

LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION
BUSINESS IMPROVEMENT GRANT

INTRODUCTION

STATEMENT

The Liberty Hill Economic Development Corporation (LHEDC) has established and funded the **Business Improvement Grant** for the City of Liberty Hill. The program provides grant funds to downtown Liberty Hill non-residential property owners on Ranch Road 1869 from State Highway 29 to all of Loop 332 and from State Highway 29 to Barton Street behind Parker's Grocery Store in support of revitalization on a case-by-case basis.

Grants are available on a 50/50 basis with a cap of \$5,000 per grant. Sign grants are available on a 50/50 basis with a cap of \$500 per grant. Grant funds can only be approved for facades and signs which are in alignment with the City's Unified Development Code (UDC). Eligible projects include, but are not limited to the following:

- | | |
|--|---------------------------------|
| (1) Façade renovations (visible to the public) | (5) Landscaping |
| (2) Awning installation | (6) Parking lot improvements |
| (3) Exterior painting | (7) Signage |
| (4) Outdoor lighting | (8) Roof and foundation repairs |

Applications for the program are reviewed by the LHEDC Board. In addition to review for basic eligibility requirements, applications will be reviewed for:

- (1) Potential to diversify the economy;
- (2) Effect and support on other businesses; and/or
- (3) Consistency with local redevelopment strategies.

The **LHEDC Business Improvement Grant** is set up as single-payment grant funds to non-residential property owners, and in some situations, tenants.

The annual funding cycle begins October 1st of each year and ends September 30th of the following year in alignment with the City's Fiscal Year. Grants are available on a first-come, first-serve basis until funds for the funding cycle are depleted

No grant will be awarded for work that has already been done or covered by insurance.

All submitted work will be reviewed and approved before any eligible work may begin.

If awarded a **Business Improvement Grant**, any deviation from the approved grant project may result in total or partial withdrawal of the grant.

A **Business Improvement Grant** "SIGN" must be displayed in the recipient's storefront window for a minimum of three (3) months to publicly recognize the grant program.

QUESTIONS

Business Improvement Grant Application questions: LHEDC at 512-778-5449 - Extension 113.

Building or sign permit questions: Planning Department at 512-778-5449 - Extension 105.

ELIGIBILITY GUIDELINES

All applicants are required to review the following items to ensure eligibility is met.

Complete the Application: Fill out **Business Improvement Grant** application and sign the agreement form.

Provide Drawings: All grant applications must include a scale drawing of the proposed work to be done with the name of the project manager or contractor. Support documentation and/or informational material needs to be included with the application for review by the LHEDC Board.

Provide Estimates: Obtain itemized estimates on all project work from contractors.

Self-contracted Work: Will be reimbursed for actual legitimate expenses, excluding labor.

Construction Bids: Construction bids submitted by an Applicant must be current and dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and contain the contractor's name, address, telephone number. Bids need to be itemized in a manner that allows the LHEDC Board to determine bid components and authenticity.

Submit the Application: Return completed application with:

- (1) Original itemized work estimates;
- (2) Color samples;
- (3) Drawings;
- (4) Photo or drawing of sign; and
- (5) Notes on sign material of the proposed work.

Provide color(s) for the façade and sign. The EDC does not dictate coloring for façade and signs, however the color(s) need to be consistent with other downtown buildings / properties.

Approval Process & Eligibility: The approval and eligibility process includes:

- a) All **Business Improvement Grant** projects must meet building Standards & Codes, including building and/or sign permit requirements.
- b) The LHEDC Board of Directors meets monthly and applicants are encouraged to attend.
- c) Only completed Applications with all required information will be considered. Incomplete applications will be returned.
- d) An Applicant denied a grant by the LHEDC Board is not eligible to re-submit a grant application for a minimum of six (6) months from the date the prior Application was declined.
- e) Applicants who receive approval by the LHEDC Board must commence construction as described in the application within sixty (60) days of the grant being awarded.
- f) Applicants must complete construction described in the submitted Application within six (6) months of the grant being awarded.
- g) If the Applicant is unable to commence construction within sixty (60) days of the date granted, or complete construction within six (6) months from the date granted, the Applicant must submit a written request for an extension. The extension request **MUST** be made prior to the sixty (60) days or six (6) month time limit. The LHEDC Board is not obligated to allow extensions but may do so for good cause.
- h) An extension, if granted, will be for the Terms & Conditions determined exclusively by the LHEDC Board. An extension denial cannot be appealed and will be final.

- i) As a condition of this grant, and in consideration of the opportunity to apply for a grant, Applicant consents to allow City inspections to determine if the building is in compliance with the Codes & Ordinances applicable to the construction outlined in the application.
- j) The LHEDC Board will recommend grants based upon the following. There is no proprietary right to receive grant funds.
 - (1) Amount requested;
 - (2) Grant funds available;
 - (3) Condition of the building in which grant funds will be used;
 - (4) Effectiveness of construction;
 - (5) Other grant requests;
 - (6) Type and nature of construction; and
 - (7) Proposed construction results considering the grant program.
- k) The LHEDC Board shall consider any Application within its discretionary authority to determine what grant amount will be in the best interest of the Grant program.
- l) The review criteria will include, but is not limited to:
 - (1) Compatibility;
 - (2) Streetscape objectives; and
 - (3) Overall revitalization of downtown.
- m) Applicant will provide photographs of the building's exterior as part of the Application request and also after the construction is completed, as a condition of final grant funding.
- n) Applicant is required to obtain applicable City permits and approvals for construction.
- o) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within three (3) years of the date a previous grant was awarded by the LHEDC Board.
- p) An Applicant can attend LHEDC Board meetings which consider the Application or when requested to do so by the LHEDC Board. Failure to attend an LHEDC Board meeting when required shall be cause for rejection of the Application.
- q) When the entire grant project has been completed and reviewed, the applicant will present the LHEDC Board with copies of paid invoices, including copies of cancelled checks and/or credit card receipts, for single payment grant funds of the approved funding.

LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION
BUSINESS IMPROVEMENT GRANT PROGRAM

APPLICATION

Return the completed application no later than 12:00 p.m. (noon) on the **FIRST (1ST)**

BUSINESS DAY OF THE MONTH with necessary attachments and signatures to:

City Hall 926 Loop 332 Liberty Hill TX 78642 or Email: bzwernemann@libertyhilltx.gov

Applicant Name _____

Date _____

Business Name _____

Mailing Address _____

Contact Phone _____ Email _____

Building / Property Owner (if different from applicant)

Current Building Name (if applicable)

Physical Building / Property Address

Type of Work: (check all that apply)

- Sign
- Paint
- Masonry cleaning/paint removal
- Awning/Canopy
- Uncovering/replacing windows
- Roof repair
- Foundation repair
- Other

Provide details of Planned Improvements for the **Business Improvement Grant**: (attach additional paper if necessary)

Provide Proposals and Total Amounts (please attach original proposals)

TOTAL COST OF PROPOSED PROJECT: \$ _____

AMOUNT OF BUSINESS IMPROVEMENT GRANT
REQUESTED (MAX \$500 SIGN/MAX \$5,000 FACADE): \$ _____

Attach list of colors to be used, awning/canopy (if applicable), sign design, etc., as well as
photographs of building / property exterior facade, roof and foundation.

APPLICANT'S SIGNATURE & DATE

Signature: _____ Date: _____

LHEDC BOARD REVIEW

SIGNATURE & DATE

Signature: _____ Date: _____

Amount Recommended: \$ _____

- Approved
- Rejected

CITY COUNCIL REVIEW

SIGNATURE & DATE

Signature: _____ Date: _____

Amount Granted: \$ _____

- Approved
- Rejected

DATES TO REMEMBER:

- Work must commence sixty (60) days after final approval.
- Work must be completed six (6) months after final approval.

BUSINESS IMPROVEMENT AGREEMENT

Return the completed Agreement with necessary attachments and signature to: City Hall 926 Loop 332 Liberty Hill TX 78642 or Email: bzwernemann@libertyhilltx.gov

I have met with (names) _____ and understand the LHEDC **Business Improvement Grant** program. I will utilize these funds for the aforementioned renovation project(s) in support of the City's downtown revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project.

I have read the **Business Improvement Grant** *Introduction, Eligibility Guidelines, Application and Agreement*.

I understand that if I am awarded a **Business Improvement Grant**, any deviation from the approved project can result in withdrawal of the grant. Further, I understand the materials and processes involved, and have been given an opportunity to ask questions regarding the Grant Program. If the façade or sign is altered for any reason within six (6) months of construction, I will be required to reimburse the EDC immediately for the full amount of any Grant funds.

Should LHEDC find that Grantee has not maintained the required commercial status of the property in accordance with the terms of this Agreement, or should LHEDC find that Grantee has breached any other term of this Agreement; the Grantee agrees to repay all Grant monies that have been disbursed by LHEDC to Grantee as remedy for the default.

Repayment shall be made by Grantee within 30 days of receipt of a written demand from LHEDC. Failure to timely repay the Grant shall constitute a breach of this Agreement.

APPLICANT

Signature: _____

Print Name: _____ Date: _____

BUILDING / PROPERTY OWNER'S SIGNATURE (IF DIFFERENT FROM APPLICANT)

Signature: _____

Print Name: _____ Date: _____

LHEDC BOARD

Signature: _____

Print Name: _____ Date: _____

CITY COUNCIL

Signature: _____

Print Name: _____ Date: _____