



Building Exterior Improvement Program

Purpose

It is a fundamental goal of the Coopersville Downtown Development Authority (DDA) to promote economic growth and vitality in the downtown. To that end, the Coopersville DDA Building Improvement Program has been created to encourage businesses and property owners to improve building exteriors to facilitate economic activity and promote a positive image.

Source of Funding

This program is sponsored by the Coopersville DDA. The source of funding for the program is tax increment financing revenue made available under Recodified Michigan Public Act 57 or 2018. Annual funding allocation for the program is recommended by the DDA for approval by the City of Coopersville in the fiscal budget plan. The grant program described herein is contingent upon availability of budgeted funds and will be awarded through a selection process by the Building Exterior Improvement Program Sub-committee and the City of Coopersville DDA Board.

Requirements

- Applicants must be willing to cover the remaining balance of the project that is not covered by the Building Improvement Program. The applicant's financial responsibility may be 90% or less of the total cost of the proposed eligible project(s).
- Work must be done on the exterior of the building.
- Applicants are eligible to receive one incentive per building per fiscal year.
- Incentives are available for any property in the Coopersville DDA District.
- Building owners or tenants are eligible. Tenants must have the building owners written approval.
- All payments to the City of Coopersville must be current. The applicant shall not be in default to the City nor involved in any other litigations with the DDA or City.
- Improvements must meet all City of Coopersville code requirements including zoning, building and safety codes.

Eligible

Awnings
 Front, Side or Rear Entrances
 Painting
 Exterior Restoration
 (Not including Brick work unless it meets SHPO standards)
 Signage
 Window Repair and Replacement
 Bulkheads
 *Labor (*Involving installation or construction of above mention eligible projects. Excluding payment to yourself or family members*)

Ineligible

Refinancing Existing Debt
 Property Acquisition
 Interior Improvements
 Interior Furnishings
 Site Plan, Building or sign Permit fees
 Property appraisal costs, legal or loan fees
 Permit and inspection fees
 Roof Repairs
 Expenses incurred prior to approval of application
 New building construction
 Mechanical, HVAC, Security Systems
 Payment of taxes, assessments or utility bills
 *Labor (*Restrictions may apply*)

Rights Reserved

The DDA and City of Coopersville reserve the right to reject any and all applications. The specific program guidelines detailed herein are subject to revision or amendment by the DDA and/or Building Improvement Sub-Committee. The DDA may discontinue this program at any time, subject to the availability of program funding. The DDA reserves the right to revise or end this program at any time and in no way guarantees availability of funding for any specific project at any given time.

Disbursement of funding

If the grant is awarded, the DDA will reimburse applicants for the eligible improvements at the completion of the project as follows:

- Incentive recipient must provide a reimbursement summary page detailing all itemized invoices, expenses and receipts
- Incentive recipient must submit final invoices from contractors or suppliers marked “paid in full” along with a copy of the checks or receipts made payable to contractor or supplier
- Incentive recipient must supply proof that the improvements meet all City of Coopersville zoning and code requirements
- All improvements must be completed by the end of the next Fiscal year. (June 30)
- If façade improvements began prior to grant funding approval, an application will not be eligible for the grant.

Any changes in the scope of work must meet administrative approval in advance by the DDA staff to be eligible for reimbursement. Staff may require review by the Building Improvement Incentive Program Sub-Committee based on the extent of changes proposed.

Coopersville DDA Building Exterior Improvement Program

Process for Application

1. Applicant obtains application from City Hall or downloads from DiscoverCoopersville.com or CoopersvilleDDA.com Website.
2. Anything requiring approval from Planning Commission and/or Zoning Board must be done prior to application submission. Applicant must be in good standing with the City of Coopersville.
3. Applicant mails or drops off application postmarked on/before deadline of September 1, 2024, with application fee of \$50 to be considered. Coopersville DDA will notify recipients by September 30, 2024. Successful applicant(s) will sign a contract with DDA before any work commences and within 30 days of being notified of the grant award. Work must be completed, and invoices turned in for reimbursement by June 1, 2025.
 - a. Include photos showing existing conditions of project area applying for
 - b. Include proposed improvements including colors, placement, materials, etc.
 - c. Itemized bids from licensed contractors
 - d. Any other details you wish to provide to be considered.
4. Coopersville DDA Staff will review applications and determine if the building meets requirements for approval. If the application meets requirements, it will be given to the Building Improvement Incentive Sub-Committee for review.
5. The Building Improvement Sub-Committee will review all applications and make recommendations to the DDA Board for final review to determine approval/rejection of the application(s) and determine a percentage of the cost to be covered by the program.
6. When Coopersville DDA has received the signed contract and applicant has received all necessary permits, applicant may begin their work. After approved project has been completed and work paid for, applicant will be reimbursed for the pre-determined percentage of the project to be paid 30 days after all completed documentation is turned in and approved.
7. Changes to the original project plan or project scope after signing the contract without written approval from the Coopersville DDA could cause the applicant to forfeit the grant.
8. Once project begins, a Building Improvement Program sign will be placed at project location for the length of project. Sign will be provided by the Coopersville DDA.
9. Applicant must submit copies of cost documentation such as invoices, etc. along with copies of cleared checks or method of payment statement(s) and finished/completed photos to the Coopersville DDA for reimbursement.

Coopersville DDA Building Improvement Incentive Application Form 2024

Applicant Information

Date: _____

Name: _____ Phone: _____

Address: _____

Email: _____

Property Information

Project Address: _____

Tax Parcel #: _____ Relationship to Building: _____ Owner _____ Tenant

Project Description: _____

Funds Requested: \$ _____ Percentage Matching: _____ %

Project Start Date: _____ Projected Completion Date: _____

Project Contact Person (if other than Applicant):

Name: _____ Phone: _____

Documents submitted with application:

- _____ Application
- _____ Proof of property ownership and or lease/hold interest
- _____ Written approval from owner if a tenant
- _____ Proof that property taxes are up to date
- _____ Detailed written summary of proposed façade improvements
- _____ Project Budget Info Sheet
- _____ Before Photos of project
- _____ Sketch of proposed improvements

Building Improvement Incentive Program Agreement

The undersigned affirms the information provided in this application is true and complete to the best of their knowledge. Furthermore, the applicant understands the requirements of the Building Improvement Grant and agrees to abide by the terms and conditions.

Signature of Applicant: _____ Date: _____

Signature of Property Owner(s): _____ Date: _____

Signature of Property Owner(s): _____ Date: _____

PROJECT BUDGET SHEET

Itemize all projected project costs (expenses) and funding sources (revenue) including matching funds to the best of your knowledge.

Revenue

Sources of Funding	Amount	Status	
_____		Confirmed	Pending
_____		Confirmed	Pending
_____		Confirmed	Pending
_____		Confirmed	Pending
_____		Confirmed	Pending
	Total	_____	

Expenses

Item (Materials / supplies, Equipment, Labor)	Estimated Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total
	\$ _____