

# **DELHI TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY**

## **GREASE INTERCEPTOR INSTALLATION LOAN PROGRAM**

### **I. General**

The Delhi Charter Township DDA's Grease Interceptor Loan Program is intended to make the installation of a grease interceptor more affordable for DDA District businesses. This loan program is designed to address situations in which an existing Delhi DDA District business is ordered to install a grease interceptor by the Township as a result of renovations (including additions) to an existing building, change in occupancy or other circumstances. This program is not intended to assist new construction. Assistance will be provided by the DDA in the form of a 0% interest loan amortized evenly on a monthly basis over a five year term with monthly loan payments made as a part of the business' sanitary sewer bill. The amount of assistance will not exceed the cost of actual installation of the grease interceptor or \$20,000, whichever is less.

### **II. Eligible Businesses**

The following businesses are eligible to participate in the DDA's Grease Interceptor Loan Program:

1. The business must be located within the Delhi DDA District.
2. The business must own the parcel upon which the grease interceptor is to be constructed. Alternately, tenants may participate in this loan program provided:
  - A. The tenant's lease requires that the tenant is responsible for sanitary sewer charges and that the tenant is responsible for financing improvements to their leasehold; and
  - B. The tenant's lease has a remaining term equal to or greater than the amortization period for the loan; and
  - C. The owner of the parcel on which the grease interceptor is installed consents to the installation of the interceptor and agrees to pay any sewer charges which are due as repayment of the grease interceptor loan.
3. No delinquent real estate taxes may exist on the parcel where the grease interceptor is to be installed.
4. The business must be in receipt of an order from Delhi Charter Township requiring the installation of a grease interceptor.

### **III. Eligible Improvements**

The following improvements are eligible for inclusion within the Grease Interceptor Loan Program:

1. Preliminary and design engineering of a grease interceptor installation.
2. Purchase and installation of a grease interceptor consistent with the specifications and requirements of Delhi Charter Township
3. Permit and inspection fees associated with the installation of a grease interceptor

#### **IV. Maximum Loan Amount, Method of Loan Disbursement and Method of Repayment.**

1. The maximum amount of DDA loan assistance under this program shall be \$20,000 for each real estate parcel in any given five (5) year period. This assistance may be divided among multiple eligible grease interceptor projects on a single parcel within the five year window.
2. All projects will be funded on a reimbursement basis. Please refer to Section V for required project documentation.
3. All loan funds disbursed to an applicant will be repaid over a maximum of sixty (60) months, beginning in the first month following disbursement of the loan funds. The loan repayments will be included in the business' monthly sewer bill and repayment will be made in accordance with Delhi Charter Township's sewer billing policies and procedures.

#### **V. Required Documentation and Reimbursement Procedures**

1. Prior to installation of a grease interceptor, the applicant business will submit a brief application for assistance on a form provided by the DDA. The application will include identification of the applicant and the parcel upon which the installation is to occur; certify ownership or tenancy interest; provide one copy of the order from Delhi Charter Township requiring installation of the grease interceptor, an estimate of engineering and permit fees, and two bids for the cost of the interceptor installation. If the applicant is a tenant, the application must also be signed by the property owner.
2. The DDA staff will review the application and issue a commitment letter agreeing to reimburse the applicant once the installation of the grease interceptor is completed and the installation has been approved by Delhi Charter Township.
3. After completion and approval of the installation of the grease interceptor, the applicant will submit to the DDA copies of all paid invoices to contractors, suppliers and engineers along with receipts for fees or other eligible expenses. The DDA will review the reimbursement documentation, verify payment to vendors and prepare a reimbursement check to the applicant for all approved expenses.
4. Prior to disbursement of the reimbursement check to the applicant, the applicant shall execute a brief agreement on a form to be provided by the DDA. This agreement will acknowledge receipt of the reimbursement amount and promise to repay this sum as an obligation of their account with the Township for sanitary sewer service over the term (not to exceed five years) selected by the applicant. If the applicant is a tenant, this agreement must also be signed by the property owner.
5. All loan repayments will occur as a part of the monthly billing to the business for sanitary sewer service. Any disputes or delinquencies will be subject to the applicable policies of the Township relative to sanitary sewer billings.
6. A receipt acknowledging payment in full will be issued by the Township to the business once the entire amount of the Grease Interceptor Loan is repaid.