



Business Rebuilding and Façade Improvements Grant Program

Effective Date: September 29, 2017

Updated: December 20, 2017

Return Applications to:
Refugio County Community Development Foundation
301 N. Alamo
Refugio, TX 78377
rccdf@refugiocounty.org
(361) 526-2011



Business Rebuilding and Façade Improvements Grant Program

Guidelines and Application Packet

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Business Rebuilding and Façade Improvements Grant Program *Application Instructions*

If you have any questions, please contact the Refugio County Community Development Foundation at (361) 526-2011 or rccdf@refugiocounty.org

Recognizing that Refugio County businesses were greatly impacted by Hurricane Harvey, the RCCDF has temporarily expanded its original Façade Improvements Grant program to assist in the efforts to rebuild our community. This grant is applicable to commercial properties (local businesses) located in Refugio County. The goal of this program is to assist businesses rebuild after Hurricane Harvey, to improve the overall appearance of the business and the community, and to make properties more attractive for quality businesses that will improve the overall vitality of Refugio County.

The Business Rebuilding and Façade Improvement Grant Program is available to property owners per building/business, and in some situations, tenants, of storefronts, commercial buildings, and commercial residential buildings. **Grants are capped at \$25,000 and do not require any matching funds.** The RCCDF reserves the right to alter this cap at its sole discretion. Business Rebuilding and Façade Grant funds focus on non-temporary repairs to exterior walls and roof; interior ceiling and walls, including, but not limited to, items such as reconstruction, renovation, windows, doors, drywall and painting.

The attached Grant Application and Agreement must be submitted with requested support documents to the RCCDF for review prior to any grant funded work being initiated.

I. Grant Application Process

1. Determine Eligibility: Discuss plans with a representative from the Refugio County Community Development Foundation.
2. Consult with a Business Advisor from the UHV - Small Business Development Center.
3. Complete the Business Rebuilding and Façade Improvement Grant Program Application, Landlord Form (if tenant), and Guidelines with copy of cost estimates.
4. Submit photos and any project plans of any work to be conducted for which you are seeking funds.

5. The approval process will include the following elements:
- a) All Business Rebuilding and Façade Grant projects must meet current building standards and codes, as well as building permit requirements.
 - b) The Historic Review Board shall be an advisory board to the RCCDF, and shall make recommendations regarding the approval of Business Rebuilding and Façade Improvement Grant requests, as needed.
 - c) Applications will be considered by the RCCDF, or its designee, on specified dates (“Consideration Dates”) set by the RCCDF. Applications and all required attachments must be submitted a minimum of five (5) days before the consideration date. Approval from the Historic Review Board, if applicable, must be provided with the application. *Consideration of applications may be delayed in the event the RCCDF, or its designee, fails to seat a quorum for a Consideration Date meeting, elects for any reason not to hold a meeting, or elects for any reason not to consider Applications at a particular meeting.*
 - d) The RCCDF shall consider only Applications which have been properly and fully completed and which contain all information required in the Application.
 - e) All construction proposals and/or cost estimates submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the Application request.
 - f) An Applicant who submits an Application that was denied by the RCCDF shall not be eligible to re-submit a Grant Application for six (6) months from the date the prior Application was denied.
 - g) Notwithstanding anything stated in this Application to the contrary, final approval for any Grant shall be vested in the Refugio County Community Development Foundation, or its designee, at its sole discretion. The RCCDF, or its designee, shall recommend Grant awards taking into consideration the Grant amount requested, Grant funds available, the Grant program objectives, condition of the building in which the Grant funds will be used, effectiveness of the construction, other Grant requests, the type and nature of the construction, and the proposed construction results considering the Grant program.
 - h) No Applicant has a proprietary right to receive Grant funds. The RCCDF, or its designee, shall consider any Application within its discretionary authority to determine what Grant amount would be in the best interest of the Grant Program. The review criteria may include, but shall not be limited to, compatibility with existing downtown structures, architectural design, streetscape objectives, and overall rebuilding/redevelopment of Refugio County. The RCCDF, or its designee, reserves the right to utilize whatever outside resources it deems necessary for assistance in its decision-making process.
 - i) The Applicant shall be required to furnish photographs of the building’s exterior, and interior if applicable, as part of the Application request and also after the construction is completed, as a condition of any Grant reimbursement or work completed draw.

- j) Applicants who are owners of multiple businesses shall be allowed only one Application per business during a Funding Cycle (October 1st – September 30th). Applicants are allowed to submit applications for multiple businesses under this Business Rebuilding and Façade Grant Improvement program.

II. Grant Guidelines:

1. Applications will be considered in the order in which they are received based on availability of funds. No Grants will be awarded for work that has already been initiated or completed.
2. Any new or existing retail or service business within Refugio County who has a DBA and/or Federal ID Number is eligible to apply for the Business Rebuilding and Façade Improvement Grant. Entity must be a for-profit business.
3. The Applicant is required to obtain all applicable local, state, or federal permits and approvals required for the construction if a Grant is awarded.
4. Applicants operating in a leased facility must provide to the RCCDF, at time of application submission, a completed "Landlord Form".
5. Applicants receiving approval by the RCCDF, or its designee, shall commence construction described within the Application within sixty (60) days from the date the Grant is awarded. All Applicants must complete the construction described in the Application within 180 days from the date the Grant is approved. The Applicant can submit a written request to the RCCDF for an extension.
6. Grant recipients agree to maintain improvements, essentially in the condition approved, for a period of twelve (12) months. Grant funds must be replaced if the terms of the grant are not satisfied.
7. Subsequent funding will be determined by annual budget allocations.
8. Grants funded, under this program are capped at \$25,000 per approved application, per year. However, the RCCDF reserves the right to alter this cap at its sole discretion.
9. All design plans (e.g. paint, color, sign size and proposed placement) must be approved by the RCCDF prior to receiving funds.
10. Grants will be administered as either:
 - a) Reimbursements once project, or portions of the project, have been completed and passed inspections as agreed upon and receipts are shown for work completed (after insurance claims); or
 - b) Work completed draws for portions of the project still in progress.
11. Building or business owners must apply for the Grant before restoration or renovation work has begun. No Grants will be awarded for work that had already been initiated.

III. Distribution of Funds

1. Reimbursements

- a) When the entire Grant project, or portions thereof, have been satisfactorily completed and reviewed, the applicant shall present the RCCDF with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for reimbursement of the approved funding. Maximum reimbursement may not exceed grant award.

2. Work Completed Draw

- a) For applicants requesting to receive funds as portions of the project are completed, a "Work Completed Draw Request" form will be required along with invoices and pictures of progress. Funds will be distributed upon verification of said percentage of project completion. Maximum cumulative draw amount may not exceed grant award.

IV. Appeal Process

The RCCDF, or its designee, determination shall be deemed final action regarding the application.

I/We have received and read these Guidelines for the Business Rebuilding and Façade Improvement Grant Program and agree to be subject to them.

_____	_____	_____
Signature of Applicant	Printed Name	Date

_____	_____	_____
Signature of Applicant	Printed Name	Date



**Business Rebuilding and Façade Improvements
Grant Program
Application Form**

Application Date: ____ / ____ / ____

Applicant and Property Owner Information

Applicant(s) Name(s): _____

Applicant Phone: _____ Applicant Email: _____

Name of Business Entity: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Relationship to Property: Owner Tenant *If tenant, please complete "Landlord Form"*

Business Information

Physical Address: _____

Date business was established in Refugio County: _____

Brief Description of Business Activity:

Type of Business: Sole Proprietorship Partnership Corporation LLC Other

Number of Employees: Full Time _____ Part Time _____

Grant Request Information

Estimated Cost of Project: _____ Amount of Funding Requested: _____

Please describe the project for which funding is requested (use additional sheets if necessary):

Type of grant requested: _____ Reimbursement _____ Work Completed Draw _____ Combination

Applicant(s) Acknowledgements

I (We) the undersigned do hereby acknowledge and/or certify, as the case may be, the following:

1. That the submission of this Application does not create any property, contract, or other legal rights on any person or entity to have the RCCDF provide grant funding.
2. That if grant funding is approved, full compliance will be maintained with all the provisions of the "Guidelines and Criteria", and/or special provisions attached as a part of the grant, and that failure to do so can be grounds for ineligibility to receive previously approved grant funding.
3. That before the application is to be reviewed by the RCCDF, designee(s) of the RCCDF shall have the right to inspect the business and work to be considered.
4. That the RCCDF reserves the right, its absolute right of discretion, in deciding whether or not to approve a grant relative to this application.
5. That the laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of the "Guidelines and Criteria", and this Application, and that if any provision or provisions of these shall not be affected thereby.
6. That this grant does not fund any items which are covered under an insurance claim.
7. That the information provided in this Application, and all that may have been affixed hereto, is true and correct, and that the RCCDF may rely on all of the information herein contained, and all that may have been affixed hereto, as being true and correct.

Signature of Applicant	Printed Name	Date
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Signature of Applicant	Printed Name	Date
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Please initial the following statement:

_____ I hereby acknowledge that I am aware of, and will comply with, Texas Windstorm Insurance Agency rules, regulations and inspections.



**Business Rebuilding and Façade Improvements
Grant Program**

Landlord Form

(To be Completed by Landlord if Applicant is a Tenant)

Name of Property Owner: _____

Property Owner Address: _____

Phone: _____ Email: _____

Lease Term: _____

Landlord’s Acknowledgement:

I have been informed of the applicant’s intention to perform the improvements described in this application and the attached documentation, and I hereby authorize the applicant to apply for the proposed Business Rebuilding and Façade Improvement Grant.

Landlord’s Signature

Date



Business Rebuilding and Façade Improvements Grant Program *Checklist*

- Consult with a representative from the Refugio County Community Development Foundation to determine eligibility and review Façade Improvement Incentive Grant Instructions.
- Consult with a Business Advisor from the UHV Small Business Development Center to discuss your existing or developing small business.
- Fill out Business Rebuilding and Facade Improvement Grant Application form and sign Guidelines and Application. (Include all required attachments: contractor estimates, if applicable; photographs of building exterior, interior if applicable, and project plans). Include Landlord form, if tenant.
- Return completed Application and Guidelines with required attachments to the RCCDF five (5) days prior to the designated Consideration Date.
- Once approved, project work must commence within sixty (60) days of approval by the RCCDF and completed within 180 days.
- Obtain all applicable local, state and federal approvals and permits prior to starting any work on the approved project.
- For applicants requesting reimbursement, upon completion of project furnish photographs of the building's exterior and interior if applicable; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a reimbursement of the approved funding.
- For applicants requesting to receive funds as portions of the project are completed, a "Work Completed Draw Request" form will be required along with invoices and pictures of progress. Funds will be distributed upon verification of said percentage of project completion.



Business Rebuilding and Façade Improvements Grant Program *Reimbursement Request*

Part I: Provide a detailed itemization of the work completed.

<u>Description of Work</u>	<u>Vendor</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Amount Paid:		\$_____

Part II: Attach copies of all invoices listed above, and proof of payment such as copies of cancelled checks and / or credit card receipts.

Submitted by: _____ Date _____

RCCDF use only: Original Grant Award \$_____ Balance of Grant Award Available \$_____

Amount paid \$_____ Ck# _____ Date paid _____ By _____ Remaining Award Balance \$_____



**Business Rebuilding and Façade Improvements
Grant Program
*Work Completed Draw Request***

Part I: Provide a detailed itemization of the work in progress.

<u>Description of Work & Percentage Complete</u>	<u>Vendor</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total Amount Requested:	\$_____

Part II: Attach copies of all invoices listed above, and pictures of work in progress.

Submitted by: _____ Date _____

<i>RCCDF use only:</i> Original Grant Award \$ _____ Balance of Grant Award Available \$ _____ Amount paid \$ _____ Ck# _____ Date paid _____ By _____ Remaining Award Balance \$ _____
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