



SITE IMPROVEMENT GRANT APPLICATION

BUILDING NAME: _____

NAME OF OWNER: _____

CORPORATION NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE: (_____) _____ - _____ FACSIMILE: (_____) _____ - _____

EMAIL ADDRESS: _____

APPLICATION IS FOR: \$ _____ (minimum of \$5,000 – maximum of \$30,000)
(must be matched dollar for dollar by the applicant)

DATE OF ANTICIPATED START OF PROJECT: _____ / _____ / _____
(project must be completed within 120 days of grant approval)

I, _____ hereby submit this application for site improvement grant funding to the Auburn Hills Tax Increment Finance Authority, and by affixing my signature below, represent that I am authorized to do so as owner of the building. Furthermore, I have read the terms and conditions for funding as stated herein and agree to abide by said terms and conditions with the knowledge that funding may be withheld if I do not comply.

SIGNED: _____

TODAY'S DATE: _____ / _____ / _____

PROJECT DESCRIPTION:

Please describe the project (attach inventories, spec or cut sheets, drawings, plans, plant lists if applicable, etc.). Include location(s) of work to be performed. Continue on a separate sheet if necessary.

Please state the purpose and objectives of this site improvement project in the space provided.

In the space provided, please describe the project's short and long term impact on the City of Auburn Hills.

Please add any other information in the space provided that you feel is significant to the project and may differentiate and/or give your application greater consideration over another.

Please attach scaled drawings and a minimum of three (3) competitive quotes for your project. These are **mandatory** in order to make application for funding to the Tax Increment Finance Authority.

ADDITIONAL COMMENTS (if any):

APPLICATIONS SHALL BE MAILED TO:

Auburn Hills Tax Increment Finance Authority

Attn: Site Improvement Grant
1827 North Squirrel Road
Auburn Hills, Michigan 48326

Questions may be directed to: Brandon Skopek – Assistant to the City Manager and
Executive Director of the Auburn Hills TIFA
Office: 248.364.6806 E-mail: bskopek@auburnhills.org



SITE IMPROVEMENT GRANT GUIDELINES

1. The building at which the work is to be performed must be located within the boundaries of a TIFA District in the City of Auburn Hills. The boundaries are subject to change. No projects outside of this area will be considered.
2. Grants are awarded on a dollar-for-dollar matching basis. The minimum grant application considered is for \$5,000 (50% of a \$10,000 improvement project) up to a maximum grant of \$30,000.
3. Build-outs specific to new tenant recruitment will be given consideration. Preparation items such as electrical, plumbing, mechanical, and shell (white box) improvements and the like related to readying the site for leasing shall not be considered. Highest consideration will be given to those applications that support the goals and objectives of the TIFA Board. Grants will not pay for items that can be picked up and moved; such as furniture, fixtures, inventory, and the like.
4. Applications will be accepted throughout the year on an availability basis. Applicants will be notified within 60 days from the date of a complete submission with an approval or denial. Requests submitted after funding is no longer available for that year will be considered again the following year at the request of the applicant.
5. Plans may include, but are not limited to: trees, shrubs, perennials, site furnishings, signage, façade improvements, and various other items deemed appropriate by the review committee where it is determined that funding will support the goals and objectives of the TIF development plan.
 - No stone, white marble chips, plastic edging or plastic weed block is permitted
 - Estimates must include a two-year guarantee on trees and shrubs
 - All mulch must be double hard wood shredded and no beauty bark (colors)
6. The improvement must be a defined project, not part of something ongoing. No grant will be awarded for work already completed.
7. In-house labor will not be considered as a cost covered by a Site Improvement Grant.
8. All landscape and/or construction plans must be approved/sealed by a registered architect.
9. Grants are generally provided to building owners only. Proof of ownership shall be required. However, funding may be granted as it applies to number three (3) above whereby the tenant is in fact responsible for the costs associated with the build-out.
10. The Board, at its sole discretion, may award more than one grant to the same applicant as long as the property for which the funds are used are separate and distinct. The Board shall award only one grant per property. The only exception is if a building owner has received a grant for their building and a then a qualifying tenant makes application within that same building. Such award shall be at the sole discretion of the Board of Directors.

11. Grant applications are reviewed by the Tax Increment Finance Authority Board of Directors with appropriate staff. Grant applications must include the following materials to be considered by the TIFA Board of Directors:
 - All plans must be well thought out, accurately drawn, and planned for professional installation.
 - Landscape plans shall be scaled to one of the following: 1" = 4', 1" = 8', 1" = 10', 1" = 20'
 - A minimum of three (3) competitive quotes must be submitted by qualified contractors.All materials and quantities must be consistent between bids. The TIFA reserves the right to seek quotes for the work if it deems that it is in its best interest.
 - All grants must be matched dollar for dollar by the applicant/owner.
 - A check for the grant amount will be issued to the Contractor by the TIFA upon completion of the improvement, but in no case shall it exceed 50% of the total project cost, regardless of the amount approved.
 - Permits as required by local and/or other laws are the responsibility of the applicant.
12. The TIFA reserves the right to accept or reject any application based on a review of the value, need and benefit of the project to the TIF District, and to award an amount anywhere between the minimum and maximum grant limits, regardless of the requested amount. One grant will be awarded. Amendments/add-ons will not be considered.
13. All contracts are required to be *by and between* the Contractor(s) and the property owner.
14. Where applicable, contractors shall be appropriately licensed and deemed "in good standing" by the Board of Directors. Verification will be made utilizing the State of Michigan website. It is the responsibility of the applicant to provide the TIFA with three (3) legitimate and verifiable quotes. All quotes shall utilize a similar format so that staff may easily verify that they are comparing equal and/or similar materials and labor for the project.
15. Applicants shall be required to comply with City purchasing rules.
16. Only a TIFA-provided application will be accepted and must be completed in ink or typewritten.
17. No grant will be awarded to a Landlord or Tenant in any case where outstanding and/or delinquent taxes, assessments or utility bills are due to the City or County. If requested, proof of payment will be required.
18. Grants are due fourteen (14) days prior to the date of the TIFA Board meeting for which review is being requested. The TIFA Board does not necessarily meet every month, therefore, be sure to plan ahead. As indicated in 4 above, the staff and Board has up to sixty (60) days to review the application materials and provide a response.

Revised: July 31, 2009

Revised: March 9, 2010

Revised: September 20, 2010

Revised: October 5, 2015

Revised: October 3, 2016

Revised: December 11, 2017