

Downtown Development Authority

Building Reuse Incentives Program

Application Form

In order to review a request for assistance under the Building Reuse Incentives Program, the advisory board needs to have information about your project. This information is needed to confirm that your project qualifies for assistance under the program. Please read all instructions carefully and complete all sections of the application. If you need additional room to answer any question, attach additional pages of exhibits. There is an application fee of \$150.00 due for a Building Renovation or Ground Floor Commercial Retail Grant. There is an application fee of \$75.00 due for a Commercial Store Front Exterior Signage.

Part A: Property Information

A1. Property Location & Description

Property Address: _____ Parcel No. _____

Legal Description: _____

A2. Building Information

Current use of property: _____

Proposed use of the property: _____

Building Information: No. of floors in building: _____ Total Floor Area: _____

Is the building storefront vacant or occupied? _____

A3. Project Information & Description

Please identify the project type:

1. Project Type A – Building Renovation _____
2. Project Type B – Ground Floor Commercial Retail Improvements _____
3. Project Type C – Commercial Store Front Exterior Signage _____

Describe what is intended to be done to this building that will encourage full utilization of the building.

A4. Project Cost

Total estimated project cost: \$ _____

Amount of requested assistance: \$ _____ (Maximum \$50,000)
(Maximum \$75,000 for L.E.E.D. or Sustainable Design)

A5. Proposed use of Program Funds

A6. Project Architect

Name: _____ Phone: _____

A7. Required Attachments: The following items must be attached in order to process this application:

- | | | |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | Photo / Elevations | Of existing conditions and the proposed improvement. |
| <input type="checkbox"/> | Site Plan: | Scaled drawing including lot lines & dimension, right-of-way lines, building square footage and building location. |
| <input type="checkbox"/> | Application Fee: | There is an application fee of \$150.00 due at the time of application for a Building Renovation or Storefront Improvement Grant. There is an application fee of \$75.00 due at the time of application for Signage Grants. |

Part B: Threshold Criteria

Answer all of the following questions by checking the appropriate response and/or providing other information requested if a "No" response is given to any of the first five questions, it does not qualify for assistance under the Building Reuse Incentives Program.

B1. Is this a Project located within the boundaries of the Downtown Development Authority?

(See map attached to program guidelines.)

Yes No

B2. Will the Project's increase value to the city through increased income, personal and real estate revenue over a five year period equal or exceed the amount of assistance requested?

Yes No

B3. Will the proposed funds be used exclusively for one or more of the following eligible construction costs?

Yes No

B4. Will the Project allow for the full utilization of the building?

Yes No

Check all that apply and indicate the approximate percentage of construction budget allocated to each activity? Do not include property acquisition costs.

Check	Eligible Activities	Cost	Percent of Project Cost
<input type="checkbox"/>	Barrier Free Access	_____	_____
<input type="checkbox"/>	Fire Suppression Systems	_____	_____
<input type="checkbox"/>	Upgrade Utilities	_____	_____
<input type="checkbox"/>	Streetscape Improvements	_____	_____
<input type="checkbox"/>	Fire Rated Stair Tower	_____	_____
<input type="checkbox"/>	Façade Improvements	_____	_____
<input type="checkbox"/>	2 nd Means of Egress	_____	_____
<input type="checkbox"/>	L.E.E.D. or Sustainable Design	_____	_____
	Total eligible activities	_____	_____
	Other project cost	_____	_____
	Total project cost	_____	<u>100%</u>

Any proposal which meets the Threshold Criteria is eligible to be evaluated by the Advisory Board through an assigned point value system. Each proposal will be scored by adding all of the point values of Part C of the application. Please evaluate your project based upon the following questions (if applicable).

Part C: Point Evaluation System

I. Project Type A – Building Renovation: (To be eligible for funding assistance, a project must receive a minimum of sixty (60) points.)

- _____ 1. What percent of the total project rehabilitation cost does the request represent?
- | | |
|-----------|---------------|
| 25 points | Less than 5% |
| 15 points | 6% - 20% |
| 10 points | 21% - 40% |
| 5 points | More than 40% |
- _____ 2. What is the current occupancy status of the building proposed to be rehabilitated?
- | | |
|-----------|--|
| 25 points | Vacant |
| 10 points | Occupied, but vacancy exceeds 50% of building space |
| 0 points | Occupied, but vacancy is less than 50% of building space |
- _____ 3. Is the project located in a block which should be targeted for redevelopment?
- | | |
|-----------|---|
| 10 points | Project is located adjacent to other vacant building(s). |
| 5 points | Project is located in the same block with vacant buildings. |
| 0 points | Project is located on a block with no vacant buildings. |
- _____ 4. What percentage of total building square footage will be rehabilitated through the project?
- | | |
|-----------|---------------|
| 25 points | 100% |
| 15 points | 75% - 99% |
| 10 points | 50% - 74% |
| 5 points | 20% - 49% |
| 0 points | Less than 20% |
- _____ 6. When completed, will the project be owner-occupied?
- | | |
|----------|-----|
| 5 points | Yes |
| 0 points | No |
- _____ 7. Will the proposed project include new housing?
- | | |
|----------|-----|
| 7 points | Yes |
| 0 points | No |
- _____ 8. Does the project propose to rehabilitate an existing building constructed prior to 1950?
- | | |
|-----------|-----|
| 10 points | Yes |
| 0 points | No |
- _____ 9. Are exterior renovation plans consistent with the Secretary of Interior's Standards for Historic Rehabilitation?
- | | |
|----------|-----|
| 5 points | Yes |
| 0 points | No |

II. Project Type B – Ground Floor Commercial Retail Improvement: (To be eligible for funding assistance, a project must receive a minimum of forty-five (45) points.)

_____ 1. What percent of the total storefront rehabilitation cost does the request represent?

- | | |
|-----------|---------------|
| 15 points | Less than 5% |
| 12 points | 6% - 20% |
| 9 points | 21% - 40% |
| 6 points | More than 40% |

_____ 2. Is the storefront located in a DDA Priority Area?

- | | |
|----------|-----|
| 5 points | Yes |
| 0 points | No |

_____ 3. What is the current occupancy status of the storefront proposed to be rehabilitated?

- | | |
|-----------|--|
| 15 points | Vacant |
| 10 points | Occupied, but vacancy exceeds 50% of the storefront space |
| 5 points | Occupied, but vacancy is less than 50% of the storefront space |

_____ 4. Will the project utilize historic rehabilitation tax credit?

- | | |
|-----------|-----|
| 10 points | Yes |
| 0 points | No |

_____ 5. Will the project include funds from the property owner, or landlord?

- | | |
|-----------|-----|
| 15 points | Yes |
| 0 points | No |

_____ 6. Will the rehabilitated storefront be occupied by retail or a non-retail use?

- | | |
|-----------|------------|
| 10 points | Retail |
| 0 points | Non-Retail |

_____ 7. Is the project an expansion of an existing commercial use?

- | | |
|-----------|---|
| 10 points | Yes |
| 5 points | No, but existing the storefront will be renovated |
| 0 points | No |

III. Project Type C – Exterior Signage: (To be eligible for funding assistance, a project must receive a minimum of twenty (20) points.)

_____ 1. What percent of the total signage cost does the request represent?

- | | |
|-----------|---------------|
| 12 points | 0% - 20% |
| 9 points | 21% - 40% |
| 6 points | More than 40% |

_____ 2. Is the signage for a storefront that is located in a DDA Priority Area?

- | | |
|-----------|-----|
| 10 points | Yes |
| 0 points | No |

_____ 3. Is the signage for a retail or non-retail use?

- | | |
|-----------|------------|
| 10 points | Retail |
| 0 points | Non-Retail |

_____ 4. Will this project reduce or remove any nonconforming signs?

- | | |
|----------|-----|
| 5 points | Yes |
| 0 points | No |

Part D: Sustainable Design

The DDA may provide an additional grant amount of up to \$25,000 to a project that is Leadership in Energy and Environmental Design (L.E.E.D.) Certified Silver.

D1. Will this project be L.E.E.D Certified Silver project? Yes or No

If not, then to qualify for an additional grant, the project must include a minimum amount of sustainable design elements listed below. To be eligible, a project must receive a minimum of 60 points. Each element is worth 4 points.

I. Energy Performance

- 1) Use of Solar Shading _____
- 2) Use of Triple Glazed Insulated Windows _____
- 3) Solar Domestic Hot Water System _____
- 4) Inclusion of Landscaping (planting of trees, shrubs, use of planter boxes) _____
- 5) Other Energy Reduction & Recovery Systems _____

II. Alternative Energy Production

- 1) Use of Photovoltaic Solar Panels _____
- 2) Use of Wind Turbines _____
- 3) Other _____

III. Environmentally Friendly Materials

- 1) Reclaimed Materials On Site _____
- 2) Reclaimed Materials Off Site _____
- 3) Rapidly Renewable Materials _____
- 4) Other _____

IV. Indoor Environmental Quality

- 1) Non-Toxic, Low VOC Paints & Adhesives _____
- 2) Non-Toxic, Low VOC Building Insulation _____
- 3) Non-Toxic, Low VOC Natural Paints and finishes _____
- 4) Other _____

V. Water Management

- 1) Green Roof _____
- 2) Stormwater Capture Systems _____
- 3) Installation of Low Flush Toilets _____
- 4) Installation of Waterless Urinals _____
- 5) Automatic Plumbing _____
- 6) Other _____

VI. Waste Management

- 1) Recycling Program _____
- 2) Composting Program (Primarily for Hospitality Uses) _____

VII. Alternative Modes of Transportation

- 1) On Site Bicycle Facilities _____
- 2) Bicycle Changing Rooms _____
- 3) Other _____

Total: _____

Part E. Exterior Commercial Retail Signage

E1. All applications for a signage grant shall be accompanied by plans drawn to scale and of sufficient clarity to indicate the nature and extent of the work proposed. Plans shall include a site plan drawn to scale. All plans and specifications shall bear the signature and seal of a registered Michigan architect or engineer who shall assume responsibility for their design.

Required Attachments: The following items must be attached to this application in order for it to be processed:

- Photos:** Of building and all signs on property, with dimensions.
- Site Plan:** Scaled drawing including proposed sign dimensions, building frontage dimension, lot lines & dimensions, right-of-way, and setback of sign from front property line.
- Elevation:** Scaled drawing including upper height of the sign from grade, location of the sign on the building, and orientation of the sign.
- Sign Specifications:** Including materials and details of construction, and method of attachment.
- Authorization:** Written authorization from the property owner, or the property owner's signature.

E2. Project Information (Please Type or Print) _____

E3. Location (Required)

Project Address

Business Name

E4. Proposed Sign(s) (Required)

Proposed Sign _____

Height: _____

Width: _____

Total Sq. Ft. _____

Type of Sign: Electrically Energized, Illuminated, or Electronic Message? Yes No

If yes to the above, provide the following information on the Electrical Contractor or Sign Specialty Contractor who will be responsible for the work. A separate Electrical Permit will be required.

Name

Phone Number

Fax Number

Address

License Number

E5. Description of Work to Be Done

E6. Value of Improvements / Contract Cost (Required) _____

Part F. Applicant Information

F1. Applicant Information

Identify the person or organization requesting assistance. If an organization is requesting assistance, please indicate the name of the organization exactly as it is registered and indicate the name of the person that should be contacted. If an individual is requesting assistance; please indicate the full name of all persons having an interest in the property.

Name: _____

Organization: _____

Address: _____

City: _____

Applicant's Telephone:

Daytime: _____ Evening: _____ Fax: _____

Organization:

If the applicant is not an individual, indicate type of organization:

- Partnership
- Corporation
- Limited Liability Corporation
- Other

SS# or EIN#: _____

F2. Applicant Interest

Identify the applicant's legal interest in the subject property:

- Property owner having title
- Land contract vendee
- Purchaser by option or purchase agreement
- Lessee
- Other _____

F3. Shareholder Information

Attach a page identifying the names of all persons having a substantial interest (5% or more) in the project, as owners, shareholders or partners.

F4 Request

Applicant must read the following statement and sign the application below.

The undersigned hereby request that the Grand Rapids Downtown Development Authority provide assistance to the project described in this application for the express purpose describe above. The applicant affirms and acknowledges the following:

- That the applicant has legal interest in the property as described in Section D2 of the application.
- That the offer of assistance will only be effective only upon execution of the agreement between the applicant and the DDA.
- That the answers and statements contained in this application and in the attachments are in all respects true and correct to the best of my knowledge and belief.

Applicant Name

Date

By: _____
Signature

Print or type name

Its: _____

F5. Owner's Signature

If the applicant is not the owner or the property, the property owner must read the following and sign below.

The undersigned hereby affirms and acknowledges that he, she or they are the owner(s) of the property described in the application, are aware of the contents of this application, and hereby authorize the applicant to submit this application and represent the undersigned in the matter being reviewed by the Advisory Board and the DDA.

Name of Owner

Date

By _____
Signature

Owners Address: _____

Print or type Name

Phone No. _____

Its: _____

Return completed application to:

Please include:

Jay Fowler
Grand Rapids Downtown Development Authority
300 Monroe Avenue NW
Grand Rapids, MI 49503
Phone: 616-456-3031
Fax: 616-456-4568

- Completed Application
- Plans, photos or other project information (A7)
- Statement of tax benefit (B4)
- Shareholder information (D3)
- Application Fee (\$150.00), Payable to:
Grand Rapids Downtown Development Authority