

CITY OF KEEGO HARBOR

Tax Increment Finance Authority Site Improvement Grant

TIFA Approved: June 10, 2025
City Council Approved: June 19, 2025
Revision Date: N/A



City of Keego Harbor – TIFA Site and Façade Improvement Grant Program

FY 2025 Guidelines and Application Packet

Program Overview

The Keego Harbor Tax Increment Finance Authority (TIFA) Site and Facade Improvement Grant Program is designed to encourage and further assist private investment that contributes to the physical revitalization and long-term economic sustainability of Keego Harbor's commercial corridor. By providing matching grant funds, the program aims to stimulate high-quality exterior improvements that enhance curb appeal, promote walkability, public art initiatives, support small business retention, and attract new investment to the community.

This grant is available to eligible property and business owners within the boundaries of the Keego Harbor TIFA District and focuses on improvements that are visible from public rights-of-way. Examples include facade upgrades, signage enhancements, accessibility improvements, site landscaping, lighting, and public art or mural installations. These upgrades are intended to reinforce a cohesive and inviting streetscape, contribute to community pride, and improve the overall perception of Keego Harbor as a vibrant place to live, work, and visit.

The grant acceptance period begins each year on July 1, in alignment with the start of the City's fiscal year. Applications are accepted on a rolling basis until the annual allocation is exhausted. Each application will be reviewed by TIFA staff and board members based on project readiness, visual impact, design quality, consistency with community goals and plans, and the applicant's financial commitment to the project.

Through this program, the Keego Harbor TIFA seeks to partner with property owners and business stakeholders to create a more attractive, economically vibrant, and pedestrian-friendly commercial environment.

Grant Details

- Maximum Grant Amount: \$10,000
- Matching Requirement: 50% reimbursement
- Minimum Total Project Cost: \$2,000
- One grant per property every two fiscal years
- Project completion required within 6 months of award
- Reimbursement is based on paid invoices after project completion
- Grant funding is limited to available funds annually

Examples of Eligible Improvements

- Façade repairs, painting, or replacement of siding materials
- Restoration or replacement of windows and doors
- New or improved signage (must meet zoning regulations)
- Lighting improvements attached to the exterior
- Installation of awnings or canopies
- Masonry repair, tuckpointing, or cleaning
- Public art installations or murals
- ADA accessibility improvements (e.g., ramps, handrails)
- Landscaping improvements including planters, shrubs, and decorative fencing
- Streetscape elements such as benches or decorative trash receptacles

Ineligible Expenses

- Indoor furniture, equipment, or inventory
- Improvements not visible from the public right-of-way
- In-kind labor or services
- Routine maintenance or cleaning only
- Temporary signage or seasonal displays
- Work completed prior to grant approval

Application and Review Process

1. Submit a complete application to the Keego Harbor TIFA.
2. Staff will review for eligibility and completeness.
3. At the next TIFA Board meeting following receipt of a completed application, the Board will evaluate the application based on criteria such as visual impact, consistency with community design goals, and readiness to proceed.
4. Awardees will be notified within 60 days of a complete application submission.
5. All work must be completed within 6 months of grant approval.
6. Submit paid invoices, photos of completed work, and W-9 to receive reimbursement.
7. The TIFA may inspect completed work before reimbursement is issued.

GRANT REQUIREMENTS

- Property must be located within the Keego Harbor TIFA district (see attached Map)
- Work must be performed by licensed and insured contractors
- All necessary permits must be secured by the applicant
- A minimum of two quotes must be submitted with the grant application
- Improvements must be maintained for at least five years
- Proof of ownership or lease with owner's permission is required
- No outstanding property taxes or utility bills may be owed

REQUIRED APPLICATION MATERIALS

- Completed Application Form
- Narrative project description and objectives
- Photos of current property conditions
- Drawings/renderings or plans of proposed work
- Minimum two (2) quotes for work to be performed
- Proof of property ownership or lease agreement
- Letter of permission from property owner (if tenant applying)
- Proof of property insurance
- Documentation showing current on taxes and utilities

Grant Guidelines

1. The building at which the work is to be performed must be located within the boundaries of The Keego Harbor TIFA District (see attached Map). 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 will be \$2,000 up to a maximum grant of \$10,000.
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 indoor 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

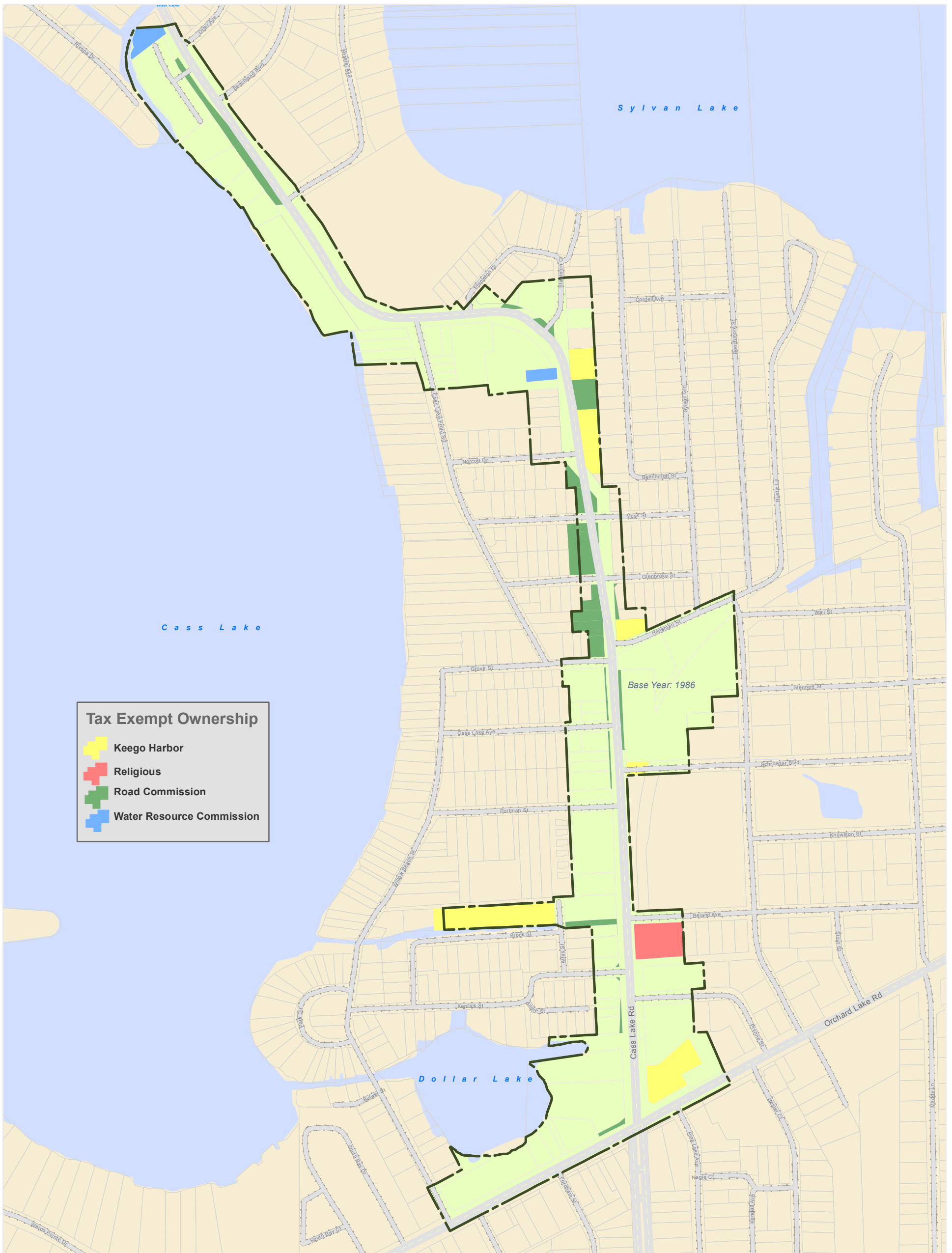
review committee where it is determined that funding will support the goals and objectives of the TIF development plan.

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. 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.
9. 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 TIFA Board of Directors.
10. 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.
 - A minimum of two (2) competitive quotes must be submitted by qualified contractors. All materials and quantities must be consistent between bids.
 - 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.
11. 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.
12. All contracts are required to be by and between the Contractor(s) and the property owner.
13. 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 two (2) 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.

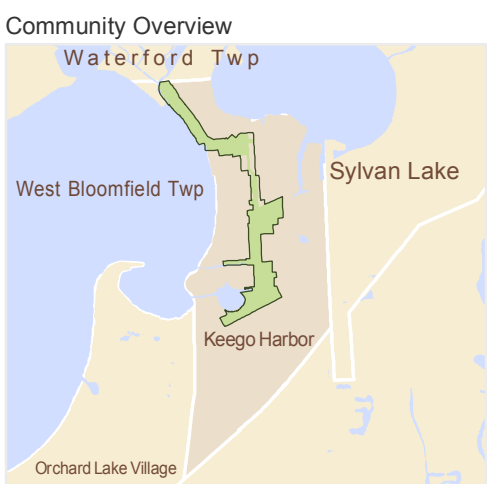
14. Only a TIFA-provided application will be accepted and must be completed in ink or typewritten.
15. No grant will be awarded to a Landlord or Tenant in any case where outstanding and/or delinquent taxes, assessments or utility bills are due to the City or County. If requested, proof of payment will be required.
16. 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.

Map



Tax Exempt Ownership

- Keego Harbor
- Religious
- Road Commission
- Water Resource Commission



**Keego Harbor
Tax Increment Finance Authority
Tax Exempt Parcels**

Contact
2025 Beechmont Keego Harbor, MI 48320
248-682-1930

Statistics
Authority: 43 acres Dev.
Area: 40 acres Millage:
No

Legend

- Authority Boundary
- Development/Capture Area
Area defined in the development plan where TIF capture can occur.



0 250 500 Feet

Map date: April 15, 2015
Created by: Oakland County Planning and Economic Development Services

The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise.

2025 Keego Harbor TIFA Site and Façade Improvement Grant Program Application

BUILDING NAME: _____

NAME OF OWNER: _____

CORPORATION NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

APPLICATION IS FOR: \$ _____

ANTICIPATED START DATE OF PROJECT: ____ / ____ / ____

I, _____ hereby submit this application for site improvement grant funding to the Keego Harbor Tax Increment Finance Authority, and by affixing my signature below, represent that I am authorized to do so as owner of the building, or with proper approvals from the building owner as identified within the grant programmatic requirements/ Furthermore, I have read the terms and conditions for funding as stated herein and agree to abide by said terms and conditions along with all city ordinances, policies and procedures, 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.

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

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

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

In the space provided, please describe the project's short- and long-term goals and the overall impact on the City of Keego Harbor.

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

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.

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

ADDITIONAL COMMENTS:

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

ATTACHMENTS:

Mandatory Attachments

- Scaled Drawings
- Two (2) competitive quotes

Other Attachments to consider

- Inventories
- Spec/Cut Sheets
- Plans
- Plant List
- Artist Renderings

Contact Information

For further information visit:

www.keegoharbor.org

- OR -

2025 Beechmont Street
Keego Harbor, MI 48320

Hours: Monday - Thursday
8:00 AM - 5:00 PM

Phone: 248-682-1930
clerk@keegoharbor.org

