

**Howard City Downtown Development Authority
Facade Grant Application**

Applicant Information

Site Address:	
Applicants Name:	
Business:	
Mailing Address:	
City, State, Zip:	
Phone:	
Fax:	
Property Owner: Name	
Owner: Mailing Address:	
Owner: City, State, Zip:	

Required Application Items:

The following items must be included in your application packet:

- Typed Narrative Explaining the Project
- Photos or Architectural Drawings of the Existing Facade
- Architectural Drawings of the proposed improvements
- Detailed cost estimates
- Proposed timeline for the project.

Applications missing the above information will not be reviewed by the DDA.

Authorizations:

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) further grant access to the site to the Village of Howard City staff and Downtown Development Authority members.

Applicant's Signature

Date

*Owners Signature & Date (if different from applicant)

The property **owner must sign this application.*

*Please Return Completed Application Packet to:
Village of Howard City 125 Shaw Street Howard City, MI 49329*

Howard City Facade Improvement Program Guidelines

Purpose

The Village of Howard City Downtown Development Authority (DDA) established the Facade Improvement Program to promote economic development within the Village of Howard City. The program is administered by the Village of Howard City DDA.

The DDA is providing funding to encourage DDA property owners to make needed exterior building facade improvements. By improving the appearance of a building facade, the program serves to improve the economic viability of the business district. Having an attractive business district should increase property values, improve the marketability of space within the buildings, and draw business and residents to the area.

Eligible Applicants

Owners of commercially used property within the Downtown Development district.

Project Time Frame

Projects must be started within six (six) months and completed within one (1) year of the approval of the application. Projects not completed within one year after approval can be reviewed by the DDA for a possible extension.

Funding Available

Funding Guidelines for the Program include the following:

- \$20,000.00 is available each fiscal year; subject to appropriations each fiscal year by the Howard City DDA and the Village Council.
- Up to 50% reimbursement is available per project with a \$5000.00 maximum reimbursement.
- There is no set minimum or maximum projects per year.
- The program's fiscal year begins March 1.

Project Selection

For the first round of the program, applications will be accepted until May 30, 2008. These applications will be reviewed by the DDA on June 11, 2008.

After the first fiscal year, applications must be submitted by the first of March.

Eligible Improvements/Activities

The DDA reserves the right to determine the eligibility for all items in a project's scope of work. This determination shall be conclusive and final. Front, rear and side facades are all eligible for

improvements. The facade features eligible to be improved with grant dollars include, but are not limited to, the following:

- Exterior woodwork and architectural metals repair, cleaning, restoration, painting or replacement, including shutters.
- Masonry repairs, repainting, repainting or low-pressure cleaning
- Windows and doors repair, restoration, repainting and replacement of in-kind windows and exterior doors
- Cornices, parapets and roofs repair, restoration or replacement when in conjunction with a facade renovation or a visible part of the building facade
- Signs and awnings repair or replacement of existing or the installation of new signs and/or awnings
- Lighting fixtures exterior lighting fixtures for a facade

General Requirements

- All work must be performed in accordance with all applicable local, state and federal codes.
- Code deficiencies or violations only in relation to the work being performed in connection with the Facade Improvement Program must be corrected as part of the facade renovation.
- All construction management shall be the responsibility of the applicant.
- Any changes in the scope of work must be approved by the DDA to be eligible for reimbursement.

Program Amendments

The details of the Howard City Facade Improvement Program may be amended subject to the formal approval of the Howard City DDA.

Application Process

The applicant must submit a proposal detailing the scope of work. The proposal should be submitted to the Village Manager of the Village of Howard City.

The application proposal must include:

- Narrative explaining the project
- Photos or drawings of the existing facade
- Site plan of the proposed facade improvements
- Detailed cost estimates
- A proposed timeline for the project

The Village Manger will perform a preliminary review of the proposal to ensure that all of the program guidelines have been met. The Village Manager will submit completed applications to the DDA for review. Incomplete applications will not be reviewed by the DDA.

The DDA will meet and study the proposal. The applicant may be asked to provide additional or clarifying information. The DDA may send the proposal back to the applicant with requests for modifications and/or simply notify them of their acceptance or rejection of the proposal.

DDA board members that hold a financial interest in a facade grant request will not participate in the discussion or selection process for projects during that submission period.

The DDA will reimburse applicants for eligible improvements once the conditions of the grant agreement have been met.