



## *Building Investment Grant Program*

### I. GENERAL PURPOSE AND OBJECTIVES

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

Each fiscal year, the DDA will consider an allocation of funds in its 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 features of their buildings.

Funds will be available on a first-come, first-served and rotating basis until fully awarded for that fiscal year.

### II. GRANT GUIDELINES

- 1) Program funds are available for exterior and interior work caused by exterior work on buildings located in the DDA District.
- 2) The Program application must be completed and submitted by the building owner.
- 3) No program applications will be accepted for work that has already been started or completed or for work that is covered by insurance.
- 4) Program grants are for existing commercial buildings only. Buildings may have upper floor residential component, but the first floor must have a commercial use.

- 5) 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.
- 6) 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, unless such violations, permits, infractions or other failures are to be included in the scope of work.
- 7) 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.
- 8) All projects shall meet the Secretary of the Interior's *Standards for Rehabilitation* (<http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm>)
- 9) Grants are processed as a reimbursement in a single payment once the work has been completed and 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.
- 10) Reimbursements (up to \$20,000) are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.
- 11) Properties that have received funding through this program within the last five (5) years are not eligible.
- 12) 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.
- 13) Applicant must sign a Building Exterior Easement Agreement, or similar document 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:

### 1. Building Exterior 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.

Work, such as heating, ventilation and air conditioning systems and electrical service to the building, and fire separation or suppression can be included along with building exterior rehabilitation work.

### 2. Lead and/or Asbestos Abatement

Covering cost of removal of lead-based paint or other materials that contain lead and/or all materials that contain asbestos

### 3. Roof

Complete roof removal, disposal and replacement.

### 4. Awnings and Signage

Awning replacement or addition of a new awning, with no signage on the awning other than address graphic on the return; and/or projecting signs

### 5. Professional Design Services

Costs for architectural or other design, up to ten (10%) percent of total project cost

### Grant Limits:

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

- All proposed improvements must be approved by the DDA Board 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. Applicants will be required to attend a predevelopment meeting with the Grant Committee to discuss the proposed project and develop mutual concurrence with approach and to identify additional available resources. The applicant's architect is encouraged to attend the predevelopment meeting, which shall be held at the project location if building conditions are suitable.
3. 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, 120 East First Street, Monroe, Michigan 48161.
  - 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.
- e. A site plan and/or building elevation(s), if required by the City of Monroe

4. 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. 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.
- c. 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.
- d. 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.
- e. An applicant whose application has been denied by the DDA for a deficient application shall be eligible to re-submit a grant application with corrections for that property within six (6) months from the date the prior application was declined by the DDA.
- f. 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 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.

g. 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.

h. 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.

i. 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.

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

#### 5. 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 the 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 Building Investment 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 meets the Secretary of the Interior's *Standards for Rehabilitation*
- 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.
- Property owners that are property tax exempt will not qualify. However, other funds may be available. Please contact the DDA for further details.

## Section VII - APPLICATION

*Only completed applications will be accepted.*

Application materials to be submitted include:

1. Application form, completed and signed by the property owner;
2. Rendering of any proposed improvements;
3. Any proposed paint, awning, etc. samples;
4. Pictures of the existing façade and proposed improvement areas;
5. Historic photos of building;
6. 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.
7. A site plan and/or building elevation(s), if required by the City of Monroe.