

RIVER OAKS ECONOMIC DEVELOPMENT CORPORATION (ROEDC)

BUSINESS IMPROVEMENT GRANT (BIG) PROGRAM

PURPOSE

The River Oaks Economic Development Corporation (ROEDC) BIG Program promotes viable economic development by retaining, and supporting existing businesses, and serving as a facilitator for the redevelopment of existing commercial corridors. This Grant is intended to assist in improving exterior storefronts of existing commercial structures.

CITY RESOLUTIONS/GOVERNANCE: Resolution No. 907-2018, (dated 02/13/2018) is attached. Eligible Activities must be contained within the resolution. Due to funding restraints and other programmatic considerations, ROEDC may limit the number and type of eligible activities contained in the grant application. Applicants must follow the application guideline. Questions regarding the City Resolution should be referred to EDC Director Marvin Gregory.

COMMERCIAL CORRIDORS

The focus of the BIG is to support existing businesses on all commercial properties within the City of River Oaks City Limits.

GRANT FUNDING GUIDELINES

The BIG Program may award up to \$10,000 in grant funds to businesses based on a 50% match commitment of eligible project costs by the business entity. Applicants may invest additional funding above the grant funding allocation. Improvements not listed on the work-write up section of the applications will not be included in the grant reimbursement process, unless the EDC Director approves a change in the scope of work due to unforeseen construction conditions or Acts of God. All work change orders / application changes must be approved by the EDC Board prior to ANY change to the work schedule or itemized budget.

APPLICANT CRITERIA (VERIFIED WITH SUBMITTAL OF APPLICATION)

- If the applicant is a tenant; applicant must submit written documentation stating the property owner consents to any and all improvements. Proposed improvements must be detailed on document.
- Applications for two or more businesses within the same structure (strip center) must be submitted with approval by the owner. Successful multi-business applicants may receive funding up to \$10,000.
- All taxes must be current on the property.
- All proposed improvements must meet zoning requirements and any other applicable local regulations.

ELIGIBLE ACTIVITIES

- a) Remove excess façade materials;
- b) Repair damage from façade installation;
- c) Repair building deterioration and restoring original Building materials
- d) Building cleaning (acid or pressure wash, or steam cleaning or tuckpointing);
- e) Permanent landscaping not to exceed 20% of the grant.
- f) Curbing;
- g) Install new awnings;
- h) Make exterior accessibility improvements;
- i) Replace, repaint, or restore exterior doors;
- j) Repair or upgrade exterior lighting;
- k) Paint exterior with commercial grade outdoor paint;
- l) Replace, repaint, or restore graphics (permanent);
- m) Replace, repaint, or restore gutters;
- n) Replace, repaint, or restore the portion of a roof which is directly above Building Frontage;
- o) Install new, replace, repaint, or restore of permanent signs;
- p) Replace, repaint, or restore trash enclosures, but only if undertaken as part of a comprehensive façade improvement project; and
- q) Replace or repaint of windows.
- r) Restoration of parking lots including repaving, striping and sealing;

All permanent improvements must be listed on the application in detail as to design, style, costs, and color and must be approved by staff prior to submittal to ROEDC Board of Directors. Improvements requested, but not listed above

may be consider on a case by case basis. All permanent improvements must be submitted to the EDC Director for consideration prior to submittal to the EDC Board of Directors. All permanent improvements must have a minimum five (5) year eligibility life span; any unapproved changed in the use of improved property will result in the repayment of the grant on the prorated basis contained in Resolution No. 647-09.

INELIGIBLE ACTIVITIES

- New Construction
- Any Improvement or rehabilitation to any interior portion of the business.
- A Property Owner and/or Business Operator which has received Grant funding, may be eligible for additional funding in the five year period after receipt of the original Grant, so long as the total amount of Grant proceeds applied for or received within five years of the first Grant, do not exceed \$10,000 or 50% of the total Eligible Cost of Eligible Improvements.

APPLICATION PROCESS

Three copies of a completed application must be submitted to EDC Director Marvin Gregory at the following address:

Marvin Gregory, EDC Director
4900 River Oaks Blvd
River Oaks, TX 76114

Once the application has been reviewed by staff, the applicant will be contacted within two (2) weeks after staff has determined eligibility. During this review phase, staff may request / recommend changes to the application prior to its submittal to the EDC Board of Directors.

APPROVAL OF APPLICATION AND WORK COMPLETION

The project must be completed within 120-days. Weekly inspections will be conducted by City Staff and detailed pay requests must be submitted prior to reimbursement. The review and approval by the City Secretary of all Eligible Cost receipts paid and applicable lien waivers by subcontractors submitted by the Property Owner or the Business Operator prior to reimbursement.

Time extensions requests are strongly discouraged and must be requested in writing to the EDC Director prior to the 120-day completion deadline.

BUSINESS IMPROVEMENT GRANT (BIG) PROGRAM MATCHING FUNDS REIMBURSEMENT GRANT APPLICATION

Three (3) copies of the Application must be submitted to the following address:

Marvin Gregory, EDC Director
4900 River Oaks Blvd
River Oaks, TX 76114
mgregory@riveroakstx.com

Business Name: _____

Business Address: _____

Contact Person: _____

Contact Phone: _____

Email: _____

Texas Sales Tax and Use Tax ID#: _____

Projected Sales Tax for upcoming year: _____

CO Date Issued: _____

Number of Years in business at current location: _____

Applicant Status: Owner: _____ Tenant: _____

Nature of Business: _____

Number of Employees: _____

SCOPE OF WORK (ATTACH AN ITEMIZED DETAILED WORK WRITE UP TO INCLUDE LINE ITEM COST ESTIMATES) TO INCLUDE:

- Brand or standard / rating of material to be used on any façade improvement
- Installation process
- Color of Paint
- Unit and total cost of each line item
- Contractor or subcontractor for each item on the work write-up
- Proof of Registration with the City for all contractors on project

Summary of Scope of Work

Printed Name of Applicant: _____

Signature: _____

Date: _____

RECEIPT BY ROEDC

Applicant / Application Checklist:

- **(3) Copies of Completed Application:** _____
- **Work-Write Up:** _____
- **Contractor Registration:** _____
- **Written Property consent/approval:** _____
- **Verification of current Property Tax:** _____

Staff Recommendation:

Approval: _____

Denial: _____

Staff Comments: _____

Date of Receipt: _____

EDC Director Signature: _____

Date of EDC BOARD Approval: _____

EDC President Signature: _____