



**TOWN OF SUFFIELD**  
83 Mountain Rd  
Suffield, Connecticut 06078

**Town of Suffield CT - Tax Increment Financing District Matching Grant Program**  
**POLICIES AND PROCEDURES**

**I. Purpose:**

The Suffield Tax Increment Financing (TIF) District Matching Grant Program is an economic development incentive program offered to eligible applicants who own or lease eligible property within the TIF District. The program is intended to strengthen the economic viability of the district, stimulate reinvestment in commercial buildings and facilitate local economic development. To achieve this goal, the Town is providing a financial incentive to property owners and tenants to improve the exterior appearance of their building and make necessary interior renovations that improve the quality of commercial buildings in the TIF District.

The objectives of the program are:

1. To improve the appearance or functionality of eligible properties
2. Encourage patronage of local businesses
3. To provide an incentive to implement town plans
4. To retain existing merchants and services
5. To encourage additional businesses to locate to Suffield
6. To encourage revitalization and enhancement of the Suffield TIF district.

**II. Eligibility**

**A. Eligible Property:**

Any commercial property that resides in the TIF District (Map included)

**B. Eligible Applicant:**

1. Owners of occupied commercial buildings provided that all taxes and liens on the property are current as of the date of the application, and remain current through the project.
2. Tenants, Realtors, representatives of the building owner, provided the owner of the building has given written approval of the proposed work and application for financial assistance through this program and that all town taxes, liens etc. are current.

**C. Inclusions:**

The following types of improvements to the facade of a building, its surrounds, or interior renovations are eligible:

1. Facade Improvements:
  - Exterior paint or finish
  - Cladding or siding enhancements
  - Architectural detailing
  - Awnings or canopies
  - Exterior lighting and fixtures
  - Windows and doors (if part of the facade)
  - Signage
  
2. Entryway Enhancements:
  - Entrance doors and hardware
  - Entry vestibules
  - Exterior lighting near entry points
  - Canopies or overhangs
  - Landscaping around entryways
  
3. Interior Building Improvements:
  - Interior paint or finishes
  - Flooring enhancements
  - Ceiling improvements
  - Lighting upgrades
  - Wall treatments
  - Reception or waiting area furnishings

**D. Exclusions:**

The following items are not eligible for this grant program unless the work is required to bring the building up to Building or Fire Code standards.

1. Paving and Parking Lots: This includes asphalt, concrete, and other materials used for paving parking areas.
2. Roofing: Roof repairs or replacements are excluded, as are any enhancements to roofing materials.
3. HVAC (Heating, Ventilation, and Air Conditioning): Systems related to heating, cooling, and ventilation within the building are excluded.
4. Plumbing: Plumbing repairs or installations, including water supply and drainage systems, are not covered.
5. Electrical: Electrical system upgrades, wiring installations, and related components are not included.

### III. General Grant Conditions

Grant funds are to be matched by a financial contribution from applicants. Applicants are expected to provide 20% of the total costs of the project. The maximum grant amount will be 80% of the total project cost or \$25,000, whichever is less. For example: If the total price of the project is \$31,250.00 it would require \$6,252.00 (20%) from the applicant, and \$25,000.00 (80% Maximum) would be reimbursed by the town.) The cost of the project can be higher but the reimbursement caps out at \$25,000.00 regardless of the total cost.

The final reimbursement amount will be 80% of the lower of the two (2) quotes that have been supplied, however the applicant can choose either contractor to complete the job, the amount will be noted in the Letter of Agreement.

Improvements can be requested by both tenants and owners. Grants cannot be provided to tenants if the owner has already utilized the program to fix the same issue/area and vice versa. Tenants and property owners are encouraged to coordinate improvements in order to avoid a potential funding conflict.

Applicants must verify that there are no code enforcement actions currently active against the building or that work undertaken will mitigate code violations.

Applicants cannot have any connection or financial interest in the contractor selected to perform the proposed improvements so as to create a conflict of interest.

The applicant will have ninety (90) days from the date of final grant approval to begin work on the project or they could risk forfeiting the grant funds unless an extension is granted by the Economic Development Commission.

Grant funds will be released on either a reimbursement basis or can be paid directly to the contractor after work has been completed and verified. (Keep in mind that the town must submit all paperwork for payment and this process can take several weeks before the payout is made, please inform contractors of this delay in payment)

### IV. Application Process

1. A completed application is to be submitted to the Economic Development Department. Only one (1) application can be submitted per business/property owner. Applications must include a current photograph of the property and areas to be improved, drawings of proposed improvements (if applicable), written description of proposed improvements, including materials and colors, and a preliminary estimate of costs based on two (2) quotes attached to the application.
2. The Town will review applications for the eligibility, completeness and planned scope of work. Other eligibility criteria that may be considered include the impact of the project to improve the appearance of the building and surrounding structures; leveraging additional economic activity; and furtherance of the general goals of the Grant Program.

3. The property owner is notified by the Economic Development Specialist of preliminary application acceptance or denial based on meeting the basic eligibility criteria described above.
4. Successful preliminary applications are forwarded to the Economic Development Commission who make the final decision on which projects will be provided grants.
5. No applications will be accepted after the expiration date of 12:00PM September 30<sup>th</sup> 2024.
6. The applicant is notified by the Economic Development Specialist of final application acceptance or denial. If a project is awarded, the notification includes the dollar amount of the grant and a letter of agreement to be executed by the applicant. Applications will be chosen upon submission, first come first served.
7. Applicants are responsible for obtaining all necessary governmental permits, including building permits and Historic District Commission and/or Design Review Board approval as necessary. The Town will authorize reimbursement or payment after completion of the project in accordance with the approved project. The Town will not contract to perform any of the work, but will reimburse the applicant for approved expenses. Satisfactory proof of payment is required for reimbursement. Verification of work and an invoice is required for direct payment. Some projects may require ADA compliance which could result in additional work/cost.
8. All quotes for work must be from Connecticut licensed and fully insured contractors.
9. Staff will be permitted to inspect the project and permits to ensure conformance with the agreed upon project.
10. Applications will be accepted starting July 1<sup>st</sup> 2024 through 12:00PM September 30<sup>th</sup> 2024. Applications can be emailed to [CKuzontkoski@SuffieldCT.GOV](mailto:CKuzontkoski@SuffieldCT.GOV) or turned in at the Town Hall Planning and Zoning Department at 83 Mountain Rd.

**In the case of awarded projects, the following steps are taken:**

1. Review notification: The awardee receives formal notification from the Economic Development Specialist regarding the acceptance of their final application. This notification will indicate whether their project or parts therein have been approved or denied.
2. Grant amount and agreement: If the project is approved the awardee will receive a Letter of Agreement outlining the terms, conditions, requirements, and the granted dollar amount. This agreement serves as a formal contract between the town and the awardee.
3. Review and understanding: The awardee thoroughly reviews the Letter of Agreement to ensure a complete understanding of the terms, obligations, and expectations outlined in the document.

4. Execute the agreement: The awardee signs and executes the Letter of Agreement. This signifies their commitment to fulfilling the requirements of the program and complying with the terms of the grant.
5. Permitting and approvals: The awardee obtains any necessary permits, licenses, and approvals, and ADA compliance from local authorities and relevant regulatory bodies.
6. Implementation: The awardee sets a starting date for the physical implementation of the approved improvements.
7. Documentation: Throughout the project, the awardee keeps detailed records of all expenditures, invoices, and progress of the improvements. Proper documentation is essential for grant compliance and reporting.
8. Quality assurance: The awardee ensures that the improvements are carried out in accordance with the approved plans and specifications.
9. Inspections: The town may conduct inspections to verify that the improvements align with the approved plans and meet the requirements of the program.
10. Completion: Once the improvements are completed, the awardee notifies the town's Economic Development Specialist.
11. Grant disbursement: The town reviews the awardee's documentation and verifies that the improvements have been completed as agreed. Upon satisfactory verification, the grant funds are either reimbursed to the awardee, or paid directly to the contractor. (Keep in mind that the town must submit all paperwork for payment and this process can take several weeks before the payout is made, please inform contractors of this delay in payment)
12. Public recognition: The town may recognize the awardee's completed project through various means, such as press releases, social media, or public events.

#### **V. General Program Guidelines**

Applications will be reviewed and awarded on a first come first served basis, and the funds available. All project work must be completed within 120 days from the start of the work. Extensions may be granted by the Economic Development Commission on a case-by-case basis depending on the project scope and reason for the delay.

By accepting grant funds, the Applicant commits to properly maintain all improvements for a minimum of four (4) years at the Applicant's own cost and expense. Any damage to the improvements are to be repaired immediately by the Applicant so that the building remains in good condition and positively contributes to the business area.

No funds will be granted to any applicant who has outstanding debts to the Town of Suffield including fees, taxes, etc.

## VI. Program Administration

Each grant application will be evaluated in terms of consistency with the improvement program guidelines, the economic feasibility of the request, the availability of program funds and other review criteria as established by the Economic Development Commission.

The Suffield Economic Development Commission reserves the right to amend these regulations as experience may dictate. Such amendments could include, but not be limited to: Match requirements; dollar amount per project available through the program; and/or restructuring of the program from a grant program to a loan program.

The Town reserves the right to terminate this program at any time.

