

# 2024 Façade Grant Guidelines

City of Gladstone's Downtown Development Authority



*Photo Credit: Visit Escanaba*

Applications will open **September 1st and close October 31st**, and recipients will be notified before the end of the calendar year for funding to be utilized in 2025. The DDA provides grant funding on a matching basis per the Façade Grant Funding Guidelines. **A minimum owner's match of 50% is required for total (façade) project costs.** Grants are awarded based on availability of funds, project scope, and value added to the building and district.

**The owner must pay his/her share of the match of the total cost of the façade project up front, once the project funding has been approved, and prior to any funding being released.**

The owner's match is the first money reimbursed on the project. The owner's match requirement is based on 50% of the total façade project costs. Matching funds for other work (interior or non-façade work) being completed will be considered when determining whether to approve a project.

**A lien will be placed on the property, through a mortgage and mortgage note and filed with the Register of Deeds for a five-year period.** If the property maintains the business status for the five-year period, the loan/grant will be forgiven, and the lien removed at the end of the five years. Passed by the board at the April 11, 2006, meeting, fees associated with the removal of the lien (Delta County Register of Deeds) will be the responsibility of the owner(s).

All information submitted by the owners and contractors will be kept confidential and will remain in the City of Gladstone's files for at least five years.

## What can I begin doing to prepare for the application?

**Below is a checklist of items required on the application. You can begin collecting this information early so you are prepared for the application to go live on September 1st!**

- ✓ Assessed Value of the Property
- ✓ Business's TaxID Number
- ✓ Documentation of Cost Estimates
  - Estimated Total Project Cost
  - Estimated Facade Cost
- ✓ List of Building and Material Specifications
- ✓ Proof of Building Insurance
- ✓ Scaled Drawings and/or Documentation of Work to be Completed
- ✓ The Year the Structure was Built
- ✓ Written statement describing the project in its entirety, including components of the project that fall outside of the scope of the facade (1000 words max)

## 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 facade 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
- 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

## 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