City-Wide White Box Program

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WHITE-BOX GRANT APPLICATION

APPLICANT INFORMATION

Name:
Address:
Phone:
Email:

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Tax ID number:
Aldermanic District:

Amount:

Historic Code:

RETAIL BUSINESS INFORMATION *(IF APPLICABLE)*

Name of Retail Business:
Legal name (if different):
Retail Category:

LOCATION OF PROPOSED PROJECT

Address & Legal Description:
Years Owned:
Property Owner (if different from above):
Property Owner Phone # (if different from above):
Square footage of space:

USE OF FUNDS

Please provide description of type of work needed for “white-box” condition.

I have read the full retail strategy, eligibility requirements, and design guidelines. I understand that a full business plan is required to be submitted with this application *(only if retailer is applying for grant)* in order to be considered for approval. (See *required materials for application* for full details on business plan requirements).

APPLICANT’S SIGNATURE:

DATE:

City-Wide White Box Retail Program

WHITE-BOX GRANT
INTAKE SHEET

Applicant Information

Company Name_____

Name of Individual: First_____ Middle Initial_____ Last _____

Residential Address _____ City_____ State____ Zip Code_____

Telephone_____

Gender:

Male ☐ Female ☐

Household:

Head of Household: Yes No

Number in Household: ☐

Race:

☐ White

☐ American Indian/Alaskan Native

☐ Black/African American & White

☐ American Indian/Alaskan Native & White

☐ American Indian/Alaskan Native & African American/Black

African American/Black ☐

Hawaiian/Pacific Islander ☐

Asian and White ☐

Asian ☐

Other Multi Race ☐

CLIENT'S SIGNATURE:

DATE:

PROGRAM GUIDELINES – WHITE-BOX GRANT

Eligibility Requirements

Please check each box to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

☐ All work being done must be for a commercial building located in a commercial corridor or business district in the City of Milwaukee.

☐ The program is available to businesses and property owners for work to be performed on first and second floor space with an active street presence

☐ Grant funds cannot be used to correct outstanding code violations, for property damage by collision, acts of nature or occurrences covered by insurance

☐ Only work begun *after* approval by the Business Resource Committee will be eligible for grant funds

☐ All work must comply with the City of Milwaukee Development Center building code requirements.

☐ If retail business is applying for the grant, only one white-box grant may be awarded per retailer. If property owner is applying for grant, only one white-box grant may be awarded within a calendar year.

Properties that are not Eligible

The following types of properties are not eligible for the Business Resource Committee Program:

Tax delinquent property

Property whose owner has any other tax delinquent property

Property in litigation

Property in condemnation or receivership

Property owned by religious groups

Spaces that are not deemed as proper retail or commercial space

PROGRAM GUIDELINES – WHITE-BOX GRANT

Application Review & Process

It is recommended that potential applicants contact the DCD-Neighborhood and Business Development Staff to evaluate their eligibility for the program. Please note that applications must be received and reviewed by the Business Resource Committee before any work begins or a lease is signed. Grants will not be awarded to projects that are under construction or completed.

The Neighborhood and Business Development staff will determine if the application package that is submitted is sufficiently complete to review, and will submit to Business Resource Committee.

The Business Resource Committee meets once a month. The application package is expected at least two weeks before a committee meeting.

The application package will be reviewed by the Business Resource Committee to determine whether the project should receive and award and determine the amount of the award. In making the determination, the committee will consider the following factors and may give priority to projects that meet the following criteria:

Is the project in a historic district or is it in an individually eligible historic building?

Will the project positively contribute to the city's assisted redevelopment effort?

Will the project ameliorate a blighting influence?

Will the project substantially leverage more investments than the required matching amount of the grant?

Will the grant result in an improvement that would not be made otherwise?

Does the project comply with the City of Milwaukee Development Center building code requirements.

Required Materials for Application

Application packages must include enough documentation to illustrate the visual impact of the project and its costs. ***Failure to provide required information will delay the review process****. The items submitted should include:*

A completed, signed, and dated application form

Give specific details of the intended use of the funds

Applicants must include the following materials, if applicable, for consideration. Please provide materials that can be reproduced for distribution to the Business Resource Committee.

a. current photos of existing conditions of property
b. rendering or sketch of proposed project
c. architectural plans, including square footage, dimensions/measurements
d. color and materials samples for paint, awning, signs, etc.
e. sign plans
f. awning design
g. historical significance designation
h. Written consent from property owner giving permission to conduct building improvements (if applicant is not property owner)

Estimated days/months for completion of project

State proposed time schedule for the project including the dates anticipated for lease execution and anticipated opening date (if applicable).

Submit two competitive proposals from licensed and bonded contractors. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. ***Contractors cannot be changed unless new proposals have been submitted to the*** **Business Resource Committee*.***

Owners or merchants, who are in contracting business and intend to perform work on their own properties or businesses, must furnish at least one proposal other than their own to be done.

Owners and merchants may also perform work on their own buildings; however, they will not be reimbursed for their time while acting as contractor and/or installing material. **Material costs and labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project by the employees, the rate of pay of the employees' social security numbers etc.**

PROGRAM GUIDELINES – CITY-WIDE WHITE-BOX GRANT

Award Reimbursement

Reimbursement is up to $10 per sq/ft of space. The total shall be limited to no more than 75% of the total cost of eligible improvements, not to exceed $25,000 per project. All necessary government approvals, building permits, and taxes **are not eligible items for reimbursement**.

Project documentation must include the tenant/business name and estimated job impact.

The Business Resource Committee reserves the right to refuse reimbursements in whole or in part for work that:

- Does not conform to the program design guidelines.
- ***Do not conform to the proposals submitted with your application and authorized by the Committee.***
- Are not commensurate with the workmanship and cost customary to the industry
- Are not completed within 1 year. Since the Committee cannot reserve funds indefinitely, your grant may be subject to cancellation if not completed or significant progress hasn't been made by the completion date. ***Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.***

Staff will inspect work to ensure that it complies with the approved plans. ***Any changes to the approved plan will require a written request from the applicant and approval by the Committee in order to retain the award.***

Required Materials for Reimbursement
Reimbursement can be expected in approximately **three (3) to six (6) weeks** after all of the following documentation has been submitted

- Copies of all paid invoices, canceled checks, and or bank statements for all of the work covered by grant. These must equal at least the required matching amount. All project expenditures must be paid by check. The invoices must be marked paid, signed, and dated by the contractors. ***Cash payments are not accepted.***
- Lien waivers cannot be substituted for canceled checks or bank statements.
- **Color photographs of completed project**.
- **Properties that receive grants in excess of $10,000 will have a lien placed on the property. This lien will remain in effect for three years. If the property is sold or transferred within that time period a portion of the award will be deducted from the proceeds of the sale. A property sold or transferred within one year will require repayment of the full amount, within two years 66% and within three years 33%.**