

## **Ypsilanti Downtown Development Authority YDDA Façade Improvement Program**

### **Summary:**

The Ypsilanti Downtown Development Authority (YDDA) has created the Façade Improvement Program to encourage private investment in the DDA districts building stock and to enhance the overall physical appearance of Downtown Ypsilanti.

This program was created to assist property and business owners to improve the front and prominent rear entrances of their buildings. Funding for the grant program will come from the YDDA. *YDDA funding is limited and we will assess each application based on a list of criteria that include the historical significance and context of the property as well as the level visibility to proposed improvements.* The grants will be issued as a reimbursement for eligible expenses related to façade improvements. The maximum grant award will be for 50% of the eligible expenses not to exceed \$2,500.

Applications will be reviewed by the YDDA Staff and Economic Restructuring & Design Committee and will be rated on how well they maintain the architectural and historical integrity of the building and the DDA districts and their economic impact. It is the intent of the YDDA to provide the greatest impact possible through this program. *Applications will be available starting February 1, 2016 and all must be received no later than March 15, 2016.*

### **Program Rules:**

- Building must be within the YDDA District (see attached map)
- Improvements funded through this program must be on any exterior face of the building that is visible from any street, right-of-way, or parking lot; no interior work will be funded.
- This is a grant program. Money will be distributed after project completion and upon presentation of satisfactory evidence of expenditure/billing and verification that all appropriate permits and approvals have been received.
- All grant requests must be submitted before any work is started. Work not approved will not be grant-eligible.
- All applicants must have their proposed improvements reviewed and approved by the Ypsilanti Historic District Commission (HDC) prior to approval.
- The applications will be reviewed by the YDDA Staff and Economic Restructuring & Design Committee, and presented to the YDDA Board for approval. The decision of the YDDA shall be final and binding.
- Work must comply with the City of Ypsilanti building and zoning codes. The Economic Restructuring & Design Committee reserves the right to inspect all completed work before payment of the grant.
- Any changes to the originally approved scope of work must be approved in writing by the YDDA Economic Restructuring & Design Committee prior to construction. Failure to receive written approval may invalidate the grant award.
- Building owners or tenants are eligible. If the tenant applies they must provide written proof that the building owner has authorized proposed improvements and the owner must sign the Façade Improvement Program application.
- Grant applications will be considered for individual projects on single tax parcels. Multiple applications for the same tax parcel in one fiscal year will be only considered if they represent distinct and separate work for separate and individual businesses with their own district business address.
- Participant must be current with all real and personal property taxes to apply for the grant.

- Once a project is approved for funding, work should begin within 30 days of the execution of the program agreement and be completed within 90 days thereafter, or the grant funds may revert back to the funding pool. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent of the YDDA.
- All work must be performed in accordance with all applicable local, state, and federal codes.
- Applicants must sign an agreement stating that any improvements paid for with YDDA grant funds must remain intact for at least five years after project completion.
- Applicant agrees to display signage provided by the YDDA acknowledging our financial support for the project during the façade improvement work.

### **Application and Funding Process:**

Interested applicants should submit their applications to the Ypsilanti Downtown Development Authority.

In addition to a completed application, the following information will be required for consideration:

- Minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

All funding will be paid as a reimbursement of project costs. The applicant must submit “paid in full” invoices or cancelled checks for all costs considered for reimbursement. Reimbursement can be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work. Any proposed changes to the approved plan must be submitted in writing to the YDDA Design Committee for consideration.

### **Eligible Projects:**

The following façade improvements are eligible for grant funding:

- Woodwork and architectural metal repair, cleaning, restoration, painting or replacement.
- Masonry repairs, tuck pointing, or low pressure cleaning.
- Exterior painting.
- Window and door repair, restoration, repainting, or replacement.
- Cornice or parapet repair, restoration, or replacement.
- Awning repair, restoration, or installation.
- Exterior lighting fixtures.
- Exterior lighted and two-dimensional signage.
- Architectural and engineering services.
- Removal of after-installed facades along with restoration of vintage elements.

The following items are not eligible for grant funding:

- Property acquisition, mortgage or land contract, or other financing fees.
- Permit fees.
- Appraisal, legal, or accountant fees.
- Repair or creation of features not compatible with original architecture on historical buildings.
- Costs incurred before final grant approval by DDA.

## SELECTION CRITERIA

1. Attachment One of this packet addresses General Design Guidelines that will assist the Design Committee with the evaluation proposed façade improvements.
2. Attachment Two of this packet is a Cooperation Agreement that states that the applicant will cooperate with the YDDA in furtherance of its fundamental goal of halting property deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area.



By submitting this application I (we) affirm that the information provided herein is true and accurate to the best of my (our) knowledge;

Acknowledge that I (we) have read and understood the terms and conditions of the YDDA Painting/Façade Grant Program;

Understand that if my (our) application is approved that I (we) will be required to sign a Painting/Façade Grant Agreement prior to commencement of work on the proposed project;

Allow any photos, renderings, or descriptions of the work to be performed on said project to be used the Ypsilanti DDA for promotional purposes.

Name	
Signature	
Date	

Please attach the following items:

- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

ATTACHMENT ONE; General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building, adjoining and nearby buildings.
3. In general, the Design Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors of the district. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.
6. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

I/We certify that I/We have read and understand the above design guidelines

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

ATTACHMENT TWO; Cooperation Agreement

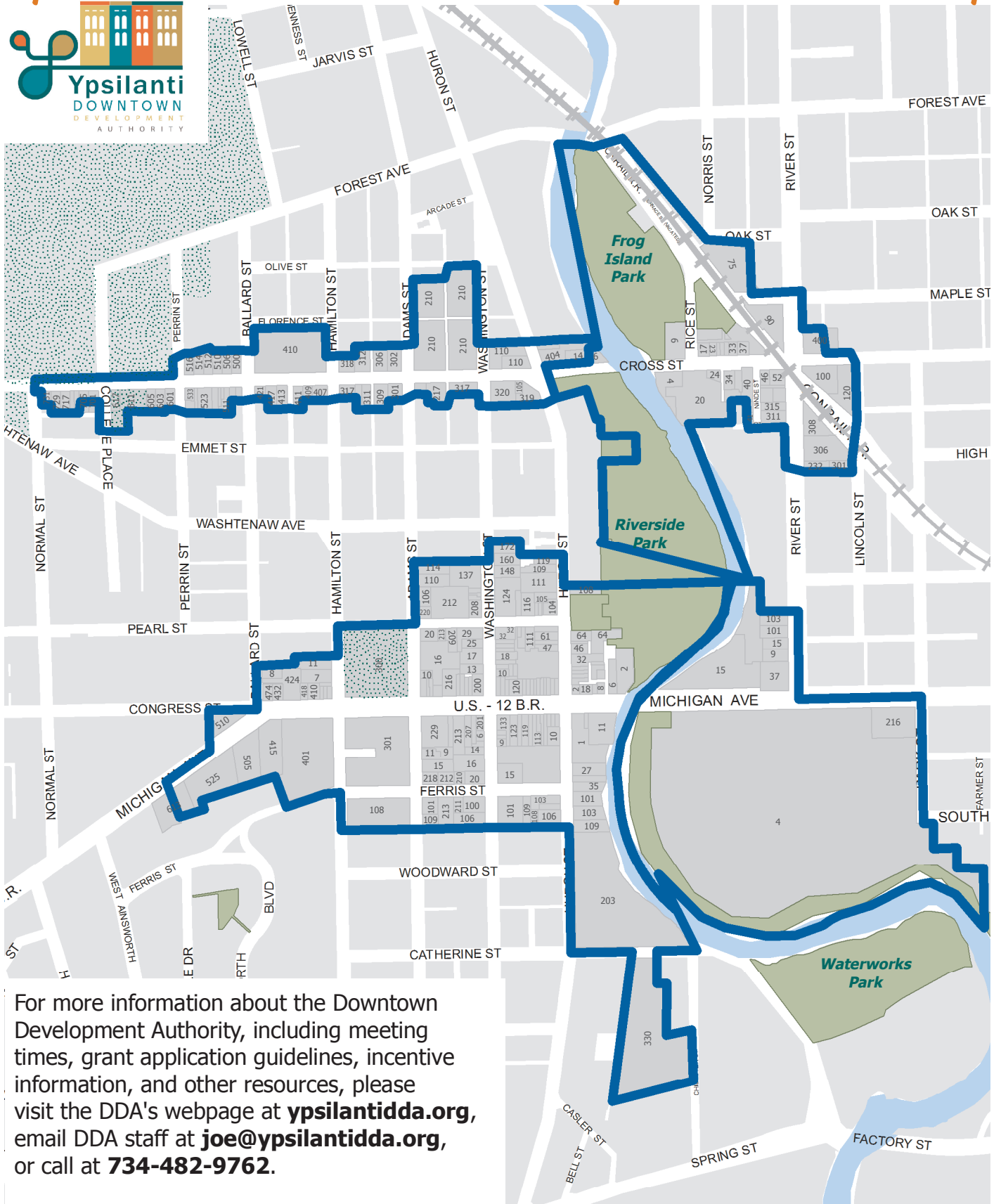
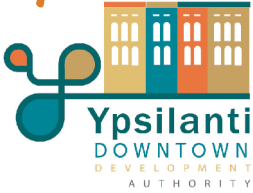
If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the façade
- Display signage provided by the YDDA acknowledging our financial during the façade renovation process.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# Ypsilanti Downtown Development Authority



For more information about the Downtown Development Authority, including meeting times, grant application guidelines, incentive information, and other resources, please visit the DDA's webpage at [ypsilantidda.org](http://ypsilantidda.org), email DDA staff at [joe@ypsilantidda.org](mailto:joe@ypsilantidda.org), or call at **734-482-9762**.



0 250 500 1,000 Feet

