



mount clemens
DOWNTOWN
DEVELOPMENT
AUTHORITY

Façade Grant Program Guidelines & Application

Program Overview

The program offers grants to property owners and tenants in the downtown development authority (DDA) district to renovate and rehabilitate building facades. This program is designed to leverage private improvements that contribute to the overall aesthetics and viability of the district.

The program offers a reimbursable dollar-for-dollar matching grant for the cost of eligible improvements. The grant amount shall not exceed \$10,000. This grant will be offered on an ongoing basis as funding permits. The award amount is based on available funds, applicants and other variables. The DDA may also provide up to \$1,000 (no dollar for dollar match required) for professional architectural and design assistance for façade construction. This must be from a professional firm not associated with the contractor performing the work.

Eligible Improvements

The program is for properties located within the DDA district – See attached map. Applicants can be property owners or tenants. A tenant application must have the property owner's signature on the application.

The following are the types of projects that are eligible for funding:

- Removal of materials that cover original architectural details
- Repair, restoration or replacement of original architectural details
- Replacement or new signage, including awnings, monument style, projecting, and wall mounted
- New signage, including
- Exterior Lighting
- Repainting and/or repair of façade, including brick, masonry and wood
- Glazing and exterior door replacement
- Improvements that meet building and sign code requirements
- 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

Evaluation Criteria

Applications are scored on a 0-10 point scale, with a score of 10 points being a project most worthy of approval. The scoring is based on Impact, Permanence and Community Contribution.

- **Impact (0-5 points)** _____
 - Overall impact of the project on the downtown development authority district.
 - Are inappropriate design elements or aesthetic liabilities being removed?
 - Does the project seek to restore the historical or architectural significance of the building?
 - Does the project raise the visual appeal of the district
- **Permanence (0-2 points)** _____
 - How permanent are the improvements?
 - Is there a maintenance plan for improvements?
 - Does the business own the building? If not, how much time remains on the lease?
- **Community Contribution (0-3 points)** _____
 - Does the applicant demonstrate a “good neighbor” policy towards others in the district?
 - Is the applicant a positive presence in the community?
 - Is the area around the business kept clean and free of debris on a consistent basis?
 - Does the business participate in organized promotions or other community based activities?
 - Does the applicant actively promote the DDA and their own business?

Grant Process

1. Contact DDA staff prior to submitting an application for a free, pre-application consultation.
2. Complete grant application in full and submit to DDA staff. Applications should be submitted/emailed to:

Mount Clemens Downtown Development Authority
One Crocker Boulevard
Mount Clemens, MI 48043
btingley@mountclemens.gov

3. DDA staff will review the application for completeness and score the application based on the evaluation criteria.
4. DDA staff will present a recommendation to the DDA board for approval, partial approval or denial.
5. At the next available meeting, the DDA board will approve, partially approve or deny.
6. Applicant commences work after receiving any necessary city permits, which must be completed within 4 months of the date of approval. A 2-month extension may be granted by the DDA executive director.
7. Once the project is complete the applicant must submit photos, cost documentation (invoices, etc.) along with copies of all cleared checks to DDA staff.
8. DDA staff will review cost documentation for accuracy and authorization reimbursement.

Funding Availability

The DDA reserves the right to discontinue or modify the program at any time; however, all approved grants will be fulfilled per DDA board approval.



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DDA Use Only

Impact: _____
Permanence: _____
Community Contribution: _____
Total: _____

DDA Façade Grant Program Application

Project Address: _____

Property Owner: _____ Phone: _____

Property Owner Email: _____

Property Owner Address: _____

Applicant (if other than owner): _____ Phone: _____

Applicant Email: _____

Applicant Address: _____

Project description:

Include the following with the application:

- ☐ Two professional contractor estimates for the cost of the proposed improvements (if over \$2,500) ☐ Digital photos of the existing building façade
- ☐ Color design sketch or rendering of proposed improvements

Estimated Project Cost: _____

Property Owner Authorization/Certification

I have read accompanying guidelines and attest that the information included in this application is accurate to the best of my knowledge. I understand that grants are not guaranteed and are up to the sole determination of the Downtown Development Authority.

Property Owner Signature

Date

Applicant Signature (if other than owner)

Date

MOUNT CLEMENS DDA & TIFA DISTRICT BOUNDARIES

