

Applicant Name: ____

Façade Grant Program Application

	Applicant Address:		
	Applicant Phone Number:		
	Email:	Fax:	
	Building Address where Façade Improvement w	vill be Completed:	
	Names of all Owners on Title of Property: (All ov	wners must sign application)	
	Property Tax Parcel ID Number:	Estimated Project Cost:	
	Proposed Project Start Date:	_ Proposed Project Completion Date:	
	Business(es) Currently Housed in Building:		
	After review of your application by the City Plan	old interest ments as and a sketch of the proposed improvements anner, the applicant shall provide the followng: signed and sealed if project is valued at more than \$15,000) adders	
		lication is true and complete to the best of their knowledge. The applican agrees to abide by the terms and conditions outlined in the application pa	
Signature	of Applicant:	Date:	
Signature	of Property Owner(s):	Date:	
On this _ read the	foregoing application for Facade Grant Program, by him/h	ared the above named person, who being duly sworn, stated that he/she her signed, and know the contents thereof, and that the same is true of hi upon information and belief and so as to those matters he/she believes it	is/
	ublic, Genesee County, Michigan nission Expires:		
	or: Only completed applications with all required documentation will be con the ms and documents for this grant project may be signed by the applicant a		

City of Linden Downtown Development Authority

Façade Improvement Program

Program Parameters, April 13, 2015

DDA Funding Commitment

- Proposed FY 2015-2016 budget allocation of \$5,000
- A minimum of one grant will be given in FY 2015-2016
- All grants are reimbursement style. Reimbursement payments will be made to the applicant upon completion of the grant project.
- The program provides 50% matching grant funds for qualified activities. The applicant must spend at least \$1 for each \$1 dollar awarded.
- A minimum of \$1,000 grant request (with at least \$1,000 matched investment) is required.
- A maximum of \$5,000 grant request (with at least \$5,000 matched investment) is required.

Eligible Applicants

- Commercial property owners or leaseholders of commercial property within the DDA. If lease, permission from the property owner is required.
- All existing commercial or mixed-use buildings are eligible. Residential buildings, private club buildings, and governmental/tax-exempt buildings are not eligible.
- Large national franchises will not be considered. However, the DDA Board may allow certain Midwest or Michigan regional franchisers and franchisees to be eligible (i.e., Biggby, Jet's Pizza).

General Eligibility Requirements

- The façade must front a street, alley, parking lot or other public space
- All grant funded improvements must be permanent and fixed in type or nature
- All improvements must meet City and State code requirements, including zoning, building, public safety codes
- All improvements must meet historic district guidelines and obtain a certificate of appropriateness from the Historic District Commission
- The applicant/contractor must obtain all necessary building permits and pay all accompanying fees
- All grant funded improvements must comply with the approved grant applications. Non-compliance with approved plans will result in grant disqualification.

Eligible Grant Activities, shall include, but are not limited to:

- Façade rehabilitation, including demolition of inappropriate façade "slip covers"
- Storefront system rehabilitation or repair
- Door and window repair and replacement
- Exterior painting (to eliminate inappropriate color or scheme only)
- Masonry (repair only)
- Awnings, shed style canvas
- Building lighting
- Hardscape services
- Roof repair (architectural element or visible from street only)
- Permanent sign installation, including removal of non-conforming signs

Ineligible Grant Activities

- Vinyl awnings, barrel, bubble, or signage style
- Any temporary or non-permanent improvement
- Maintenance improvements, such as painting or roofing
- Landscaping
- Structural building foundations
- Billboards
- Security systems, security bars or razor/barbed wire
- Fencing (non-decorative)
- Paving
- Residential property

DDA Grant Application Evaluation Criteria, shall be based on the following:

- 1. Available grant funds.
- 2. Overall merits of the proposed project.
- 3. The support the project provides to the general beautification of downtown Linden.
- 4. Appropriateness related to the original façade of the building.
- 5. Significant improvement of the visual appearance of the building and surrounding area.
- 6. The level of investment being made in the property.
- 7. If applicable, collective participation of adjacent property owners.
- 8. Additional consideration will be given to applicants who elect to improve both the front and rear façades, or the comprehensiveness of the proposed project.
- 9. The DDA will not consider any applications for work already completed.

Procedural Steps/Schedule

- Advertisement of Program August 2015
- Pre-Submission Informational Meeting TBD
- Application Deadline Ongoing
- DDA Subcommittee Review Starting Fall 2015
- Grant Award(s) by DDA Ongoing

Submission Requirements

- Grant application form
- Proof of property ownership or lease hold interest
- Detailed written summary of proposed façade improvements
- Full set of before photos for the proposed project and a sketch of the proposed improvements

After review by the City Planner, the applicant shall submit

- Complete set of scaled and sealed design drawings for projects valued at \$15,000 or more
- Color rendering of the proposed building façade improvements
- Sample materials, including brick, stone, windows, and color swatches
- Proof of non-delinquent status for all City accounts, including taxes, water bills, special assessments, and loans
- A detailed cost estimate for all eligible project costs, including quotes from at least three licensed contractors or suppliers, and a signed non-collusion clause

Grant Approval Process

- Applications are received and reviewed by the City Planner and then the DDA Subcommittee
 - The City Planner and/or the DDA Subcommittee may request additional information from applicants for further review
 - The DDA Subcommittee will forward to the full DDA Board a recommendation(s) for approval
- When the grant is awarded by the DDA Board, the approval will be tied to the scope of work, project costs, materials, and plans identified in the application package
- Any changes to the approved application package must be approved in writing by the DDA Board prior to any construction

Grant Reimbursement Process

- The approved grant work must be completed within one year of approval by the DDA Board
- Upon completion of the grant project, and prior to disbursement of funds, the applicant must schedule an on-site inspection with the City Building Inspector and DDA Director to verify the project has been completed in accordance with the approved application package.
- Prior to the disbursement of grant funds, the applicant shall submit:
 - Verification that all building, safety, and zoning inspections have been conducted and approved
 - A written reimbursement request certifying that work has been completed in accordance with the approved application package and that expenses have been incurred
 - A signed affidavit verifying that all payments to contractors, laborers, and suppliers have been made
 - Original invoices along with signed waivers of lien by all contractors, laborers, and suppliers
- Upon confirmation of the above documentation, the DDA will pay the grantee the approved grant award amount within 45 days* from the date of final verification, however, the grant reimbursement amount shall be the lesser of \$5,000 or 50% of the total project cost.

*For applications that involve signage improvements, the portion of the project costs attributable to the signage improvements will be reimbursed no earlier than 1 year from the date of final verification. This provision is intended to prevent an applicant from using DDA funds for signage improvements, only to move the sign to a location outside of the DDA soon afterwards.