

Guidelines for DDA facade improvement grant program

1. Fill out application. Available at the Housing and Zoning Department.
2. Submit a plan to the DDA.
3. Get the plan approved by the DDA.
 - a. Submit the plan, cost estimate and work write-up to grant administrator.
4. Chose a contractor to do the work.
 - a. Owner's choice.
5. Funding source.
 - a. Maximum amount from DDA is \$7500.00 with owner's match of 25%.
Owner must pay his share of match (25%) of the total cost of the project up front. Owner's match is the first money used on the project.
6. Contractor must be licensed and insured.
 - a. Contractor must present proof. Proof of license can be verified on the State of Michigan Website
 - b. The Property Owner, the contractor and a representative of the DDA or City of Gladstone must sign the Contract.
7. Contractor is given ½ of the total cost of the project up front to purchase materials and get the project started. Additional draws may be made as the work progresses with proper documentation and lien waivers.
 - a. The "Request for Payment" form will be used for each draw.
 - b. At least 25% of the total project costs will be withheld until all work is complete and the owner and building inspector or grant administrator makes a final inspection.
 - c. Lien waivers must be signed by all contractors, sub-contractors and suppliers.
8. A lien will be placed on the property and filed with the Register of Deeds for a five year time period. If the property maintains the business status for the five-year period the loan will be forgiven and the lien removed at the end of the five years. Passed by the board at the April 11, 2006 meeting.
9. All information submitted by owners and contractors will be kept confidential and will remain in the City of Gladstone files for at least five years.