

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 (forgivable loans) 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: Applicants may include building owners and tenants of downtown (C-2) businesses in Jordan. Applicants may be individual owners, partnerships, corporations, tenant operators or contract for deed purchasers of property within Jordan's downtown C-2 Zoning District. Each applicant must provide all documentation of entity status requested on the application form. The property, upon which the improvements will be made, 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 for grants up to \$5,000. Grants over \$5,000 shall require a 1:1 match on the first \$5,000, and 2:1 match on each dollar thereafter. For example, an applicant seeking a \$10,000 grant would have to contribute \$15,000 towards the improvements (\$5,000 for the first \$5,000 (1:1) plus \$10,000 for the remaining \$5,000 (2:1). Equity or borrowed funds are eligible matches.

Eligible Uses: Matching 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 Standards 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: To the extent funds are available, the EDA may offer a \$5,000 matching grant for projects with a total cost of \$10,000 or more or one \$10,000 matching grant for projects with a total cost of \$25,000 or more.

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 administrate and submit the contractor's invoice(s) for the matching grant related improvement(s) to the City. Invoices shall contain the grant award amount(s) to be paid to the contractor(s). Grant payments shall be made directly to the contractor or vendor completing the work or supplying the product following final certification or inspection of the approved project by the City in accordance with Design Standards and other city regulations. All work proposed as part of the project shall be complete prior to a request for the grant award funds. **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: Applicants shall have one (1) year to complete the project and have applicant's contractor(s) receive the matching grant disbursements from the date that the matching grant 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 the Applicant attend a meeting in order to discuss the project in detail again. The EDA shall recommend approval or denial of any extension request to the City Council for a final decision.

Security: At the City Council's discretion, the City Council may require the applicant and property owner (if different from the applicant) to execute a subsidy agreement and promissory note upon the approval of the matching grant. In addition, the City Council may require the property owner to execute a mortgage as security for the repayment pursuant to the terms of the promissory note.

Repayment: 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.

Interpretation: Final interpretation of the policy is up to the discretion of City staff. Those wishing to appeal the decision may bring the application before City Council.

For More Information: Building owners/tenants interested in applying for the EDA matching grant program should contact the City of Jordan at: 952-492-2535 or email Tom Nikunen, City Administrator, at: tnikunen@jordanmn.gov