



Commercial Building Improvement Grant Program Guidelines

The Hamilton Economic Development Corporation Commercial Building Improvement Grant Program is designed to improve the aesthetics of businesses in Hamilton, which will result in additional business activity in the City of Hamilton.

For the purposes of this program, preference will be given to commercially-zoned buildings that are facing either HWY 281 or HWY 36 and are located inside the city limits of Hamilton. Projects that are not located in this area will not be considered for participation in the Commercial Building Improvement Grant Program. The Hamilton Economic Development Corporation Board of Directors may extend the geographic area at their discretion.

The Commercial Building Improvement Grant Program is funded and monitored by the Hamilton Economic Development Corporation Board of Directors who may amend, adjust, or eliminate the program at any time. The grant award decisions of the Hamilton Economic Development Corporation Board of Directors are final.

The Hamilton Economic Development Corporation has determined that the Commercial Building Improvement Grant will provide for new and expanded business development in the following ways:

- Improve aesthetics of the City of Hamilton
- Increase business traffic to existing businesses through improved signage and visible improvements
- Encourage additional investment in Hamilton by business and property owners

Scope

The Hamilton Economic Development Corporation has allocated \$30,000 for the Commercial Building Improvement Grant Program for the FY 2019-20. Grants are competitive and will be awarded on a first come first served basis until funds are depleted.

Applications need to be submitted by 5 pm on the 1st Wednesday of each month to be listed on the next Board of Directors agenda for consideration. Applicants whose grant was denied may reapply in thirty (30) days, if their application has changed to address the reasons for grant denial.

Grants are to be used only for commercial property. If the property is zoned for both residential and commercial use, grant funds may only be used for the commercial property portion of the property. Grants may not be used for the construction of new buildings.

Tenants must have authorization from the property owner to apply for a grant and for the improvements proposed for completion.

Two bids must be submitted. One bid must be from a local (76531 zip code) business.

A picture/sketch must be submitted with each application of the current property and proposed design.

Work must not commence on any projects seeking grant funds until the grant has been approved by the Hamilton Economic Development Board of Directors. The Hamilton Economic Development Corporation may terminate any grant project that has not been completed one hundred eighty (180 days) from the approval of the grant.

All grants are reimbursement grants, and will only be funded after completion of the project in compliance with specifications approved by the Hamilton Economic Development Corporation. Upon notification from the applicant that work has been completed in a satisfactory manner, and evidence has been provided that the contractors have been paid, the applicant may request a reimbursement.

Applications for Commercial Building Improvement Grants received within three years of a previous award may be denied.

Commercial Building Improvement Grant Regulations

The Hamilton Economic Development Corporation will provide a grant in the amount of 75% of the cost of commercial building improvements done to the exterior of buildings in a total grant amount not to exceed \$5,000.00 per building.

Project designs must be approved by the Hamilton Economic Development Corporation.

Commercial Building Improvement Grant funds may be utilized for the following purposes:

- Visible exterior improvements such as storefronts, display windows, or lighting
- Exterior enhancements that improve or create additional outdoor space for customer use

- Demolition required to facilitate approved exterior building improvements
- Improvements that enhance access and address ADA compliance issues
- Painting
- Landscaping
- Paving and striping parking lots

Commercial Building Improvement Grant funds may not be utilized for the following purposes:

- Construction of new buildings
- Improvements to properties that are residential or improvements to any portions of property that are residential
- Statues, fountains, or planters



Commercial Building Improvement Grant Program Application

Applications must include two bids from appropriate businesses/contractors and a picture/sketch of the current property and proposed design. Incomplete applications will not be presented to the Board of Directors for review. Applications must be completed in their entirety by the 1st Wednesday of the month to be considered on the next agenda.

Date: _____

Business Name: _____

Business Address: _____

Primary Contact Phone Number: _____

Primary Contact E-mail: _____

Property Owners: _____

Description of the Project:

If you have questions, or for assistance with your application, please contact Sarah Bauman at the HEDC (254) 386-5954 or edc@hamiltontexas.com Please return completed applications to the HEDC, 103 ½ North Rice, Hamilton, TX 76531.

I, _____, acknowledge that I am receiving a grant from The Hamilton Economic Development Corporation. I, _____, also acknowledge that I have read the requirements for receiving grant funds and will follow all the restrictions as required as part of the grant program. If I am found in violation of terms of the grant program, I understand that I will be required to repay all expended grant funds.

Signature, Grant Applicant

Date

Property Owner Authorization

(This portion of the application must be completed if Applicant is not the property owner)

I, _____, hereby affirm that I am the owner of property located at _____, Hamilton, TX, and give my authorization for _____ to make improvements outlined and described in the attached grant application.

Signature, Property Owner

Date

Acknowledgement of Repayment Penalties for Employing Undocumented Workers

Section 2264.051 of the Texas Government Code requires that Economic Development Corporations put certain language in any agreement involving public subsidies to businesses. The language must specify that the business does not and will not knowingly employ an undocumented worker. The language must also require repayment of the subsidy with specified rate and terms of interest if the business is convicted of federal immigrations violations under 8 U.S. Code Section 1324a(f).

I, _____, acknowledge that I am receiving a grant from the Hamilton Economic Development Corporation. I, _____, also acknowledge that neither my business nor I will knowingly employ an undocumented worker. If I, _____ or my business, _____, is convicted of federal immigrations violations under 8 U.S. Code Section 1324a(f) within three (3) years of receiving a grant from the Hamilton Economic Development Corporation, I will be required to repay the entirety of the grant funds plus interest at the annual interest rate of 6% from the date of violation until paid.

Signature Date

FOR OFFICE USE ONLY	Date Received:	Application 100% Complete ___ Two Bids Submitted___ Picture/Sketch of Project Design ___
Board Meeting Date:	Applicant Notified of Meeting Date:	Approved ___ Denied ___
Award Date:	Completion Deadline:	Date Completed:

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requestor's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
	- -
OR	
Employer identification number	
	-

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is Backup Withholding, later.