

City of Ardmore



Fire Suppression Grant Program Guidelines

The City of Ardmore, in its continuing effort to support the development of the downtown district, has created a Fire Suppression Grant Program for all business owners and operators within the designated City Fire Limit District. The Fire Suppression Grant Program was established to encourage economic growth and stimulate private investment. The following information outlines the details of the Fire Suppression Grant Program.

What is the Fire Suppression Grant Program?

The City wishes to encourage and support building and/or business owner investment in the improvement of their existing buildings. The Fire suppression Grant Program is a process where the City will provide 50% reimbursement of the funding for the actual project cost up to a \$12,500.00 maximum, for eligible improvements to the fire suppression systems within buildings in the fire limit district. The applicant is reimbursed once the improvements are completed in accordance with program guidelines. The building or business owner must apply for and be approved for the program before doing the work in order to receive the grant. The following provides the program's criteria for eligibility and the approval process.

Eligible Properties and Applicants

1. At this time, eligibility is limited to any building or structure located within the City's Fire Limit district, as defined by the Ardmore City Ordinance Section 6-5, and shown in the attached maps.
2. Owners or tenants may apply for the fire Suppression grants; however, if applying as a tenant you must have the owner's signature on the application submitted to the City. If a property has more than one owner, all owners are required to sign the application and agreement.

Eligible and Ineligible Improvements

1. Examples of **eligible** improvements for Fire Suppression Grant funding include:
 - a. Installation of an NFPA approved fire suppression system.
 - b. Repair, improvements, or expansion of an NFPA approved fire suppression systems.
 - c. Installation or repair of an approved commercial hood suppression system.

Time Limitations

Fire suppression grant projects must be completed within nine (9) months after the applicant has been notified of approval. A reasonable extension may be granted, based upon the good faith efforts of the applicant, through written notification to the Grant Committee. Funds will not be released to the applicant if the project is not completed within the time period.

Guidelines

1. All applications must include City approved Fire Suppression Plans from an Oklahoma licensed Fire Protection Company.
2. All applications must be submitted, approved and the program agreement executed prior to the beginning of any construction.
3. Rehabilitation of a structure in Ardmore should be considered with respects to the architectural integrity of the building, retaining those elements that enhance the building.
4. All rehabilitation design proposals will meet the zoning, building, historic preservation design guidelines and fire code requirements of the City of Ardmore. All necessary building permits will be obtained.
5. If an application is approved, all documents are executed, all rules are followed, and all work is completed on time, matching funds will be reimbursed for each project at a 1:1 dollar match with a maximum grant of \$12,500.00.

Application Process

Applications for the Fire Suppression Grant Program can be obtained at the City Hall Annex, 15 1st Avenue SE, or online at www.ardmorecity.org. Only completed applications that include all required documentation and information will be accepted. Applications are reviewed by the Grant Committee on a first-come, first-served basis. The Grant Committee will consider the application and determine eligibility. If the application receives approval, the applicant must enter into an agreement with the City of Ardmore.

1. Owner/tenant completes the Application and attaches the following required documentation:
 - City approved fire suppression plans completed by an Oklahoma licensed Fire Protection Company.
 - Project quote, fee proposal, and any other back up documents which support the proposed budget.
 - Owner's permission, if necessary.
 - Certificate of Appropriateness from the Historic Preservation Board (if applicable).

2. Owner/tenant submits the Application to the City of Ardmore, department of Community Development.
3. The Grant Committee will review and approve or disapprove the application. The Grant Committee reserves the right to approve or deny an application based on what is deemed to be in the best interest of the City and the historical preservation of downtown Ardmore. A notification letter will be sent to the applicant stating whether the project has been accepted as described in the application, accepted with conditions, or rejected. If the application is rejected, you may resubmit the application with modifications.
4. The Fire Suppression Grant Agreement must be signed upon approval and prior to beginning any work. Parties in the agreement will be the applicant, building owner (if other than applicant), and the City of Ardmore.
5. ANY CHANGES TO THE APPROVED FIRE SUPPRESSION PLAN MUST BE APPROVED BY THE CITY OF ARDMORE AND RE-SUBMITTED TO THE GRANT COMMITTEE PRIOR TO THE WORK BEING DONE.
6. As a condition of the grant and in consideration of the opportunity to apply for the grant, the applicant consents for the Ardmore City Fire Chief and/or a designated representative to inspect the Fire Suppression project. A minimum of two inspections (50% inspection and final inspection) must be completed for your project's approval. After the Ardmore City Fire Chief or designated representative approves the completed project, a check will be issued to the applicant for the actual project cost up to a \$12,500.00 maximum, provided the work is in accordance with the Agreement.
7. Grant funds will be made available on a reimbursement basis only. Upon project completion and approval of the Ardmore City Fire Chief and/or his designated representative, the applicant must submit copies of all dated statements or invoices along with proof of payment to the Community Development Department. The Community Development Department will review the application for payment and respond back to the applicant with ten (10) business days to identify any deficiencies in the payment request. If the application is in order, the applicant will be paid within thirty (30) days of approval from the Community Development Department.

More Information

If you need more information or have questions about the Fire Suppression Grant Program, please contact the City of Ardmore Community Development Department.

- by phone at (580) 223-3477
- by fax at (580) 221-7360
- by email at devsvcs@ardmorecity.org
- or in person at the City Hall Annex, 15 1st Avenue SE

City of Ardmore

Fire Suppression Grant Application

Please fill out this application completely and legibly.

Property Information	Business Name	Telephone
	Physical Address	Fax

Applicant Information	Full Name	Telephone
	Mailing Address	Fax
	Email	Federal Tax ID Number

Owner Information (if other than applicant)	Full Name	Telephone
	Mailing Address	Fax
	Email	Federal Tax ID Number

Scope of Proposed Project (check items included in the project)		New Fire Suppression System
		Repair or Modification of an existing Fire Suppression System
		Commercial Hood Suppression System

Scope of Proposed Project (include proposed new use)

<p>Required Documentation (these items must be submitted <u>with</u> the signed Application)</p> <ul style="list-style-type: none"> • City approved fire suppression plans by completed by an Oklahoma licensed Fire Protection Company. • Project Quote, fee proposal, and any other back up documents which supports the proposed budget. • Owner’s permission, if necessary.

- Certificate of Appropriateness from the Historic Preservation Board (if applicable).

By signing below, I acknowledge that I have read the Fire Suppression Grant Guidelines and I agree to comply with the guidelines and standards, Further, I assert that I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

Applicant Signature: _____ Date: _____

Printed Name: _____

Applicant Telephone Number: _____

Owner Signature: _____ Date: _____
(if other than applicant)

Printed Name: _____

Owner Telephone Number: _____

State of Oklahoma)
) ss.
County of Carter)

On this _____ day of _____, _____, before me, a Notary Public in and for Carter County, State of Oklahoma, personally appeared _____, the “Owner”, known to me (or proved on the basis of satisfactory evidence) to be the person whose name is subscribed to within the instrument and acknowledged that he/she voluntarily executed the same.

In Witness Whereof, I have hereunto subscribed my name and affixed my official seal on the day and year last above written.

(SEAL)

Notary Public

Submit the completed Application, with all required documentation attached in person to the office of Community Development located at 15 1st Avenue SE. Grants will be awarded by July 5th Annually.

****A pre-inspection of the structure by the Ardmore City Fire Chief or designated representative will be required prior to the Grant Committee Meeting.**

OFFICE USE ONLY

Date Submitted: _____	Received by: _____
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments: _____
Additional Comments: _____	
Pre-Inspection Completed By: _____	Date: _____
Completed Application Accepted By: _____	Date: _____
Fire Suppression Grant #: _____	Amount Requested: _____

Committee Action

Application Review Date: _____ Approved Denied

Grant Amount Approved: _____

The application has been approved by the City of Ardmore for a Fire Suppression Grant in the amount of _____. This amount is to be reimbursed upon project completion, after copies of all the applicant's dated statements or invoices, with proof of payment have been submitted.

Approved on _____, by _____, Assistant City Manager.

50% inspection Date: _____	<input type="checkbox"/> Pictures Taken
Inspection Date: _____	<input type="checkbox"/> Pictures Taken
Final Inspection Date: _____	<input type="checkbox"/> Pictures Taken
Inspection Notes: _____	
Applicant Request for Reimbursement Date: _____	_____ Applicant Signature
Date Approved for Grant Reimbursement on _____.	
Completed Application Sent to Purchasing for Reimbursement _____	_____ Staff Signature