

Storefront Renovation Grant

Checklist

For Internal Use Only	
Name of Applicant/Business:	
Date Application Received:	
Eligibility Checklist	
<input type="checkbox"/> Located in Dunn County	
<input type="checkbox"/> Design or architectural services for the building's façade	
<input type="checkbox"/> Rehabilitation or compatible reconstruction of all sides of the building visible to the public	
Must complete at least one of the following:	
<input type="checkbox"/> Remove non-historic elements	<input type="checkbox"/> Removal/Replacement of incompatible materials
<input type="checkbox"/> Awnings/Canopies	<input type="checkbox"/> Recessing/Reconfiguring entrances
<input type="checkbox"/> Metal Siding/Surfaces	<input type="checkbox"/> Door/Window (part of larger project)
<input type="checkbox"/> Lighting	<input type="checkbox"/> Signs (not to exceed 20% of the project)
<input type="checkbox"/> Exterior cleaning, painting, or paint removal	<input type="checkbox"/> Structural repairs to the exterior
<input type="checkbox"/> Masonry repair/repainting	<input type="checkbox"/> Other _____
Approval	
Application Approved by Dunn County JDA: _____ / _____ / _____	
Project to be completed by (1 year from approval date): _____ / _____ / _____	
Funding Amount Approved: \$	
Match Requirement: \$	
Notification of Funding: _____ / _____ / _____ Send MOU with notice of funding.	
<input type="checkbox"/> Signed Memorandum of Understanding	
<input type="checkbox"/> Add Business and Applicant Information into the Master Incentive Tracker	

Project Completion Verification and Reimbursement	
<input type="checkbox"/>	Project Completion Date: _____ / _____ / _____
<input type="checkbox"/>	All Required Receipts Submitted: _____ / _____ / _____
<input type="checkbox"/>	Project Inspected by Dunn County JDA: _____ / _____ / _____
<input type="checkbox"/>	Send and File Signed Business Incentive Agreement and Forgivable Loan Agreement
<input type="checkbox"/>	Disbursement of funds \$_____ upon receiving all signed paperwork and receipts
<input type="checkbox"/>	Update Master Incentive Tracker
Post Disbursement of Funds	
<input type="checkbox"/>	End of Year 1 Verification (12 months from project completion):
	Date: _____ / _____ / _____
	\$ _____ Forgiven
	\$ _____ Principal Balance
<input type="checkbox"/>	End of Year 2 Verification (24 months from project completion):
	Date: _____ / _____ / _____
	\$ _____ Forgiven
	\$ _____ Principal Balance
<input type="checkbox"/>	End of Year 3 Verification (36 months from project completion):
	Date: _____ / _____ / _____
	\$ _____ Forgiven
	\$0 Principal Balance
<input type="checkbox"/>	Update Master Incentive Tracker