

# FIRE SUPPRESSION GRANT, PILOT PROGRAM

FOR OFFICE USE ONLY:

**COMMUNITY  
DEVELOPMENT**

DATE RECEIVED:	AMOUNT REQUESTED:
DATE REVIEWED:	PLANNED EDA MEETING:

**PROPERTY OWNER INFORMATION**  Check if Applicant

Name: \_\_\_\_\_ Year Purchased: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**BUSINESS INFORMATION**  Check if Applicant

Business Name: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Type of Business/Businesses in the Building: \_\_\_\_\_  
\_\_\_\_\_

If Leased, Lease Expiration Date \_\_\_\_\_ Renewal Term \_\_\_\_\_

Check the appropriate type of ownership:

- The business owns the property  The business leases the property

**PROJECT INFORMATION**

Describe the proposed scope of work to be completed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Improvements: \_\_\_\_\_

Have you engaged the services of a Contractor, Designer, or Architect:

Yes  No

If so, which services have you engaged: \_\_\_\_\_

Estimated time needed for the completion of the project: \_\_\_\_\_

## APPLICATION PROCESS

### 1. The following documents must accompany a completed application:

- a. A complete application sent to the attention of the Columbia Heights Economic Development Authority at the following location: 590 40th Ave NE, Columbia Heights, MN 55421
- b. Proof of ownership or signed letter from the property owner acknowledging the scope of work and giving the renter permission to apply for the grant and to complete the proposed work.
- c. A detailed scope of work
- d. Electronic copy of drawings or designs
- e. Submit 2 or more competitive proposals from licensed and bonded contractors. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive detailed estimate may be used. Contractors cannot be changed unless new proposals have been submitted and approved by the EDA.
- f. Other supporting documents may be requested by staff or the EDA.

### 2. Applications will be open and accepted until the initial allocation of funding is exhausted.

### 3. Upon the Receipt of a complete application Community Development staff will review the planned project with the building official and fire department prior to bringing it before the EDA. During the review staff may request more information or documents related to the project.

### 4. After the EDA's decision applicants will be notified via email correspondence. A Grant Agreement must be approved and signed before commencement of any improvements.

### 5. Once the Grant Agreement is executed the Recipient of the grant, may begin the project improvements, the Grantee is responsible for obtaining all necessary permits and inspections throughout the process.

### 6. The grant recipient or its contractor must commence the improvements sixty (60) days after an executed Grant Agreement. The project specified in the agreement must be completed within ten (10) months after the signing of the agreement.

### 7. Once the project is complete, the grant funds will be disbursed for reimbursement to the applicant after all the following pieces of information have been submitted:

- a. Proof of Final Inspection by the Building Official and fire department.
- b. A Copy of the Final Invoice Received from the Contractor.
- c. Before and After Photographs
- d. Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)
- e. Copies of all applicable permits

**APPLICANT ACKNOWLEDGEMENTS**

1. The Applicant shall hold the EDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
2. The Applicant recognizes and agrees that the EDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
3. The Applicant acknowledges that they have read the Fire Suppression Grant, Pilot Program application and guidelines, and understands that if the proposal is approved, they will make the above referenced improvements to the property within the specific time allowed.

The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct, and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.

\_\_\_\_\_  
APPLICANT' S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER' S SIGNATURE

\_\_\_\_\_  
DATE

# PROGRAM OVERVIEW

The Columbia Heights Economic Development Authority (the “EDA”) has created and now offers the **Fire Suppression Grant, Pilot Program** (the “Grant Program”). As part of the City’s Business Retention and Expansion Strategy, the EDA has identified the need to bolster public safety and improve the commercial stock within the city. Setting out to encourage the revitalization, rehabilitation, and restoration of older, underutilized commercial spaces within the City of Columbia Heights (the “City”). Many of the older commercial structures throughout the city lack basic fire suppression systems or infrastructure for said systems. As new businesses seek to develop in the city, they are limited by code requirements for the instillation of fire suppression systems. These improvements are very costly making it difficult for small business to enter and utilize many of the City’s older and smaller commercial spaces. The Fire Suppression Grant, Pilot Program seeks to assist businesses and property owners in partially alleviating the costs of installing fire suppression systems. This program, being initiated by the Community Development Department shall be a pilot program for the remainder of 2022 and 2023

The Grant Program reimburses businesses, tenants, or property owners for eligible improvements up to **fifty percent (50%)** of the total project cost; for a **maximum reimbursement of \$30,000**. The applicant is reimbursed once the improvements are completed in accordance with program guidelines. The building or business owner must apply for, be approved for, and sign a grant agreement before doing the work in order to receive the grant.

## ELIGIBLE APPLICANTS

- Applicants must be an owner or a tenant, with approval from the property owner(s), of a commercial or industrial property, or a 501(c)(3) organization in the City of Columbia Heights (the “City”) located along 37<sup>th</sup> Avenue NE, 37<sup>th</sup> Place NE, 40<sup>th</sup> Avenue NE, University Avenue NE, or Central Avenue NE between 37<sup>th</sup> and 53<sup>rd</sup> Avenue NE.
- Applicants must be in good standing with the City, including but not limited to, legally operating with proper licensure; and current on property taxes, utility bills, and special assessments.
- No new construction will be considered under this program.
- The use of the building must be commercial or mixed-use

## ELIGIBLE IMPROVEMENTS

Fire safety improvements must be completed by a licensed contractor and comply with all permitting and inspection requirements:

- Design & Engineering costs directly associated to the fire sprinkler system installation
- Construction and instillation of a fire line from the main water line to the building
- Fire sprinkler system equipment/installation
- Associated fire alarm systems/installation in conjunction to a fire sprinkler system

Please note: Labor costs of a contractor, including necessary design work are eligible costs for reimbursement but cannot exceed 10% of the construction costs.

## Required Application Documents

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  - i. Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)
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## **ADDITIONAL REQUIREMENTS**

- Grants will only be awarded for projects that lead to the installation of a complete fully functioning fire suppression system. Installation of a main line attachment without an immediate plan for the installation of a fire suppression system is also prohibited.
- If costs exceed the original estimates or exceed the maximum of the program, the property owner or tenant will be responsible for the full amount of the excess. The EDA cannot reimburse more than the total amount specified in the Agreement.
- Any work commenced prior to the signing of the GRANT Agreement will not be eligible for reimbursement funding.