# *2019-2020 Downtown Reinvestment Grant Program*

## I. GENERAL PURPOSE AND OBJECTIVES

The Monroe Downtown Development Authority (DDA) created the Downtown Reinvestment Grant Program (Program) to encourage private investment in the City's downtown. The Program has made a significant impact in the area by encouraging redevelopment, revitalization and rehabilitation of buildings in Downtown Monroe.

Each fiscal year, the DDA considers allocation of funds in their budget for the Program. The Program seeks to provide funding for projects that will enhance the aesthetics and historical character in the DDA District and assist property owners in rehabilitating and upgrading the facades and limited interior and exterior features of their buildings.

## II. GRANT GUIDELINES

1) Program funds are available for exterior and limited interior work on buildings located in the DDA District.

2) The entire façade must be included in all work to be completed pursuant to the program

3) The Program application must be completed and submitted by the building owner.

4) No program applications will be accepted for work that has already been started or completed or for work that is covered by insurance.

5) Program Grants are for existing commercial buildings only. Buildings may have upper floor residential component, but first floor must be commercial use.

6) Participants must be current with City of Monroe and Monroe County for all real or personal property taxes at time of application, at time of payment, and at all other times relevant to the Program

7) Participants must be current with all obligations to the City building department. No Program funds shall be approved for or distributed to properties or owners with outstanding building code violations, permits, infractions, or other failures to comply with federal, state or local legal obligations.

8) Paint and fabric colors for exterior improvements shall be chosen from the *Downtown Façade Study* and *Historic Color Palette* available for review in the City of Monroe Planning Department/Historic Preservation Office.

9) All projects shall meet the Secretary of the Interior's *Standards for Rehabilitation* (http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm)

10) Grants are awarded on a reimbursement basis once completed work has been verified by City and DDA staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial denial of a grant or denial of participation in the Program. Grants are awarded as a single payment to the applicant.

11) Reimbursements (up to $20,000) are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.

12) Properties that have received funding through this program within the last five (5) years are not eligible.

13) A single owner of multiple properties may apply for grant funds for each property owned, but may not receive more than $20,000 per property within a five (5) year period.

14) Applicant must sign a Building Exterior Easement Agreement, acceptable to the DDA, which may be in a form substantially similar to the form attached hereto at the time of reimbursement.

## Section III – PROGRAM DETAILS

Program grants are available for the following types of projects:

Rehabilitation and Building Renovation

Removing slipcovers or non-historic/added facades, repointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, repairing/replacing windows, restoring transom windows, and painting.

Covering cost for ADA Compliance (Americans with Disabilities Act). This is for doors, approaches, and ramps.

Interior work, such as mechanical and electrical upgrades, and fire separation or suppression can be included along with façade rehabilitation work.

Lead Abatement

Covering cost of removal of lead base paint or other materials that contain lead.

Asbestos Abatement

Covering cost of asbestos abatement of all materials that contain asbestos.

Roof

Complete roof removal, disposal and replacement.

Paint Only

Projects which require painting of the exterior building. No other improvements needed.

Awning Only

Awning replacement or addition of a new awning which does not require any other exterior building work.

Grant Limits:

Rehabilitation and building grants are limited to a 30% match of the eligible project costs, with a cap of $20,000.

Paint-only grants are limited to a 20% grant with a cap of $5,000.00 per grant.

Awning-only grants are limited to a 50% grant with a cap of $5,000 per grant. Only address graphics will be funded. Those awnings with additional graphics are not eligible to be funded.

- All proposed improvements must be approved before work begins.

- An Administrative Site Plan Review Application must be submitted for any work that will change, modify, or alter the exterior appearance of a building. Contact the City of Monroe Planning Department. There is a cost of $500 and stamped drawings must be prepared or reviewed by a licensed design professional (ex: architect or engineer).

- Reimbursement will occur after project completion, inspection, and submittal of final paid invoices and Full Unconditional Waiver of Lien from general contractor and/or all interested parties.

- Should final payment be lower than approved bid, the DDA will reimburse based on the applicable percentage of the final paid invoice amount.

- Project approval does not replace City of Monroe Site Plan Review or other Building or Planning Department reviews and procedures.

## SECTION IV – GRANT APPLICATION PROCESS

1. Contact the Downtown Development Authority and City of Monroe Economic and Community Development to discuss project eligibility.

2. Complete grant application form. Return the completed application form with all original itemized work estimates, color samples, and drawings of the proposed work to the DDA Office, 120 East First Street, Monroe, Michigan 48161 no later than 4:00 p.m. on Monday, August 12, 2019. Applications will continue to be accepted no later than 12:00 p.m. on the first Monday of each month for consideration of any unused funds.

a. Drawings of all proposed grant work to be done. Drawings may be prepared by the project architect or contractor.

b. Color samples of all final paint selections and/or final building material selections must be included with the application.

c. Itemized work estimates on all project work from contractors or project architects must be included with the application.

d. Photos of the building including all areas where work is to be performed.

3. The approval process will include without limitation the following:

a. All projects must meet current State of Michigan building standards and codes, as well as building permit requirements.

b. Applicants will be required to attend a predevelopment meeting and present their Program project to the DDA Reinvestment Grant Committee.

c. All grant applications that will change, modify or alter the exterior appearance of the building must be reviewed and approved by the Historic District Commission prior to approval by the DDA.

d. Applications must be complete and contain all required information. Additional information requested by the DDA or Historic District Commission must be provided prior to approval of the grant.

e. All construction bids submitted by an applicant must be current and must be dated no earlier than ninety (90) days prior to the application submittal. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the DDA and Historic District Commission to determine the bid components and authenticity of the bids.

f. An applicant whose application has been denied by the DDA shall not be eligible to re-submit a grant application for that property for six (6) months from the date the prior application was declined by the DDA.

g. Applicants receiving approval shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved. If the applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The DDA shall not be obligated to allow extensions, but may do so for good cause determined solely by the DDA Board, pursuant to a recommendation from the Reinvestment Grant Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the DDA. An extension denial cannot be appealed and shall be final.

h. As a condition of this grant application, the applicant consents and shall allow the DDA and Economic Development staff to request City of Monroe inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City of Monroe building codes and Ordinances that are applicable to the construction contemplated in the application.

i. No applicant has a proprietary right to receive grant funds. Each request will be considered on a case-by-case basis at the sole and absolute discretion of the DDA.

j. The applicant shall be required to furnish photographs of the building's exterior after the construction is completed, as a condition of final grant reimbursement.

k. The applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.

4. Reimbursement:

When the Reinvestment Grant project has been satisfactorily completed and reviewed, the applicant shall present the DDA office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, and full Unconditional Waiver of Lien from general contractor and/or all interested parties for a single payment reimbursement of the approved funding.

Building Exterior Easement Agreement or similar document is executed at the time of reimbursement.

## Section V – PROJECT TIMEFRAME

This approval process typically takes between six (6) and eight (8) weeks, but may, in some circumstances, take longer. Applicants may be contacted to schedule a meeting with the DDA Reinvestment Grant Committee to review the project.

## Section VI – CRITERIA

Projects are reviewed with the following criteria in mind:

- Project results in an increase in property valuation and generates sales tax revenue.
- Project rehabilitation reflects historic accuracy.
- Project results in a significant increase in downtown population (retail, residence on second floor, night life, etc.)
- Total investment dollars as provided in the grant application.
- Investment in structure construction or renovation (excluding purchase price).
- Complements existing buildings and improves aesthetic appearance.
- Increases consumer traffic and vitality in Downtown Monroe.
- Promotes redevelopment of Monroe Downtown Development Authority District.
- Property owners that are property tax exempt will not qualify. However, other funds may be available. Please contact the DDA Office for further details.

## Section VII - APPLICATION

*All application materials must be submitted by the deadline to be considered. Only completed applications will be accepted.*

Application materials to be submitted include:

- Application form, completed and signed by the property owner;
- Rendering of any proposed improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows $500.00, tuck pointing $600.00). These must be provided by licensed contractors.

2019-2020 DOWNTOWN REINVESTMENT GRANT PROGRAM
APPLICATION
*Deadline: Monday, August 12, 2019*

**Building Owner's Name (Applicant):** _____

**Project Address:** _____

**Mailing Address:** _____

**Phone Number:** _____**E-mail:** _____

**Existing Use of Building:** _____

**Will project result in a new use? If so, please explain.** _____

_____

_____

**Type of Work: (Check all that apply)**

**Paint Only** ____ **Façade & Building Renovation** ____

**Awning Only** ____ **Lead Abatement** _____

**Asbestos Testing** _____ **Roof Replacement** _____

**Project Description: (Please be specific)**_____

_____

_____

_____

_____

*Please include information on any product manufacturer, color (awning fabric swatches and/or paint chips), etc., and a drawing of the proposed improvements. Attach additional sheets if necessary.

**How will this project benefit Downtown Monroe?**

_____

_____

_____

_____

_____

**Estimated Project Cost** (by project element)**:**

| **Project Element** | **Contractor #1 Estimated Cost** | **Contractor #2 Estimated Cost** |
|---|---|---|
| (Eg: 12 windows)_____ | __$554.00_____ | __$532.00___ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

*Attach copies of quotes from licensed contractors for each project element.

**Requested Rebate Amount:** _____

**Proposed Project Start Date:** _____

**Did you receive any tax abatement from the City of Monroe?** Yes No (circle one)
**If yes, please provide tax abatement form.**

**Did you receive a DDA Façade Grant in the last five years on this property?** Yes No

Application materials checklist to be submitted:

- Application form, completed and signed by the property owner;
- Rendering of the proposed façade or exterior improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows $500.00, tuck pointing $600.00). These must be provided by licensed contractors.

The undersigned applicant affirms that:

A. The information submitted is true and accurate to the best of my (our) knowledge.

B. I (We) have read and understand the conditions of the Façade Program and agree to abide by its conditions and guidelines.

C. The decision of the Façade Committee/DDA is final.

SIGNATURE OF APPLICANT(S):

_____ **DATE:** _____

_____ **DATE:** _____

**Please return all application materials by mail or hand delivery to the DDA office, 120 East First Street, Monroe, Michigan 48161**

OFFICE USE ONLY

Submittal Date: _____

Committee Action: _____

Notes/Comments: _____

# BUILDING EXTERIOR EASEMENT AGREEMENT

This Building Exterior Easement Agreement ("Agreement") is granted this ____day of _____ 2019, between _____ ("Grantor") and the Monroe Downtown Development Authority (DDA), a Michigan Public Authority established under the laws of the State of Michigan, located at 120 East First Street, Monroe, Michigan 48161 ("Grantee").

## RECITALS

1. Grantor is the owner of the real property in the City of Monroe, Michigan, commonly known as _____. Tax Id#_____
2. Grantee is offering a Downtown Reinvestment Grant Program ("Program"), pursuant to its Tax Increment Financing Plan and Development Plan, to encourage private investment in the downtown district as authorized by Act 197 of the Public Acts of 1975, as amended.
3. Grantor intends to make improvements to the property in accordance with its Program application at an estimated cost of $_____.
4. DDA funds for Program requires that the DDA have a legal interest in the Property which will benefit from Program and which will be obtained in the form of a Building Exterior Easement ("Easement").
5. Grantor wishes to grant an Easement to Grantee in accordance with the terms and conditions herein.

## TERMS AND CONDITIONS

Now, therefore, Grantor, for and in consideration of the sum of $_____ ($_____), receipt of which is acknowledged, Grantor acknowledges, gives, grants, releases, transfers, warrants and conveys to the Grantee, its successors and assigns, an easement to preserve the building exterior improvements on Property covered by the Program.

1. BULIDNG EXTERIOR IMPROVEMENTS. Easement is for the purposes of maintaining building exterior improvements provided by Program.
2. EASEMENT AREA. Easement encompasses the first twelve inches (12") of depth of any front, rear, side or top of Property where improvements listed in Program Application are installed or constructed.
3. MAINTENANCE AND MODIFICATION. Grantor shall, without cost to the Grantee, maintain and repair the building exterior improvements. Grantor may not allow the appearance or condition of Property to deviate from the representations in Program Application except for normal wear and tear and weathering as occurs for other well-maintained buildings.

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4. TERM. Easement shall be temporary and shall terminate five (5) years from the date first written above or earlier upon dissolution of the DDA.
5. RIGHT OF ACCESS. Grantor agrees that representatives of the DDA may, with prior reasonable notice and at times reasonable acceptable to Grantor, inspect the Easement area. Inspections normally will occur outside the building, except if the DDA determines that interior access is reasonably necessary to establish compliance with Easement.
6. MAINTENANCE AND MODIFICATION. Any construction, installation or replacement of building exterior improvements must be performed in a good and workmanlike manner, on a lien-free basis, and subject to the approval of the DDA.
7. INDEMNIFICATION AND INSURANCE. Grantor shall hold the Grantee and City of Monroe, including its officers and employees, harmless from and indemnify them for any and all claims, judgments or losses arising out of injury to persons or damage to property caused by or in any way related to Property, including any building exterior improvements made pursuant to and in accordance with this Easement.
8. RECORDING; SUCCESSORS AND ASSIGNS. Grantee may record this Easement with the Monroe County Register of Deeds. The obligations imposed on the Grantor hereunder are binding not only upon Grantor but also upon Grantor's successors, heirs and assigns and all other successors in interest to Grantor, and shall continue as servitude running with the land throughout the term of this Easement. The rights of the DDA under this agreement shall run for the benefit of and may be exercised by its successors and assigns, or by its duly authorized designees.
9. RELEASE OF EASEMENT. If Grantee records this Easement, Grantee agrees to file a release with the Monroe County Register of Deeds five (5) years from the date first written above or earlier upon dissolution of the DDA.

Grantor:

By: _____

Its: _____

STATE OF MICHIGAN ) ss:

COUNTY OF MONROE )

On the ____ day of _____ 2019, before me a notary public, personally appeared

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_____.

Subscribed and sworn to before me

_____

_____, Notary Public

Monroe County, Michigan

My Commission Expires _____

Acting in _____ County

Grantee: Monroe Downtown Development Authority

By: _____

Its: _____

STATE OF MICHIGAN ) ss:

COUNTY OF MONROE )

On the ____ day of _____ 2019, before me a notary public, personally appeared

_____.

Subscribed and sworn to before me

_____

_____, Notary Public

Monroe County, Michigan

My Commission Expires _____

Acting in _____ County

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# FULL UNCONDITIONAL WAIVER

My/our contract with _____ _____

to provide_____

for the improvement to the property described as:

having been fully paid and satisfied, all my/our construction lien rights against such property are hereby waived and released.

_____
Printed Name of Lien Claimant

_____
Signature
Address_____

_____

Phone Number_____

STATE OF MICHIGAN ) ss:

COUNTY OF MONROE )

On the ____ day of _____ 2019, before me a notary public, personally appeared _____.

Subscribed and sworn to before me

_____

_____, Notary Public

Monroe County, Michigan

My Commission Expires _____

Acting in _____ County

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