



FREMONT Michigan

"NOW AND ALWAYS - A Fine City • A Great Community"

Downtown Fremont Façade Improvement Program Contract Agreement for Grant Award

This Agreement made and entered into this _____ day of _____, 2009, between the City of Fremont, hereinafter referred to as "City" and _____, hereinafter referred to as "Applicant".

The Applicant and the City certify and agree to the terms and conditions set forth below:

1. The Applicant agrees to be bound by the rules as outlined in the Downtown Fremont Façade Improvement Program Guidelines hereinafter referred to as the "Program Guidelines" and the façade improvements shall be consistent with the Downtown Fremont Façade Improvement Design Guidelines hereinafter referred to as the "Design Guidelines".
2. The Applicant is the owner of a property in the Downtown Fremont Façade Improvement Program's target area as outlined in the "Program Guidelines".
3. The Applicant is in good standing with the City being current in payment of taxes and utilities provided by the City.
4. All façade improvements shall be consistent with zoning and building codes currently in effect for the City. Any necessary review by the Fremont Planning Commission under the Fremont Zoning Ordinance shall be approved before the work on the façade improvement begins.
5. Only the work that is outlined in Exhibit A will be eligible for reimbursement.
6. The façade improvements must be completed within one year of approval of this contract. Projects not completed within one year after approval may be reviewed by the Façade/Historic Preservation Subcommittee for a possible extension of up to one year. The project is not eligible for reimbursement if the work is not completed during the approved time period.
7. The Applicant shall be responsible for the construction management for the entire project. If the property owner performs any of the work himself or herself or it is performed by any relative or employee, the property owner may not be eligible for reimbursement for the labor. The property owner may be reimbursed for materials as long as a receipt is provided.
8. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is complete and certified by City staff to be in compliance with the approved design. The work must also adhere to any required inspections (e.g., Newaygo County) before funds are disbursed for reimbursement. The Applicant must submit copies of invoices, receipts and an itemized statement of the total cost of the project, signed by the Applicant. All

documentation for payment must be provided at one time to the City for one payout, and the receipts must be provided no later than fifteen (15) months after the application has been approved or as stipulated in the request for an extension.

Payment will be made to the Applicant by the City of Fremont within four weeks after City deems all project costs and documentation to be complete. Payment shall be made only to the Applicant. The amount of the reimbursement must adhere to the Program Guidelines. The specific amount is outlined below.

- 9. If it is determined that the services of an architect or an artist is needed, the Applicant must use a City approved architect or artist and a separate Architectural Services Agreement or Sign Design Agreement must be entered into between the Applicant and the City approved architect or artist, and the procedures relating to grant funding for architectural and artist assistance as outlined in the Program Guidelines must be followed.

Eligible Façade Improvements

Work to be performed on which façade: (Circle one) front rear side

The full cost of all eligible façade improvements is estimated to be \$ _____.
The grant award, which is a 50/50 match for eligible façade improvements, shall not exceed \$8,500.00. The agreed upon amount that is to be reimbursed shall not exceed \$ _____.

Architectural Services

_____ Check box if work of a City approved architect is needed.

If the work of an architect is needed, the Applicant shall be entitled to up to an additional \$1,500.00 for the services of a City approved architect as outlined in the Program Guidelines. A separate Agreement between the Applicant and the approved architect must be executed.

The estimated cost of all architectural services is \$ _____. The grant award will cover 100% of the cost of architectural services as outlined in the Program Guidelines up to \$1,500.00. The agreed upon amount that is to be reimbursed shall not exceed \$ _____.

Sign Design Services

_____ Check box if work of City approved artist is needed.

If the work of an artist is needed for sign design, the Applicant shall be entitled to up to an additional \$500.00 for the services of a City approved artist as outlined in the Program Guidelines. A separate Agreement between the Applicant and the approved artist must be executed.

The estimated cost of the artist design services is \$ _____. The grant award will cover 100% of the cost of the sign design services as outlined in the Program Guidelines up to \$500.00. The agreed upon amount that is to be reimbursed shall not exceed \$ _____.

Total Amount of Reimbursement (Includes façade work, architectural assistance and sign design assistance): \$ _____.

It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances and other applicable regulations.

It is expressly understood and agreed that the Applicant will not seek to hold the City and/or its agents, employees, liable for any property damage, personal injury, or other loss relating in any way to the Downtown Fremont Façade Improvement Program.

Applicant

Date

DDA Chair

Date

City Representative

Date

Exhibit A

Name of Applicant:

Name of Business:

Project Address:

Parcel #:

Type of Sign (if applicable):

Façade work to be performed on which facade:

The work to be performed in connection with the Downtown Fremont Façade Improvement Program, in which the Applicant will be reimbursed for, is outlined below: