

CITY OF ISHPEMING  
DOWNTOWN DEVELOPMENT AUTHORITY  
FAÇADE IMPROVEMENT GRANT PROGRAM  
PROGRAM INFORMATION AND MATERIALS  
ADOPTED JANUARY 2024

CITY OF ISHPEMING  
DOWNTOWN DEVELOPMENT AUTHORITY

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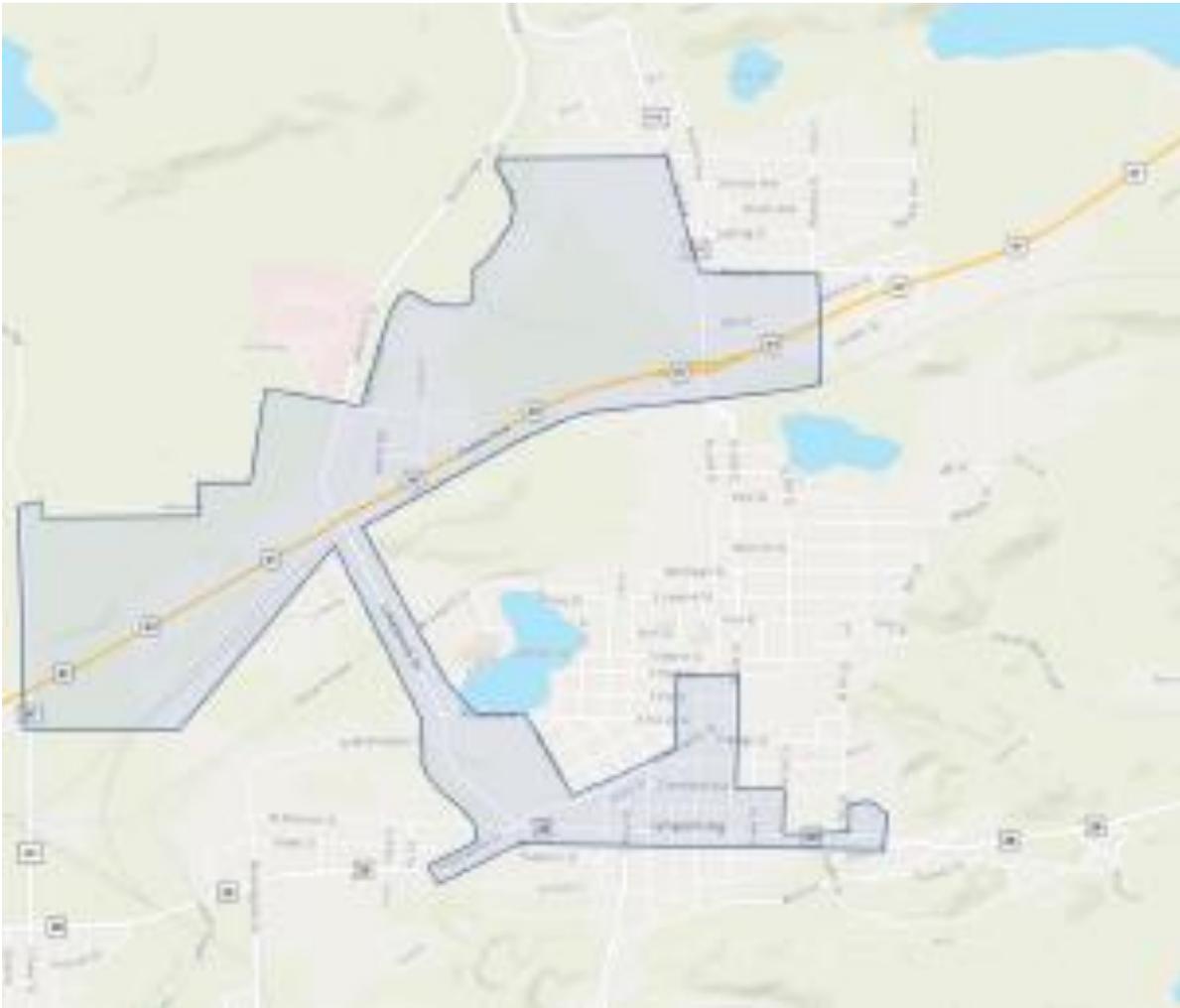
## 1. PROGRAM BACKGROUND

The City of Ishpeming Downtown Development Authority (the “DDA”) established this Façade Improvement Grant Program in order to utilize public funds to stimulate commercial investment. The DDA does not intend to mandate specific design criteria, however, the DDA also recognizes the importance of maintaining the historic integrity of the downtown district. The DDA established Design Guidelines in 2008 that provide the basis for prioritizing projects. By upgrading the appearance of Ishpeming through this program, our community will be more attractive to local residents, tourists, and potential investors.

## 2. BUILDING ELIGIBILITY REQUIREMENTS

### 2.1 Location

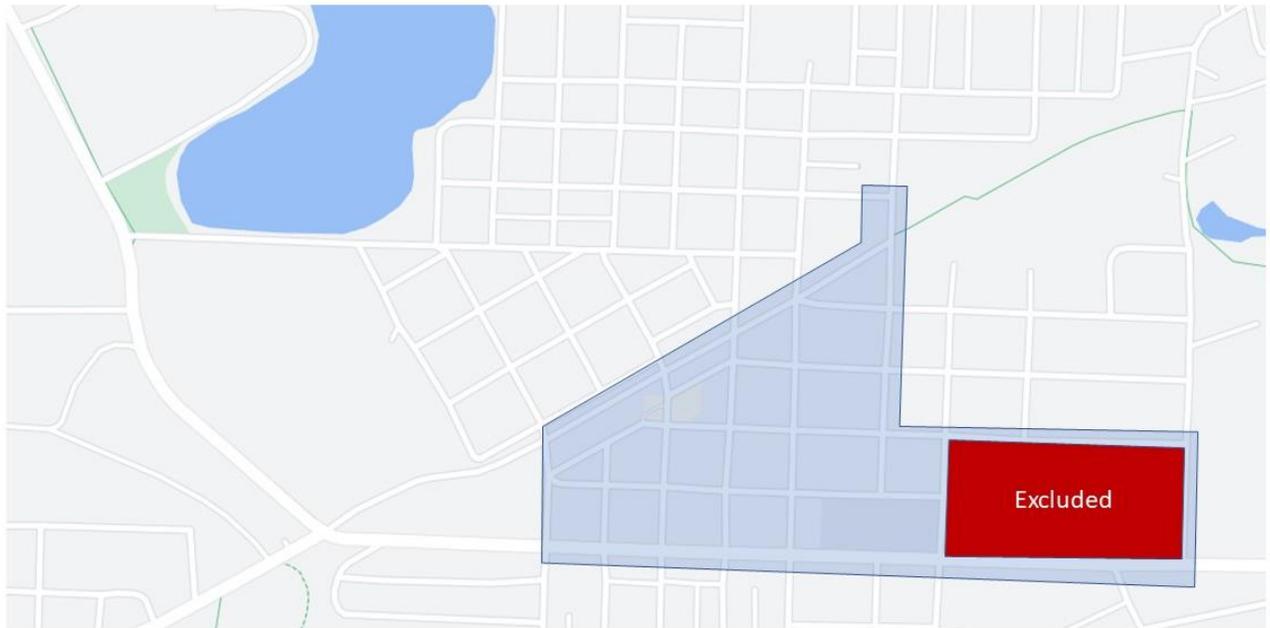
Eligible buildings must be located within the DDA district.



## 2.2 Added Eligibility Beginning Grant Year 2021

This grant is also available to businesses wishing to provide upgrades for compliance with the American Disability Act (ADA). These improvements may be internal or external and not directly tied to facade.

## 2.3. Additional Scoring Criteria Location



Lake Street to Seventh; Lake Street to Third; South-side of Division to North-side of Hematite; Hematite to E. Ely (along Third St)

## 2.4. Payment of Taxes and Other Public Accounts

All previously billed and currently payable property taxes and annual installments of assessments must be paid in full for the subject property before an application for a façade improvement grant will be considered. Additionally, all City of Ishpeming accounts in the name of the applicant and/or attaching to the subject property must be current. All taxes, assessments, and other city accounts must be kept current during the application, review, construction, and post-construction processes.

## 2.5. Nature of Façade

Grant funding may be requested for any façade (front, side, or rear) that fronts on a public right of way (street, alley, or public parking lot). Greater consideration for funding will be given to work proposed on a façade fronting a city street.

## **2.6. Structural Integrity, Condition of Building**

Buildings for which improvements are proposed must have basic structural integrity and an intact roof, thereby protecting the DDA's potential investment in the façade. Buildings will be considered ineligible if they are the subject of any current unsafe building or miscellaneous debris ordinance code violations.

## **2.7. Insurance Coverage**

The applicant or the owner of the subject property must carry suitable property insurance coverage on the subject property and must provide a certificate of coverage to the DDA with the application.

## **2.8. Title Opinion**

The applicant/subject property will be subject to a title opinion procured by the DDA to ensure clear title to the property absent of liens or other obligations which may conflict with the responsible expenditure of tax dollars.

## **3. INELIGIBLE USES OF GRANT FUNDS**

Façade improvement grant funds may not be used to fund any of the following:

- Payment of existing debt;
- Property acquisition;
- Interior improvements, equipment, or furnishings unless specifically addressed as ADA compliance improvements.
- Site plans, building permits, or sign permits;
- Property appraisals, legal fees, or loan origination fees;
- Labor costs paid to the owner or applicant or their relatives unless the laborer is a licensed contractor and specific approval is granted as part of the application review process.

## **4. FUNDING**

### **4.1. Dollar Limits**

Grant awards will equal no more than 50% of the total project cost on a reimbursable basis. There is no minimum award however the maximum award is established at \$10,000 for a single project. All award amounts are entirely within the discretion of the DDA.

### **4.2. Applicant's Matching Funds**

An applicant for a grant must provide an amount matching the grant award on a dollar-for-dollar basis, which will total not less than 50% of the total project cost.

### **4.3. Discontinuation of Funding**

The DDA reserves the right to discontinue funding for the Façade Improvement Grant Program at any time. If funding is discontinued, the DDA will honor all previously awarded grants.

## **5. PRE-APPLICATION PROCESS**

### **5.1. Nature of Applicant**

A person or firm applying for a façade improvement grant may be either a property owner or a tenant. If a tenant applies, the tenant must obtain the property owner's written permission to make the proposed improvements.

### **5.2. Contact with DDA Staff**

A person interested in applying for a façade improvement grant must contact the City Manager before any construction work commences on the proposed project. The potential applicant will be mailed an application packet. Starting construction work before approval of a grant award may result in ineligibility for a grant.

### **5.3. Pre-Application Meeting**

Prospective applicants will be asked to set up a time to meet with the City Manager to review the program guidelines. At this meeting, the City Manager will provide the prospective applicant with information as to whether the proposed project may fit the guidelines of the program. Any such information provided by the City Manager and any opinion or suggestions that may be conveyed as to suitability of the project are preliminary only, are not binding on the DDA, and should not be relied upon by the applicant as a final determination of award status. If it seems at the Pre-Application Meeting that the proposed project may fit the guidelines of the program, the potential applicant will be encouraged to complete the application and return it with the required additional materials.

## **6. APPLICATION PROCESS**

### **6.1. Application Contents**

**6.1.1.** The completed grant application form, signed by the applicant, and the required fee.

**6.1.2.** A detailed description of the improvements proposed, including how the applicant may intend to preserve or enhance the historical character of buildings in the DDA district.

**6.1.3.** Detailed cost estimates from a minimum of two qualified contractors for the work proposed, and the names, addresses, and telephone numbers of the persons who prepared the estimates.

**6.1.4.** The business name, address, and telephone number for the contractor and any subcontractor(s) the applicant proposes to hire to complete the project.

**6.1.5.** All architectural plans and/or sketches, and all specifications needed to understand the scope of the work proposed.

**6.1.6.** Examples of color schemes and materials proposed for the exterior improvements, including paint, bricks, signage, windows, awnings, etc.

**6.1.7.** The property owner's release of liability and written permission for the work proposed, if a tenant is the applicant.

**6.1.8.** A certificate of insurance coverage for the subject property.

**6.1.9.** Photographs of the building façade proposed for improvements.

## **6.2. Application Submission**

The application, including all required materials, must be submitted to the City Manager's Office. The City Manager may contact the applicant to request required materials which are not submitted, or to request supplemental materials.

## **7. REVIEW PROCESS**

### **7.1. Time of Review**

The DDA will review and make a funding decision for all complete applications submitted. The DDA meets regularly on the fourth Monday of each month to conduct business. All applications for façade improvement grants will be reviewed at regular meetings. The DDA meets every other month, however a special session will be called to review applications on a timely basis.

### **7.2. Substantive Criteria**

The DDA will evaluate each application based on the following criteria:

- The quality and impact of the proposed project;
- The historical and architectural significance of the subject building; and how the proposed improvements enhance the structure
- The visual prominence of the subject building and its location within the DDA district.
- ADA improvements must also demonstrate compliance with the law
- Location of Project in relation to downtown (additional points assigned to downtown)

### **7.3. Rights Reserved**

The DDA reserves the right to deny any or all applications for improvement grants. The DDA reserves the right to modify or amend the program guidelines at any time as deemed necessary. The DDA reserves the right to waive any guideline(s) or

requirement(s) of the program at any time and for any reason at the sole discretion of the DDA.

## **8. PROJECT INSPECTION**

Upon award of a grant, the applicant agrees to provide access to the applicant's building to the DDA during and after construction for inspecting the work as it relates to the proposal. Inspections will be pre-arranged and coordinated with the building owner and/or tenant. The purpose of the inspection is to ensure compliance with the terms of the grant application and award.

Similarly, the grant must meet applicable permit requirements. The City Manager or his/her designee may also require intermittent inspections for compliance with building codes, or other justified reasons to insure compliance as deemed necessary.

## **9. DISBURSEMENT OF GRANT FUNDS**

### **9.1. Project Completion Timeline**

Construction work on the façade improvement project must be complete within 90 days following written notification of the grant award, unless a written extension is specifically requested and approved by the DDA due to extenuating circumstances.

### **9.2. Final Inspection**

Upon completion of construction, the applicant must contact the City Manager to arrange to have the completed work inspected for compliance with the project proposal, drawings, and other materials submitted with the application. This is in addition to any inspections necessary for compliance to building codes / certificates of occupancy and/or connection services.

### **9.3. Applicant's Final Payment Request**

Upon completion of construction, the applicant shall submit a final request for full payment of the grant funds, in the form of a contractor's invoice. The final payment request shall include photographs

of the as-constructed façade / ADA improvements, and proof in the form of a receipt, lien waiver, or written statement from the contractor stating that the applicant has paid the contractor in full for the

applicant's matching share of the project's construction costs or is otherwise current in the applicant's payments to the contractor under an installment payment plan. Payment will be made directly to the contractor.

#### **9.4. Compliance with Approved Design**

If, during the final inspection, the work is found to follow the approved design proposal and the program requirements, the DDA shall pay the grant funds to the contractor within 30 days following the final inspection or the applicant's submission of a final request for payment, whichever is later.

#### **9.5. Non-Compliance with Approved Design or Program Guidelines.**

If, during any site visit by a representative of the DDA, any of the construction work is found to be in non-compliance with the approved design proposal or the program requirements, the City Manager will notify the applicant in writing within three business days, describing all areas of non-compliance. After receipt of the notification, the applicant shall provide to the DDA a written description of remedial actions intended to bring the project into compliance with the program guidelines and the previously approved design proposal. Final payment of grant funds will be withheld until all areas of non-compliance are suitably remedied, inspected, and approved in the sole discretion of the DDA or its representatives.

**FAÇADE IMPROVEMENT GRANT APPLICATION FORM**

Application Fee: \$50 payable upon application submittal

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

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

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

Property Address: \_\_\_\_\_

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

Applicant's Telephone (Daytime): \_\_\_\_\_

(Home): \_\_\_\_\_

Total Cost of Proposed Improvements: \_\_\_\_\_

Total Grant Amount Requested: \_\_\_\_\_

Brief Description of Proposed Façade Improvements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the program requirements and reviewed them with the City Manager, and I understand that my participation in the Façade Improvement Grant Program is contingent upon my full compliance with all requirements. I understand that this is a matching grant program and that the DDA will provide funding on a dollar-for-dollar match basis and that awarded grant funds are paid following completion of the work and full approval by the DDA or its representatives. I understand that design changes not approved by the DDA prior to their incorporation into the improvement project may result in my forfeiture of the grant award for the entire project. I also certify if I am a tenant of the subject property that I have obtained written approval from the property owner to complete the project improvements. My application includes the materials listed on the checklist on the following page. I also hereby authorize the DDA to procure a title opinion for the subject property.

\_\_\_\_\_  
Applicant Signature & Date

## FAÇADE IMPROVEMENT GRANT APPLICATION MATERIALS CHECKLIST

- The completed grant application form, signed by the applicant, and the required fee.
- A detailed description of the improvements proposed, including how the applicant may intend to preserve or enhance the historical character of buildings in the DDA district.
- Detailed cost estimates from a minimum of two qualified contractors for the work proposed, and the names, addresses, and telephone numbers of the persons who prepared the estimates.
- The business name, address, and telephone number for the contractor and any subcontractor(s) the applicant proposes to hire to complete the project.
- All architectural plans and/or sketches, and all specifications needed to understand the scope of the work proposed.
- Examples of color schemes and materials proposed for the exterior improvements, including paint, bricks, signage, windows, awnings, etc.
- The property owner's release of liability and written permission for the work proposed, if a tenant is the applicant.
- A certificate of insurance coverage for the subject property
- Photographs of the building façade proposed for improvements

**OWNER AUTHORIZATION FOR TENANT-PROPOSED FAÇADE IMPROVEMENTS**

I hereby authorize (applicant name) \_\_\_\_\_ to carry out the exterior improvements as detailed in the attached Façade Improvement Grant Application Form, on my property located at (address) \_\_\_\_\_, which is located within the Ishpeming DDA district.

I agree to release and hold harmless the City of Ishpeming Downtown Development Authority and the members thereof, the members of the DDA's DDA, the DDA City Manager, representatives, and staff, the City of Ishpeming, and the City of Ishpeming's officers, councilpersons, representatives, and staff from all liability in the event of property damage or physical injury resulting from construction work performed in conjunction with this façade improvement project.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date