



Northville Downtown Development Authority  
215 W. Main Street  
Northville, MI 48167

timeless...with a twist

Date \_\_\_\_\_

Applicant  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_

Your application for a Commercial Improvement Grant for \_\_\_\_\_ Street has been approved by the Business Assistance Advisory Committee and the DDA Board of Directors for the following projects:

1. \_\_\_\_\_  
Projected cost - \$ \_\_\_\_\_  
Amount approved – Not to exceed \$ \_\_\_\_\_
2. \_\_\_\_\_  
Projected cost - \$ \_\_\_\_\_  
Amount approved – Not to exceed \$ \_\_\_\_\_
3. \_\_\_\_\_  
Projected cost - \$ \_\_\_\_\_  
Amount approved – Not to exceed \$ \_\_\_\_\_
4. \_\_\_\_\_  
Projected cost - \$ \_\_\_\_\_  
Amount approved – Not to exceed \$ \_\_\_\_\_

Fund Summary

Front Façade: Not to exceed \$ \_\_\_\_\_ Side 1 Façade: Not to exceed \$ \_\_\_\_\_  
Side 2 Façade: Not to exceed \$ \_\_\_\_\_ Rear Façade: Not to exceed \$ \_\_\_\_\_  
Total funds approved: Not to exceed \$ \_\_\_\_\_

Based on the above expenditures you are eligible to receive additional Physical Assistance Grant funds within a five year period, which extends through \_\_\_\_\_, or the duration of the program (whichever comes first) as listed below.

Front Façade: \$ \_\_\_\_\_ Side 1 Façade: \$ \_\_\_\_\_  
Side 2 Façade: \$ \_\_\_\_\_ Rear Façade: \$ \_\_\_\_\_  
Total remaining eligible funds: \$ \_\_\_\_\_

Funds will be allocated in accordance to the terms and conditions as outlined in the Business Assistance Plan (see attached) and items listed below.

1. Once plans have been approved by the Historic District Commission (HDC) approval must be submitted to the DDA office.
2. All permits, inspections, and approvals required by the City of Northville must be obtained and are the responsibility of the applicant to secure.
3. Applicants must submit three contractor bids/quotes for all proposed work estimated to be over \$5,000. If the project is estimated to be under \$5,000 only one quote is necessary.
4. Upon satisfactory completion of the project, applicant will schedule an onsite visit with the DDA Director. Work must be initiated within six months and completed within one year from date of this notification.
5. The applicant will then submit paid bills, contractor receipts, statement of applicants satisfaction, and copies of all necessary permits to the DDA office. Receipts will not be returned to the applicant.
6. Applicants will be reimbursed based on a 50/50 matching where the applicant will spend \$1 and the DDA will match it with \$1 up to one half of the project expenditure or limit of the program. Reimbursement will be made upon successful completion of the above and terms outlined in the Business Assistance Program.
7. If the applicant has not met all terms, the DDA will re-evaluate the status of the project. At its discretion, the DDA reserves the right to cancel or extend the funding commitment.
8. The Business Assistance Advisory Committee and/or the DDA Board of Directors has the absolute right to reject any and all submitted paid bills, contractor receipts, or statements of applicant's satisfaction at its sole discretion and may not provide for reimbursement for any expenses which are not approved by the Business Assistance Advisory Committee and/or the DDA Board of Directors.
9. The Business Assistance Program is a Grant program only. It is hereby expressly understood that the property purchased or constructed in accordance with this agreement will at all times be insured for replacement cost by the owner, and the City of Northville or the City of Northville Downtown Development Authority **will not** protect or insure the property enhancements made under this agreement
10. Applicant expressly agrees to defend, indemnify, and hold harmless, the City of Northville, the City of Northville Downtown Development Authority, and any and all of its officers, employees, and agents, from and against any and all claims, losses, demands, or lawsuits alleging injuring to person and/or damage to property arising out of any act, error, or omission on the part of the Applicant or any of its employees, agents, subcontracts, clients, or customers. Applicant agrees to defend, indemnify, and hold harmless, the City of Northville, the City of Northville Downtown Development Authority, and any and all of its officers, employees, and agents, from and against any and all damages, judgments, fines, penalties, costs, expenses and/or fees (including attorney fees), awarded or assessed against the City of Northville, the City of Northville Downtown Development Authority, or any of its officers, employees, or agents, in any way arising out of or related to the Applicant's receipt of and/or use of the Physical Improvement Grant or any other activities which are the subject of this Contract.

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Applicant

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Lori M. Ward, A.I.C.P.

Director

Northville Downtown Development Authority

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Date

**Property Maintenance Agreement**

As stipulated in the Business Assistance Program materials received, grant recipients must agree to maintain the property and all improvements funded by the Business Assistance Plan.

I agree to maintain the property and all improvements funded by the Business Assistance Program

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Landlord (if applicable)

\_\_\_\_\_  
Lori M. Ward, A.I.C.P.  
Director, Northville Downtown Development Authority

\_\_\_\_\_  
Date

Attachment: Business Assistance Program  
cc: Landlord (if applicable)