Madison Heights Downtown Development Authority
"Refresh the Block" Renovation/Buildout Grant Program
Guidelines & Application

Program Goal & Description: The City of Madison Heights Downtown Development Authority (DDA) "Refresh the Block" Grant Program is intended to support significant customer-facing interior buildouts or renovations that materially improve a business. Subject to funding availability, the DDA may approve and provide reimbursement of up to 50% of the costs of eligible improvements to downtown area properties up to $10,000.

Applicant & Project Eligibility: Property owners and/or businesses meeting all the following requirements are eligible to apply for the Business Improvement Grant:

- The business must be organized and operated as a for-profit business.
- The applicant must be an owner, officer, manager, authorized member, or designated representative of the business.
- The building shall be located within the Madison Heights DDA District (see map).
- The proposed business use must be permitted at the location and capable of obtaining all required permits, licenses, inspections, certificates, and approvals necessary for lawful operation.
- The project must be consistent with the purpose and intent of the grant program.
- Property/Business owners are limited to one (1) grant per parcel within a five (5) year period.
- Property owners must be in compliance with all City Ordinances and current on all taxes and utilities.
- The project must be consistent with the purpose and intent of the grant program.

Ineligible Businesses & Uses: The following are not eligible for the Business Improvement Grant:

- Child Family Day Care Homes
- Contractor's Offices
- Essential Public Utility Services
- Financial Institutions
- Professional Services Offices (ex. Real estate, legal, finance, accounting, and insurance office uses).
- Hair Salons/Barbers
- Medical services or offices
- Foster Care Family Home
- Auto sales, repair, or services
- Nonprofit organizations
- Liquor stores
- Gas Stations
- Smoke shops and vape shops
- Religious institutions and places of worship
- Private clubs and membership-only facilities
- Government offices and public agencies

- Mobile, temporary, seasonal, kiosk, and pop-up businesses
- Residential or live-work uses
- Existing downtown Madison Heights businesses seeking improvements at their current location.
- Businesses or uses determined by the City to be inconsistent with the purpose and intent of the Program.

Eligible Improvements and Expenses: The project must consist of interior buildout and physical improvements to the commercial space. Furniture, fixtures, and equipment may not be included for reimbursement. Reimbursement is limited to the following eligible expense categories:

- Electrical: Wiring, electrical panels, outlets, system upgrades, and related electrical improvements.
- Plumbing: Plumbing fixtures, piping, connections, system improvements, and related work.
- HVAC: Heating, ventilation, air-conditioning systems, ductwork, and related improvements.
- Lighting: Fixed interior or exterior lighting and hard-wired lighting systems.
- ADA Compliance: Accessibility-related improvements to the commercial space.
- Flooring: Installation or replacement of commercial flooring and floor finishes.
- Drywall, Walls, and Partitions: Installation, modification, or improvement to interior wall or partitions.
- Windows and Doors: Commercial-grade installation or replacement of windows and doors.
- Masonry: Brick, stone, and similar permanent interior finishes.
- Ceilings: Drop ceilings, architectural ceilings, and related permanent improvements.
- Carpentry: Built-in shelving, counters, cabinetry, millwork, and similar permanent improvements.
- Life Safety Systems: Fire alarms, fire sprinklers, and other required life-safety improvements.
- Bathrooms: Installation, renovation, expansion, or improvement of commercial restroom facilities.

General Expense Requirements: To be eligible for reimbursement, an expense must:

- fall within one of the approved eligible expense categories
- be included in the approved scope of work and project budget
- be incurred after execution of the grant agreement
- comply with applicable permitting and inspection requirements, where required; and be supported by invoices, receipts, proof of payment, or other documentation necessary to verify the expense.

Design Guidelines: All plans, construction, installation, and demolition must adhere to all City of Madison Heights Ordinances, and the Michigan Building Code. Project designs must be congruent with the DDA's Design Guidelines.

Application Submission Deadline: Applications will be accepted on an ongoing basis. Only complete applications will be accepted.

Approval Criteria: Applications will be considered on a first-come first-served basis and approval of applications shall be based on the availability of funds. The DDA Board uses discretion in awarding these grants and reserved the right not to approve any application for any reason. Funding priorities for this grant include:

- Currently vacant spaces.
- Bsuinesses that fill a demonstrated market gap.
- Concepts that are likely to generate regular foot traffic in the district.
- Evening/weekend activity
- Quality storefront presence and compatibility with neighboring uses
- Business experience and financial feasibility.

How to Apply & Approval Process: Contact the Madison Heights DDA by calling the Community Development Department at 248-583-0831, to discuss your project. The process for grant consideration is as follows:

1. Submit your complete application and include the following information:
    - Completed grant application
    - Project description
    - Itemized scope of work
    - Project budget
    - Contractor proposal(s) or estimate(s)
    - Photographs of current interior conditions
    - Floor plan, layout, or sketch of proposed improvements
    - Plans, renderings, specifications, product information, or other supporting materials, as applicable
    - Lease agreement or proof of property ownership
    - Property owner or landlord authorization, when applicable
    - Any additional documentation reasonably requested by the City The City may request additional estimates or supporting documentation when necessary to evaluate the proposed project and anticipated costs.

2. Staff Review. Application is reviewed for completeness and compliance with local ordinances by the DDA Director to verify location, vacancy, use and compliance.

3. Economic Vitality Recommendation & DDA Board Consideration. Application is then sent to the Economic Vitality Committee for review & recommendation. This recommendation and any requested revisions are provided to the applicant and included in the agenda item presented to the full DDA board meeting for consideration.

4. DDA Board Consideration. DDA board members will consider an application at a meeting open to the public and either approve, deny, or send the application back for revisions. Applicants are encouraged to attend this meeting to answer any questions.

5. Grant Agreement is Fully Executed. Any work begun prior to the full execution of the grant agreement for the project is ineligible for reimbursement. The Grant Agreement establishes the approved scope of work, project budget and maximum grant award.

Project Requirements: Following execution of the grant agreement, construction must begin within 180 days, and the project must be completed within 12 months. All permits, inspections, licenses and approvals must be obtained, and the project will only be eligible for reimbursement once it has obtained a Certificate of Occupancy from the Madison Heights Building Department and a Business License from the City Clerk. The applicant must keep the DDA aware of significant project delays. The DDA board may approve requested project extensions, on a case-by-case basis where warranted. Expenses, improvements, or purchases that were not included in the approved project are not eligible for reimbursement.

Reimbursement: A project will be considered completed and eligible for reimbursement after all permits have approved final inspections and the business has obtained a certificate of occupancy and business license. Following project completion, businesses must submit a reimbursement request including all necessary reimbursement documentation including:

- Final invoices
- Receipts
- Proof of payment
- Any other documentation reasonably necessary to verify eligible expenses.

Commercial Plaza Limits

No more than (3) Business Improvement grants may be awarded within the same commercial plaza in a (5) year period. Please refer to the Business Improvement Grant map to view the status and location of projects.

Madison Heights Downtown Development Authority
Business Improvement Grant Program
Application

Business Name: _____

Business Contact Person: _____

Mailing Address: _____

Business Phone Number: _____

Building Address: _____

Building Owner: _____

Building Owner's Address: _____

Building Owner's Phone Number: _____

Total Grant Amount Requested: _____

Total Investment by Applicant: _____

1. Please briefly describe your business, including its products and services and a brief history of operations.

2. Please list any previous experience you have with starting or running a business.

3. Why are you interested in locating or expanding your business in downtown Madison Heights?

4. How will this Grant encourage the growth of your business?

5. How will grant approval help activate vacant or underutilized commercial space in the DDA area?

6. How does your business add to the diversity of businesses within Downtown Madison Heights?

7. If you are awarded funding, how will you cover renovation/ buildout costs until grant reimbursement is issued?

Budget Summary: 3rd Party costs estimates and other documentation described below are required for consideration. Provide a summary of the project budget and costs for each 3rd party cost below. Add additional lines or attach a summary budget separately if needed.

Contractor/Vendor	Description	Cost
	Total Project Costs	

Required Attachments to be included with this application:

- Completed grant application including answers to a narrative questions and complete Budget Summary including all contractors for the project.
- Provide all contractor proposals/estimates and corresponding signed Non-Collusion Affidavit. All proposals/estimates must include itemized scopes of work.
- Photographs of current interior conditions.
- Floor plan, layout, or sketch of proposed improvements.
- Plans, renderings, specifications, product info, or other supporting materials, as applicable.
- Lease agreement or proof of property ownership.
- For business tenants, provide a signed Owner Authorization Form from property owner (see last page of this document).
- EIN/Form SS4
- Any additional documentation reasonably requested by the City The City may request additional supporting documentation when necessary to evaluate the proposed project and anticipated costs.

Please submit all documentation in person at Community & Economic Development Office Madison Heights City Hall, 300 W 13 Mile Rd, Madison Heights, MI 48071 or via email gtucker@madisonheightsmi.gov

Please call 248-583-0831 if you have any questions.

The Undersigned Applicant Affirms and Understands That:

- The information submitted herein is true and accurate to the best of my knowledge, and I understand that any intentional misrepresentation disqualifies my business from this grant.
- I have read and understand the Business Improvement Grant Program Guidelines and agree to abide by these conditions.
- I understand that I am not guaranteed funding through this program.
- I understand that any award is based on actual receipts submitted, and that all grant funds awarded are reimbursements for eligible expenses.
- I understand that grant funding approval from the DDA does not constitute application or approval for a City of Madison Heights building permits, certificate of occupancy or business licensing require of all new businesses in Madison Heights.
- I understand that any work that has begun prior to the Grant Agreement being fully executed are ineligible for reimbursement.
- I understand that any project activities beyond the scope of work approved by the DDA board are ineligible for reimbursement.

Applicant Signatures:

_____ Date_____

Madison Heights Downtown Development Authority

Business Improvement Grant Application

Owner Authorization Form
Owner Authorization for Tenant to Carry Out Business Improvement Project.

I _____ hereby authorize _____ to carry out improvements as specified in the accompanying Business Improvement Grant Application Form, on my property located at _____ which is in the Madison Heights Downtown Development Authority District.

I also agree to hold harmless & indemnify the Madison Heights DDA, its Board, staff, and the City of Madison Heights in the event of property damage or physical injury as a result of working on the aforementioned project.

Property Owner Signature _____ Date _____

Witness _____ Date _____

Notary _____ Date _____