

CITY OF DEWITT
Downtown Development Authority
2019 Façade Grant Improvement Program
Rules and Guidelines



(Keep for your records)

GOAL: To promote aesthetic and structural improvements to the commercial/office (including second story apartments) buildings located within the City of DeWitt Downtown Development Authority (DDA) District. The DDA understands that even small improvement projects can have a significant impact on how a building looks, thus affecting how the City looks overall.

2019 Program Goals - The DDA has established the following specific program goals for 2019:

Goal #1 – Site improvement projects including landscape improvements, decorative fencing, and building façade improvements.

Goal #2 – Level of investment by a building owner beyond the minimum grant match required by this program.

Goal #3 – Projects that preserve or promote the history of a building.

Goal #4 – Projects that improve the curb appeal of a building or site.

TYPES OF IMPROVEMENTS: The DDA is interested in facilitating the following categories of improvements to downtown buildings:

1. General façade renovations, including entryway improvements.
2. Window replacement.
3. Installation or replacement of awnings and signs.
4. Site improvements, landscape improvements, retaining walls, etc.

All work must be completed in compliance with the City of DeWitt building and zoning codes.

PAGE 2

City of DeWitt

Downtown Development Authority

2019 Facade Grant Improvement Program

Rules and Guidelines

(Keep for your records)



PROJECT FUNDING: For the 2019 Program, the DDA may pay up to 75% of the total cost of improvement projects up to a maximum of \$5,000. The DDA has approximately \$20,000 budgeted for projects.

The DDA will not fund projects that have been started or are underway at the time a grant application is made.

The DDA will not fund new projects for businesses or persons who not current on property taxes for 2019 (including real and personal property).

Despite multiple uses, only one grant per building is allowed per funding cycle. Applicants are allowed, however, to submit more than one project application during a funding cycle.

APPLICATION REVIEW COMMITTEE: The Application Review Committee, which is a committee of the DDA board or their designee, is responsible for reviewing project applications and recommending to the full board which projects should be funded. The Application Review Committee will also be responsible for determining if the applicant has completed the project originally identified in the request for funding. The Application Review Committee is responsible for recommending payment by the DDA board to the Grant Recipient.

PROJECT AGREEMENT: Upon being awarded funds through the 2019 Facade Grant Improvement Program, an applicant will then enter into a Facade Grant Improvement Program Agreement with the DDA. The Agreement will outline project details and requirements, minimum insurance requirements, and other program parameters. The Agreement must be signed by the applicant and returned to the DDA within thirty (30) days of the date that it is mailed to the applicant by the DDA. The Agreement will be accompanied by an official Grant Award letter.

PAGE 3

City of DeWitt

Downtown Development Authority

2019 Facade Grant Improvement Program

Rules and Guidelines

(Keep for your records)



NOTE: Any changes to the scope of work or project cost must be submitted in writing and have the pre-approval of the DDA Board of Directors prior to the applicant completing the additional work or incurring additional expenses.

PROGRAM PARAMETERS: Applications must be submitted by 5:00 PM, August 1, 2019 at City Hall 414 East Main Street. Projects selected and awarded funds must be completed by June 1, 2020. The official request for reimbursement at program completion must be also submitted by June 1, 2020. Projects that require extensions may risk future Grant Awards from the DDA.

The DDA reserves the right to grant funds for projects at any time, independent of the normal funding cycle. Examples of granting funds outside of the normal funding cycle may include if the applicant is a business that was not operating in the DDA district at the time of the call for projects, if the applicant was not the owner of the building/property proposed for improvement at the time of the call for projects, or projects that the DDA Board of Directors determines to be high impact projects for the Downtown District.

ETHICAL STANDARDS: Applicants should be aware that DDA Board Members who own buildings in the DDA district are eligible and may apply for this Facade Grant Improvement Program. As such, DDA board members who submit an application for funding are prohibited from deliberating or making any decision in regards to which projects will be funded for that particular funding cycle. DDA board members are also required to comply with the City of DeWitt's Ethics Policy Ordinance (Article VI, Chapter 2 of the City of DeWitt Code of Ordinances).

RIGHT TO REJECT: The DDA reserves the right to select the projects that it believes most closely match the goals and intent of this program and the right to reject any and all projects.

PAGE 4

City of DeWitt

Downtown Development Authority

2019 Facade Grant Improvement Program

Rules and Guidelines

(Keep for your records)



RECEIVING AWARD FUNDS: The Application Review Committee approves and recommends payment by the DDA Board of Directors. Payment reimbursement is made to the Grant Recipient when the following conditions have been met:

1. The agreed upon work is 100 percent complete by June 1, 2020
2. Copies of the documentation of final project cost and paid invoice(s) have been submitted to the DDA upon project completion date of June 1, 2020
3. A formal request for payment has been submitted to the DDA by June 1, 2020
4. A hard copy and a digital photo of the completed project has been submitted by June 1, 2020
5. The Application Review Committee has verified completion of all aspects of the “project” and paperwork requirements

QUESTIONS: Questions about this program may be directed to Daniel Coss, City Administrator or Andrea Schowengerdt, DDA Coordinator at (517) 669-2441.