

## Guidelines for DDA facade improvement grant program

1. Fill out application. Available at the Community Development office (located at City Hall).
2. Submit a written plan to the DDA. Written plan to include: **detailed drawings/pictures** of work which includes color samples, types and samples of material used, proof of insurance and project cost estimate, completed application, signed guidelines, signed DDA Contract, (Use CHECKLIST to ensure application is complete)
3. Get the plan approved by the DDA.
  - a. Submit the entire plan to the grant administrator **two weeks** prior to DDA meeting. The DDA meets the 2<sup>nd</sup> Tuesday of each month at 8:00 AM. Plan to attend the meeting when project is presented to the DDA.
4. Façade requirements:
  - a. Maximum amount from DDA is \$7500.00 with owner's match of 50%.  
Owner must pay his share of match (50%) of the total cost of the project up front, after project is approved. Owner's match is the first money reimbursed on the project.
  - b. Project must include drawings, scope of work to be completed, cost estimate and a list of materials that will be used.
  - c. Project work must be completed by a licensed contractor.
  - d. All work completed must enhance the façade of an existing building.
  - e. Additional in-kind (greater than 50%) is strongly encouraged and evidence of additional in-kind should be provided.
  - f. Complete Insurance Change Agreement and ensure that business will have insurance coverage through the duration of the grant/loan.
  - g. Complete the Notice to Proceed.
  - h. Complete Contractor/Owner Agreement.
  - i. Complete Contract with DDA.
  - j. City Commission approval is required for administration of project funds prior to the start of project.
5. Choose a contractor.
  - a. Business owner chooses contractor.
  - b. Contractor must present proof of insurance, license and complete a W-9 before work begins.
  - c. The business owner, the contractor and a representative of the DDA or City of Gladstone must sign the Owner & Contractor Agreement.
6. 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. A sworn statement shall be signed by contractor stating that all contractors, sub-contractors and suppliers have been paid in full before receiving final payment.
7. A lien will be placed on the property, through a mortgage and mortgage note 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/grant will be forgiven and the lien removed at the end of the five years. Passed by the board at the April 11, 2006 meeting. Fee's associated with the removal of the lien (Delta County Register of Deeds) will be the responsibility of the owner/s.
  8. 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.
  9. Business owners who have received DDA façade funding must wait a minimum of five years before they may be eligible to re-apply for additional funds.
  10. All business projects considered for review must be located within the DDA district and the primary use must be business related.
  11. Approved grants have one year to complete the project once it has been approved by the DDA. Grants that exceed the one-year time frame to complete work will need to reapply to the DDA. (Passed by DDA 5-25-10)
  12. Any Façade work that requires any additional reviews shall demonstrate successful compliance to the Grant Administrator prior to the final release of façade funds or prior to the work necessitating the compliance is commenced. Additional reviews that may be required may include but not be limited to:
    - DEQ Compliance
    - Mechanical/Electrical Permit
    - Building Permit
    - Zoning Compliance
    - Site Plan Review
    - Sign Permit

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Owner Signature

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Date