

City of Montrose DDA Financial Incentive Grant Programs

The City of Montrose Downtown Development Authority (DDA) budgets funds to assist building owners in improving their downtown properties. The assistance is in the form of matching grants for exterior improvements to the downtown buildings. These programs are summarized briefly as follows:

Façade Incentive Program: Purpose & Qualifications:

To provide financial assistance to business owners and real estate owners with property located in the downtown district target area, the north and south sides of West State Street, anchored by Saginaw Street on the east end and Genesee Street as the west end point, for the purpose of improving their building façades and increase the aesthetic appeal of the downtown district with the ultimate goal of improving the economic vitality of downtown Montrose by encouraging private investment through historic sensitive rehabilitation and for newer structures designed in accordance with the established guidelines recommended to produce dramatic improvement of facades in the downtown area. The program offers a 50%/50% matching grant of up to \$10,000 for eligible exterior improvements made to a qualified building within the DDA land boundaries. Priority rank order for exterior building façade improvement grants are: 1) front; 2) rear; and 3) side(s).

Sign Incentive Program: Purpose & Qualifications:

The sign incentive program goal is to connect the gap in cost between unattractive signage and highly functional, attractive signs that complement downtown Montrose's buildings and results in creating a more attractive downtown district. The intent of the program is also to encourage three dimensional, symbolic, projecting signs emphasizing the pedestrian-friendly nature of downtown Montrose.

Application and Approval Process:

The applicant must submit a letter of intent to the DDA Board outlining the nature and scope of the improvements. The applicant must also submit a quote from a licensed contractor detailing the materials and costs of the improvements to the DDA Board. The DDA Board will discuss and vote to approve or deny the applicant's request. During this approval process, it is at the DDA Board's discretion to request additional information as required to make their decision.

Funding:

The funds are disbursed upon completion of the project. A copy of the Design Guidelines for Downtown Montrose is available at the Montrose City Offices, 139 S. Saginaw Street, Montrose, MI 48457, telephoning 810-639-6168, or e-mailing to manager@cityofmontrose.us. All grant funding awarded is subject to an IRS 1099 form to recipients from City of Montrose for income tax reporting purposes.

**City of Montrose Downtown Development Authority Building Façade
Improvements Incentive Grant Program Step-by-Step Application Process**

1. Grant applications must be completely filled out and submitted to the city manager for processing through first the building safety inspector official, then the DDA Design Committee for recommendations and finally to the DDA Board for final approval, denial, or approval subject to amended conditions. Applications will be accepted at any time during the year for consideration. However, all final approvals are subject to the availability of necessary monies in the DDA Fund, so no guarantee for a given submitted project application actually receiving approval can be made until the DDA Board acts in approving a submitted project application. Estimates, which are to be provided by the applicant in the application for the project work to be performed on a façade improvement should be submitted on letterhead from a professional company qualified to perform the proposed work. The amount of funding requested by the applicant shall be based upon the estimate submitted, and the exact amount of the grant request should be given in detail with the submitted application. In the event the actual cost of the project exceeds the amount in the initial estimate contained in the application, the applicant may only be eligible for the amount requested and approved with the application. If an applicant desires to phase in the proposed improvements of a project the applicant will be required to submit a new application along with an outline of the work to be performed in connection with each, or individual, new phase of the project work.
2. If an applicant requests funding for more than one (1) building, the applicant must complete separate applications for each building. Each eligible building will be considered a separate project for the purposes of grant funding approval by the DDA Board.
3. The city manager, if required and as necessary, will forward copies of the submitted application to the, zoning administrator, building safety inspection official, the Design Committee, and to the DDA Board. This step is to ensure the proposed project work complies with appropriate zoning ordinance provisions and building codes. If the proposed project work does not comply with appropriate zoning ordinance provisions and/or building codes the applicant will receive a notice or a meeting will be scheduled in order to work through the discrepancies between the requirements and proposed project work. A revised application may become necessary. No grant may be awarded for proposed project work that does not comply with the appropriate zoning ordinance provisions and building codes unless a special variance or land use permit is received from either the Zoning Board of Appeals or Planning Commission, depending upon which body is responsible for conducting the required public hearing and approving the request necessary for the proposed project work to proceed forward. This preliminary review does not replace City of Montrose

requirements and related fees for obtaining zoning approval or building construction permits.

4. Once an application is reviewed and approved by the zoning administrator and building official, if required and as necessary, the DDA Design Committee will review the grant application. The Design Committee shall apply the Downtown Design Guidelines and a proposed project rating will be performed to recommend approval, denial, or approval subject to amendments of grant awards that will be then forwarded to the DDA Board for consideration and possible action. Applicants will be notified in writing of both the Design Committee's meeting schedule and the recommendation made by the Design Committee the DDA Board in a "Notice to DDA Board."
5. The final grant decision will be made by the City of Montrose Downtown Development Authority Board. Once the DDA Board approves a project application the applicant will be sent a "Notice to Proceed" with the proposed improvements as approved by the DDA Board.
6. In addition, once the façade design and related project work is approved by the DDA Board, the applicant shall be notified in writing and the amount of the incentive grant award will be clearly stated in the letter of "Notice to Proceed." The program participant will next be required to sign the Façade Grant Maintenance Agreement, which ensures the maintenance and preservation of the financed improvements for a period of five (5) years.
7. The Design Committee is also responsible for reviewing and recommending proposed changes in approved project work specifications, subject to final approval by the DDA Board. Any deviations from the approved project work plan may disqualify the applicant from the grant program.
8. "Before" and "after" photographs must be taken and submitted to the city manager for transmission to the DDA Board by the applicant upon completion of the approved awarded grant project work.
9. When a DDA Board approved façade improvement project work is completed and the "before" and "after" photographs are submitted to the city manager for transmission to the DDA Board, it may be first reviewed and examined by the zoning administrator and building official to ensure the work was completed as specified in the approved project work grant application by the DDA Board.
10. Upon staff verification of the completed façade improvement project work grant in accordance to DDA Board specifications, the applicant shall submit copies of invoices, work orders, receipts and an itemized statement of the total cost of the project work and signed by the applicant that is submitted to the city manager for transmission to the DDA Board. All required documentation by the DDA Board for payment to the applicant shall be provided only at one time by the applicant for reimbursement DDA Board approval. All documentation submitted by the applicant must be provided to the city manager for transmission to the DDA Board no later than fifteen (15) months after the application is approved by the DDA Board. After receipt and verification of the submitted documented cost information statement for the project work the DDA Board will approve payment of the approved grant money reimbursement amount to the applicant.

11. Upon approval by the DDA Board for the grant money reimbursement amount to the applicant the check from the City of Montrose will be issued and mailed within thirty (30) calendar days. All grant funding awarded is subject to annual IRS 1099 form to recipient from City of Montrose for reporting purposes.

Project Rating and Approval Criteria

The Design Committee and DDA Board will base their recommendation or decision for grant awards on the following criteria:

1. Applicants shall submit all information specified in the grant application.
2. The property owner shall provide signed, written documentation agreeing to adhere to the City of Montrose DDA Façade Improvement Incentive Grant Program requirements, procedures, and guidelines.
3. The façade improvement project work shall be in accordance with the Guideline Recommendations for Design Historic Downtown Montrose. (Copies may be obtained from the City Offices 139 S. Saginaw Street, Montrose, MI 48457, or by telephone at 810-639-6168, or via e-mail request to manager@cityofmontrose.us)
4. Proposed project changes to the façade of the building should not remove, alter, damage or cover-up significant architectural features of the building that were original to the building structure or reflect a major alteration that is itself considered architecturally significant except when building codes deem that portion of the structure as unsafe or a threat to safety and health.
5. All proposed changes to the façade of a building should either:
 - A) Partially or fully restore the historic appearance of the building based upon actual evidence, including photographs, written documentation, or data information on the building and/or site of the proposed improvement project.
 - B) Offer a treatment that blends into and is compatible with the building and adjoining buildings.
6. As a general rule, the Design committee will encourage repair and preservation efforts of existing features of facades, unless alterations to facades result in an incoherent, unattractive, inharmonious appearance, or pose a threat to safety and/or health according to building code standards.
7. For facades that were substantially altered/changed and for which a new treatment is chosen, such a treatment work should conform with the features, materials, rhythms, color and general appearance of the building, and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
8. Paint and other materials of color content should be based upon original colors obtained from paint samples from the building, historic color samples, or be considered compatible with adjoining buildings and colors in the downtown district. Trim colors, which highlight or enhance the appearance of building details, are especially encouraged. Spectacular color clashes should be avoided.
9. Proposed projects exhibiting the most substantial level of impact on the building and adjoining buildings will receive a more favorable status for grant award funding.

10. Proposed projects providing the highest amount of private investment of working capital will also receive a higher rating of priority in funding grant awards.
11. Proposed projects for buildings with first-floor retail use will be eligible for an elevated priority status in determining grant award funding.

**City of Montrose Downtown Development Authority (DDA) Façade Improvement
Incentive Grant Program Application**

Name of Applicant _____

Name of Business _____

Name of Property Owner _____

Project Address _____

Parcel I.D. # _____

Applicant Postal Address _____

Applicant Telephone Number _____

E-mail Address _____

The work to be performed with the City of Montrose DDA Façade Improvement Incentive Grant Program, for which the Applicant desires to be reimbursed for costs is:

Project Improvement(s) Planned (check mark applicable lines & attach any plan documents):

- Exterior brick or wall surface cleaning
- Pointing of brick/mortar joint repair
- Patching & painting off façade walls
- Window and/or door replacement/repair
- Cornice replacement and/or repair
- Other (please specify)

Total exterior **surface square feet** of building façade improvement impacted (check applicable plans)

_____ Front Sq Feet _____ Rear Sq Feet _____ Side Sq Feet

Total Cost of Improvement(s) Project \$ _____

Incentive Grant Amount Requested \$ _____

**City of Montrose Downtown Development Authority (DDA) Façade Improvement
Incentive Grant Program Application**

Contractor #1 Information

Name: _____

Address: _____

Telephone: _____ Contact: _____

Contractor #2 Information

Name: _____

Address: _____

Telephone: _____ Contact: _____

Contractor #3 Information

Name: _____

Address: _____

Telephone: _____ Contact: _____

Enclosure Documents Check List to Seek Grant Approval

- Façade Improvement Incentive Grant Program Application
- City of Montrose Preliminary Building Permit Application
- Building Design/Plans, drawn to scale, including dimensions, colors, and other features
- Building Owner Written Permission (if applicant is lessee)
- Façade Improvement Incentive Grant Program Easement & Maintenance Agreement

Signature of Applicant

Date

**City of Montrose Downtown Development Authority (DDA) Façade Improvement
Incentive Grant Program Application**

Enclosure Documents Check List once Grant has Been Awarded

- City of Montrose Finalized Approved Building Permit Application
- Project Cost Breakdown and Paid Receipts for Project
- Completed Form W-9 (Request for Taxpayer Identification Number & Certification)

Signature of Applicant

Date

**Downtown Development Authority Façade Improvement
Incentive Grant Program Checklist**

Date Completed Application Received: _____

Date Building Permit Approved by Zoning Administrator: _____

Date of DDA Board Action: Approved Denied Tabled

Date of DDA Board Approval of Notice to Proceed Letter: _____

Incentive Sign Grant Program Amount Approved by DDA Board: \$ _____

Date Invoice or Work Order Received by City of Montrose: _____

Date of DDA Board Approval for Check to Applicant: _____

Check Number & Notations: _____

Amount of Check Issued: \$ _____

Process Completed and Permanently Filed with City Clerk Date: _____

Signature of Responsible City/DDA Board Official Filing Records with City Clerk

Other DDA Board Conditions and Notes Re: Façade Improvement Incentive Grant Program Application: _____
