

**DUE October 1 every year the contract is open**

**DATE:**

**ORGANIZATION:**

**CONTRACT ADMINISTRATOR** (who is completing report):

**HIGH QUALITY IMPROVEMENTS**

1. Summarize how your organization ensured the facade improvements were consistent with the Façade Design Guidelines or other area design guidelines. Include:
  - a. who sat on a design review committee,
  - b. area specific criteria used to evaluate projects,
  - c. score sheets used to evaluate projects' design.
2. What was most successful component to ensuring high quality projects?

**ALIGNMENT WITH PUBLIC SECTOR INVESTMENTS AND PLANS**

3. Describe any other public sector investments/initiatives/projects (street reconstruction, NRP programs, small area plans, et cetera) that coincided with the façade improvement program, if any, and how they complimented each other or not.
4. List any grants to projects that also received an NRP loan or grant or other City of Minneapolis financing.

**MARKETING**

5. List the program marketing tools used. Attach copies of advertisements, flyers, posters, emails and other tools used to market the program.
6. What was most successful?
7. What was the least successful?

**GENERAL**

8. For businesses that inquired, but didn't use the program, what were the most common reasons they did not apply for a grant?
9. What is the best thing about the façade improvement program for your area?
10. What is the biggest challenge of the program for your area? What suggestions can you make that would help alleviate the challenges?
11. Describe how the program helps your organization fulfill its mission beyond helping improve the physical environment.
12. Approximately how many hours did your organization spend on of program administration? How many of these were paid staff hours and how many volunteer hours?

**PROJECTS UPDATE**

13. List examples of grants to property owners of vacant properties that helped land a tenant.
14. List examples of grants to new businesses that were motivated to take a space due to the presence of the façade grant.
15. Attach an up-to-date spreadsheet that includes the following information. The format can be different.

Business Name	Property Address	Total Project Budget	Grant Amount	Project Components	Date Approved	Date Completed	Status
							Project Completed / Project Approved / Project Application Underway

Any additional comments or suggestions: