

**CITY OF LAINGSBURG  
DOWNTOWN DEVELOPMENT AUTHORITY  
FACE FORWARD FACADE IMPROVEMENT FUNDING PROGRAM**

**INTRODUCTION**

Welcome! If you are a business or property owner or live in the City of Laingsburg Downtown Development Authority District and are considering improving your property, you are in the right place.

The City of Laingsburg Downtown Development Authority (DDA) was established by the City of Laingsburg in 1988 to correct and prevent urban deterioration, encourage economic development, neighborhood revitalization, and historic preservation in the downtown area. The DDA Board directs the DDA and understands that creating and maintaining a viable downtown is crucial to the economic health of the City of Laingsburg. To further revitalize the downtown area the DDA Board has authorized the Face Forward Facade Improvement Funding Program.

The Face Forward Program was initiated by the DDA to assist building and property owners located in the Laingsburg Downtown Development Authority District (District) as identified in the DDA Development Plan with funding by way of reimbursement for a portion of costs for improvements to property located in the District.

The goal of the Program is to strengthen the economic viability of downtown by providing financial assistance/incentives for improving the landscaping and exterior appearance of commercial and residential sites located in the District.

This packet contains the following materials: The Program Guidelines; Application Form; and a Property Owner Approval Form. The Face Forward Program is only applicable to properties located in the District.

We hope you will take part in the DDA's vision to positively influence the quality of life in the City by fostering revitalization of the commercial area, provide an atmosphere for supporting development and an improved character to the downtown area, and improve the general appearance and visual amenities and preserve sites with unique design features or character.



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**PROGRAM GUIDELINES**

**Purpose of Face Forward**

The Face Forward Facade Improvement Funding Program (Program) was initiated by the City of Laingsburg Downtown Development Authority (DDA) to assist building and property owners located in the Laingsburg Downtown Development Authority District (District) as identified in the DDA Development Plan with funding by way of reimbursement for a portion of costs for improvements to property located in the District.

The goal of the Program is to strengthen the economic viability of downtown by providing financial assistance/incentives for improving the landscaping and exterior appearance of commercial and residential sites located in the District.

**Improvements Eligible for Face Forward Program Funding**

Face Forward funds are available on a competitive basis. In considering whether a project is deserving of funding the DDA is interested in projects that: improve the landscaping on a site or the exterior appearance of buildings; include a level of investment by the property/building owner beyond the Program's minimum funding match requirement of thirty percent; maintain consistency with the City Master Plan, Zoning Code and Downtown Development Plan; preserve or promote the history of a building; and improve curb appeal.

The following projects will not be considered: refinancing of existing debt; purchase of real estate; and labor costs owed to the property or building owner.

An applicant may apply for funding for multiple projects on the same property or on different properties in a funding cycle. Funds awarded through the Face Forward Program must be used for improvements to the property which are visible to the public.

A project that is not initially selected may be resubmitted in another funding cycle.

**Funding**

The DDA will determine, through its annual budget process, the amount of funds available for the Program. The DDA will evaluate and may select projects to receive funding by reimbursing the applicant after completion of the project. If selected, the DDA may fund up to seventy percent of the total cost of a proposed improvement as described in the Application, up to a maximum of five thousand dollars (\$5,000.00). Reimbursement shall take place after the evaluation of the finished project by the DDA as described in the Program Parameters section below.

The DDA will not fund projects that have begun construction at the time an Application is made.

### **Application Requirements**

In order to have a proposed project reviewed for selection a completed City of Laingsburg DDA Face Forward Facade Improvement Funding Program Application must be submitted to the Laingsburg City Hall with the following:

- If the applicant is not the building or property owner, a completed Property Owner Approval Form from the building and/or property owner providing permission for the proposed renovations, and agreement to comply with the terms and conditions of the Face Forward Grant Funding Program Agreement.
- At the sole expense of the applicant, two recent (six months or less) price quotes, including plans from a licensed contractor or architect for the proposed project to be used to determine the requested funding amount. The aforementioned plans shall include an itemized list of expenses for carpentry, painting, repair and landscaping. The plans shall also include material or color samples necessary for the project.
- Any other information deemed necessary by the DDA.

### **Application Review**

The DDA Board is responsible for reviewing project applications, determining which proposed projects, if any, should be awarded funds, determining the completion of projects, and making payment if appropriate. The DDA may determine that a project is complete after agreed upon work is finished and documentation of final project costs have been submitted to the DDA.

DDA Board members are eligible for Program funding. DDA Board members who submit an application for funding are prohibited from deliberating or making a decision with regard to any building or property in which they have an ownership interest.

The DDA reserves the right to select the projects that it believes meet the purposes and intent of the Program, and has the right to reject any and all proposed projects. The DDA may open additional review periods for new applications if existing funds have not been awarded to application submittals.

### **Program Parameters**

Face Forward Applications must be submitted to the Laingsburg City Hall by the third Monday in March. **Late applications will not be accepted.**

Projects for funding will be selected by the DDA by April 30<sup>th</sup>. Reimbursement will not be made unless a selected project is complete by November 15<sup>th</sup> in the year of selection

and the request for reimbursement is submitted with receipts for costs within sixty (60) days after the project is complete.

Reimbursement, if made, shall be directed to the Applicant.

The DDA reserves the right to consider applications and select projects for funding at any time, independent of the normal funding cycle, if the applicant is a business that was not operating in the DDA at the time of the call for projects or if the applicant was not the owner of the building/property proposed for improvement at the time of the call for projects. The time frame for completion of the project is equivalent to the time period for completion of a project funded through the normal funding cycle.

### **Project Agreement**

Upon recommendation for selection, an applicant will enter into a Face Forward Facade Improvement Funding Program Agreement with the DDA. The Agreement will outline the project details, minimum insurance requirements and other program requirements. The Agreement must be signed by the applicant and returned to the DDA within sixty days of the date of the recommendation for selection.

Any changes to the scope of work or project cost must be submitted in writing and pre approved by the DDA prior to the applicant completing the additional work or incurring additional expenses. If unauthorized changes are made the DDA may withdraw its funding commitment.

### **Contact Information**

Questions about the Face Forward Program should be directed to the DDA Treasurer, P.O. Box 457, Laingsburg, Michigan 48848.

City Hall address: 114 Woodhull, Laingsburg, Michigan 48848.



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**APPLICATION FORM**

*Note: This application form must be delivered to the following address by the third Monday in March.*

DDA Face Forward Facade Improvement Program  
City of Laingsburg  
114 Woodhull, Laingsburg, Michigan 48848

**APPLICANT INFORMATION**

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

Property Owner Name: \_\_\_\_\_

Business Owner Name (if different from owner name): \_\_\_\_\_

Business Name: \_\_\_\_\_

Business/Property Address: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Is the building and property owned by the applicant?      Yes \_\_\_\_      No \_\_\_\_  
*(if no, the property owner must express approval of the proposed project by signing the Property Owner Approval Form in the presence of a notary public.)*

**PROJECT INFORMATION**

On a separate sheet of paper, please describe your project in detail. Tell us:

- a) what you want to accomplish (provide details, such as a drawing or sketch if applicable);
- b) how this project meets the purpose of the DDA Face Forward Program;
- c) who will do the work and how have you selected them, including at least two bids within the last six months if the work is being done by a licensed contractor;
- d) a preliminary timetable for accomplishing the project;
- e) a detail of the expenses/budget for the project.

Total Project Budget: \_\_\_\_\_  
*(Please provide cost breakdowns by major categories such as architectural fees, engineering fees, signs, awnings, painting, structural repair, carpentry, electrical, etc as an attachment to this application.)*

Amount of Funds being requested *(Not to exceed 70% of the total project cost; maximum of \$5,000.00):*

Proposed Project Start Date: \_\_\_\_\_

Proposed Project Completion Date (No later than November 15<sup>th</sup> of the year the funds are requested): \_\_\_\_\_

Please attach one photograph of the existing site and building.

**The undersigned applicant affirms that:**

- The information submitted herein is true and accurate to the best of my (our) knowledge and any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring funds disbursed to be repaid in full.
- The property which is the subject of this application is located in the City of Laingsburg Downtown Development District.
- I (we) have read and understand the conditions of the DDA Face Forward Facade Improvement Program and agree to abide by its conditions and guidelines.
- I (we) understand that if this application is approved any changes, alterations or modifications to the approved project must be authorized in writing by the DDA. If unauthorized changes are made, I (we) understand that the DDA may withdraw its funding commitment.
- I (we) understand that if the improvements submitted on the plan approved by the DDA are not implemented or this project is not completed within the timetable approved, I may not be eligible for reimbursement of any costs associated with said improvements.
- I (we) understand that if I (we) are found to be non-compliant with the conditions of this program, the DDA may nullify the funding award.
- I (we) understand that an award of funds may be subject to state and federal income tax, and it is my (our) responsibility to pay any and all income taxes associated with the receipt of these funds. I understand that the City of Laingsburg DDA will provide me with the appropriate IRS Form 1099.

Date: \_\_\_\_\_

Signature of Applicant(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Date application received:** \_\_\_\_\_ **Date Reviewed by DDA:** \_\_\_\_\_

**DDA action taken:** \_\_\_\_\_

**Date Facade Loan Agreement sent:** \_\_\_\_\_

**DDA Notes** \_\_\_\_\_

\_\_\_\_\_

**Project Start Date:** \_\_\_\_\_ **Final Inspection Date:** \_\_\_\_\_

**Amount Approved: \$** \_\_\_\_\_ **Date final payment approved:** \_\_\_\_\_