

# Facade Grant Eligibility & Qualifications

A current business owner at the location of an approved facade must wait a minimum of five years before they may be eligible to re-apply for additional funds.

All business projects considered for review must be located within the DDA district and the primary use must be business related.

## What qualifies as a facade?

This grant applies to the **front facade of the building, as well as additional sides that are visible to public - streetscape view and/or foot traffic.** The list below provides guidance on what the DDA considers to be façade work but recognize that this is not an exhaustive list and other items may be considered at the DDA's discretion.

- ✓ Awnings Restoration or Repair
- ✗ Building Additions or Expansions
- ✗ Curb Replacement
- ✗ Demolition
- ✓ Door Replacement Upgrades
- ✓ Exterior Light Fixtures Updates
- ✓ Exterior Painting
- ✓ Fake Facades Removal
- ✗ Infrastructure Repairs or Upgrades (Electrical, Water, Wastewater, etc.)
- ✓ Irrelevant or Old Signage Removal
- ✓ Masonry Cleaning or Repair
- ✗ New Builds
- ✗ Parking Lot Improvements
- ✗ Paving
- ✓ Placemaking Elements
- ✓ Restoration of Historic Elements
- ✗ Roofing Replacements or Repairs
- ✗ Sidewalk Replacement
- ✓ Siding Repair or Replacement
- ✗ Signs Replacements - Unless there is a facade enhancement feature.
- ✗ Temporary Repairs
- ✓ Window Air Conditioners Removal
- ✓ Window Replacement Upgrades

## Other Information

## Contractor Information & Requirements

- It is the responsibility of the business owner to choose the contractor.
- The contractor must present proof of insurance, license, and a W-9 to the City of Gladstone prior to work beginning.
  - *When required, project work must be completed by a licensed contractor.*
- Half of the total cost of the project will be disbursed up front to purchase materials and get the project started. Additional draws may be made as the work progresses with proper documentation and lien waivers as required.
  - A "Request for Payment" form will be used for each draw.
  - At least 25% of the total project costs will be withheld until all work is complete and the owner and building inspector or grant administrator makes a final inspection.
  - A sworn statement shall be signed by the contractor stating that all contractors, subcontractors, and supplies have been paid in full before receiving the final payment.

## Project Requirements

Approved grants have one year to complete the project once it has been approved by the DDA. Grants that exceed the one-year time frame to complete work will need to reapply to the DDA. Please reference the minutes from the May 25, 2010 DDA Board Meeting for more information.

Any facade work that requires additional reviews shall demonstrate successful compliance to the Grant Administrator prior to the final release of facade funds or prior to the work necessitating the compliance is commenced. Additional reviews that may be required may include, but not be limited to:

- Building Permit
  - EGLE Compliance
  - Mechanical/Electrical Permit
  - Sign Permit
  - Site Plan Review
  - Zoning Compliance
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