

AGENDA
March 17, 2020 at 7:30 am
Tax Increment Finance Authority
City of Hillsdale
97 N Broad Street

I. Consent Agenda - Action

- A. Minutes from Regular Meeting 01/28/2020
- B. Minutes from Targeted Development Committee Meeting 02/25/2020
- C. Minutes from Dawn Theater Governance Board 03/05/2020
- D. Financial Reports

II. Correspondence

Mindi Meyer Thank you note

III. Public Comment

Agenda items only

IV. Committee Reports

- A. Program Committee – Cindy Bieszk, Chair
 - 1. General Report
 - 2. Program Guideline Amendments
- B. Targeted Development Committee – Andrew Gelzer, Chair.
 - 1. General Report
- C. Beautification Committee - Kathy Newell, Chair
 - 1. General Report
- D. Dawn Theater Governance Board – Mary Wolfram, Liaison
 - 1. General Report
 - 2. Dawn Theater Governance Board Appointments

V. Old Business

- A. Dawn Theater Project Update

VI. New Business

- A. 2020-21 FY Budget

VII. Economic Development Update/Board Round Table

VIII. Adjournment

Next Meeting: May 19, 2020 at 7:30 am.



CITY OF HILLSDALE

Tax Increment Finance Authority TIFA Regular Meeting 3rd Floor City Hall January 28, 2020

Minutes

I. Call to Order at 7:34 am

- A. Members Present: Cindy Bieszk, Councilman Greg Stuchell, Andrew Gelzer, Tim Dixon, Mary Wolfram, Deb Kamen, Dr. Robert Miller, John Spiteri, Darin Spieth
- B. Others present: Alan Beeker, Jack McLain
- C. Members Absent: Mike Harner, Chris Sumnar, Kathy Newell, Michael Clark

II. Consent Agenda

- A. Minutes from Meeting 11/19/2019
- B. Minutes from Targeted Development Committee 01/14/2020
- C. 2020 Meeting Dates
- D. Financial Reports

Deb Kamen moved to amend the minutes and agenda as requested Tim Dixon seconded. , motion passed.

III. Public Comment

Jack McLain asked who the members of the TIFA Board were. He also asked for clarification of why Art Works and the Heritage Association were being discussed in relation to the Dawn Theater project. He also asked what the Theater use would be once it is complete.

IV. Membership

- A. Mike Harner Resignation – The Board moved to accept his resignation. Cindy Bieszk moved to accept the resignation, Tim Dixon seconded. Motion approved.
- B. Replacement suggestions – the seat has historically been held by someone from Hillsdale College. There have been two names suggested, but no one has submitted the required application.

V. Committee Reports

- A. Program Review Committee – Cindy Bieszk, Chair

1. General Report – All budgeted funds have been encumbered for the fiscal year. No new projects have been submitted.
- B. Targeted Development Committee – Andrew Gelzer, Chair
 1. General Report – reviewed the minutes from the last meeting and highlighted the
 2. Dawn Theater Operation Agreement Renegotiation Authority – the need is due to the developing role of the Governance Board. Deb Kamen made the motion, Greg Stuchell supported. Motion approved.
- C. Beautification/ Downtown Amenities- Kathy Newell, Chair
 1. General Report – No report.
- D. Dawn Theater Governance Board (GB) – Mary Wolfram, Liaison
 1. General Report – Mary Wolfram’s report is integrated with the TDC discussion. There is a need to “firewall” the funds of the GB from the TIFA due to the need for fund raising and spending for programming of the Theater. The GB desires to “spin off” into a 501c3 organization. For now, GB would function under Art Works in order to utilize their EIN in order to focus on fund raising and program spending. Mr. Sumnar wanted to suggest designating the ~\$2400 that was raised during the Nov. 2018 auction. Greg Stuchell clarified that the 501c3 would be under the GB and he is asked how the non-profit would operate once it is established. The non-profit would be autonomous but there would still need to be some TIFA oversight since they will still own the building.
 2. Dawn Theater Governance Board Authority – Mr. Gelzer asked for a motion to allocate the auction funds of \$2446 to be the GB operating budget for the remaining fiscal year. Greg Stuchell moved, Tim Dixon seconded, motion passed.
 3. Mary Wolfram told the Board about the opportunity to invite Jim Malcolm to the Theater in October 2020 during their American Tour. They need a signed contract in order to finalize their work visa. There is concern that because the Theater is not complete, and probably will not be complete in October, there will need to be an alternate location. There also needs to be authority given to the Board Chair in order to sign the contract. Mr. Dixon suggested that another organization be asked to sign the act and designate the funds raised as a fund raiser for the Dawn. Any non-profit can raise funds for the Dawn Theater and then donate the funds raised back to TIFA for the Dawn Theater.

VI. Old Business

- A. Dawn Theater Project Update – Mr. Beeker updated the Board on the project and gave them a brief report on the monies spent so far.
- B. Keefer Hotel Project – project is available for review in the January PC Packet. There is going to be a lot of traffic rerouting during the project. DPS is working very closely with the contractors in order to make things as painless as possible.

VII. New Business

- A. MLCC – Deb Kamen gave a brief overview of the annual requirement to pay the escrow amount. The Escrow payment is due in April for the existing Dawn Theater liquor licenses. Mr. Beeker requested that the Board authorize him to pay the fee to the State. Mary

Wolfram moved, Darin Spieth seconded. Motion approved. Ms. Kamen also spoke to the value of the two licenses and suggested that TDC research entities that may be interested in purchasing them from TIFA. Mary Wolfram moved to give the TDC authority to research the possible sale of the liquor licenses. Greg Stuchell seconded. Motion passed.

VIII. Economic Development Update/Board Round Table

Joint Meeting – January 25, 2020 – Alan Beeker appreciated the input and was thrilled that there was such universal agreement of what the City vision should be; a vibrant, historic, walkable City. Mary Wolfram reminded everyone that this is the vision that TIFA has been working toward for decades. She also informed the Board about the opportunity of a HGTV show looking for a small town to focus on for a future season. She asked everyone to consider nominating Hillsdale.

IX. Adjournment – Cindy moved to adjourn, John Spiteri seconded. Meeting adjourned at 8:52 a.m.

Next Regular Meeting: March 17, 2020 at 7:30 am.

DRAFT

CITY OF HILLSDALE

Tax Increment Finance Authority TIFA
Targeted Development Committee
2nd Floor City Hall
February 25, 2020

I. Call to Order at 8:01 am

- Members Present: Andrew Gelzer (Chair), Chris Sumnar, Mary Wolfram
- Members Absent: Tim Dixon
- Others present: Alan Beeker, Jack McLain

II. Consent Agenda

Drew Gelzer moved to approve the consent agenda as submitted, Chris Sumnar seconded, motion passed unanimously.

III. Old Business

- Dawn Theater Project Update
 - Alan Beeker stated that he had spoken to Matt Taylor and Foulke Construction is scheduled to restart construction in April.
- Dawn Theater Governance Board
 - Theater Project Needs
 - Ms. Wolfram spoke to project architect who indicated that soon there would be confirmation of speaker and video locations.
 - Keefer House LLC will provide own portable A/V.
 - Gary Wolfram is meeting with Rotary to pitch the Dawn Theater as their next major community project.
 - Organ Restoration
 - Architect will need more information regarding organ equipment locations and infrastructure requirements.
 - GB requested proposal from organ restoration expert to perform inventory and submit preliminary requirements
 - Proposal was much more than GB expected.
 - Ms. Wolfram is proposing shopping around for other restoration experts.
 - Mr. Gelzer requested a legal agreement from Dr. Horton regarding the organ ownership prior to any monies being spent by TIFA.
 - Organization
 - Should the GB become fully separated from TIFA or remain a TIFA committee?

- GB is currently going to do fund raising under the Art Works umbrella and use their EIN.
 - The GB could apply and receive their own EIN and become an independent non-profit.
 - The GB could also remain under TIFA and do fund raising for the Theater in a fashion similar to The Stocks Park Committee for the City.
 - How should the GB operate with regard to scheduling Community Events in the Dawn Theater?
 - Ms. Wolfram envisions the GB as a program coordinator for the Theater.
 - Mr. Sumnar envisions the GB as a “gatekeeper” that would vet organizations or acts that want to rent the space for Community programs.
 - Would the Dawn Theater manager want input of operations beyond calendar planning?
 - Mr. Gelzer suggested that the Committee think about the discussion and come back in March to discuss further.
- Mr. Sumnar asked if the Keefer Hotel Project was still going to be able to start construction in April. Mr. Beeker and Ms. Wolfram both had been told by Keefer House LLC that the project was still on schedule.

IV. New Business

No new business

V. Public Comment

Jack McLain asked for a list of the members of the Dawn Theater Governance Board. He also asked if there were minutes and if the GB was required to follow the Open Meetings Act (OMA).

VI. Adjournment - Mr. Gelzer moved to adjourn, Ms. Wolfram seconded. Meeting adjourned at 9:20 am.

Tax Increment Finance Authority
TIFA
Dawn Theater Governance Board
March 5, 2020
5:00 pm, Rough Draft, Hillsdale, MI
Minutes

5:06 pm: Meeting Commenced by acting chair, Mary Wolfram

Members present: Mary Bertakis (acting secretary), Dr. James Brandon, Peggy Youngs and Mary Wolfram

Excused absent members: Chairman Ron Scholl, Kathryn Wales

Members of the Public: Brant Cohen, C.L. Real Estate

Motion to Amend the order of the Agenda by Wolfram. Seconded by Youngs. Item #6 will be discussed first. All in favor.

Item #6: Discussion followed regarding the future organization of the Governance Board and the possible role for a "Friends of the Dawn Theater." The advantages and disadvantages of various scenarios for organization were presented and discussed. The need for an interim or transitional status was suggested to see how the whole organization develops. Attorney John Lovinger believes the Dawn Theater Governance Board is a TIFA committee and therefore must adhere to the Open Meetings Act. Questions to be answered: is the Dawn Theater Governance Board under the Targeted Development Committee of TIFA or does it report to the full TIFA? Can a "Friends of the Dawn Theater" be created for fundraising purposes and to create a group of volunteers interested in promoting the Dawn Theater.

Item #2: Currently, ArtWorks of Hillsdale County will allow the "Friends" to function under them until it becomes a formal non-profit corporation. The "Friends" might function much like the Mrs. Stock's Park committee which raises money and coordinates with the City for purchasing things for the park and planning the Concerts in the Park. TIFA will continue to own the Dawn Theater. The business plan and management agreement that MEDC approved in the application for the grant states that the Dawn Theater will be used as a historic theater, community center and events venue.

Item #1: Dr. Brandon presented much information that he has accrued about AV equipment that will be needed to allow the Dawn Theater to show film to the public. He is in contact with several suppliers of projectors, screens, and sound systems. One has been in the theater and another is scheduled to be in the Dawn next Tuesday. Most use a four stage approach of planning, design development, installation, and servicing. Many more decisions will need to be made, but the architect and contractor will need this information shortly as the rehabilitation occurs.

Item # 3. Rotary will be picking their next project for the club and announcing it at their 100 year anniversary in October. Several Rotary members are trying to convince them to pick the Dawn Theater for their next fundraising efforts, especially to help with purchasing film AV equipment and possibly to help restore the historic Wurlitzer organ in the future. Several other Rotary Clubs nationwide have projects with historic theaters and have joined a partnership.

No public comment. Meeting adjourned at 6:03 pm.

Alan Beeker

From: Bonnie Tew
Sent: Wednesday, March 11, 2020 10:19 AM
To: Alan Beeker
Subject: TIFA Financials
Attachments: TIFA Rev & Exp 2-29-20.pdf; TIFA Balance Sheet 2-2020.pdf

Alan,

Attached please find the February 2020 financial reports for TIFA. Let me know if you have any questions.

We did receive \$85,427.13 tax captured for TIFA yesterday from the Treasurer which is not reflected on your statements. There may be some minor adjustments to that amount as he works through the settlement process with the County to close out the 2019 tax collection season later this month.

Bonnie Tew
City of Hillsdale
Finance Director
517-437-6446

Fund 247 TAX INCREMENT FINANCE ATH.

GL Number	Description	Balance
*** Assets ***		
247-000.000-001.000	CHECKING ACCOUNT - COMMON	(33,853.65)
247-000.000-020.000	INVESTMENTS - MBIA/CLASS	163,508.79
247-000.000-082.001	DUE FROM OTHERS - BRIDGE LOANS	265,000.00
247-000.000-130.000	LAND	65,000.00
247-000.000-136.000	PLANT AND EQUIPMENT	211,464.55
247-000.000-137.000	ACCUMULATED DEPRECIATION-EQUI	(388,555.25)
247-000.000-138.000	INFRASTRUCTURE	381,672.00
Total Assets		664,236.44
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
247-000.000-390.000	FUND BALANCE	715,133.84
Total Fund Balance		715,133.84
Beginning Fund Balance		715,133.84
Net of Revenues VS Expenditures		(50,897.40)
Ending Fund Balance		664,236.44
Total Liabilities And Fund Balance		664,236.44

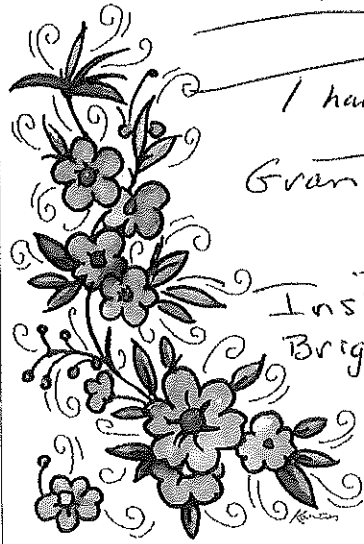
PERIOD ENDING 02/29/2020

% Fiscal Year Completed: 66.67

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		06/30/2019	2019-20	02/29/2020	02/28/2019	MONTH 02/29/20	BALANCE	
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 247 - TAX INCREMENT FINANCE ATH.								
Dept 000.000								
Revenues								
247-000.000-402.000	CURRENT TAXES	73,115.85	86,500.00	0.00	0.00	0.00	86,500.00	0.00
247-000.000-406.000	TAXES - PA 86 SEC. 17 PPT REPI	31,809.67	32,000.00	26,740.54	31,809.67	0.00	5,259.46	83.56
247-000.000-529.000	FEDERAL GRANT - CDBG	83,800.00	1,300,000.00	53,900.00	0.00	0.00	1,246,100.00	4.15
247-000.000-665.000	INTEREST	3,231.01	3,000.00	1,563.21	2,480.62	222.37	1,436.79	52.11
247-000.000-673.001	GAIN ON SALE OF PROPERTY	13,001.92	0.00	0.00	0.00	0.00	0.00	0.00
247-000.000-675.005	CONTR. & DONAT. - DAWN THEATER	12.00	0.00	0.00	0.00	0.00	0.00	0.00
247-000.000-690.247	OTHER REFUNDS - TIFA GRANTS	900.00	0.00	400.00	600.00	0.00	(400.00)	100.00
247-000.000-692.005	OTHER REVENUES - DAWN THEATER	2,434.00	0.00	0.00	2,434.00	1,350.00	0.00	0.00
TOTAL REVENUES		208,304.45	1,421,500.00	82,603.75	37,324.29	1,572.37	1,338,896.25	5.81
Net - Dept 000.000		208,304.45	1,421,500.00	82,603.75	37,324.29	1,572.37	1,338,896.25	
Dept 900.000 - CAPITAL OUTLAY								
Expenditures								
247-900.000-726.000	SUPPLIES	4,032.82	5,000.00	358.99	907.22	0.00	4,641.01	7.18
247-900.000-801.000	CONTRACTUAL SERVICES	24,012.50	15,000.00	1,930.00	94,577.05	625.00	13,070.00	12.87
247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GR	4,800.00	1,300,000.00	86,581.36	0.00	5,100.00	1,213,418.64	6.66
247-900.000-801.247	CONTRACTUAL SERV-FACADE GRANT	28,169.08	6,000.00	25,687.01	8,330.58	10,000.00	(19,687.01)	428.12
247-900.000-801.248	CONTRACTUAL SERVICES - BUS ATT	0.00	6,000.00	10,000.00	0.00	0.00	(4,000.00)	166.67
247-900.000-801.249	CONTRACTUAL SERVICES BUS EXPAN	10,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
247-900.000-801.250	CONTRACTUAL SERVICES - RESTAURA	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
247-900.000-801.251	CONTRACTUAL SERVICES - HISTORI	10,000.00	6,000.00	0.00	10,000.00	0.00	6,000.00	0.00
247-900.000-806.000	LEGAL SERVICES	2,070.00	2,000.00	712.50	1,957.50	0.00	1,287.50	35.63
247-900.000-817.000	ECONOMIC DEVELOPMENT GRANT EX	14,511.00	0.00	0.00	6,011.00	0.00	0.00	0.00
247-900.000-850.000	INSURANCE	(184.00)	0.00	7,424.00	(184.00)	7,424.00	(7,424.00)	100.00
247-900.000-920.000	UTILITIES	1,539.36	1,000.00	807.29	396.54	0.00	192.71	80.73
247-900.000-930.000	REPAIRS & MAINTENANCE	1,580.00	0.00	0.00	1,580.00	0.00	0.00	0.00
247-900.000-968.000	DEPRECIATION	14,225.86	0.00	0.00	0.00	0.00	0.00	0.00
247-900.000-970.000	CAPITAL OUTLAY	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00
TOTAL EXPENDITURES		114,756.62	1,373,000.00	133,501.15	123,575.89	23,149.00	1,239,498.85	9.72
Net - Dept 900.000 - CAPITAL OUTLAY		(114,756.62)	(1,373,000.00)	(133,501.15)	(123,575.89)	(23,149.00)	(1,239,498.85)	
TOTAL REVENUES		208,304.45	1,421,500.00	82,603.75	37,324.29	1,572.37	1,338,896.25	5.81
TOTAL EXPENDITURES		114,756.62	1,373,000.00	133,501.15	123,575.89	23,149.00	1,239,498.85	9.72
NET OF REVENUES & EXPENDITURES		93,547.83	48,500.00	(50,897.40)	(86,251.60)	(21,576.63)	99,397.40	104.94

TIFA MEMBERS,



I thank you for the Facade
Grant. Always grateful.

Inside the Building is so much
Brighter with New Doors.

Best Regards

Mindi Meyer

**City of Hillsdale
Tax Increment Finance Authority
\$10,000 Façade Improvement Grant Guidelines**



Purpose

The City of Hillsdale Tax Increment Finance Authority Façade Improvement Grant was established to:

- Promote economic viability and community revitalization by providing an incentive to business and property owners to make exterior building improvements, including signage, that are appropriate to the overall historic nature of the TIFA district.
- Encourage business and property owners to utilize professional design and planning assistance when undertaking a façade improvement project.

Eligible Applicants/Properties

- Property owners or leaseholders of commercial or mixed-used properties located within the TIFA district.
- Leaseholders must have the written permission of the property owner to apply for program funding.
- Properties must be located within the City of Hillsdale TIFA district.
- Tax exempt properties are not program eligible.
- All property taxes and assessments owed to the City and all City service accounts, and assessments must be current at the time of approval and funding.
- A property (or contiguous properties owned or leased by the same individual or business) may only receive a total of one (1) grant award within a thirty-six (36) month period dating from completion and reimbursement of a previous façade grant.

Program Funding

The City of Hillsdale TIFA will allocate funds each fiscal year, commencing July 1, for the Façade Improvement Program.

- Façade Repair/Rehabilitation projects - a reimbursement of up to 50% of eligible expenses is available per property (or contiguous properties) up to a maximum grant award of \$10,000.00.
- A maximum of \$2,000.00 of grant funds may be used for signage.
- Exterior paint only projects - a reimbursement of up to 75% of eligible expenses is available per property (or contiguous properties) up to a maximum grant award of \$3,000.00.
- A minimum grant award of \$1,000.00 applies except for projects submitted under the exterior paint only portion of the program.
- All project work must be pre-approved by TIFA before funding.

Application and Funding Award Process

Interested applicants must submit their application and supporting documentation to the Zoning Administrator at least ten days prior to the regularly scheduled meeting of the TIFA Board for consideration of approval at that time.

In addition to the completed Façade Improvement Grant Application the following information must be included with all funding requests:

- Brief narrative explaining the scope of the project.
- Color photos or renderings of the existing façade.
- Color photos or renderings showing the location of the proposed façade improvements.
- Samples of proposed paint colors.
- Proposed project timeline.
- Detailed cost estimate(s) from licensed contractor(s). Funding preference will be given to local contractors.
- Letter of permission from property owner stating their approval of the application for assistance and proposed improvements.

Incomplete applications will not be reviewed.

• The TIFA Program Review Committee will meet to study the proposals and may request additional or clarifying information in support of any application. Written recommendation regarding each proposal is then presented to the TIFA Board which is solely responsible for the official approval or denial of all applications. The TIFA Board, upon review, may send the proposal back to the applicant with requests for modifications.

- Applicants will be notified in writing of their acceptance or rejection of the proposal.
- A Façade Improvement Grant Agreement shall be executed by the TIFA Board and the applicant for all approved applications.
- Upon execution of the Façade Improvement Grant Agreement, work on the project may commence.
- Project work which has already begun may be considered if the work was commenced and the application for the Façade Improvement Grant was received after the last meeting of the full TIFA Board and after the Program Review Committee has agreed to recommend to the full TIFA Board for approval. TIFA will only consider work which was begun after these requirements; there is no guarantee that work which has already commenced will be approved.
- Grant work given preliminary approval by Committee may be started prior to TIFA Board final approval at applicant's own risk.

Project Reimbursement

Reimbursement will be made in one lump sum at the completion of all project work.

All work must be completed and all required documentation submitted for reimbursement before June 30th (6/30) of the fiscal year for which the grant funds have been allocated. Any request for an extension must be submitted in writing to the TIFA Board. TIFA checks may be written for work which is completed by the contractor and paid by the applicant, upon receipt by TIFA of "paid in full" invoices showing work complete.

Prior to reimbursement, the following items must be received:

- “Paid in full” invoices and the corresponding cancelled checks, credit card or cash receipts for each contractor or supplier to whom they have made payment.
- Proof that the improvements have passed any local or state building code or safety requirement, if applicable.
- Reimbursement will not be made for any project work without specific TIFA Board approval or execution of the Façade Improvement Grant Agreement.
- Reimbursement may be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work.
- Building Owners/Business Owners and their immediate family shall **NOT** be reimbursed for their own labor.

The TIFA Board may consider additional applications for funding if the applicant is seeking assistance because:

- Their business has relocated to a different location within the district.
- They are the new owner of subject property.

General Requirements

- Applicant is responsible for ensuring that contractors performing work are properly insured and licensed.
- All work must be performed by licensed and insured contractors.
- All project work must be pre-approved by TIFA before funding.
- Any changes to the originally approved scope of work must be approved in writing by the Program Review Committee **PRIOR** to construction or installation.
- All work must be performed in accordance with all applicable local, state and federal codes. This includes obtaining any necessary permits through the City of Hillsdale Code Enforcement Office, Department of Public Safety or Public Services, or the Hillsdale County Building Inspection Department and other applicable permits.
- Applicant is responsible for all construction management during the course of project including relationships with contractors or suppliers.
- Code deficiencies or violations related to the work being performed in connection with the Façade Improvement Grant must be corrected as part of the renovation.
- It is the responsibility of the applicant to ensure compliance with the requirements of any state or federal historic tax credit program for which they may be seeking project funding.
- All work should follow Secretary of the Interior Guidelines (SHIPO).

Eligible Improvements/Activities

The TIFA reserves the right to determine the eligibility for all items in a project’s scope of work. This determination shall be conclusive and final. Building code related improvements are all eligible. The building features eligible to be improved with grant dollars include, but are not limited to, the following:

- Grant funded improvements must be permanent and fixed in type or nature.
- Woodwork and architectural metal repair, cleaning, restoration, painting or replacement, including shutters.
- Masonry repairs, tuck pointing or low-pressure cleaning.
- Exterior painting.

- Window and door repair, restoration, repainting and replacement of windows and exterior doors. Window boxes for plantings are eligible expenses.
- Cornice, parapet repair, restoration or replacement.
- Awning repair, replacement, or installation of new awnings.
- Exterior lighting fixtures.
- Signage, particularly two-dimensional, exterior lighted perpendicular signs.
- Storefront exit or entrance improvements including compliance with ADA regulations. Sidewalk repairs if necessary for ADA compliance (Americans with Disabilities Act)
- Energy efficiency improvements.
- Roof replacement and repairs are eligible for funding if completed within a comprehensive, acceptable façade improvement plan.
- Replacement of existing roof-mounted mechanical equipment is eligible for funding if completed within a comprehensive, acceptable façade improvement plan.

Ineligible Improvements/Activities

- Property acquisition, mortgage, land contract, or financing of loan fees
- Permit fees for a building permit, sign permit, and/or other construction permits.
- Appraiser, attorney, or accountant fees
- Wages paid to the applicant or building owner, or to those immediate family members residing in the same household as the applicant or building owner for work associated with the facade improvement project.
- Architectural, engineering or professional design fees.
- Furnishings, trade fixtures, display cases, counters, or other items taxed as personal property.
- Landscaping other than fixed planting structures such as window boxes
- Sidewalk repair unless necessary to comply with ADA requirements for handicap accessibility

Program Amendments

The City of Hillsdale TIFA has the authority and may, at its discretion exceed any of the guidelines it has established and disregard any of the restrictions it has imposed in any case where the TIFA Board determines that the program purpose will be best served by doing so. Any such action or change to the guidelines must be approved by vote of the City of Hillsdale TIFA Board.

Preservation of Historic Buildings

In order to be as sensitive as possible to the historic nature of the TIFA district and its buildings and to provide a design guide for the applicant and/or their contractor, architect, or designer, the TIFA Board has chosen to adopt the Secretary of Interior's Standards for Preservation.

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Contributing Buildings on the National Register of Historic Places must be restored or rehabilitated according to the Secretary of Interior Standards for Rehabilitation of and Guidelines for Rehabilitation of Historic Buildings. These standards can be accessed at:

<http://www.nps.gov/history/hps/tps/standguide/index.htm>.

**City of Hillsdale
Tax Increment Finance Authority
\$10,000 Historic Building Grant**



Purpose

The City of Hillsdale Tax Increment Finance Authority Special Projects/Historic Building Program was established to:

- Promote economic viability and community revitalization by providing an incentive to property owners to make building improvements that are appropriate to the overall historic nature of the TIFA district.
- Encourage property owners to utilize professional design and planning assistance when undertaking historic building improvements.

Eligible Applicants/Properties

- Available to property owners of commercial or mixed-used properties located within the TIFA district.
- Tax exempt properties are not program eligible.
- A property (or contiguous properties owned by the same individual or business) may only receive a total of one (1) grant award once every three years.
- All property taxes and assessments owed to the City and all City service accounts, and assessments must be current at the time of approval and funding.

Program Funding

The City of Hillsdale TIFA will allocate funds each fiscal year, commencing July 1, for the Business Attraction Grant.

- Funds are for Repair/Rehabilitation projects - a 1:1 matching grant of up to a maximum of \$10,000.00 for eligible expenses is available per property (or contiguous properties);
- A minimum grant award of \$1,000.00 applies.
- All project work must be pre-approved by TIFA before funding.
- Historic Building Grant available to each TIFA building once every three years starting from date of issuance of previous grant reimbursement.
- Funds may be spent on any non-removable building improvements such as flooring, wall covering, mill work, window treatments, light fixtures and other building renovations.
- No work performed prior to TIFA approval may be included in the project application.
- Ineligible costs: acquisition, lease deposits, furniture, equipment, removable shelving & fixtures

Application and Funding Award Process

Interested applicants must submit their application and supporting documentation to the Zoning Administrator at least ten days prior to the regularly scheduled meeting of the TIFA Board for consideration of approval at that time.

In addition to the completed Historic Building Grant Application the following information must be included with all funding requests:

- Brief narrative explaining the scope of the project.
- Color photos or renderings of the project.
- Color photos or renderings showing the location of the proposed improvements.
- Samples of proposed historic preservation, if applicable.
- Proposed project timeline.
- Detailed cost estimate(s) from licensed contractor(s). Funding preference will be given to local contractors.
- No work prior to TIFA approval may be included in the project application.

Incomplete applications will not be reviewed.

The TIFA Program Review Committee will meet to study the proposals and may request additional or clarifying information in support of any application. Written recommendation regarding each proposal is then presented to the TIFA Board which is solely responsible for the official approval or denial of all applications. The TIFA Board, upon review, may send the proposal back to the applicant with requests for modifications.

- Applicants will be notified in writing of their acceptance or rejection of the proposal.
- A Historic Building Grant Agreement shall be executed by the TIFA Board and the applicant for all approved applications.
- Upon execution of the Historic Building Grant Agreement, work on the project may commence.
- Project work which has already begun may be considered if the work was commenced and the application for the Historic Building Grant was received after the last meeting of the full TIFA Board and after the Program Review Committee has agreed to recommend to the full TIFA Board for approval. TIFA will only consider work which was begun after these requirements; there is no guarantee that work which has already commenced will be approved.
- Grant work given preliminary approval by Committee may be started prior to TIFA Board final approval at applicant's own risk.

Project Reimbursement

Reimbursement will be made in one lump sum at the completion of all project work.

All work must be completed and all required documentation submitted for reimbursement before June 30th (6/30) of the fiscal year for which the grant funds have been allocated. Any request for an extension must be submitted in writing to the TIFA Board. TIFA checks may be written for work which is completed by the contractor and paid by the applicant, upon receipt by TIFA of "paid in full" invoices showing work complete.

Prior to reimbursement, the following items must be received:

- “Paid in full” invoices and the corresponding cancelled checks, credit card or cash receipts for each contractor or supplier to whom they have made payment.
- Proof that the improvements have passed any local or state building code or safety requirement, if applicable.
- Reimbursement will not be made for any project work without specific TIFA Board approval or execution of the Historic Building Grant Agreement.
- Reimbursement may be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work.
- Building Owners/Business Owners and their immediate family shall **NOT** be reimbursed for their own labor.

General Requirements

- Applicant is responsible for ensuring that contractors performing work are properly insured and licensed.
- All work must be performed by licensed and insured contractors.
- All project work must be pre-approved by TIFA before funding.
- Any changes to the originally approved scope of work must be approved in writing by the Program Review Committee **PRIOR** to construction or installation.
- All work must be performed in accordance with all applicable local, state and federal codes. This includes obtaining any necessary permits through the City of Hillsdale Code Enforcement Office, Department of Public Safety or Public Services, or the Hillsdale County Building Inspection Department and other applicable permits.
- Applicant is responsible for all construction management during the course of project including relationships with contractors or suppliers.
- Code deficiencies or violations related to the work being performed in connection with the Historic Building Grant must be corrected as part of the renovation.
- It is the responsibility of the applicant to ensure compliance with the requirements of any state or federal historic tax credit program for which they may be seeking project funding.
- All work should follow Secretary of the Interior Guidelines (SHIPO).

Eligible Improvements/Activities

The TIFA reserves the right to determine the eligibility for all items in a project’s scope of work. This determination shall be conclusive and final. Building code related improvements are all eligible. The building features eligible to be improved with grant dollars include, but are not limited to, the following:

- Grant funded improvements must be permanent and fixed in type or nature.
- Woodwork and interior architectural metal repair, cleaning, restoration, painting or replacement, including shutters.
- Interior lighting fixtures.
- Improvements including compliance with ADA regulations. (Americans with Disabilities Act)
- Energy efficiency improvements.
- Electrical and Mechanical upgrades.
- Historic preservation.
- Lead and asbestos abatement.

Ineligible Improvements/Activities

- Property acquisition, mortgage, land contract, or financing of loan fees
- Permit fees for a building permit and/or other construction permits.
- Architectural, engineering or professional design fees.
- Appraiser, attorney, or accountant fees
- Wages paid to the building owner, or to those immediate family members residing in the same household as the building owner for work associated with the Historic Building project.
- Furnishings, trade fixtures, display cases, counters, or other items taxed as personal property.

Program Amendments

The City of Hillsdale TIFA has the authority and may, at its discretion exceed any of the guidelines it has established and disregard any of the restrictions it has imposed in any case where the TIFA Board determines that the program purpose will be best served by doing so. Any such action or change to the guidelines must be approved by vote of the City of Hillsdale TIFA Board.

Preservation of Historic Buildings

In order to be as sensitive as possible to the historic nature of the TIFA district and its buildings and to provide a design guide for the applicant and/or their contractor, architect, or designer, the TIFA Board has chosen to adopt the Secretary of Interior's Standards for Preservation.

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Contributing Buildings on the National Register of Historic Places must be restored or rehabilitated according to the Secretary of Interior Standards for Rehabilitation of and Guidelines for Rehabilitation of Historic Buildings. These standards can be accessed at:

<http://www.nps.gov/history/hps/tps/standguide/index.htm>.

**City of Hillsdale
Tax Increment Finance Authority
\$10,000 Business Expansion Grant Guidelines**



Purpose

The City of Hillsdale Tax Increment Finance Authority Business Expansion Grant was established to:

- Promote economic viability and community revitalization by providing an incentive to business and property owners to make building improvements.
- Encourage businesses and property owners to occupy storefronts within the TIFA district.

Eligible Applicants/Properties

- Property owners or leaseholders of existing retail businesses within the TIFA district. Ground floor spaces preferred.
- Leaseholders must have the written permission of the property owner to apply for grant funding.
- Business must maintain regular business hours, at least 24 hours/week; evening hours encouraged.
- Three year business commitment; if leased, 3 year lease required for expansion of existing business in the TIFA district.
- All property taxes and assessments owed to the City and all City service accounts, and assessments must be current at the time of approval and funding.
- Must be an existing business located within the City of Hillsdale TIFA district.
- All property taxes and assessments owed to the City and all City service accounts, and assessments must be current at the time of approval and funding.

Program Funding

The City of Hillsdale TIFA will allocate funds each fiscal year, commencing July 1, for the \$10,000 Business Expansion Program.

- Funds are for Repair/Rehabilitation projects - a 1:1 matching grant of up to a maximum of \$10,000.00 for eligible expenses is available per expanding business.
- A minimum grant award of \$1,000.00 applies.
- All project work must be pre-approved by TIFA before funding.
- Business Expansion Grant available to each TIFA building once every three years starting from date of issuance of previous grant reimbursement.
- Funds may be spent on any non-removable, interior building improvements such as flooring, wall covering, mill work, window treatments, light fixtures & other building renovations.
- No work performed prior to TIFA approval may be included in the project application.
- Ineligible costs: acquisition, lease deposits, furniture, equipment, removable shelving & fixtures.

Application and Funding Award Process

Interested applicants must submit their application and supporting documentation to the Zoning Administrator at least ten days prior to the regularly scheduled meeting of the TIFA Board for consideration of approval at that time.

In addition to the completed Business Expansion Grant Application, the following information must be included with all funding requests:

- Business Plan, three year minimum
- Brief narrative explaining the scope of the project.
- Proposed project timeline.
- Detailed cost estimate(s) from licensed contractor(s). Funding preference will be given to local contractors.

If leased, a letter of permission from property owner stating approval of the application for assistance and proposed improvements.

The plan can be approved in a two-stage process. Applicants **must** get preliminary approval for the physical renovations planned before the work commences. An Agreement will be signed at this time indicating that TIFA still has final approval of the business expansion and the business plan before the funds will be released. The Building Owner will be advised of the Business Expansion parameters at this time.

The Agreement will include the following requirements:

1. Within 12 months of the signed Agreement between the building owner or tenant and TIFA, the building renovations must be complete.
2. The building owner must notify TIFA, in writing, when the renovations are complete.
3. There must be a signed, three (3) year lease agreement and acceptable business plan in order for TIFA funds to be released for reimbursement.
4. A three year business plan must be submitted to TIFA for approval before the 3 year lease is signed by the building owner and the business.

Incomplete applications will not be reviewed.

The TIFA Program Review Committee will meet to study the proposals and may request additional or clarifying information in support of any application. Written recommendation regarding each proposal is then presented to the TIFA Board which is solely responsible for the official approval or denial of all applications. The TIFA Board, upon review, may send the proposal back to the applicant with requests for modifications.

- Applicants will be notified in writing of their acceptance or rejection of the proposal.
- A Business Expansion Grant Agreement shall be executed by the TIFA Board and the applicant for all approved applications.
- Upon execution of the Business Expansion Grant Agreement, work on the project may commence.

- Project work which has already begun may be considered if the work was commenced and the application for the Business Expansion Grant was received after the last meeting of the full TIFA Board and after the Program Review Committee has agreed to recommend to the full TIFA Board for approval. TIFA will only consider work which was begun after these requirements; there is no guarantee that work which has already commenced will be approved.
- Grant work given preliminary approval by Committee may be started prior to TIFA Board final approval at applicant's own risk.

Project Reimbursement

Reimbursement will be made in one lump sum at the completion of all project work.

All work must be completed and all required documentation submitted for reimbursement before June 30th (6/30) of the fiscal year for which the grant funds have been allocated. Any request for an extension must be submitted in writing to the TIFA Board. TIFA checks may be written for work which is completed by the contractor and paid by the applicant, upon receipt by TIFA of "paid in full" invoices showing work complete.

For improvements performed prior to a signed lease, funds will not be released for reimbursement until an acceptable 3 year business plan is approved and a 3 year signed lease between the business tenant and the building owner is received by TIFA. Prior to reimbursement, the following items must be received:

- "Paid in full" invoices and the corresponding cancelled checks, credit card or cash receipts for each contractor or supplier to whom they have made payment.
- Proof that the improvements have passed any local or state building code or safety requirement, if applicable.
- Reimbursement will not be made for any project work without specific TIFA Board approval or execution of the Business Expansion Grant Agreement.
- Reimbursement may be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work.
- Building Owners/Business Owners and their immediate family shall **NOT** be reimbursed for their own labor.

General Requirements

- Applicant is responsible for ensuring that contractors performing work are properly insured and licensed.
- All work must be performed by licensed and insured contractors.
- All project work must be pre-approved by TIFA before funding.
- Any changes to the originally approved scope of work must be approved in writing by the Program Review Committee **PRIOR** to construction or installation.
- All work must be performed in accordance with all applicable local, state and federal codes. This includes obtaining any necessary permits through the City of Hillsdale Code Enforcement Office, Department of Public Safety or Public Services, or the Hillsdale County Building Inspection Department and other applicable permits.

- Applicant is responsible for all construction management during the course of project including relationships with contractors or suppliers.
- Code deficiencies or violations related to the work being performed in connection with the Business Expansion Grant must be corrected as part of the renovation.
- It is the responsibility of the applicant to ensure compliance with the requirements of any state or federal historic tax credit program for which they may be seeking project funding.
- All work should follow Secretary of the Interior Guidelines (SHIPO).

Eligible Improvements/Activities

The TIFA reserves the right to determine the eligibility for all items in a project's scope of work. This determination shall be conclusive and final. Building code related improvements are all eligible. The building features eligible to be improved with grant dollars include, but are not limited to, the following:

- Improvements which are permanent and fixed in type or nature.
- Interior masonry repairs, tuck pointing, if structural in nature.
- Window and door replacement for ADA compliance and/or emergency egress.
- Electrical improvements.
- HVAC improvements.
- Plumbing improvements.
- Structural upgrades and restoration.
- Energy efficiency improvements.

Ineligible Improvements/Activities

- Property acquisition, mortgage, land contract, or financing of loan fees
- Permit fees for a building permit, sign permit, and/or other construction permits.
- Architectural, engineering or design fees.
- Appraiser, attorney, or accountant fees
- Wages paid to the business owner or building owner, or to those immediate family members residing in the same household as the applicant or building owner for work associated with the Business Expansion project.
- Furnishings, trade fixtures, display cases, counters, or other items taxed as personal property.
- All façade improvements
- Sidewalk repair unless necessary to comply with ADA requirements for handicap accessibility

Program Amendments

The City of Hillsdale TIFA has the authority and may, at its discretion exceed any of the guidelines it has established and disregard any of the restrictions it has imposed in any case where the TIFA Board determines that the program purpose will be best served by doing so. Any such action or change to the guidelines must be approved by a majority vote of the City of Hillsdale TIFA Board.

Preservation of Historic Buildings

In order to be as sensitive as possible to the historic nature of the TIFA district and its buildings and to provide a design guide for the applicant and/or their contractor, architect, or designer, the TIFA Board has chosen to adopt the Secretary of Interior's Standards for Preservation.

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Contributing Buildings on the National Register of Historic Places must be restored or rehabilitated according to the Secretary of Interior Standards for Rehabilitation of and Guidelines for Rehabilitation of Historic Buildings. These standards can be accessed at:

<http://www.nps.gov/history/hps/tps/standguide/index.htm>.

**City of Hillsdale
Tax Increment Finance Authority
\$20,000 Business Attraction Grant Guidelines**



Purpose

The City of Hillsdale Tax Increment Finance Authority Business Attraction Grant was established to:

- Promote economic viability and community revitalization by providing an incentive to new businesses and property owners to make building improvements.
- Encourage businesses and property owners to occupy storefronts within the TIFA district with retail businesses.

Eligible Applicants/Properties

- Available to building owners who want to improve their building prior to securing a tenant. Funds for building improvements will not be released until a 3 year lease is signed with a commercial tenant.
- Property owners or leaseholders of new businesses. Ground floor preferred.
- Retail business preferred; professional services will be considered.
- Leaseholders must have the written permission of the property owner to apply for grant funding.
- Business must maintain regular business hours, at least 24 hours/week; evening hours encouraged.
- Available to current building owners who bring a new business into a vacant storefront building.
- Three year business commitment; if leased, three (3) year lease required.
- All property taxes and assessments owed to the City and all City service accounts, and assessments must be current at the time of approval and funding.

Program Funding

The City of Hillsdale TIFA will allocate funds each fiscal year, commencing July 1, for the Business Attraction Grant.

- Funds are for Repair/Rehabilitation projects - a 1:1 matching grant of up to a maximum of \$20,000.00 for eligible expenses is available per new business;
- A minimum grant award of \$1,000.00 applies.
- All project work must be pre-approved by TIFA before funding.
- Business Attraction Grant available to each TIFA building once every three years starting from date of issuance of previous grant reimbursement.
- Funds may be spent on any non-removable building improvements such as flooring, wall covering, mill work, window treatments, light fixtures and other building renovations.
- No work performed prior to TIFA approval may be included in the project application.
- Ineligible costs: acquisition, lease deposits, furniture, equipment, removable shelving & fixtures

Application and Funding Award Process

Interested applicants must submit their application and supporting documentation to the Zoning Administrator at least ten days prior to the regularly scheduled meeting of the TIFA Board for consideration of approval at that time.

In addition to the completed Business Attraction Grant Application, the following information must be included with all funding requests:

- Business Plan, three year minimum.
- Brief narrative explaining the scope of the project.
- Proposed project timeline.
- Detailed cost estimate(s) from licensed contractor(s). Funding preference will be given to local contractors.

If leased, a letter of permission from property owner stating approval of the application for assistance and proposed improvements.

The plan can be approved in a two-stage process. Applicants **must** get preliminary approval for the physical renovations planned before the work commences. An Agreement will be signed at this time indicating that TIFA still has final approval of the business tenant and the business plan before the funds will be released. The Building Owner will be advised of the Business Attraction parameters at this time.

The Agreement will include the following requirements:

1. Within 12 months of the signed Agreement between the building owner or tenant and TIFA, the building renovations must be complete.
2. The building owner must notify TIFA, in writing, when the renovations are complete.
3. Within 6 months of the signed Agreement between the building owner and TIFA, there must be a signed, three (3) year lease agreement and acceptable business plan in order for TIFA funds to be released for reimbursement.
4. A three year business plan must be submitted to TIFA for approval before the 3 year lease is signed by the building owner and the business.
5. The lease between the approved tenant and the building owner must be submitted to TIFA before funds will be released for reimbursement.

Incomplete applications will not be reviewed.

The TIFA Program Review Committee will meet to study the proposals and may request additional or clarifying information in support of any application. Written recommendation regarding each proposal is then presented to the full TIFA Board which is solely responsible for the official approval or denial of all applications. The TIFA Board, upon review, may send the proposal back to the applicant with requests for modifications.

- Applicants will be notified in writing of their acceptance or rejection of the proposal.
- A Business Attraction Grant Agreement shall be executed by the TIFA Board and the applicant for all approved applications.

- Upon execution of the Business Attraction Grant Agreement, work on the project may commence.
- Project work which has already begun may be considered if the work was commenced and the application for the Business Attraction Grant was received after the last meeting of the full TIFA Board and after the Program Review Committee has agreed to recommend to the full TIFA Board for approval. TIFA will only consider work which was begun after these requirements; there is no guarantee that work which has already commenced will be approved.
- Grant work given preliminary approval by Committee may be started prior to TIFA Board final approval at applicant's own risk.

Project Reimbursement

Reimbursement will be made in one lump sum at the completion of all project work.

All work must be completed and all required documentation submitted for reimbursement before June 30th (6/30) of the fiscal year for which the grant funds have been allocated. Any request for an extension must be submitted in writing to the TIFA Board. TIFA checks may be written for work which is completed by the contractor and paid by the applicant, upon receipt by TIFA of "paid in full" invoices showing work complete.

For improvements performed prior to a signed lease, funds will not be released for reimbursement until an acceptable 3 year business plan is approved and a 3 year signed lease between the business tenant and the building owner is received by TIFA. Prior to reimbursement, the following items must be received:

- "Paid in full" invoices and the corresponding cancelled checks, credit card or cash receipts for each contractor or supplier to whom they have made payment.
- Proof that the improvements have passed any local or state building code or safety requirement, if applicable.
- Reimbursement will not be made for any project work without specific TIFA Board approval or execution of the Business Attraction Grant Agreement.
- Reimbursement may be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work.
- Building Owners/Business Owners and their immediate family shall **NOT** be reimbursed for their own labor.

General Requirements

- Applicant is responsible for ensuring that contractors performing work are properly insured and licensed.
- All work must be performed by licensed and insured contractors.
- All project work must be pre-approved by TIFA before funding.
- Any changes to the originally approved scope of work must be approved in writing by the Program Review Committee **PRIOR** to construction or installation.
- All work must be performed in accordance with all applicable local, state and federal codes. This includes obtaining any necessary permits through the City of Hillsdale Code

Enforcement Office, Department of Public Safety or Public Services, or the Hillsdale County Building Inspection Department and other applicable permits.

- Applicant is responsible for all construction management during the course of project including relationships with contractors or suppliers.
- Code deficiencies or violations related to the work being performed in connection with the Business Attraction Grant must be corrected as part of the renovation.
- It is the responsibility of the applicant to ensure compliance with the requirements of any state or federal historic tax credit program for which they may be seeking project funding.
- All work should follow Secretary of the Interior Guidelines (SHIPO).

Eligible Improvements/Activities

The TIFA reserves the right to determine the eligibility for all items in a project's scope of work. This determination shall be conclusive and final. Building code related improvements are all eligible. The building features eligible to be improved with grant dollars include, but are not limited to, the following:

- Improvements which are permanent and fixed in type or nature.
- Interior masonry repairs, tuck pointing, if structural in nature.
- Window and door replacement for ADA compliance and/or emergency egress.
- Electrical improvements.
- HVAC improvements.
- Plumbing improvements.
- Structural upgrades and restoration.
- Energy efficiency improvements.

Ineligible Improvements/Activities

- Property acquisition, mortgage, land contract, or financing of loan fees
- Permit fees for a building permit, sign permit, and/or other construction permits.
- Architectural, engineering or design fees.
- Appraiser, attorney, or accountant fees
- Wages paid to the business owner or building owner, or to those immediate family members residing in the same household as the applicant or building owner for work associated with the Business Attraction project.
- Furnishings, trade fixtures, display cases, counters, or other items taxed as personal property.
- All façade improvements
- Sidewalk repair unless necessary to comply with ADA requirements for handicap accessibility

Program Amendments

The City of Hillsdale TIFA has the authority and may, at its discretion exceed any of the guidelines it has established and disregard any of the restrictions it has imposed in any case where the TIFA Board determines that the program purpose will be best served by doing so. Any such action or change to the guidelines must be approved by a majority vote of the City of Hillsdale TIFA Board.

Preservation of Historic Buildings

In order to be as sensitive as possible to the historic nature of the TIFA district and its buildings and to provide a design guide for the applicant and/or their contractor, architect, or designer, the TIFA Board has chosen to adopt the Secretary of Interior's Standards for Preservation.

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Contributing Buildings on the National Register of Historic Places must be restored or rehabilitated according to the Secretary of Interior Standards for Rehabilitation of and Guidelines for Rehabilitation of Historic Buildings. These standards can be accessed at:

<http://www.nps.gov/history/hps/tps/standguide/index.htm>.

**City of Hillsdale
Tax Increment Finance Authority
\$25,000 Restaurant Attraction Grant Guidelines**



Purpose

The City of Hillsdale Tax Increment Finance Authority Restaurant Attraction Program was established to:

- Promote economic viability and community revitalization by providing an incentive to business and property owners to attract full service restaurants to the TIFA district.
- Encourage business and property owners to revitalize downtown buildings and to create a vibrant downtown experience.

Eligible Applicants/Properties

- Available to building owners who want to improve their building prior to securing a restaurant tenant. Funds for building improvements will not be released until a five year lease is signed with a restaurant tenant.
- Property owners or leaseholders of new restaurant businesses. Ground floor preferred.
- Leaseholders must have the written permission of the property owner to apply for grant funding.
- Restaurant must maintain regular business hours, at least 24 hours/week; must serve dinner.
- Available to current building owners who bring a new restaurant into a vacant storefront building.
- Available to current restaurant owners who move from a lease space to an owned space
- Five year business commitment; if leased, five year lease required.
- Alcohol availability preferred.
- All property taxes and assessments owed to the City and all City service accounts, and assessments must be current at the time of approval and funding.

Program Funding

The City of Hillsdale TIFA will allocate funds each fiscal year, commencing July 1, for the Restaurant Attraction Grant.

- Funds are for Repair/Rehabilitation projects - a 1:1 matching grant of up to a maximum of \$40,000.00 for eligible expenses is available per new restaurant business;
- A minimum grant award of \$1,000.00 applies.
- All project work must be pre-approved by TIFA before funding.
- Restaurant Attraction Grant available to each TIFA building once every three years starting from date of issuance of previous grant reimbursement.
- Funds may be spent on any non-removable building improvements such as flooring, wall covering, mill work, window treatments, light fixtures and other building renovations.
- No work performed prior to TIFA approval may be included in the project application.
- Ineligible costs: acquisition, lease deposits, furniture, equipment, removable shelving & fixtures

Application and Funding Award Process

Interested applicants must submit their application and supporting documentation to the Zoning Administrator at least ten days prior to the regularly scheduled meeting of the TIFA Board for consideration of approval at that time.

The TIFA Program Review Committee will meet to study the proposals and may request additional or clarifying information in support of any application. Written recommendation regarding each proposal is then presented to the full TIFA Board which is solely responsible for the official approval or denial of all applications. The TIFA Board, upon review, may send the proposal back to the applicant with requests for modifications.

Program Review Committee

- In addition to the completed Restaurant Attraction Program Application, the following information must be included for preliminary review:
 - Brief narrative explaining the scope and concept of the project.
 - Proposed project timeline.
 - Preliminary cost estimate(s).
 - Sample menu.
 - Hours of operation.
 - Proof of building ownership, purchase agreement or letter of permission from property owner stating their approval of the application for assistance and proposed improvements.
 - Preliminary building plans and documents
 - Five year Business Plan
- Project work which has already begun may be considered if the work was commenced and the application for the Restaurant Attraction Grant was received after the last meeting of the full TIFA Board and after the Program Review Committee has agreed to recommend to the full TIFA Board for approval. TIFA will only consider work which was begun after these requirements; there is no guarantee that work which has already commenced will be approved.
- Grant work given preliminary approval by Committee may be started prior to TIFA Board final approval at applicant's own risk.

Incomplete applications will not be reviewed.

TIFA Board Review

- The following information **MUST** be included for final review:
 - Five year business plan.
 - Proof of building ownership or letter of permission from property owner stating their approval of the application for assistance and proposed improvements.
 - Building plans and documents from a professional architect or engineer.
 - Proposed project timeline.
 - Detailed cost estimate(s) from licensed contractor(s). Funding preference will be given to local contractors.

- Applicants will be notified in writing of their acceptance or rejection of the proposal.
- A Restaurant Attraction Grant Agreement shall be executed by the TIFA Board and the applicant for all approved applications.
- Upon execution of the Restaurant Attraction Grant Agreement, work on the project may commence.

Project Reimbursement

Reimbursements will be made in one lump sum at the completion of all project work.

All work must be completed and all required documentation submitted for reimbursement before June 30th (6/30) of the fiscal year for which the grant funds have been allocated. Any request for an extension must be submitted in writing to the TIFA Board. TIFA checks may be written for work which is completed by the contractor and paid by the applicant, upon receipt by TIFA of “paid in full” invoices showing work complete.

For improvements performed prior to a signed lease, funds will not be released for reimbursement until an acceptable five year business plan is approved and a five year signed lease between the restaurant tenant and the building owner is received by TIFA. Prior to reimbursement, the following items must be received:

- “Paid in full” invoices and the corresponding cancelled checks, credit card or cash receipts for each contractor or supplier to whom they have made payment.
- Proof that the improvements have passed any local or state building code or safety requirement, if applicable.
- Reimbursement will not be made for any project work without specific TIFA Board approval or execution of the Restaurant Attraction Grant Agreement.
- Reimbursement may be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work.
- Building Owners/Business Owners and their immediate family shall **NOT** be reimbursed for their own labor.

General Requirements

- Applicant is responsible for ensuring that contractors performing work are properly insured and licensed.
- All work must be performed by licensed and insured contractors.
- All project work must be pre-approved by TIFA before funding.
- Any changes to the originally approved scope of work must be approved in writing by the Program Review Committee **PRIOR** to construction or installation.
- All work must be performed in accordance with all applicable local, state and federal codes. This includes obtaining any necessary permits through the City of Hillsdale Code Enforcement Office, Department of Public Safety or Public Services, or the Hillsdale County Building Inspection Department and other applicable permits.
- Applicant is responsible for all construction management during the course of project including relationships with contractors or suppliers.
- Code deficiencies or violations related to the work being performed in connection with the Restaurant Attraction Grant must be corrected as part of the renovation.

- It is the responsibility of the applicant to ensure compliance with the requirements of any state or federal historic tax credit program for which they may be seeking project funding.
- All work should follow Secretary of the Interior Guidelines (SHIPO).

Eligible Improvements/Activities

The TIFA reserves the right to determine the eligibility for all items in a project's scope of work. This determination shall be conclusive and final. Building code related improvements are all eligible. The building features eligible to be improved with grant dollars include, but are not limited to, the following:

- Improvements which are permanent and fixed in type or nature.
- Interior masonry repairs, tuck pointing, if structural in nature.
- Window and door replacement for ADA compliance and/or emergency egress.
- Electrical improvements.
- HVAC improvements.
- Plumbing improvements.
- Structural upgrades and restoration.
- Energy efficiency improvements.

Ineligible Improvements/Activities

- Property acquisition, mortgage, land contract, or financing of loan fees
- Permit fees for a building permit, sign permit, and/or other construction permits.
- Architectural, engineering or design fees.
- Appraiser, attorney, or accountant fees
- Wages paid to the business owner or building owner, or to those immediate family members residing in the same household as the applicant or building owner for work associated with the Business Attraction project.
- Furnishings, trade fixtures, display cases, counters, or other items taxed as personal property.
- All façade improvements
- Sidewalk repair unless necessary to comply with ADA requirements for handicap accessibility

Program Amendments

The City of Hillsdale TIFA has the authority and may, at its discretion exceed any of the guidelines it has established and disregard any of the restrictions it has imposed in any case where the TIFA Board determines that the program purpose will be best served by doing so. Any such action or change to the guidelines must be approved by vote of the City of Hillsdale TIFA Board.

Preservation of Historic Buildings

In order to be as sensitive as possible to the historic nature of the TIFA district and its buildings and to provide a design guide for the applicant and/or their contractor, architect, or designer, the TIFA Board has chosen to adopt the Secretary of Interior's Standards for Preservation.

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Contributing Buildings on the National Register of Historic Places must be restored or rehabilitated according to the Secretary of Interior Standards for Rehabilitation of and Guidelines for Rehabilitation of Historic Buildings. These standards can be accessed at:

<http://www.nps.gov/history/hps/tps/standguide/index.htm>.

VISION

The Dawn Theater will become a community center and events rental venue to be used for film, entertainment, small theater performances, wedding receptions, banquets and business meetings. It will be a hub of activity in downtown Hillsdale, developed as a public/private partnership to ensure profitability and thereby viability well into the future. Increased activity at the Dawn Theater will breathe life into downtown Hillsdale and lead to expanded economic development there.

A non-profit, volunteer governance Board has been formed to have broad oversight of programming and finances at the theater. The Dawn Theater Governance Board was established by the Owner, the Hillsdale Tax Increment Finance Authority (TIFA), on September 25, 2017. The Governance Board is made up of five volunteer members of the community and a liaison to the larger TIFA Board. The current Governance Board Chairman is Mr. Ronald Scholl, a third generation Hillsdale businessman and retired co-owner of Vested Risk Strategies Insurance. Other members include Dr. James Brandon, Chair of the Hillsdale College theater department; Ms. Peggy Youngs, event planner at Hillsdale College and former Chair of the Sauk Theater Board, Jonesville, MI; Ms. Mary Bertakis, co-owner Chef's Way organic farm, and Kathryn Wales, Director of Dramatic Theatre, Hillsdale Academy and drama teacher, Hillsdale Classical School, formerly the Program Coordinator at the Notre Dame Center for Ethics and Culture. Mary Wolfram is the TIFA liaison.

TIFA and the Dawn Theater Governance Board have negotiated an Operating Agreement with Keefer House Hotel LLC to provide Management Services for the Dawn Theater. Under this Agreement, the Management Company will be responsible for managing the day to day operations and calendar in the theater. Revenue from theater rentals will create a positive cash flow from which a reserve fund will be established and transferred to TIFA. These funds will be held by TIFA in a Dawn Theater Maintenance Fund for the long-term care and support of the Dawn Theater.

DAWN THEATER MANAGEMENT PLAN

Signed 9.17.19

Keefer House LLC/TIFA

4. Use

The Theater will be used for Community Events, such as, without limitation, fundraisers, festivals, movie screenings, musical, theatrical, comedic or other artistic shows, and as an Events Rental venue associated with the Keefer House Hotel which will be renovated by Manager.

The Manager shall book and manage the calendar of events/rentals for the Theater. Manager and Owner shall agree to a set fee structure for Community Events (the "Community Events Fee"). Community events are defined as events organized, sponsored, staffed, and run by the Owner or Board. The Community Events fee will be generally set at a fee approximated to cover incremental costs of use of the space, including utilities usage, cleaning, Manager staffing as required, and other costs of the Community Event. After such agreed upon fees have been paid following a Community Event, net proceeds from the Community Event, if any will be retained by the Owner or Board. The Community Events Fee shall be subject to alteration annually, as agreed upon by both parties in advance of each year of the Management Term. Owner and Manager shall cooperate for the scheduling of Community Events on non-peak times, generally understood to be Sunday morning and Monday through Thursday of each week except holiday and college graduation weeks but does not exclude the possibility of peak booking.

Notwithstanding the forgoing, Manager shall not use the Theater for any other purpose including storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 06/30/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET	2020-21 RECOMMENDED BUDGET	2020-21 APPROVED BUDGET
ESTIMATED REVENUES									
Dept 000.000									
247-900.000-402.000	CURRENT TAXES	97,878	73,116	86,500	26,741		80,000		
247-900.000-406.000	TAXES - PA 86 SEC. 17 PPT REPLACEMENT		31,810	32,000	53,900		33,000		
247-900.000-529.000	FEDERAL GRANT - CDBG		83,800	1,300,000	53,900		1,000,000		
247-900.000-665.000	INTEREST	2,789	3,231	3,000	1,341				
247-900.000-673.001	GAIN ON SALE OF PROPERTY		13,002						
247-900.000-675.005	CONTR. & DONAT. - DAWN THEATER		12						
247-900.000-690.247	OTHER REFUNDS - TIFA GRANTS		900		400				
247-900.000-692.000	OTHER REVENUE	705							
247-900.000-692.005	OTHER REVENUES - DAWN THEATER		2,334						
Totals for dept 000.000 -		101,372	208,305	1,421,500	82,382		1,115,000		
TOTAL ESTIMATED REVENUES									
		101,372	208,305	1,421,500	82,382		1,115,000		

APPROPRIATIONS	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 06/30/20	2019-20 PROJECTED ACTIVITY	2020-21 REQUESTED BUDGET	2020-21 RECOMMENDED BUDGET	2020-21 APPROVED BUDGET
APPROPRIATIONS									
Dept 900.000 - CAPITAL OUTLAY									
247-900.000-726.000	SUPPLIES	5,028	4,033	5,000	359		5,000		
247-900.000-801.000	CONTRACTUAL SERVICES	34,966	24,013	15,000	1,930		2,000		
247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GRANT	11,985	4,800	1,300,000	94,005		1,000,000		
247-900.000-801.247	CONTRACTUAL SERV-FACADE GRANT		20,298	6,000	25,687				
247-900.000-801.248	CONTRACTUAL SERVICES - BUS ATTRACTION	10,000		6,000	10,000				
247-900.000-801.249	CONTRACTUAL SERVICES BUS EXPANSION		10,000	6,000					
247-900.000-801.250	CONTRACTUAL SERVICES - RESTAURANT ATTRACT			6,000					
247-900.000-801.251	CONTRACTUAL SERVICES - HISTORIC PROJECTS		10,000	6,000	713		2,000		
247-900.000-806.000	LEGAL SERVICES	3,435	2,070	2,000					
247-900.000-817.000	ECONOMIC DEVELOPMENT GRANT EX	14,600	14,511		7,424				
247-900.000-850.000	INSURANCE	592	(184)						
247-900.000-862.000	LODGING AND MEALS	1,084	1,539	1,000	807		1,000		
247-900.000-920.000	UTILITIES	2,020	1,580						
247-900.000-930.000	REPAIRS & MAINTENANCE		1,580						
247-900.000-968.000	DEPRECIATION		14,226						
247-900.000-970.000	CAPITAL OUTLAY	10,000		20,000			294,000		
Totals for dept 900.000 - CAPITAL OUTLAY		114,008	114,757	1,373,000	140,925		1,304,000		
TOTAL APPROPRIATIONS									
		114,008	114,757	1,373,000	140,925		1,304,000		

NET OF REVENUES/APPROPRIATIONS - FUND 247		(13,636)	93,548	48,500	(53,543)	715,134	(189,000)	715,134	715,134
BEGINNING FUND BALANCE		634,229	621,586	715,134	715,134	715,134	715,134	715,134	715,134
ENDING FUND BALANCE		621,587	715,134	763,634	655,591	715,134	526,134	715,134	715,134

Grant match & plantings maint.
 Projected overages from Dawn project