



SITE IMPROVEMENT GRANT PROGRAM

FARMINGTON HILLS GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY

Maximum Grant Amount: \$30,000 per fiscal year. Reimbursable after project completion. This grant shall not exceed 50% of the total amount spent on eligible activities.

Eligibility: for property or business owners within the Grand River Corridor Improvement Authority boundaries. If the building is leased, a term of five years or more must be left on the lease from the time of project completion; there must be written approval from the property owner for the proposed improvements and grant.

Process

1

Pre-Application Meeting

Meet with Economic Development Director for eligibility, review program requirements, and schedule application submission.

2

Application Submittal

Submit *complete* applications to the Economic Development Director at cbrockway@fhgov.com or direct mail to Farmington Hills City Hall.

3

Board Review & Decision

A completed application will be placed on the next meeting agenda. The applicant must be present to provide project information and answer questions.

4

Construction & Project Tracking

The awarded grant recipient must obtain 3 written quotes for all site improvements to be grant funded. All receipts and certificates will need to be submitted to the Economic Development Director.

5

Grant Payout

City Staff and the Authority will verify all completed work to a matching or exceeding amount on the application, then authorize payment. Total dollar amount of the grant shall not exceed 50% of total project cost or other authorized amount.

Activities must comply with the City of Farmington Hills design standards, zoning ordinance, building regulations, and fire code requirements. Eligible activities include acquisition of adjacent property for expansion, ADA compliance items, landscaping and hardscaping, paint, building signage, exterior lighting, parking lot improvements (including resurfacing), and facade upgrades. Ineligible activities include routine or deferred maintenance, repairs or changes mandated by code enforcement, working capital, prior grant work done, and services paid for in trade or completed in-house.

APPLICANT INFORMATION

Please complete and sign the application. Return the completed application to the Farmington Hills Economic Development Director by emailing to cbrockway@fhgov.com or direct mail to Farmington Hills City Hall.

Business Name/Property ID: _____

Name of Owner: _____

Name of Applicant: _____

Mailing Address: _____

Site Address: _____

Phone Number: _____

Email Address _____

Estimated Project Cost: _____

Proposed Start Date: _____

Expected Completion Date: _____

Do you own the building? Yes No

If no, please attach a letter from the property owner expressing their approval of the application for funds pertaining to improvement of the building. Lease terms must have 5 years or more left on the agreement.

By signing this, you recognize that Farmington Hills reserves the right to accept or reject any application based on review of value, need and benefit of the project to the Grand River Authority District, and to award anywhere up to the max grant limits, regardless of the requested amount. Amendments and add-ons will not be considered.

I acknowledge that the information submitted herein is true and accurate to the best of my ability. I have read and understand the terms, conditions, and guidelines. I acknowledge that the program requires that the project must meet current Building and Fire Code requirements of the City of Farmington Hills. I understand that funding may be withheld if I do not comply with the said terms and conditions of the Site Improvement Grant Program.

Name

Date

CHECKLIST

- Must be located in Farmington Hills Grand River Corridor Improvement Authority district.
- Property must be up to date on all taxes and governmental fees.
- Property must not have any outstanding code violations.
- Build-outs specific to the new tenant recruitment. Preparation items (i.e. electrical, plumbing, mechanical, and shell improvements) related to readying the site for leasing will not be considered.
- Must support the goals and objectives of the Authority.
- All items purchased or installed must be permanent trade fixtures. Items that can be picked up and moved (i.e. furniture, fixtures, and inventory) do not qualify.
- Must be defined as a project, not an ongoing improvement. Work that has already been completed is not eligible.
- Plans for improvement must comply with the Farmington Hills plan review process and ordinances.
- Businesses eligible for one grant per fiscal year only.
- Must comply with Farmington Hills purchasing policies. All contracts are required to be "by and between" the contractor(s) and the business/property owner. Work must be conducted by the licensed and insured workers. Three written quotes *must* be given to the Authority for all project work.
- Attached presentation with a brief project and company description, investment amount, visual rendering or example of the project, number of job creation, examples of matching authority/district goals, and any additional supporting materials.