

VILLAGE OF CALUMET DOWNTOWN DEVELOPMENT AUTHORITY

SUMMARY of:

**STOREFRONT DESIGN ASSISTANCE GRANT PROGRAM and
BUILDING RESTORATION, REPAIR AND STABILIZATION ASSISTANCE GRANT PROGRAM**

Grants from the VILLAGE OF CALUMET Downtown Development Authority (DDA) are available to assist property owners within the Village of Calumet DDA district with professional architectural fees for historically appropriate building restoration as well as for smaller scale projects to buildings where participation in a State-funded Grant program is not feasible and for marginal properties to improve the overall condition of the building. Grants of up to a maximum of \$2,000.00 may be awarded as matching funds on a 50/50 basis per the property owner's eligible expenditures. Detailed descriptions of these two grant programs can be obtained by contacting the Calumet Village Administrator at (906) 337-1713 or at manager@villageofcalumet.com.

Description of eligible projects (not all inclusive):

- professional architectural fees for historically appropriate building restoration
- removal of non-historic facades
- removal of design elements such as signs, air-conditioners or other inappropriate elements inconsistent with the historic character of the downtown
- masonry cleaning and repair
- repair, replacement, restoration of siding, windows, doors, signage, awnings, cornices, balconies or lighting
- energy efficient or "green" projects
- interior mechanical and electrical repairs and upgrades that would be a permanent improvement to the structure.
- painting
- screening of less desirable elements such as dumpsters, ducts, etc.
- addition of awnings, planters or signs appropriate for the building

Ineligible projects (not all inclusive)

- murals
- plants
- building additions
- unattached features such as sandwich board signs, etc.
- backlit signage
- window displays

Overall rules:

- must be a commercial building within the DDA District
- project must meet all applicable Building Codes and Village Ordinances
- all Village taxes, sanitation and snow removal charges must be paid up-to-date
- only one Storefront Design Assistance Grant and Building Restoration, Repair and Stabilization Assistance Grant every three years

- only one Façade Improvement grant in process at any time.
- lessees may apply with written authorization of property owner
- matching funds are required on a 50/50 basis
- award is at the discretion of the DDA. Only plans deemed suitable will be considered

VILLAGE OF CALUMET DOWNTOWN DEVELOPMENT AUTHORITY
BUILDING RESTORATION, REPAIR AND STABILIZATION ASSISTANCE GRANT

PROGRAM OVERVIEW:

A Building Restoration, Repair and Stabilization Assistance Grant from the VILLAGE OF CALUMET Downtown Development Authority (DDA) is available to assist property owners within the Village of Calumet DDA district for smaller scale projects to buildings where participation in a State-funded Grant program is not feasible and for marginal properties to improve the overall look of the building. The grants are intended for exterior and structural work including window repairs or replacements, masonry repairs, energy efficient or "green" projects, interior mechanical and electrical repairs and upgrades and other interior improvements and renovations that would be a permanent improvement to the structure. Building Restoration, Repair and Stabilization Assistance Grants are also available to assist building owners with professional architectural fees for historically appropriate building restoration.

Building Restoration, Repair and Stabilization Assistance Grants of up to a maximum of \$2,000.00 may be awarded as matching funds on a 50/50 basis per the property owner's eligible expenditures. The total grant amount will be set at the beginning of the DDA's fiscal year. The deadline for application is April 30th of each year. Grant availability and deadlines will be posted in the Calumet Village Hall and published in the local newspaper at the beginning of the DDA's fiscal year. Information may also be communicated by direct mail to all property owners within the district or via the internet on the Village website. Grant recipients will be notified in writing by May 31st and projects must start no later than September 30th. Applications must include all required forms. Written notification of the grant award from the Village DDA should be in hand prior to the work commencing to be eligible for the grant.

ELIGIBILITY:

Each project must follow the Village of Calumet Civic and Commercial Historic District Commission guidelines:

A property and/or owner(s)/lessee may not be eligible for Building Restoration, Repair and Stabilization Assistance Grant program more than once in a three (3) year period unless additional grant funds become available or an emergency situation exists.

A property owner(s)/lessee may not have more than one Façade Improvement grant in process at any time.

The property owner(s)/lessee must be current on all bills for all properties in the Village including, but not limited to, sanitation, snow removal and taxes for all taxing authorities and must be in compliance with all Village ordinances before an application will be considered.

It is the intent of Building Restoration, Repair and Stabilization Assistance Grant program to match the property owner(s)/lessee capital expenditures for projects occurring within the DDA district while meeting the appropriate guidelines. The property owner(s)/lessee capital expenses presented to the DDA as matching funds may not be the same matching funds used by the property owner(s)/lessee to solicit funds from any other granting organization. Nor can monies received from another granting agency be presented as the property owner(s)/lessee personal contribution toward Building Restoration, Repair and Stabilization Assistance Grant.

PROCEDURES

APPLICATION PROCESS:

The property owner(s)/lessee must complete and submit to the Village office a grant application accompanied by a project summary to include bid proposals, materials list, detailed drawing of reasonable quality of proposed work (scaled, dimensioned drawing required for construction work), (2) high resolution digital photos of existing façade, a historic photo (if available) and a statement addressing the proposed work.

A copy of the Village of Calumet Civic and Commercial Historic District Commission (HDC) application must also be submitted to the Village office as well as to the HDC. The HDC will determine if the proposed work follow the HDC guidelines. The property owner(s)/lessee must receive a Certificate of Appropriateness from the HDC **before construction begins. Please note that it is the applicant's responsibility to submit the HDC application to the HDC and that the HDC's procedures and deadlines must be followed.**

(Your attendance at DDA and/or HDC meetings may be required as your availability to answer questions may expedite approval of your project.)

GRANT FUNDS:

The DDA will review all grant applications. Applications may be rejected due to incompleteness, lack of detail or issues of eligibility as previously outlined.

In the event that eligible applications exceed available grant funds, a lottery of all eligible applicants shall be held. Any eligible applicant not receiving a grant will be placed on a waitlist in the order determined by a second lottery.

If additional grant funds become available during the fiscal year, it will be awarded to the next eligible applicant on the waitlist. If there are unused grant monies available after this process, the DDA may post a notice in the Village Hall and the local newspaper for acceptance of additional applications. The grant(s) shall then be available on a first come, first served basis. Applications for unused grant monies must be submitted at least one week prior to a scheduled DDA meeting. If no additional grants become available, applicants will need to reapply for the following year's grants under the applicable guidelines.

CONSTRUCTION AND REQUIRED PERMITS – EXTENSIONS:

The property owner(s)/lessee must apply for all required county construction permits. Construction may not begin until all approved permits are received at the Village office.

If approved by the DDA and HDC and all requirements are met, construction may begin. Construction must begin within three (3) months of approval unless an extension is requested and granted. Extension requests must be received at least one (1) week prior to a scheduled DDA meeting, **must be in writing**, and must state the reason for the delay as well as the newly proposed start date. No more than three (3) extensions will be granted with regard to the start date. The applicant will need to reapply for the following fiscal year grants, under the applicable guidelines, if construction does not begin or the applicant cannot demonstrate significant progress.

The Michigan Occupational Code must be followed, if applicable. (See Occupational Code licensing requirement.) Building owners who can document their skills in construction or restoration may perform any work for which Michigan BOCA does not require licensing. Grant monies however will not be awarded for a building owner's own labor. The owner must provide receipts for all materials.

Construction must be completed within one (1) year of the grant approval. If completion is delayed, the applicant must request an extension **in writing from the DDA. Such requests must state the reason for the delay as well as the anticipated completion date.** Extension requests beyond one year from the grant approval date may be approved depending on the scope of the project provided construction has begun and provided that an applicant can demonstrate significant progress.

Your presence at a DDA meeting may be required for any extensions requests.

Please note that extensions are not guaranteed.

If there are significant "change orders" or significant changes to the "scope of work," the property owner(s)/lessee must submit these changes in writing to the DDA and HDC for approval prior to the changes being made.

PROJECT COMPLETION AND INSPECTION:

Upon completion of the project the property owner(s)/lessee or contractors must contact the HDC Coordinator so that the work can be inspected to determine if the project is complete and in compliance with the HDC guidelines. The property owner(s)/lessee must **be present** during such inspections. If construction permits were required the building owner(s)/lessee and or contractors must contact the appropriate inspectors for final inspections.

A Final Closeout Form must be completed by the property owner(s)/lessee including invoices and paid receipts and must be submitted to the Village office one week prior to a regularly scheduled DDA meeting for consideration at that meeting. **The Village of Calumet and the DDA are not responsible for making copies of required paperwork and receipts.**

If the preceding conditions are met, the DDA will reimburse the building owner **at the completion** of the project for 50% of the costs of the project not to exceed \$2,000.00.

Please note that project expenses incurred prior to grant approval may not be reimbursable by the DDA.

The DDA reserves the right to modify the terms under which grants are awarded after due consideration is given to the merits of the project.

Adopted by the Village of Calumet Downtown Development Authority on February 13, 2018.

Michigan Occupational Code Licensing Requirements

If the aggregate costs of labor, materials and other expenses is greater than \$600, Michigan Occupational Code Article 24, Section 339.2401, 339.2403 and 339.2404 requires that the work be done by a licensed builder for the following:

Basement waterproofing, Carpentry, Concrete, Excavation
Gutters, Demolition Masonry, Painting, Roofing, Screen and
Storm Sash, Siding, Swimming Pools, Tile and Marble.

Exceptions allowed under the Michigan Occupational Code Article 24, Section 339.203

..... (b) an owner or property with reference to a structure on the property for the owner's own use and occupancy. (Buildings which are occupied by customers, employees, tenants and the general public are not exempt under this.)

..... (c) an owner of rental property, with reference to the maintenance and alteration of that rental property.

Village of Calumet Downtown Development Authority
2018 Building Restoration, Repair and Stabilization Assistance
Grant Application

Date Submitted:	Estimated Cost:
Business Name:	Building Owner:
Property Address:	Mailing Address:
Contact Name:	Telephone No.:
Email:	Project Start/End Dates:

Attachments:

1. General description of proposed work
2. Written authorization for proposed work (if applicant different than property owner)
3. Photos of existing façade
4. Breakdown of estimated cost.

The undersigned affirms that the information submitted herein is true and accurate to the best of my knowledge; and I agree to the terms of the grant program as stated in the grant application.

Signed: _____ Date: _____
Property Owner (if different from applicant)

Signed: _____ Date: _____
Applicant (if different from property owner)

Applications should be submitted to the Village Office at 340 6th Street, Calumet, MI 49913.