of the Design Committee decision on their project.
8. All questions or complaints regarding the Grant Program Policies and Guidelines will be directed to the Executive Director of the Downtown Beloit Association. A denial of a Grant application by the Downtown Beloit Association is a final denial.
9. The grantees must follow the Downtown Beloit Association Design Guidelines, unless waived by the City of Beloit or Downtown Beloit Association. These guidelines are intended to promote sensitive upgrading of existing and unique building features. These guidelines are intended to serve as a general framework within which creative and personal choice is allowed.
10. Construction and design plans will be presented to the Design Committee to show the extent of work to be done. The applicant must also present the Committee with types of material to be used, all colors accurately represented, along with cost estimates by no less than two reputable contractors to further define the work.
11. Eligible properties may receive only one (1) grant per calendar year for no more than four (4) housing units per grant award.
12. Minimum total project estimate to be considered is \$20,000.
13. Grant awards will be limited to 50% of total project cost not to exceed \$30,000 per housing unit to the approved applicant. Grants may be funded for the full amount requested or a lesser amount as determined by the Design Committee.
14. All grant monies will be paid as reimbursements at project completion from invoices on approved expenses. All invoices must be provided by grantee for payment. Reimbursement will not be provided to applicants who perform work without the required permits or certificates.
15. Eligible soft costs may comprise no more than 10% of the total project cost.
16. Approved Grants are awarded on a first-come, first-served basis subject to funding availability.
17. All work must be completed within 180 days of application approval. The Design Committee may extend this deadline in extraordinary situations.



DOWNTOWN BELOIT ASSOCIATION
Upper Floor Housing Grant Application and Agreement

Name of Applicant: _____

Street Address: _____ PIN No. _____

Owner's Address: _____ Phone #: _____

Type of Business: _____

Phone No. of Applicant/ Contact Person (*if different form Owner*): _____

E-Mail: _____

Proposed use of funding: _____

Have you consulted with the Downtown Beloit Association about your project? _____

(If yes, to whom did you speak?) _____

Have you had any design work done by the Wisconsin Main Street architect? ____ Yes ____ No

Total cost estimate of project (min. \$20,000) _____

Projected start date _____ Completion date _____

[Not to exceed 180 days from final approval]

Funds* requested _____

*(50% of Total Cost up to maximum of \$30,000 per housing unit.)

Applicant(s) Signature: _____ Date: _____

_____ Date: _____

Please describe the existing condition of the building and the need for architectural/structural improvement (use additional pages if necessary).

Please describe the proposed work to be accomplished. [Note: be concise, but try to provide enough detail that the Downtown Beloit Association Design Committee can assess the overall improvements of the building. Use additional pages as necessary.] Please also provide supporting documentation, including;

(A) Architectural, engineering or other drawings showing work to be performed, (B) Current photographs showing the area(s) to be worked on, and (C) Copies of the contractor estimates or invoices.

**Downtown Beloit Association
DOWNTOWN UPPER FLOOR HOUSING GRANT PROGRAM**

HOLD HARMLESS AGREEMENT AND AUTHORIZATION

I (we) hereby accept the services of the Downtown Beloit Association and the City of Beloit to act as an advisor in connection with the repair, remodeling or rehabilitation services on the property commonly known as:

I (we) understand that the Downtown Beloit Association and the City of Beloit will not charge for their technical service.

I (we) further agree to hold harmless, indemnify, and defend the Downtown Beloit Association, the City of Beloit, and their officials, employees, members, officers, and directors, from any loss, damage, cause of action or any claim of any kind in any way related to the Grant, the Grant application, or the approved work.

This _____ Day of _____ Year _____

Signed owner(s):

DOWNTOWN BELOIT ASSOCIATION USE ONLY

The Downtown Beloit Association Design Committee:

_____ approves _____ does not approve grant award.

Date: _____ Chair Signature: _____

Amount recommended: \$ _____ Conditions, if any: _____

**DOWNTOWN BELOIT ASSOCIATION
DOWNTOWN UPPER FLOOR HOUSING GRANT PROGRAM**

APPLICANT CERTIFICATION FORM

As Applicant(s) for participating in the Downtown Beloit Association Downtown Grant Program, I/we acknowledge the following statements.

- To the best of my/our knowledge, all information contained within the application is true and we hereby authorize the Downtown Beloit Association to verify any information at its discretion.
- I/We have read and understand the Program Description for the Downtown Grant Program and agree to perform all work on my/our property in compliance with said guidelines.
- I/We have read and understand the policy statement for the Downtown Beloit Association and agree to fully abide by said policy.
- I/We understand that my/our property must hold membership within the downtown district in order to be eligible for program participation.
- I/We understand that I/we will not receive any City of Beloit monies until all invoices are provided by grantee for payment at project completion.
- I/We understand that the downtown Grant Program reimbursements from the City of Beloit will be calculated at 50% of the total project cost not to exceed \$30,000 per housing unit.
- I/We understand the Owner/Applicant will be responsible for securing all required municipal permits and paying all associated fees prior to the onset of work and will not be reimbursed for work completed without prior approvals.
- Due to the limitation on the amount of available program dollar funds, I/we understand that an eligible completed application is not necessarily a guarantee of project funding.
- I/We understand that, I/we will be obligated to satisfactorily complete the work items (within the 180-day time frame cited) as listed in the application unless extended. Failure to do so will result in forfeiture of the grant.

Signature

Date

Signature

Date

REQUIRED ATTACHMENTS TO APPLICATION

- Proof of building ownership (Recorded Deed, Contract, or other appropriate documentation).
- Minimum of two (2) qualified bids for all work to be done.
- List of available funds to complete project.
- Current photographs of building showing all areas of planned improvements.
- Architectural Drawings depicting layout of building following completion of project including materials such as flooring, lighting, etc., as applicable.
- Completed Applicant Certification Form.