

TOWN OF DOVER

102 Route 100

Dover, VT 05356

May 1, 2018

DO-IT

Dover Opportunity for Investment in the Town

The Dover Opportunity for Investment in the Town program is an initiative designed to assist Dover Businesses with revitalizing the exterior aesthetics of their commercial property. The goal is to make Dover commercial property more attractive and hence more desirable to frequent. The program is funded through an appropriation of local option sales tax revenue on an annual basis to applicants that meet the eligibility requirements, fulfill the program guidelines, and support the goals of the program.

Goal: *DO-IT* is intended to assist Dover Businesses (DB) with the cost of improving the exterior aesthetics of their property. Projects with a larger scope are preferred to those with a smaller scope.

Eligibility:

Applicants must meet the following requirements:

- Must be a commercial property.
- Commercial property must be visible from Route 100 and/or other major town roads and/or the Valley Trail.
- Improvements must be visible from Route 100 and/or other major town roads and/or the Valley Trail.
- Multi-related commercial properties are considered as one commercial property.
- Non-Profits will be considered on a case by case basis.
- Priority will be given to first time applicants as well as those projects that will increase economic viability or repair a major structural component of the building.
- The Dover Selectboard reserves the right to approve or deny any request.

Eligible Projects:

- **Front facade** upgrades including, but not limited to:
 - Painting
 - New siding
 - Outdoor dining deck
- Signage
- Paving of parking lots bordering Route 100 and/or other major town roads and/or the Valley Trail.
- Paving restricted to only those areas located directly in front of the commercial building.
- Other improvement projects.

Guidelines

- Dover will rebate 75% of project total cost (PTC) between \$1,000 and up to a maximum of **\$6,000**. PTC's of less than \$1,000 will not be considered for this grant.
- PTC = Cost of materials and contract labor (L&M), i.e., no "sweat equity" is includable.

Example 1:

- L&M = \$6,000
- CPO 25% match = \$1,000
- Dover Rebate 75% of PTC = \$4,500

Example 2:

- L&M = \$1,000
- CPO 25% match = \$250
- Dover Rebate 75% of PTC = \$750

- Commercial properties, including multi-related commercial properties may only apply for one grant per fiscal year.

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- All projects must meet appropriate state, town and zoning ordinances.
- Applications must include formal materials and/or labor cost estimates.
- Application period is May 1 – May 30
- Grant awards for the upcoming fiscal year will be announced in June.
- All work must be completed by June 30th of the fiscal year following the year in which the awards are announced.

Example:

Announcement: June, 2017

Work to be completed by June 30, 2018

- DB must submit paid receipts for contracted labor and materials.
- A site inspection will be performed before funds are paid.
- DB are required to prominently display a “Paid in part by the Dover Economic Development Fund” sign for the duration of the project. Sign is provided by the Town of Dover.
- Applicants should have work performed by local contractors whenever possible.
- Before and after photographs are required.

Ineligible projects and organizations include:

- Home or mobile commercial properties.
- Organizations that discriminate because of race, color, creed, gender, national origin or limit participation.
- Political organizations, candidates for political office, and organizations whose primary purpose is to influence legislation.
- Fraternal organizations, churches or church-related groups with proposals that promote religion or an individual doctrine, and schools and school related organizations.
- Projects that occurred in the past or underway cannot qualify for rebate. Applications must be approved prior to the project start.

Application Process:

Applications with supporting documentation can be sent between May 1 and May 30 by one of the following methods:

- Electronically to dovereds@sover.net with the subject as **2018 Do-It Application**.
- US Mail to Director of Economic Development, Dover Town Offices, 102 Route 100, West Dover, VT 05356

Payment

All work must be performed by June 30th of the fiscal year for which the grant was awarded. Paid invoices must be submitted within 90 days of the close of the fiscal year. **No reminders will be issued.** Before and after photographs of the project are required. Payment will be made within 90 days of receipt of paid materials and/or contracted labor invoices. A physical inspection will be conducted to ensure that the work was performed.

Federal Income Tax

Grants awarded under the DO-IT program may be treated as income and therefore subject to taxation. Applicant should seek professional advice as the Town of Dover is not liable for any resulting income tax on grant amounts.

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DO-IT PROGRAM 2018

DOVER OPPORTUNITY FOR INVESTMENT IN THE TOWN

Commercial property owner name: _____ Date: _____

Property name: _____

Property address: _____

Property email: _____ Telephone: _____

Commercial property website: _____

Commercial property Tax ID/Registration number: _____

Amount of Funding Requested: _____ Total Project Budget: _____

Type of Project: Façade Improvements Paving
 Signage Other Improvement Project

Is the property currently occupied by a commercial business? Yes No

If not, will this project enable the property to become occupied? Yes No

Describe your project and plan in detail including a timetable for completion. Include formal cost estimates for all materials and contracted labor relating to the project.

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Will this project improve the aesthetics of this building and/or the Town? Yes No If Yes, Please Describe, _____

Will this project increase economic activity at this location, or within Town? Yes No If Yes, Please Describe, _____

Will this project increase employee hours at this location? Yes No If Yes, Please Describe, _____

Will this project repair a significant structural component of the building? Yes No If Yes, Please Describe, _____

Do you have other sources of funding for this project? Yes No If Yes, Please Describe, _____

Are the improvements visible from Route 100? Yes No

Has this property received Do-It funds previously? Yes No

Has the business entered data into the Bi-Town Economic Dashboard program? Yes No

If not, are you willing to enter data for the last year? Yes No

Or are you willing to start entering data now? Yes No

Have you answered all of the questions, and included all of the attachments? Yes No

Attachment checklist:

- Quote for materials and contracted labor
- "Before" photos (If you submit this application via USPS mail, please email pictures to dovereds@sover.net)