



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:

- In order 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.

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- 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 insure 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.