



# Downtown Building Rehabilitation Program



## How It Works

1. Submit your FY23 DBR application, release, supporting documents and current prevailing wage compliant bids to AEOA for review. \$250,000.00 has been allocated to the program. The FY23 application deadline is July 16<sup>th</sup>, 2022.
2. If approved, AEOA will contact you and schedule a site visit, take photo documentation of the property, verify if the project is viable, discuss the program more thoroughly and collect the application fee of \$500.00 if not already submitted. If declined, AEOA will submit an email explaining the reason.

### **\*\*\*Prior to Starting the Project\*\*\***

#### **Applicant Responsibilities:**

1. AEOA conducts bid review with the applicant and AEOA verifies contractor requirements such as being licensed and/or registered to include having liability insurance are met.
2. AEOA, the applicant and contractor(s) will perform a pre-construction conference. At this conference both parties will complete the warranty agreement and proceed to work documents.
3. The applicant must have their banker or lender supply AEOA with a 2/3 (or specific amount) funding verification email or letter for their portion of the project to include award letters from leverage funding sources. Supplying this documentation with your application is encouraged for application scoring purposes.
4. The Applicant (or AEOA) will hang the provided **“This project made possible through taxes paid by Minnesota’s Mining Industry”** sign in public view.

#### **Contractor Responsibilities:**

1. Contractor to complete the AEOA provided direct deposit form for their 1/3 (or specific amount) electronic payment to include a voided check in association with the bank account information.
2. Contractor to provide current liability insurance certificate made out to AEOA.
3. Contractor to complete the AEOA provided completed Sworn Construction Statement.

### **\*\*\*When the above documents have been completed and provided to AEOA, the project may start\*\*\***

#### **AEOA’s Responsibilities after Project Awarding:**

1. AEOA will process the \$500 application fee.
2. AEOA will collect contractor’s lien waiver, final invoice and prevailing wage compliance form(s) when completed.
3. AEOA will complete the final inspection for the work that was awarded to the specific contractor. The applicant, contractor and AEOA will need to sign the completion certificate for the contractor payment.
4. AEOA will electronically deposit the awarded grant amount directly to the awarded contractor.

If you have any additional questions, please contact me.

Sincerely,

Scott Zahorik

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