

Code Compliance Forgivable Loan Program



National Avenue Commercial Corridor

Department of Development
Community Development Division
414-302-8468 or development@westalliswi.gov



Program Guidelines

Purpose: The purpose of the Code Compliance Forgivable Loan Program is to provide assistance in addressing code compliance issues in obtaining occupancy or permits as an expansion of use. The program is designed to assist properties located in the National Avenue Commercial Corridor with code compliance improvements to buildings, such as accessibility modifications, fire systems and other compliance updates that must be made.

The property shall be held in ownership or lease by the Borrower for a minimum of five (5) years, or the Borrower shall remit the forgivable loan funds to the CDA in the following proportion:

- Year 0-1: 100% of eligible loan funds
- Year 1-2: 80% of eligible loan funds
- Year 2-3: 60% of eligible loan funds
- Year 3-4: 40% of eligible loan funds
- Year 4-5: 20% of eligible loan funds

Eligible Area

Your project must be located within the boundaries of the National Avenue Commercial Corridor. A map provided below.



Program Guidelines

Eligibility Requirements

Please “check” each box to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

Projects must achieve the following:

- All work pertaining to code compliance or existing Plan Commission approvals must be completed in entirety.
- Work undertaken on the exterior of the building must result in a publicly visible improvement.
- Only work begun after approval by the Community Development Authority (CDA) is eligible for funding.
- All permits and plans must receive approval from all relevant City departments prior to work commencing.
- Project Cost must exceed \$2,000 to be considered for funding.
- Deferred maintenance activities such as painting, masonry, and minor repairs do not qualify.
- Must be an eligible borrower with acceptable credit history.

Ineligible Properties

The following types of property are not eligible for the Code Compliance Program:

- Tax delinquent property
- Property whose owner has any other tax delinquent property in West Allis
- Property in litigation
- Property owned by nonprofit organizations on which taxes are not being paid
- Properties, on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs or organizations, etc.
- Exclusively residential buildings
- Daycare Centers

* Examples of code compliant projects may include ADA improvements to a restroom to permit occupancy, expansion, or elevation upgrade to affix an updated sign, adding a grease trap to permit a new restaurant use, etc.



Program Guidelines

Required Materials for Application

Applications must be complete and include enough documentation to illustrate the details of the project and its costs. Failure to provide required information will delay the review process. The items submitted to the Department of Development should include:

- A completed application form
- Application Fee of \$50
- Written consent from property owner giving permission to conduct improvements (if applicable)
- Digital photographs of existing conditions
- Any other documentation necessary to illustrate details of the proposed project scope and completion schedule and comments in less than 100 words on how the project meets the project criteria outlined under Application Review.
- Submit two competitive proposals from licensed and bonded contractors. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. Contractors cannot be changed unless new proposals have been submitted to the CDA.
- Owners or merchants who are licensed or bonded contractors may perform work on their own properties or businesses, but must furnish at least one proposal other than their own. Additionally, they will not be reimbursed for their time while acting as contractor and/or installing material.
- Material costs and labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project by the employees and the rate of pay of the employees.
- Copy of lease (if applicable)

Application Review

Staff will determine if the submitted application package is sufficiently complete to review and will draft a recommendation to the Community Development Authority (CDA).

The CDA meets the second Tuesday, of each month. The application package is expected at least two weeks before the meeting date.

The CDA will review the application and determine the amount of project funding. In making the determination, the CDA will consider the following factors and may give priority to projects that meet the following criteria:

- Is the project historic or eligible for historic designation?
- Will the project positively contribute to the City's assisted redevelopment effort, goals and objectives in the National Avenue corridor?
- Will the project ameliorate a blighting influence?
- Will the business/project occupy a vacant commercial space?
- Will the grant result in an improvement that would not be made otherwise?
- Will the business retain and/or create jobs?
- Will the project resolve a tenant issue that permits extension of the lease?



Program Guidelines

Award Reimbursement

Reimbursement can be up to 100% of the eligible improvement cost, not to exceed \$8,500 per building. The CDA reserves the right to approve funding above this level for projects involving extraordinary costs. All necessary government approvals, building permits, and taxes are not eligible items for reimbursement.

The CDA reserves the right to refuse reimbursements in whole or in part for applicants and businesses that:

- Do not conform to the Plan Commission approval (if applicable).
- Do not comply with all City zoning, permitting, licensing and other relevant requirements.
- Do not conform to the proposals submitted with the application and authorized by the CDA.
- Do not complete the project within 1 year. Since the CDA cannot reserve funds indefinitely, the grant may be subject to cancellation if not completed or significant progress hasn't been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

Staff will inspect work to ensure that it complies with the approved plans. **Any changes to the approved plan will require a written request from the applicant and approval by the CDA in order to retain the funding.**

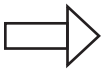
Required Documents for Reimbursement

Reimbursement can be expected in approximately three to six weeks after all of the following documentation has been submitted to the Department of Development:

- Copies of all paid invoices, canceled checks, and or bank statements for all of the code compliance work covered by grant. The invoices must be marked paid, signed, and dated by the contractors. Cash payments are not allowed.
- Lien waivers (cannot be substituted for canceled checks or bank statements) if applicable.
- Digital photographs of completed project.

I have read and agree to comply with requirements and guidelines of the Code Compliance Forgivable Loan Program. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

Applicant Signature:



Date:





APPLICANT INFORMATION

Name:
Phone:
E-Mail:
Address:
City: State: Zip:

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount:
Treasurers Sign Off:

PROPERTY OWNER INFORMATION

Name:	Years Owned:
Address:	Phone:
City: State: Zip:	
Owner's Signature (if not applicant):	

BUSINESS AND/OR PROJECT INFORMATION

Name of Business:	
Business/Project Owner's Name:	
Address:	Phone:
City: State: Zip:	
Type of Business:	

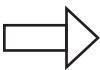
PROPOSED IMPROVEMENTS

Code Compliance Project Description (if more space is needed please attach another page):
Estimated Cost of Improvements:

Check appropriately: I own the property in consideration I lease the property in consideration

I have read the Code Compliance Forgivable Loan Program Eligibility Requirements and Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

Applicant Signature:



Date:

