## Main Street Enhancement Grant PROGRAM DESCRIPTION

The Main Street Enhancement Grant provides matching funds to enhance existing building designs in the Main Street District (see attached map). Owners and tenants may be eligible for a reimbursement grant of monies used to enhance and/or beautify their new or existing businesses.



#### **ELIGIBLE PROJECTS**

The following types of projects are eligible for reimbursement grants:

### • Façade Rehabilitation/Enhancement

This includes work done on existing structures, such as removing non-historic/added facades, repointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, replacing windows, restoring transom windows, repairing facades, etc.

## New Awnings, Canopies, Porches and Signage

This includes replacing, adding, or repairing awnings, canopies, porches and signs. Signs may include signboards, projecting signs, pedestrian signage, window signs, hanging signs, and awning/canopy signs.

### • Beautification Projects

This may include public art, landscaping, and other beautification projects as approved by the Enhancement Grant Evaluation Committee (EGEC).

#### **GRANT GUIDELINES**

- 1. Grant funds are available only for exterior work on commercial property and building facades in the Main Street District that are visible from public streets.
- 2. In general, grants are available for converting existing structures to their original historic condition, or to renovate them to resemble the buildings currently on Main Street.
- 3. Grants will be processed and considered for award on a first-come, first-served basis until funds are depleted or until the program ends, whichever comes first.
- 4. No grants will be awarded for work that has already been started or completed, or for work that is covered by insurance. If desired work is above what insurance will pay and is considered an upgrade and enhancement in the opinion of the EGEC, it may be eligible for grant funds.
- 5. No grant will be awarded to any Applicant that owes any delinquent indebtedness\* to the City of La Porte or the La Porte Development Corporation.
- 6. All grants will be awarded on a reimbursement basis once completed work has been verified by the EGEC to be compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant.
- 7. All projects submitted for enhancement grants will be subject to a review by the EGEC, and approval from the La Porte Economic Development Corporation (EDC). The review criteria includes the following:
  - That the project demonstrates a significant improvement over the existing situation
  - That the project will add to the beautification of Main Street
  - That the project will enhance Main Street's appeal to new businesses and visitors
  - That the project will complement the surrounding buildings
  - That the project will add value to the City of La Porte
- 8. Grant applications and awards can be made in any of the reimbursable activities described above and may be combined for any single property or project. An applicant is defined as an owner, tenant, or combination thereof occupying an eligible property within the Main Street District. A single owner of multiple properties may apply for grant funds for each property owned but the match must be for no less than \$2,500, and the owner may not receive more than \$25,000 per property in a three (3) year period.

\*"Delinquent Indebtedness" shall mean any indebtedness due and owing to the City of La Porte or the La Porte Development Corporation, including but not limited to, ad valorem taxes on real and personal property, which property is in fact owned by and is legally subject to taxation, whether or not the same may have been properly rendered to the tax assessor-collector by any person. Such term shall also include, but not be limited to, charges for penalties, interest and costs on any such ad valorem taxes; charges for water, sewer, garbage and other services rendered or goods furnished by the City of La Porte or the La Porte Development Corporation to any person; and any other manner of indebtedness to the City of La Porte or the La Porte Development Corporation, now existing or which may hereafter be created by any person. No such indebtedness shall be considered "delinquent" until the time for its current payment under the various ordinances of the City of La Porte, or state statutes, or contractual agreement, shall have expired, without payment having been made.

#### APPLICATION PROCESS

- 1. Determine eligibility: Discuss project plans with Main Street/Economic Development Coordinator. Coordinator will set up a pre-development meeting with the EGEC.
- 2. Fill out the application and sign the agreement form. All grant applications must include the following:
  - a. A scale drawing by the project architect or design professional of all grant work.
  - b. **Samples**—e.g. paint samples, fabric swatches, sign material, etc.—that will enable the EGEC to envision the finished project.
  - c. Itemized work estimates on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
  - d. Photographs of the building's exterior. The Applicant shall be required to provide before and after photographs of the building before the reimbursement grant can be awarded. For the initial application, before photographs will suffice, but photographs of the completed project must be submitted before the grant can be considered for approval.
- 3. Return the completed application form, with all applicable items, to the Economic Development Office, 604 W. Fairmont Parkway, La Porte, TX 77571.
- 4. Application will undergo an approval process, which includes but is not limited to the following:
  - a. All projects must meet current building standards and codes, as well as building permit requirements.
  - b. The EGEC will only consider applications that have been properly and fully completed and which contain all information requested in the application and/or by the committee.
  - c. All construction bids submitted by the Applicant must be current and must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, and telephone number and shall itemize the bid in a manner that allows the EGEC to determine the bid components and authenticity of the bid.
  - d. Applications receiving approval by the EGEC shall commence construction described in the application within ninety (90) days from the date the grant is approved. All Applicants must complete the construction described in the Application within one (1) year from the date the grant is approved. If the Applicant cannot meet these timelines, the Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The EGEC shall not be obligated to grant an extension but may do so for good cause determined solely by the members of the Committee. The extensions, if granted, shall be for the term and for

- the conditions determined exclusively by the EGEC. An extension denial cannot be appealed and shall be final.
- e. As a condition of this grant Application, the Applicant consents and shall allow the EGEC to request city inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City Municipal Codes and Ordinances that are applicable to the construction contemplated in the application.
- f. The EGEC and EDC shall have sole discretion in awarding grants. They shall award grants considering the amount requested, grant funds available, the guidelines of the grant program, condition of the building in which the grant funds will be used, economic impact, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.
- g. No Applicant has a proprietary right to receive grant funds. The EGEC shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the grant program.
- h. The Applicant shall be required to furnish photographs of the building's exterior, and any other site locations that are included as part of the application request and shall provide photographs after the construction is completed as a condition of final grant disbursement.
- i. The EGEC has the final discretion with regard to funding and reserves the right to recommend modifications or reject any project or elements of any project.
- 5. Reimbursement. When the entire grant project has been satisfactorily completed, the Applicant shall present the Economic Development Office with the following:
  - a. Copies of all paid invoices, including copies of cancelled checks and/or credit card receipts for a single payment reimbursement of the approved funding
  - b. Photographs of all completed work
- 6. When the project has been reviewed and signed off by the EGEC and their recommendations have been presented and approved by the EDC, a reimbursement check will be issued.



# Main Street Enhancement Grant APPLICATION

Please print clearly. When you have completed the application, please submit the application to:
City of La Porte
Economic Development Office
604 W. Fairmont Pkwy
La Porte, TX 77571

## APPLICANT INFORMATION:

APPLICATION DATE:	
Applicant Name	
Applicant Name	
Business Name	
Physical Business Address	
Business Owner (if different from applicant)	
Mailing Address	
Contact Phone	Email Address
TYPE OF WORK (check all that apply):	
☐ Façade Rehabilitation/Enhancement	□ Awnings/Signage
☐ Beautification	☐ Other ( <i>describe</i> ):
DETAILS OF PLANNED IMPROVEMENT	TS (attach additional pages if necessary):

Please list Contractor and/or Project A	Architect Proposals and	Total Amounts ( <i>attach</i>	original proposals):	
CONTRACTOR/PROJECT ARCHITECT			TOTAL AMOUNT	
1.			<b>\$</b>	
2.			\$	
3.			\$	
4.			<b>\$</b>	
5.			\$	
BUDGET DETAIL:				
PROJECT EXPENDITURES	FUNDS REQUESTED	FUNDS APPLIED	TOTAL	
Façade Rehab	\$	\$	\$	
Awnings/Signage	\$	\$	\$	
Beautification	\$	\$	\$	
Other (list):	\$	\$	\$	
Other (list):	\$	\$	\$	
TOTALS	\$	\$	\$	
Amount requested (up to 50% of total cost, \$2,500 to \$25,000):  Please attach color samples, model numbers (for windows, doors, etc.), photos, scale drawing, and other illustrations of work to be completed. Please include as much detail as possible.				
illustrations of work to be completed. Please include as much detail as possible.				
Your signature on this application certifies that you understand and agree with the following statements: I have met with the EGEC and I fully understand the Enhancement Grant procedures and details established. I intend to use these grant funds for the renovation projects, as spelled out in the application. I have not received, nor will I receive insurance monies for this revitalization project OR I have disclosed all pertinent insurance information.  I understand that if I am awarded an Enhancement Grant, any deviation from the approved project may result in the partial or total withdrawal of the grant funds. If I am awarded a reimbursement grant for façade, awning, signage, beautification, or other approved work, alterations should not be made within five (5) years from construction; otherwise I may be required to reimburse the La Porte Economic Development Corporation immediately for the full amount of the grant.				
APPLICANT SIGNATURE			DATE	