

2024

FACADE IMPROVEMENT GRANT APPLICATION



Notice

The Eaton Rapids Downtown Development Authority (DDA) is once again offering its Façade Improvement Grant (FIP) for 2024. The FIP is a competitive *matching grant* designed to help fund restoration/rehabilitation projects within the DDA district. (The typical maximum matching grant of \$5000 may be lowered to \$1500 depending on volume of applications received.) Property owners or tenants within the DDA district are eligible to apply for the 2024 Façade Grants. Due to the competitive nature of the grant, as well as budgeting constraints, the DDA has targeted certain improvements for funding which include cornice work; storefront cornice work; window repair/replacement; masonry/wall repair; bulkheads; doors, entries; removal of inappropriate façade coverings; and cleaning. All improvements must meet all building codes. Façade Improvement Grant Informational packets along with grant applications are available at City Hall located at 200 South Main Street, Eaton Rapids, and MI 48827.

The deadline for applications is 4:00 p.m., April 26, 2024. No late applications will be accepted. Grants will be awarded by May 10, 2024. Projects must be completed no later than November 30, 2024.

Eaton Rapids Downtown Development Authority

200 S. Main Street, Eaton Rapids, MI 48827

Phone: 517-663-8118 Fax: 517-663-1116

Dear Property Owner:

The Eaton Rapids Downtown Development Authority (DDA) is once again offering its Façade Improvement Grant (FIP) for 2024. The FIP is a competitive matching grant (up to \$5,000*), designed to help fund restoration/rehabilitation projects of properties within the DDA District. Property owners or tenants within the DDA District are eligible to apply for the 2024 Façade Grants. (*The maximum amount of the grant may be lowered to \$1500 depending on volume of applications received. The façade grant is not available to the same applicant or on the same property for consecutive years.)

Due to the competitive nature of the grant, as well as budgeting constraints, the DDA has targeted certain improvements/areas for funding. They are as follows: cornice work; storefront cornice work, window repair/replacement; masonry/walls; bulkheads; doors, entries, transoms; removal of inappropriate façade coverings; improvements to side and rears of buildings visible from adjoining streets and cleaning. For acceptance into the program, your improvements must meet all building codes.

Informational packets along with grant applications are available at City Hall. **The deadline for applications is 4:00 p.m., April 26, 2024. No late applications will be accepted.** Grants will be awarded by May 10, 2024, and projects must be completed no later than November 30, 2024. All receipts must be received no later than December 31, 2024.

You *must* provide with your application, a detailed explanation of all improvements to be completed with the grant monies, including but not limited to: **colors; cost breakdown; plans or design and written estimates for all materials and improvements (as applicable) to be made.** *Applications submitted without all information will not be considered.* You are welcome to provide any additional information that might result in favorable consideration for your project. After the committee has reviewed your application and in order to better understand your request, they may find it necessary to meet with you to discuss your proposed improvements. The committee may request any additional information deemed necessary to assure grant funds are properly disbursed.

If approved for grant funding, there will be one final inspection after all construction has been completed. You will only be reimbursed after you have presented an invoice for the improvements, a full paid unconditional waiver of lien for materials and/or labor has been executed by each provider of service and the finished project meets or exceeds the improvements proposed in your application for funding.

Grant funding is not available for the same borrower or on the same property in consecutive years.

If you have any questions regarding the Façade Grant Program, please contact Mayor Pam Colestock, at pcolestock@cityofeatonrapids.com or 517-410-9472.

2024

**Downtown Development
Authority**

**Façade Improvement Grant
Program**

Information Packet

And

Grant Application

Eaton Rapids Downtown Development Authority

200 S. Main Street, Eaton Rapids, MI 48827

Phone: 517-663-8118 Fax: 517-663-1116

Façade Improvement Grant Program Application

Maximum grant amount for 2024 is the lesser of one half of cost of improvements or \$5000. Depending on the quantity of eligible applications received, the maximum grant amount for 2024 may be decreased to the lesser of one half of the cost of improvements or \$1500.

Application Number:	Date:
Name of Applicant:	Phone:
Business Name:	Business Phone:
Business Address:	Email Address:
Mailing Address:	
Property Address to be improved:	

Is the building owned by the applicant? YES NO
(If NO, please attach letter from property owner expressing approval of proposed improvement.)

Estimate of Improvements: _____ Grant Request: _____
Description of Improvements _____

Provide detailed explanation of all improvements including colors, cost breakdown, and written estimates for all materials and improvements to be made. Also provide one copy of plans or design of improvements, if applicable. Applications submitted without all information will not be considered. (Attach additional sheets if necessary.)

Proposed Starting Date: _____ Expected Completion Date: _____

What is the existing use of the building: _____

Will improvement result in a change of building's use: YES NO
(If yes, please explain : _____)

Property and Personal taxes are paid through _____(date.)

The undersigned applicant(s) affirms that:

A) The information submitted herein is true and accurate to the best of my (our) knowledge.

B) I (we) have read and understand the condition of the Downtown Development Authority's Building Improvement Manual & Community Design Guide and agree to abide by its conditions and guidelines.

Signature of Applicant(s) _____ Date: _____ Date: _____

Social Security #: _____ Social Security #: _____ Business Federal Tax ID #: _____

Please Note: If your request is approved you will be required to file a certificate of liability insurance in the amount of \$200,000.00/occ with the Downtown Development Authority (within 10 business days of notification of your approval and prior to the commencement of any construction), on any contractor performing work on the approved project. You will also be required to present a "fully paid" waiver of lien at job completion and prior to disbursement of any grant funds.

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Important Information

The Downtown Development Authority (DDA) Façade Grant is intended to help strengthen the economic viability of downtown Eaton Rapids by providing incentives for improving the exterior appearance and structural condition of its buildings. To that end, the DDA has compiled this information packet to assist potential applicants on the goals and objectives of the program and the design guidelines for appropriate downtown renovation/rehabilitation.

Enclosed in this packet are:

- A) The Façade Improvement Manual;
- B) The City of Eaton Rapids Community Design Guide; and
- C) The DDA Façade Grant Application.

These items should be helpful in deciding if your project fits the guidelines of the DDA Façade Improvement Grant.

There are several dates of interest that you will be required to comply with.

Dates of Interest:

Application Due at Eaton Rapids City Hall, 200 S. Main Street, Eaton Rapids, MI.....April 26, 2024.

Notification sent (by mail) to all applicants informing them if they have or have not been approved for funding..... May 10, 2024.

All construction must be completed by..... November 30, 2024.

Deadline to submit invoices *and* fully paid waivers of lien for *reimbursement*.December 31, 2024.

Please note: **Applications, invoices and/or waivers of liens will not be accepted after 4:00 p.m. on the dates posted above.**

If you have been approved for the façade grant and do not comply with the dates posted above, invoices will not be accepted for payment and the grant will be considered forfeited by the applicant. **There will be no extensions of time granted to any applicant for any reason.**

***All property and personal property taxes must be current on any property awarded grant funding.**

If you have any questions or concerns, please contact Mayor Pam Colestock, pcolestock@cityofeatonrapids.com or 517-410-9472.

Eaton Rapids Downtown Development Authority

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Grant Implementation Manual

I. Program Statement

The intent of the Downtown Development Authority (DDA) grant program is to strengthen the economic viability of downtown Eaton Rapids by providing financial incentives for improving the exterior appearances and structural condition of its buildings.

Downtown Eaton Rapids is essential to the economic health of our community because its condition, whether perceived or actual, plays such a large part in the impression people have of the surrounding area. Downtown is the focal point of the community, and its deterioration will create an image of an eroding community economic base and lack of pride on the part of its citizens. As a result, potential businesses may be discouraged from locating here and our citizens may develop an underserved negative image of the community's economic health.

The DDA is initiating and coordinating downtown activities in the areas of organization, promotion, design, competitive management techniques, business recruitment and effective use of space. However, the ultimate success of downtown Eaton Rapids is dependent upon the level of private sector commitment. It is up to the merchants, building owners, residents, professionals and investors to improve the effectiveness of their business and the condition of their building.

It is important to the aesthetic enhancement of downtown that building design treatment be compatible with each other. The DDA feels that the most cost-effective means for improvement is the preservation of a building's original architectural features.

Over the years, a number of downtown buildings have been architecturally altered in a manner that does not improve the appearance or the image of downtown. In some cases, alterations are not consistent with the overall design of the structure itself. Such building treatments are in direct conflict with the need for a comprehensive, coordinated approach to improvements.

This program is intended to stimulate improvements to downtown buildings by providing a mechanism for financial assistance. It presents an opportunity to preserve our community's heritage and to enhance and promote the unique atmosphere that the downtown can provide. Successful implementation will result in a stronger downtown Eaton Rapids and a stronger community for the greater Eaton Rapids area.

II. Purpose of Grant Program

1. To directly stimulate design improvements to downtown buildings.
2. To encourage building improvements in a coordinated fashion, stressing overall downtown compatibility.
3. To encourage building improvements according to the DDA design guidelines which stress the historical significance and uniqueness of many downtown structures.
4. To indirectly stimulate building design improvements by establishing visible examples
5. By the above, the program will strengthen the downtown in both image and structure and will set the stage for further development.

III. Grant Use

1. Grants provided by this program are to be used for exterior rehabilitation to existing buildings within the Downtown Development District.
2. All improvements are to be approved by the DDA, in accordance with the DDA Community Design Guidelines. Applicants who deviate from the approved application may be disqualified from this grant program.
3. Maximum grant amounts cannot exceed \$5,000.00 per building, per year. The DDA may reduce the maximum amount in any given year, subject to budgeted funding or volume of applications. Please refer to the Grant Program Application for this year's maximum grant amount.
In the case where a particular façade improvement would have an impact on the downtown significantly beyond that expected of the program grant, the maximum amount may be increased subject to the approval of the DDA.
4. Eligible improvements include cornice work; storefront cornice work; window repair and/or replacement; masonry and/or wall repair; bulkheads; doors, entries and transoms; removal of inappropriate façade coverings; and cleaning.

IV. Grant Policy

In addition to the DDA Community Design Guide, the DDA shall consider the following guidelines when reviewing and action on program applications.

1. Program Impact
 - a. The grant program boundaries include a substantial number of buildings, and it is recognized that the improvements to one structure may not have as great an impact on the downtown as improvements to another. Since the total program dollar is limited, it is the intent of the DDA to provide the downtown with the greatest possible impact. Therefore, the DDA reserves the right to deny or amend an application based upon the reservation of funds for potential projects that would have, in the Authorities evaluation, the greatest impact on downtown Eaton Rapids.
2. It is the desire of the DDA to use grant funds to benefit the greatest number of properties in the downtown district. Accordingly, it is the policy of the grant program to deny grant awards to the same property owner or on the same property in consecutive years.
3. In no event shall the DDA use race, color, national origin, religion, sex, familial status or handicap as the grounds for refusing a grant to an eligible applicant.

V. Program Implementation

1. Marketing
The DDA will conduct a comprehensive effort to alert and educate building owners, tenants and the community as to the availability and benefits of the program.
2. Application Process
 - a. Applications for the program will be available through City Hall
 - b. The application submitted must include all items and information necessary for the DDA to fully understand the context of the improvements, *including colors of paint, a list and cost of materials, cost of labor if applicable, copy of designs, pictures of the building, conceptual drawings, etc.*

- c. The DDA will meet after the application deadline to review the applications.
 - d. The DDA will either approve or reject the application
 - e. The DDA will notify the applicant whether their application was approved (funded) or denied (not funded.)
3. Post Application Procedure
- a. The DDA shall be responsible for assuring that any work done on an approved project is consistent with the application and design as approved.
 - b. Any changes in work verifications must be approved by the DDA.
 - c. All approved changes in work verifications shall be attached to the original application in the form of an addendum, dated and signed by the DDA Board President.
 - d. The DDA may conduct periodic inspections to ensure compliance with the approved specifications.
 - e. Deviations from the approved plan that are not approved by the DDA may disqualify the applicant from this grant program.
 - f. All invoices for grant funding must be submitted not later than December 31, 2024.
 - g. A full unconditional waiver of lien is required to be executed at completion of the façade improvement for materials and/or providers of service.
 - h. The one-time reimbursement of awarded grant funds to the applicant will occur after all terms of the program have been met and a final satisfactory inspection of the improvement by the DDA has been completed.

VI. Miscellaneous

- 1. All property taxes and all personal property taxes on the subject property must be paid through the most current due date before a grant will be awarded and/or funded.
- 2. Grant funds are not available to the same property owner or on same properties in consecutive years.