



## **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 2017-18. 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 1<sup>st</sup> 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 1<sup>st</sup> 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:

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**If you have questions, or for assistance with your application, please contact Sarah Bauman at the HEDC (254) 386-5954 or [edc@hamiltontexas.com](mailto: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.

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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.

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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.

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Signature Date

<b>FOR OFFICE USE ONLY</b>	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: