



## Midland Downtown Development Authority FAÇADE PROGRAM Guidelines

In 1994, the City of Midland Downtown Development Authority (DDA) established the Façade Program to stimulate improvements to the exterior of downtown buildings. In April 2003, the Façade Program was updated to reflect the requirements of the gifting foundations. In 2005 the Façade Program fund was depleted. A generous gift from the Gerstacker Foundation replenished the fund in the amount of \$100,000. In order to become a slightly more self-funding program, the Façade Program was converted from a grant program to a matching program providing both matching grants and matching loans, based on a property's investment in the improvements. Following are the program guidelines and application procedures for the program.

### PROGRAM GUIDELINES

**Program Description:** The Façade Program offers the opportunity for business owners and tenants together with property owners to bring their front and rear façades -- customer entrances or highly visible areas -- up to a standard set forth and approved by the DDA.

Improvements requested by a property owner will be considered, and with DDA approval, the property owner will receive a matching grant of up to \$5,000 and a zero interest matching loan of up to \$10,000 amortized over seven-years for approved exterior property improvements.

- The repayments for said loan will be required on an annual basis.
- The last two years of the loan will be forgiven if the first five years are paid in full and on time.
- Applicants must match the grant and loan amounts dollar for dollar.

**Applicant Eligibility:** Property owners and/or business owners of a structure located within the DDA District may apply for the façade program. See attached map of DDA District.

### **Building Eligibility:**

- Any existing building located within the DDA District, is considered eligible for a matching grant and/or matching loan.
- Newly constructed buildings and additions to existing structures are also eligible.

Each property is eligible for the matching grant and matching loan up to a maximum of \$15,000 every seven (7) years.

## **REQUIREMENTS FOR GRANT PROGRAM**

- Building eligibility shall be at a rate of \$750 per front foot of street front and or side street front façade and \$500 per front foot of rear façade property up to a maximum of \$15,000.
- Applicants may secure additional financing in any manner they choose - commercial mortgage, signature loan, home equity loan, personal or business line of credit, family loan, personal resources or business cash.

**Design Guidelines:** Projects approved for this program will be reviewed and approved by the Downtown Development Authority and comply with all applicable City of Midland building codes and ordinances.

**Program Review:** The DDA's Economic Sustainability Committee will review the Façade Program annually and submit their recommendation to the DDA on program changes and continued funding.

**Timetable:** Unless otherwise agreed upon in writing, work on a project must commence within three months of approval. The project shall be completed within 6 months after receiving DDA approval.

### **Loan/grant payments will be issued upon:**

- receipt of paid invoice for applied-for work;
- satisfactory completion of the agreed-upon work and in satisfactory conformity with the plans that were submitted upon application to the program.

## **APPLICATION PROCEDURES:**

**Application, Approval and Payment Procedures:** A proposed renovation is expected to receive the DDA's approval prior to commencement of work. Any work begun prior to approval may be ineligible for the façade program.

Final approval for application to the façade program is given by the DDA.

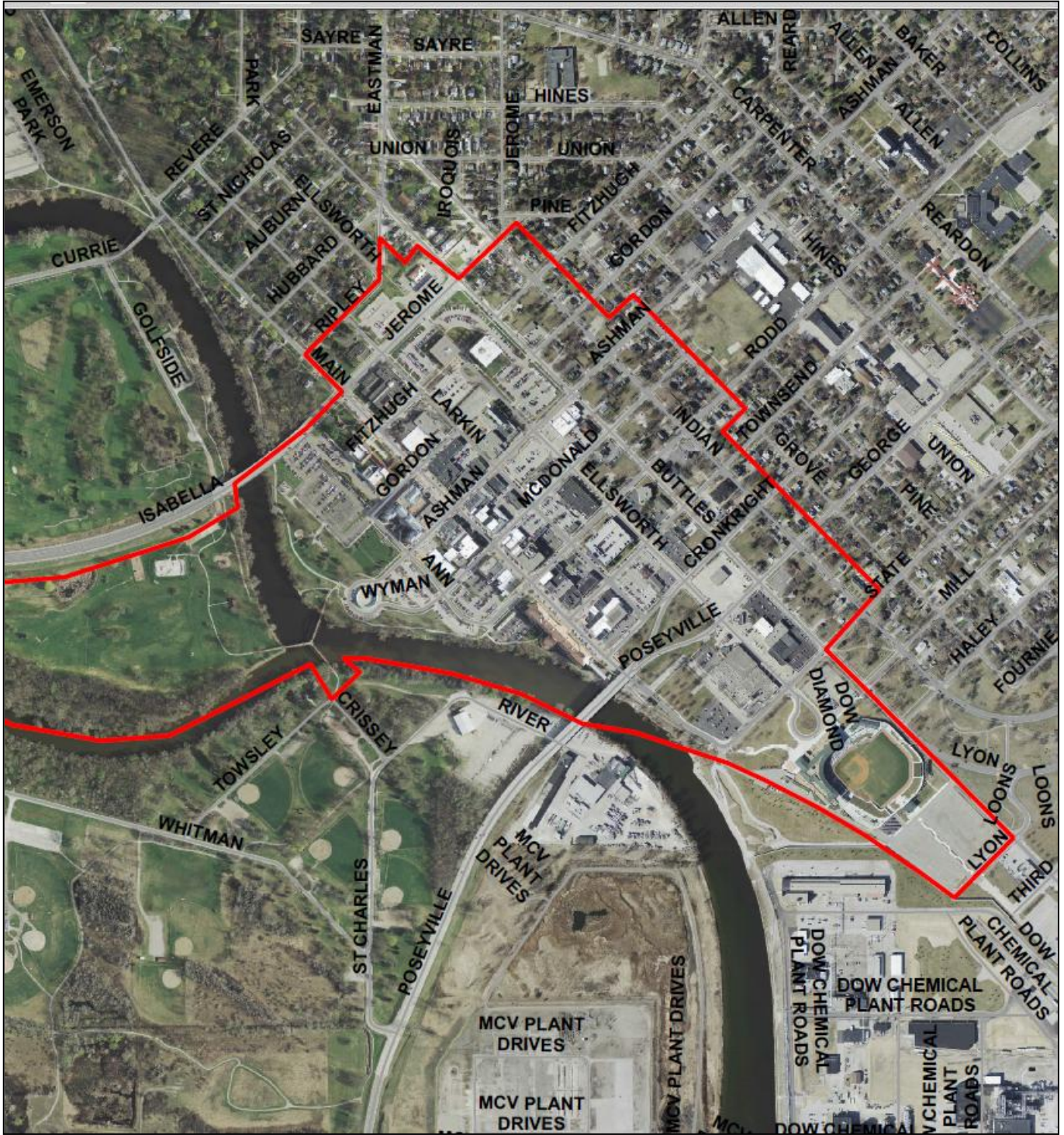
### **The following are the steps involved in applying for the program:**

1. Contact the DDA office (DDA) for program information and application.
2. Submit the completed application to the DDA office along with ***detailed, color*** rendering of design plans including description of work and outlining the materials to be used along with other details of the project.
3. The Economic Sustainability Committee reviews the application for completeness and alignment with the goals of the façade program. The committee will either ask for additional information and materials or recommend the application to the DDA for approval or denial.

4. The DDA acts on the Economic Sustainability Committee's recommendation.
5. Applicant receives a letter detailing the funds that have been approved or advising the applicant of the status of their request.
6. As work is completed, paid invoices are submitted to the DDA office which prepares payments in accordance with the approved application. Once paid invoices are presented to the DDA office, the DDA will provide up to 50% of the balance of the matching grant or matching loan amount to either the property owner or the business owner as indicated in the application.
7. During construction, significant changes (colors, design, materials) to the submitted and approved design plan must be brought to the attention of the DDA office for potential review and approval by the Economic Sustainability Committee or funding may be rescinded and all funds will become due and payable immediately. Any changes made without approval may disqualify the loan and/or grant and full repayment could be required.
8. The DDA director will prepare a project financial report and provide the Economic Sustainability Committee with updates and proof that approved renovation is complete.
9. In the case of a façade loan, the City of Midland will annually invoice the borrower according to execution of the loan documents.



Midland Downtown Development Authority Boundaries  
Area Eligible for the Façade Program





## DOWNTOWN DEVELOPMENT AUTHORITY FAÇADE PROGRAM APPLICATION

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

Name of Applicant: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Owner's Name & Contact Information: \_\_\_\_\_

Project's Estimated Total Cost: \_\_\_\_\_

Provide description of work and cost breakdowns by major categories, such as architectural fees, engineering fees, signs, awning, painting, repair, carpentry, electrical, etc.

Work to Be Done	Estimated Cost	Written Estimate Attached?	
_____		Yes	No
_____		Yes	No
_____		Yes	No
_____		Yes	No
_____		Yes	No
_____		Yes	No
_____		Yes	No

**Identify façade amount requested and form of payment:**

*The façade program will provide up to \$5,000 in matching grant and up to \$10,000 in matching loan for eligible downtown properties every seven years. Please select the amount of your façade request and whether it will be as a grant, loan or combination of both.*

<b><u>Amount Requested (50% of estimate)</u></b>	<b><u>Form of Payment (circle preferred)</u></b>	
\$ _____	Façade Grant	Façade Loan
\$ _____	Façade Grant	Façade Loan

Proposed project start date : \_\_\_\_\_

Proposed project completion date: \_\_\_\_\_

\_\_\_\_\_ **Initial here** to indicate that you have attached one photograph of the existing building and a detailed color rendering of design plans including description of work and outlining the materials to be used along with other details of the project.

Identify name of person responsible for paying the initial invoices (contractors/purchases):

\_\_\_\_\_

Identify name of person to whom façade grant/loan reimbursement should be made:

\_\_\_\_\_

The undersigned applicant affirms that:

- The information submitted herein is true and accurate to the best of my (our) knowledge.
- I (we) have read I have read and understand the conditions of the DDA Façade Program and agree to its conditions and guidelines.

**Signature of Applicant(s):**

\_\_\_\_\_

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

**Signature of property owner(s) if different than applicant:**

\_\_\_\_\_

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

**Signature of person responsible for initial purchases and contractor costs:**

\_\_\_\_\_

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

**Signature of person to receive façade loan / grant payment(s):**

\_\_\_\_\_

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

