

# BCCDC BUSINESS BEAUTIFICATION & FACADE PROGRAM

## Section 1. Sponsor

Bay City Community Development Corporation (BCCDC)

## Section 2. Goals of Program

- To serve as an arm of our Business Retention and Expansion mission as set forth in our 2019 Goal Setting Session.
- To create a more attractive community by encouraging visually appealing physical and structural improvements to local current and future business establishments.
- To promote the restoration of dilapidated buildings in areas that are not covered under Main Street grant program
- To encourage the redevelopment of existing commercial buildings increasing retail options for the citizens of Bay City

## Section 3. Grant Type

Grants provided are Reimbursement Grants, such grants being a cash match for funds disbursed by an Applicant and are in the amounts not to exceed those provided under Section 6, "Type of Grants" below. In-kind contributions may not be used as a part or whole of an Applicant's match. Only Applicant's cash expenditures may be used as a grant match.

## Section 4. Funding Cycle

Funding cycles shall be October 1 through September 30. For each funding cycle, BCCDC shall designate an amount of funding for that cycle. Upon depletion of those funds, BCCDC will be under no obligation to fund additional grants. Likewise, BCCDC is under no obligation to establish future cycles.

## Section 5. Eligibility

1. Any new or existing business within the Bay City City Limits.
2. Business facilities solely serving as a residence are not eligible.

3. Business facilities and/or properties which have outstanding financial obligations to the City of Bay City, such as liens, court fines, city utility bills, or delinquent property taxes are not eligible.
4. Business facilities and/or property owners which have an ongoing lawsuit or are in any way parties to litigation against the City of Bay City are not eligible.

## Section 6. Type of Grants

**FAÇADE IMPROVEMENT:** Improvements to storefronts, including, but not limited to, items such as painting, reconstruction, awnings, windows and remodeling.

**Up to a 50% matching grant with maximum award of \$5,000**

**SIGN IMPROVEMENTS:** New signs, and renovation or removal of existing signs.

**Up to a 50% matching grant with maximum award of \$5,000**

**PROPERTY IMPROVEMENT:** Items such as landscaping (include irrigation and/or proposed maintenance plan) lighting, sidewalk and driveway improvement, parking lot improvements.

**Up to a 50% matching grant with maximum award of \$5,000**

**DEMOLITION:** Demolition of abandoned signs and structures.

**Up to a 50% matching grant with maximum of award of \$5,000**

**Applicant can apply for one grant for a total of \$5,000 or two grants that total \$5,000**

## Section 7. Guidelines

1. Proof of building ownership will be required of the Applicant.
2. An Applicant operating in a leased facility must have written permission from the property owner detailing improvements to be made. Copies of a lease agreement and proof of ownership will be required.
3. Improvements shall be made in accordance with project drawings, specifications, and/or information provided in the application. Failure to do so will render the Applicant ineligible to receive grant funding. Any modifications must first receive the written approval of the BCCDC or its designee. Failure to do so will likewise render the Applicant ineligible for grant funding. Special approval from

the Bay City Historic Commission is required for all facilities in historic districts. Applicants can apply for funding without Historic Commission approval though funding is contingent on the Applicant obtaining Commission approval after grant approval.

4. Applicant is obligated to obtain all applicable permits related to the improvement project. Failure to do so will render the Applicant ineligible for grant funding.
5. The improvements, as presented in the application, must be completed in their entirety. Incomplete improvements will render the Applicant ineligible for grant funding.
6. Upon approval of a grant application, and during the implementation of the improvements, a representative or representatives of the BCCDC shall have the right of access to inspect the work in progress.
7. Improvements may not commence prior to having received approval for a grant from the BCCDC.
8. Preference will be given to applicants that utilize local vendors.
9. In order to be eligible to receive the grant funding, **improvements related to the grant must be completed within six (6) months of receiving grant approval** from BCCDC unless other arrangements have been agreed upon within the six (6) month timeframe.
  1. All applications must contain a cost estimate (bid) from a qualified contractor or supplier.
  2. Labor provided by the Applicant or his/her employees may not be included in the cost estimate of the project and is not reimbursable through this Program.

## Section 8. Application & Approval

1. Applications must be made on a form provided by the BCCDC and may be obtained at BCCDC offices, 1112 7<sup>th</sup> St, Bay City, TX 77414 or on the BCCDC website at [www.visitbaycity.org](http://www.visitbaycity.org) or the City of Bay City's website [www.cityofbaycity.org](http://www.cityofbaycity.org).
2. Applications will be considered on a monthly basis as long as funding is available. **Grant awards are contingent upon available funding in the budget.** Each applicant will be considered in the order received following evaluation criteria in Section 9.
3. BCCDC reserves the right to utilize whatever outside resources it deems necessary for assistance in its decision-making process.
4. BCCDC may award an Applicant a grant with certain provisions, conditions, or other requirements as it may from time to time deem appropriate.
5. BCCDC reserves unto itself the absolute right of discretion in deciding whether or not to approve a grant relative to this application. The Applicant accepts that all decisions relating to the award of grant

funds involves subjective judgments on the part of the decision-making entity related to the aesthetics of the proposed project and the granting of award funds for said project.

6. BCCDC reserves the right to waive any requirement(s) herein contained, and/or add any requirements it deems appropriate in making its determination of approval or disapproval of a grant application.
7. Application shall include photos of the existing condition to be improved and plans for proposed rehabilitation.

## **Section 9. Evaluation Criteria Standards**

The following factors shall be considered in determining whether or not to award a grant:

**Visual Impact:** Improvement in the attractiveness of the location and the level of blight or deterioration removed; Paint color/sign chosen are tasteful and consistent with surrounding businesses; Paint chips/sign material/landscaping materials are submitted with application and final project reflects what was submitted and approved; Level of improvement impact on overall appearance of facility; Productive life of improvements.

**Economic Impact:** Reuse of vacant or underutilized property; Appropriateness of business to overall economic development in the surrounding neighborhood; Traffic level of roadways adjacent to improvement; Mitigation of health and safety issues; Amount of additional funding expended by business

## **Section 10. Funding**

1. Funding will only be provided on a reimbursement basis upon the completion of the project in accordance with Section 7 above.
2. BCCDC shall be granted the right to inspect the improvement work in progress and upon completion.
3. Applicant shall provide the BCCDC with written notification of project completion. Such notification shall include a letter signed by the Applicant stating that all improvements have been completed in accordance with the application and/or approved modifications, and that full payments have been made for all labor and materials involved in the project. Also included in such notification shall be such documentation, such as, but not limited to, paid receipts for materials and labor, permits, inspection reports, project photographs, or any other items the BCCDC may reasonable deem necessary for determining the successful completion of the project.
4. Upon receipt of a notification of completion, an on-site inspection shall be made by a representative or representatives of the BCCDC to confirm completion in accordance with the application and/or approved modifications, such inspection shall not be considered in any way as a reflection of the

BCCDC's approval on the quality, safety, or reliability of the improvements, such being the sole responsibility of Applicant.

## **Section 11. Project Review**

BCCDC staff will review all applications and shall forward complete applications on to the BCCDC Board for approval or disapproval. BCCDC will set the budgetary allocations.

## **Section 12. Amendment**

The BCCDC Board of Directors reserves unto itself the right to amend these Guidelines and Criteria as it may from time to time find desirable.

## **Section 13. Notice**

1. The provision or delivery of these guidelines and criteria to an interested party does not constitute an offer of an improvement grant to that party.
2. The adoption of these guidelines and criteria does not limit the discretion of the BCCDC to decide whether to provide or not provide a grant to an applicant, which absolute right of discretion the BCCDC reserves unto itself, whether or not such discretion may be deemed arbitrary or without basis in fact.
3. The adoption of these guidelines and criteria does not create any property, contract, or other legal rights in any person to have the BCCDC provide grant funding.
4. The laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of this business assistance grant program. If any provision of this program shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions of this program shall not be affected thereby.
5. The BCCDC, its employees, and its agents, do not attest to the quality, safety, or construction of a project eligible for, or receiving grant funding. Therefore, the BCCDC, its employees, and agents shall be held harmless by the applicant/applicants for any and all damages associated with the planning, construction, and subsequent existence of any project whose application has been approved or has received actual grant funding.

6. Acceptance of grant monies is consent for the BCCDC to use Applicant's business or facility in promotional materials, advertisements, and future publications.

# Bay City Community Development Corporation

## Façade Grant Program

(please return completed application and all requested attachments to the BCCDC office, 1112 7<sup>th</sup> St., Bay City, TX 77414)

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_

Building Owner and contact information: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Contractor used? \_\_\_\_\_

Type of Grant, please circle the appropriate response (description can be found in the Program Guidelines):

Façade Improvement      Sign Improvement      Property Improvement  
Demolition      Mega Fund

Description of Proposed Work:

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## Financials

Total Estimated Cost of improvement Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Itemized cost estimates:

Description of Work	Estimated Cost	Local Vendor Utilized? Y/N
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Cost Estimate (Please attach)	\$	
Total Grant Request	\$	

Please submit the following information:

1. A copy of contractor/painter/workman's bid/cost estimates and drawing of proposed work. Please include color samples of paint, signage, and/or awning style and material as well.
2. Information on the methods and materials to be used.
3. Any additional information that would expedite decision making of Committee



BCCDC Business Retention and Expansion

Beautification and Façade Grant Checklist

1. Is the business located in the city limits of Bay City?
2. Does the business and/or properties have any outstanding financial obligations to the City of Bay City, such as liens, court fines, city utility bills or delinquent property taxes?
3. Does the business and/or property owners have an ongoing lawsuit or are in any way parties to litigation against the City of Bay City?
4. Proof of building ownership
5. Written permission from property owner if building is being leased. Copy of lease agreement and proof of ownership Is required.  
  
Drawings, specifications and description of project included with application
6. Is property in the Historic District? If so, approval will from Historic Commission to proceed with work and grant is contingent approval from Historic Commission
7. Has work begun on property?
8. Will you be using local vendors?
9. Is bid included?
10. W9 form filled out

Yes	No