



400 River Street • Manistee, Michigan

231.398.3262

[www.ManisteeDowntown.com](http://www.ManisteeDowntown.com)

## DOWNTOWN COMMERCIAL FAÇADE IMPROVEMENT PROGRAM OVERVIEW/STEP BY STEP GUIDE

### Program Objectives

Design changes that take place at commercial properties are a critical part of any successful revitalization strategy. Customers want to shop in an attractive and inviting environment, not in one that is poorly designed or maintained. Property owners want to generate adequate rents from their commercial properties, while lessees want to have pride in their place of business. Manistee DDA wishes to maintain and improve the quality of life for its citizens by fostering economically viable commercial districts. In order to reach this goal, Manistee DDA has established a Façade Improvement Program.

The program will be administered by the Manistee DDA and will offer technical and financial assistance to commercial property owners seeking to renovate or restore the exterior of their buildings. Grants will be allocated to building rehabilitation/ renovation projects in the form of a **50/50 matching grant**, up to **\$15,000**, to business and property owners. Funds will be reimbursed following the completion of the project, and once all invoices for work done are returned to the DDA.

***Funding will reset at the beginning of every fiscal year, which starts in July.***

### MANISTEE'S DOWNTOWN DISTRICT



## Financial Assistance

There is currently matching grant money to be awarded to potential projects in the Downtown Area. Funding for façade projects will be paid through a reimbursement process. Only after the applicant has paid for work to be done will the applicant be reimbursed for up to 50% of that amount. How much each applicant gets is determined by how many grant applications are received and how the project is scored. Grant assistance is limited to the amount available to Manistee DDA.

## Eligibility Criteria

All improvements must comply with standards set forth in the City of Manistee Zoning Ordinance, Downtown Façade Guidelines, and all applicable Building and Property Maintenance Codes. If the building is located in the [Historic District](#), it is recommended that a consultation and/or approvals be obtained from the [Historic District Commission](#). More information on these standards can be obtained from the City of Manistee [Planning and Zoning Department](#) at **(231) 398-2805**. See below for additional guidelines.

## How are projects selected for funding?

Applications will be ranked and selected based on a clear and documented set of evaluative criteria. Depending on the number of applications, we may assign “waiting list” status to projects that qualify for selection but do not rank as high as other applications selected for funding.

The evaluative criteria and their respective weights are as follows:

**Impact (45%)** – Overall impact of the project on the Downtown Development Authority District. Does the project fall into a priority-funding category? Is the project in a highly visible location that has a significant impact on surrounding properties? Are inappropriate design elements removed? Will the project eliminate what was previously a liability for the commercial district? Does the project seek to restore the historical or architectural significance of the building?

**Financial Leverage (15%)** – Projects that leverage more private investment will be graded higher than those seeking just the grant funding.

**Sustainability/Permanence (30%)** – How permanent are the improvements (signs are more changeable than new glazing, for example), and is there a maintenance plan for improvements? Does the business own the building? If not, how much time remains on the lease?

**Community Contribution (10%)** – Is the applicant a good neighbor? Is the area around the business kept clean and free of debris on a consistent basis? Does the business participate in organized Manistee DDA promotions or other community-based activities? Does the applicant actively promote downtown Manistee and their own business?

## Funding Availability

Manistee DDA reserves the right to discontinue or modify funding for this program; however, all approved grants will be fulfilled as per the contracted agreement. Façade applications will be accepted and reviewed as long as funding is available. Once funding runs out for the fiscal year, applicants must wait to submit their applications until the new fiscal year.

# Manistee DDA

## Façade Improvement Program

### Grant Application



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### Find out if you are eligible to apply

This program is for properties located in the DDA District (see map on page 1). Applicants for participation in the program can be:

- Property owners
- Tenants who have the explicit written permission of the property owner to do the work listed within an application.

**NOTE: Taxes for property must be updated to date, including personal property taxes if applicable.**

### Eligible Improvements

The following are examples of projects that are eligible for funding.

- Removal of materials which cover original architectural details
- Repair and/or restoration of original architectural details
- Replacement of original architectural details
- Window repair or replacement including window framing (must match original in size, style and scale)
- Repainting and repair of facade (Masonry Repairs, Replacement of siding, etc.)
- Gutters and downspouts

Other improvements can be made if they meet the objectives of the program and are submitted for consideration with the Manistee DDA grant application materials.

### Ineligible Improvements

The following improvements do not qualify for the Façade Improvement Program:

- IMPROVEMENTS MADE PRIOR TO GRANT APPROVAL
- Interior improvements
- Removal of architecturally important features
- New construction and additions
- Sweat equity (payments for applicant's own labor)
- Planting or landscaping
- Residential properties, excluding mixed use developments

**Buildings located in the [Historic District](#) may require approval from the [Historic District Commission](#), and it is recommended that you contact the commission directly.**

**The following contact information is provided for your convenience.**

**[Mark Fedder, Museum Director](#)**

**[\(213\) 723 - 5531](#)**

**[425 River Street, Manistee, MI 49660](#)**

**[Theresa Waldo, Planning & Community Development Director](#)**

**[\(213\) 398-2805](#)**

**[70 Maple Street, Manistee, MI 4966](#)**

## Process for applying for the Façade Grant

**Submission of Application** – Applicant will submit a completed application to staff, who will review it to make sure they have supplied all the necessary information including photographs, detailed sketches or drawings, two bids from contractors (on letterhead), and any other information that can assist with explaining the grant request. **Applications must be received at [director@manisteedowntown.com](mailto:director@manisteedowntown.com) by the deadline to qualify for consideration.**

**Review of Application/Scoring Process** – Manistee DDA will review all applicants and determine which projects get funded and at what amounts each will receive. Applications will be scored based on need, project, and impact to the downtown. Projects may not be fully funded at the requested amount, or may be funded at a lesser amount.

**Notification/Contract** – Applicants will be notified of the results by email within 60 days of the DDA receiving their grant application. Projects that receive funding require a signed contract that will be attached to their letter. The applicant has 30 days to sign and return the contract. ***This contract must be signed before work begins.***

**Commence Work** – Once the signed contract is received by Manistee DDA the applicant may begin work. Work must start within 60 days of signing the contract. Work should be completed within twelve months from the date of signed contract. The DDA Director has the right to conduct weekly site inspections. ***Any changes in the project must be approved by the DDA Director.***

**Reimbursement** – Once the project is completed the applicant must submit copies of cost documentation (invoices, etc.) along with copies of all cleared checks to Manistee DDA for reimbursement. Reimbursement will be made to the applicant within 30 days of receipt of project payment documents.

***Changes to the improved façade cannot be made without prior written approval from the Manistee DDA for two years from the date of the Final Closeout of the application.***

**Manistee DDA**  
**Façade Improvement Program**  
**Grant Application**



| Project Location   |             |
|--|-------------|
| Address:   |             |
| Applicant Information  |             |
| Name:  |             |
| Address:   |             |
|  |             |
| Phone Number:  | Fax Number: |
| Email:   |             |
| Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner <input type="checkbox"/> Other:  |             |
| Property Owner Information (if different from applicant)   |             |
| Name:  |             |
| Address:   |             |
|  |             |
| Phone Number:  | Fax Number: |
| Email:   |             |
| Business Information   |             |
| Name of Business:  |             |
| Type of Business:  |             |
| How long has the business been at the current location?  |             |
| Lease Information (if applicant is leasing)  |             |
| <i>Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Condition</i> |             |
| When does your current lease expire?   |             |
| Do you have the option to renew your lease?  |             |
| What are the terms of the lease?   |             |
| Project Details  |             |
| <i>Please describe below in detail the proposed improvement to the property.<br/>       The following <b>must</b> accompany this application.</i>                                |             |

|  |                            |
|--|----------------------------|
| <input type="checkbox"/> A narrative of proposed improvements (e.g. new doors, windows, signs, lighting, paint, etc.)  |                            |
| <input type="checkbox"/> Two color photographs that show existing building conditions  |                            |
| <input type="checkbox"/> Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)   |                            |
| <input type="checkbox"/> Two bids from contractors, must be on letter head   |                            |
| <input type="checkbox"/> Additional information (optional)   |                            |
| Proposed project budget: \$  |                            |
| How much assistance you are requesting: \$   |                            |
| Proposed start date:   | Estimated completion date: |
| <div style="text-align: center; font-weight: bold; margin-bottom: 10px;">General Conditions</div> <ul style="list-style-type: none"> <li>➤ It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations. It is expressly understood and agreed that work completed prior to final approval is ineligible for funding. It is expressly understood and agreed that the applicant will not seek to hold Manistee DDA, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program.</li> <li>➤ The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.</li> <li>➤ The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, trash, and sweeping and shoveling in front of the property.</li> <li>➤ The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.</li> <li>➤ The applicant must begin the project within three months of being notified that they have been awarded the grant and must complete the façade project within twelve months of beginning the project. The applicant authorizes Manistee DDA, to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Downtown Manistee materials and press releases.</li> <li>➤ The applicant has read and understands the “Manistee DDA Façade Improvement Program Overview” document outlining program guidelines and procedures.</li> <li>➤ The applicant understands that Manistee DDA, reserves the right to make changes in conditions of the Facade Improvement Program as warranted.</li> </ul> <div style="margin-top: 20px;">           Signature _____ Date: _____<br/> <div style="text-align: center; margin-left: 150px;"><b>Applicant</b></div> </div> |                            |
| <b>Owner Authorization</b><br><i>If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.</i>   |                            |
| As the owner of the property at _____, I have reviewed the above application and authorize   |                            |

operator of \_\_\_\_\_ at said address to perform the façade improvements described above as part of the Manistee DDA Façade Improvement Program.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ **Owner or Authorized Representative**

**MAIN STREET DDA USE ONLY**

***Scoring for Project***

|            |                    |                            |                        |
|------------|--------------------|----------------------------|------------------------|
| Impact 45% | Financial Leverage | Sustainability/Performance | Community Contribution |
| _____      | 15%                | 30%                        | 10%                    |
| _____      | _____              | _____                      | _____                  |
| _____      | _____              | _____                      | _____                  |

**Total** \_\_\_\_\_

Received \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ **Manistee DDA Director**

Approval \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ **Manistee DDA Director**