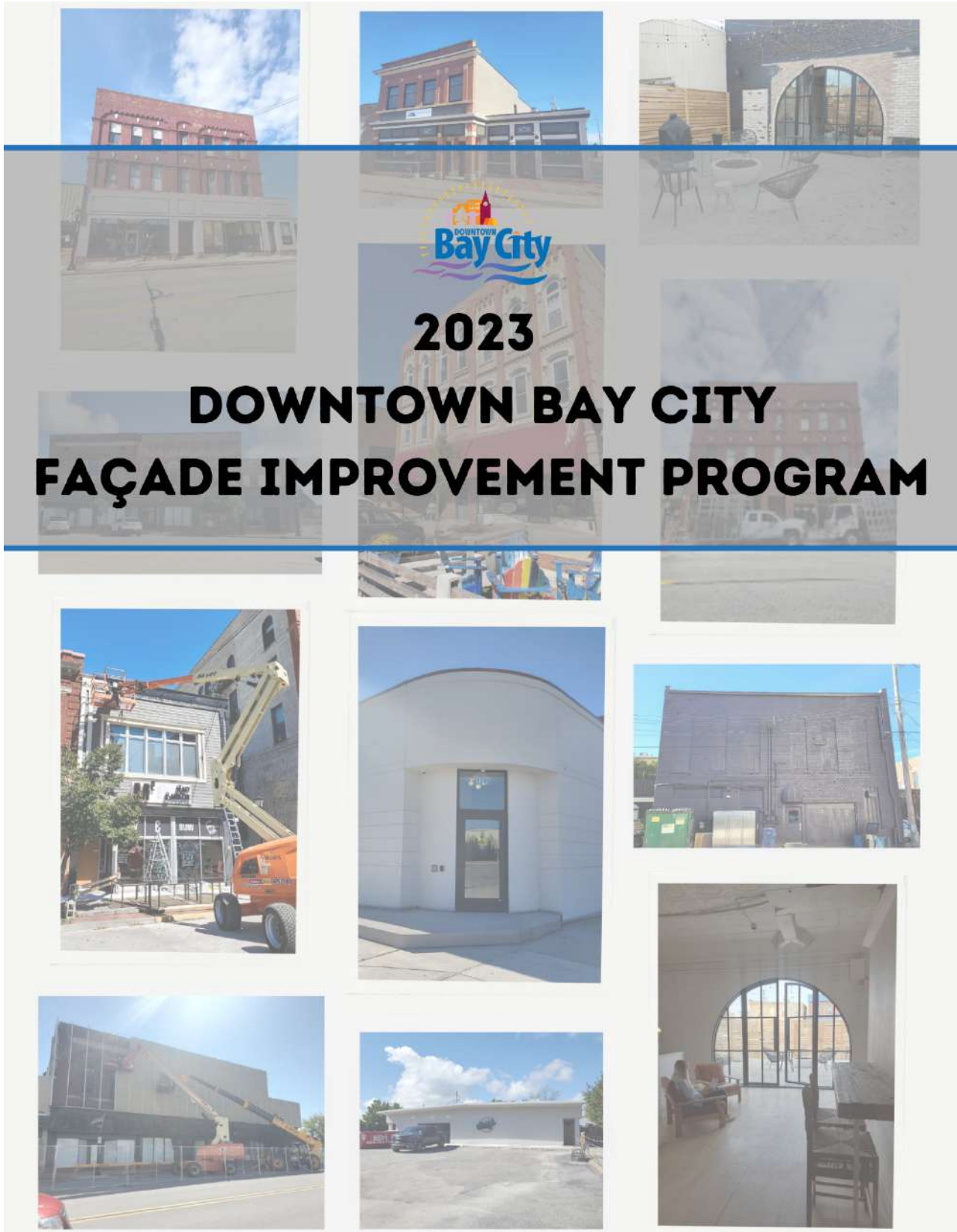




# 2023 Downtown Bay City Façade Improvement Program



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The Façade Improvement Program is designed to incentivize property owners to undertake exterior property improvements which will lead to a better utilization of properties within Downtown Bay City. The intent is to support building projects that will help move the needle forward to a more aesthetically vibrant downtown.

This is a competitive reimbursement program, with a total of \$15,000 to reimburse between awarded applicants. Applications will be scored and awarded based on identified metrics. The Façade Improvement Program Committee, Downtown Bay City Management Board (DMB) and the Downtown Bay City Development Authority (DDA) Boards have an obligation to the Downtown Bay City property owners to invest in good, stable and financially feasible projects with an end goal of raising the property values of the entire district.

### **\*\*\*Award Criteria:**

Programs will be awarded to projects based on the impact the project will have on the overall downtown district. A variety of factors are considered in determining program awards including, but not limited to: projected increase in property value, blight elimination, street-front visibility, business track record, impact on surrounding neighborhood, a signed lease from a viable tenant, job creation, readiness to proceed, local economic impact, and new use of a high-profile property.

### **\*\*\*Program Details:**

Property owners and/or tenants may apply for up to 50% of total project cost (exterior renovations only) to a maximum award of \$10,000. For example, if your total project cost is \$20,000, you may apply for a program of \$10,000.

Applications will be reviewed each month beginning in August 2023.

Applications are due the last Monday of each month to allow time for intake and internal review.

Applications will be accepted until all funding is exhausted for the year as funding is limited. Ideally, all funds would be programmed in Summer to allow adequate time to complete projects before the end of the calendar year.

Due to unforeseen circumstances, there have been cases where a property owner determines their project will not be completed or timelines have not been met. In these cases, funds will be reallocated back into the program pool to be awarded to another property owner. It is insisted applicants obtain building permits at least 30 days after receiving funding. Receipts are due 30 days after the completion of the project.

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## Eligibility:

- Property must be located within the Downtown Bay City DDA District. (see enclosed map)
- The applicant must own or have a commitment to purchase (signed purchase agreement) the real estate. If the applicant is a business owner leasing a property, the property owner must provide written support of the project.
- All exterior property improvements must be permitted and approved by the City of Bay City Building Department, within 30 days of application approval.
- No application will be reviewed or presented to the committee for consideration on behalf of an individual or entity that is delinquent in property taxes or any payments to the City of Bay City or the DMB or DDA.
- Projects cannot be started prior to program approval.

## Use of Funds:

- Funds are to be used for labor or materials associated with exterior renovations. Examples include: carpentry, masonry, windows, doors, lighting, paint, awnings, roofing (if visible from street level). All improvements must be fixed and permanent.
- Program funds are only applicable for permanent building structural improvements. Sheds, patios, trash enclosures and parking lots are examples of property enhancements that would not be covered unless amended by the Façade Improvement program Committee, DMB and DDA Board.
- All work must be completed by professional licensed contractors with appropriate permits pulled through the City of Bay City Building Department (click here for building permit forms and applications: <https://www.baycitymi.org/193/Building-Department-Applications-Forms>).

## Matching Investment:

- The property owner's matching investment must be equal to or greater than the amount being requested on the program application.
- The matching investment **may not** include costs incurred prior to finalization of a signed program contract.



## 2023 Downtown Bay City Façade Improvement Program

### **Project Start Up:**

Ideally, projects should begin within 30 days after program approval. The project will need to be completed within a four-month window and/or before November 30th, 2023, with receipts submitted to the DDA/DMB office. However, project completion dates will be determined on a case-by-case basis on larger scale projects.

Any alterations or changes to the structural design of the façade must be approved and permitted by the City of Bay City Building Department. Applicants should contact the Bay City Building Department at 301 Washington Avenue, Suite 211 Bay City, MI 48708 – (989) 894-8162 to determine the level of review required for any proposed changes. If design alterations or changes are made without prior notification and approval, a stop work order may be issued until the issue is resolved.

### **Project Progress:**

Applicants may be required to provide periodic updates to the DMB and the DDA on their projects.

### **Reimbursement Process:**

The program will be reimbursed for eligible pre-approved program related expenses. program funds cannot be disbursed until all conditions have been met. These conditions include:

- All conditions of the program contract have been fulfilled.
- The entire project has obtained the necessary permits from the City and all required inspections have been approved.
- The entire project complies with all conditions of approval by the DDA and DMB Boards.
- All contractors have been paid in full.

Failure to comply with any of these conditions shall result in non-payment of program funds to the applicant and project.

### **Contingency:**

All projects will be required to post a sign in a visible location stating “This project was funded in part by the Bay County Growth Alliance and Downtown Bay City DDA/DMB.” Upon payment, Downtown Bay City will write a press release and submit a picture to local media. Project success stories must be made available to Downtown Bay City to further promote the program.



## 2023 Downtown Bay City Façade Improvement Program

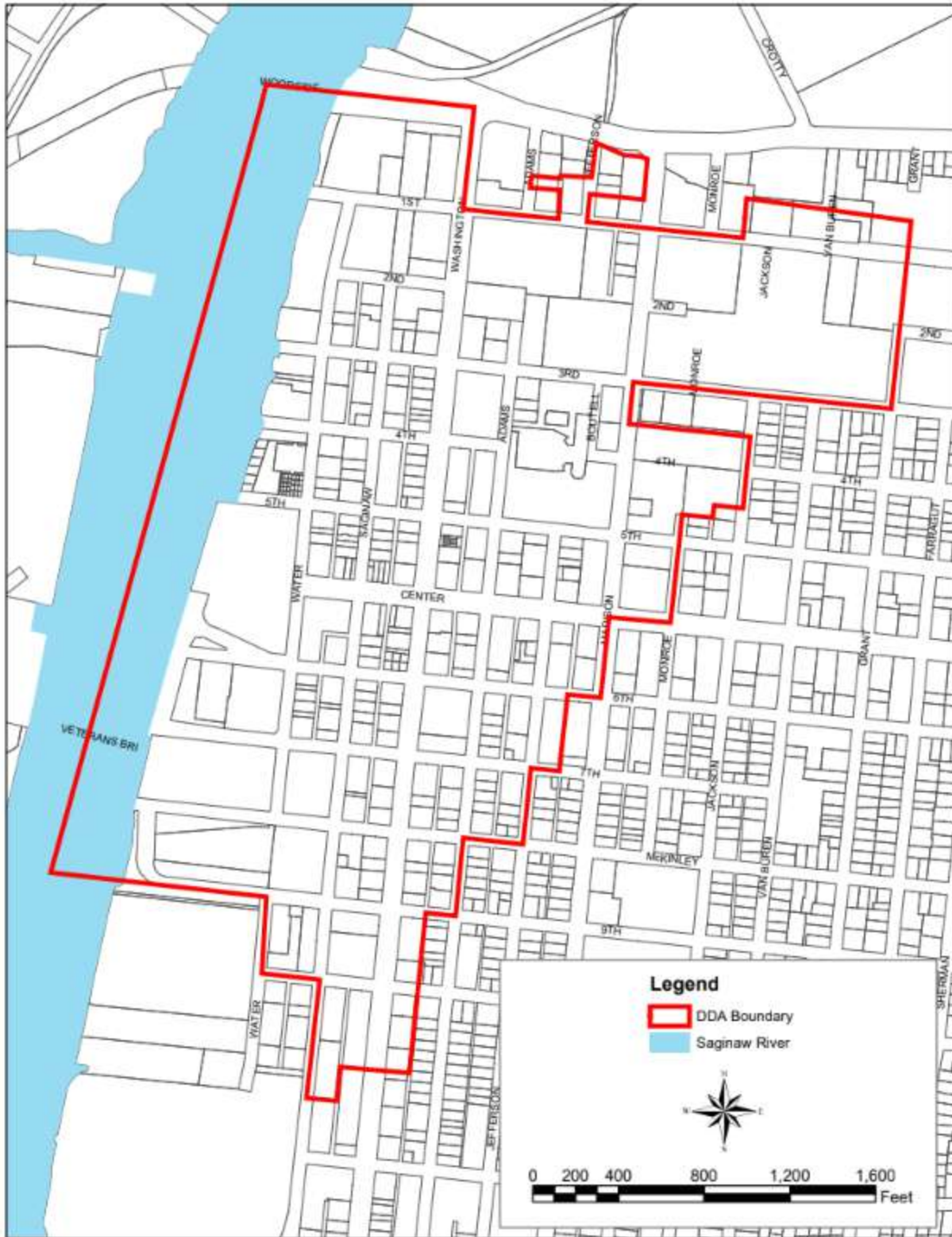
### **Approval Process:**

1. **DDA/DMB Staff Review:** Applications are reviewed by staff for completeness and accuracy. Applicants will be notified whether their application is complete or if additional information or corrections are necessary.
2. **Program Review Committee:** The committee reviews applications during the first week of each month until funds are exhausted for the year. Applicants must be present at the meeting to answer questions. The program Review Committee is composed of professionals in applicable fields including: economic development, real estate, finance, and property appraisals. Approvals made by this committee serve as the basis for funding approvals.
3. **DDA/DMB Committee Approval:** Upon recommendation of the program Review Committee, the DDA/DMB Board of Directors will receive each applicant.
4. **Notification:** All applicants will be notified in writing of the program Review Committee's decision. An agreement form must be signed and submitted to DDA/DMB staff before the start of the project.



# 2023 Downtown Bay City Façade Improvement Program

Properties within this area are eligible for the Façade Improvement Program.





# 2023 Downtown Bay City Façade Improvement Program

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Property Owner/Owners:

\_\_\_\_\_

Property Address:

\_\_\_\_\_

Total Exterior Project Cost: \_\_\_\_\_

program Amount Requested (cannot exceed 50%): \_\_\_\_\_

Date of permit approval from the City of Bay City:

\_\_\_\_\_

Desired timeline for the start and completion of your

project: \_\_\_\_\_

Written description of project:

Funds will be awarded to projects based on the impact the project will have on the overall downtown district. A variety of factors are considered in determining program awards including, but not limited to: projected increase in property value, blight elimination, street front visibility, business track record, impact on surrounding neighborhood, a signed lease from a viable tenant, job creation, readiness to proceed, local economic impact, and new use of a high-profile property. Tell us about your project. Why is it important to Downtown Bay City?:

Applications will not be reviewed until all paperwork is received. All paperwork must be received by the LAST MONDAY of the MONTH to allow time for intake and internal review. prior to the program review meeting.



# 2023 Downtown Bay City Façade Improvement Program

## Required Attachments:

1. Photos of existing conditions
2. Architectural drawings or rendering of proposed project
3. Copies of estimates, bids, contracts, or quotations to be done in connection with the project
4. Written letter of support from property owner (if not the applicant)

## Large Scale Projects Only (greater than \$5,000 of program funding being requested):

5. A list of real estate owned by the principals
6. A Sources and Uses of Funds Statement, including proof of matching funds.
7. A written statement describing the alternative plan in the event program funds are not awarded

## PROGRAM AGREEMENT AND ACKNOWLEDGEMENT AND ACCEPTANCE OF PROJECT ELIGIBILITY AND RESPONSIBILITY:

As the responsible party for the project, I have reviewed and will comply with all requirements of the Downtown Façade Improvement Program outlined above. I hereby acknowledge that failure to complete the project as approved may affect program reimbursement. I further acknowledge the information I have submitted in this application is the truth and has not been falsified in any way that the funds will be used in accordance with the program Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please contact Kellie Rupp at (989) 893-3573 with any questions. It is preferable to email the application and attachments to [Kellie@downtownbaycity.com](mailto:Kellie@downtownbaycity.com). Alternatively, applications can be mailed to: Bay City Downtown Management Board/Downtown Development Authority, 901 Saginaw Street, Bay City, Michigan 48708.