

# Jordan Economic Development Authority (JEDA) Building Code Improvement Grant Program



**Purpose:** The purpose of the Building Code Improvement 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 use, 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.

**Right to Restrict:** The Jordan EDA and City Council reserve the right to restrict the use of loan funds.

**Procedure:** The preferred method on application timing is to approach Planning staff, then then the EDA and the City Council.

**Eligible Applicants:** Eligible applicants include mixed-use 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 within 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 changes approved by a building inspector. The Applicant must have paid in full previous years taxes to qualify.

**Required Match:** All applicants must provide matching funds on a minimum 1:1 ratio on ADA specific projects and a 2:1 ratio on all other qualified projects. Equity or borrowed funds are eligible for matches.

**Eligible Uses:** Grant dollars may be used for improvements updating electrical to code, updating plumbing to code and updating any ADA specific projects.

**Number of Grants:** Each applicant is generally eligible for one matching grant per calendar year per building.

**Size of Grant:** The EDA is offering \$2,500 matching grants for projects with a total cost of \$5,000 and \$5,000 matching grants for projects with a total cost of \$10,000 or more.

**Design Standards:** All projects must meet the criteria identified in the Jordan Central Business District Design Standards Manual, State of Minnesota Code and or the City Building Inspectors Approval.

**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 will 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:** Funds may be granted under this policy to the extent funds are available, as allocated to the fund by the Jordan Economic Development Authority. Applicants who have completed a project have one year before applying for funds again. City will not accept or approve additional applications until the previous application have been completed. Once funds are granted, applicants have one year to complete a project.

**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:** Repayment of Loan if the business to which the loan was granted remains in business in the improved building for one (1) year following the distribution of loan funds or the applicant transfers ownership to another entity that maintains the business in the improved building for one (1) year the loan shall be forgiven by the Jordan EDA. If not, the amount of the loan (without interest) will be due and payable to the City of Jordan's EDA one (1) year following the distribution of the loan funds.

**Conflict of Interest:** 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.

In order to assist building/business owners in implementing "Central Business District Design Standards" Jordan's Economic Development Authority (JEDA) is currently offering a matching grant program for owners/occupants of businesses in Jordan's historic downtown.

Funds will vary and are available on a first come-first serve basis, while funds remain. Matching grants are available to mixed-use commercial/residential properties within the C-2 Zoning District.

**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](mailto:tnikunen@jordanmn.gov)