

Dickinson Economic Development Corporation Exterior Improvement Reimbursement Grant Program

Terms and Conditions

Purpose:

The Exterior Improvement Reimbursement Grant Program is a program administered by the Dickinson Economic Development Corporation (DEDC) that will provide up to a \$10,000 reimbursement by award of budgeted grant funds to Dickinson building owners or tenant businesses. The purpose of the program is to provide permanent, affixed improvements to Dickinson improved commercial properties within the city limits and that are in good standing with the DEDC and the City of Dickinson, as explained below. Owners and tenants may be eligible for a reimbursement grant for monies used to improve commercial building exteriors. Grants may be awarded to reimburse up to 50% (maximum \$10,000) of expended funds for eligible renovations.

Eligibility Requirements:

The Exterior Improvement Reimbursement Grant renovation can be used on the exterior portion of a commercial structure that is visible to the public. Exterior Improvement Reimbursement Grant money may not be used for interior renovations or roof repair. Specific suggestions for potentially-qualifying improvements to a building façade are listed (but not limited to) below:

1. Appropriately scaled new storefront construction;
2. Façade Facelift: cleaning, painting, trim work, detail, resurfacing;
3. Front porch addition/enhancement;
4. Appropriately scaled window & door replacement and framing visible from the street;
5. Permanent city-approved signage (including monuments, wall and awning);
6. Visually appealing lighting illuminating signage, storefront displays and recessed façade areas;
7. Visually appealing window boxes, gazebos, trellises, arches, awnings and/or canopies;
8. “Xeriscape” landscaping;
9. Curbing, resurfacing/restripping parking areas visible from street frontage;
10. Restoration of or removal of elements covering historical architectural details.

Encouraged improvements not eligible for this reimbursement program include, but are not limited to, below:

1. Fountains, statuary and landscaping improvements other than “Xeriscape”;
2. Benches, porch swings, gliders, and rocking chairs for public/customer use;
3. Banners or flags, playground and recreational equipment;
4. Asbestos testing, removal, abatement or remediation;
5. Security equipment such as alarm systems and burglar bars;
6. Personal property such as furniture;
7. New construction or space addition;
8. Soft costs such as architectural and other professional fees;
9. Improvements provided by insurance funds;
10. Interior improvements or exterior improvements to the sides or rear of a structure but not visible from a public right-of-way;

11. Alterations and improvements made prior to approval of an application.

Ineligible expenses also include: overhead, fees or taxes directly related to the project, supervisor payroll, repairs of construction equipment, tools, mechanical equipment, heating/air conditioning systems, any other item not directly related to the street view exterior appearance or structural integrity, or improvements made prior to grant approval. Any expense that is deemed ineligible will not be considered with the request for reimbursement grant funds.

Deadlines:

Applications will be accepted starting December 1, 2019 and funds annually budgeted will be available until all such allocated funds are distributed. Grant recipients will be notified in writing by a member of the DEDC Review Committee or DEDC employee upon approval. Construction/work must begin within 90 days of approval of the grant and must be completed within one year of the approval of said grant.

Application Requirements:

The grant application must include a recent (within 90 days) price quote from either an architect or contractor registered by the City of Dickinson. This quote shall be utilized only for the purpose of determining the amount of grant needed for the project and any costs incurred in obtaining the quote shall be the sole responsibility of the applicant, not the Dickinson Economic Development Corporation.

Guidelines:

The DEDC Review Committee shall evaluate the grant applications, then recommendations will be presented to the DEDC Board of Directors for approval. The DEDC Review Committee will give preferred consideration to applicants using local contractors and/or suppliers. Grant recipients will adhere to City of Dickinson's building code in effect and design standards (if any). DEDC reserves the right to award grants in its sole discretion.

Total grant reimbursement to any applicant/owner/property may not exceed \$10,000. Applicant/owner must match expenditures 50/50 up to the \$10,000 grant limit. Applicant may elect to provide more than \$10,000 in eligible improvements to a property, if desired. The annual allocated grant funds will be distributed on a first come, first approved basis. Payment of grant funds shall be a reimbursement after work is satisfactorily completed per the plans and specifications provided prior to grant authorization. Copies of all invoices and/or other proof of payment to substantiate matching and grant amounts must be submitted to receive reimbursement.

Any improvements completed under the Exterior Improvement Reimbursement Grant Program shall become permanent fixtures of the building. They may not be removed by the business owner in the event of the closing, change of use, sale of the business, or the sale of the building without the express written consent of the DEDC. This provision shall not apply if a future change is made to the building for the purpose of further renovation that will additionally enhance or redevelop the property.

No grants will be awarded for work that has already started or been completed prior to grant approval, or for work that is paid for or reimbursed by property/casualty insurance. If work beyond insurance coverage is desired and such is considered an improvement, upgrade or enhancement in the opinion of the DEDC, it may be eligible for grant funds.

Applicants “in good standing” shall refer to those with no delinquent taxes or City liens filed against the owner or applicant and those in compliance with all DEDC program requirements. No grant will be awarded to any applicant that owes any delinquent indebtedness to DEDC or the City of Dickinson or that was found to have been in noncompliance with any DEDC program requirements.

Grants will be awarded on a reimbursement basis once completed work has been verified by the DEDC to be compliant with the plans/specs submitted with an approved application. Any deviation from the approved grant plans or specifications for a project may result in the total or partial withdrawal of the grant.

Application Process:

1. Determine eligibility: set up a pre-development meeting, if necessary, to discuss the grant process and project plans with the DEDC Review Committee or staff, as directed.
2. Fill out the application and sign the agreement form. All grant applications must include the following:
 - A scaled drawing of eligible work from the owner, project architect or design professional.
 - Material specifications and samples – e.g., paint samples, fabric swatches, sign material, etc. – that will enable the DEDC to envision the finished project.
 - Itemized work estimates on all project work from contractors or project architects. Self-performed work will be reimbursed for actual material expenses, excluding labor.
 - Photographs of the building’s exterior prior to commencement of work. Applicant is required to provide photographs of the building before the reimbursement grant can be made. If the applicant is awarded a grant, photographs of the building during construction and of completed exterior building improvements will also be required.
3. Return the completed application, with applicable forms, and direct any questions related to:

Dickinson Economic Development Corporation
218 FM 517 West
Dickinson, TX 77539
281-337-6105

4. The application will then undergo an approval process that includes, but is not limited to:
 - a. Projects will be reviewed to ensure they meet all current building standards and codes, as well as building permit requirements.
 - b. The DEDC Review Committee will only consider applications that have been properly and fully completed and which contain all information requested in the application.
 - c. All construction information submitted must be current and dated no earlier than ninety (90) days prior to the application. Bids must be submitted on the contractor’s or project architect’s letterhead and must contain the contractor’s name, address, and telephone number. Bids must be itemized to allow DEDC to determine bid components and authenticity.
 - d. Applications receiving approval by the DEDC shall commence construction within ninety (90) days from the date the grant is approved. Applicants must complete the improvements described in the application within one (1) year from the date the grant is approved. If the Applicant cannot meet these timelines, Applicant may submit a written request for an extension

of the commencement or completion date, provided the extension request is made within applicable time limit. DEDC shall not be obligated to grant an extension, but may do so for good cause determined solely by DEDC. The extension, if granted, shall be for the term and for the conditions determined exclusively by DEDC. An extension denial cannot be appealed and shall be final.

- e. Any grant awarded will not be used for construction on any building that is not in compliance with the City of Dickinson Code of Ordinances.
 - f. No applicant has a proprietary right to receive grant funds. DEDC shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the Program, the DEDC and the City of Dickinson.
 - g. The DEDC has final discretion with regard to funding and reserves the right to recommend modifications or reject any project or elements of any project.
 - h. A property must remain under the ownership of the applicant until completion of the project. If the property owner/applicant sells the property after the approval of grant funds, the grant application will be revoked. The new owner will be eligible to submit a new grant application under the rules of the Program after completion of purchase.
5. If a grant is awarded, the entire grant project must be satisfactorily completed before the reimbursement of any funds. Upon completion the Applicant shall present the DEDC with the following:
- a. Copies of all paid invoices, including copies of cancelled checks and/or credit card receipts.
 - b. Photographs of construction process and of all completed work.
 - c. A signed statement from the Chief Building Official of the City of Dickinson stating that the work completed is in compliance with all City codes and ordinances.
 - d. Proof of release of lien from all contractors and/or subcontractors involved.
6. When a completed project reimbursement has been reviewed and approved by DEDC or its authorized representative, reimbursement should be issued by a single reimbursement check, typically within 45 days.

Exterior Improvement Reimbursement Grant Program Application

1. Date of Application: _____
2. Name of Applicant(s): _____
3. Name of Business: _____
4. Project Address: _____
5. Business Owner Name (if different from Applicant) _____
6. Mailing Address: _____
7. Phone Number: _____
8. Email Address: _____
9. Website/Social Media:

10. Does the applicant own the building? _____ Yes _____ No
(If the answer is no, please provide a notarized authorization letter from the building owner declaring detailed approval of the plans, specifications and scope of the project, along with contact information for the owner.)
11. Estimated Project Cost: \$ _____
(Attach a detailed cost breakdown supported by one or more quotes from registered contractors and/or suppliers with a written description of work to be completed. Include photo of the site to be improved and a sketch or photos of planned improvements.)
12. Total Grant Request (Not to exceed 50% of project cost or \$10,000) \$ _____
(Reimbursement grant funds will be provided up to \$10,000 for applicants who receive grant approval of the Dickinson Economic Development Corporation after satisfactory inspection and completion of improvements as per approved grant. Work must commence within 90 days of approval of grant and should be complete or significantly under progress within one year of approval of said grant.
13. Proposed Project Start Date _____
14. Proposed Project Completion Date _____

15. What is (are) the existing uses of the building?

16. Will the proposed project result in a change of the use of the building?

Yes ___ No ___ If yes, please explain the change

17. The following are attached to this application and included herein for all purposes and agreements (please checkmark):

- a. A written description of the proposed project _____
- b. A drawing or rendering of the proposed project _____
- c. The Project Budget Attachment for the proposed project _____
- d. Quotes from contractor(s) and/or supplier(s) _____
(Contractors must be registered with the City of Dickinson)
- e. A notarized approval letter from the building owner (if applicable) _____

The undersigned applicant affirms that:

1. The information in the application and all attachments are true and accurate.
2. I am not in arrears or delinquent to the DEDC or the City of Dickinson.
3. I have met with the DEDC Review Committee or spoken with a designated representative of the DEDC, if applicable.
4. I fully understand the Exterior Improvement Reimbursement Grant Program procedures and requirements thereof, and agree to follow them.
5. I intend to use these grant funds, if awarded, as reimbursement for the improvement project(s) described in this application. I have not received, nor will I receive, FEMA proceeds, other grants, or insurance monies for the improvement project(s) applied for herein.
6. I understand that, if I am awarded a reimbursement grant, any deviation from the approved project may result in the partial or total withdrawal of the grant funds.
7. I understand that, if I am awarded a reimbursement grant, any improvements completed under the Exterior Improvement Reimbursement Grant Program shall become permanent fixtures of the building. They may not be removed in the event of the closing, change of use, sale of the business, or the sale of the building without the express written consent of the DEDC. This provision shall

not apply if a future change is made to the building for the purpose of further renovation that will enhance the redevelopment of the building. I understand that failure to comply with this provision may result in requirement to reimburse the DEDC immediately for the full amount of the grant and/or removal of eligibility for future Program grants or projects.

8. I understand that, if I am awarded a reimbursement grant, I will be required to execute a binding agreement with the DEDC.
9. I understand that if I sell this property after being approved for a reimbursement grant, the approval will be nullified and is not eligible to transfer with the sale of the property.

Applicant Signature

Date

Approved: _____

Declined: _____

Grant Amount \$: _____

DEDC

Date

**Dickinson Economic Development Corporation
Exterior Improvement Matching Grant Program**

Project Budget Attachment

Applicant (Print): _____

Name of Business: _____

Property Address: _____

Proposed Budget:

Provide estimate of quantities, unit costs, and total costs.

Materials Costs: \$ _____

Labor Costs: \$ _____

Total Project Cost: \$ _____

Requested Grant Amount: \$ _____

Attach written bids from three (3) contractors:

1. Contractor name _____ Telephone _____

2. Contractor name _____ Telephone _____

3. Contractor name _____ Telephone _____

Applicant Signature

Date