



Always looking ahead

City of Negaunee Planning & Zoning Administrator
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NEGAUNEE DOWNTOWN ECONOMIC DEVELOPMENT GRANT PROGRAM

PROGRAM DESCRIPTION

The City of Negaunee and the Downtown Development Authority (DDA) are providing temporary Downtown Economic Development Grants for commercial businesses and properties located in both Tax Increments Finance District #1 and #2.

Funding for this program is provided by the American Recovery Act and may include other financial resources. Funds shall be made available in both fiscal years, 2022 and 2023. The grant is reimbursable.

Projects must be \$10,000 or above with a match of 50% and a maximum grant award of \$25,000.00.

Total funds available for the program are \$100,000 per year. Awards shall be paid out upon completion of a project and evidence of project costs. Applications will be accepted on a competitive basis and until funds are no longer available.

The purpose of this program is to help assist in providing economic recovery funds to eligible applicants that were affected by COVID-19. General goals include: architectural improvements of buildings, historic preservation of buildings, increased investment in the downtown and TIF District #2, and lasting impactful projects that will assist in economic recovery of the applicant.

The Negaunee Downtown Development Authority (DDA) shall administer these funds based on the following program eligibility and guidelines below:

Program Eligibility

- The project must be within the boundaries of the Negaunee Downtown Development Authority (DDA) District or TIF District #2.
- The project must meet the grant guidelines.
- The applicant must submit an application packet including: grant application, project scope narrative, drawings, photos of existing conditions, cost estimate/budget, proof that all taxes and obligations payable to the City of Negaunee are satisfied, and a completed W-9 form.
- The design must be approved by the Negaunee Downtown Development Authority Board of Directors.

Applicant Eligibility

Eligible applicants include owners of commercial properties and owners of businesses located within the boundaries of Negaunee's DDA District TIF #1 and TIF #2. Business owners who are leasing a building for which improvements are proposed must obtain written consent and approval of project plans from the property owner (as indicated in the grant application).

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GUIDELINES

Project Grant Criteria

- *Must be a permanent construction improvement.*
- *May address a storefront, store back, entryway, or exposed side in its entirety.*
- *Must enhance or fit into the larger context of neighboring buildings.*
- *Must meet all building and zoning requirements, including necessary permits.*
- *Minimum project cost must exceed \$10,000.*
- *May include interior repairs, however, priority will be given to projects that enhance the exterior facades of properties.*
- *May include the following outdoor features: signs, eating spaces, entertainment spaces, and gathering spaces (some landscaping may be inclusive if part of a larger project).*
- *Roof repairs are not eligible but may be included as part of owner match.*
- *Water/sewer/electrical upgrades are not eligible but may be included as part of owner match.*
- *Americans with Disabilities Act related building upgrades.*
- *May include Aesthetic improvements (such as awnings and outside attached lighting).*
- *Improvements which restore historical significance to buildings, such as removal of elements which cover original architectural details.*
- *Improvements which increase architectural integrity of the business district.*
- *Addition and/or replacement of doors and windows.*
- *Painting only as part of a comprehensive façade improvement project.*

Ineligible Projects

- *Physical or visual removal of architecturally important feature.*
- *Installation of vinyl or aluminum siding.*
- *Mechanical systems, unless part of a larger comprehensive project and is part of the owner's match.*
- *Parking lots.*
- *Routine general maintenance items that are part of normal property ownership.*
- *Repair of any code violations.*
- *Furnishings.*
- *Paint, unless part of a larger comprehensive project.*
- *Sidewalks.*
- *Kitchen/dwelling appliances.*
- *Properties that have received previous Downtown Façade Improvement Grant funding within the fiscal year.*

PROGRAM PROCEDURES

- 1) The applicant may obtain a Negaunee Downtown Economic Development Grant Program application through the City's website or from City Hall.
- 2) The completed application shall be submitted to the Planning & Zoning Administrator along with: a). Drawings of planned improvements to the building, including architectural notations on materials, colors etc. b). Historical photographs and current photographs (both front and rear). c). Proposed project scope narrative. d). Cost estimate/budget. e). Completed W-9 form. f). Documentation from the City Treasurer that indicates all

taxes, city fees, tickets, and that no settlement or other financial obligations are owed to the city by the applicant or proper-ty owner.

- 3) The applicant may be required to attend the meeting to make a formal presentation of the planned improvements to the City Manager, DDA Chair, and other city staff.
- 4) The application will be reviewed and evaluated by the City Manager, DDA Chair, and other city staff and a recommendation will be forwarded to the DDA Board.
- 5) The DDA will review the application and recommendations and make a determination on the grant awards.
- 6) The DDA or its agent will inspect the work at completion of the project to determine if the work is complete as agreed upon and in compliance with approvals given by the DDA Board of Directors.
- 7) If the above conditions are met, at completion of the project and upon presentation to the DDA of evidence of paid bills, the property owner will be reimbursed up to the agreed grant award.

APPLICATION DUE DATES

Grants are provided on a competitive first come, first served basis. There is a limit of one Negaunee Downtown Economic Development Grant per property. Applications shall be accepted and grants shall be awarded on a rolling calendar. The program shall continue until all funds are exhausted. Grant Applications should be returned to the Negaunee Planning and Zoning Administrator or designee in a sealed envelope in-person, all applications shall be date and time stamped upon delivery.

DISCLAIMERS

- Priority will be given to those projects which incorporate identifiable historical architectural themes and color schemes.
- The final approval or disapproval rests with the DDA Board of Directors.
- The DDA reserves the right to accept or reject any or all proposed projects.
- The allocation of grants is based on available funding.
- Submission of an application does not guarantee the applicant will be awarded a grant.

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APPLICATION

Please fill out this application fully. Grant Applications should be returned to the City of Negaunee Planning and Zoning Administrator in-person. If you have any questions concerning this program, please contact the Planning and Zoning Department at (906) 475-7700 ext. 12.

General Information

Property Owner: _____ Contact Phone Number: _____
Contact Address: _____ State: _____ Zip code: _____

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Contact Address: _____ State: _____ Zip code: _____

If there are more than two property owners, attach additional information on septate sheet. If an LLC or Corporation, list president and vice president only. Attach Articles of Incorporation of LLC or Corporation.

Project Manager: _____ Property Tax ID: _____
Contact Address: _____

Property Information
Property Address: _____
Legal Description: _____

Is there a lien on the property? YES NO

Estimated cost of project: \$ _____

Required Attachments

Provide a historic photo of property, (front and rear). ATTACHED

Provide a current photo of property (front and rear). ATTACHED

Provide copy of property title: ATTACHED

Provide a copy of any renderings, floor plans: ATTACHED

Proposed project scope and narrative. ATTACHED

Provide project estimate/budget. ATTACHED

Provide completed W-9 Form. ATTACHED

Provide Documentation from the City Treasurer that indicates all taxes, city fees, tickets, and that no settlement or other financial obligations are owed to the city by the applicant. ATTACHED

