

Tittabawassee Township
Saginaw County, Michigan

Building
Improvement
Grant
Program



PROGRAM INFORMATION AND MATERIALS

Revised March 2021

Tittabawassee Downtown Development Authority

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Freeland, MI 48623

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Tittabawassee DDA

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DDA Staff

Allison Riffel, *Community Development
Director*
 Marc McGill, *Township Manager*

Background

THE TITTABAWASSEE DOWNTOWN DEVELOPMENT AUTHORITY MISSION

Increase the county and local tax base via public improvements that have the greatest impact in strengthening the downtown area and attracting new private investment both within and outside the DDA boundaries.

THE BUILDING IMPROVEMENT GRANT PROGRAM

The Tittabawassee Downtown Development Authority (DDA) recognizes the need to promote and encourage private building redevelopment and business retention and recruitment within the downtown area. To enhance the downtown district, the DDA has established a “Building Improvement Grant Program.”

Under this program, the DDA will issue grants to assist property owners with renovation expenses on and of the exterior of their properties. The purpose is to promote business development, encourage building improvements, create jobs, and foster infrastructure and beautification enhancements.

Eligibility Requirements

Eligible Applicants

Business owners or tenants of property currently located within the DDA district.

Eligible Buildings/Properties

Existing or proposed commercial buildings that are located within the legal boundary of Tittabawassee’s DDA district are deemed eligible for grant funding. Questions regarding eligibility can be submitted to the Community Development Director or Township Manager.

Any work done to a building or exterior must comply with laws, ordinances, building codes, and zoning ordinances that may apply. Some projects may require permits and/or site plans and must be obtained by the property owner or contractor.

Payment of Public Accounts

Property taxes, assessments, water/sewer accounts, permits, business licenses, and any other account in the name of the applicant or attached to the property must be paid in full and current at the time of application. If one or more public accounts are not paid in full at the time of application the DDA will deny the application.

Examples of Eligible Improvements

- Redevelopment of an existing building.
- Restoration of a dilapidated structure in a way that makes it compatible with buildings in the downtown.
- The improvement of unsafe, deteriorated, or blighted structures.
- Façade: painting, trim, and/or siding.
- New or updated exterior landscaping.
- Hardscape materials such as pavers, retaining walls, landscape rocks, etc.
- Exterior lighting additions or improvements.
- Outdoor seating additions or improvements.
- Projects that significantly enhance the downtown appearance and/or create jobs and/or facilitate new business in any way will be given strong consideration in the evaluation process.

Further Conditions of Eligibility

- The DDA will not grant more than \$20,000 per project and will make every attempt to distribute funds across the district to facilitate a comprehensive impact.
- Maximum grant funding given to a single business cannot exceed 30% of total project costs or \$20,000 maximum.
- A property may not receive more than \$40,000 in grant monies during a 5-year period.
- Project must have a useable life of at least 10 years.
- Those projects that have a higher ratio of private to public investment will be given preference.
- Projects that have already been started prior to the grant application date will not be eligible for award.
- Business or property owners, or their representative, must be available to attend a given meeting that the project will be discussed. This will allow the business or property owner to speak on their own behalf.
- Buildings may have multi-use status (residential and commercial), but the first floor must be used for commercial purposes.

Ineligible Uses of Grant Funds

Questions and concerns regarding ineligible uses of grant funds can be directed to the Community Development Director or Township Manager. The following are not inclusive of all ineligible uses but should be used as a guideline.

- Appraiser, attorney, or other legal/professional fees.
- Project expenses incurred prior to the application date as listed above.
- Interior renovations that don't relate to physical building expansions.
- Routine yearly yard, building, or parking lot maintenance.
- Repairs of improvements that insurance will also be covering.
- Permit fees (including, but not limited to, site plan, building, electrical, mechanical, plumbing, or zoning).
- Payment of any debts.
- Labor costs paid to applicant or relatives, unless the individual doing the work is a licensed contractor and has been hired to complete approved jobs.
- Engineering and/or design costs.

Application Process

Building Improvement Grant Applications can be found in Appendix A.

1. Contact the Tittabawassee Township Community Development Director or Township Manager to receive information regarding the Building Improvement Grant Program guidelines and application form. **Work started prior to grant approval will result in ineligibility for grant dollars.**
2. Submit the completed application to the Township Office.
 - a. By Mail: Tittabawassee Township
Attention: DDA
P.O. Box 158
Freeland, MI 48623
 - b. In Person: Tittabawassee Township Offices
145 S. Second Street
Freeland, MI 48623
 - c. By Email: twpoffice@tittabawassee.org
Subject: Building Improvement Grant Program
3. To be considered, the deadline to have applications submitted are the first Monday of each month. DDA meetings occur on the third Wednesday of each month and decisions will be rendered at the time of said meeting.

Any questions regarding the application process can be referred to the Community Development Director or Township Manager. The DDA reserves the right to approve, deny or approve, in part, any grant application.

Disbursement of Grant Funds

- Grants are distributed on a reimbursement basis; meaning, all eligible grant work must be completed and paid for prior to requesting payment from the DDA.
- To receive payment, applicant must provide the Community Development Director or Township Manager with a final payment request, which is to include photographs of improvements and a receipt or letter from the contractor stating that 100% of all invoices have been paid in full.
 - Photographs: grant recipients must provide the DDA with before and after photos of the improvements that are made. The pictures should be taken from the same vantage point around the same time of day. Upon submittal, the images are the right of the DDA and may be used for purposes including, but not limited to, marketing and information supplementation.
- Upon proper submittal, the Community Development Director or Township Manager will submit a check request.
- The applicant can expect to see payment within three weeks, dependent on the date of submittal, and will be notified when the check is mailed or ready to be picked up.
- Projects must be completed and submitted for reimbursement within one (1) year of the date of DDA approval, unless the DDA otherwise approves an extension.

TITTABAWASSEE
DOWNTOWN DEVELOPMENT AUTHORITY
BUILDING IMPROVEMENT GRANT PROGRAM
APPLICATION FORM

Name of Business: _____

Address of Business: _____

Business Phone: _____

Name of Applicant: _____

Applicant Phone: _____

Applicant Email: _____

Do you have a valid business license in Tittabawassee Township? Yes _____ No _____

What is the estimated total cost of the project? _____

What amount and percentage participation will you be requesting from the DDA?

Amount: _____ Percentage: _____

Have you requested DDA Business Grant Funding in the past? Yes _____ No _____

If yes, please state the year and what it was for: _____

Give a brief description of the project below. Attach additional full detail sheets and bid costs to this application.

Approximate start date: _____

Approximate completion date: _____

Date: _____ Signature of Applicant: _____

For Office Use Only

Application No. _____ Date Applied: _____

DDA meeting application was considered (date): _____

Accepted ____ Rejected ____