

# Grant Improvement Program

## Applicant Checklist

- \_\_\_ 1. Obtain and review application and program description. All forms can be obtained from the DDA website: [www.AllenParkDowntown.com](http://www.AllenParkDowntown.com).
- \_\_\_ 2. Choose and meet with your architect to discuss proposed project. Plans must comply with the *Building Design Standards*.
- \_\_\_ 3. Complete design drawings and/or description of the project.
- \_\_\_ 4. Review design plans with City of Allen Park Building Inspector to make certain the plans comply with building and fire codes. Obtain required permits and approval of any variances that are needed.
- \_\_\_ 5. After design drawings are accepted by Building Inspector, request bids on the project. At least three (3) bids are required. Allen Park businesses are recommended. A 10% variance will be given to Allen Park businesses used.
- \_\_\_ 6. Provide name of legal owner and proof of ownership of property (i.e. Deed). Applicant shall disclose the applicant's property interests (i.e. threshold interest).
- \_\_\_ 7. Submit completed application along with all attachments and contractor bids to DDA's Executive Director or Grant Committee member. The DDA Grant Committee will review all applications and notify applicant when the project will be presented to the Board of Directors for approval. Applicant's attendance is not required.
- \_\_\_ 8. Project must be completed within six (6) months from date of approval. A review of the project will occur three (3) months after date of approval. A three (3) month extension may be granted but, in any event, the project must be completed within six (6) months from beginning of construction or upon expiration of building permits, whichever occurs first.
- \_\_\_ 9. Notify the DDA Director or Grant Committee of any changes before changes occur. DDA approval must be received before project can continue. If you pursue changes without approval, you will be disqualified from the program and will forfeit your right to reimbursement.
- \_\_\_ 10. Inform the DDA when project is complete. Arrange for final inspection with the Building Department.
- \_\_\_ 11. Submit: 1) waivers of lien from each contractor, 2) copies of paid invoices, and 3) canceled checks to DDA. Add DDA to insurance as additional insured and furnish proof of insurance.
- \_\_\_ 12. Submit signed original: 1) Easement Agreement, 2) Memorandum of Easement, and 3) IRS Form W-9 prior to reimbursement. Property owner, if different from the applicant, must sign easement and memorandum.