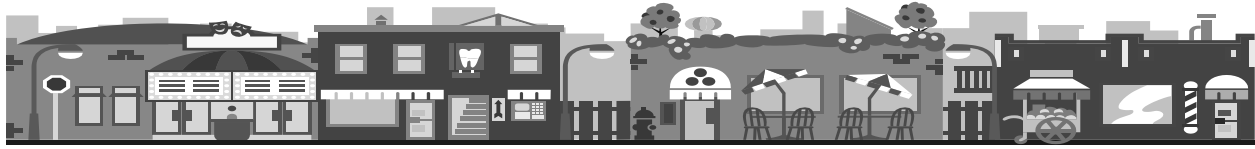


City of Richmond – Project Clean Up



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 for larger projects. Eligible businesses may be allowed to bank up to three (3) consecutive years for a potential maximum reimbursement of \$6,000. (Examples of funding levels are provided on pg. 3 and 4) This program is on a first come first served basis until the budgeted funds have been expended. In a given fiscal year (July 1, 2019 to June 30, 2020), up to seven (7) \$6,000.00 awards, eleven (11) \$2,000.00 awards, and one (1) \$1,000.000 award may be allowed on a first come, first served basis.

Eligible Applicants

- Property owners, tenants or developers of commercial or mixed use commercial structures who are in 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.)
- Masonry repair and repainting
- New signs or rehabilitation of historic signs
- New awnings or rehabilitation of existing awnings
- Parking lot renovations (**Seal coating is limited to one time per owner.**)
- Rehabilitation or compatible reconstruction of storefronts
- Removal of inappropriate or out-of-date signage
- Removal of metal siding and exterior slip covers (surfaces)
- Repair and replacement of architectural details or materials
- Roof Repair of flat and pitched roofs (see pgs. 2&3 for eligibility)
- Window replacement or repair

Ineligible Improvements

- Interior rehabilitation or decoration

- Landscaping
- 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 approve all applications BEFORE any 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.
- All work must be completed within the same fiscal year that the project was authorized. The City's fiscal year runs from July 1, 2019 to June 30, 2020.

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 and Zoning Ordinance 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 improvements to the building within the TIFA District must remain for three (3) years.
- One grant per store front within the fiscal year.

- Flat roof repair/replacement shall be considered up to a maximum reimbursement amount of \$6,000 (for a three year bank) and shall be limited to three (3) applications per year on a first come, first served basis. Applicants that apply too late for one of the three available slots will be given first opportunity to apply during the following fiscal year.
- Pitched roofs (Gable, Gambrel, Hipped, Mansard, etc.) shall be considered, provided the roof is visible from the street level.

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 amount 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. An established business may do a larger renovation project where they could potentially “bank” up to three consecutive years’ worth of awards for a maximum reimbursement of \$6,000. In a given fiscal year (July 1, 2018 to June 30, 2019), up to seven (7) \$6,000.00 projects, eleven (11) \$2,000.00 awards, and one (1) \$1,000.000 award may be allowed on a first come, first served basis.

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 \$6,000 ¹

¹ The business receiving the award would “bank” multiple years’ worth of awards up to a maximum of three years. The business would not be eligible for the program during the “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 of the total cost of the project, with a maximum reimbursement amount of \$6,000. For example, if a business spends a total of \$12,000 on a project, they could receive a maximum award of \$6,000. However, that business would not be eligible for another project for three 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

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

For More Information, Please Contact:

Troy Jeschke, Planning and Economic Development Director
36725 Division Road
Richmond, MI 48062-0457
(586) 727-7571 ext. 228
tjeschke@cityofrichmond.net

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)

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