



DDA Façade Grant Program Overview & Guidelines

What is the Mount Clemens DDA Façade Grant Program?

The program offers grants to businesses and/or property owners in the Downtown Development Authority Tax Increment Funding (DDA TIF) district to renovate and rehabilitate building facades. This program is offered by the DDA to leverage private improvements that contribute to the overall aesthetics of the district while making revitalization efforts affordable, creative and community-based.

The program offers a Façade Matching Grant Program: The DDA will provide a 1/1 matching grant for the cost of eligible and approved façade improvements. The matching grant shall not exceed \$10,000 dollars.

The Mount Clemens Downtown Development Authority (DDA) Façade Committee administers the Façade Grant Program.

This grant will be offered on an ongoing basis as funding permits until terminated by the DDA. The award amount is based on available funds, applicants and other variables. The grant will be allocated to façade, signage, awning, and other eligible projects, and is available to tenants, business and property owners. Larger grants may be considered at the discretion of the DDA Board only.

Who can apply for funding?

Any building owner or store proprietor/tenant with lease authority or authorization from the owner can apply for funding. Eligible properties can be commercial, including non-profits, or residential as long as they are located within the DDA District.

What types of improvements are eligible for funding?

- New signage, including monument style, projecting, and wall mounted (must have the ability to change lettering)
- New awnings or the renovation/restoration of existing awnings
- Reparation, renovation or restoration, or removal of signage
- Exterior façade painting and/ or paint removal
- Masonry repair and repainting
- Reparation, restoration and replacement of architectural details and materials
- Exterior Lighting

Ineligible Expenditures:

- Improvements made prior to grant approval
- Interior rehabilitation unless deemed essential with regards to the building's façade improvement
- Interior decoration (i.e. wallpaper, paint, light fixtures, furniture, ext.)
- Refinancing of existing debt
- Inventory and equipment

- Sweat equity (payments for applicant’s own labor)
- General or routine maintenance and cleaning
- General business operations expenses (payroll, taxes, utilities, ext.)

How are projects selected for funding?

Applications will be evaluated by the DDA Façade Committee. Depending on the number of applications, we may assign “waiting list” status to projects that qualify for selection, but are not selected during this current funding period. The grant is limited to one grant application per property per calendar year unless otherwise approved by the DDA. Applicant approval is at the sole discretion of the DDA.

The evaluation criteria are as follows:

- **Impact** – Overall impact of the project in the Mount Clemens Downtown Development Authority District.
 - Are inappropriate design elements removed?
 - Will the project eliminate what was previously a liability for the commercial district?
 - Does the project seek to restore the historical or architectural significance of the building?
 - Will the work performed be transferable to a future business/property holder?
- **Financial Leverage**
 - Projects that leverage a greater private investment will be considered at a higher priority
- **Cost/Schedule**
 - Is the project feasible in cost and schedule?
- **Sustainability/Permanence**
 - How permanent are the improvements (signs are more changeable than new glazing, for example) and is there a maintenance plan for improvements?
 - Does the business own the building? If not, how much time remains on the lease?
- **Community Contribution**
 - Is the applicant a positive presence in the community? Do they demonstrate a “good neighbor” policy towards other business owners?
 - Is the area around the business kept clean and free of debris on a consistent basis?
 - Does the business participate in organized promotions or other community based activities?
 - Does the applicant actively promote Downtown Mount Clemens and their own business?

Are there design Guidelines?

Yes. All projects must be approved in the applicable local, state, federal, and/or other licensing authority. This includes; but is not limited to, building and sign codes or ordinances. It is the responsibility of the applicant to apply for, and pay for, these permits.

Are there additional funds for design assistance?

Yes. The DDA may provide up to \$1,000 (no dollar for dollar match required) for professional architectural and design services. This must be from a professional firm not associated with the contractor performing the work. Like construction costs, these funds will be reimbursed once construction is completed and a final certificate of occupancy or other form of government approval is granted.

Other provisions:

Equal Employment Opportunity: The applicant, for itself and its contractors, shall comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in rehabilitation work undertaken in connection with program assistance.

Eligible Contractors: The applicant shall award contracts for work to qualified contractors only.

Property Taxes, Special Assessments: No financial assistance will be provide from the Façade Grant Program if property taxes or special assessments are in default.

Improvements made pursuant to the grant shall be considered real estate fixtures.

How does the application process work?

Grant funds are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed and the City of Mount Clemens, or other licensing authority issues a certificate of occupancy or completion. **Work completed prior to the award letter will not be eligible for grant funding.**

Application Process

1. Contact the Downtown Development Authority Staff prior to submitting application. The staff will explain and provide consultation on application process. The DDA may also require applicants to discuss their project plans at their monthly meeting. Additionally, the Façade Committee may provide design assistance/recommendations (free) to applicants depending on the scope of the project.
2. Complete grant application in full. Complete applications will include:
 - Application form and Representation and Conditions form
 - Illustrations of the proposed work or architectural drawings including dimensions
 - Evidence of city approval for proposed work
 - Photos of the site and its relationship to adjacent sites
 - Color samples and texture of finish materials, where applicable
 - Contractor proposals – A qualified contractor proposal is required. At the discretion of the committee, additional contractor qualifications may be requested.
 - All building construction plans as may be required by the Code Official, where applicable
 - Projects totaling more than \$2,500 require at least 2 contractor bid proposals.

Deadline

1. Applications are accepted on an ongoing basis.
2. The DDA Committee will review the applications and will then make a recommendation to the DDA Board, the final authority to approve or reject the application in its sole discretion. There is no appeal from the DDA's decision.
3. Grant applicants will be notified following the DDA Board Meeting usually held the 1st Wednesday of the month, whether their project will receive funding. The notification will outline the specified amount of the grant, as well as other requirements, if any. The applicant can then proceed with any additional permitting and review processes that the City of Mount Clemens will require.
4. If an application is denied, it may be reconsidered at a later date.

All applications must be returned to:

Mount Clemens Downtown Development Authority
One Crocker Boulevard
Mount Clemens, MI 48043

What happens after a project is selected for funding?

1. Renovation/rehabilitation work must be completed within six (6) months of approval. Depending on the scope of a project, extensions may be requested on a case-by-case basis. The DDA reserves the right to cancel the grant in the event of failure to comply with this schedule.
2. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable federal, state and local codes, laws, and/or ordinances.
3. The applicant agrees to maintain the property and improvements.
4. The DDA Façade Grant Program may utilize any approved project including, but not limited to, displaying a DDA sign at the site, during and after construction, and using photographs and descriptions of the project in DDA materials.

How do I get reimbursed for my project?

Funds will be released to the applicant upon construction completion, satisfactory inspection, receipt of certificate of occupancy and proof of matching funds, the same to include the following:

1. Submit a financial summary report, copies of invoices and waivers of lien from contractors (and subcontractors, if applicable), proof of necessary building permits and photos of completed project. Costs must be itemized with comparisons to original application budget. You must submit the DDA façade Grant Program Request for Reimbursement form, which will be provided upon approval.
2. Committee members will vote to authorize payment, and funds will then be dispersed if all the work has been completed in accordance with the grant approval.

Note: Mount Clemens Downtown Development Authority reserves and maintains the right to make changes in the terms and conditions of the Façade Improvement Program as it from time to time deems necessary.