

124 West Huron Road  
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## City of Au Gres

### Tax Increment Finance Authority

### ***\$10,000 Commercial Property Improvement Grant Application***

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone Number (Business): \_\_\_\_\_ (Applicant): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

***Description of proposed improvements (Including design and/or architectural elements to be used)***

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*(Attach additional pages as necessary)*

***Estimated Total Cost of Proposed Improvements: \_\_\_\_\_***

***The following information must be included with this application:***

- ***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 the property owner stating approval of the application for assistance and proposed improvements.***

## ***Agreement and Signature***

By submitting this application, I (we):

- Affirm the information provided herein is true and accurate to the best of my (our) knowledge and
- Acknowledge that I (we) have read and understood the terms and conditions of the City of Au Gres TIFA \$10,000 Commercial Property Improvement Grant.
- Understand that no work performed prior to the TIFA approval may be included in the project application.
- Understand that if my (our) application is approved that I (we) will be required to sign a Commercial Property Grant Agreement prior to commencement of work on the proposed project.
- Allow any photos, renderings, or descriptions of the work to be performed on said project to be used by the City of Au Gres TIFA for promotional purposes.
- Understand that this application and all supporting documentation are subject to the Freedom of Information Act (FOIA).

Applicant Name: (Print) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Name: (Print) \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***City of Au Gres***  
***Tax Increment Finance Authority***  
***\$10,000 Commercial Property Improvement Grant***

**Purpose**

The City of Au Gres Tax Increment Finance Authority Commercial Property Improvement Grant is to encourage private investment by providing an incentive for commercial property owners and businesses to make building improvements. The grant can be used for interior, exterior, and signage upgrades.

**Eligible Applicants/Properties**

The City of Au Gres Tax Increment Finance Authority (TIFA) Commercial Property Improvement Grant is available to:

Commercial property owners or lease holders of existing retail businesses within the City of Au Gres TIFA district or building owners who want to improve their building prior to securing a tenant.

- Business must maintain regular business hours, at least 24 hours/week.
- Retail Business preferred.
- Professional services will be considered.
- Tax exempt properties are not program eligible.

**Program Funding**

The City of Au Gres TIFA Board will allocate funds each fiscal year, commencing July 1st, for the \$10,000 Commercial Property Improvement Program.

- Funds are for Repair/Rehabilitation projects – a 1:1 matching grant up to a maximum of \$10,000.00 for eligible expenses is available per business.
- A minimum of grant award of \$1,000.00 applies.
- A maximum of \$2,000.00 of grant funds may be used for signage.

- All project work must be pre-approved by TIFA before funding.
- Commercial Property Improvement Grant available to each TIFA property every three years starting from date of previous grant reimbursement.

## **Application and Funding Award Process**

Interested applicants must submit their application and supporting documentation to the City of Au Gres Zoning Administrator by 5:00 pm March 31<sup>st</sup> for the following fiscal year grant consideration. The TIFA Grant Review Committee will evaluate all completed grants and make recommendations to the City of Au Gres TIFA Board at the TIFA Spring meeting for final grant decisions.

***In addition to the completed Commercial Property Improvement Grant Application, the following information must be included with all funding requests:***

- ***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 the property owner stating approval of the application for assistance and proposed improvements.***

### **Incomplete Applications will not be reviewed**

All grantees will be required to sign an agreement that guarantees the maintenance and preservation improvements for a period of five years.

The TIFA Grant Review Committee will meet to study the proposals and may request additional or clarifying information in support of any application. The TIFA Grant Review Committee is solely responsible for the recommendation of all applications to the City of Au Gres TIFA Board. The review committee shall consist of one member each from the City of Au Gres City Council, Planning Commission, and TIFA Board. The City of Au Gres Zoning Administrator will be a non-voting member. The TIFA Board, upon review, may send the proposal back to the applicant with requests for modification.

Applicants will be notified in writing of their acceptance or rejection of the proposal.

A Commercial Property Improvement Grant Agreement shall be executed by the TIFA Board and the applicant for all approved applications

Upon execution of the Commercial Property Improvement Grant Agreement, work on the project may commence.

## **Project Reimbursement**

When the project is finished and “Before” and “After” pictures are submitted, the City of Au Gres Zoning Administrator will verify work has been completed as specified in the grant application.

When the project is verified as completed the grant applicant must submit copies of “Paid in Full” invoices and paid receipts along with all corresponding cancelled checks, credit card payments, or other payment documentation for each contractor or supplier to whom they have made payment, along with an itemized statement of the total cost of the project signed by the applicant. Prior to reimbursement all documentation for payment must be provided at one time to the City of Au Gres TIFA for payout.

Proof that the improvements have passed any local or state building code or safety requirement may be requested before payment.

Reimbursement will be made in one lump sum after the completion of all project work and City of Au Gres’s Zoning Administrator’s approval.

All work must be completed and all required documentation submitted for reimbursement before June 30<sup>th</sup> 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. Reimbursement may be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work.

## **Eligible Exterior Projects**

- Restoration or enhancements of front and rear building facades.
- Improvements to side facades that are clearly visible from a public street, sidewalk, or alley.
- Installation or repair of porches, decks, railings that are utilized by the public. Must meet ADA compliance.
- Sidewalk/walkway repairs if necessary for ADA compliance.
- Enhanced front entryways, including reconstruction of entry vestibules or doors to improve accessibility and appearance.
- Painting, brick/mortar joint repair, or siding repair.

- Window and/or door repair/replacement for ADA compliance and/or emergency egress.
- Construction of permanent outdoor seating areas when located in the front or side yard and visible to the public.
- Associated hardscape elements such as decorative paving, planters, landscape planting beds, or shade structures. (Non-plant materials)

### **Eligible Interior Projects**

- Any non-removable, interior building improvements such as flooring, wall covering, painting, mill work, light fixtures, and ADA compliant bathrooms.
- Does not include shelving, furnishings, fixtures, display cases, and counters.
- New/upgraded HVAC, electrical, and plumbing.

### **Ineligible activities**

- Property acquisition, mortgage, land contract, or financing of loans.
  - Permit fees for a building permit, sign permit, and/or other construction permits.
  - Appraiser, attorney, or accounting 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 Commercial Property Improvement Grant.
- Grant awards are not transferable.

### **General Requirements**

- Applicant is responsible for ensuring that contractors performing work are properly insured and licensed.
- All project work must be pre-approved by TIFA before funding.
- Any changes to the originally scope of work must approved in writing by the TIFA Board prior to construction or installation.
- All work must be performed in accordance with all applicable local, county, state, and federal codes.
- Applicant is responsible for all construction management during project including relationships with contractors or suppliers.
- Code deficiencies or violations related to the work being performed in connection with the Commercial Property 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)

### **Program Amendments**

The City of Au Gres TIFA Board 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 Au Gres TIFA Board.

