

### **Program Summary**

Downtown Mansfield, Inc. (DMI) believes that our historic downtown is a vital resource to the economic vitality of the region. The purpose of the DMI Vertical Development Grant Program is to further economic development, rehabilitate historically significant properties and incentivize property development in downtown Mansfield. This grant program is a reimbursable grant designed to encourage the activation of currently underdeveloped spaces downtown. These permanent interior improvements are focused on creating safe and developed spaces downtown that meet current building code requirements.

### **Eligible Applicants**

- Property owners of mixed use or commercial structures located within the downtown district. Boundaries are First Street (south), Sixth Street (north), Adams Street (east), Bowman Street/Sturges Avenue (west).
- Tenants of commercial or mixed use commercial structures located within the district as defined ed above. Application shall be accompanied with property owners signature.

### **Program Guidelines**

All work performed and completed shall be in accordance with the architectural plans and specifications as approved by the City of Mansfield's Building and Code's Department as well as local historic district regulations as applicable.

Any and all changes in design, construction, or materials after application has been approved must be resubmitted for approval.

Project must begin within 3 months of approval and be completed no later than 18 months post approval.

DMI will only allow one grant, per applicant, per building within a calendar year. Multiple projects may be given consideration on an individual basis, if funds are available and unallocated.

Funds received via the Vertical Development Grant may be used in conjunction with grant funding and/or used as matching dollars to leverage additional funding.

Grant funds will be paid directly to the applicant upon DMI's receipt of proof of completion of work, to include project invoices and before and after photos.

Applicants must meet with DMI prior to consideration of funding

### **Projects will be reviewed and approved using the following criteria:**

The impact of the project on the functional use, code necessity, and structural improvements to the building. All work must meet the City of Mansfield's Building Codes, including any applicable local historic district regulations.

The historical or architectural significance of the building.

### **Eligible Improvements (examples)**

Updating building to meet code requirements  
Fire Suppression System  
Electrical/Wiring  
Plumbing/HVAC  
ADA Accessibility  
Ingress/Egress Modifications

### **Ineligible Expenditures**

Carpet/Paint  
Security System  
Refinancing of existing debt  
Inventory and equipment  
Sweat equity (payment's for applicants own labor)  
General periodic maintenance  
General business operations expenses (payroll, taxes, utilities, etc.)  
Exterior improvements

**\* Improvements made prior to grant approval are not eligible**

### **Grant Amount**

Projects are available for a maximum of \$15K. The total project scope must include items necessary to bring the building to current code requirements.

### **Application Process**

Complete application, including scope of work, renderings and current photos. Submit to grant committee.  
DMI will coordinate with City Codes/Permits to review plans.  
Begin work within 3 months of application approval. Complete work within 18 months of approval.  
Submit financial invoices and proof of payment.

DMI reserves the right to cancel this agreement in the event of failure to comply with this process and schedule Grant will be dispersed within 30 days of the receipt of final documentation received.



# Vertical Development GRANT PROGRAM

## Application

Applicant name: \_\_\_\_\_ Applicant phone number: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Applicant address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

*\*Please complete the following if property owner information is different than applicant information*

Owner name: \_\_\_\_\_ Owner phone number: \_\_\_\_\_

Owner email: \_\_\_\_\_

Owner address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Building Address: \_\_\_\_\_

Estimated total cost of improvements: \$ \_\_\_\_\_

Estimated time of completion (weeks): \_\_\_\_\_

Please attach a brief description of scope of improvements, a current **interior** photograph, renderings of proposed changes and estimated project budget. Application will be considered incomplete if attachments are not submitted.

## Property Owner Authorization

I acknowledge receipt of a copy of the DMI Vertical Development Grant Program summary and eligibility criteria. I have also reviewed or prepared this completed application and consent to its filing. The information provided is accurate to the best of my knowledge. Upon approval, I agree to be bound by the requirements and criteria as outlined therein.

I hereby certify that I have title to said property. I hereby appoint (if applicable) \_\_\_\_\_ as authorized agent for the DMI Vertical Development Grant.

I acknowledge and understand that approval for the receipt of matching funds in no way creates liability of any kind whatsoever on behalf of DMI, its staff or representatives and agree to indemnify and hold DMI harmless from any and all liability.

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_