

# Jordan Economic Development Authority (JEDA)

## Downtown Matching Grant Program



**Purpose:** The purpose of the Downtown Matching Grant Program is to establish a fund to assist building owners with the implementation of the vision for Jordan's Downtown, which is to encourage continuation of a viable downtown by allowing prime retail sales and service uses, office, entertainment facilities, public and semi-public uses, and in special circumstances, residential use; and to preserve and build on the historic character of the downtown using the historic and natural resources available to create a tourist destination as well as to provide a unique blend of retail and service businesses for the convenience of local residents.

**Duration:** Matching grants may be made under these policies to the extent funds are available, as allocated to the fund by the Jordan Economic Development Authority.

**Eligible Applicants:** include building owners and tenants of downtown (C-2) businesses that have been established for one or more years within Jordan. Applicants may be individual owners, partnerships, corporations, tenant operators or contract for deed purchasers of property with Jordan's downtown, but must provide all documentation of entity status requested on the application form. The applicant's property must be of a conforming use or legal non-conforming use under the Jordan Zoning Ordinance. Matching grants are available to properties within the C-2 Zoning District which are making visible changes to the facades or exteriors of buildings including parking and landscaping improvements as described in the Jordan Design Standards Manual.

**Required Match:** All applicants must provide matching funds on a minimum 1:1 ratio. Equity or borrowed funds are eligible matches.

**Eligible Uses:** Grant dollars may be used for improvements to the exterior of buildings including brick replacement and repair, window and door replacement/repair, awnings and signs, exterior steps/entrances, landscaping and parking (as defined in the Design Standard Manual).

**Number of Grants:** Each applicant is generally eligible for one matching grant per calendar year; however, if grant funds remain available after October 1st, applicants may re-apply for a second project/phase.

**Size of Grant:** The EDA is offering four \$2,500 matching grants for projects with a total cost of \$5,000 or more and two \$5,000 matching grants for projects with a total cost of \$10,000 or more. Dollar amounts are subject to change and can be reallocated depending on amount budgeted and project proposed.

**Design Standards:** All projects must meet the criteria identified in the Jordan Design Standards Manual and be approved by the Design Review Committee.

**Project Commencement:** Projects utilizing the matching grant program may not begin prior to approval of the Design review, approval of the matching grant or issuance of a building permit.

**Grant Payments:** Applicants shall submit a copy of the invoice for the grant related improvement to the City. Grant payments shall be made directly to the contractor or vendor completing the work or

supplying the product, following certification or inspection of the approved project by the City in accordance with the Design Standards and other city regulations. **Under no circumstances will the applicant be directly reimbursed for work done, nor will work completed prior to approval of the application be allowed to qualify for funds.**

**Timing of Grant Funds:** Individuals shall have one (1) year to receive disbursements and complete the project from the date that the project received approval from the City of Jordan City Council. If the project is not started or completed within the allocated timeframe a written notice to the City of Jordan EDA shall be provided as to the reasons to the delay in the project. The EDA may request an individual to attend a meeting in order to discuss the project in detail again. Once a written response is received from the EDA then one (1) additional year may be granted to continue to use the allocated funds.

**Repayment of Loan:** The amount of the loan (without interest) will be due and payable to the City of Jordan EDA one (1) year following the distribution of loan funds. If; however, the business to which the loan was granted remains in business in the improved building one (1) year following the distribution of loan funds or the applicant transfers ownership to another entity that maintains the business the improved building for at least one year following the distribution of loan funds, the loan shall be forgiven by the Jordan EDA.

**Conflict of Interest:** The applicant shall submit the name(s) of the owner(s), shareholder(s), partner(s), sole proprietor, corporation member(s) or other person(s) or business(es) with any financial interest in the project and its financing in order to preclude any conflict of interest in the loan review and approval process.

**For More Information:** Building owners/tenants interested in applying for the EDA matching grant program may contact the City of Jordan at: 952-492-2535 or email Tom Nikunen, City Administrator, at: [trikunen@ci.jordan.mn.us](mailto:trikunen@ci.jordan.mn.us).

The matching grant application form may be downloaded from the City's website at: [www.jordan.govoffice.com](http://www.jordan.govoffice.com) Select the "Departments" and "Community Development" links.