



Village of Paw Paw Downtown Development Authority Façade Improvement Grant Program

The Paw Paw Downtown Development Authority was created to promote and enhance the commercial core of the community, to preserve the public investment in this area and to improve the viability of businesses within the DDA district. To encourage business and property owners to improve and maintain buildings, the DDA has made this program available.

FOR MORE INFORMATION:

Bryan Myrkle, Village Manager - Phone: 269-657-3148 and Email: b.myrkle@pawpaw.net
Mary Springer, DDA Director - Phone: 269-415-0060 and Email: m.springer@pawpaw.net

General Requirements

- Regular DDA Façade Improvement Grants are available each year in an amount up to \$5,000 for qualifying projects. A 50% match is required. For example, a project totaling \$5,000 can receive funding assistance of \$2,500.
- Projects that score more than 50 points may qualify for up to \$10,000 in assistance. A 50% match is required.
- All work must be in accordance with the applicable local, state and federal codes.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected as part of any DDA funded project.
- Applicants shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permitting requirements. Permits which may be required include building, electrical, mechanical, plumbing, soil & sedimentation, Right of Way permits, and any others that may be required from the State of Michigan or Van Buren County. It is the responsibility of the applicant and their contractor to determine which permits may be required. The Village Code of Ordinances is online at www.pawpaw.net.
- Applicants must not have delinquent tax or utility accounts with the Village of Paw Paw.
- Upon completion of work, paid receipt(s) must be presented before reimbursement will be issued to applicant. Payment for work done without required permits will not be made until the applicant supplies the necessary proof the work was permitted and inspected.
- After inspection of property to ensure that work completed complies with the application submitted and approved by the DDA, agreed reimbursement will be made.
- Property improvements must be completed within one hundred twenty (120) days of approval or applicant will be required to request a project extension from the DDA which may or may not be approved.
- Any attempt to defraud the DDA shall result in forfeiture of funds and revocation of eligibility to participate in the façade grant program
- The DDA reserves the right to reject or deny any application for grant funding.

ELIGIBLE PROJECTS

Primarily limited to repair of building exterior façade, such as:

- Exterior painting
- Masonry repair, cleaning or tuck-pointing.
- Restoration, repair, or replacement of windows, doors, exterior walls, chimneys, or other architectural elements.
- Exterior work necessary for conversion to a retail or entertainment store entry.
- Removal of after-installed facades along with restoration of vintage elements.
- Roof repairs, re-roofing, etc.

INELIGIBLE PROJECTS & EXPENSES

- Interior construction, or projects that are not publicly visible
- Parking lot resurfacing, painting or striping, or construction of new parking.
- Signage
- Costs paid by the applicant in merchandise or in-kind services.
- Cost of labor paid to applicant, family members of applicant, or employees of applicant.
- Purchase of furnishings or equipment.
- Repair or creation of features not compatible with original architecture on historical buildings. Additional guidance on this topic is available from the DDA.
- Projects not in compliance with the Form Based Code regulations of the Central Business District, a requirement of the Village of Paw Paw Zoning Ordinance.
- Projects for properties and structures that are tax exempt (i.e. only tax-paying properties are eligible)

GRANT APPLICATION PROCESS & CHECKLIST

The application form may be obtained online, at Village Hall or from the Village of Paw Paw DDA Office (129 S. Kalamazoo Street, Paw Paw, (269) 415-0060).

The Application must be completed and returned to the DDA Director along with:

- _____ An original signed letter of permission from owner/deed holder (if applicant is not the property owner or holds a land contract).
- _____ A detailed written description of the project plans (scope of work, including materials sample color and color schemes), which addresses how the project complies with the guidelines.
- _____ Information related to which elements of the grant scoring system the project fulfills. Applications which score higher are more likely to be funded and may qualify for additional financial assistance.
- _____ A detailed cost estimate for all eligible costs supported by a quote from two licensed and insured contractors or suppliers. The Paw Paw DDA may consult with the applicant for the purpose of modifying the scope and/or content of the proposed work.
- _____ A zoning review is required for any project in the Central Business District that will require a building permit. Please contact the Village of Paw Paw for assistance with this.

GRANT SCORING MATRIX

The Village of Paw Paw DDA wants to help you accomplish your goals, and it also has goals of its own. The following scoring system is intended to facilitate a fair process to evaluate grant applications, and to provide transparency regarding DDA priorities in administering this program. Applications will be scored on a 100-point basis.

Projects that score more than fifty points may be considered for grant funding up to \$10,000.

- ☐ Projects totaling \$100,000 or more at a single address/single structure (20 pts)
 - ☐ Corner building with two street-facing facades or 100 ft of street frontage. (15 pts)
 - ☐ Project creates/supports retail, dining or entertainment (10 pts)
 - ☐ Historic preservation (5 pts)
 - ☐ Creation of upper floor residential space on currently vacant upper floor (10 pts)
 - ☐ First time applicant (5 pts)
 - ☐ Uncovers boarded windows (5 pts)
 - ☐ Brick and masonry repair (5 pts)
 - ☐ DDA dollars would be used to provide matching funds for a larger grant (10 pts)
 - ☐ Project creates publicly visible art (mural, etc.) (5 pts)
 - ☐ Project adheres to 2013 DDA architectural guidelines (5 pts)
 - ☐ Project improves building's energy efficiency – windows, doors, etc. (5 pts)
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APPLICATION

Please, print or type information so it can easily be read. Please complete all information.

Check One: _____ I am the Property Owner _____ I am the Business Owner

Name of Applicant: _____

Address of Applicant: _____

Address of Property for Improvement: _____

Business Contact & Title: _____

Phone: _____ Fax: _____

E-mail: _____

Project Description: *Attach additional information as may be necessary.*

Estimated Cost of Improvement is \$ _____

50% Reimbursement is estimated to be \$ _____

Please be sure that you have reviewed and submitted the appropriate supporting documents outlined in the **Grant Application Process & Check List** section of this document.

For grant reimbursement applicant must submit documentation that all invoices pertaining to project are paid in full. Reimbursement will not be granted if documentation is not received. By signing this application, I am stating that the above information is accurate to the best of my knowledge, that I agree to the requirements and there are **no delinquent accounts** with the Village of Paw Paw.

Signature _____ Date: _____

FOR DDA GRANT REVIEW COMMITTEE USE

Property Address:

Has been found to be

___ **Consistent**

___ **Inconsistent** with DDA Guidelines

It is therefore:

___ **Eligible**

___ **Not Eligible** for the grant program.

Total Amount to be granted upon installation/completion:

\$

Reviewed By: DDA Grants Review Committee

Date:

Project score:

Review Committee Comments