



**BUSINESS IMPROVEMENT GRANT VI
(BIG VI)
PROGRAM
Fiscal 2014-2015**

Application Dates – September 1, 2014 thru January 15, 2015

Downtown Development Authority Board of Directors

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Mayor of Southgate

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Councilwoman Patricia C. Ganzberger
Council DDA Liaison

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DDA Business Development Coordinator
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Mr. Brandon Fournier
City Administrator

Mission Statement

The Southgate Downtown Development Authority’s mission is to strengthen the economic vitality of the District by creating an environment that promotes commerce, enhances aesthetics, explores mixed-use development and encourages stakeholder participation.

Southgate Downtown Development Authority's BUSINESS IMPROVEMENT GRANT VI (BIG VI) PROGRAM

Program Background

The Southgate Downtown Development Association ("DDA") Board of Directors appreciate the contribution our business community makes to the vitality of Southgate and has established the Business Improvement Grant ("BIG") to encourage exterior improvements to existing buildings and/or property within the downtown DDA district. The initial program was so successful that the board decided to renew it. The improvements should preserve either the unique historical characteristics of the building or improve its visual appeal or functionality in accordance with the DDA Design Guide Manual.

Program Eligibility Requirements

- a.) Properties located within the legal boundary of Southgate's DDA district engaging in retail, commercial, entertainment, non-profit business or office services shall be deemed eligible for grant funding (any question concerning the eligibility of a specific property may be answered by contacting DDA Business Coordinator Laura Snyder).
- b.) All property taxes must be paid up to date for any property that would be under consideration for a grant. Additionally, all city accounts in the name of the applicant must be current as well.
- c.) Grant funding may be requested for any aspect of the business (building, landscaping and/or signage) that fronts on a public right-of-way (street, alley or public parking lot). Work facing a street will be given higher consideration and priority.
- d.) Buildings that have improvements proposed under a BIG grant application must have basic structural integrity and an intact roof such that the applicant is able to obtain a basic building permit for the proposed work.
- e.) Applicant must be carrying property insurance coverage on the property listed on the application.

Ineligible Uses of BIG Funds

- a.) Existing debt
- b.) Real estate acquisition
- c.) Interior improvements, equipment or furnishings
- d.) Site plans, building permits or sign permit fees
- e.) Property appraisal costs, legal fees, or loan origination fees
- f.) Labor costs paid to the owner/applicant or their relatives unless they are a licensed contractor and specific approval is granted as part of the application review process

Grant Awards

The DDA has allocated a up to total of \$30,000.00 for this program. BIG VI applicants must provide a matching amount to their grant request based on a dollar for dollar basis. The DDA will award grants as follows:

- A. For projects up to \$500,000.00 grant awards of \$1,500.00 up to a maximum award of \$10,000.00 per application.

Grant amounts may be affected by the number of applicants or approved projects. Grant applications can be submitted until June 1, 2015 if grant funds have not been exhausted from the first application period.

Work Completion Schedule/Extensions & Amendments

Applicant must fill out the attached form and submit with your Extension or Amendment Request.

Extensions - All grant projects awarded funding must have the proposed work completed within 1 year of receiving written confirmation of the grant award. An extension can be requested for extenuating circumstances beyond the applicant's control. Requests for extensions will be reviewed on a case-by-case basis and all decisions of the DDA BIG committee will be final.

Amendments - Any design changes proposed by the applicant after the award of a grant (if no change in the grant amount is proposed), must be submitted to the DDA's BIG Committee and approved prior to any work being completed, to remain eligible for the original grant amount. Failure to obtain approval for any changes

undertaken for an approved project may result in the disqualification of the applicant from the program and the loss of the entire grant funding. For design changes requested after work has started which would require additional grant funds (only for original project grant awards less than the \$10,000.00 maximum amount), applicants must submit all necessary information (review applicable requirements of original grant) for review by the DDA's BIG Committee. A determination of approval for an amended grant amount will be made within 15 days of receipt of all required submittal data.

Application Process

Applications will be accepted from September 1, 2014 through January 15, 2015. Persons interested in applying for a grant under the DDA's BIG VI Program must submit their application to the **Southgate Clerk's Office** (14400 Dix Toledo) before any work has been done on the project. Persons applying for a grant can be either a property owner or a tenant, if the tenant obtains the property owner's written permission to make the desired improvements to their building. In the event that funding remains after the expiration of the stated application period, applicants may continue to submit requests to the City Administrator's Office at 14400 Dix-Toledo Southgate, MI 48195 for consideration. Upon review and certification of the application, the project may be forwarded to the BIG Committee for final decision.

Submittal Requirements

The DDA BIG Program Committee will review all applications submitted under the program and make a final determination of approval or denial of a grant award. All committee decisions are final, but applicants may reapply if an application is denied with 30 days of denial notice. The following information must be submitted with the application:

- 1.) Grant application form, signed and executed.
- 2.) Detailed description of the work proposed and justification as to why the request meets the DDA's desired intent of preserving or enhancing the building or property in the DDA district. The proposed work should be consistent with the DDA Design Guide Manual.

- 3.) Detailed cost estimate from a minimum of two (2) qualified contractors for the work proposed and the name, address and phone number of the person responsible for the preparation of the estimate (the board reserves the right to request additional quotes for any part of the project)
- 4.) Any architectural plans and/or sketches and specifications needed to understand the scope of the work proposed.
- 5.) Color schemes and materials proposed for the exterior improvements, including painting work, brick replacement work, signage, windows, awnings, etc.
- 6.) If landscaping, with new trees, shrubs or grass/sod, is to be done, then a plan on how they will be watered and maintained should be included
- 7.) List of the Federal, State and Local permits required for the proposed work.
- 8.) For work proposed by a building tenant, property owner's written permission.
- 9.) Copy of certificate of property insurance shall be provided.
- 10.) A project timeline or schedule shall be provided detailing the applicant's expected progress in completing the requested improvements.

Review Process/Evaluation of Applications

The DDA's BIG Committee will review all applications and inform all applicants if their application has been approved or denied within 3 weeks of the end of the program.

All applications will be scored based upon the following criteria:

- 1.) The visual improvement or impact of the project.
- 2.) The amount of owner/tenant investment
- 3.) The life expectancy of the improvement (building improvement versus landscape improvement)
- 4.) The visual prominence of the building and its location.
- 5.) The long term maintenance plan for the proposed improvement(s).
- 6.) The completeness of the application presented.
- 7.) Utilization of local contractors/materials.

Rights Reserved

The DDA reserves the right to reject any and/or all applications submitted for consideration under this program.

The DDA reserves the right to modify, amend the program guidelines or to discontinue funding for this program. All decisions of the DDA and BIG VI Program Committee are final.

Project Inspections

Upon receiving a grant award for funding under this program, the applicant agrees to provide access to their building for the DDA's representative for purposes of inspecting the work being completed by the applicant and/or their contractor. It is not the intent of the DDA to become construction inspectors during the applicant's project and as such, they will not be conferring with or advising the applicant's contractor of deficiencies during the course of the work. If, during any visit to the site, an issue of non-compliance is noted by the DDA's representative, the **applicant** will be immediately advised of the problem in writing. The applicant is required to respond to the DDA within 24 hours to provide an explanation of their review of the problem and what is being done to correct it.

Disbursement of Grant Funds

Applicants, shall submit one request for full payment of the grant funds once all project improvements have been completed and the DDA has conducted a final inspection verifying their compliance with the original grant requirements.

The applicant must contact the DDA when ready to submit a request for payment of the grant funds. The BIG Program Committee will arrange to have the completed work inspected for compliance with the project description and drawings submitted by the applicant with the program application. If the work is found to be in compliance, the DDA shall provide payment of the grant funds within 30 business days of the date of receipt of the request for payment.

If any of the applicant's completed work is found to be in non-compliance with the program requirements during any site visit by DDA representatives, the applicant will be sent a letter from the DDA within 3 business days describing the item(s) of non-compliance. The letter will require the applicant to provide the DDA with a written plan of action describing what actions will be taken to bring the project into compliance with the applicant's original grant proposal. Final payment of grant funds will be withheld until all areas of non-compliance are brought into compliance, inspected, and approved by the DDA.

See DDA Map for Boundaries

Attached to this application are the following documents:

CHECKLIST

(Incomplete applications won't be approved, make sure everything listed below is submitted)

_____Detailed description of the work proposed and justification as to why the request meets the DDA's desired intent of preserving or enhancing the historical character of their building in the downtown district.

_____Two (2) Detailed cost estimates/quotes for the work proposed and the name, address and phone number of the business writing the estimate/quote

_____Renderings, Architectural plans and/or sketches and specifications needed to understand the scope of the work proposed.

_____Color schemes proposed for the exterior improvements, including painting work, brick replacement work, signage, awnings, etc.

_____List of the Federal, State and Local permits required for the proposed work.

_____For work proposed by a building tenant, property owner's written permission.

_____Copy of certificate of property insurance shall be provided

_____A project timeline or schedule for the proposed improvements

BUSINESS IMPROVEMENT GRANT APPLICATION FORM

Submittal Date: _____

Applicant's Name: _____

Business' Name: _____

Property Address: _____

Mailing Address (if different): _____

Applicant's Phone Number (Work): _____ (Cell): _____

Email address _____

Total Cost of Proposed Improvements: _____

Total Grant Amount Requested _____

Brief Description of Work Proposed:

Applicant: I have reviewed the program requirements of Southgate’s Downtown Development Authority’s BIG Program and I understand that my participation in this grant program is contingent upon my compliance with them. I understand that this is a matching grant program and that the DDA will provide funding on a 50/50 matching basis and that the grant money is provided on a reimbursement basis, following completion of the work and approval by the DDA. I understand that design changes not approved by the DDA prior to their incorporation into the project may result in no grant award for the entire project. I also certify that if I am a tenant of the aforementioned property that I have obtained written approval from the property owner to complete the project improvements.

Applicant’s Signature: _____

Applicant’s Printed Name: _____

Date: _____

Please Return Application and all supporting documentation to:

Southgate DDA BIG Program
Attn: Clerk’s Office – DDA Coordinator
14400 Dix Toledo
Southgate, MI 48195

Owner Authorization Form

For

Tenant Proposed Property Improvements

I, _____ hereby authorize _____
to carry out the exterior improvements as detailed in the attached Business Improvement Grant
Application Form, on my property located at _____
which is located within the Southgate DDA District.

I also agree to hold harmless the Southgate DDA Board Members, Committee Members, Staff
and the City of Southgate in the event of property damage or physical injury as a result of
working on the aforementioned project.

Date: _____

Property Owner

Notary Public Signature (affix seal)

Project Extension and/or Amendment

Date _____

Business Name _____

Contact Name _____

Phone Number _____ Email _____

Requesting:

_____ Extension Original Completion Date ___/___/___ Extend Completion Date Until: ___/___/___

_____ Amendment Increase in Grant Amount? Y/N New Amt if Increased _____

Reason For Extension or Amendment:

Note: If additional work is to be done then two (2) quotes/estimates must be submitted with this form for each additional item being added.

Applicant Signature _____ Date _____