



# AGENDA DDA BOARD OF DIRECTORS MEETING Meeting

8:30 AM - Tuesday, February 15, 2022

Back Office Studio - 13 N Washington Ypsilanti, MI 48197

---

	Page
1. CALL TO ORDER	
2. ROLL CALL	
YLONDIA PORTIS	P    A
JEN EASTRIDGE	P    A
BRYAN FOLEY	P    A
MICHELLE BIRAWER	P    A
3. AGENDA APPROVAL	
4. APPROVAL OF MINUTES	
4.1. <a href="#">1-18-22 Ad Hoc Minutes</a>	3 - 4
5. PUBLIC COMMENT (3 MINUTES EACH)	
6. NEW BUSINESS	
6.1. Event Sponsorship Application	5 - 8
<a href="#">Special-Event-Sponsorship-Process-Application (1)</a>	
6.2. Building Facade and Rehab Grant Application	9 - 24
<a href="#">2021-22-YDDA-Building-Facade-and-Rehab-Grant-Updated_SES</a>	
6.3. FY 2022/2023 Budget	25 - 33
<a href="#">FY 2022-2023 Budget Draft</a>	
7. PROPOSED BUSINESS	
8. AUDIENCE PARTICIPATION	
9. ADJOURNMENT	





MINUTES  
AD HOC COMMITTEE FOR EQUITABLE INVESTMENT MEETING  
8:30 AM - Tuesday, January 18, 2022  
Back Office Studio -13 N. Washington / Virtual Hybrid

---

**1. CALL TO ORDER (8:55am)**

**2. ROLL CALL**

JEN EASTRIDGE	A
YLONDIA PORTIS	P (8:53am)
ALEX MERZ	A
BRYAN FOLEY	P (8:51am)
MICHELLE BIRAWER	P

**3. AGENDA APPROVAL**

*Michelle Birawer motioned to approve the agenda. Bryan Foley supported the motion. Motion Carried - unanimous.*

**4. Approval of the minutes:**

*Michelle Birawer motioned to approve the December 14, 2021 minutes and Bryan Foley supported the motion. Motion passed- unanimous.*

**5. PUBLIC COMMENT (3 MINUTES EACH) - none**

**6. NEW BUSINESS**

Staff reached out to the County Equity office to invite them to our next meeting.

**6.1. Potential Areas for DDA Expansion - E Michigan Avenue and Harriet Street Corridor**

There are no continuous parcels or commercial zoned properties.

Ylondia would like to identify if we are being as inclusive as we need to be with the DDA

Does expanding potential areas for the DDA even benefit the areas we are targeting?

Bryan Foley did a walk-through of the Harriet area and did not see a viable way to connect to the current DDA.

Staff found that in the Harriet area, there are only two building owners that live in the City.

To become a district, 51% of the area needs to be a designated commercial storefront. There are only 3 of 19 businesses that fit that description.

The committee reviewed the zoning map.

There are other types of districts that can be created such as Neighborhood enterprise zone.

American Rescue Plan money could be petitioned to use towards these areas for beautification and economic development

Bryan Foley pointed out that the Gateway into Ypsilanti - you see two gas stations and liquor store, patient station, check cashing. If there is any way we can make that corner a little more attractive, yes, money needs to go there.

Bryan Foley discussed a group purchase of a building and turning it into a market.

We do not want to come in like "saviors" for the area.

These conversations could possibly turn into recommendations from the DDA.

Demographic data from the equity office will be key.

Michelle Birawer stressed that people making decisions should be face to face with who they are serving.

**6.2. How do the districts spend their money annually and where?**

The committee reviewed DDA grant distribution maps.

How do we keep the same people from reapplying for facade and rehab grants?

Longer reapplication gaps.

Ylondia Portis suggested strategic partnerships to help spread the word beyond.

Staff stated that they could do better communicating about state grants coming down the pipeline.

Joe Meyers suggested a First Fridays Approach - A "How-to" grant workshop for DDA business owners. How-to: work with the City to open a business.

Michelle Birawer suggested exploring a business incubator partnered with the university.

Could the Pop up program to fill vacant space work again? Building owners need to be on board, and there may be vacancy issues/liabilities.

First Fridays and Spark had a tour of available office space that proved to be successful. Maybe something like this but with vacant storefronts.

The committee talked about data collection with grants applicants. Could there be a mentor program stipulation if an applicant receives over \$20,000.

ARPA money could be recommended for a businesses of color mentorship program and grant writing program.

**7. PROPOSED BUSINESS**

**8. AUDIENCE PARTICIPATION - none**

**9. ADJOURNMENT**

*Motion to adjourn by Michelle Birawer at 10:18am and supported by Bryan Foley. Motion passed-unanimous.*

## **DDA Special Event Sponsorship Funding Process**

The Ypsilanti Downtown Development Authority (YDDA) will follow the process outlined below to review special event sponsorship funding requests. Those who wish to apply must follow these steps to ensure that a complete funding request is submitted for timely review and consideration.

- 1.** When applying for funding, the applicant(s) must complete and submit the **City of Ypsilanti Downtown Development Authority Special Event Sponsorship Application**. \*\*\*Paper copies can be found at ...\*\*\*
- 2.** Once an application is submitted, it will be reviewed by the Executive Director and applicants will be notified by email if their application is complete or additional information is required.
- 3.** The application will be reviewed first by the Operations and Finance Committee and a brief presentation will be allowed at this meeting to describe the key details of the event. This presentation must not exceed 10 minutes with additional time allowed only for questions.
- 4.** If recommended for approval, the applicant will be notified and the YDDA Board will consider the application at its next meeting. A yes or no decision must be reached at this meeting and no applicant is allowed to go through this process more than once per fiscal year. The applicant may not provide a presentation to the full board at this time but should be present to answer questions if needed.
- 5.** The applicant will be notified via email of the outcome reached at the YDDA Board Meeting.

## City of Ypsilanti Downtown Development Authority Special Event Sponsorship Application

Contact Information:

Organization Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____
Email: _____
Organization Website: _____
Organization Agent/Applicant Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____
Email: _____

### **Event Details**

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Time(s): \_\_\_\_\_

Event Location (Proposed location): \_\_\_\_\_

Event Type: (Check all that apply):

Parade     Concert     Festival

Athletic Event (run, walk, etc.)     Other:

Event Category: \_\_\_\_\_

Event Description/Purpose: (**Please be as detailed as possible**)

---

---

---

---

---

**\*\*\*COVID-19 & Social Distancing Precautions\*\*\*** — Please describe in detail how this event will implement and enforce current COVID-19 regulations, and social distancing measurers.

---

---

---

---

---

**DDA Funding Details**

Has the applicant and/or organization received DDA funding for this event before? Yes or No \_\_\_\_\_

How will this event benefit the district and local businesses?

---

---

---

---

Are there any local business involved? **If yes, please list them below.**

---

---

---

**Additional Event Details**

Total number of participants: \_\_\_\_\_

Will the event require a pavilion and/or gazebo rental?

\_\_\_ Pavilion \_\_\_ Gazebo \_\_\_ Both \_\_\_ None

Will any food be prepared, distributed, or sold at the event? **All food vendors must receive a permit approved by the Washtenaw County Environmental Health Department and the City of Ypsilanti** \_\_\_ Yes \_\_\_ No

Will any alcohol be served or sold at the event and by whom?

**Parking**— Where do you anticipate attendees will park?

Do you have a plan for signage to direct attendees where to park?

Will public lots be used? \_\_\_ Yes \_\_\_ No

Will private lots be used? \_\_\_ Yes \_\_\_ No

**Budget Summary**

<b>Total Cost of Event</b>	\$	
<b>Total Income Projected</b>	\$	
<b>DDA Funds Requested</b>	\$	
List Names of Additional Funding Sources	<b>Amount</b>	<b>Confirmed? (Yes or No)</b>

**City Service & Equipment**

Certification and Signature: I understand and agree on behalf of the sponsoring organization that

- a) All food vendors must receive a permit and be approved by the Washtenaw County Environmental Health Department and City of Ypsilanti
- b) This approval of this event may include additional requirements and/or limitations based of the YDDA’s review of the application.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant



**2021/2022 YPSILANTI DDA  
BUILDING REHABILITATION AND FAÇADE PROGRAM**

**Application Checklist**

Please provide information for the following items. Refer to Application Packet for description of requested materials.

1. Applicant Information \_\_\_\_\_
2. Project Information \_\_\_\_\_
3. Project Description \_\_\_\_\_
4. Building Information \_\_\_\_\_
5. Signed Application Form \_\_\_\_\_
6. Other Required Documentation
  - A. Property deed with legal description \_\_\_\_\_
  - B. Proof that all property taxes are paid and current \_\_\_\_\_
  - C. Proof of property and liability insurance \_\_\_\_\_
  - D. Copies of any leases associated with property \_\_\_\_\_
  - E. Two contractor quotes for total façade project \_\_\_\_\_
  - F. Photographs of proposed project site \_\_\_\_\_
  - G. Permission letter from the owner of the building \_\_\_\_\_
7. Attachment Two \_\_\_\_\_
8. Attachment Three \_\_\_\_\_
9. Attachment Four (façade grants only) \_\_\_\_\_
10. Attachment Five \_\_\_\_\_
11. Proof of Historic District Commission contact (if applicable) \_\_\_\_\_

Unless requested to do so, please do not submit incomplete applications

## **YPSILANTI DDA BUILDING REHABILITATION AND FACADE PROGRAM**

### PURPOSE

As a fundamental goal of the Ypsilanti Downtown Development Authority (YDDA), the YDDA has determined that it is in the best interest of the public to halt property value deterioration, to eliminate that deterioration, enhance the overall appearance, and to promote economic growth and vitality within the Downtown Districts. In response to this stated objective, the YDDA has created the Building Rehabilitation and Façade program to rehabilitate and reuse older buildings in the Downtown Districts. The program is focused on providing financial assistance for upgrading older buildings to meet modern building code and accessibility requirements as well as to create consistency in design, materials and architectural character thereby enhancing the physical appearance of the Downtown. The buildings, once rehabilitated, must make a positive contribution to the overall character and architectural integrity of Downtown Ypsilanti. A successful rehab program will also leverage additional private capital results in continued growth and development within the borders of the DDA.

### ELIGIBILITY

A property must be located within the one of the YDDA districts to be eligible. The program is open to both property owners and tenants; however, the owner must sign the Building Rehabilitation and Façade Agreement if the applicant is a tenant. Applicants will be required to complete an application packet provided by the YDDA. The following eligibility criteria also apply:

#### Special Requirements for Building Rehabilitation Grants:

1. Projects may include exterior façade improvements as part of the total project scope.
2. Projects must maintain or create first floor retail, commercial or professional uses to be eligible for program funding.
3. Program funds can be utilized for interior renovation and construction costs, with an emphasis on barrier free design requirements and/or state and local fire and safety codes.
4. Awnings and signs may be eligible expenses under program guidelines, as long as they are part of a comprehensive building rehabilitation project.
5. All exterior improvements must acquire Historic District Commission (HDC) approval in order to ensure that all modifications are in accordance with HDC guidelines before any reimbursement can be issued (if applicable). Visit [cityofypsilanti.com/hd](http://cityofypsilanti.com/hd) for information and resources.
6. Prior to applying for the grant for exterior improvement, you must approach the HDC and Preservation Staff with a design concept as a Study Item to ensure the project will meet HDC Design Standards and Guidelines. Final HDC approval is granted to a formal application submitted as an Action Item.

\*Please note that if the property is not in the historic district, but you are seeking a historically sensitive rehabilitation, the Preservation Planner is available to assist you.

### Special Requirements for Building Façade Grants

1. Improvements funded through this program must be on any exterior face of the building that is visible from any street, right-of-way, or parking lot.
2. All applicants must have their proposed improvements reviewed and approved by the Ypsilanti Historic District Commission (HDC) prior to fund distribution (if in the historic district). Visit [cityofypsilanti.com/hd](http://cityofypsilanti.com/hd) for information and resources. Prior to applying for the grant, you must approach the HDC and Preservation Staff with a design concept as a Study Item to ensure the project will meet HDC Design Standards and Guidelines. For more information, visit [cityofypsilanti.com/hd](http://cityofypsilanti.com/hd). Final HDC approval is granted to a formal application submitted as an Action Item.

\*Please note that if the property is not in the historic district, but you are seeking a historically façade work, the Preservation Planner is available to assist you.

Only facades abutting public right-of-way are eligible for assistance. Highly visible rear facades will be considered.

### General Requirements for both Façade and Rehabilitation Grants

1. Building owners and tenants are eligible for the grant program. If a tenant applies for assistance, they must provide written proof that the building owner authorized proposed improvements and evidence of an executed lease for a term equal to the Improvement Agreement.
2. All grant requests must be submitted before any work is started. Work not approved will not be grant-eligible.
3. Grant applications will be considered for individual projects on single tax parcels. Multiple applications for the same tax parcel in one fiscal year will be only considered if they represent distinct and separate work for separate and individual businesses with their own district business address.
4. The YDDA Grants Design Committee must approve the proposed improvements.
5. The applications will be reviewed by the YDDA Staff and Grants Committee, and presented to the YDDA Board for approval. The decision of the YDDA shall be final and binding.
6. Any changes to the originally approved scope of work must be approved in writing by the YDDA prior to construction. Failure to receive written approval may invalidate the grant award.
7. Applicants must sign an agreement stating that any improvements paid for with YDDA grant funds must remain intact for at least five years after project completion.
8. Applicant agrees to display signage provided by the YDDA acknowledging our financial support for the project during the façade improvement work.
9. Upon completion of any project the building must meet a basic condition test, which indicates that the property appears to be structurally sound, the roof intact and meets basic public safety codes.

10. This is a grant program. Money will be distributed after project completion and upon presentation of satisfactory evidence of expenditure/billing and verification that all appropriate permits and approvals have been received.

Additional Grant Requirements:

1. Applicant must provide proof that all property taxes are current and that the subject property is properly insured.
2. Applicant must provide detailed project financing and cost information and provide proof of available project funding in the form of bank/loan commitment letter(s) or personal equity.

Annual program funding will be limited, with projects awarded as funds are available. The YDDA will make final determinations on individual project eligibility and can reject any application based upon required insufficient program funds. It is preferred that at least two licensed contractor quotes must be submitted, however, the applicant will not necessarily be required to accept the low bidder. If the applicant cannot provide two quotes, a waiver may be asked for (attachment six).

3. A minimum of 5% owner cash equity (of total project costs) will be required for all projects utilizing bank or other public financing.
4. All required municipal or government permits must be obtained prior to construction commencing.
5. Funds will be provided on a draw basis upon completion of work. Executed contracts and/or contractor invoices and proof that all required licenses, permits, and inspections have been received must be presented prior to disbursement of program funds.
6. Construction must commence within 90 days of approval for funding, verified by an award letter from the YDDA, and be completed within 120 days after construction start date as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the express written consent of the YDDA.
7. Applicant must agree to abide by the items outlined in Attachment Two: Cooperation Agreement.

INELIGIBLE USES OF PROGRAM FUNDS

Program funds cannot be utilized for any of the following uses:

1. Refinancing or paying off existing debt.
2. Property acquisition.
3. Site plan, architect, engineering, building or sign permit fees.
4. Property appraisal costs, legal fees, or loan origination fees.
5. Labor costs paid to the owner/applicant or relatives of owner/applicant.
6. Building Demolition.
7. Environmental consulting, testing, or actual abatement/clean-up costs
8. Purchase or upgrade of equipment.
9. Routine Maintenance of building as determined by the YDDA.

## PROGRAM REQUIREMENTS

Applicants will be required to complete an application packet provided by the YDDA. Applications may be obtained at the offices of the YDDA or by calling 734-482-9762. In addition to all required forms, architectural renderings and/or project descriptions must be presented in sufficient detail to demonstrate the exact scope of work. The following items will also be required as a part of the review/approval process:

1. Building Rehabilitation Program funding cannot exceed 50% of total project costs, or up to \$30,000, whichever is less. Funding for the Façade Improvement Program can, in limited circumstances, exceed 50% of total project costs based on funding availability. Funding up to \$100,000 per façade grant may be available as determined by the program budget.
2. Construction must commence within 90 days of approval for funding, verified by an award letter from the YDDA, and the Project must be completed within 120 days after the construction start date as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent of the YDDA.
3. After completion of the Project, and for a period of five (5) years thereafter, the Developer, its successors and assignees, agree not to modify or alter the façade of the building without the written permission of the DDA.
4. Any façade alterations first must be reviewed by the Historic District Commission in order to ensure compliance with HDC guidelines (if applicable). Prior to applying for the grant, you must approach the HDC and Preservation Staff with a design concept as a Study Item to ensure the project will meet HDC Design Standards and Guidelines. For more information, visit [cityofpysiaInti.com/hd](http://cityofpysiaInti.com/hd). Final HDC approval is granted to a formal application submitted as an Action Item.

## FINANCING GUIDELINES

Applicants must demonstrate proof of available project funding, whether owner equity or private financing.

Program financing will be in the form of a reimbursement to the property owner/applicant. The reimbursement will be disbursed on a draw basis, under the terms and conditions specified in the Development Agreement.

## APPLICATION & SELECTION PROCESS

YDDA staff will work closely with property owners and tenants to market the program and determine initial eligibility under program guidelines. Once the initial scope of work has been determined, staff will present the project to the YDDA Grants Design Committee. This committee will meet as needed to provide input, make suggestions to scope of work and approve or deny individual projects. Upon preliminary approval by committee, the project will be submitted to YDDA Board of Directors for final approval. Upon approval of the YDDA Board of Directors at a regularly scheduled monthly meeting, an Agreement will be executed and the project can proceed.

### Selection Criteria

1. Buildings with first floor retail uses or projects, which will result in new commercial occupancy, will receive funding priority.
2. Projects, which will result in the creation or rehabilitation of upper story residential units or

loft apartments, will also be considered.

3. Additional criteria that address the economic impacts of the proposed improvement and the overall program goals are included in Attachment Three of this packet.
4. Attachment Two of this packet addresses General Design Guidelines that will govern the evaluation taken by Grants Committee of proposed improvements.

#### SOURCE OF PROGRAM FUNDING

The Ypsilanti Downtown Development Authority will provide the funding for the program.

#### RIGHTS RESERVED

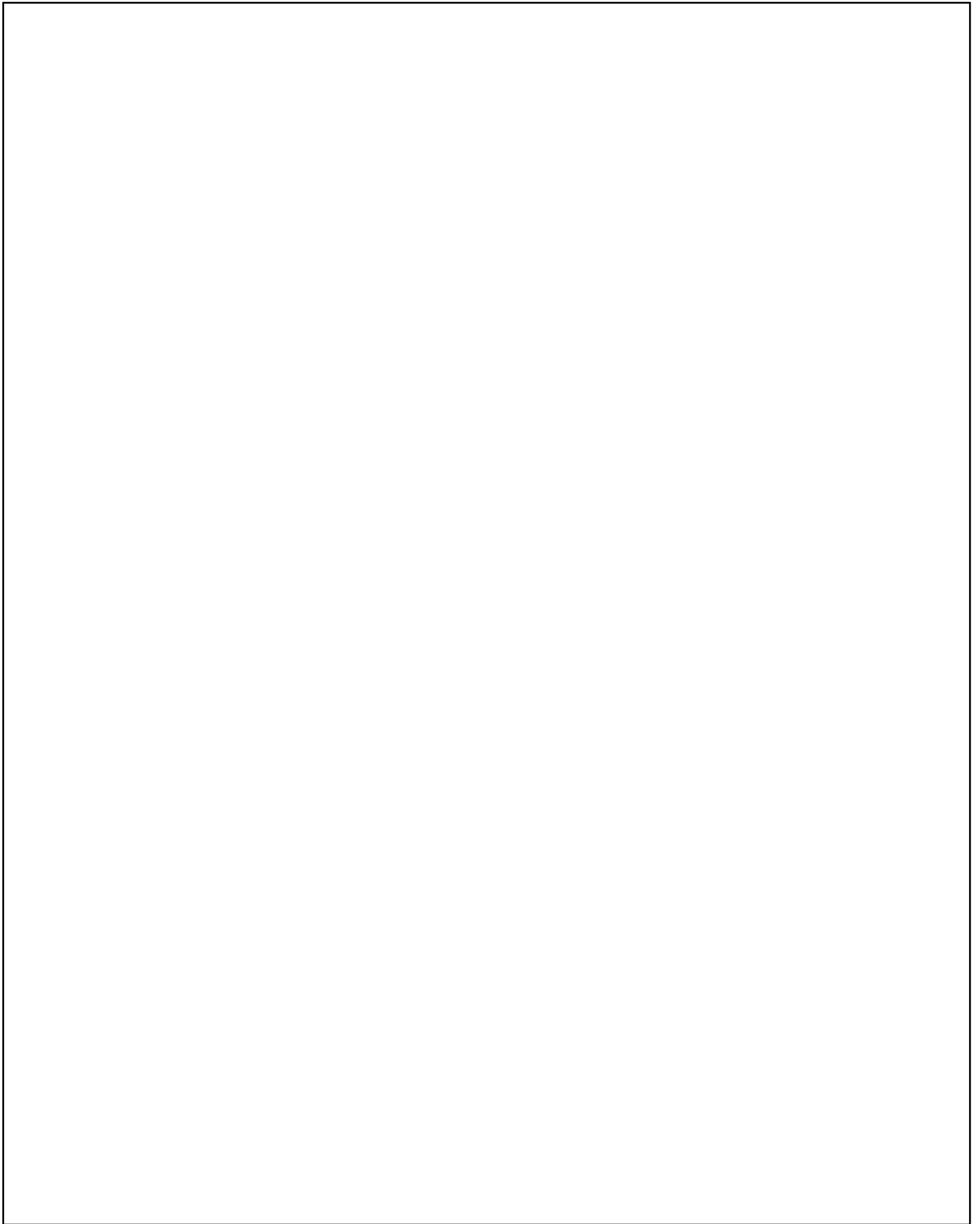
The YDDA reserves the right to reject any and all applications up to the limit of closing. The specific program guidelines herein are subject to revision or amendment by the YDDA Board of Directors. The YDDA may discontinue this program at any time, subject to the availability of program funding.

#### DEFAULT AND REMEDY

To access program funds, applicants must demonstrate a bona fide commitment to implement building improvements and must certify that construction will commence within 90 days of funding approval, verified by an YDDA award letter, and that the Project will be completed within 120 days of the start of construction as verified by the YDDA. The applicant will be in default if rehabilitation is not undertaken within the specific time period.

In the event of default all program funds applied to the project shall become due and payable, plus collection costs and reasonable attorney fees, if applicable. One or more of the following events shall constitute default:

1. The Owner/Applicant fails to pay, when due, any real estate taxes or special assessments on the subject property.
2. The Owner/Applicant expends program funds for uses other than approved project costs as represented in the original application.
3. If, during a period of five (5) years following the completion of the project, the Owner/Applicant transfers ownership or interest in subject property to another party, unless, such transfer secures the prior written approval of the YDDA.
4. Borrower defaults on private bank loan or other public financing made in conjunction with the DDA Building Rehabilitation Program.
5. After completion of the Project, and for a period of five (5) years thereafter, the Developer, its successors and assigns, agree not to modify or alter the façade of the building without the express written permission of the YDDA



**YPSILANTI DDA  
BUILDING REHABILITATION AND FAÇADE PROGRAM**

**Application Form**

Ypsilanti DDA  
1 S. Huron  
Ypsilanti, MI 48197  
734.4829762

**1. Applicant Information**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Project Information**

Building Location: \_\_\_\_\_

Business(es) Located in the Building: \_\_\_\_\_

\_\_\_\_\_

Building Age/Date Built: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Building SEV: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

If Leased: Years Left on Lease: \_\_\_\_\_ Renewal Term: \_\_\_\_\_

**3. Project Description**

Describe in detail the proposed scope of work including design firm selected if applicable. In describing the project, be sure to differentiate between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet in necessary.



---

---

---

**Anticipated Construction**

State Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

Total funds requested from YDDA: \_\_\_\_\_

**4. Building Information**

Will the project result in a change of use for the building? Yes \_\_\_\_\_ No \_\_\_\_\_

What will the uses of the building be after the project is completed?

1st Floor: \_\_\_\_\_

2nd Floor: \_\_\_\_\_

3rd + Floor(s): \_\_\_\_\_

**5. Other Required Documentation**

- a. Property deed with legal description of property
- b. Proof that all property taxes are paid and current
- c. Proof of property and liability insurance
- d. Copies of Lease
- e. Project budget
- f. Two (2)-contractor quotes/construction bids for total project
- g. Photographs of proposed project site
- h. Rendering of completed project (for façade only)
- i. Information submitted to the Historic District Commission as a study item, and formal application materials (if applicable).

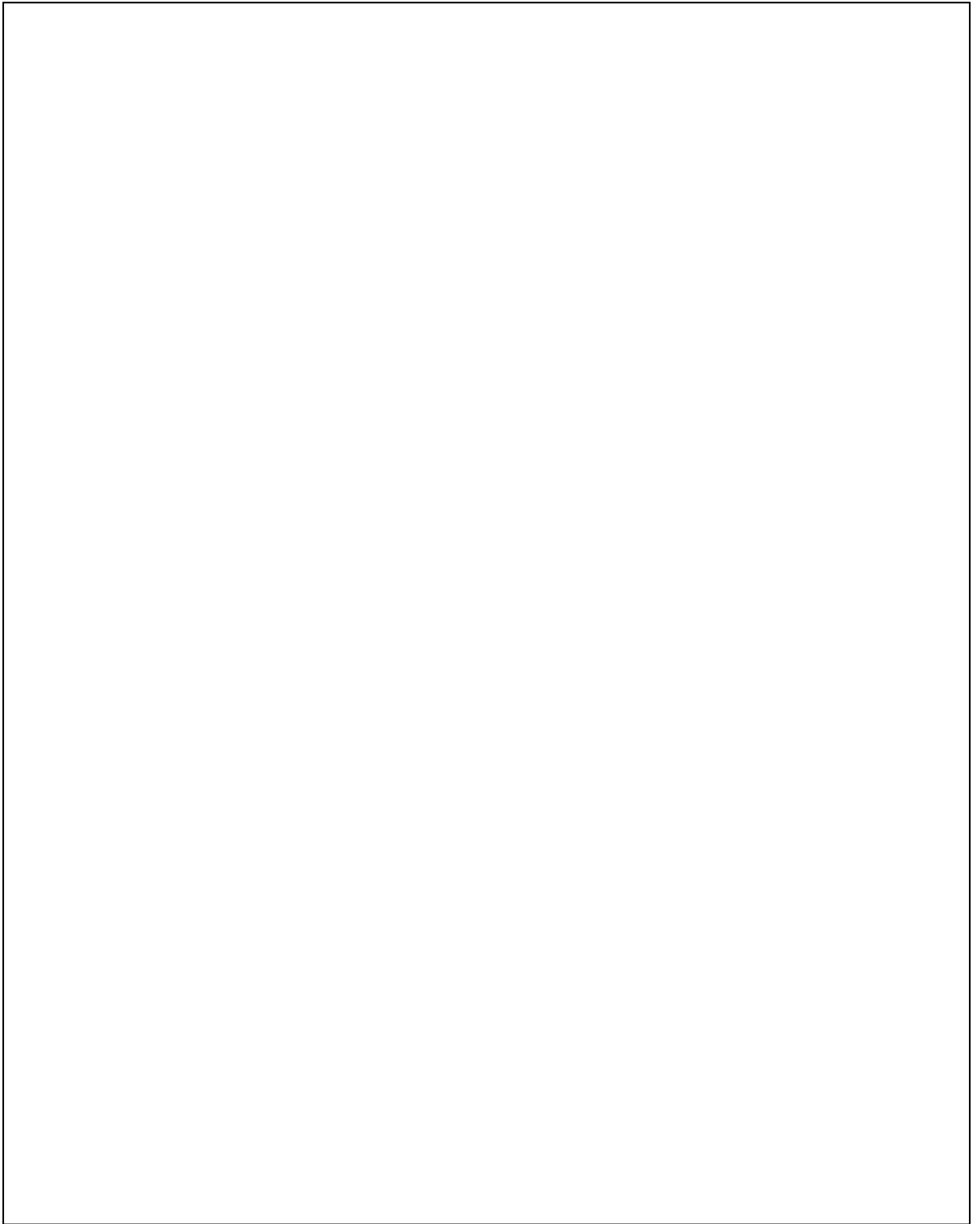
I / We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the YDDA Building Rehabilitation Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the YDDA.

The applicant further certifies that he/she has read and understands the YDDA Building Improvement Program Guidelines. If a determination is made by YDDA staff that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, to the YDDA and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all YDDA funding commitments are contingent upon the availability of program funds.

The applicant understands that Construction must commence within 90 days of approval for funding, verified by a YDDA award letter, and be completed within 120 days after construction start date, as verified by the YDDA. Requests for time extensions must be submitted in writing and will only be approved upon the express written consent of the YDDA.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_



## ATTACHMENT TWO

### General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.
2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building and adjoining buildings.
3. In general, the Grants Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.
4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.
5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors in the DDA District. Trim colors, which highlight building details, will be encouraged. Historically unpainted surfaces, such as natural brick and stone shall not be painted.
6. The size, color and shape of a sign should complement the building and be compatible with the historic character of the DDA District.
7. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting and/or pressure washing, shall not be undertaken.
8. Any alterations to a building's façade first must obtain consent by the Historic District Commission to ensure that all alterations follow HDC guidelines (if applicable).

I/We certify that I/We have read and understand the above design guidelines.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**ATTACHMENT THREE**

Economic Impact

**Please use this sheet to answer the following attach additional sheets as necessary:**

1. Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_
2. How will the applicant ensure the project happens in the time projected?
3. Will the project increase property and personal taxes?
4. Will the project create jobs?  
If so, number of temporary? \_\_\_\_\_ Number of permanent? \_\_\_\_\_
5. Does the project activate a vacant store front?
6. Is the project helping an existing business expand?
7. Will the award of this grant help a new business start in the DDA?
8. What percentage of the project is the applicant requesting funds for?
9. How will the project benefit the DDA district?
10. What special factors should the DDA should consider when reviewing this application?

Applicant  
\_\_\_\_\_

Date  
\_\_\_\_\_

## **ATTACHMENT FOUR (for Façade Grants Only)**

Please submit the following information in Exhibit B:

- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

### **Eligible Projects:**

The following façade improvements are eligible for grant funding:

- Woodwork and architectural metal repair, cleaning, restoration, painting or replacement.
- Masonry repairs, tuck pointing, or low pressure cleaning.
- Exterior painting.
- Window and door repair, restoration, repainting, or replacement.
- Cornice or parapet repair, restoration, or replacement.
- Awning repair, restoration, or installation.
- Exterior lighting fixtures.
- Exterior lighted and two-dimensional signage.
- Removal of after-installed facades along with restoration of vintage elements.

Project Description:

Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

## ATTACHMENT FIVE

### Cooperation Agreement for Building Rehabilitation and Facade Program

If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property value deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

- Participating in YDDA sponsored tours of Downtown
- Working with the YDDA on business development programs.
- Committing where possible to uniform store hours
- Participating in downtown promotion
- Design review for any changes to the facade

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

List of Exhibits

Exhibit A – The Project Site

Exhibit B – Design, Description and Cost of Project



<b>DOWNTOWN</b>	<b>ACTUAL 2020-2021</b>	<b>PROJECTED 2021-2022</b>	<b>REQUESTED FY 2022/2023</b>
<b>Revenues</b>			
Operating	\$ 31,230	\$ 45,716	31,230
TIF	348,929	348,929	348,929
Revenue Subtotal	<u>\$ 380,159</u>	<u>\$ 394,645</u>	<u>\$ 380,159</u>
<b>Expenditures</b>			
Operating	\$ 15,473	\$ 17,356	\$ 17,356
TIF	\$ 438,029	\$ 311,778	\$ 315,133
Expenditure Subtotal	<u>\$ 453,502</u>	<u>\$ 329,134</u>	<u>\$ 332,489</u>
<b>Surplus/(Loss)</b>	<u>\$ (73,343)</u>	<u>\$65,511</u>	<u>\$ 47,670</u>
Memo: General Fund Balances			
<b>Starting Fund Balance</b>	\$ 125,104	\$ 51,761	\$ 117,272
Current Year Surplus/(Loss)	(73,343)	65,511	47,670
<b>Ending Fund Balance</b>	<u>\$ 51,761</u>	<u>\$ 117,272</u>	<u>\$ 164,942</u>

<b>DOWNTOWN REVENUE</b>		<b>413</b>	<b>ACTUAL 2020-2021</b>	<b>PROJECTED 2021-2022</b>	<b>REQUESTED FY 2022/2023</b>
<b>TOTAL REVENUE</b>			<b>\$ 380,159</b>	<b>\$ 394,645</b>	<b>\$ 380,159</b>
<b>OPERATING REVENUE (1.8282 mils)</b>					
CURRENT PROPERTY TAXES	413-4-7230-402-00		28,564	28,564	28,564
PERSONAL PROPERTY TAX REIMBURSEMENT	413-4-7230-402-05		-	14,486	-
DELINQUENT PROPERTY	413-4-7230-420-01		238	238	238
INTEREST ON CURRENT TAXES	413-4-7230-445-02		50	50	50
INTEREST ON DELINQUENT TAXES	413-4-7230-445-05		5	5	5
DOWNTOWN PARKING PERMITS	413-4-7230-462-01		-	-	-
INTEREST EARNINGS	413-4-7230-664-00		374	374	374
MICELLANEOUS REVENUE	413-4-7230-694.01		2,000	2,000	2,000
			<b>\$ 31,230</b>	<b>\$ 45,716</b>	<b>\$ 31,230</b>
<b>TIF REVENUE</b>					
TIFA REIMB PA 86 S17	413-4-7231-410-00		4,745	4,745	4,745
CURRENT TIFA TAXES	413-4-7231-439-01		303,434	303,434	303,434
DOWNTOWN PARKING PERMITS	413-4-7231-462-01		3,500	3,500	3,500
RIVERSIDE ARTS CENTER LEASE			-	-	-
DDA OFFICER REFUND			12,750	12,750	12,750
DOWNTOWN GARBAGE COLLECTION	413-4-7231-607-01		24,000	24,000	24,000
MICELLANEOUS REVENUE	413-4-7231-694-01		500	500	500
			<b>\$ 348,929</b>	<b>\$ 348,929</b>	<b>\$ 348,929</b>

<b>DOWNTOWN EXPENDITURES</b>		<b>ACTUAL 2020-2021</b>	<b>PROJECTED 2021-2022</b>	<b>REQUESTED FY 2022/2023</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 453,502</b>	<b>\$ 329,134</b>	<b>\$ 332,489</b>
<b>OPERATING EXPENDITURES</b>				
OFFICE SUPPLIES	413-7-7230-728-00	660	510	510
POSTAGE	413-7-7230-730-00	500	255	255
OPERATING SUPPLIES	413-7-7230-757-00	275	255	255
AUDIT FEES	413-7-7230-807-00	441	376	376
CONTRACTUAL SERVICES	413-7-7230-818-00	10,794	9,208	9,208
GENERAL LIABILITY	413-7-7230-822-10	1,477	2,162	2,162
LEGAL SERVICES	413-7-7230-826-10	604	1,530	1,530
TELEPHONE	413-7-7230-853-00	283	255	255
CONFERENCES AND WORKSHOPS	413-7-7230-864-01	210	510	510
PRINTING AND PUBLISHING	413-7-7230-900-00	105	2,040	2,040
MEMBERSHIPS AND DUES	413-7-7230-958-00	124	255	255
		<b>\$ 15,473</b>	<b>\$ 17,356</b>	<b>\$ 17,356</b>
<b>TIF EXPENDITURES</b>				
IGA 35%	413-7-7231-818-01	86,033	86,033	86,033
ADMIN CONTRACT	413-7-7231-818-02	31,900	29,580	29,580
TIF/CAPITAL IMPROV	413-7-7231-820-00	12,000	20,000	24,000
IRRIGATION SYSTEM	413-7-7231-820-01	120	120	120
STREETSCAPE MAINTENANCE	413-7-7231-820-02	18,744	13,645	15,000
WASTE MANAGEMENT	413-7-7231-820-03	24,000	24,000	22,000
DTE ELECTRIC BILL	413-7-7231-820-05	1,500	150	150
HOLIDAY LIGHTING & MAINTENANCE	413-7-7231-820-06	1,016	5,000	5,000
SPECIAL EVENT CONTRIBUTION	413-7-7231-965-05	5,000	7,500	7,500
FAÇADE GRANT	413-7-7231-965-06	156,654	10,000	10,000
COMMUNITY HEALTH			12,750	12,750
BUILDING REHABILITATION GRANT	413-7-7231-971-27	16,334	10,000	10,000
MISCELLANEOUS WAGES			8,000	8,000
BOND PAYMENT	413-7-7231-999-20	84,728	85,000	85,000
		<b>\$ 438,029</b>	<b>\$ 311,778</b>	<b>\$ 315,133</b>
<b>Surplus or Deficit</b>		<b>\$ (73,343)</b>	<b>\$ 57,511</b>	<b>\$ 39,670</b>

<b>DEPOT TOWN</b>	<b>ACTUAL 2020-2021</b>	<b>PROJECTED 2021-2022</b>	<b>REQUESTED FY 2022/2023</b>
<b>Revenues</b>			
Operating	\$ 13,320	\$ 13,470	\$ 13,470
TIF	119,307	125,074	125,074
Revenue Subtotal	<b>\$ 132,627</b>	<b>\$ 138,544</b>	<b>\$ 138,544</b>
<b>Expenditures</b>			
Operating	9,529	\$ 9,529	\$ 9,529
TIF	92,293	\$ 96,293	\$ 96,293
Expenditure Subtotal	<b>\$ 101,822</b>	<b>\$ 105,822</b>	<b>\$ 105,822</b>
<b>Surplus/(Loss)</b>	<b>\$ 30,805</b>	<b>\$ 32,722</b>	<b>\$ 32,722</b>
Memo: General Fund Balances			
<b>Starting Fund Balance</b>	<b>\$ 161,480</b>	<b>\$ 192,285</b>	<b>\$ 225,007</b>
Current Year Surplus/(Loss)	30,805	32,722	32,722
<b>Ending Fund Balance</b>	<b>\$ 192,285</b>	<b>\$ 225,007</b>	<b>\$ 257,729</b>

<b>DEPOT TOWN REVENUE</b>		<b>ACTUAL 2020-2021</b>	<b>PROJECTED 2021-2022</b>	<b>REQUESTED FY 2022/2023</b>
<b>TOTAL REVENUE</b>		<b>\$ 132,627</b>	<b>\$ 138,544</b>	<b>\$ 138,544</b>
<b>OPERATING REVENUE (1.8282 mils)</b>				
CURRENT PROPERTY TAXES	275-4-7290-402-00	12,229	12,229	12,229
INTEREST ON CURRENT TAXES	275-4-7290-445-02			
INTEREST EARNINGS	275-4-7290-664-00	1,091	1,241	1,241
MISCELLANEOUS REVENUE	275-4-7290-694-01		-	
		<b>\$ 13,320</b>	<b>\$ 13,470</b>	<b>\$ 13,470</b>
<b>TIF REVENUE</b>				
TIFA REIMB PA86 S17	275-4-7291-439-01	-	3,500	3,500
DDA OFFICER REFUND		6,000	6,000	6,000
CURRENT TIFA TAXES	275-4-7291-410-00	113,307	115,574	115,574
		<b>\$ 119,307</b>	<b>\$ 125,074</b>	<b>\$ 125,074</b>

<b>DEPOT TOWN EXPENDITURES</b>		<b>ACTUAL 2020-2021</b>	<b>PROJECTED 2021-2022</b>	<b>REQUESTED FY 2022/2023</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 101,822.00</b>	<b>\$ 105,822.00</b>	<b>\$ 105,822.00</b>
<b>OPERATING EXPENDITURES</b>				
OFFICE SUPPLIES	275-7-7290-728-00	280	280	280
POSTAGE	275-7-7290-730-00	140	140	140
OPERATING SUPPLIES	275-7-7290-757-00	140	140	140
AUDIT FEES	275-7-7290-807-00	207	207	207
CONTRACTUAL SERVICES	275-7-7290-818-00	5,055	5,055	5,055
GENERAL LIABILITY	275-7-7290-822-10	1,187	1,187	1,187
LEGAL SERVICES	275-7-7290-826-10	840	840	840
TELEPHONE	275-7-7290-853-00	140	140	140
CONFERENCES AND WORKSHOPS	275-7-7290-864-01	280	280	280
PRINTING AND PUBLISHING	275-7-7290-900-00	1,120	1,120	1,120
MEMBERSHIPS AND DUES	275-7-7290-958-00	140	140	140
		<b>\$ 9,529</b>	<b>\$ 9,529</b>	<b>\$ 9,529</b>
<b>TIF EXPENDITURES</b>				
IGA 35%	275-7-7291-818-01	40,451	40,451	40,451
ADMIN CONTRACT	275-7-7291-818-02	13,920	13,920	13,920
STREETSCAPE MAINTENANCE	275-7-7291-820-02	6,422	6,422	6,422
HOLIDAY LIGHTING & MAINTENANCE	275-7-7291-820-06	3,000	3,000	3,000
SPECIAL EVENT CONTRIBUTION	275-7-7291-965-05	7,500	7,500	7,500
COMMUNITY HEALTH		6,000	6,000	6,000
FAÇADE GRANT	275-7-7291-965-06	-	-	-
BUILDING REHABILITATION GRANT	275-7-7291-971-27	-	-	-
MISCELLANEOUS WAGES			4,000	4,000
TIF/CAPITAL IMPROV	275-7-7291-974-01	15,000	15,000	15,000
		<b>\$ 92,293.00</b>	<b>\$ 96,293.00</b>	<b>\$ 96,293.00</b>
<b>Surplus or Deficit</b>				

<b>WEST CROSS</b>	<b>ACTUAL 2020-2021</b>	<b>PROJECTED 2021-2022</b>	<b>REQUESTED FY 2022/2023</b>
<b>Revenues</b>			
Operating	\$ 10,717	\$ 17,430	\$ 11,322
TIF	127,826	131,016	131,016
Revenue Subtotal	<u>\$ 138,543</u>	<u>\$ 148,446</u>	<u>\$ 142,338</u>
<b>Expenditures</b>			
Operating	8,423	\$ 7,148	\$ 7,148
TIF	228,380	\$ 108,532	\$ 108,532
Expenditure Subtotal	<u>\$ 236,803</u>	<u>\$ 115,680</u>	<u>\$ 115,680</u>
<b>Surplus/(Loss)</b>	<u><b>\$ (98,260)</b></u>	<u><b>\$ 32,766</b></u>	<u><b>\$ 26,658</b></u>
Memo: General Fund Balances			
<b>Starting Fund Balance</b>	<u>\$ 199,610</u>	<u>\$ 101,350</u>	<u>\$ 134,116</u>
Current Year Surplus/(Loss)	(98,260)	32,766	26,658
<b>Ending Fund Balance</b>	<u>\$ 101,350</u>	<u>\$ 134,116</u>	<u>\$ 160,774</u>

<b>WEST CROSS REVENUE</b>		<b>ACTUAL 2020- 2021</b>	<b>PROJECTED 2021-2022</b>	<b>REQUESTED FY 2022/2023</b>
<b>TOTAL REVENUE</b>		<b>\$ 138,543</b>	<b>\$ 148,446</b>	<b>\$ 142,338</b>
<b>OPERATING REVENUE (1.8282 mils)</b>				
CURRENT PROPERTY TAXES	275-4-7270-402-00	5,104	11,282	11,282
PERSONAL PROP TAX REIMBURSE	275-4-7270-402-05		6,128	20
DELINQUENT PROPERTY TAXES	275-4-7270-420-01	62	20	20
INTEREST ON CURRENT TAXES	275-4-7270-445-02	1	-	-
INTEREST ON DELINQUENT TAXES	275-4-7270-445-05	5		
INTEREST EARNINGS	275-4-7270-664-00	5,095		
MISCELLANEOUS REVENUE	275-4-7270-694-01	450	-	
		<b>\$ 10,717</b>	<b>\$ 17,430</b>	<b>\$ 11,322</b>
<b>TIF REVENUE</b>				
TIFA REIMB PA 86 S17	275-4-7271-410-00	3,668	4,500	4,500
YDDA OFFICER REFUND		6,250	6,250	6,250
CURRENT TIFA TAXES	275-4-7271-439-02	117,908	120,266	120,266
		<b>\$ 127,826</b>	<b>\$ 131,016</b>	<b>\$ 131,016</b>



<b>West Cross</b>		<b>ACTUAL 2020-2021</b>	<b>PROJECTED 2021-2022</b>	<b>REQUESTED FY 2022/2023</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 236,803.00</b>	<b>\$ 115,680.00</b>	<b>\$ 115,680.00</b>
<b>OPERATING EXPENDITURES</b>				
OFFICE SUPPLIES	275-7-7290-728-00	252	210	210
POSTAGE	275-7-7290-730-00	150	105	105
OPERATING SUPPLIES	275-7-7290-757-00	105	105	105
AUDIT FEES	275-7-7290-807-00	533	155	155
CONTRACTUAL SERVICES	275-7-7290-818-00	4,121	3,792	3,792
GENERAL LIABILITY	275-7-7290-822-10	1,106	891	891
LEGAL SERVICES	275-7-7290-826-10	525	630	630
TELEPHONE	275-7-7290-853-00	207	105	105
CONFERENCES AND WORKSHOPS	275-7-7290-864-01	214	210	210
PRINTING AND PUBLISHING	275-7-7290-900-00	1,000	840	840
MEMBERSHIPS AND DUES	275-7-7290-958-00	210	105	105
		<b>\$ 8,423</b>	<b>\$ 7,148</b>	<b>\$ 7,148</b>
<b>TIF EXPENDITURES</b>				
IGA 35%	275-7-7291-818-01	34,894	42,093	42,093
ADMIN CONTRACT	275-7-7291-818-02	12,760	14,500	14,500
STREETSCAPE MAINTENANCE	275-7-7291-820-02	3,099	6,689	6,689
HOLIDAY LIGHTING & MAINTENANCE	275-7-7291-820-06	3,686	5,000	5,000
SPECIAL EVENT CONTRIBUTION	275-7-7291-965-05	3,500	5,000	5,000
COMMUNITY HEALTH			6,250	6,250
FAÇADE GRANT	275-7-7291-965-06	19,611	5,000	5,000
BUILDING REHABILITATION GRANT	275-7-7291-971-27	-	5,000	5,000
MISCELLANEOUS WAGES			4,000	4,000
TIF/CAPITAL IMPROV	275-7-7291-974-01	150,830	15,000	15,000
		<b>\$ 228,380.00</b>	<b>\$ 108,532.00</b>	<b>\$ 108,532.00</b>
<b>Surplus or Deficit</b>				