

FOR OFFICE USE ONLY:
DATE RECEIVED: _____
DATE APPROVED: _____
DATE REJECTED: _____
NOTES: _____ _____
BUDGET YEAR: _____

BROOKSHIRE ECONOMIC DEVELOPMENT CORPORATION

REVITALIZATION GRANT PROGRAM

PURPOSE:

The Brookshire Economic Development Corporation (the “BEDC” or the “Corporation”) offers existing and new businesses grants for improvements to and construction of properties within the City of Brookshire. The purpose of the Revitalization Grant Program is to encourage substantial construction and improvements to commercial properties that will add economic value to the City by providing incentives to businesses and commercial property owners to locate, expand, construct, or improve their businesses within the City. These grants are designed to promote the welfare of the citizens of the City of Brookshire by the securing and retaining of business enterprises and the resulting maintenance of a higher level of employment, economic activity, and stability by providing incentives for businesses to locate, retain jobs, or expand within the City of Brookshire and add economic value to the City. All grants must qualify as “Projects,” as that term is defined by Article

5190.6 of the Texas Development Corporation Act of 1979, TEX.REV.CIV.STAT.ANN.

OVERVIEW:

Grants to reimburse approved property improvements will be considered for up to a maximum of \$3,000.00 per address. Grants for construction of a new or expanded business will be considered for up to a maximum of fifty percent (50%) of the cost of construction. A Performance Agreement must be executed by both parties. Only costs from a vendor for purchased labor or materials will be recognized for grant funds. Use of Brookshire vendors is encouraged, but not required. Awards will be limited to one (1) improvement per address per City Fiscal Year period (October 1 thru September 30). The property being improved or constructed must be within the city limits of Brookshire. In order to qualify, a proposed project must start after grant approval and be completed within the timeframe set forth in the notice of award. No grant improvement funds will be paid until the project is completed and verified by a BEDC representative(s) and any costs incurred prior to the date of the grant approval will not be recognized for matching funds.

No new construction or expansion grant funds will be paid until costs are verified by a BEDC representative(s). The awarding of grants and determination of the amount of grants will be at the sole discretion of BEDC, and it may, at any time, change, amend, or add new guidelines and criteria for issuing grants.

GRANT PROGRAM:

The BEDC will consider awarding grants to applicants that demonstrate in their applications that construction or improvements to businesses or commercial property within the city limits meet the purposes of the grant program. Grants will focus on the following general guidelines:

1. Grants to reimburse costs for improvements will be awarded up to a maximum of Three Thousand Dollars (\$3,000) per address.
2. Grants for construction of a new or expanded business will be considered up to a maximum of fifty percent (50%) of the cost of construction.
3. Only costs from a vendor for purchased labor or materials will be recognized for matching funds for construction of new or expanded businesses. Costs for the applicant's employee labor or in-stock materials are not eligible for reimbursement. Use of Brookshire vendors is encouraged, but not required.
4. Awards will be limited to one (1) grant per address during the applicable City of Brookshire Fiscal Year period. The property being improved, constructed, or expanded must be within the city limits of Brookshire.
5. In order to qualify, a proposed project must start after the grant award, have a Performance Agreement executed by both parties, and must be completed within the time set forth in the notice of award. The BEDC may, at its sole discretion, extend the period of performance. The BEDC will verify both the start of the project and

its completion. No grant funds will be paid until the project is completed and all related expenses are verified as having been paid by the applicant for improvements to property. No grant funds will be paid until related expenses are submitted and verified as having been paid by the applicant for construction of new or expanded businesses. Costs incurred prior to the date of the grant approval will not be recognized.

6. The award and the amount of the grants will be at the sole discretion of the BEDC. The BEDC may, at any time, change, amend, or add new guidelines and criteria for grants.
7. All grants are subject to the execution of a satisfactory Performance Agreement by both parties and the BEDC's receipt of a verifiable W-9 Form.

GRANT CRITERIA:

Grants will be considered using the following criteria (BEDC may also consider other factors not listed here in determining grant awards):

1. Creation and/or retention of Brookshire jobs.
2. Increased revenue generation of Brookshire sales and property taxes.
3. Overall appearance – Exterior visual upgrades.
4. Addition of economic value to the City of Brookshire.
5. Applicant's qualifications.

PROCEDURE FOR APPLICATION FOR A REVITALIZATION GRANT:

1. Complete the Revitalization Grant Application. The BEDC will notify applicants within sixty (60) days if a grant has been awarded or if more information is required.

2. If a grant has been awarded, a Performance Agreement must be entered into and the project must be completed within the timeframe set forth in the notice of award.

3. When an improvement project is complete, the applicant must request the BEDC to verify project completion and costs. Expenses must be verified as being paid; substantiated with actual invoices, releases from all subcontractors, cancelled checks, receipts, etc., or requires advance coordination and approval by BEDC. Upon notification by its representative that the project has been completed, BEDC will transfer the awarded funds to the applicant for reimbursement of costs up the amount specified in the award letter.

4. When a new construction or expanded business project is under construction, the applicant must request the BEDC to verify the project costs. Once the costs have been verified and substantiated with actual invoices, the BEDC will transfer to the applicant the BEDC's portion of the costs submitted, up to the amount set forth in the Performance Agreement.

APPLICATION REQUIREMENTS:

1. Applicant's Name, Address, and Telephone Number;
2. Applicant's W-9 Form; Request for Taxpayer ID # and Certification;
3. Property: Business Name, Address, and Telephone Number.
4. Description of New Business, Expanded Business, or Improvement Project.
5. Estimated Cost of Project and Amount of Grant Requested.
6. Plan for use of Brookshire Vendors.
7. Description of expected revitalization benefits to the property and the City.
8. Applicant's business experience.
9. Signed Certificate of Understanding to include the following points:
 - A. Construction will not start prior to grant approval. If a grant is awarded, a Performance Agreement will be entered into and the project will be completed within the timeframe set forth in the notice of award.
 - B. The new business, expanded business, or improvements will comply with all existing laws, specifically the Development Corporation Act of 1979, City ordinances, permit requirements, subdivision regulations, and all other laws and regulations. All legal requirements apply in the same manner as if the project were not funded by a revitalization grant.

- C. The grant award will be contingent on the applicant giving access to the property and the financial records regarding the improvement project, in order that the BEDC may verify start, completion, and costs related to the project.
- D. Use of Brookshire vendors is encouraged, but not required. The BEDC will evaluate the plan for vendor selection during grant award consideration.
- E. Payment of the grant by the BEDC is contingent on satisfactory adherence to the requirements of the Performance Agreement, successful verification by the BEDC of the all items specified in the application, and any conditions listed in the notification of grant award letter.
- F. The applicant agrees that, as a condition of grant approval, the liability of the BEDC and/or the City to the applicant will not exceed the amount specified in the grant award notification letter.

CERTIFICATE OF UNDERSTANDING

I understand that construction of the project will not start prior to grant approval. If a grant is awarded, a Performance Agreement will be entered into and the project will be completed within the timeframe set forth in the notice of award. I further understand that the new business, expanded business, or improvements will comply with all existing laws, specifically the Development Corporation Act of 1979, City ordinances, permit requirements, subdivision regulations, and all other laws and regulations and that all legal requirements apply in the same manner as if the project were not funded by a revitalization grant. I understand that the Grant award is be contingent on my allowing the BEDC access to the property and to financial records about the project in order that the BEDC may verify start, completion, and costs related to the project. I also understand that use of Brookshire vendors is encouraged, but not required and that the BEDC will evaluate the plan for vendor selection during grant award consideration. I understand further that payment of the grant by the BEDC is contingent on satisfactory adherence to the requirements of the Performance Agreement, successful verification by the BEDC of all items specified in the application and any conditions listed in the notification of grant award letter.

I understand that the award of grants and the amount of the grants will be at the sole discretion of the BEDC and that the BEDC may, at any time, change the guidelines and criteria for grants prior to sending a grant award notification letter and the execution of a satisfactory Performance Agreement. I agree that, as a condition of this application, the liability of

the BEDC and/or the City of Brookshire to the applicant will not exceed the amount specified in the grant award notification letter.

Signature of Applicant

Printed Name of Applicant

Date

**BROOKSHIRE ECONOMIC DEVELOPMENT CORPORATION
REVITALIZATION GRANT APPLICATION FORM**

Applicant / Business Name: _____

Verifiable Taxpayer ID # (with form attached) _____

Address of Property submitted for Grant Consideration:

Applicant's Name: _____

Applicant's Address: _____

Phone Number: _____

Email Address: _____

Estimated Cost of Project: \$ _____

Grant Amount Requested: \$ _____

Plan for use of Brookshire Vendors? Yes _____ No _____

If yes, please attach Vendor plan.

Applicants Business Experience: (You may provide a resume or provide information on a separate sheet).

Description of expected new construction, expansion of existing business, or improvement to property and the economic benefit to the City: (Why should the BEDC award you grant funding? May use a separate sheet.)

Applicant(s) acknowledges its/their understanding of and agreement with all conditions, stipulations, and criteria of this application. All grants are subject to the Applicant's receipt of an authorized Grant Award Letter, signed by the BEDC, and a mutually agreed upon and executed Performance Agreement. Any false and/or misleading statements made by Applicant to procure grant approval may be cause for the BEDC to deny grant payment.

Signature of Applicant

Printed Name of Applicant

Date

TO THIS APPLICATION - PLEASE ATTACH:

- 1. PHOTOS OF EXISTING PROPERTY INTENDED FOR IMPROVEMENT, CONSTRUCTION, OR EXPANSION.**
- 2. A LEGAL DESCRIPTION OF THE PROPERTY TO BE IMPROVED OR THE LAND WHERE EXPANSION OR NEW CONSTRUCTION WILL OCCUR.**
- 3. VICINITY MAP OF THE PROPERTY TO BE IMPROVED OR THE LAND WHERE EXPANSION OR NEW CONSTRUCTION WILL OCCUR.**
- 4. PLANS AND DRAWINGS OF THE PROPOSED PROJECT.**
- 5. AN ITEMIZED COST SPREADSHEET, SUPPORTED BY WRITTEN QUOTES SUBMITTED BY CONTRACTORS/VENDORS/SUPPLIERS.**
- 6. A VERIFIABLE W-9 FORM (REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION).**
- 7. CERTIFICATE OF OCCUPANCY FOR IMPROVEMENT TO PROPERTY.**
- 8. DOCUMENTATION OF FINANCING.**