

City of Richmond – Project Clean Up



Program Summary

The City of Richmond Economic Development Corporation and Tax Increment Finance Authority believe that our commercial buildings represent a valuable resource to our community. Project Clean-Up is designed to encourage the revitalization and rehabilitation of our downtown buildings within the TIFA District. The first \$2,000 a business owner spends, they are eligible for a 50% reimbursement (up to \$1,000). If the business spends more than \$2,000 on a project they will receive a dollar for dollar match until their grant reaches \$2,000. Businesses that have been established for more than one year at the location that they are improving, may also “bank” multiple years worth of grants to do larger projects. The businesses shall only be allowed to bank up to five (5) consecutive years for a potential maximum reimbursement of \$10,000. (Examples of funding levels are provided on pg. 3 and 4)

Eligible Applicants

- Property owners, tenants or developers of commercial or mixed use commercial structures that are within the TIFA district.
- Tenants must have the signed permission of the property owner.

Eligible Improvements

Projects are limited to signs and façade improvements, which include the following:

- Exterior cleaning, painting and/or paint removal (**A color sample is required.** Historic color palettes are available for review at City Hall; colors must be approved by the committee. Paint colors shall be compatible with adjoining buildings and colors.)
- Permanent Landscaping Structures and Flora. (Such improvements shall only be granted once every three calendar years.)
- Masonry repair and repainting
- Repair and replacement of architectural details or materials
- Window replacement or repair
- Rehabilitation or compatible reconstruction of storefronts
- New signs or rehabilitation of historic signs that meet Zoning Ordinance Standards
- New awnings or rehabilitation of existing awnings
- Removal of inappropriate or out-of-date signage
- Removal of metal siding and exterior slip covers (surfaces)
- Parking lot renovations (**Seal coating is limited to one time per owner.**)

Ineligible Improvements

- Interior rehabilitation or decoration
- Annual Landscaping structures, flora, and underground irrigation
- Refinancing of existing debt
- Inventory and equipment
- Sweat equity (payments for applicant’s own labor)



- General periodic maintenance
- General business operation expenses (payroll, taxes, utilities, etc.)
- In case of insurance reimbursement, the guidelines apply to the amount paid by the applicant.
- Temporary Signage

Application Process

- **The Design Committee (two members of the EDC, the EDC Coordinator, and the TIFA Director) must review and approve all applications before work begins.**
- Simply, complete the attached application form. Include plans, drawings and cost estimates, and return to the Contact Person at least one week prior to the Design Committee’s meeting. When possible the design committee will meet within one week of the application being submitted.
- Meet with the Design Committee to discuss plans. If the Design Committee reviews and approves, the applicant will be notified of the decision.
- The applicant or agent is responsible for obtaining any necessary permit(s) from the City of Richmond. The EDC reserves the right to cancel this agreement in the event of failure to comply with this schedule.
- After the project has been completed, submit a financial summary report, copies of invoices and waivers of lien from contractors (and subcontractors, if applicable).
- When the work is completed and approved by the design committee, the TIFA will make payment to the applicant.

For More Information, Please contact:

Troy Jeschke, Planning and Economic Development Director
 68225 Main Street
 Richmond, MI 48062-0457
 (586) 727-7571 ext. 128

Program Guidelines

The grant funds are to be used as an incentive to encourage the clean up and revitalization of the TIFA district. In determining what improvements are eligible, the following guidelines will apply.

- All work performed must be in keeping with the architectural renderings and specifications approved by the EDC Design Committee and according to the Business District Master Plan Guidelines.
- Projects will be reviewed and approved using the following criteria:
 - The impact of the project on the attractiveness of the building, the Streetscape and the downtown or neighborhood.
 - The architectural quality of the design proposal.
- All work performed must meet the City of Richmond Building Codes. Projects must begin within three (3) months and be completed no later than six (6) months after approval of the grant.
- Should a business relocate from the TIFA District, all attachments must remain within the TIFA District for three (3) years.
- One grant per store front within the calendar year.

Grant Amount

The Program will fund façade grant projects up to fifty percent (50%) of the first \$2,000 spent on the project up to \$1,000. If the business spends more than \$2,000 on a project they will receive a dollar for dollar match on top of the \$1,000, until their grant reaches \$2,000. On a \$3,000 project the applicant would receive 50% of the first \$2,000 spent (\$1,000), and 100% of the next \$1,000 spent for a total of \$2,000 reimbursement. New for this year is also an expanded version of the program, which would allow an established business to do a larger renovation project where they could potentially “bank” up to five consecutive years worth of awards for a maximum reimbursement of \$10,000. In a given fiscal year, up to ten (10) larger projects may be allowed on a first come, first served basis. The larger program is being offered as a courtesy and is in no way required.

This program has been funded for the 2009/2010 fiscal year, which runs from July 1, 2009 to June 30, 2010. All projects that you may want to count toward the current fiscal year must be completed by June 30th, 2010. Copies of cancelled checks or paid receipts must be submitted no later than the last week of June 2010.

Money spent on a project by the business.	Percentage Reimbursed	Project Clean-Up dollars awarded to the business
Up to \$2,000	50%	Up to \$1,000
Amount over \$2,000, but not exceeding \$3,000 total	100%	Up to an additional \$1,000
Amount over \$3,000 total	50%	Up to \$10,000 ¹

¹ The business receiving award would “bank” multiple years worth of awards up to a maximum of five years. The business would not be eligible for the program during “banked” years.

Example A

A business spends \$1,800 to paint their building. They would be reimbursed for 50% of their cost, and receive a check for \$900.

Money spent to paint the building.	Percentage Reimbursed	Project Clean-Up dollars awarded to the business
\$1,800	50%	\$900

Example B

A business spends \$2,500 to paint and replace windows. They would receive 50% reimbursement on the first \$2,000 (\$1,000) of the project, and a dollar for dollar match on the amount of the project over \$2,000 (\$500). They would receive a check for \$1,500.

Money spent on the project.	Percentage Reimbursed	Project Clean-Up dollars awarded to the business
\$2,500	50% on first \$2,000	\$1,000
	100% on the \$500	\$500
	Total Award	\$1,500

Example C

A business spends \$3,000 to repair the brick on their building. They would receive 50% reimbursement on the first \$2,000 (\$1,000) of the project, and a dollar for dollar match on the amount of the project over \$2,000 until they are reimbursed a total of \$2,000 (\$1,000). They would receive a check for \$2,000.

Money spent on the project.	Percentage Reimbursed	Project Clean-Up dollars awarded to the business
\$3,000	50% on first \$2,000	\$1,000
	100% on the \$1,000	\$1,000
	Total Award	\$2,000

Example D

An established business spends more than \$3,000 to repair their building. They would receive 50% reimbursement on the total cost of the project, with a maximum reimbursement amount of \$10,000. For example if a business spends a total of \$20,000 on a project, they could receive a maximum award of \$10,000. However, that business would not be eligible for another project for five years.

Years/Money spent on the project.	Percentage Reimbursed	Project Clean-Up dollars awarded to the business
“Bank 2 Years” \$8,000 ¹	50% on total project amount	\$4,000
“Bank 3 Years” \$12,000 ²	50% on total project amount	\$6,000
“Bank 4 Years” \$16,000 ³	50% on total project amount	\$8,000
“Bank 5 Years” \$20,000 ⁴	50% on total project amount	\$10,000 Maximum Award

¹ Businesses receiving reimbursement would not be eligible for another project on the year they are awarded plus one year after the award year, for a total of two years.

² Businesses receiving reimbursement would not be eligible for another project on the year they are awarded plus two years after the award year, for a total of three years.

³ Businesses receiving reimbursement would not be eligible for another project on the year they are awarded plus three years after the award year, for a total of four years.

⁴ Businesses receiving reimbursement would not be eligible for another project on the year they are awarded plus four years after the award year, for a total of five years.

Project Clean-Up Application Form

Applicant _____

Address _____

City _____ State _____ Zip _____

Property Owner _____ Phone _____

Address _____

City _____ State _____ Zip _____

Briefly describe the scope of improvements; please include the types of materials being used and a sample of the color. **PLEASE ATTACH DRAWINGS AND A PROPOSED BUDGET**

Building Address _____

Estimated Cost \$ _____ Number of Years being “banked”: _____

Estimated Time of Completion (or weeks) _____

Property Owner Authorization / Certification

I acknowledge receipt of a copy of the EDC Project Clean-Up Program Summary. I have also reviewed/prepared this completed application and consent to its filing. The information provided is accurate to the best of my knowledge. Upon approval, I agree to be bound by the requirements and guidelines as outlined therein.

I hereby certify that I have title to said property. I hereby appoint (if applicable) _____ as authorized agent for this Façade Improvement Matching Grant Program.

I acknowledge and understand that approval for the receipt of matching funds in no way creates any liability of any kind, whatsoever on behalf of EDC, TIFA, and the City of Richmond and agree to indemnify and hold EDC, TIFA, and the City of Richmond harmless of any and all liability.

Applicant’s Signature _____ Date _____

Property Owner’s Signature _____ Date _____
(if tenant is applicant)