

CITY OF MUSKEGON

DOWNTOWN DEVELOPMENT AUTHORITY



City of Muskegon - Downtown Development Authority

2024-25 Building Façade Improvement Grant Program Guidelines

Goal:

To upgrade the look and function of commercial buildings within the Muskegon Downtown Development Authority (DDA) by encouraging tenant businesses or building owners to make exterior improvements. Such improvements will enhance the individual property's value; and uplift the block in which the property is located and the overall district.

Available Funding:

The DDA has budgeted \$100,000 for the 2024-25 fiscal year, to be available to applicants on a first-come, first-serve basis. The number of grants will be limited by the budgeted amount.

Terms:

The Building Façade Improvement Grants are for up to \$25,000, with an applicant match of one to one. Thus, a \$5,000 grant would need to have the applicant propose a project of at least \$10,000. This is a reimbursement-oriented program to ensure that proposed work is done appropriately and consistent with the character of the downtown district.

Eligibility:

- Applicant must be a business or commercial building owner located within the Muskegon Downtown Development Authority district. Leaseholder businesses must receive the written permission of the building owner.
- The building must be an existing commercial structure at the sidewalk level, but can be mixed-use on the floors above. Grants can assist redevelopment, remodeling or renovations to existing commercial buildings but are not for new buildings.
- All city taxes and other city accounts must be current.
- All work must be done in compliance with all city regulations and ordinances, including obtaining necessary building permits and the approval of the Historic District Commission when applicable.
- All work must be done by a licensed contractor.
- All changes in access to a building must strictly comply with the federal Americans with Disabilities Act.
- Work receiving grant funding must not begin until a grant is awarded and work must be completed in 12 months. The applicant can request a 6-month extension in writing if the project is not completed within 12 months of the approval date.
- If the applicant has previously received a facade grant, they are ineligible to reapply until an additional three years have passed.

Eligible Costs:

The DDA board will have the final decision on the eligibility of any items receiving grant funding. Improvements must be to the exterior of the building and may include:

Exterior walls, windows, doors, exterior brick staining, cleaning or tuck-pointing of masonry or stone, ADA improvements to exits and entrances, awnings, decorative signs improving the aesthetics of the building, exterior lighting for safety and aesthetics and unique exterior architectural features.

Exterior Brick Staining:

This item is eligible only if there is noticeable paint deterioration present. Proof must be provided with your application.

Ineligible Costs:

Among other items, grants are not available for:

Property acquisition, site plans, building fees, appraisal or attorney fees, business equipment taxed as personal property, wages associated with the project paid the applicant or applicant's relatives, parking lots and landscaping. (Although parking lot improvements and landscaping are encouraged, they are not grant eligible.)

Application Process:

- Provide a brief statement of intent demonstrating the need for financial assistance; how the project will improve the building, its block and the district; and a commitment to future property maintenance.
- Provide a description of the proposed project, submitting photos of the existing building and if available drawings of the improvement.
- Provide detailed cost estimates with at least two competitive quotes from licensed contractors and their suppliers.
- Provide a timeline for commencing the project and its completion.
- Provide evidence of financial ability to complete the project with the understanding that the grant funds will only be disbursed upon completion of the project.

Review/Approval Process:

Applications received in the City of Muskegon's Development Services Division Office (Muskegon City Hall, 933 Terrace St, Room 202) will be reviewed by city staff. The DDA board authorized staff will review and approve grant requests up to \$2,500. Grant requests of more than \$2,500 will be evaluated by a design/review committee of city staff and board members appointed by the DDA. Grants of \$10,000 or more must receive final approval by the DDA board.

All reviews will consider the grant program goals, along with the long-term economic development benefits to the DDA district and the enhancement of the architectural appeal of the applicant building. Changes in project scope or design must be DDA approved for final reimbursement. If approved, City staff will request an update on each project after 6 months of the approval date.

Project Reimbursement:

Upon completion of the project, grant recipient must submit final invoices marked as paid along with copies of grant recipient proof of payment to the contractors and/or suppliers.

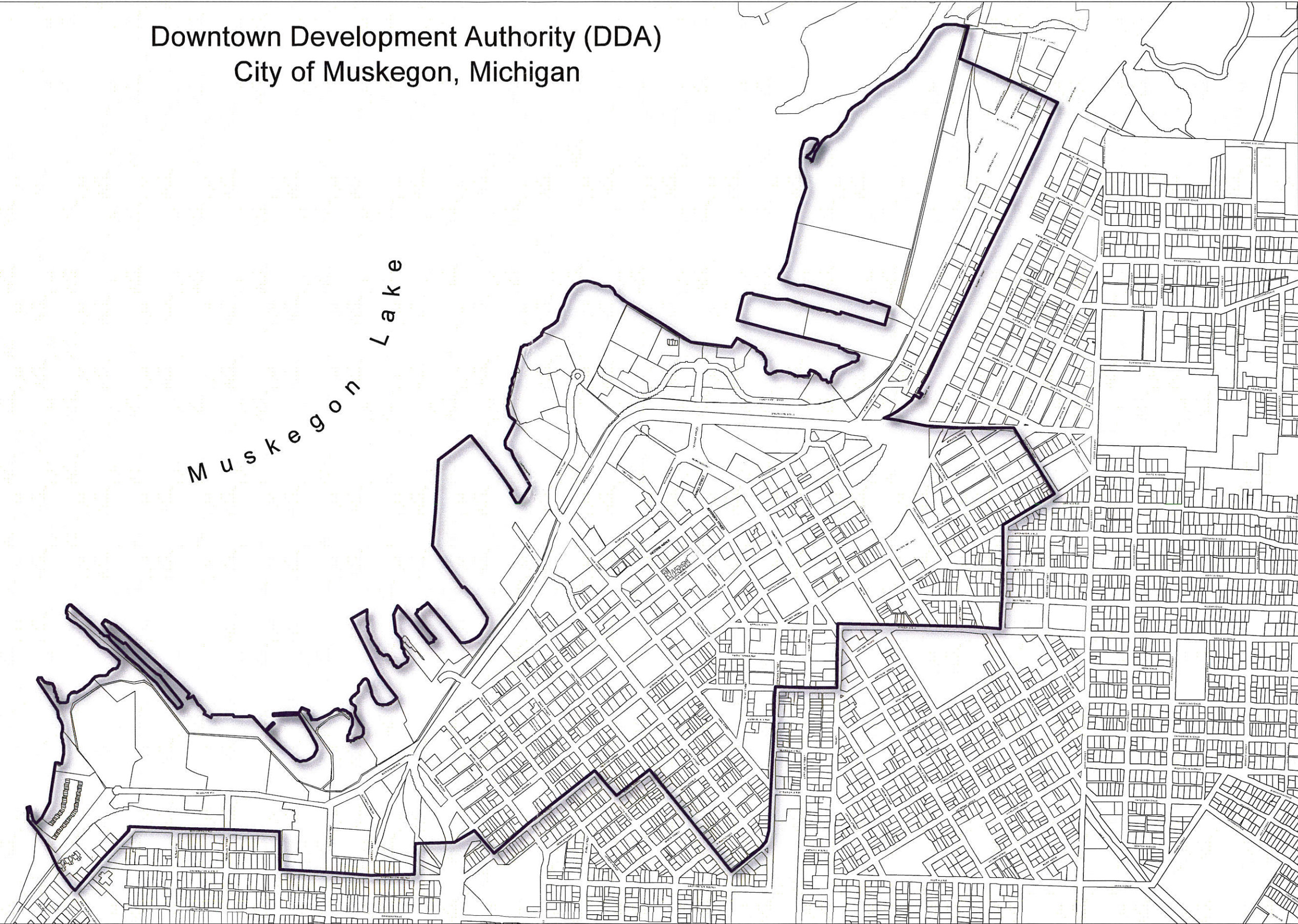
Program Authority:

The DDA board has final decisions on all matters related to the Building Façade Improvement Grant Program. Any decision by the DDA board is final.

DDA BOUNDARY

Downtown Development Authority (DDA)
City of Muskegon, Michigan

Muskegon Lake



City of Muskegon - Downtown Development Authority

2024-25 Building Façade Improvement Grant Program Application

Applicant Name	Business Address
Email	Phone
Project Address	Parcel Number
Requested Amount	Total Façade Project Cost
Statement of Intent/Need for Funding:	
Description of Project-Attach: Photos, Project Plans & 2 Competitive Bids:	
Project Timeline/Estimated Completion Date:	
By signing the grant application, if awarded, applicant commits to future property maintenance and certifies the ability to fund the project to completion before grant funds reimbursements are made.	
Applicant Signature:	

Please email application to: contessa.alexander@shorelinecity.com

For more information:

Contact Contessa Alexander, Staff Liaison, DDA/BRA

contessa.alexander@shorelinecity.com

231-724-4141