

NAVASOTA ECONOMIC DEVELOPMENT CORPORATION

GUIDELINES, CRITERIA, AND APPLICATION FOR NEDC BUSINESS IMPROVEMENT GRANT (BIG) PROGRAM

Section 1. Purpose.

The purpose of this program is to promote the development and expansion of new and existing business enterprises within the City of Navasota, Texas, (the "City") and to enhance the economic welfare of the citizens of the City, by securing and retaining business enterprises and maintaining a higher level of employment, economic activity, and stability.

Section 2. Types and amounts of grants.

- (A) **FAÇADE IMPROVEMENT:** Improvements to storefronts including, but not limited to, painting, reconstruction, and/or remodeling.

The grant amount shall be equal to 50% of the cost of such improvements, up to a maximum of \$2,000. The grant amount shall be equal to 60% of the cost of such improvements, up to a maximum of \$2,200, if a local contractor* is used.

- (B) **SIGN IMPROVEMENT:** New signs and/or renovation or removal of existing signs.

The grant amount shall be equal to 50% of the cost of such improvements, up to a maximum of \$1,000. The grant amount shall be equal to 60% of the cost of such improvements, up to a maximum of \$1,100, if a local contractor* is used.

- (C) **PROPERTY IMPROVEMENT:** Items such as, but not limited to landscaping, parking lot *resurfacing, striping, driveway improvement, and lighting.*

The grant amount shall be equal to 50% of the cost of such improvements, up to a maximum of \$2,000. The grant amount shall be equal to 60% of the cost of such improvements, up to a maximum of \$2,200, if a local contractor* is used.

* Definition of a local contractor is a contractor who has a business address and sales tax permit that is registered within the City Limits of Navasota.

Section 3. Eligibility.

- (A) Any new business planning to locate within the City, or any business currently located within the city limits, shall be eligible for this program.
- (B) All buildings and facilities located within the City at the time of adoption of these guidelines shall be eligible for this program.

Section 4. Guidelines.

- (A) Proof of applicant's ownership of the subject facility or facilities, or proof that the owner of such facility has approved the application for such grant funds, shall be required.
- (B) The owner of a business to be operated within a leased facility and the owner of such lease facility must apply jointly for the program. Copies of a lease agreement and proof of ownership of the leased facility shall be required.

- (C) A business may apply for one (1) or more of the three types of grants set forth herein within any calendar year. A business that receives grant funding during a calendar year shall not be prohibited from making subsequent applications for funding in following years.
- (D) The maximum amount of funding available to any one applicant or business establishment shall be \$5,000 per calendar year. Such \$5,000 annual maximum shall only apply if all three grant types, as set forth in Section 2(A), (B), and (C) hereof, are requested and approved.
- (E) All grants are reimbursement grants, and will only be funded after completion of the project in accordance with drawings and specifications approved by the Navasota Economic Development Corporation (the "NEDC"), and after the applicant submits to NEDC proof of paid receipts for all applicable labor and materials. Photographs of the completed work shall also be required.
- (F) Reimbursement grants are a cash match for funds disbursed by the applicant and are not to exceed the limits set forth in Section 2 (A), (B), and (C) hereof. In-kind contributions may not be used as any part of the applicant's match. Only cash matches of the applicant's expenditures may be used.
- (G) The applicant shall be obligated to make the improvements in accordance with the application submitted to and approved by the NEDC Board of Directors. Thereafter, any modifications must first receive the written approval of either the NEDC Board of Directors or its Executive Director. Failure to obtain such written approval prior to making any such modifications shall render the applicant ineligible to receive grant funding.
- (H) The applicant shall be responsible for obtaining all applicable permits related to the improvement project. Copies of all permits related to the improvement project are to be included with the NEDC BIG application package before consideration for funding approval by the NEDC Board of Directors.
- (I) The improvements, as presented in the application, must be completed in their entirety. Failure to complete all of the stated improvements shall render the applicant ineligible to receive grant funding.
- (J) Upon approval of a grant application, and during the construction of the improvements, a representative or representatives of the NEDC shall have the right, at all reasonable times, to have access to and inspect the work in progress.
- (K) The applicant shall not begin any improvements prior to receiving written approval of grant funding from the NEDC.
- (L) The applicant must complete the improvement project within six (6) months of receiving written approval therefore from the NEDC. Failure to complete the improvements within the required time period may result in the loss of the grant funds allocated for the project.
- (M) The applicant must agree to remain in business and to not sell or assign such business to another person or entity for a period of twelve (12) months from the date of grant funding of his /her application.
- (N) Approval of all applications shall be with the understanding and agreement that, in the event the business (applicant) fails to remain open, or the business or property is sold or transferred, within **twelve (12) months after the funding of the grant**, the applicant shall be considered in default of its obligations under the grant, and shall be required to reimburse the NEDC the grant money received, in accordance with the requirements of Section 6 hereof.
- (O) The applicant must agree that, in the event of default of its obligations, the NEDC has the right to reimbursement for all attorney's fees and costs, which may be incurred as a result of any legal action required to seek reimbursement of all grant funding received by applicant.

Section 5. Application and Approval.

- (A) Applications filed with the Executive Director on or before the first Monday of each month shall be considered at the next regular NEDC Board meeting or at such special Board meeting that may be called.
- (B) Applications for the NEDC Business Improvement Grant Program must be made on a form provided by the NEDC, which form shall be made available at the NEDC offices located at 1215 E. Washington, Navasota, Texas 77868. **Completed NEDC Business Improvement Grant Application must be submitted to the NEDC Executive Director as received, all ten (10) pages, to qualify for consideration by the NEDC Board of Directors.**

- (C) All applications must be approved by a majority vote of the Board of Directors of the NEDC.
- (D) An applicant shall be notified in writing of the NEDC's decision to approve or disapprove the application.
- (E) The NEDC may award grant funds to an applicant, with certain provisions, conditions, or other requirements the NEDC deems necessary or appropriate.

Section 6. Funding.

- (A) Upon written notification to the NEDC by the applicant that a project has been completed, an inspection by an NEDC representative or representatives shall be made to confirm that such project has been completed in accordance with the application, or any approved modifications thereto. Such notification shall include, but not be limited to, documentation of paid receipts for materials, labor, permits, inspection reports, or any other item that the NEDC may reasonably deem necessary for determining the project's completion.
- (B) Within thirty (30) days following the inspection required in paragraph Section 6(A) above, and confirmation of completion of the project in accordance with the application, or any approved modifications thereto, the Executive Director of the NEDC shall issue a letter of approval to the Board of Directors. A copy of such letter shall also be provided to the applicant. Funding authorization shall take place at the next regular NEDC Board meeting following the date of the Executive Director's approval letter. Upon authorization of the Board to fund the grant, and after the sixty (60) day public notice requirement has been met, the total grant amount awarded shall be paid to the applicant.
- (C) Within fourteen (14) days following an inspection and the presentation of the receipts as provided in Section 6(A) above, and after a determination is made by the NEDC's representative that the project has not been completed in accordance with the application, or any approved modifications thereof, the Executive Director shall issue a letter to the applicant indicating all areas of non-compliance. The applicant shall then have sixty (60) days, from the date of the Executive Director's letter, to make the modifications necessary to bring the project into compliance. Failure to complete such modifications within said sixty (60) day period shall be deemed a default of applicant's obligations under the grant.
- (D) Available funding: The NEDC has budgeted \$25,000 per year to fund this grant program. Grant Applications received after the available funding has been exhausted may be considered the following calendar year. The NEDC retains sole discretion to accept or reject applications received after the available funding has been exhausted.
- (E) If the subject business is closed, sold, or transferred, or relocated within a six (6) month period after grant funding is received, the applicant shall be required to reimburse the NEDC for 100% of the grant amount received. Thereafter, until the 12-month anniversary date of grant funding the applicant shall be required to reimburse the NEDC for 50% of the grant amount received if the subject business is closed, sold, transferred, or relocated.
- (F) Payments due pursuant to Section 6(E) above must be paid in full within thirty (30) days after the date of written notification by the NEDC that the applicant/owner is in default of any of the funding requirements set forth herein. The form of such payment shall be a cashier's check or money order, made payable to Navasota Economic Development Corporation.

Section 7. Notice.

- (A) THE NAVASOTA ECONOMIC DEVELOPMENT CORPORATION SHALL DELIVER A COPY OF THESE GUIDELINES TO ANY APPLICANT FOR HIS/HER REVIEW AND THE DELIVERY HEREOF DOES NOT CONSTITUTE AN OFFER OF A BUSINESS IMPROVEMENT GRANT TO THE APPLICANT.
- (B) THE LAWS OF THE STATE OF TEXAS SHALL GOVERN THE INTERPRETATION, VALIDITY, PERFORMANCE AND ENFORCEMENT OF THIS BUSINESS IMPROVEMENT GRANT PROGRAM, AND VENUE FOR ANY LAWSUIT OR OTHER PROCEEDING INVOLVING THIS

PROGRAM SHALL BE IN GRIMES COUNTY, TEXAS. IF ANY PROVISION OF THIS BUSINESS IMPROVEMENT GRANT PROGRAM IS HELD TO BE INVALID OR UNENFORCEABLE, THE VALIDITY AND ENFORCEABILITY OF THE REMAINING PROVISIONS SHALL NOT BE AFFECTED THEREBY.

THE NAVASOTA ECONOMIC DEVELOPMENT CORPORATION

ACKNOWLEDGMENT OF RECEIPT
OF GUIDELINES AND CRITERIA FOR:

BUSINESS IMPROVEMENT GRANT PROGRAM

The undersigned acknowledges and agrees to abide by and be subject to the terms and conditions of the Business Improvement Grant Program as described herein.

Applicant: _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____

Property Owner: _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____

Navasota Economic Development Corporation

APPLICATION FOR USE OF TYPE B ECONOMIC DEVELOPMENT SALES TAX

Please carefully read the following:

A business may only receive assistance from one of the following programs during the fiscal year (January 1 to December 31). Funding assistance is approved and awarded at the discretion of the Navasota Economic Development Corporation (NEDC) Board. Funding assistance is distributed as reimbursement after the applicant submits paid receipts for the project. Photographs of the completed project may be required when receipts are submitted.

If a successful applicant does not use the funds as intended and described by the application then he or she will be liable for those funds and must repay the Navasota EDC.

For more information, please call the office of the Executive Director Navasota Economic Development Corporation at (936) 825-2961.

Applications may be delivered or mailed to:

NEDC Executive Director
P.O. Box 910
Navasota, TX 77868.

Navasota Economic Development Corporation

APPLICATION FOR USE OF TYPE B ECONOMIC DEVELOPMENT SALES TAX

Name: _____

Business Name: _____

Mailing Address: _____

Phone: _____ Fax: _____ Other: _____

E-Mail Address: _____

Web Site Address (if applicable): _____

Principals involved in the business (full names): _____

Date business was established or opened in Navasota: _____

Business location: _____

Brief description of business (attach additional sheet if necessary): _____

Number of employees: _____ Full-Time: _____ Part-Time: _____

Description of proposed project (attach additional sheet if necessary): _____

Estimated date of completion for this project: _____

Total project cost: _____

Matching assistance requested (based on program guidelines): _____

Business Owner's Signature: _____

Date: _____

Navasota Economic Development Corporation

APPLICATION FOR USE OF TYPE B ECONOMIC DEVELOPMENT SALES TAX

For your application to be considered by the Navasota EDC, the request must meet one of the following requirements under the Development Corporation Act of 1979 (Texas Civil Statutes Article 5190.6 – now codified in Chapter 501, et seq., Texas Local Government Code).

Please select which of the following criteria(s) best suits the proposed project:

- Promotion of manufacturing and industrial facilities**
- Recycling facilities**
- Distribution centers**
- Small warehouse and storage facilities**
- Air or water pollution control facilities**
- Development or redevelopment of closed military bases**
- Facilities to promote new and expanded business development**
- Facilities to promote job creation and retention**
- Job training facilities**
- Educational facilities and facilities for use by institutions of higher education**
- Targeted infrastructure**
- Athletic facilities** (Professional and amateur sports and athletics, including stadiums and ballparks)
- Parks and related public space improvements** (Projects that promote athletic, park, or tourism related facilities or activities including: public parks, park facilities and events, open space improvements, museums, learning centers, and municipally-owned buildings)
- Tourism and entertainment facilities** (Entertainment, tourist, and convention facilities)
- Commercial facilities** (Related store, restaurant, concession, and parking facilities)
- Certain public facility improvements** (Facilities such as public safety facilities that will promote new or expanded business enterprises)
- Transportation improvements** (Related streets, roads, and area transportation facilities)
- Infrastructural improvements** (Related water and sewer facilities; drainage, and demolition for an existing or anticipated business entity or area)
- Other business-related improvements** (Any other improvements or facilities to promote new or expanded business enterprises)
- Affordable housing**

Navasota Economic Development Corporation

APPLICATION INFORMATION

The information contained on the following three pages of this application is CONFIDENTIAL between the applicant and the Navasota EDC; thus, in the event this application is rejected, the City of Navasota shall promptly return these pages 4, 5 and 6 of this application and not keep a copy thereof for any reason. If the request for TYPE B funds is granted, this application and all related documents will be filed with the City Secretary and available for public inspection under the Texas Open Government Code.

The applicant should attach supporting documents or extra pages when the space provided for a response is inadequate or the applicant desires to provide additional information.

1. Full name of business entity as it appears on the corporate records: _____

2. Attach a copy of the Applicant's most annual or semi-annual financial report (statement) showing profit and loss, net worth and status of Applicant's capital account. Please attach copies of the Applicant's last three monthly bank statements.

3. What is the value of existing improvements? Use the valuation obtained by the Grimes County Appraisal District. If you wish to use some other alternative source of valuation, please indicate the source of such alternative valuation and attach a copy of any appraisal or opinion of value that was used or obtained.

A) Value of land and existing improvements as determined by the Grimes County Appraisal District. If available, a copy of the rendered valuation should be attached as an exhibit.

B) Type and value of proposed improvements. In addition to the information provided previously, please estimate the additional value that is likely to be added to your property based upon the proposed improvements. If practicable and such documentation is available, please attach an appraisal or other opinion of value of the prospective improvements that are being relied upon in providing this information.

C) What is the productive life of proposed improvements? You may attach such documentation or any other substantiation or information relating to any estimates that are considered.

D) Please state number of persons currently employed by Applicant.

E) Please state the number and types of new jobs to be created by proposed improvements.

F) Please state the amount of payroll to be created by the proposed improvements in the Navasota area.

G) Please state whether the new jobs to be created will be filled by persons residing or projected to reside within the municipal limits of the City of Navasota.

H) Please state the amount of taxable sales that are currently being generated by applicant annually in the City of Navasota, if applicable.

I) Please state the amount of projected taxable sales, expressed annually, that the proposed improvements will generate.

4) Please state whether the business or proposed business of applicant is related to the storage or transportation of a hazardous material (as defined in 79.001 of the Texas Civil Practice and Remedies Code) or may endanger or threaten to endanger individuals, property, or the environment as a result of the spillage, seepage, or other release of a hazardous material or as a result of fire or explosion involving a hazardous material.

VERIFICATION

(We), the undersigned APPLICANT(S), acknowledge that the Navasota Economic Development Corporation may or may not grant any application or request hereunder purely as a matter of discretion, that there is no legal right to rely on any previous actions taken in same or similar applications or in previous actions taken on another application concerning the same or similar property.

Signed and submitted to the Navasota Economic Development Corporation on this, the _____ day of _____, 20__.

Applicant or Applicant's Agent

Name of Entity Making Application

If Corporate Entity – Please attach copy of Corporate Charter and a Certificate of Good Standing issued by the Secretary of State of the State of Texas and the Secretary of State of the state of incorporation if a state other than the State of Texas.

Persons to be contacted by the Navasota EDC for clarification of any information in this application. Please state full name, address and phone number:
