



BUILD Program Application

Ferndale Downtown Development Authority :: DDA

Note: This application must be completed and approved prior to project commencement. Read eligibility information attached. I have attached to this application:

- Official quotes, including the cost breakdowns by major categories (i.e., architectural fees, engineering fees, painting, repair, carpentry, materials, etc.)
- Current and proposed photos
- Sample materials (e.g., glass, cornice detail, trim, colors, etc.)
- 1 hard copy and an electronic file of signed and sealed building blueprints, building elevation, site plans, product drawings, specifications and installation details
- 1 hard copy and an electronic file of photographs of the existing building depicting the areas of proposed improvement.

1 Applicant's Name _____
 Mailing Address _____
 Phone Number _____ Email Address _____

2 Project Address _____
 Building Owner _____
 Mailing Address _____
 Phone Number _____ Email Address _____

3 Architect/Designer _____
 Firm _____ Specialty _____
 Phone Number _____ Email Address _____

4 Total Project Cost _____
 Proposed Start Date _____ Proposed Completion Date _____
 Project Financing _____ Bank Name _____
 Project Scope Façade Signage Roof Exterior Side Exterior Rear Interior Improvements
 Other (specify) _____

I, the applicant, have read and understand the BUILD Program Guidelines and hereby submit the application and required attachments to the Ferndale DDA office.

Applicant Signature _____ Date _____

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Submit application with attachments to:

Executive Director
Ferndale DDA
149 W. Nine Mile Rd.
Ferndale, MI 48220

Please direct any questions to Cristina Sheppard-Decius at 248-546-1632 x 201.

Suggestions:

- Obtain three quotes to compare prices and quality of work
- As you seek quotes, hire a vendor who will provide the information required for this application

Office Use Only

Received by _____ Date Received _____

Eligible BUILD Cost _____ 20% Reimbursement Potential _____

Approved by _____ Approval Date _____

BUILD Program Guidelines

Building Upgrades and Investment for a Landmark Downtown

Ferndale Downtown Development Authority :: DDA

The BUILD program provides partial reimbursement for eligible façade improvements, signage, interior rehabilitation for historical buildings or buildings characterized by the community as historical (50 years or older), sustainable improvements, and new construction to property owners and new or expanding downtown business tenants.

The property owner or business merchant may obtain financing from any source. Except as otherwise noted in these guidelines, a maximum reimbursement of \$10,000 per building may be paid by the DDA. This ceiling of \$10,000 will be reviewed annually and may be adjusted according to funds available for BUILD. The DDA may pay \$1 toward labor and material costs per each \$5 of total rehabilitation costs to the exterior of the building (approximately 20% of construction costs) completed in conjunction with a façade improvement or new construction project.

All design plans shall be reviewed and approved by the DDA. Site plans are subject to Plan Commission approval.

The intent of BUILD is to strengthen the economic viability of Downtown Ferndale by providing financial incentives for improving the exterior of existing buildings and constructing new commercial buildings. BUILD provides an opportunity to preserve the architectural heritage and enhance the unique atmosphere of Downtown Ferndale. The best approach to encouraging compatible downtown building design is through preservation of a building's original architectural features whenever possible. The BUILD program promotes this intent by focusing on this reimbursement program as a primary business recruitment and retention tool.

Providing a meaningful title for what appears to be an acronym, BUILD will assist in keeping this mission in the forefront. Therefore, the reauthorized program is known as Building Upgrades and Investment for a Landmark Downtown (BUILD) and consists of a 20% reimbursement for eligible projects.

The minimum project cost for BUILD eligibility is \$1,500, except for applications of signage only, which the minimum is \$500. The maximum reimbursement amount per project is \$15,000, except in applications in which the applicant is pursuing "sustainable development". Funds for BUILD may be allocated each budget year by the DDA as funding permits. The budgeted amount will be determined after

allocating sufficient revenue to capital outlays, DDA operations and other budget line items.

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 to receive BUILD funds. However, BUILD funds shall not exceed \$10,000 per unit and \$30,000 for the entire building. If the owner or tenant of a building, which occupies more than sixty (60) feet of storefront, applies for BUILD funding, the DDA Board may award additional funds at its discretion. Total BUILD funds shall not exceed \$15,000 for any one project, except in applications in which the applicant is pursuing "sustainable development".

Sustainable development projects, as defined later in these guidelines, are eligible for an additional 25% on the sustainable item costs up to an additional \$5,000 maximum on top of traditional BUILD funding maximums.



Applicants receive disbursement of BUILD funds after completion of project, approval of work by a final City inspection, and submittal of copies of paid invoices for approved expenses to the DDA Executive Director. 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 BUILD fund reimbursement total of \$1 - \$4,999, and at least 5

years for a BUILD fund 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 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 DDA upon sale, or closing of the refinancing loan. The agreement shall be filed with Oakland County Register of Deeds and transferred upon sale of the property.

Eligible Applicants

- Owners and/or tenants of structures located within the Ferndale Downtown Development Authority TIF district may apply for BUILD funds.
- Priority will be given to new or expanding retail businesses.
- If funds become available from sources other than TIF, then new or expanding businesses within the DDA—but outside of the TIF boundaries—will be eligible for non-TIF BUILD funds.

Eligible Buildings

Any existing or proposed commercial building located within the TIF district, which is owned or leased by an eligible applicant, is eligible for BUILD funds. Because BUILD is a business recruitment and retention tool, new building construction and building additions—for new or expanding businesses—will be given priority.

Projects approved for BUILD funds must comply with all applicable City of Ferndale codes and ordinances. All projects require a building permit and may require site plan approval by the Ferndale Plan Commission.

Eligible Exterior/Façade Improvements

Materials, labor, architectural, engineering and design services for improvements to the front, rear or sides of buildings are eligible:

1. Carpentry and/or painting;
2. Masonry cleaning;
3. Removal/demolition;
4. Window replacement or restoration;
5. Storefront construction;
6. Doors and/or entryways;
7. Roof replacement when done in conjunction with a

comprehensive exterior improvement project or when the roof is a distinctive element of the façade and is visible from the street;

8. Awnings and/or lighting when in conjunction with a comprehensive exterior improvement project or if the improvement is a distinctive element of the façade;
9. Exterior signs in compliance with the downtown Ferndale Design Guidelines and project cost over \$500.

Eligible Site Improvements

Site improvements are eligible when completed in conjunction with exterior or façade improvements to existing structures and new buildings.

1. Landscaping;
2. Lighting;
3. Parking lot development;
4. Construction of sidewalk/pedestrian access amenities to private property;
5. Interior rehabilitation of historical or historically characterized buildings in conjunction with the “Secretary of the Interior’s Standards for Rehabilitation”.

Sustainable Development Eligible Expenses

Tasks not specifically stated as eligible expense are:

1. Reusing existing materials--75% of existing facade square foot of materials, cleaned or restored to near original condition. Materials must meet Design Guidelines or be historic and/or original quality materials;
2. Recycled or salvaged materials must be 50% or more (by weight) of the total materials removed from the facade. Provide pictures of materials while on building site and receipts from recycling center or salvage yard must be provided;
3. Solar powered lighting system;



306 W. Nine Mile BUILD Project - **Before**



306 W. Nine Mile BUILD Project - **After**

4. Locally manufactured products;
5. Use of recycled or reclaimed products for new materials;
6. 'Green' roofing - white/light surfaces or vegetated;
7. Incorporation of permanent planters;
8. Bike racks within private property in-ground mounted;
9. Low emitting paints, solvents, mixes for exterior;
10. Awnings;
11. Collection and reuse of water from roof;
12. Light sensors for their store both interior and exterior;
13. LED lighting fixtures versus Fluorescent or incandescent both interior and exterior;
14. The use of non-toxic paint stripping and adhesive supplies;
15. Upgrade R value of insulation, incrementally above code;
16. Energy efficient windows and doors; triple pane glass; low E; and non-mirrored, clear reflective films.

Ineligible Expenses

Tasks not specifically stated as eligible expense are:

1. Interior improvements as a sole project;
2. Property acquisition;
3. Loan fees, mortgage/land contract refinance;
4. Appraiser, attorney, interior decorator or designer fees;
5. Ferndale site plan, building or sign permit fees;
6. Expenses incurred prior to DDA approval;
7. Personal property (furnishings, trade fixtures);
8. Any expenses paid in goods or services;
9. Site improvements in conjunction with a City Special Assessment District;
10. Wages to applicant or relatives in record line of consanguinity unless licensed to do such work.

Timetable

Approved applicants shall additionally sign an "Agreement to Comply with the Commencement and Completion Timetable" as a condition of approval for any BUILD Program funding and shall be subject to all BUILD program guidelines and all amendments thereto. The commencement and completion dates will be "best guess" estimates that are mutually acceptable to the applicant and DDA. In the event that actual physical construction on a project has not commenced within 60 days of the DDA 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 DDA funding commitment date, the DDA will evaluate the status of that project. At its discretion, the DDA reserves the right to cancel or extend the commitment.

Other Program Guidelines

1. Construction work and disbursement of the BUILD funds may be phased;
2.
 - a. Within a 5 (five)-year period, a property address may not apply for BUILD funds more than twice for the same store unit unless a change in business ownership occurs;
 - b. 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;
 - c. Whenever the property ownership changes, the new owner is eligible for BUILD funds. When a change of ownership occurs, the DDA may consider factors such as prior improvements and further eligibility shall be at the sole discretion of the DDA Board. 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 BUILD guidelines are adhered to;
 - d. Whenever the business tenant changes, a new tenant becomes eligible for BUILD 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 BUILD guidelines are adhered to.
4. At the DDA's discretion, an exception to any BUILD guideline may be granted in the event of special conditions or situations;
5. All BUILD projects are subject to audit by the City of Ferndale;
6. All BUILD projects must adhere to the DDA Design Guidelines.

Application

1. Contact Ferndale DDA (149 W. 9 Mile Road) for BUILD guidelines and application;
2. Submit application with appropriate attachments to DDA office;
3. Review proposed improvement design with the Ferndale DDA Design Committee at a designated monthly meeting;
4. The DDA approves application if applicant follows appropriate recommendations and when funds are available.

Submission

Submit the following to DDA in electronic format and one hard copy:

1. Completed application;
2. Signed and sealed building plans, building elevation, site plans, product drawings, specifications and installation details as required by the Design Committee or DDA Board;
3. Official cost estimates from contractors, vendors or architects.

For consideration at regular monthly DDA Design Committee, the deadline for submittal of BUILD applications with all required information is the third Thursday of each month.

Review | Approval

1. The DDA Design Committee reviews the application. Applications shall be on file for review by the DDA board. The DDA Design Committee prepares a written report for the DDA board with recommendation for approval, modification or rejection for consideration based on the criteria established in the Ferndale DDA Design Guidelines. For a copy of the design guidelines, please contact the DDA office;
2. Applicant must attend the Design Committee meeting to make a presentation and review the application with the committee;
3. The DDA Design Committee will submit its recommendation to the DDA Board of Directors on the second Thursday of the following month. The applicant must also attend the DDA Board of Directors meeting.
4. Project details that necessitate a building permit or Appearance Review are finalized with the DDA director and the CDS director. If site plan review is required, the applicant must submit its plan to the City of Ferndale Building Department to be placed on the Plan Commission agenda for approval. Modifications to the site plan or approved application must be referred back to the DDA;
5. Construction may begin upon DDA approval of the BUILD application and issuance of the building and appearance review permits needed;
6. During construction, the DDA director must authorize any changes to the approved scope of work or the DDA may rescind the funding commitment.

Payment Procedure

1. Applicants receive BUILD disbursement after project completion, approval of final city inspection, and submittal of copies of paid invoices for approved work to DDA executive director;
2. The DDA executive director reviews and tallies the submitted invoices and prepares a check request up to 20% of the approved work up to the maximum amount stated in the DDA motion for approval. The check request is submitted by the DDA executive director to the City of Ferndale's accounts payable department by their bi-weekly deadline;
3. DDA executive director prepares the "Agreement to Maintain the Property" and lien documents;
4. DDA executive director notifies applicant when check is issued and applicant meets with the executive director to execute the agreement and receive check. Applicant will not receive a check until the agreement is executed;
5. DDA executive director files executed agreement with Oakland County Register of Deeds for recording.



Direct any questions to

Cristina Sheppard-Decius, CMSM
Ferndale DDA Executive Director
248.546.1632

cristina@downtownferndale.com
www.downtownferndale.com