

Oxford Downtown Development Authority Façade Grant Improvement Program

The grant program has been developed to encourage property and business owners to improve the appearance of Oxford's commercial and business district. The program is funded and administered by the Oxford Downtown Development Authority, (DDA).

The intent of the Oxford Grant Program is to provide financial incentive for improving the exterior appearance of its buildings. This program provides an opportunity to preserve the architectural heritage of Oxford and enhance the unique character of the downtown. A well maintained downtown creates an image of a flourishing community and as a result, encourages potential businesses to consider locating in Oxford. The DDA believes the best approach to creating a vibrant downtown is through the preservation of a building's original architectural features. This preservation-based philosophy is a key component of the National MainStreet Program.

- Proposed New designs should be compatible with existing buildings. This does not mean limiting the architectural style but rather that designs should respect existing buildings and strive for visual harmony with the character of the street.
- Each individual building should take advantage of its historic past. This does not necessarily mean to reproduce the appearance of the building exactly as it looked during a particular period in time but to improve the appearance by using what exists and emphasizing positive features.
- The removal of inappropriate tacked on "modernizations"; simple maintenance; the addition of a well designed sign or awnings and care in the selection of colors and materials can produce a surprisingly good visual result.
- By coordinating improvements, individual merchants/property owners are able to retain their individual identities while at the same time strengthening the image of the DDA district.

There will be an \$11,500 maximum Façade Grant which earmarks \$10,000 for the façade and the remaining \$1,500 may be used for an awning. All grants awarded must be matched by the applicant. Grants will be awarded on a first come, first serve basis at the discretion of the DDA. The Façade grant will be limited to two applications per building, one front and rear (or one side, in special circumstances). Submitting the application does not guarantee acceptance. The DDA Design Committee will review each application with final approval by the DDA Board.

Qualifications for Façade Grant Approval:

1. The property must be located in the Oxford DDA District.
2. The applicant must be the property owner or business owner with property owner's written permission.
3. The grant monies must be used for façade improvements such as, but not limited to paint, window repair or replacement, masonry repair, cornice repair or replacement.
4. Improvements must be visible within the DDA District.
5. Improvements must be recommended for approval by the Oxford DDA Design Committee and approved by the DDA Board before starting the project.
6. Work must be done by a licensed, insured contractor. Labor provided by the applicant, owner or any other unlicensed contractor will not be considered.
7. If a commercial building, under one ownership is a multi-tenant building, each separate unit with an individual storefront and an independent ground floor entry shall be eligible to receive a Façade/Awning Grant.
8. Any project must comply with local ordinance and building codes.

9. All taxes, water, sewer and rubbish bills must be paid in full and any outstanding violations must be corrected to be eligible.
10. Applicant can only apply for a Facade Grant for the same façade once every five years.
11. No interior renovations are eligible, including the interior window display area.

Eligible Expenses: Expenses incurred having to do with the project that has been reviewed and approved by the Design Committee and the DDA Board and included in the grant application.

Ineligible Expenses: Any expense not specifically stated under eligible expenses such as but not limited to:

1. Expenses incurred prior to the DDA's receipt, review and approval of an application
2. Property acquisition
3. Mortgage, land contract refinancing or loan fees
4. Site plan, building & sign fees
5. Attorney, architectural and engineering fees
6. Interior furnishings and improvements of any kind.
7. Any portion of the expenses for which the applicant pays a contractor in merchandise or trade for service

Grant Procedure:

1. Contact the Oxford DDA Office for information, application and design guidelines or go online at www.downtownoxford.org.
2. Review the proposed façade improvement design with the DDA Executive Director.
3. Submit one (1) copy of your completed application with design plans, three (3) cost estimates, and color and material samples to the DDA office.
4. After being submitted the application is reviewed by the DDA Executive Director, then it will be sent it to the Design Committee Chairperson to put it on the agenda for the Design Committee, (who meets the second Thursday of each month, which the applicant should attend).
5. After being reviewed by the Design Committee a written recommendation for approval is sent to the DDA Board or applicant is notified of recommended changes or denial of request
6. The DDA Board acts upon the application at their regular meeting, which is the third Monday of each month, which the applicant must attend.
7. A written notice is sent to the applicant notifying him/her of the decision following the DDA Board meeting.
8. The DDA Director will refer a change in construction plans to the Design Committee or back to the full DDA Board who must authorize any modifications to the approved application and façade grant in writing. During construction, any changes to the approved facade, including but not limited to exterior changes in materials, window, doors, cornices, etc. must be authorized in advance by the DDA in writing or the funding commitment may be rescinded.
9. At the completion of construction, the applicant prepares a project financial report and provides the DDA with proof that approved renovation expenses are paid (canceled checks, paid invoices, contractor's sworn statement, sub-contractor's waiver of lien, etc). The Design Committee must also review the completed project and sign off on the project.
10. The DDA Director prepares a final project report for review by the DDA Board and puts it on the next regular meeting agenda. If all conditions for payment are satisfied, the DDA Board authorizes disbursement of funds.

Application: The following items must be submitted to the Oxford DDA office before the application can be reviewed. Contact the Executive Director for a copy of the grant application. Items required by the applicant:

1. Completed application; incomplete applications will not be accepted. Deadline for submittal shall be the last Thursday of each month. Applicant may elect to have a “preliminary review” by the Design Committee to obtain feedback prior to formal submittal of the grant request.
2. Current photos of the property to be improved
3. Detailed drawings of the proposed improvements
4. Written description of proposed improvements, including materials and color (colors must follow the current DDA color palette).
5. Samples of materials and colors being used in the improvement. Material information brochures should also be included.
6. Proof of project funding sources.
7. Three bids for the project for each contracted service (materials and labor listed separately)

Review/Approval:

After the completed application, with all required information, has been submitted to the DDA a site visit of the property along with a review of the application will be conducted by the DDA Director and the applicant. This will be scheduled by the Executive Director of the DDA.

The applicant must attend the Design Committee meeting, which meets the first Thursday of each month, to make a presentation and review the application with the committee. The Design Committee may, at their discretion, forego the requirement for three bids.

After review by the DDA Design Committee, the committee will make a decision on the application and a recommendation to the DDA Board. Final approval will be granted by the DDA Board of Directors, which meets the third Monday of every month, which the applicant must attend. Final approval must be received from the DDA Board prior to beginning the project.

After the Board approves the project a letter will be send to the applicant committing funds or advising them of the project’s status.

Final Payment:

Grant improvements must be completed within six (6) months of approval or the applicant must apply for an extension, which will be granted at the sole discretion of the DDA Board.

Upon completion of construction the applicant prepares financial reports and provides the DDA with proof that approved renovation expenses are paid (canceled checks, paid invoices). Verification of the completed work will also be made by the DDA Design Committee.

The DDA Executive Director prepares a final project report, which summarizes actual project expenses and payments for work completed for review by the DDA Board. If all conditions for payment are satisfied the DDA Board authorizes disbursement of funds. These funds are disbursed within 30 days of the DDA Board approval of completed work.

Village of Oxford
DDA Façade Grant Application

Please read the eligibility procedures section prior to completing this application. To be eligible for a grant from the Village of Oxford DDA, Applicants must complete the following form and provide the required information/documentation.

If you have any questions, please contact the DDA Director at 248-770-8587.

Date of Application

Name

Tenant

Property Owner

(If tenant – must have written letter of permission from property owner)

Address

Work Phone

Home Phone

Fax Number

Property Address

Tax I.D. Number

Property Owner (if applicable)

Name of Business at this Address

Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place? _____

Proposed Improvements: Please attach official quotes (labor and material indicated separately for each contracted service), for the individual proposed improvement activities:

Estimated project start date: _____

Estimated project completion date: _____

Project Financial Description: Please attach additional information about project funding source(s) if needed.

Estimated Project budget: _____

Project Funding Source(s): _____

Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property to be improved.
2. Detailed drawings of proposed improvements
3. Written description of proposed improvements, including materials and colors. Colors must follow the current Oxford DDA color palette
4. Samples of materials and colors being used in the improvement
5. Material information brochures should also be included
6. Proof of project funding sources
7. Letter of Approval by the property owner – if applicable

I have read and understand the conditions of the DDA Façade Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved façade design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of six (6) months, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

Applicant's signature

Date

Submit application with attachments and/or questions to:

Oxford DDA
22 W. Burdick St.
P.O. Box 94
Oxford, MI 48371
(248) 770-8587

OFFICE USE ONLY:

Date application sent/given to applicant: _____

Date completed application was received: _____

Total Project Cost: _____

Total Eligible Cost: _____

DDA Executive Director's Signature and Date: _____

All taxes, water, sewer and trash bills current and any code violations corrected? _____

Date this application reviewed by the Building Inspector: _____

Date received by Design Committee: _____

Date on Design Committee Agenda: _____

Date Design Committee recommends approval to DDA Board: _____

Date on DDA Board Agenda: _____

Date approved/denied by DDA Board: _____

If approved, Total grant amount approved: _____

Date letter sent to the applicant: _____

Date of project completion: _____

Date of Design Committee verification: _____

Date financial expenses submitted: _____

Date to DDA Board for authorization of disbursement of funds: _____

Date funds disbursed: _____

Revised/approved by DDA Board 9/20/2010