



## HOBBY AREA DISTRICT

### **Building (and Site) Improvement Grant (BIG) Application Information**

The Hobby Area District (HAD) in support of revitalization efforts and local business promotion has established the Business Improvement Grant to provide funds for improvement of commercial properties within the District's boundaries. The District will award grants with a "cash" match (50%) up to \$10,000 of total cost per grant. Approved projects must complement the color and character of surrounding businesses and must meet the City's Code of Ordinances.

#### **About the Building Improvement Grant (BIG)**

Projects include, but are not limited to:

- Façade Renovations (visible to public)
- Awning Installation
- Exterior Painting
- Landscaping
- Parking Lot Improvements
- Power Washing
- Business Signage

Applications are reviewed for:

- Basic Eligibility Requirements
- Potential to diversify the economy
- Effect and support of other businesses
- Consistency with local redevelopment

Additional Information:

- The Business Improvement Grant is a one-time payment reimbursement for approved projects to Hobby Area District commercial property owners, and in some situations, tenants.
- Annual funding cycles begin January 1st and end on December 31st. Grants are available on a first-come, first-serve basis until cycle funds are depleted.
- No grant will be awarded for work already done or that which is covered by insurance.
- All submitted work must be reviewed and approved by the HAD Board before any eligible work begins.
- Any deviation from the approved project may result in total or partial grant withdrawal.



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- Projects within common areas of multi-tenant buildings must differ in scope from any previously approved projects completed within such common areas of the building.
- Each HCAD address is limited to \$10,000 in grant funds per program year. (including the CPTED Grant or other grants offered by the District).

**Note:** Businesses or property owners that are represented by a member of the HAD Board of Directors are eligible to apply for funding; however, board members are not allowed to be grant applicants.

### Find out More!

Questions? Call us! ☎ 832.703.1103

Applicants are encouraged to attend our monthly Board of Directors meetings. Visit [hadistrict.org](http://hadistrict.org) for times. Failure to attend when required shall be cause for Application rejection.

### Program Recognition

Upon project completion, we will provide a sign which must be prominently and publicly displayed at the property for a minimum of three months to officially recognize the HAD BIG program.

You/Your Company and the Project will also be recognized as a program recipient with the before & after photos displayed on our website, e-news & social media platforms.



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### **The Application Process**

Read the BIG application, complete and sign the BIG Application Form and BIG Agreement.

#### **Provide Drawings:**

All applications must include a scale drawing of the proposed work with the name of the project manager or contractor. Support documentation and informational material must be included.

#### **Provide Estimates:**

Obtain itemized estimates on all project work from contractors. Self-contracted work will be reimbursed for legitimate expenses, excluding labor.

#### **Provide Construction Bids:**

Applicants are required to provide a minimum of two bids for each element of work to be contracted.

Bids shall be submitted on the contractor's or project architect's letterhead with their name, address, phone number, and dated no earlier than 90 days prior to the request. Bids must be itemized in a manner that shows bid components and authenticity.

#### **Provide Color Samples:**

The HAD does not dictate color choices; however, they must be consistent with the surrounding buildings and properties.

#### **Provide Project Site Photographs:**

As part of the Application request, we require photos to be provided before work begins and after the construction is completed in high-resolution JPG, HEIC or PDF format as a condition of final funding.

#### **Approval & Eligibility Process:**

There is no proprietary right to receive grant funds.

Only completed Applications with all required information will be considered. Applications not meeting these requirements will be returned.

Projects must meet all applicable standards and codes, including permit requirements. Applicants are required to obtain applicable permits and approvals for construction.

If a grant is denied the applicant is not eligible to re-submit for a minimum of six months from the date the prior Application was declined.

Construction must begin as described in the application within sixty days of the grant being awarded. If the Applicant is unable to commence construction within sixty days of the date granted, or complete construction



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within six months of the date granted, the Applicant must submit a written request for an extension. The extension request **MUST** be made prior to the sixty-day or six-month time limit. The HAD Board is not obligated to allow extensions but may do so for good cause.

An extension, if granted, will be for the Terms & Conditions determined exclusively by the HAD Board. An extension denial cannot be appealed and will be final.

As a condition of this grant, and in consideration of the opportunity to apply for a grant, the Applicant consents to allow inspections by the City of Houston and other applicable bodies to determine if improvements completed in accordance with the application meet all applicable codes and ordinances.

The HAD Board will recommend grants based on:

- A. Amount requested.
- B. Grant funds available.
- C. Condition of building involved in project.
- D. Other Grant requests.
- E. Type and nature of construction.
- F. Compatibility.
- G. Streetscape objectives; and
- H. Overall revitalization of the district.

The HAD Board shall consider any Application within its discretionary authority to determine what grant amount will be in the best interest of the program.

When the grant project has been completed and reviewed, the applicant will present the HAD Board with a completed W-9 form, copies of paid invoices, canceled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.



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### Building (and Site) Improvement Grant (BIG) Application Form

Applicant Name:

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Business Name:

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Mailing Address:

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Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Building/Property Owner *(if different)*:

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Current Building Name *(if applicable)*:

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Physical Building Property Address:

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**Type of Work - check all that apply:**

☐ Power washing

☐ Parking improvements

☐ Exterior Painting

☐ Landscaping

☐ Awning/Canopy

☐ Other : \_\_\_\_\_

☐ Façade repairs



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**Provide Details of Planned Improvements:** *(attach additional paper or in email if needed)*

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**Total Cost of Proposed Project:** \$\_\_\_\_\_

**Eligible Business Improvement Grant Requested** *(50%, up to \$10,000 max):* \$\_\_\_\_\_

*Checklist of items to attach:*

- |  |   |
|--|---|
| <input type="checkbox"/> Attached original proposals | <input type="checkbox"/> Attached list of colors to be used                   |
| <input type="checkbox"/> Attached Construction Bids  | <input type="checkbox"/> Attached photographs (jpgs) of proposed project site |
| <input type="checkbox"/> Attached estimates          |   |

**Applicant's Signature & Date:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Dates to remember after final approval:**

- Work must commence sixty (60) days.
- Work must be completed six (6) months.



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### Building (and Site) Improvement Grant (BIG) Agreement

I (*applicant name*) \_\_\_\_\_ have met with (*names*) \_\_\_\_\_

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and understand the HAD Business Improvement Grant program. I will utilize these funds for the renovation project(s) in support of the HAD revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project. I also understand that the intentional deception or misuse of this program for financial gain is fraud and will be reported to authorities.

I understand that if I am awarded a Business Improvement Grant, any deviation from the approved project can result in withdrawal of the grant. Further, I understand the materials and processes involved, and have been given an opportunity to ask questions regarding the Grant Program. If the project site is altered for any reason within six (6) months of construction, I will be required to reimburse the HAD immediately for the full amount of any Grant funds.

Should HAD find that Grantee has not maintained the required commercial status of the property in accordance with the terms of this Agreement or should HAD find that Grantee has breached any other term of this Agreement; the Grantee agrees to repay all Grant monies that have been disbursed by HAD to Grantee as remedy for the default.

Repayment shall be made by Grantee within 30 days of receipt of a written demand from HAD. Failure to timely repay the Grant shall constitute a breach of this Agreement.

#### **APPLICANT**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### **BUILDING / PROPERTY OWNER'S SIGNATURE** (*if different from applicant*)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### **HAD BOARD**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**REMEMBER:** Work must commence sixty (60) days from date of this agreement and be completed within six (6) months.