

Is My Project Eligible?

Your project is eligible for the Downtown Façade Program if you meet the following:

- Site and building are located within the DDA Boundary.
- Project involves a building occupied by a non-residential use or a mixture of residential and non-residential uses.
- Work complies with the Downtown Design Guidelines.
- Applicant provides proof of ownership or an agreement with the building owner to perform the requested improvements.
- Eligible applicants are required to attend a pre-application meeting prior to application submittal. Call 734-942-7545 to schedule meeting.

An applicant can submit multiple applications provided each is for a different site or building, submitting multiple applications for one site or building is not permitted. Applicants that have been awarded funding in the past are eligible in subsequent years



What Projects Can be Funded?

Funding is only available for the following types of projects unless agreed to by the DDA.

- Window/door replacement or new installation
- Exterior building material modifications (replacement, changes, or additions)
- Exterior painting
- Slipcover removal
- Replacement or installation of awnings
- Sign removal, replacement or new installation
- Landscape enhancements such as installation of street trees, hedgerows, sidewalk planters, and lawn area
- Parking or Sidewalk improvements and other on-site pedestrian amenities

How Much Funding is Available?

- \$45,000 is available each fiscal year.
- The maximum amount that can be awarded per applicant is \$15,000.
- There is no set minimum or maximum number of projects per year.



How Will the City Select Projects?

The application will be reviewed for consistency with the following criteria:

- Compliance with the City Master Plan, the Downtown Design Guidelines, and the Central Business District Overlay Ordinance.
- High level of demonstrated need for the proposed improvements in terms of current site and building conditions.
- Effective use of funds to obtain the greatest impact.
- Greatest visual impact to site and surrounding properties within the Downtown (adjoining sites will be given special consideration) such as a prime/visible location.
- Additional investment by the applicant to complete the project.



What are the Program Terms?

The DDA has defined the following terms for the program and successful applicants will enter into an agreement for compliance.

- Improvements funded by the program cannot change for five years from the date of final inspection regardless of change in business, unless otherwise authorized by the Review Committee.
- The funding is offered as a loan that is forgivable after five years, provided the terms of the program are met.
- Funds will be paid directly to the contractor for work completed.
- Contractor will be selected from a minimum of three competitive bids and the lowest qualified contractor will be chosen.
- The Romulus DDA has appointed a qualified designer to assist with Downtown improvement projects. The Cost includes up to four hours of the DDA Designer's time to consult with the Applicant and the Applicant's architect on the preliminary design. It will be the responsibility of the Applicant's architect to prepare the façade improvement drawings in a professional manner consistent with applicable local, state and federal laws and codes.

Application and Approval Procedure

1. **Pre-Application Meeting**
Eligible applicants are required to attend a pre-application meeting prior to application submittal. Call 734-942-7545 to schedule meeting.
***APPLICATIONS WILL BE AVAILABLE July 1, 2020 in the Community Development Department.**
2. **Complete Application Form**
Interested applicants will be required to complete an application form that will require information which demonstrates compliance with eligibility criteria and selection criteria.
3. **Annual Deadline for Submission**
The City will accept applications once a year, for Fiscal Year 2020-2021 the application deadline is **October 1, 2020.**
4. **Review of Applications**
A committee, including members of the DDA, will review all applications.
5. **Notification of Successful Projects**
All applicants will be notified of the results.
6. **Executed Agreement**
Successful applicants will be required to sign an agreement with the City to ensure both parties agree to the terms of the program

City of Romulus DDA Downtown Façade Program



Program Goals

The City of Romulus DDA is offering this exciting opportunity for business and building owners to:

- Utilize tax increment revenues available from the Romulus Downtown Development Authority (DDA) to revitalize businesses within the DDA boundaries.
- Ensure new business development is consistent with the vision of the City Master Plan and Downtown Design Guidelines. (Design Guidelines will be available at the Community Development Department on March 1, 2019.)
- Encourage physical improvements to businesses to make them attractive to Romulus' consumer market.
- Stimulate adaptive commercial and office reuse and creative projects which add to the economic diversity of the Romulus business district.