

## **Guidelines for DDA facade improvement grant program**

1. Fill out application. Available at the Community Development office (located at City Hall 1100 Delta Avenue).
2. Submit a written plan to the DDA. Written plan to include: **detailed drawings/pictures of work which includes color samples, types and samples of material used, proof of insurance and project cost estimate, completed application, signed guidelines and signed DDA Contract. (Use CHECKLIST to ensure application is complete)**
3. Get the plan approved by the DDA.
  - a. Submit the entire plan to the grant administrator **two weeks** prior to DDA meeting. The DDA meets the 3rd Tuesday of each month at 8:00 AM. Plan to attend the meeting when project is presented and be able to discuss the project in further with the DDA.
4. Façade requirements:
  - a. The DDA provides grant funding on a matching basis per the Façade Grant Funding Guidelines. A minimum owner's match of 50% is required for total (façade) projects costs. Grants are awarded based on availability of funds, project scope and value added to the building and district. Owner must pay his/her share of match of the total cost of the façade project up front, after project is approved, prior to any funding being released. Owner's match is the first money reimbursed on the project. Owners match required is based on 50% of the total facade project costs. Matching funds for other work (interior or non façade work) being completed will be considered when determining whether to approve a project.
  - b. Project must include drawings, scope of work to be completed, cost estimate and a list of materials that will be used.
  - c. Project work must be completed by a licensed contractor when required.
  - d. All work completed must enhance the façade of an existing building.
  - e. Evidence of total project costs and matching funds shall be provided.
  - f. Complete Insurance Change Agreement and ensure that business will have insurance coverage through the duration of the grant/loan.
  - g. Complete the Notice to Proceed.
  - h. Complete Contractor/Owner Agreement.
  - i. Complete Contract with DDA.
  - j. City Commission approval is required for administration of project funds prior to the start of project.
5. Choose a contractor.
  - a. Business owner chooses contractor.
  - b. Contractor must present proof of insurance, license and complete a W-9 before work begins.
  - c. The business owner, the contractor and a representative of the DDA or City of Gladstone must sign the Owner & Contractor Agreement.

6. Contractor is given ½ of the total cost of the project up front to purchase materials and get the project started. Additional draws may be made as the work progresses with proper documentation and lien waivers as required.
  - a. The “Request for Payment” form will be used for each draw.
  - b. At least 25% of the total project costs will be withheld until all work is complete and the owner and building inspector or grant administrator makes a final inspection.
  - c. A sworn statement shall be signed by contractor stating that all contractors, sub-contractors and suppliers have been paid in full before receiving final payment.
7. A lien will be placed on the property, through a mortgage and mortgage note and filed with the Register of Deeds for a five year time period. If the property maintains the business status for the five- year period the loan/grant will be forgiven and the lien removed at the end of the five years. Passed by the board at the April 11, 2006 meeting. Fee’s associated with the removal of the lien (Delta County Register of Deeds) will be the responsibility of the owner/s.
8. All information submitted by owners and contractors will be kept confidential and will remain in the City of Gladstone files for at least five years.
9. A current business owner at the location of an approved facade must wait a minimum of five years before they may be eligible to re-apply for additional funds.
10. All business projects considered for review must be located within the DDA district and the primary use must be business related.
11. Approved grants have one year to complete the project once it has been approved by the DDA. Grants that exceed the one-year time frame to complete work will need to reapply to the DDA. (Passed by DDA 5-25-10)
12. Any Façade work that requires any additional reviews shall demonstrate successful compliance to the Grant Administrator prior to the final release of façade funds or prior to the work necessitating the compliance is commenced. Additional reviews that may be required may include but not be limited to:
  - DEQ Compliance
  - Mechanical/Electrical Permit
  - Building Permit
  - Zoning Compliance
  - Site Plan Review
  - Sign Permit

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**APPLICATION FOR DDA FAÇADE PROGRAM**

**NAME & ADDRESS OF APPLICANT(S)**  
(Hereinafter jointly called "Owner")

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

Email: \_\_\_\_\_

**OWNER INFORMATION**

Legal form of ownership

- Sole Proprietor     Profit Corporation  
 Partnership       Cooperative

Tax ID # \_\_\_\_\_  
or provide DBA papers

Type of Business \_\_\_\_\_

**ADDRESS OF PROPERTY TO BE IMPROVED**

(Hereinafter called the "Project")

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

Is this property located within the DDA district? \_\_\_\_\_

Total Project Costs: \_\_\_\_\_

Total Façade Costs \_\_\_\_\_

Have you received façade funds in the last 5 years? \_\_\_\_\_

**PROJECT INFORMATION**

Appraised Value: \_\_\_\_\_

Assessed Value: \_\_\_\_\_

What is the primary use of the property?

- Business       Personal

Is this property used as a rental? \_\_\_\_\_

- Land Contract     Free title ownership     Conventional Mortgage

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Address

Date of original structure: \_\_\_\_\_

Are all property taxes paid to date?  Yes

No

Are all utilities paid to date?  Yes

No

**ATTACH COPIES OF ITEMS REQUIRED FOR COMPLETE APPLICATION  
(SEE CHECKLIST)**

**DATA PRIVACY STATEMENT  
(TO BE READ BEFORE SIGNING THE APPLICATION FORM)**

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All information you provide about you and your business is considered private data.

The information collected from you or from other agencies or individuals (authorized by you) is used to determine your eligibility for the DDA façade program.

We will use your private data only when it is required for administration and management of the program. Persons or agencies with whom this information may be shared with include:

1. The local DDA board members who approve all applications.
2. Staff who are involved in the program administration.
3. Auditors who perform required audits of our City programs.
4. Law enforcement personnel in the case of suspected fraud.
5. Building and or other Inspectors as required by State Building Code and or State regulations.

**Under Michigan's Freedom of Information Act, individuals or organizations have the right to receive the names, addresses and amount of assistance provided to individuals under this program. However, they are not entitled to see private information about you or proprietary information regarding your business.**

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Please sign below:

To the best of my knowledge, the information on this application is accurate and true.

I give my permission to this agency to verify my eligibility, confirm the information provided and share necessary private data with the local DDA board members, auditors and program staff. I understand that I could be prosecuted for fraud and perjury if I knowingly provided false information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Application To:**

Gladstone City Hall  
Attn: Community Development Department  
1100 Delta Avenue  
Gladstone, MI. 49837

**GLADSTONE DOWNTOWN  
DEVELOPMENT AUTHORITY  
Façade Improvement Program  
CONTRACT**

The Gladstone Downtown Development Authority TIF Plan includes a variety of specific goals for the DDA area. Among these are provisions for a Storefront Improvement Program, (Façade Improvement Program). This activity was budgeted at \$100,000 in the original plan and an additional \$450,000 in the amended plan. At their regular meeting on July 7<sup>th</sup>, 2002, the Board approved the concept of a façade improvement program subsequently, the Board appointed a special committee to develop the guidelines for this program. These guidelines have been updated and amended as needed.

The guidelines and application currently in place, developed by the special committee and approved by the whole Board will be complied with in addition to the following:

1. The DDA program will provide funding for façade improvements for qualified applicants who are approved through the DDA. A direct grant/loan of up to 50% of the total cost of façade improvements may be granted. The DDA will make available façade grants in any given year as funding allows. The total amount of grant funding distributed will be established by April 1<sup>st</sup> each year. Additional grants may be approved in any given year through a budget amendment and DDA approval. Improvements are encouraged to focus on the exterior façade of the building to make it more welcoming, pedestrian friendly and more energy efficient. Special focus should be given to utilizing quality materials on the building and enhancing the natural structure and architectural features of the building. Compatibility in appearance with other downtown buildings is an important consideration, to avoid a "hodge-podge" of styles and color schemes. Focus on creating pedestrian friendly spaces with bicycle racks, benches, lighting and creating a sense of place with greenery and aesthetic walkways and entrances. To determine compliance with this requirement an "ad hoc" committee of three DDA Board Members may be utilized to review proposed projects and make recommendations to the full Board.
2. Façade improvements may include both the storefront and signage associated with the existing businesses.
3. Businesses accepting a grant agree to remain in business, in Gladstone for a minimum of five (5) years from the date of completion of the project. During this five-year period, the business may be sold and the remaining balance of the grant/loan can be repaid. The nature of the business may change during that same period. In the event that the business elects to close prior to the expiration of the five-year period, a pro-rata share of the grant money will be paid back to the DDA. (80% after one (1) year, 60% after two (2) years, etc.) A lien will be placed on the property and filed with the Register of Deeds for a five year time period. If the property maintains the business status for the five- year period the loan will be forgiven and the lien removed at the end of the five years. Passed by the board at the April 11, 2006 meeting.
4. All improvements must be completed by a licensed contractor as required.
5. Payment of the grant money will be made according to the Contractor and Owner Agreement and the DDA Guidelines.
6. Approved projects have one-year to complete work once the project is approved. If work fails to be completed within a one-year period grantees will need to re-apply to the DDA for façade funds. Once work commences it must be completed within six months of commencement.
7. Any design or material changes made after DDA approval date of façade must be submitted to the Community Development Director for approval. Changes may need to be approved by the sub-committee or full DDA depending on the scope of the change. Failure to have changes approved could result in forfeiture of grant funds.
8. The DDA reserves the right to add conditions or terms to a grant project. Any terms and/or conditions added to a grant project beyond the scope of the project guidelines will be submitted in writing to the Grant Applicant and agreed upon prior to any grant work commencing.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grant Administrator

\_\_\_\_\_  
DDA Approved Date

## **COMPLETE APPLICATION CHECKLIST DDA FAÇADE GRANT**

Use this checklist to ensure you submit a complete application to the Grant Administrator, located in the Community Development office at City Hall. Complete applications should be received two weeks prior to the DDA meeting to be considered for review. The DDA meets the 3rd Tuesday of each month at 8:00 AM. The Community Development Director may request additional information as needed.

- Drawings/pictures of Work (include color ideas, samples, pictures and any information that will help the DDA visualize your plan)
- Project Cost Estimates (including a contractors bid/s with details of work to be completed)
- Application
- DDA Guidelines
- DDA Contract
- Proof of Insurance
- Written Description of Work to be Conducted

If approved for façade additional information will be required.

If you have any questions please contact the Grant Administrator at 428-4586 or by email at [rbarron@gladstonemi.org](mailto:rbarron@gladstonemi.org).