

Metamora DDA Commercial Façade Grant Program Outline

(Revised)

I. Purpose

The purpose of the Metamora Downtown Development Authority (MDDA) Façade Grant Program is to encourage historically-minded improvements within the Downtown Development District. It is the intent of the Façade Grant Program to utilize Metamora DDA revenues to enhance the building facades found within the Downtown Development District's Historic District.

The appearance of buildings plays a major role in the marketing success of the Downtown Development District. The public perception of the District plays a significant part in the economic success of the District and Metamora as a whole. Improving the physical appearance of our buildings will promote the attraction and retention of business operations, will increase property value and will promote economic growth in the District while preserving historic district resources.

Grants are available for the exterior repair, maintenance or rehabilitation of the faces of the existing commercial buildings within the Downtown Development District's Historic District. Faces included are the front, rear or side of a building.

Grants are available to tenants and business and property owners. Any building owner or store proprietor/tenant with lease authority or authorization from the owner can apply for funding.

The Metamora DDA will consider applications for grants of up to 75% percent of the eligible costs not to exceed \$80,000. The maximum grant awarded to improve a property will be \$80,000 per fiscal year. Projects will have to be in accordance with the guidelines below and the location must be inside of the Metamora DDA's Historic District. All improvements must comply with standards set forth in the Village of Metamora Zoning Ordinance.

II. Program Objectives

- Improve/upgrade vacant or underutilized historic building to accommodate new uses.
- Enhance the unique aesthetic appeal of downtown related to its architecture by encouraging the rehabilitation of certified 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.
- To allow the DDA to leverage private improvements that contribute to the overall aesthetics of the District while making revitalization efforts affordable, creative and community-based.

Eligible Façade Improvement Projects:

- Repair to building exterior facades.
- Masonry repair or cleaning.
- Restoration, repair, or replacement windows, doors, exterior walls, chimneys, or other architectural elements.
- Exterior work necessary for conversion to a retail or entertainment store entry.
- Removal of after-installed facades along with restoration of vintage elements.
- Lighting or other appropriate enhancements.
- Exterior painting.
- Awnings.
- Signage compliant with zoning regulations.
- Architectural fees.
- Hardscape (sidewalk, steps, entrance ways, etc.) directly adjacent to building.

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.
- Purchase of furnishings or equipment.
- Repair or creation of features not compatible with original architecture.
- Fencing.

III. Façade Improvement Project's General Requirements

- Property taxes and other village accounts must be current at the time of approval and funding.
- In order for the project to be eligible for a MDDA Façade Improvement Grant, a Façade Grant Application must be approved by the Metamora Downtown Development Authority Board of Directors **PRIOR** to any work being started.

- Before design work by an architecture firm may begin, the MDDA President must approve the qualifications of requested architectural firm and Architectural Services Grant.
- All work must be in accordance with the applicable local, state and federal codes.
- Please review the Village of Metamora Zoning Ordinance, available at www.MetamoraVillage.com and at the Village office, 48 East High Street, and/or contact Jerry Edwards, Zoning Administrator, at 810-678-2932 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.
- 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 MDDA President 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, the applicant will submit to the MDDA evidence of all receipts/invoices related to the project and proof that payment of the grantees agreed upon contribution has been paid in full.
- 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 to the preapproved and appropriate contractors.
- Property improvements must be completed within 6 months of approval or applicant will be required to resubmit application with no guarantee of funding.
- Façade Improvement Grants are limited to \$80,000 per property per budget cycle, April 1-March 31.
- 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.
- Grantee agrees to indemnify and hold harmless the Village of Mason and MDDA from any and all claims arising out of the work performed.
- Grantee agrees to own property for a minimum of seven (7) years. If the grantee sells the property within that seven year time period – then the pro rata portion of the façade grant must be re-paid to the Metamora DDA. For example, if a \$70,000 façade grant was awarded a property owner and that property was sold after two years – then the property owner would be legally obligated to repay the “unused” portion of their façade grant – or \$50,000.

- Grantee may be required – at either Village of Metamora or Metamora Township request – to bring building exterior, interior, landscaping, signage and parking into compliance with existing Township or Village ordinances.

IV. Application Process

- A. A complete application will consist of the following
 1. Metamora Façade Grant Application
 2. Renderings of proposed work
 3. Written description of project plans
 4. Detailed cost estimate for all eligible costs supported by a quote from two or more recognized contractors or suppliers.
- B. It is highly recommended that applicants requesting funds over \$20,000 consult an architect to ensure improvements adhere to Historical Preservation guidelines and MDDA expectations.
- C. Applications must be received by the MDDA Board at least 2 business days before a Regular Scheduled MDDA Board meeting, typically held the first Tuesday of each month.
- D. Any changes in the scope of work must be approved in writing by the Metamora DDA, where applicable, before construction of installation.
- E. The applicant shall be responsible for acquiring all other necessary financing. Except for the grant awarded hereunder, the Village of Metamora and the MDDA assume no responsibility or liability whatsoever for any obligations of the applicant and/or property owner.
- F. Repair and restoration of historic buildings sometimes result in costs that were unforeseen and unexpected at the time of applying for a Façade Grant and at the time a project is commenced. Therefore, the Metamora DDA President may, without further approval of the MDDA Board, increase the amount of an approved grant where the President finds that all the following are true:
 1. A grant has previously been approved by Metamora DDA.
 2. The applicant, after commencing work on the project, for the first time encounters circumstances surrounding the actual construction, repair or restoration that, in the opinion of the President, were to that point in time unforeseen and unexpected by the applicant and that will necessarily increase the cost of the project for which a grant was approved.
 3. The applicant has requested an increase in the grant amount and submitted documents in support of said request that meet the documentation requirements for an initial grant application hereunder.
 4. The applicant is not seeking to change the essential nature or scope of the project for which the grant was first approved.
 5. The increase in the grant amount requested by the applicant does not exceed 20% of the grant first approved.
 6. The adjusted total project cost and grant amount are still within the limits of the Metamora Façade Grant guidelines.

7. No previous increases in the grant amount have been requested and approved.
8. The increase in the grant amount will not result in the aggregate of grant approvals to all applicants exceeding the Metamora DDA budget for grants for the fiscal year in which the grant was initially approved.
9. A grant application whose request for an increase has been denied by the President may appeal that decision to the full Board at its next regularly scheduled meeting.

V. Application Review

A. Evaluation Criteria include:

- i. **Impact (60 points)**- Overall impact of the project in the Metamora DDA Historic District
 1. Are inappropriate design elements removed? (15 pts)
 2. Will the project eliminate what was previously a liability for the commercial district? (15 pts)
 3. Does the project seek to restore the historical or architectural significance of the building? (15 pts)
 4. Will the work performed be transferable to a future business/ property holder? (15 pts)
- ii. Cost/ Schedule
 1. Is the project feasible in cost and schedule? (20 pts)
- iii. Sustainability/Permanence
 1. How permanent are the improvements (signs are more changeable than new glazing, for example) and is there a maintenance plan for improvements? (10 pts)
 2. Does the business own the building? If not, how much time remains on the lease? (10 pts)

VI. Completion of Work and Funding

- A. The approved work must be completed within 6 months from the date of the grant approval.
- B. The applicant will submit to the MDDA evidence of all receipts/invoices related to the project and proof that payment of the grantees' agreed upon contribution has been paid in full.
- C. The applicant will submit to the MDDA evidence that any required building inspections have occurred and that all required approvals have been obtained.
- D. The MDDA may conduct such investigations and inspections as it deems appropriate to confirm completion of the work in accordance with the approvals and to confirm that the expenses have been incurred.

VII. Discretion of the Metamora DDA

Each applicant will understand that the Metamora DDA may, in its sole and absolute discretion, approve or reject any application or request modifications of the proposed project. The Metamora DDA reserves the right to change these guidelines at any time.

Board's decision shall be based on the extent to which the application meets the requirements listed above, supports the purposes of the Façade Improvement Program and the MDDA Development Plan, improves the tax base of the Historic District, and the availability of facade grant program funds. If the Board approves the application, the application shall become a contract, binding on the applicant and property owner.

Metamora Downtown Development Authority Façade Grant Agreement

This Agreement is entered into on the _____ day of _____, _____ between the METAMORA DOWNTOWN DEVELOPMENT AUTHORITY (MDDA) and _____ (Grantee), whose address is _____, Metamora, MI 48455.

The MDDA has approved a grant in the amount of \$ _____ or _____% of the project costs, whichever is less, for façade improvements at _____, Metamora, MI 48455.

Grantee desires to accept the grant and to abide by the terms of the Agreement.

The parties agree as follows:

1. The Grantee reaffirms that all information provided to MDDA is correct and accurate.
2. Grantee has read and agrees to abide by the provisions and requirements of the MDDA Façade Grant Program adopted July, 2017 and revised Sept. 2019
3. All work performed by Grantee will be consistent with the approval by MDDA. If Grantee desires to make any changes in the project, Grantee will obtain written approval from MDDA before implanting such changes. Grantee understands that MDDA is not required to approve any changes.
4. Grantee agrees to complete the improvements within six months from the date of this Agreement and understands that failure to complete the improvements within such time period will result in forfeiture of the grant unless written approval by the MDDA for an extension is received. Grantee also agrees to submit all paid receipts and invoices within sixty days after the completion of the work and understands that the failure to do so may result in loss of the grant.
5. Grantee understands that the grant funds will be paid directly to preapproved contractors upon completion of the work and submission of all required invoices, etc.

6. During the period of construction, Grantee agrees to keep in full force and effect a policy of commercial liability insurance in an amount of not less than one million dollars and to name the Village of Metamora and MDDA as additional insured on such policy. Grantee further agrees to indemnify and hold harmless the Village of Mason and MDDA from any and all claims arising out of the work performed.
7. Grantee will notify MDDA immediately if Grantee's interest in the subject property changes in any way. This Agreement is not assignable by Grantee without prior written approval of MDDA which will not be unreasonably withheld.

The undersigned applicant affirms that:

The information in this application is true and accurate.

The applicant has read and understands the conditions of the Metamora DDA Façade Grant Program.

The Metamora DDA has reserved the right in its sole discretion to reject this application.

Signature of Applicant(s):

Date: _____

Signature of MDDA President:

Date: _____