The following instructions will assist in the completion of applications for the PA 328 – New Personal Property Tax Exemption (NPP) program.

PLEASE READ THIS PAGE BEFORE BEGINNING AN APPLICATION INSTRUCTIONS ON THE NEXT PAGE.

REGISTRATION: Each applicant must register for a free account to be able to submit applications to the Economic Development Department and make payments online. This account can also be used to submit applications to the Planning Department, and building permits.

To register, visit https://inspections.grcity.us/citizenaccess and select "Register for an Account" in the upper-right corner of the screen. Registration will allow you to access the full range of services available through the City's Online Inspection Services portal. If at any time you have questions regarding the application, please call 616-456-3681.

TIME LIMITATION: Each page has a two-hour limit for completion. If an application is left unattended for more than two hours, even if you have saved the application, the entire application will be lost and require recreation. To prevent this, select the orange "Save and Resume Later" button at the bottom of the page and close your browser. You may login again at any time to continue.

Any application that is not submitted within 60 days of when it was first opened will be automatically purged and will not be recoverable

BEFORE YOU BEGIN: It will be helpful to review/compile the documents below in advance of beginning an application:

- Completion of the Equal Employment Opportunity Form 201 (Attachment 1). This information will allow you to complete the Retained Jobs Detail table on page 5 of the application.
- Review of the application questions to see what questions the application contains (Attachment 2), including four tables on pages 4 and 5:
  - **New job details** – classification, wages, full-time/part-time status, benefits, etc.
  - **Retained Jobs Detail** – see Attachment 1.
  - **Use Type and Area** – square footage, planned use, new and/or rehabilitated spaces in the project.

Also, these attachments are required at the end of the application; therefore, it may be helpful to compile all of these documents before starting your application.

- Treasury NPP Application
- New Equipment List
- Site Plan
- Proof of Site Control
- Renderings
- Letters of Support

PA 328 Online Application Instructions

1) Navigate to: https://inspections.grcity.us/citizenaccess/ in a web browser.

2) If you already have an account, login to your account. If you do not have an account, please see the previous page.

3) Select the **Economic** tab at the top, and then **Create an Application** just below.
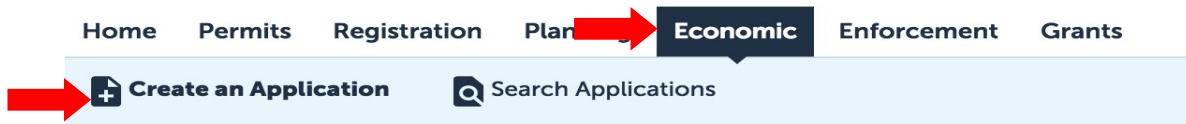
4) Read the Disclaimer of Warranty and Limitation of Liability. If you accept the terms, select the checkbox and then select **Continue Application**.

5) Select **Economic Development Applications** to expand the list of available options**.**

6) Select **New Personal Property Exemption** and then select **Continue Application.**

7) Continue through the pages of the application, selecting **Continue Application** at the bottom of each page to proceed. If a required field is left blank (denoted by an asterisk*), the application will alert you that the field(s) must be completed before proceeding.

8) In the Attachments section, read through the list of documents and then select the checkbox for each item you will attach. Ensure all the required documents are ready, as they need to be uploaded on this page.

9) To upload attachments, select **Add** and then browse for the files you wish to upload. Select the document type from the dropdown list. Once you have added all the documents, select **Save**.

10) Read the statements in the Signature section, and initial after each statement if you agree to the terms and conditions. Then type your full name in the last signature field and select **Continue Application.**

11) Review the application, make any necessary revisions. Once you are satisfied with the application, select **Continue Application** to submit the application.

After your application has been submitted online, you will receive an email confirming submission. If you do not receive an email, call 616-456-3681 to confirm receipt of your application. You can monitor the status of your application(s) by selecting the **Economic** tab. Your application(s) will be displayed under **Records**. You can upload revised plans and other documents in the

Attachments section of the record throughout the life cycle of the permit.

Attachment 2 - PA 328 Application Questions

Page 1	Address	Follow the online instructions to enter a primary address for the project.
	Parcel	This will populate based on the response to the previous question.
	Multiple Properties	Follow the online instructions to enter additional parcels for the project, if applicable.
	Owner	This will populate based on the response to the previous questions.

Page 2	Applicant Interest	What is the Applicant's legal interest in the property?
	Other Interest	Please describe the applicant's legal interest. (only if "Other" selected in previous question)
	Applicant Tax ID	Applicant/Employer Tax Identification Number (EIN)
	Owner Tax ID	Property Owner Tax Identification Number (if different than above)
	Applicant Organization Type	Applicant Organization Type
	Industrial Classification	Standard Industrial Classification (SIC), or North American Industrial Classification (NAICS)
	Developer Experience	Please describe previous project experience, and/or performance on prior applications for economic development incentives.
	Ownership Entity	Identify each individual and non-person owner of the proposed project
	Applicant	Follow the online instructions to enter an applicant for the project.
	Agent	Follow the online instructions to enter an agent for the project.
	Taxpayer	Follow the online instructions to enter a taxpayer for the project.
	Deedholder	Follow the online instructions to enter a deedholder for the project.

Page 3	Application Name	Provide a name for the project.
	Detailed Description	Follow the online instructions and complete a description of the project.
	Nature of Business	Provide the business/applicant history, including incorporation date, major product(s) or services, major customer(s), size of service area, industries served, and location(s) of operations. Any details that you want the City Commission to know about your business should be included here.
	Existing Property Conditions	Describe the existing propery conditions/use(s). Describe if and how the property conditions/use(s) will change as a result of the project.
	Nature of Proposed Project	Provide a high-level summary of the proposed project. Describe in detail the proposed end use(s). You may wish to include how the project supports the City's Master Plan, including any sub-plans, such as an Area Specific Plan, GR Forward, or Green Grand Rapids. Note that quantitative details regarding any new and retained jobs, housing units, and square footage of each proposed use will be included in the tables required to be completed later in this application, and do not need to be included here.
	Public Infrastructure Improvements	Describe any proposed infrastructure improvements, and whether they align with the City's Green Infrastructure Portfolio Standards. If no Public Infrastructure Improvements are proposed, enter N/A.
	Total Project Cost	Total Project Cost (not including acquisition)
	Total Construction Hard Costs	Total Hard Construction Costs
	Total Real Property Investment	Total Real Property Investment
	Estimated Investment in Public Infrastructure	Amount to be invested in infrastructure described above. This amount should be included in Total Project Cost and Total Construction Hard Costs above. If none, enter 0.
	Total Personal Property Investment	Total Personal Property Investment (i.e. Machinery and Equipment, Furniture, Fixtures, etc.)
	Property Acreage	Property Acreage
	Will the project pursue any environmental certifications?	Please select from drop-down.
	Is or will the building be part of the Grand Rapids 2030 District?	Y/N
	Environmental Due Diligence	Have you conducted environmental due diligence at the property (i.e., Phase I Environmental, etc.)?
	Discussed with Planning	Has the project been discussed with the Planning Department?
	Historic Preservation Approval Required	Will Historic Preservation Commission approval be required?
	Board of Zoning Appeals Approval Required	Will Board of Zoning Appeals approval be required?
	Planning Commission Approval Required	Will Planning Commission approval be required?
	Board-Commission Approval- Detail	Describe the nature of the required board and/or commission approval and the timeline for that application.
	Presented to Neighborhood- Business Association	Has the project been presented to or discussed with the neighborhood and/or business association?
	Neighborhood-Business Association-Detail	Describe the presentation/discussion (with whom and in what setting/capacity) or your future plans to engage neighborhood stakeholders. If no plans, type "None."
	Anticipated Construction Start	Anticipated Construction Start Date
	Anticipated Opening/Occupancy	Anticipated Opening/Occupancy Date
	Total number of current employees	
	Total number of current employees that live in the City of Grand Rapids	
	New Employee Recruitment	If your company intends to hire new employees as a result of the project, please describe how your company intends to recruit these new employees.

	Other Public Sector Contributions	Other than the financing/incentive being applied for here, will there be any additional public sector financing or incentives sought for the project? If so, please describe and provide a timeline for additional applications.
	Project Financing	Describe the status of the project's financing (i.e., is private financing secured or available, amount and source of project equity, etc.). If private commercial financing is anticipated, please list the lending institution and provide contact information.
	SBA Financing	Will you be seeking Small Business Association (SBA) financing for all or a portion of this project?

Page 4	New Job Table	Follow the online instructions to complete this table.
	Retained Job and EEO 201 Table	Follow the online instructions to complete this table.

Page 5	Usage Type and Area	Follow the online instructions to complete this table.

Page 6	Treasury NPP Application	Treasury Application for New Personal Property Tax Exemption Certificate - See page 1 of instructions for a link to the document.
	New Equipment List	New Equipment List - See page 1 of instructions for a link to the document.
	Site Plan	Engineering site plan(s) or, minimally, site plan(s) illustrating the proposed future use/eligible investment (buildings and site improvements).
	Proof of Site Control	I.e., warranty deed, lease, or purchase agreement.
	Renderings	Attach renderings for the proposed project, if available.
	Letters of Support	Attach any letters of support from a neighborhood or business association, or other community based organization that has reviewed the project.