

# Ypsilanti Downtown Development Authority Grants Committee Meeting

Wednesday June 21, 2017, 8:30 am  
SPARK East  
215 W. Michigan Ave.

## Agenda

**I. Call to Order**

**II. Roll Call**

RayVon Williams	P	A	Dieter Otto (C)	P	A
Martha Cleary	P	A	Kory Scheiber	P	A
Richard Murphy	P	A	Diana Wong	P	A
Andrew O'Neal	P	A			

**III. Approval of Agenda (X)\* p. 1**

**IV. Approval of February 22, 2017 Minutes (X)\* p 2-3**

**V. Audience Participation**

**VI. Old Business**

**VII. New Business**

1. Grant Application Review
  - o Rehab Grant
  - o Façade Grant
  - o Street Furniture Grant
  - o Marketing Grant

**VIII. Proposed Business**

**IX. Announcements/Comments**

**X. Audience Participation**

**XI. Next Meeting: Wednesday, August 23, 2017, 8:30 am at SPARK East.**

Key: \* = items requiring Committee action      [X] = documents attached

Ypsilanti Downtown Development Authority

Grants Committee Meeting

Thursday, May 24, 2017 – 8:30 a.m.

SPARK East

215 W. Michigan Ave.

**I. Call to Order 8:31**

**II. Roll Call**

RayVon Williams	P	Dieter Otto	P
Martha Cleary	P	Kory Scheiber	P
Richard Murphy	A	Diana Wong	A
Andrew O’Neal	P		

**Others in Attendance:**

- Barb Marcka- Bona Sera
- Corinne Sikorski- Ypsi Food Co-op
- Angel Vanas- Star Studio by Angel

**III. Approval of Agenda (X)\***

Martha motioned to approve the agenda and Andrew O’Neal supported the motion. The agenda was approved by the Grants Committee.

**IV. Approval of February 22, 2017 Minutes (X)\***

Martha Cleary motioned to approve the February 22<sup>nd</sup> meeting notes. Andrew O’Neal supported the motion and it was approved unanimously.

**V. Audience Participation (3 minutes each)**

- Business owners discussed their grant applications

**VI. Old Business: NA**

**VII. New Business: NA**

**1. Rehab Grants**

- Bona Sera Grant p.5-47
  - Barb discussed her grant application and fielded questions.
  - Bona Sera’s Grant received a 91/100 score

- Martha Cleary motioned to recommend approval Bona Sera's grant request for \$2,625. Andrew O'Neal supported the motion and recommended the Board approved the grant request.
- Ypsilanti Food Co-op Grant p. 48-84
  - Corinne discussed her grant application and fielded questions
  - Ypsilanti Food Co-op's Grant received a 93/100 score.
  - Andrew O'Neal motioned to approve Ypsilanti Food Co-op's grant request for \$5,000. Martha Cleary supported the motion and recommended the Board approved the grant request.
- Frank D's Grant p.85-109
  - Grant was not reviewed due to incomplete application
- Star Studio by Angel's Grant p. 109-144
  - Angel discussed her grant application and fielded questions.
  - Star Studio's Grant received a 87/100 score
  - Martha Cleary motioned to approve Angel's grant request for \$5,000 and RayVon Williams supported the motion and recommended the Board approved the grant request.
- Motion by Andrew O'Neal, supported by Martha Cleary to recommend the Operations and Finance Committee use the TIF Projects line in the budget for \$2,500 of the Ypsilanti Food Coop Grant. Motion carried – Unanimously.

### **VIII. Proposed Business:**

- **Review Grant Application**
  - Committee is looking to reconfiguring the grant application.

### **IX. Announcements/Comments: NA**

- There will possibly be an additional grant application in August.

### **X. Audience Participation: NA**

**XI. Next Meeting:** June 21, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

Adjourned at 10:20am

Key: (\*) = items requiring Board action (X) = documents attached in board packet

# YPSILANTI DDA BUILDING REHABILITATION PROGRAM

## Application Checklist

Please provide information for the following items. Refer to Application Packet for description of requested materials.

1. Applicant Information \_\_\_\_\_
2. Project Information \_\_\_\_\_
3. Project Description \_\_\_\_\_
4. Mortgage Information \_\_\_\_\_
5. Building Information \_\_\_\_\_
6. Signed Application Form \_\_\_\_\_
7. Signed Mortgage Note \_\_\_\_\_
8. Other Required Documentation
  - A. Property deed with legal description \_\_\_\_\_
  - B. Proof that all property taxes are paid and current \_\_\_\_\_
  - C. Proof of property and liability insurance \_\_\_\_\_
  - D. Copies of any leases associated with property \_\_\_\_\_
  - E. Two contractor quotes for total façade project \_\_\_\_\_
  - F. Photographs of proposed project site \_\_\_\_\_
9. Attachment Two \_\_\_\_\_
10. Attachment Three \_\_\_\_\_
11. Attachment Four \_\_\_\_\_
12. Attachment Five \_\_\_\_\_
13. Building Rehabilitation Agreement \_\_\_\_\_

# **YPSILANTI DDA BUILDING REHABILITATION PROGRAM**

## PURPOSE

As a fundamental goal of the Ypsilanti Downtown Development Authority (YDDA), the YDDA has determined that it is in the best interest of the public to halt property value deterioration, to eliminate that deterioration, and to promote economic growth and vitality within the Downtown Districts. In response to this stated objective, the YDDA has created the Building Rehabilitation program to rehabilitate and reuse older buildings in the Downtown Districts. The program is focused on providing financial assistance for upgrading older buildings to meet modern building code and accessibility requirements as well as to create consistency in design, materials and architectural character thereby enhancing the physical appearance of the Downtown. The buildings, once rehabilitated, must make a positive contribution to the overall character and architectural integrity of Downtown Ypsilanti. A successful rehab program will also leverage additional private capital results in continued growth and development within the borders of the DDA.

## ELIGIBILITY

A property must be located within the one of the YDDA districts to be eligible. The program is open to both property owners and tenants; however, the owner must sign the Building Rehabilitation Agreement if the applicant is a tenant. Applicants will be required to complete an application packet provided by the YDDA. The following eligibility criteria also apply:

### For Building Rehabilitation Grants:

1. Projects may include exterior façade improvements as part of the total project scope.
2. Projects must maintain or create first floor retail, commercial or professional uses to be eligible for program funding.
3. Program funds can be utilized for interior renovation and construction costs, with an emphasis on barrier free design requirements and/or state and local fire and safety codes.
4. Upon completion of any project the building must meet a basic condition test, which indicates that the property appears to be structurally sound, the roof intact and meets basic public safety codes.
5. The YDDA Economic Restructuring & Design Committee must approve the proposed improvements.
6. Awnings and signs may be eligible expenses under program guidelines, as long as they are part of a comprehensive building rehabilitation project.
7. Only facades abutting public right-of-way are eligible for assistance. Highly visible rear facades will be considered.
8. Building owners and tenants are eligible for the grant program. If a tenant applies for assistance, they must provide written proof that the building owner authorized proposed improvements and evidence

of an executed lease for a term equal to the Improvement Agreement.

9. All improvements that require Historic District Commission (HDC) approval shall gain be made in accordance with HDC guidelines and approvals before any reimbursement can be issued.

Additional Grant Requirements:

1. Applicant must provide proof that all property taxes are current and that the subject property is properly insured.
2. Applicant must provide detailed project financing and cost information and provide proof of available project funding in the form of bank/loan commitment letter(s) or personal equity.
3. Annual program funding will be limited, with projects awarded as funds are available. The YDDA will make final determinations on individual project eligibility and can reject any application based upon required insufficient program funds.
4. It is preferred that at least two licensed contractor quotes must be submitted, however, the applicant will not necessarily be required to accept the low bidder. If the applicant cannot provide two quotes, a waiver may be asked for (attachment six).
5. A minimum of 5% owner cash equity (of total project costs) will be required for all projects utilizing bank or other public financing.
6. All required municipal or government permits must be obtained prior to construction starting up.
7. Funds will be provided on a draw basis upon completion of work. Executed contracts and/or contractor invoices and proof that all required licenses, permits, and inspections have been received must be presented prior to disbursement of program funds.
8. Construction must commence within 90 days of approval for funding, verified by an award letter from the YDDA, and be completed within 120 days after construction start date as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the express written consent of the YDDA.
9. Applicant must agree to abide by the items outlined in Attachment Two: Cooperation Agreement.

## INELIGIBLE USES OF PROGRAM FUNDS

Program funds cannot be utilized for any of the following uses:

1. Refinancing or paying off existing debt
2. Property acquisition
3. Site plan, building or sign permit fees
4. Property appraisal costs, legal fees, or loan origination fees
5. Labor costs paid to the owner/applicant or relatives of owner/applicant
6. Building Demolition
7. Environmental consulting, testing, or actual abatement/clean-up costs
8. Purchase or upgrade of equipment.

## PROGRAM REQUIREMENTS

Applicants will be required to complete an application packet provided by the YDDA. Applications may be obtained at the offices of the YDDA or by calling 734.482.9762. In addition to all required forms, architectural renderings and/or project descriptions must be presented in sufficient detail to demonstrate the exact scope of work. The following items will also be required as a part of the review/approval process:

1. A valid mortgage on the subject property and/or personal guarantee will be required as collateral.
2. Building Rehabilitation Program funding cannot exceed 50% of total project costs, or \$30,000, whichever is less.
3. Construction must commence within 90 days of approval for funding, verified by an award letter from the YDDA, and the Project must be completed within 120 days after the construction start date as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent of the YDDA.
4. After completion of the Project, and for a period of five (5) years thereafter, the Developer, its successors and assignees, agree not to modify or alter the façade of the building without the express written permission of the DDA.
5. Any façade alterations first must be reviewed by the Historic District Commission in order to ensure compliance with HDC guidelines (as applicable).

## FINANCING GUIDELINES

Applicants must demonstrate proof of available project funding, whether owner equity or private financing.

Program financing will be in the form of a reimbursement to the property owner/applicant. The reimbursement will be disbursed on a draw basis, under the terms and conditions specified in the Development Agreement.

## APPLICATION & SELECTION PROCESS

YDDA staff will work closely with property owners and tenants to market the program and determine initial eligibility under program guidelines. Once the initial scope of work has been determined, staff will present the project to the YDDA Grants Committee. This committee will meet as needed to provide input, make suggestions to scope of work and approve or deny individual projects. Upon preliminary approval by committee, the project will be submitted to the YDDA Board of Directors for final approval. Upon approval of the YDDA Board of Directors at a regularly scheduled monthly meeting, an Agreement will be executed and the project can proceed.

### Selection Criteria

1. Buildings with first floor retail uses or projects, which will result in new commercial occupancy, will receive funding priority.
2. Projects, which will result in the creation or rehabilitation of upper story residential units or loft apartments, will also be considered.
3. Additional criteria that address the economic impacts of the proposed improvement and the overall program goals are included in Attachment Three and Four of this packet.
4. Attachment Five of this packet addresses General Design Guidelines that will govern the evaluation taken by Project Review Committee of proposed improvements.

## SOURCE OF PROGRAM FUNDING

The YDDA and Washtenaw County Economic Development & Energy provide all funding for this program.

## RIGHTS RESERVED

The YDDA reserves the right to reject any and all applications up to the limit of closing. The specific program guidelines herein are subject to revision or amendment by the YDDA Board of Directors. The YDDA may discontinue this program at any time, subject to the availability of program funding.

## DEFAULT AND REMEDY

To access program funds, applicants must demonstrate a bona fide commitment to implement building improvements and must certify that construction will commence within 90 days of funding approval, verified by an YDDA award letter, and that the Project will be completed within 120 days of the start of construction as verified by the YDDA. The applicant will be in default if rehabilitation is not undertaken within the specific time period.

In the event of default all program funds applied to the project shall become due and payable, plus



collection costs and reasonable attorney fees, if applicable. One or more of the following events shall constitute default:

1. The Owner/Applicant fails to pay, when due, any real estate taxes or special assessments on the subject property.
2. The Owner/Applicant expends program funds for uses other than approved project costs as represented in the original application.
3. Borrower defaults on private bank loan or other public financing made in conjunction with the DDA Building Rehabilitation Program.
4. After completion of the Project, and for a period of five (5) years thereafter, the Developer, its successors and assigns, agree not to modify or alter the façade of the building without the express written permission of the YDDA.

**YPSILANTI DDA  
BUILDING REHABILITATION PROGRAM**

**Application Form**

Ypsilanti DDA  
1 S. Huron  
Ypsilanti, MI 48197  
734.4829762

**1. Applicant Information**

Score: \_\_\_/5

NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**2. Project Information**

Score: \_\_\_/5

BUILDING LOCATION: \_\_\_\_\_

BUSINESS (ES) LOCATED IN BUILDING: \_\_\_\_\_

\_\_\_\_\_

BUILDING AGE: \_\_\_\_\_

BUILDING ZONED AS: \_\_\_\_\_ BUILDING SEV: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_

IF LEASED: Lease Expires \_\_\_\_\_ Renewal Term \_\_\_\_\_

3. **Project Description**

Score: \_\_\_/5

Describe in detail the proposed scope of work including design firm selected if applicable. In describing project, be sure to differentiate between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet(s) if necessary.

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Anticipated Construction

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Project Cost \_\_\_\_\_

4. **Mortgage Information**

Score: \_\_\_/5

Is there a current Mortgage on the property: YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, Holder of Mortgage

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Date of Mortgage: \_\_\_\_\_

Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Are there any other loans, liens, deed restrictions on the property?

YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please list: \_\_\_\_\_

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5. **Building Information**

Score: \_\_\_/5

Will project result in a change of use for the building? YES \_\_\_\_\_ NO \_\_\_\_\_

Uses of the building after completion of the Rehabilitation project:

1<sup>st</sup> Floor:

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2<sup>nd</sup> Floor:

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3<sup>rd</sup> Floor:

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Other:

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6. **Other Required Documentation**

Score: \_\_\_/5

- a. Property deed with legal description of property
- b. Proof that all property taxes are paid and current
- c. Proof of property and liability insurance
- d. Signed mortgage note
- e. Copies of any leases associated with property
- f. Project budget
- g. Two (2)-contractor quotes/construction bids for total project
- h. Photographs of proposed project site

I / We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the YDDA Building Rehabilitation Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the YDDA.

The applicant further certifies that he/she has read and understands the YDDA Building Improvement Program Guidelines. If a determination is made by YDDA staff that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, to the YDDA and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all YDDA funding commitments are contingent upon the availability of program funds.

The applicant understands that Construction must commence within 90 days of approval for funding, verified by a YDDA award letter, and be completed within 120 days after construction start date, as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the express written consent of the YDDA.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_

# ATTACHMENT TWO

## 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 and adjoining buildings.
3. In general, the Grants 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. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.
6. The size, color and shape of a sign should complement the building and add to the historic flavor of the area.
7. 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.
8. Any alterations to a building's façade first must obtain consent by the Historic District Commission to ensure that all alterations follow HDC guidelines (as applicable).

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**ATTACHMENT THREE**

**Cooperation Agreement for Building Rehabilitation Program**

Score: \_\_\_/5

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 value 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 facade

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## ATTACHMENT FOUR

Economic Impact

Score: \_\_\_/50

**Please use this sheet to answer the following attach additional sheets as necessary:**

1. Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_
  
2. Does the proposed project demonstrate positive economic impacts in any of the following areas?
  - A. Projected property and personal tax increases:
  
  - B. Job creation: construction and permanent:
  
  - C. Temporary (construction) Jobs Created:
  
  - D. Permanent Jobs Created:
  
  - E. Does the project activate a vacant store front:
  
  - F. Is the project helping an existing business expand:
  
  - G. Will the award of this grant help a new business start in the DDA:

Applicant

Date

\_\_\_\_\_

\_\_\_\_\_



**ATTACHMENT FIVE**

Grant Criteria: Building Rehabilitation Program

Score: \_\_\_/10

Applications for funding under the YDDA’s Building Rehabilitation Programs will be evaluated using the following criteria. These criteria ensure that each project that is approved contributes to the continuing revitalization to the YDDA Development Area, as well, as contributing to the wise use of monies allocated for such goals.

- 1. Specifications, Bids (2) and Cost Analysis: Is the DDA receiving value for the monies requested?
- 2. Overall Project Impacts: How will the DDA district benefit?
- 3. Needs Assessment: Are there special factors that should be considered in evaluation of this project?
- 4. Timetable of Project: Does the project demonstrate a willingness to complete the proposed improvements in a timely manner?

Applicant

Date

\_\_\_\_\_

\_\_\_\_\_

List of Exhibits

Exhibit A – The Project Site

Exhibit B – Design, Description and Cost of Project

Total Score: \_\_\_/100

## **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.

**Ypsilanti Downtown Development Authority**  
**YDDA Painting/Façade Grant Application**

Ypsilanti DDA  
1 S. Huron  
Ypsilanti, MI 48197  
734.482-9762

Name	
Mailing Address	
Phone Number	
E-Mail	
Business Name	
Project Address	
Property Owner Name	

Estimated Total Cost of Project: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## 2016-17 YDDA Façade Improvement Program Rubric

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

Name of Business: \_\_\_\_\_

Brief Description of Business: \_\_\_\_\_

\_\_\_\_\_

Project Scope: \_\_\_\_\_

Design Committee Member \_\_\_\_\_

Total Estimated Project Cost	
Is the application complete?	
Has the project been reviewed/approved by the HDC?	

1: Poor 3: Average 5: Superior	1	2	3	4	5
Historical Significance of the Property					
Visual Impact of the Project					
Project Consistency with Historical Content of District					
High Traffic/Profile Area					
High Traffic/Profile Business					

Are there special factors that should be considered in evaluating this project?

\_\_\_\_\_

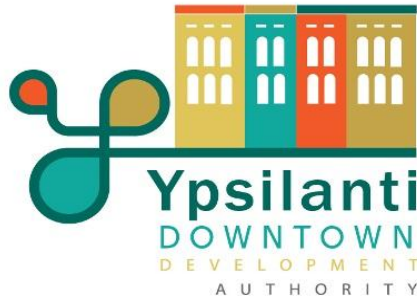
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## Street Bench, Trash Receptacle & Bicycle Rack Cost Sharing Application

Application Due Date:

Submit Application To: Joe Meyers  
Ypsilanti Downtown Development Authority  
1 S. Huron  
Ypsilanti, Michigan 48197  
(734) 482-9762  
joe@ypsilantidda.org

**Program Information:** The Ypsilanti Downtown Development Authority has developed a process for individual property and business owners to have additional streetscape furnishings (benches, trash receptacles, & bike racks) installed at their business. The applicant will be responsible for a portion of the requested items with the Ypsilanti Downtown Development Authority covering the remainder of the cost for purchase and installation of each. The costs for the items are \$200 per bench, \$300 per trash receptacle, and \$25 per bike rack. An applicant can request a maximum of one (1) bench and trash receptacle and (2) bike racks. All furnishings will be based on the approved specifications of the YDDA.

If you are interested in partnering with the YDDA, please complete this application.

### Applicant Information:

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

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

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

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

How many street furnishing items are being requested: \_\_\_\_\_

**Qualifying Criteria:** (Circle Either Yes or No)

- |  |     |    |
|--|-----|----|
| 1. Is your business currently in operation?  | Yes | No |
| 2. Does the business have space on the property for the installation of the requested items?   | Yes | No |
| 3. If the answer to number three is no, is there space in the public right-of-way for the installation?                                      | Yes | No |
| 4. Are you the property owner?   | Yes | No |
| 5. If you are not the property owner, has the property owner authorized the tenant to participate in the program? And can you Provide proof? | Yes | No |
| 6. Please include a site map (map may be hand drawn) and pictures showing the preferred location item.                                       |     |    |

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## **MARKETING EXTERNAL FUNDING AND CONTRIBUTION POLICY OF THE CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY**

The purpose of the marketing external funding and contribution policy guidelines is to assure that the Ypsilanti Downtown Development Authority maintain prudent, transparent, effective and ethical methods to disburse funds to organizations and businesses seeking assistance specifically to market events, goods, or services. The YDDA will only consider requests for contributions for programs and events that promote one or more of the YDDA districts as a place to work, play, or live and are not meant to support single business specific events and/or programming.

### **Objectives**

- Obtain the best value for the Ypsilanti Downtown Development Authority funds using a competitive process that is both open and transparent to the general public
- Conduct business in such an open manner that potential users of Ypsilanti Downtown Development Authority funds will recognize the fairness of the system
- Encourage competition which will help ensure that the Ypsilanti Downtown Development Authority will secure the best value possible
- Give due consideration to ethical standards, quality standards, and real value rather than price alone
- To establish and build good relations with suppliers and the community

### **Authority**

The Ypsilanti Downtown Development Authority Board reserves the right to waive all or any part of this policy under special exigencies to be specified and determined by a two thirds (2/3) majority of the Board.

### **Policy**

Marketing is the process of communicating the value of a product to customers, for the purpose of selling goods or services. Promotion is raising customer awareness of a product or brand. Approved contributions can be made up to \$300, with at least 25% of total cost being paid for by requesting entity. Monies awarded must be used for printing, design, advertising, photography, and marketing related areas subject to the YDDA Board. Requests for support less than \$100 can be approved at the YDDA Executive Director's discretion. Contributions will be limited to one award per program and requests should be submitted between 45-60 days prior to the stated need to allow for review.

To submit a request, please provide the following in written form to the Ypsilanti Downtown Development Authority office:

- Organization/business name
- Name and brief explanation of event or marketing campaign
- Explanation of how the money will be used
- Identify target audience
- Effect on downtown district(s)/new audience

**Ypsilanti Downtown Development Authority**  
**YDDA Marketing and Promotion Contribution Application**

Ypsilanti DDA  
1 S. Huron  
Ypsilanti, MI 48197  
734.482-9762

Applicant/Name	
Mailing Address	
Phone Number	
E-Mail	

Program/Campaign Title: \_\_\_\_\_

\_\_\_\_\_

Program/Event/Campaign Estimated Cost: \_\_\_\_\_

Please provide a short description of the program, event, or campaign: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will YDDA funds be used? \_\_\_\_\_

\_\_\_\_\_

What is your target audience? \_\_\_\_\_

\_\_\_\_\_

What impact will this have on the DDA or district? \_\_\_\_\_

\_\_\_\_\_

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

I (we) Understand that if my (our) application is approved that I (we) will ensure that the Ypsilanti Downtown Development Authority (YDDA) will be formally recognized and acknowledged as a supporter of this program, event, or campaign in all press releases, websites, and/or printed materials.

Name	
Signature	
Date	