

DDA Vault Fill Grant Program

Grant Purpose: To reimburse property owners for the fill and sidewalk repairs associated with closing and permanently abandoning an underground building vault in the public right of way (ROW). The work and costs associated with sealing the building's basement to enable the abandoned vault to be eliminated will remain the responsibility of the property owner.

Grant Amount: Up to the total eligible expenses for the sidewalk removal, sidewalk prep, fill, sidewalk restoration, and associated permits for work within the public ROW only.

Grant Process:

1. Grant information is shared with DDA District property owners with known vaults within DDA or City project areas.

2. Property owners who agree to permanently close or fill their vault, contact Ann Arbor DDA Staff and provide the following:

- A quote that itemizes the costs associated with the fill and sidewalk repairs in the public ROW, including the size of the vault area to be filled.
- Timing of the planned work.

If DDA grant dollars are still available within the current fiscal year (FY):

3. DDA staff encumber the anticipated eligible funds within the budgeted amount for the grant program in the current FY. This will allow the property owner to confidently proceed with their work.

4. Property owners provide DDA staff with documentation of the following:

- Necessary permits and inspection, including both a Right-of-Way Permit & Building Permit for filling the vault,
- Itemized receipt from the contractor that filled the vault and restored the sidewalk surface
- Confirmation from the City of Ann Arbor that the work has been inspected and approved (both sidewalk and vault)

5. The DDA reimburses the property owner for the amount invoiced for eligible expenses dependent on available grant funding.

The Ann Arbor DDA Board (the Board) is responsible for the approval of financial policies that establish and direct the operations of the DDA. The DDA Capital Projects and Planning Manager is responsible for implementing the Vault Fill Grant Program. Policy effective 1/1/2026.