

Bellevue Downtown Development Authority

Facade Grant Program

Facade Grant Guidelines – 2023

Background & Purpose

The Facade Grant Program is developed by the Bellevue Downtown Development Authority (Bellevue DDA) Program Purpose. The intent of the Bellevue DDA grant program is to strengthen the economic viability of downtown Bellevue by providing financial assistance for those property owners who desire to improve the appearance and structural conditions of their building(s). It is important that the downtown buildings are safe and provide for continued community growth. The Village of Bellevue and the Bellevue DDA feel fortunate to have the ability to provide certain assistance to property and business owners to help support downtown in both image and structure and set stage for further development.

Grant Funding & Timing

This program is funded by the Bellevue DDA. The number of projects receiving grants in a fiscal year is based on the program budget, with a new funding cycle beginning September 1st. Awarding of grants is at the sole discretion of the Bellevue DDA and submission of an application does NOT guarantee receipt of grant assistance. Grants reimburse 50% of eligible project costs up to \$5,000.

Applications will be accepted on a rolling basis and ending each year August 31st. The Bellevue DDA will meet on the first Thursday of September at 2pm to review all applications. Final decisions will be made at the October meeting, which takes place the first Thursday in October at 2pm. If the applicant is not present at the October Board meeting, they will be notified of the results within 7 days by phone, email, or mail.

Program Target Area

The target area for the Bellevue DDA Façade Grant Program is the Bellevue Downtown Development Authority District. (See Exhibit A)

Eligible Applicants

1. Owners of commercial buildings that are in the Downtown Development Authority district, used for commercial purposes, and conform to applicable zoning requirements are eligible to apply for grant funds.

2. Tenants of eligible buildings may request grant funds if they submit a notarized letter of permission from the property owner with their application.

Eligible Improvement Projects

1. Exterior brick or wall surface cleaning using gentlest means possible (no sandblasting).
2. Re-pointing of brick mortar joints.
3. Patching and painting of walls.
4. Window and/or door repair or appropriate replacement.
5. Cornice repair or appropriate replacement.
6. Other exterior improvements of a structural nature or for historical restoration purposes.
7. Interior Improvements related to providing access to a new rear entry.
8. Exterior Lighting.
9. Business Signage.
10. Awnings.

Ineligible Projects

1. Maintenance or furnishings.
2. Building additions.
3. Roof repair.
4. Painting unpainted brick.

Ineligible Project Expenses

1. Financing or refinancing debt, loan origination fees.
2. Property acquisition.
3. Building permit fees or development review fees.
4. Property appraisals.
5. Legal fees or architectural fees.
6. Labor costs paid to the owner/applicant or relatives of the owner/applicant.

Funding Guidelines

1. Applications for projects must be approved by the Bellevue DDA Board prior to commencement of the work for which funds are requested.
2. All rehabilitation projects must meet Village of Bellevue zoning and building codes as well as all applicable Federal, State, and local laws, codes, ordinances, and administrative rules, including but not limited to State and Federal historic preservation laws.

3. In general, the Bellevue DDA encourages repair and preservation of existing historic features of façades encourages appropriate changes to alterations to these facades. Designs should be compatible with the building's historic character and/or the Downtown Guidelines.
4. Any grant for surface cleaning must ensure that best management practices shall be used, and all applicable environmental permits are obtained if removing lead-based paint or discharging paint materials into the City's storm sewer. Projects where cleaning methods are used that damage the historic building materials, particularly sandblasting, shall not be awarded grants.
5. Projects should not remove, alter, damage, or cover up significant architectural features of the building which are original, or which reflect a major alteration that is itself architecturally significant.
6. Projects may partially or fully restore the historic appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data.
7. Projects funded by grant monies must be completed within one year of the date that the grant application is approved. An extension may be approved at the sole discretion of the Bellevue DDA under significant special circumstances.
8. All applicants must have all property (real and personal) taxes paid to date.

No grant funds will be released until 100% of the approved work is complete and final inspections of the work show that all program requirements have been met. This grant is awarded on a reimbursement basis with funds released only upon provision of adequate proof of payments to contractors and waivers of lien.

Step-by-Step Application Process

1. A complete grant application must be submitted to the Bellevue Village Hall. Since funds for this program are allocated based on funding availability, estimates for the façade work to be performed must be submitted with your application. The exact amount of funding being requested shall be based on the estimate selected by the applicant and outlined on the application. If the cost of the project exceeds the initial estimate selected in the application, the applicant only receives the original grant amount approved.
2. If an applicant is requesting funding for more than one building, the applicant must complete a separate application for each building. Each eligible building will be considered a separate project for purposes of grant funding.
3. Proof of project funding must accompany the completed application form. The applicant must also sign a statement indicating that they are not presently indicted or otherwise criminally or civilly charged by a government entity, and has not, within a three-year period preceding the application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense for the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
4. The Bellevue DDA Board will forward the application to the Village of Bellevue Planning Department to make sure the work proposed complies with the Village's zoning and building codes. If it complies, it will be returned to the Bellevue DDA Board. If the work does not

comply, the applicant will be contacted for a meeting with the Village Manager to resolve the zoning and building codes issues. A revised application may be required. No grant application will proceed that does not meet the Village of Bellevue Zoning Ordinances and the Michigan Rehabilitation Code. This preliminary review will not replace Village requirements for obtaining zoning approval or building permits.

5. Once a compliant application is returned to The Bellevue Village Hall staff, it will be reviewed by Bellevue DDA at their next meeting (the applicant or applicant's representative may attend).
6. Once an application has been approved, the applicant will be notified in writing by the Bellevue DDA board, and the amount of the grant will be clearly stated in the letter.
7. "Before" Pictures must be taken by the applicant and submitted with the application. All "Before" pictures must be taken before the commencement of any of the work.
8. "After" pictures must be taken by the applicant and be submitted to Bellevue Village Hall upon completion of the project.
9. When a project is completed and "Before" and "After" pictures are submitted, the project will be examined by the Bellevue DDA Board.
10. Once the board has verified completion of the facade project, the applicant must submit copies of invoices, receipts, and an itemized statement of the total cost of the project signed by the applicant. All documentation for payment must be provided at one time to Bellevue DDA for one payout. Receipts must be provided no later than 60 days after completion of the project unless an extension for extenuating circumstances is approved in writing by the DDA. After receipt and verification of the information, the Bellevue DDA will release the grant money to the applicant. The grant is awarded on a reimbursement basis. Late submittal of receipts will disqualify applicant from reimbursement.
11. Applicant is solely responsible for obtaining all necessary permits and ensuring that the proposed work complies with all applicable Federal, State, and local laws, codes, ordinances, and administrative rules.
12. Upon release of the grant funds, the applicant releases the DDA from all claims against the DDA arising under the grant. Release of the grant funds shall not constitute a waiver of the DDA's claims against applicant.
13. The applicant may not assign any funds to any other person or entity without the prior written consent of the DDA.

Program Amendments

The details of the Bellevue DDA Facade Grant Program may be amended at any time during the fiscal year, subject to the formal approval of the Bellevue DDA Board of Directors. All decisions of Bellevue DDA Board of Directors are final. There is no appeal process in place therefore there will be no appeals accepted.

Indemnification

The Applicant hereby agrees to defend, indemnify and hold harmless to the fullest extent permitted by law the Bellevue DDA Board, and any and all other employees, agents, directors, volunteers, successors in interest and/or representatives (the "Indemnified Persons") from any and all suits, actions, legal or administrative proceedings, claims, liabilities, damages, personal injuries, requests for reimbursement or other such requests for payment arising out of or in connection with the project referenced in this Agreement. The parties agree that the Applicant's duty to defend and indemnify is intended to be interpreted in the broadest possible sense, except that the If any suit, action or proceeding is brought against any Indemnified Person, it shall be defended by counsel provided by the Applicant. In any such proceeding, the Indemnified Person shall cooperate with the Applicant and the Applicant shall have the right to settle, compromise, pay or defend against any such claim on behalf of such Indemnified Person, except that the Applicant may not settle or compromise any claim if the effect of doing so would be to subject the Indemnified Person to criminal penalties, unless such Indemnified Person gives its consent. The Applicant shall not be liable for payment or settlement of any such claim or proceeding made without its consent.

Applicant shall not be obligated to indemnify and reimburse any Indemnified Person if a court of competent jurisdiction finds that the liability in question was caused by willful misconduct or gross negligence of the involved Indemnified Person(s), unless the court determines that, despite the adjudication of liability, but in view of all circumstances of the case, the Indemnified Person(s) is (are) fairly and reasonably entitled to indemnity for the expenses which the court considers proper.

Contact Information

For questions or to apply for the Facade Grant Program, contact the Bellevue DDA.

Bellevue Village Hall
C/O Bellevue DDA
201 N. Main St
Bellevue, MI 49021
Phone: 269-763-9571
Email: BellevueMichiganDDA@gmail.com

**Bellevue Downtown Development Authority
Facade Grant Program
Application Form**

1. Date: _____
2. Applicant Name: _____
3. Address: _____
4. City: _____ State: _____ Zip: _____
5. Phone: _____ Email: _____
6. Project Address _____
7. Does applicant own the project building with clear title? YES NO
8. If the answer to #7 is No, please attach a letter from the owner expressing approval and knowledge of all application and grant fund requirements for said project application.
 - a. Mortgage with who, if any: _____
 - b. Is there a land contract? YES NO Between Whom? _____
 - c. Who is the deed holder? _____
9. Estimated Total Project Cost: _____
 - a. Request of DDA Grant Program: _____
 - b. Balance of Project Funding Amount and Source: _____
10. Provide attachment to application as to project cost breakdown by major categories such as: signs, awnings, painting, repairs, carpentry, electrical, fixtures, etc.
11. Proposed Project Start Date: _____
12. Proposed Project Completion Date: _____
13. Please list any financial institutions you plan on using to secure additional funds to supplement DDA grant: _____

14. What is existing use of property to be renovated or improved: _____

15. Describe project intent in detail: _____

16. Was a Before Picture Submitted with this application? YES NO

----- **OFFICE USE** -----

Date Applicant Project Reviewed: _____

Application Amendments: _____

Other: _____

DDA Action: ACCEPTED REJECTED

Date Acceptance/Rejection Letter Sent: _____

Date Grant Approved (if approved) : _____

Amount of Grant Approved: \$ _____

Date File Closed: _____

Board Member Signature: _____ Date: _____

EXHIBIT A





N MAIN ST

E JACKSON ST

