

**POTTERVILLE
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
COMMERCIAL REHABILITATION GRANT PROGRAM
GUIDELINES**

This program is designed to support private investment and promote beautification of the DDA District. The program guidelines are intended to target assistance to improvement projects that render a positive visual impact and to ensure fairness in the allocation of funds.

PROGRAM DESCRIPTION: The DDA may grant up to 50% of the combined total cost of eligible improvements for building rehabilitation and landscaping of eligible buildings (some improvement categories have set maximum grant funding subsidies). The maximum grant amount paid by the DDA may not exceed \$5,000.00 for each grant request for each businesses property (this is based a total up to \$10,000.00 of eligible improvements being paid for by the owner). This grant program is available twice a year. The DDA may allocate up to 10% of its funds for grant programs use.

ELIGIBLE APPLICANTS: Eligible applicants are business or building owners of commercial buildings within the DDA District of Potterville and include non-profit organizations that are assessed property taxes. State taxes and local property taxes state (real, personal and special assessments) must be paid current in order to qualify for this program.

ELIGIBLE BUILDINGS: Any commercial building in the DDA District is eligible for grant funding.

PROJECT DISPERSMENT: Grant money will not dispersed until work is completed and the business is open and in operation.

DESIGN GUIDELINES: Eligible improvements approved for the grant must comply with all Potterville land use ordinances. Most projects will require a building permit and some may require site plan approval by the City of Potterville.

DDA DISCRETION: The DDA reserves the right to terminate or extend this program at any time at its discretion. Funding for this program shall be limited to the amounts budgeted for the program by the DDA each year. All applications are reviewed by the DDA. The DDA has total discretion to prioritize and select successful projects/applicants within the budget.

Eligible Improvements:

- a. Alternative energy devices such as solar panels, windmills and other similar installations.
- b. Awnings
- c. Demolition (only when completed in combination with other visible eligible improvements)
- d. Doors, doorways, and/or entryways.
- e. Dumpster enclosure
- f. Exterior siding and surfaces, soffits
- g. Façade
- h. Fencing
- i. Handicap accessibility
- j. Landscaping – screening & decorative, permanent materials only
- k. Painting
- l. Parking lot

- m. Roof repairs
- n. Security improvements
- o. Signage
- p. Walkways
- q. Window replacement

INELIGIBLE IMPROVEMENTS:

- a. Any item for which the applicant pays the contractor in services or merchandise
- b. Fees: Attorney, Eaton County, State of Michigan, any City of Potterville fees.
- c. Items taxed as personal property
- d. Removable property (i.e. such as annual flower plantings, yard statues, trash cans)

OTHER PROGRAM GUIDELINES:

- 1. At the DDA's discretion, an exception to any grant guideline may be granted due to special circumstances or conditions. The DDA will not review any grant applications for projects completed more than 12 months prior to the date the application is received.
- 2. All grant projects are subject to audit by the DDA and City of Potterville.
- 3. Once the grant is awarded any changes during rehabilitation must have prior authorization of the DDA. If significant changes are made without DDA approval, the DDA may revoke the grant.
- 4. Paid receipts will be verified prior to disbursement of funds.
- 5. The DDA will re-evaluate the status of any project for which construction has not started within one year of the funding commitment date.
- 6. The DDA reserves the right to cancel or extend the grant at any time, and to cancel any commitments for funding prior to construction of approved eligible improvements.

APPLICATION SCHEDULE PROCESS

- A. The applicant submits the application and other appropriate paperwork after reviewing the Program Guidelines.

Items to be submitted to the DDA include:

- a. Grant application
- b. Project design plan or drawing
- c. Cost estimates/bids
- d. Copy of company W-9
- e. Copy of builders certificate of insurance and license number

- B. A minimum of three (3) bids is required for each project cost.
- C. All application materials must be received at the DDA office by the first Monday of the year and the first Monday in July for DDA Committee review on the 2nd Wednesday of these months.

- D. Following a favorable review, the DDA makes a funding commitment. Funds are earmarked for the project from the yearly program budget allotment. The applicant will be notified by email, telephone or in writing of the decision by the DDA.
- E. After the project is completed, the applicant submits copies of paid receipts or check copies to the DDA.
- F. The DDA authorizes disbursement of funds.
- G. Funds will be disbursed to the applicant and/or lender by the DDA after all vendor payment certifications are received.

PLEASE SUBMIT TO THE DDA OF CITY OF POTTERVILLE UPON COMPLETION.

Revised 9/7/10

**POTTERVILLE DOWNTOWN DEVELOPMENT AUTHORITY
COMMERCIAL REHABILITATION GRANT PROGRAM
APPLICATION**

1. Name of Applicant: _____
2. Name of Business: _____
3. Project Address: _____
4. Mailing Address: _____
(Complete only if different from #3)
5. Telephone Number: _____ Fax Number: _____
6. Email address: _____
7. Business Tax ID # _____
Name of Builder and License# _____
(Please include a copy of builder's certificate of liability insurance)
(Please attach copy of your companies W-9)
8. Brief Project Description: _____

Please read the grant guidelines before completing this section.

9. The project will involve: (check appropriate responses and fill in amount)

Building exterior - Front: ____ Sides: ____ Rear: ____ Roof: ____

Landscaping improvements: ____ Parking lot improvements: ____

Provide itemized costs for each:

- | | |
|--------------------------------|----------|
| a. Alternative energy devices: | \$ _____ |
| b. Awnings: | \$ _____ |
| c. Demolition: | \$ _____ |
| d. Doors, doorways, entrances: | \$ _____ |
| e. Dumpster enclosure: | \$ _____ |
| f. Exterior siding & surfaces: | \$ _____ |
| g. Facade: | \$ _____ |
| h. Fencing: | \$ _____ |
| i. Handicap Accessibility | \$ _____ |
| j. Landscaping: | \$ _____ |
| k. Painting: | \$ _____ |

- l. Parking lot – new pavement: \$ _____
- m. Roof repairs: \$ _____
- n. Security devices: \$ _____
- o. Signage: \$ _____
- p. Walkways: \$ _____
- q. Window replacement: \$ _____

10. Total Project Cost: \$ _____

11. Architectural design fees (to a maximum of \$1,000) \$ _____

12. Landscape design fees (to a maximum of \$1,000) \$ _____

13. Attachments: Design plans _____ 3 estimates _____ current photo _____

14. Construction date: _____ Estimated completion date: _____

15. Type of financing: _____

16. Building Permit Number: _____

If a lending institution is involved, please indicate which bank and provide name of loan officer and telephone number:

The undersigned applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my knowledge.
- B. I have read and understood the conditions of the Downtown Development Authority Commercial Rehabilitation Grant Program and agree to abide by its conditions and guidelines.

Signature of Applicant:

Date: _____

_____ Please return to the DDA at the Potterville City Hall or mail to P.O. Box 181, Potterville, MI 48876