

Facade Grant Application Process & Check List

- The application must be completed and returned to the Imlay City DDA director along with:
- A notarized letter of permission from owner (if applicant is not the property owner) along with proof of legitimate ownership.
 - A **detailed** written description of the project plans (scope of work, including materials and color schemes), and **rendering of proposed work** which addresses how the project complies with the guidelines.
 - A **detailed** cost estimate for all eligible costs supported by a quote from **two or more licensed or insured** contractors or suppliers. Include Contractor/ Supplier's Business name, address, phone number and website.
 - Copies of any permits necessary to complete the work
 - The applicant has spoken to the zoning department, and has received information regarding the permits needed and regulations related to this project.

Signature of Zoning Administrator

Date

Grant Application

Check One: Property Owner

Business Owner

Check One: Signage (\$1,500 Maximum Grant)

Other Façade improvements (\$2,500 Maximum Grant)

Name of Applicant

Address of Applicant

Address of Property Proposed for Improvement

Business Contact Person & Title

Phone

Fax

Email

Please give a detailed description of work to be done: _____

The estimated improvement cost is \$_____.

50% reimbursement is estimated to be \$_____ (not to exceed \$2,500).

Please be sure that you have reviewed and submitted the appropriate supporting documents outlined in the Grant Application Process & Check List section of this document.

For grant reimbursement, applicant must submit documentation that all invoices pertaining to project are paid in full. Reimbursement will not be granted if documentation is not received. By signing this application, you are stating that the above information is accurate to the best of your knowledge, that you agree to the requirements and there are no delinquent accounts with the City of Imlay City.

Applicant Signature

Date

For DDA use only

Property: _____

Has been found to be: _____ Consistent _____ Inconsistent with DDA guidelines. Work completed: _____
Date

It is therefore: _____ Eligible _____ Not Eligible for the grant program.

Total amount to be granted upon installation/completion :\$_____ Grant Monies Issued: _____
Determined By: _____ Date _____
Name Date

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see Instructions) ▶ _____ </div> <div style="width: 48%;"> <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> </div>	4 Exemptions (codes apply only to certain entities, not individuals see Instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See Instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number								
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Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



DDA Commercial Façade Grant Program Outline

Imlay City DDA will consider applications for grants of up to fifty (50%) percent of the eligible costs not to exceed \$5,000. The total maximum grant shall be \$2,500 per property per fiscal year. Projects will have to be in accordance with the guidelines below and the location must be inside of the DDA District.

Property owners and their tenants who do not pay property taxes are not eligible for the Façade Grant. Property owner and/or applicant may NOT have any delinquent taxes, unpaid fees, or unpaid charges that are applicable to any portion of the land to which the application applies.

Program Objectives:

- Improve/upgrade vacant or underutilized buildings to accommodate new uses.
- Enhance the unique aesthetic appeal of downtown related to its architecture by encouraging the rehabilitation of historic structures.
- Stimulate new investment into district buildings to increase the property value and the economic potential of participating properties.
- To facilitate improvements that add value, are appropriate to the architecture of the building, and are compatible with the downtown main street setting.

Program Funding Guidelines

A property may be granted up to a total of \$2,500 in grant money per fiscal year. Funding amounts differ dependent on type of project with a maximum allowed for projects per the guidelines below. A property may only be awarded an Architectural Services Grant once.

Project Description	Maximum Grant Funding
Signage (including but not limited to: free standing, attached, window graphics, text or images on awnings, marquees, related lighting and electrical fixtures)	\$1,500.00
All other eligible façade improvements as described below	\$2,500.00
Architectural Services	\$500.00

Eligible Façade Improvement Projects Eligible for up to \$2,500 in Grant Money:

- Repair to building exterior facades.
- Masonry repair or cleaning.
- Restoration, repair, or replacement of windows.
- Restoration, repair or replacement of exterior doors.
- Restoration, repair or replacement of exterior walls, chimneys, or other architectural elements.
- Exterior work necessary for conversion to a business establishment's entry or outdoor seating area.
- Removal of after-installed facades along with restoration of vintage elements.
- Lighting or other appropriate enhancements not related to signage
- Exterior painting including existing porches, decks and balconies.
- Improvements or additions necessary for ADA compliance.
- Awnings that do not have imprinted text, images, etc.

Ineligible Façade Improvement Projects/Costs:

- Costs incurred before final grant approval by DDA.
- Costs paid by the applicant in merchandise or in-kind services.
- Costs associated with Michigan Sales Tax.
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Interior improvements.
- Roofing.
- Additions to existing structures with the exceptions that are listed above.
- Purchase of furnishings or equipment.
- Repair or creation of features not compatible with original architecture.

Façade Improvement Project's General Requirements:

- For the project to be eligible for a DDA Façade Improvement Grant, a Façade Grant Application must be approved by the Imlay City Downtown Development Authority Board of Directors **PRIOR** to any work being started.
- All work must be in accordance with the applicable local, state and federal codes.
- Please contact Gerry Edwards, Zoning Administrator, at 724-2135 (office hours Tuesday and Thursday 1-4:30pm) for information regarding sign ordinances and necessary permits. .
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation.
- Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes.

Imlay City Downtown Development Authority * 810-724-2135 * Inatke@imlaycity.org

- A detailed cost estimate for all eligible costs must be submitted and supported by a quote from two or more licensed or insured contractors or suppliers (One quote may be acceptable if given approval by the DDA director prior to submitting the grant application).
- Quotes must include the contractor/supplier's business name, address, phone number and website (if applicable).
- Upon completion of work, all invoices pertaining to the project must be paid in full and, along with all receipts, presented before funding will be available.
- After inspection of property to ensure that work completed complies with the design submitted and approved through the application process, agreed reimbursement will be made.
- Property improvements must be completed within six months of approval or applicant will be required to resubmit application with no guarantee of funding.
- Façade Improvement Grants are limited to \$2500 per property per budget cycle. (July 1-June 30)
- A business that changes its name (under the same ownership) and remains at the same physical location is limited to two (2) grant approvals within a three-year period. Three-year period of time begins on the date the first grant was approved.
- A business (under the same ownership and name) that changes its physical address is limited to two (2) grant approvals within a three-year period. Three-year period begins on the date the first grant was approved.
- Property owner and/or applicant may NOT have any delinquent taxes, unpaid fees, or unpaid charges that are applicable to any portion of the land to which the application applies.
- Grantee agrees to indemnify and hold harmless the City of Imlay City and the Imlay City Downtown Development Authority from any and all claims arising out of the work performed.

Architectural Services

- Before design work by an architecture firm may begin, the DDA Director must approve the qualifications of requested architectural firm and an Architectural Services Application must be approved by the Downtown Development Authority's Board of Directors.
- Design work should be appropriate to the architecture of the building and be compatible with the downtown main street setting.
- Only a property owner may request an Architectural Services Grant.
- Only one Architectural Services Grant will be allowed per property address. Changes in property ownership, scope of design work or architecture firm will not be considered as reasons for the DDA to grant additional Architectural Services grants.
- Upon design work completion, the DDA will receive copies of all work tendered by approved architectural firm regarding the approved property.
- It is the responsibility of the architecture firm and/or property owner to ensure design meets any state, local or city ordinances and codes.
- Quotes must include the architecture firm's business name, address, phone number and website (if applicable).

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- Upon completion of work, all invoices pertaining to the project must be paid in full and, along with all receipts, presented before funding will be available.
- Design renderings must be completed within six months of approval or applicant will be required to resubmit application with no guarantee of funding.
- Property owner and/or applicant may NOT have any delinquent taxes, unpaid fees, or unpaid charges that are applicable to any portion of the land to which the application applies.