

**NOTIFICATION OF MEETING  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING**

The Village of Lexington Downtown Development Authority will be holding their regular monthly meeting in person at the Village Hall – 7227 Huron Ave., Lexington, MI.

**DATE OF MEETING:** Wednesday, April 13, 2022

**TIME OF MEETING:** 5:30 PM

**MISSION STATEMENT**

**To take the Village of Lexington’s history into the future through preservation, restoration and promotion.**

**AGENDA**

**CALL TO ORDER:**

**ROLL CALL:** Adams, Bender, Bales, Kaatz, P. Stencel, Yankee, Blaesing, VanDyke, Westbrook, Drouillard

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES** – February 9, 2022

**PUBLIC COMMENT** –

**REVIEW OF FINANCIAL INFORMATION**

**UNFINISHED BUSINESS:**

1. **Speakers/Microphone Update** – Drouillard
2. **TIF/Boundary Expansion Update** – Yankee
3. **Façade Grant Application Update** – Yankee
- 4.

**NEW BUSINESS:**

1. **KLA Invoice (Remote Monitoring & XM Streaming)**
2. **Master Plan Pamphlets Survey** – Yankee
3. **Keel, Marketing Proposal** – VanDyke
4. **Michigan Downtown Association Webinar** – Yankee

**CORRESPONDENCE**

**PUBLIC COMMENT**

**ADJOURNMENT**

**REMINDER NEXT MEETING WILL BE AN INFORMATIONAL MEETING  
MAY 11, 2022  
5:00 p.m.**

**VILLAGE OF LEXINGTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Village of Lexington – 7227 Huron Ave., Lexington, MI  
February 9, 2022 @ 5:30 p.m.**

**CALL TO ORDER:** Chairperson Yankee called the meeting to order at 5:30 pm.

**ROLL CALL:** by Vicki Scott

**PRESENT:** Adams, Bales, Stencel, Yankee, Westbrook, Drouillard

**ABSENT:** Bender, Kaatz, Blaesing, VanDyke

**OTHERS PRESENT:** A. Sutton, D. Picot, M. Fulton, K. DeCoster, P. Muoio, D. Faber, M. Ziegler, S. Stencel

**APPROVAL OF AGENDA:**

**MOTION** by Drouillard, seconded by Westbrook to approve the agenda as amended adding #5 under Unfinished Business (Benches & Tables).

All Ayes

Motion carried.

**APPROVAL OF MINUTES**

**MOTION** by Bales, seconded by Adams to approve the 12-8-21 minutes as presented.

All Ayes

Motion carried.

**PUBLIC COMMENT:** None

**REVIEW OF FINANCIAL INFORMATION:** - Stacey Bales explained financial reports.

**MOTION** by Drouillard, seconded by Adams to approve the financials as presented.

Roll Call:

Ayes – Drouillard, Adams, Stencel, Bales, Yankee, Westbrook

Nays – None

Motion carried

**UNFINISHED BUSINESS:**

1. **Website Update** – Drouillard explained the new website is moving along well. The training session is scheduled for February 24, 2022. Discussion follows on the current email issues.
2. **DDA Duties** – Yankee explained the Master Plan has outlined action plans for all it's entities. Yankee hands out and explains each highlighted action item that pertains to the DDA. Discussion follows.
3. **Long Term Absences** – Yankee explained the DDA By-Laws state "committee members who have unexcused absences for (3) consecutive meetings can be removed". Yankee asked what do we consider unexcused? Discussion follows. Yankee asked for the DDA Board's direction going forward on contacting committee members who fall into this category. It should a Board decision not just the Chairperson's decision. Board agrees and suggests getting more members to join the Board.

4. **TIF/Boundary Expansion Updates** – Yankee explained I have been in contact with Carmine’s office. They have drafted a formal letter that will go out to the taxing jurisdictions. Two meetings will be held with these taxing jurisdictions on February 28, 2022 and March 1, 2022. These are strictly informational meetings via zoom. Carmine indicated this process is not something you want to do quickly.
5. **Benches & Tables** – Yankee explained the cost of labor for the benches and tables has gone up. This is due to the fact the original quoted was figured at a part time employee’s wage. That part time employee has now become full time at a higher wage. Sutton handed out a chart showing the difference in price. Drouillard explained he recalled Bender discussing this may happen.

**MOTION** by Drouillard, seconded by Westbrook to adjust the not to exceed amount to \$11,000.00 for the bench and table project.

Roll Call:

Ayes: Drouillard, Westbrook, Yankee, Bales, Stencel, Adams

Nays: None

Motion carried

**NEW BUSINESS:**

1. **Meeting Dates** – Yankee explained we need to approve the DDA 2022 Meeting Dates as well as setting (2) DDA Informational Meetings that would start at 5:00 p.m.

**MOTION** by Drouillard, seconded by Bales to approve the 2022 DDA Meeting Dates with the informational meetings being set for May and October.

All Ayes

Motion carried

2. **Flower Bids** – Yankee explained we received (1) bid from Croswell Greenhouse for the 2022 spring/summer flowers. Yankee opened bid. Croswell Greenhouse bid included (32) pots and (74) hanging baskets for a total of \$5,410.00. They asked for the pots/planters to be delivered by March 1, 2022.

**MOTION** by Drouillard, seconded by Westbrook, to approve the bid from Croswell Greenhouse for the 2022 spring/summer flowers in the amount of \$5,410.00.

Roll Call:

Ayes: Drouillard, Westbrook, Yankee, Stencel, Adams

Abstain: Bales

Nays: None

Motion carried

**CORRESPONDENCE:** None

**PUBLIC COMMENT:**

- Kathy DeCoster – commented on enjoying her previous service on the DDA Board and would like to be on it again.
- Mike Fulton – commented on offering his help with any streetscape projects.

\*\* Kaatz arrived at 6:25 p.m.

- Peter Muoio – commented on the redevelopment of the harbor and happy to hear that there is interest in the Village Green.
- Dave Picot – commented on the Master Plan roll out for March 3, 2022. DDA Board is invited.
- Mike Ziegler – commented on the parking study that was already done.
- Doug Drouillard – commented thank you to Dave Picot for all his work.

**ADJOURNMENT:**

**MOTION** by Drouillard, seconded by Bales to adjourn the meeting at 6:30 pm.

All Ayes

Motion carried.

Respectfully submitted,  
Vicki Scott  
February 9, 2022

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	EASTERN MICHIGAN BANK	311,458.33
248-000-040.000	ACCOUNTS RECEIVABLE	120.00
248-000-084.830	DUE FROM LEX TOWNSHIP	0.00
<b>Total Assets</b>		<b>311,578.33</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE ACCOUNT	213,775.77
<b>Total Fund Balance</b>		<b>213,775.77</b>
<b>Beginning Fund Balance</b>		<b>213,775.77</b>
<b>Net of Revenues VS Expenditures</b>		<b>97,802.56</b>
<b>Ending Fund Balance</b>		<b>311,578.33</b>
<b>Total Liabilities And Fund Balance</b>		<b>311,578.33</b>

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BUDGET USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-401.500	DDA TAXES FROM VILLAGE	75,000.00	85,601.60	0.00	(10,601.60)	114.14
248-000-401.600	DDA TAXES FROM TOWNSHIP	76,000.00	69,061.94	1,755.17	6,938.06	90.87
248-000-665.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
248-000-671.500	MISC ACCT OF REVENUE	0.00	0.00	0.00	0.00	0.00
248-000-699.101	TRANSFER IN FROM GENERAL FUND FOR CAPITA	0.00	3,178.00	0.00	(3,178.00)	100.00
248-000-699.248	TRANSFER IN OPEN ACCOUNT	0.00	0.00	0.00	0.00	0.00
Total Dept 000		151,000.00	157,841.54	1,755.17	(6,841.54)	104.53
Dept 248 - ****DDA EXPENSES****						
248-248-667.500	INTERNET REVENUE	1,200.00	1,200.00	120.00	0.00	100.00
Total Dept 248 - ****DDA EXPENSES****		1,200.00	1,200.00	120.00	0.00	100.00
TOTAL REVENUES						
		152,200.00	159,041.54	1,875.17	(6,841.54)	104.50
Expenditures						
Dept 248 - ****DDA EXPENSES****						
248-248-699.940	ADMINISTRATIVE REIMBURSEMENT	5,986.00	4,489.47	498.83	1,496.53	75.00
248-248-728.000	COMPUTER-HARDWARE-SOFTWARE	0.00	0.00	0.00	0.00	0.00
248-248-740.000	SUPPLIES	100.00	356.39	42.96	(256.39)	356.39
248-248-745.000	CHRISTMAS SUPPLY	12,000.00	10,558.48	0.00	1,441.52	87.99
248-248-803.000	PHONE/INTERNET EXPENSE	10,000.00	6,875.00	625.00	3,125.00	68.75
248-248-803.100	MUSIC	480.00	0.00	0.00	480.00	0.00
248-248-805.000	ADVERT/PUBLICATIONS	15,000.00	15,000.00	0.00	0.00	100.00
248-248-810.000	MEMBERSHIP/DUES	0.00	0.00	0.00	0.00	0.00
248-248-811.000	LEGAL	1,000.00	35.00	0.00	965.00	3.50
248-248-812.000	MILEAGE	0.00	84.00	0.00	(84.00)	100.00
248-248-815.000	AUDIT	0.00	0.00	0.00	0.00	0.00
248-248-820.000	CONTRACTED SERVICES	1,000.00	7,292.50	5,422.50	(6,292.50)	729.25
248-248-821.100	DDA SERVICE PROVIDED BY VILLAGE	20,000.00	0.00	0.00	20,000.00	0.00
248-248-840.000	LANDSCAPING MAINTENANCE	10,000.00	6,548.14	0.00	3,451.86	65.48
248-248-955.000	DDA GRANT	40,000.00	10,000.00	0.00	30,000.00	25.00
248-248-969.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-248-969.200	DONATION	8,000.00	0.00	0.00	8,000.00	0.00
248-248-971.000	CAPITAL OUTLAY	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 248 - ****DDA EXPENSES****		143,566.00	61,238.98	6,589.29	82,327.02	42.66
TOTAL EXPENDITURES						
		143,566.00	61,238.98	6,589.29	82,327.02	42.66
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		152,200.00	159,041.54	1,875.17	(6,841.54)	104.50
TOTAL EXPENDITURES		143,566.00	61,238.98	6,589.29	82,327.02	42.66
NET OF REVENUES & EXPENDITURES		8,634.00	97,802.56	(4,714.12)	(89,168.56)	1,132.76

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
03/01/2022			<b>248-248-699.940 ADMINISTRATIVE REIMBURSEMENT</b>		BEG. BALANCE		3,990.64
03/31/2022	GJ	JE	ADMIN. REIMBURSEMENT MARCH 2022	2276	498.83		4,489.47
03/31/2022			248-248-699.940	END BALANCE	498.83	0.00	4,489.47
03/01/2022			<b>248-248-740.000 SUPPLIES</b>		BEG. BALANCE		313.43
03/10/2022	AP	INV	BENCHES DDA DPW	STMT 08-0082056	14.99		328.42
03/10/2022	AP	INV	BENCHES DDA	282 STMT FEB 2022	27.97		356.39
03/31/2022			248-248-740.000	END BALANCE	42.96	0.00	356.39
03/01/2022			<b>248-248-745.000 CHRISTMAS SUPPLY</b>		BEG. BALANCE		10,558.48
03/31/2022			248-248-745.000	END BALANCE	0.00	0.00	10,558.48
03/01/2022			<b>248-248-803.000 PHONE/INTERNET EXPENSE</b>		BEG. BALANCE		6,250.00
03/16/2022	AP	INV	APRIL DDA INTERNET	10020174-8 DDA MR	625.00		6,875.00
03/31/2022			248-248-803.000	END BALANCE	625.00	0.00	6,875.00
03/01/2022			<b>248-248-805.000 ADVERT/PUBLICATIONS</b>		BEG. BALANCE		15,000.00
03/31/2022			248-248-805.000	END BALANCE	0.00	0.00	15,000.00
03/01/2022			<b>248-248-811.000 LEGAL</b>		BEG. BALANCE		35.00
03/31/2022			248-248-811.000	END BALANCE	0.00	0.00	35.00
03/01/2022			<b>248-248-812.000 MILEAGE</b>		BEG. BALANCE		84.00
03/31/2022			248-248-812.000	END BALANCE	0.00	0.00	84.00
03/01/2022			<b>248-248-820.000 CONTRACTED SERVICES</b>		BEG. BALANCE		1,870.00
03/03/2022	AP	INV	MIXED USE DESIGN	159449	3,000.00		4,870.00
03/24/2022	AP	INV	APP. @ DDA 12-8-21TAXING JURISDICTIO	016-2022A02	2,422.50		7,292.50
03/31/2022			248-248-820.000	END BALANCE	5,422.50	0.00	7,292.50
03/01/2022			<b>248-248-840.000 LANDSCAPING MAINTENANCE</b>		BEG. BALANCE		6,548.14
03/31/2022			248-248-840.000	END BALANCE	0.00	0.00	6,548.14
03/01/2022			<b>248-248-955.000 DDA GRANT</b>		BEG. BALANCE		10,000.00
03/31/2022			248-248-955.000	END BALANCE	0.00	0.00	10,000.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					6,589.29		61,238.98

# Open Door Dearborn Business Grants

## DOWNTOWN DEARBORN

Funded by the East & West Dearborn Downtown Development Authorities

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Application & Guidelines (updated July 2020)

### OVERVIEW

The East & West Dearborn Downtown Development Authorities (DDAs) were created to promote and enhance the commercial core of the community, to preserve public investment and to improve the viability of businesses within the DDDA Districts. The Dearborn DDA has allocated \$40,000 for each downtown district.

**Our grant Open Door Dearborn Business Grant (ODDBG) program provides funding to property owners and new businesses moving to the DDDA Districts or existing businesses within the district.**

#### Grant Types and Levels Include:

- Level 1 - Design Incentives Available Up to a maximum of \$2500
  - Exterior Design Assistance
  - Signage Improvement
- Level 2 - Business Start-Up Incentives Available Up to a maximum of \$5,000
  - Retail Start-Ups
  - Arts, Culture and Creative Businesses
  - Incubators
  - Pop Ups
- Level 3 - Design Incentives Available Up to 50% of Costs, Not Exceeding \$10,000 Reimbursement
  - Facade Improvement
  - Expansion/Development

{Expansion is defined as: Adding square footage to an existing building, acquisition of neighboring property, addition of outdoor seating or service areas that thereby add taxable value to the property; or moving to a larger facility within the district. }

Businesses must meet the following eligibility criteria.



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## ELIGIBILITY

- Owners or new tenants that are moving to the DDDA Districts
- Owners or tenants of property currently located within the DDDA Districts that are expanding or looking to improve their building/business
- Tenants must apply jointly with property owners

## CONDITIONS OF ELIGIBILITY

The property owner must be current on all City, County and State property and income taxes and all other City accounts.

Approved applicants shall additionally sign an "Agreement to Comply with the Commencement and Completion Timetable" as a condition of approval for any funding and shall be subject to all program guidelines and all amendments thereto. The commencement and completion dates will be mutually determined and acceptable to the applicant and DDA.

- Levels 1 & 2 - All work must commence within 60 days and be completed within six (6) months from the date the grant is awarded. At its discretion, the DDA reserves the right to cancel or extend the commitment.
- Level 3 - In the event that actual physical construction on a project has not commenced within 60 days of the DDDA funding commitment date, or if a project has not been completed and has not been granted a Certificate of Completion within one year (365 days) of the DDDA funding commitment date, The DDDA will evaluate the status of that project. At its discretion, the DDDA reserves the right to cancel or extend the commitment.

Maximum grant funding given to one business cannot exceed \$10,000.00. New applicants will be given priority over applicants that have previously received grants from the DDDAs. If a commercial building under one ownership is a multi-tenant building, each separate unit with an individual storefront façade and an independent ground floor entry shall be eligible. However, funds shall not exceed \$30,000 for the entire building. If the owner or tenant of a building occupies more than sixty (60) feet of a storefront, the DDDA Boards may award additional funds at its discretion.

This is a competitive grant process and projects with a higher ratio of private to public investment will be given preference.

Grant proposals must provide the DDDAs with photographs of aesthetic improvements before and after the completion of work. Photographs must be taken from the same vantage point. These photographs will be used by the DDDAs for marketing purposes.

When applying for the program, please meet with the City to review all permit requirements and other options for other funding. Grant awards are contingent on permits.

The Property Owner or Tenant must be working towards a Certificate of Occupancy (COO) or have a current COO in place. Contractors shall be licensed, submit permits for all work and have proof of permits.

Applicants **must provide the DDA three detailed contractor quotes** for each aspect of the project ( design, engineering, signs, construction...).

Grants will not be awarded for physical improvements and work completed prior to grant application date, except for pre-authorized exploration of viability of historical or existing character on building materials that informs the budget proposal.

All work must comply with all applicable laws, ordinances, building codes, and zoning ordinances and the contractor or owner must secure proper permits prior to commencement of work.

Once a grant is awarded, grant recipients must display the DDDA Grant Award Signage in the window on the pedestrian side, in plain view of the public. Signage must remain in place a minimum of 90 days after the completion of the funded project.

Within a 5 (five)-year period, a property address may not apply for funds more than twice for the same store unit unless a change in business ownership occurs

- The total amount awarded to a property and tenant for the same store unit address, during a 5 (five)-year period, may not exceed \$10,000.
- Whenever the property ownership changes, the new owner is eligible for funds. When a change of ownership of the property occurs, the DDDAs may consider factors such as prior improvements and transfers of corporations as long as any outstanding payments on the previous loan have been received by the DDDAs.
- Further eligibility shall be at the sole discretion of the DDDA Boards. A new 5 (five) year timetable and \$10,000 maximum would apply to the new owner without concern for the application of guidelines to the former owner, and provided all other guidelines are adhered to.
- Whenever the business tenant changes, a new tenant becomes eligible for funds. A

new 5 (five) year timetable and a maximum of \$10,000 would apply to the new tenant without concern for the application of guidelines on the previous tenant and provided all other guidelines are adhered to. If the new tenant is a transfer of business ownership, consideration will be given and treated as a new applicant as long as any outstanding payments on the previous loan have been received by the DDDAs.

At the DDDA discretion, an exception to any guideline may be granted in the event of special conditions or situations.

All projects are subject to audit by the City of Dearborn.

All Design and Facade Improvements Grants must adhere to the DDA Design Guidelines ( [https://www.downtowndearborn.org/wp-content/uploads/2019/07/DearbornDesignGuidelines- JuneAdopted-lowrez.pdf](https://www.downtowndearborn.org/wp-content/uploads/2019/07/DearbornDesignGuidelines-JuneAdopted-lowrez.pdf) ). The DDDAs will use these Design Guidelines and the City of Dearborn codes to judge grant awardees..

Projects will be funded to the extent that budgeted funding is available.

Applicants must submit a current copy of their business plan and be available to attend a DDDAs grant sub-committee meeting. Applicants are also invited to attend the DDDA monthly meeting at which their grant is brought to the DDDA Board. The DDDA Director will contact you regarding appointment times.

Businesses or property owner must be in good standing with the City of Dearborn,, State of Michigan and Internal Revenue Service. Businesses must be formed or incorporated before applications are submitted.

#### ELIGIBLE COSTS FOR LEVEL 1 DESIGN IMPROVEMENTS

- Professional design fees (Architectural, interior design or landscape)
- Exploratory research and costs related to historically significant buildings
- Restoration of historically significant signage
- Signage design
- New signage installation
- Signage lighting and electrical

#### ELIGIBLE COSTS FOR LEVEL 2 BUSINESS START-UPS

- All items in Level 1
- Repair, replacement or addition of windows, doors, walls, or other appropriate architectural elements.
- Interior painting
- interior lighting
- Conversion of storefront

- Restoration of historic elements (both interior and exterior)
- Construction or installation of interior partition walls, flooring and ceiling systems
- Construction or installation of ADA facilities
- Construction or installation of bathrooms
- Installation or upgrades to energy efficient heating and cooling systems
- Installation of fixed artwork
- Installation of bike racks
- All materials and labor for work performed in association with above-mentioned improvements

### ELIGIBLE COSTS FOR LEVEL 3 DESIGN IMPROVEMENTS

Applicant can apply for level 2 & 3 simultaneous with one application.

- All items in Level 1
- Repair, replacement or addition of roofing, windows, doors, walls, or other appropriate architectural elements
- New or replacement of HVAC systems.
- Total exterior or complete single facade painting
- Awnings or exterior canopies
- Exterior or interior lighting
- Masonry repair, cleaning or paint removal
- Conversion of storefront
- Restoration of historic elements (both interior and exterior)
- Removal of historically inaccurate facade treatments
- Exterior landscaping, outdoor cafes or seating areas
- Construction or installation of ADA facilities
- Installation of fixed artwork
- Installation of bike racks
- All materials and labor for work performed in association with above-mentioned improvements
- New construction

### INELIGIBLE COSTS

- Appraiser or attorney fees
- Expenses incurred prior to application date
- Property acquisition, mortgage, land contract financing or loan fees
- Building permit fees
- Routine Annual Maintenance items related to roofs, building systems, parking lots, electrical or mechanical work, painting, etc.
- Interior renovation or work that is not associated with expansion

- Interior signage of any kind
- Furnishings, trade fixtures, display cases, counters, computers, equipment or other items taxed as personal property

**NOTE:** These eligible and ineligible costs are not all-inclusive. Final determination of eligibility requirements are governed by the DDDA Boards.



## GRANT PAYMENTS

DDDA grants are awarded to recipients as reimbursements.  
Applicant pays contractor up front for all invoicing

All work must be in compliance with the aforementioned requirements and original paid receipts for work performed must be provided in order to receive reimbursement.

In order to receive grant reimbursement, the establishment must be open for regular business.

Grant payments must be personally guaranteed by the business owner through signing the provided personal guarantee agreement.

Level 3 Grants Only - To receive reimbursement, the property owner must sign an agreement to maintain the improvements funded for the building as rehabilitated for a period of at least 3 years for a reimbursement total of \$1 - \$4,999, and at least 5 years for a reimbursement total over \$5,000. This agreement shall provide for a lien against the property in an amount equal to the reimbursement amount. For reimbursements totaling over \$5,000, twenty (20) percent of said lien for improvements shall be forgiven annually on the anniversary date of the Certificate of Completion. For reimbursements totaling \$4,999 or below will have thirty-three and one-third percent (33.3%) of the lien forgiven

- Restoration of historic elements (both interior and exterior)
- Construction or installation of interior partition walls, flooring and ceiling systems
- Construction or installation of ADA facilities
- Construction or installation of bathrooms
- Installation or upgrades to energy efficient heating and cooling systems
- Installation of fixed artwork
- Installation of bike racks
- All materials and labor for work performed in association with above-mentioned improvements

### ELIGIBLE COSTS FOR LEVEL 3 DESIGN IMPROVEMENTS

Applicant can apply for level 2 & 3 simultaneous with one application.

- All items in Level 1
- Repair, replacement or addition of roofing, windows, doors, walls, or other appropriate architectural elements
- New or replacement of HVAC systems.
- Total exterior or complete single facade painting
- Awnings or exterior canopies
- Exterior or interior lighting
- Masonry repair, cleaning or paint removal
- Conversion of storefront
- Restoration of historic elements (both interior and exterior)
- Removal of historically inaccurate facade treatments
- Exterior landscaping, outdoor cafes or seating areas
- Construction or installation of ADA facilities
- Installation of fixed artwork
- Installation of bike racks
- All materials and labor for work performed in association with above-mentioned improvements
- New construction

### INELIGIBLE COSTS

- Appraiser or attorney fees
- Expenses incurred prior to application date
- Property acquisition, mortgage, land contract financing or loan fees
- Building permit fees
- Routine Annual Maintenance items related to roofs, building systems, parking lots, electrical or mechanical work, painting, etc.
- Interior renovation or work that is not associated with expansion

Projects which contain the following types of businesses will be given priority over others for grant award consideration as established by the adopted Downtown Dearborn Strategic Plan and the DDDAs Recruitment Strategy:

- Various types of restaurants and entertainment establishments
  - Coffee Shops
  - Breweries/Wineries/Meaderies
  - Restaurants that meet the Recruitment Strategy & Current Inventory Gaps
- Merchandising & retail stores
  - Women's accessory stores, ie: jewelry, handbags, shoes
  - Kitchen supplies and utensils
  - Wine/craft beer/cheese
  - Specialty grocers and bakeries
  - Games and Electronics
  - Upscale second hand store/boutique
  - Specialty gift/merchant stores
  - Indie Boutiques
  - Upscale antique/vintage store
  - Book/record/music store
  - Men's Fashion and accessories
  - Recreation equipment and Athletic wear
  - Art Galleries, Markets and Studios
- Makers and Innovators
- Incubators
- Pop-Up Experiences
- Boutique Hotel



## GRANT TIMELINE

Open Door Dearborn is an open application process, therefore, applications may be submitted at anytime of the year. Applications will be reviewed within 30 days. Applicants may attend a Design/Economic Vitality Committee to present its initial desires prior to application. Applicants will be required to attend a

annually on the anniversary date of the Certificate of Completion. Should the property be sold or refinanced prior to the full forgiveness of the lien, the remaining amount of the lien shall be paid to the DDDAs upon sale, or closing of the refinancing loan. The agreement shall be filed with Wayne County Register of Deeds and transferred upon sale of the property.



## PROJECT PRIORITIES

DDA Grants are competitive, meaning that the most viable projects will be selected for grant funding. The more documentation (photographs, renderings, sketches, estimates) you are able to provide about your project will increase your chances of receiving grant funding. Applications containing the following characteristics will have priority in the appropriation of DDA funding:

- Projects containing a high ratio of private to public dollars
- Projects designed to resolve deteriorated, inappropriate or unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, unsightly storefronts, etc.)
- Projects that enhance pedestrian movement from the rear to the front of buildings
- Projects designed to restore the historic condition of the building facade
- Projects that will complete the improvement of a block or portion of a block (ex. replacement of an inappropriate facade that exists on a block containing many appropriate, well-preserved, or improved facades)



Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Business

Name \_\_\_\_\_

Property Address \_\_\_\_\_

Business Owner \_\_\_\_\_

Business Owner  
Address \_\_\_\_\_

Business Owner \_\_\_\_\_

Business Owner Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Owner \_\_\_\_\_

Property Owner Address \_\_\_\_\_

Property Owner Phone \_\_\_\_\_ Email \_\_\_\_\_

Is this business currently located within the DDA District? Yes No

Is this business expanding? Yes No

Amount of square footage to be added to building \_\_\_\_\_

Is this an existing or a new business? New Existing

If relocating, when was this business established? \_\_\_\_\_

If relocating, please list current address \_\_\_\_\_

Estimated start date of project \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated completion date of project \_\_\_\_/\_\_\_\_/\_\_\_\_

Total cost of project \$ \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

Design/Economic Vitality Committee meeting in order to have their application reviewed and processed. If application is complete, meets the guidelines and criteria, and recommended for funding by the Design/Economic Vitality Committee, then it will be sent to the DDDA Boards for approval. Applicants must also be available to attend the DDDA Joint Board meeting and present their final application. Applications may take up to 90 days for processing depending on the applicants readiness. Work cannot begin without DDDA Board approval.

Grant payments will be made within 30 days upon receipt of all paid invoices and approved City of Dearborn building inspection and/or occupancy permit.

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APPLICATION

APPLYING FOR:

- Level 1 Grant
- Level 2 Grant
- Level 3 Grant

By signing this grant application, I understand that grant payment must be personally guaranteed. If my business does not remain open for 6 consecutive months after grant payment, the grant funding must be repaid in full to the DDDAs.

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Signature of Applicant

Date

## MANDATORY CHECKLIST

**Please submit with your application the following 4 attachments (required):**

- Narrative describing in detail how this project will benefit the DDDA Districts and a description of your project
- Architectural plans, renderings, sketches or illustrations depicting the work to be performed
- Breakdown of the costs associated (estimates) with your project. Please include the entire project cost and the amount you are requesting
- Copy of your company's business plan (Level 2 only)

NOTE: All decisions concerning aspects of the grant application process, including eligibility and/or containing eligibility for grants are within the sole discretion of the DDDA Boards. Incomplete applications will not be reviewed and make sure to retain a copy for your records.

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## SUBMIT

Please return grant application and supporting documentation to:

Dearborn Downtown Development Authorities

13615 Michigan Avenue, Suite B-2

Dearborn, MI 48126

[info@downtowndearborn.org](mailto:info@downtowndearborn.org)

313-943-3141

For more info about Downtown Dearborn events and projects visit [www.downtowndearborn.org](http://www.downtowndearborn.org).





## WEBINAR SERIES

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# Downtown Management Training Series

## Resources to Strengthen Downtowns, Board of Directors, & Managers

Member Cost: \$25 per webinar | Non-Member \$35

[www.michigandowntowns.com](http://www.michigandowntowns.com)

### Demystifying DDAs

Just what is a DDA and what is it supposed to do? We have heard those questions countless times. Cristina and Bob take the mystery out of DDA law and explain the answers to the most commonly asked questions about Downtown Development Authorities. Learn why Act 197 of 1975 was originally passed and how it has evolved in the last 40+ years. Common questions regarding DDA spending, purpose, and 'rules' will also be addressed.

*Robert Donohue, Coach, Community Heart & Soul*  
*Cristina Sheppard-Decius, Owner, POW! Strategies*

### Downtown Management Basics

In this webinar, learn the overall responsibilities inherent in downtown revitalization. A Downtown Development Authority is just one of many avenues available to enable your efforts. Become familiar with all the organizational tools in the toolbox as well as legal considerations and reporting requirements.

MiPDM eligible program.

*Joe Frost, Community Assistance Team Specialist, Michigan Economic Development Corporation*

### Updating A TIF Plan

A Downtown Development Authority is governed by its Tax Increment Financing (TIF) plan. Arguably, it's the most important document for a downtown organization to maintain and implement. But what is the difference between a development plan and a TIF plan? When should a TIF plan be updated and what is the process? How can updating a TIF plan encourage support from community members and taxing jurisdictions? In this webinar, learn the process of updating a TIF plan, how to right-size your district, and gain a general knowledge of Tax Increment Financing.

*Jill Bahm, AICP, Partner, Giffels Webster*  
*Annette Knowles, Downtown/Economic Development Coordinator, City of Monroe*

### How To Be an Effective Board Member

You have been asked to become a member of a downtown management board of directors. Now what? In this webinar, learn what will be expected from you while being an active and effective board member. Discover what you can bring to the table, and the organization, to help your community become stronger. Conversely, downtown managers will gain knowledge regarding board member training, expectations, best practices, and succession.

*John Bry, Program Coordinator, Main Street Oakland County*  
*Annaka Norris, Senior Planner, Planning & Local Business Development, Oakland County, Michigan*

### DDA Reporting Requirements

PA 57 of 2018 introduced new reporting requirements ALL Downtown Development Authorities must adhere to in order to remain compliant. In this webinar, members of the MDA Legislative and Advocacy Committee are joined by a representative from the Michigan State Treasury Department to provide step by step directions on how to accurately complete all reporting requirements found in PA 57. Examples of how compliant downtown organizations are managing and implementing the three reporting components, website content, informational meetings, and annual reporting, will be presented and explained.

*James Alt, Director, Lapeer Downtown Development Authority*  
*Travis Bukovcik, Michigan Department of Treasury*  
*Molly LaLone, Director, Lake Orion Downtown Development Authority*  
*Nate Mack, Director, South Lyon Downtown Development Authority*  
*Dana Walker, Director, Michigan Downtown Association*

### Meeting Management

In this webinar, learn how to manage and participate in an effective and efficient organizational meeting. Our two experts in the field of municipal law and parliamentary procedure will discuss the importance of understanding Robert's Rule, Parliamentary Law, and the Freedom of Information Act. Ethics, basics rules of public comment and debate, and closed meetings are also discussed.

*Chris Johnson, General Counsel, Michigan Municipal League*  
*Eleanor (Coco) Siewert, Professional Registered Parliamentarian, Trainer, Michigan Municipal League*

**A webinar series dedicated to educating downtown managers and downtown management board of directors.**

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