



## Village of Paw Paw Downtown Development Authority Façade Grant and Loan Program

The Paw Paw Downtown Development Authority was created to promote and enhance the commercial core of the community, to preserve the public investment in this area and to improve the viability of businesses within the DDA district. To encourage business and property owners to improve and maintain buildings, the DDA has made this grant program available to businesses in the DDA District.

### FOR MORE INFORMATION:

Mary Springer, DDA Coordinator - Phone: 269-415-0060 and Email: [m.springer@pawpaw.net](mailto:m.springer@pawpaw.net)

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### General Requirements

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- Façade (building exterior) improvement grants are available for between \$1,500-\$5,000 over a two year period, (DDA fiscal year is March 1 through the next February 28<sup>th</sup>) A 50% match is required.
- Anyone who has received \$5,000 in funds in the past 2 years will not be eligible for new grant funds for this fiscal year.
- All work must be in accordance with the Village's Master Plan and façade work must be in accordance with the Downtown Façade Guideline Booklet. Booklet is available for review at the DDA Office at 129 S. Kalamazoo Street, Paw Paw.
- Applications for Façade improvements must be made by the building/property owner.
- Strip Mall, described by the Village of Paw Paw Zoning ordinances as, *Shopping center means a retail commercial establishment or a group of retail establishments which is planned, developed, owned and managed as a unit, with off-street parking provided on the property*, will be considered as one parcel for the purposes of façade grants from the Downtown Development Authority.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation. All work must comply with applicable local, state and federal codes.
- Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes. Permits which may be required include: building, electrical, mechanical, plumbing, soil & sedimentation, Right of Way permits, and other permits which may be required from the State of Michigan or the Van Buren County Drain Commissioner. It is not the responsibility of the DDA to know which permit may be required as the applicant is responsible for ascertaining which permits they need to obtain. The Village Code of Ordinances is online at [www.pawpaw.net](http://www.pawpaw.net).
- Applicant and the Property Owner must not have delinquent accounts with the Village of Paw Paw.
- Upon completion of work, paid receipt(s) must be presented before reimbursement will be issued to applicant. Payment for work done without required permits will not be made until the applicant supplies the proof that a permit was obtained, and all work passed a proper inspection.
- After inspection of property, to insure that work completed complies with the application submitted and approved by the DDA, agreed reimbursement will be made.
- Property improvements must be completed within (180) days of approval. An additional (90) days may be requested due to unforeseen circumstances. The additional time must be requested in writing and approved by the board to take effect. The board makes no guarantee that additional time will be approved.
- Any approved request that has not been completed within the (90) day time frame, and no extension has been requested or approved, will result in the grant being terminated and applicant will have to re-apply for the grant funds. There is no guarantee that a new grant will be approved.
- Upon completion of work, a copy of the canceled check or credit card receipt must be presented before reimbursement will be released to applicant.



**APPLICATIONS SUBMITTED ON OTHER FORMS WILL NOT BE CONSIDERED**

- Any attempt to defraud the DDA shall result in forfeiture of funds and revocation of eligibility to participate in the façade grant program
- The DDA reserves the right to modify, return, and deny any Façade Grant applications.

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**ELIGIBLE PROJECTS**

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- Repair to building exterior facades consistent with the Village’s Master Plan and the Downtown Façade Guideline Booklet.
- Repair, reconstruction or construction of the exterior of the building such as:
  1. Masonry repair, cleaning or tuck-pointing.
  2. Roof repairs, re-roofing, etc.
  3. Restoration, repair, or replacement of windows, doors, exterior walls, chimneys, or other architectural elements.
  4. Exterior work necessary for conversion to a retail or entertainment store entry.
  5. Removal of after-installed facades along with restoration of vintage elements.

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**INELIGIBLE PROJECTS**

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- Projects which are related to parking such as resurfacing, painting or stripping of parking lots/spaces, or construction of new parking.
- Projects related to any kind of signage such new signs, awning, replacement of signs/awnings or lettering on signs and awnings.
- Any interior work.
- Residential or living space projects of any kind such as for apartments or lofts.
- Costs paid by the applicant in merchandise or in-kind services.
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Interior improvements that deemed to be regular maintenance and upkeep.
- Purchase of furnishings, equipment or consumable supplies.
- Repair or creation of features not compatible with original architecture on historical buildings.

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**FAÇADE GRANT APPLICATION PROCESS & CHECKLIST**

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The application form may be obtained online, at Village Hall or from the Village of Paw Paw DDA Office (129 S. Kalamazoo Street, Paw Paw, (269) 415-0060).

The Application must be completed and returned to the DDA Coordinator along with:

- \_\_\_\_\_ An original signed letter of permission from owner (if applicant is not the property owner or holds a land contract).
- \_\_\_\_\_ A detailed written description of the project plans (scope of work, including materials sample color and color schemes), which addresses how the project complies with the guidelines.
- \_\_\_\_\_ A detailed cost estimate for all eligible costs supported by a quote from three independent / nonaffiliated contractors or suppliers. The Paw Paw DDA may consult with the applicant for the purpose of modifying the scope and/or content of the proposed work. \*

\*Possible additional quotes may be requested at the discretion of the committee.

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## FAÇADE GRANT APPLICATION

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Please, print or type information so it can easily be read. Please complete all information.

**Check One:** \_\_\_\_\_ I am applying for a GRANT

**Check One:** \_\_\_\_\_ I am the Property Owner      \_\_\_\_\_ I am the Business Owner

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Address of Property for Improvement: \_\_\_\_\_

Business Contact & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**\_\_\_ I HAVE READ AND UNDERSTAND THE GENERAL GUIDELINES**

**PROJECT DESCRIPTION: Attach additional pages as may be necessary to adequately describe your project including a "before" photograph.**

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Estimated Cost of Improvement is \$ \_\_\_\_\_

50% Reimbursement is estimated to be \$ \_\_\_\_\_ (not to exceed \$5,000.)

Please be sure that you have reviewed and submitted the appropriate supporting documents outlined in the **Grant Application Process & Check List** section of this document.

For grant reimbursement, applicant must submit documentation that all invoices pertaining to project are paid in full. Reimbursement will not be granted if documentation is not received. By signing this application, I am stating that the above information is accurate to the best of my knowledge, that I agree to the requirements and there are **no delinquent accounts** with the Village of Paw Paw.

Signature Line \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DDA GRANT REVIEW COMMITTEE USE**

Property Address:

Has been found to be

**Consistent**

**Inconsistent** with DDA Guidelines

It is therefore:

**Eligible**

**Not Eligible** for the grant program.

Total Amount to be granted upon installation/completion:

\$

Reviewed By: DDA Grants Review Committee

Date:

**Review Committee Comments**

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