



Wayne Main Street Façade Incentive Grant Program Guidelines

Bringing History Back to Downtown Storefronts

January 2015

Background

The Façade Incentive Grant Program is developed by the Design Committee of Wayne Main Street (WMS).

Program Purpose

The grant program was created to encourage private investment in historic facades by providing financial incentives. Historically sensitive rehabilitation and dramatic improvement of facades in downtown Wayne will encourage good design that will serve as quality examples to preserve the architectural character that is distinctive to Wayne. By improving the appearance of the building facades, the Program helps to improve the economic viability of the downtown.

Source of Funding

This program is funded by Wayne Main Street. The number of projects receiving grants in a fiscal year is based on program budget, with a new funding cycle beginning January 1. Grants are awarded on a first-approved, first-funded basis.

Program Process

Applications are submitted to the Wayne Main Street Design Committee for initial review. The Design Committee will then recommend projects to the Wayne Main Street Board of Directors, who makes all final grant funding approvals.

Program Target Area

The target area for the Wayne Main Street Façade Incentive Grant Program is the Wayne Main Street downtown district. (See Exhibit A)

Eligible Applicants

1. Owners of commercial buildings in the Wayne Main Street district, used for commercial purposes, and conforming to zoning use are eligible to apply for grant funds.
2. Applications for projects must be approved by the WMS Board of Directors prior to commencement of rehab work. Any applicant submitting an application after commencement of exterior demolition or construction becomes ineligible to receive a grant.
3. Tenants of eligible buildings may request grant funds if they submit a notarized letter of permission from the property owner with their application.
4. No building shall receive more than one façade incentive grant award in any three-year period unless the applicant has been pre-approved for a phased project.

Eligible Improvement Projects



1. Exterior brick or wall surface cleaning using gentlest means possible (no sandblasting).
2. Re-pointing of brick mortar joints.
3. Patching and painting of façade walls.
4. Window and/or door repair or appropriate replacement
5. Cornice repair or appropriate replacement.

Ineligible Projects

Grant funds cannot be used for any of the following: interior improvements or furnishings, financing or refinancing debt, loan origination fees, property acquisition, building permits or development review fees, property appraisals, legal fees, architectural fees, landscaping, interior maintenance, signs and awnings with signage, building additions, roof repair, painting unpainted brick, or labor costs paid to owner/applicant or relatives of the owner/applicant.

Funding Guidelines

1. Grants will reimburse 50% of eligible project costs up to the following maximums:

Front Façade*	\$10,000
Rear Façade**	\$5,000
Side Façade**	\$2,500

**Buildings on a corner have two front facades.*
***Rear/side facades are eligible if adjacent to a public alley, street, or parking lot.*
2. If applying for multiple facades, reimbursement will not exceed \$10,000 for the entire project.
3. All rehabilitation projects must meet City of Wayne zoning and building codes.
4. Any grant for surface cleaning must ensure that the gentlest means of cleaning is used and environmental permits are obtained if removing lead-based paint or discharging paint materials into the City's storm sewer. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.
5. Projects funded by grant monies must be completed within one year of the date that the grant application is approved. An extension may be approved at the sole discretion of the WMS Design Committee under significant special circumstances.
6. Any improvements that have been made through the Façade Incentive Grant Program must be maintained by the applicant and may not be removed or significantly altered for a period of ten (10) years.
7. All applicants must have all property (real and personal) taxes paid to date.

No grant funds will be released until 100% of the approved façade work is complete and final inspections of the work show it was satisfactorily completed. This grant is awarded on a reimbursement basis with funds released upon provision of adequate proof of payments to contractors and waivers of lien.

Step-by-Step Application Process



1. A complete grant application must be submitted to the Wayne Main Street office. Since funds for this program are allocated based on funding availability, estimates for the façade work to be performed must be submitted on letterhead from licensed contractors that will perform the work. Two estimates are required, and three estimates are recommended. The exact amount of funding being requested shall be based on the estimate selected and outlined on the application. Proof of funding must be provided. If the cost of the project exceeds the initial estimate, the applicant only receives the original grant amount approved.
2. If an applicant wants to perform phased improvements, he/she will be required to submit an outline of the work to be performed in connection with each new phase along with an estimate of costs for each phase. An applicant may phase a substantial project over the course of three years. In doing so, the applicant **must** perform at least one phase in every consecutive year until the project is complete. At the end of each phase, the applicant may apply for reimbursement of only the amount expended in the completion of the immediately preceding phase. **No costs or reimbursements will be considered for any phases other than the one immediately preceding the request for reimbursement.** For example, if Phase 1 was completed on January 1, 2015, Phase 2 was completed on January 1, 2016 and Phase 3 was completed on January 1, 2017, and the applicant only applies for reimbursement on January 2, 2017, he/she is only entitled to reimbursement of the costs associated with Phase 3.
3. If an applicant is requesting funding for more than one building, the applicant must complete a separate application for each building. Each eligible building will be considered a separate project for purposes of grant funding.
4. A \$250 application fee made payable to Wayne Main Street to cover historic review consultant and proof of project funding must accompany the completed application form. The application fee will be reimbursed if your project is not approved for funding.
5. Wayne Main Street staff will forward the application to the City of Wayne Community Development Department to make sure the work proposed complies with the city's zoning and building codes. If it complies, it will be returned to the Wayne Main Street staff. If the work does not comply, the applicant will be contacted for a meeting with the Community Development Department to resolve the zoning and building code issues. A revised application may be required. No grant application will proceed that does not meet City of Wayne Zoning Ordinances or the Michigan Rehabilitation Code. This preliminary review will not replace City requirements for obtaining zoning approval or building permits.
6. Once a compliant application is returned to Wayne Main Street staff, it will be reviewed by the Wayne Main Street Design Committee at their next monthly meeting (the applicant or representative may attend). The Design Committee will use the Secretary of Interiors Standards of Rehabilitation to recommend approval of grant awards. The application will then be forwarded to the Wayne Main Street Board of Directors for the final grant decision.



7. Once the application has been approved, the applicant will be notified in writing by the Board of Directors, and the amount of the grant will be clearly stated in the letter.
8. The Design Committee must approve of any changes in the drawings and work specifications, subject to approval by the WMS Board. **Deviations from an approved plan may disqualify the applicant from the grant program.**
9. “Before” and “After” pictures must be taken by the applicant and be submitted to the Wayne Main Street Office upon completion of the project. “Before” pictures must be taken before the commencement of the work.
10. When a façade improvement project is completed and “Before” and “After” pictures are submitted, it will be examined by Wayne Main Street staff, and a licensed architect, builder, or code official hired to serve as grant inspector, to insure that the work has been completed as specified in the grant application, as approved by the Design Committee and Main Street Board.
11. Once staff and grant inspector have verified completion of the façade improvement project, the applicant must submit copies of invoices, receipts, and an itemized statement of the total cost of the project signed by the applicant. All documentation for payment must be provided at one time to Wayne Main Street for one payout. Receipts must be provided no later than 60 days after completion of project. After receipt and verification of the information, Wayne Main Street will release the grant money to the applicant. **The grant is awarded on a reimbursement basis.**

Project Rating and Approval Criteria

The Design Committee will base their recommendations for grant awards and prioritize applications based on the following:

1. Applicants must submit all items specified in the grant application.
2. The improvement must be planned for a building in the program target area (WMS District).
3. The property owner must agree to adhere to the Wayne Main Street Façade Incentive Grant Program Guidelines.
4. The property owner must agree to adhere to the Secretary of the Interior’s Standards for Rehabilitation. (See Exhibit B)
5. Changes in the façade of the buildings should 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 significant.
6. Changes to the façade of buildings should either:
 - a. Partially or fully restore the historic appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data.
 - b. Represent a design which is compatible with the building’s historic character and with the adjoining buildings.
 - c. In general, the Design Committee will encourage repair and preservation of existing historic features of facades, and encourage appropriate changes to alterations to these facades that have resulted in an incoherent, unattractive or inharmonious appearance.



- d. Paint and material colors will be reviewed, and should either be based on original colors obtained from paint samples on the buildings, historic color samples, or be compatible with adjoining buildings and colors in downtown Wayne. Trim colors, which highlight building details, are encouraged. Spectacular colors should be avoided.

Program Amendments

The details of the Wayne Main Street Façade Incentive Grant Program may be amended at any time during the fiscal year, subject to the formal approval of the Wayne Main Street Board of Directors.

All decisions of Wayne Main Street Board of Directors are final. There is no appeal process in place therefore there will be no appeals accepted.

Indemnification

The Applicant hereby agrees to defend, indemnify and hold harmless to the fullest extent permitted by law the Wayne Main Street Board, and any and all other employees, agents, directors, volunteers, successors in interest and/or representatives from any and all claims, liabilities, damages, personal injuries, requests for reimbursement or other such requests for payment arising out of or in connection with the project referenced in this Agreement. The parties agree that the Applicant’s duty to defend and indemnify is intended to be interpreted in the broadest possible sense, except that the Applicant shall have no responsibility to defend or indemnify where the Wayne Main Street Board, or its employees, agents, directors, volunteers and/or representatives are found to be solely negligent.

Contact Information

For questions or to apply for the Façade Grant Incentive Program, contact the Wayne Main Street Office.

Wayne Main Street
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