



# Village of Howard City Development Authority

## FAÇADE IMPROVEMENT GRANT PROGRAM 2023

### VILLAGE OF HOWRD CITY DOWNTOWN DEVELOPMENT AUTHORITY

**Brian Campbell, Chair**

**Tom Parker, Vice Chair**

**Ron Baker**

**Rick Kilts**

**Randy Heckman**

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**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 Façade
- Architectural Drawings of the proposed improvements *(Note: a zoning site plan review application must be submitted for any work that will change, modify, or alter the exterior appearance of a building.) (Contact the Zoning Administrator)*
- 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 are 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 (if different from applicant)

\_\_\_\_\_  
Date

*\*The property **owner** must sign this application.*

*Please Return Completed Application Packet to: Village of Howard City, PO Box 510, 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 provides 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. Contact Village Manager prior to applying for a free, pre-application consultation.

## Eligible Applicants

Owners of commercially used property within the Downtown Development District. Applicants can be property owners or tenants. A tenant application must have the property owner's signature on the application.

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 provided they are a visible part of the building facade. The facade features eligible to be improved with grant dollars include, but are not limited to, the following:

- Repair, restoration or replacement of original exterior. Cleaning, restoration, painting or replacement, including shutters
- Signs and awnings repair or replacement of existing or the installation of new signs and/or awnings
- Masonry, wood or brick exterior repairs, repainting, or low-pressure cleaning
- Exterior Lighting & Window(s) and door(s) repair, restoration, repainting and replacement
- Cornices, parapets and roof repair, restoration or replacement. **Must** be a visible part of the building façade
- Other improvements at the discretion of the DDA board

## Ineligible Improvements

- Any improvements made prior to grant approval
- Interior improvements or decorations
- Removal of architecturally important features
- New construction and additions
- Inventory and equipment
- Sweat equity or applicant's own personal labor
- Plantings or landscaping

- General or routine maintenance and cleaning
- Residential properties, unless it is part of a mixed-use building
- Properties that have taxes or special assessments in arrears
- Properties that do not have property taxes included as part of the Tax Increment Finance capture

### **Project Time Frame**

March 1st of each year the DDA will set the façade grant funding for the next fiscal year. Projects must be started within six (6) 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:

- There is no set minimum or maximum for projects per year. The amount available each fiscal year is subject to budget appropriations by the Howard City DDA and Village Council
- Up to 50% reimbursement is available per project

### **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
- Grant agreement must be signed prior to any work commencing
- Applicants have not received façade grant funding through this program within the last three (3) years on a specific property. Those with multiple properties shall adhere to the (3) year rule on each individual property.
- Grants are awarded on a reimbursement basis. Once completed work has been verified by DDA staff and/or DDA Executive Director (Village Manager) as compliant with the plans proposed in the approved application, reimbursement is given. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant. The work must be completed, and receipts turned into Village Hall for the current fiscal year/grant cycle (March 1st to the last day of February). Grants not completed in this manner will lose their funding and have to reapply. Grants are awarded as a single payment to the applicant.
- Reimbursements are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.
- Major Projects (which could include \$100,000 + investments, business retention, business recruitment, or business expansion projects) are eligible for larger grants. Please see the Howard City Village Manager for more information if your project fits into this category.

## **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 Manager/Executive DDA Director of the Village of Howard City.

The application proposal must include:

- Narrative explaining the project
- Photos or drawings of the existing façade
- Site plan of the proposed facade improvements (*a zoning site plan review application must be submitted for any work that will change, modify, or alter the exterior appearance of a building.*) (*Contact the Zoning Administrator*)
- Detailed cost estimates
- Proof of insurance
- A proposed timeline for the project

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

**The applicant or their representative shall appear** before the DDA and provide additional or clarifying information. The DDA will study the proposal and make a recommendation. 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. If chosen for a façade award, applicant shall sign a conditional grant agreement.

Upon completion of construction, the applicant must contact the Executive Director to arrange to have the completed work inspected for compliance with the project proposal, drawings, and other materials submitted with the application.

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.**