



ELGIN ECONOMIC DEVELOPMENT CORPORATION HISTORIC DISTRICT REVITALIZATION MEGA GRANT PROGRAM

Pre-Application, Application, Guidelines and Contractual Agreement(s) for Participation in the Elgin Economic Development Corporation (EDC) Grant Program for the Revitalization of Commercial Buildings in the Downtown Historic District

OVERVIEW:

This Program is intended to sustain and promote the creation of jobs, while stimulating the economic vitality of Elgin's Historic Main Street Program Area located in the Historic District, and while incentivizing new commercial Projects by providing matching grants for eligible Projects designed to improve commercial properties and buildings in these designated areas (Projects). Eligible commercial Projects may receive up to \$25,000 in the form of a "mega-project" matching grant (Mega-Grant). The Mega-Grants may include funding for renovations or construction that are not solely façade improvements; however, Mega-Grant Projects must use at least 20% of the funding provided by the EDC for façade-type renovations. No Grants will be provided for improvements to structures that are not zoned for commercial use.

DEFINITIONS:

- ❖ Elgin Economic Development Corporation (EDC) – The entity authorized by the City and the laws of Texas to oversee the Grant Program, in Elgin.
- ❖ Main Street Program Area (MSPA) - The area in Elgin that has been identified by the City and State of Texas as the Main Street Program Area.
- ❖ Historic District (HD) - The area of Elgin that has been identified by the City of Elgin to be of historical interest in the Downtown area.
- ❖ Historic Review Board (HRB) - The board of directors appointed by the City to oversee the Historic District as regulated by City ordinance and guided by the Secretary of Interior Standards for Historic Properties.
- ❖ Mega-Grant – A 25%/75% matching grant providing EDC funds up to \$25,000, with at least 20% of the total funds provided by the EDC to be used for Façade renovations and improvements.
- ❖ Conditional-Preliminary Approval – The first formal action by the EDC Board on a proposed Project. Conditional-Preliminary Approval is not final approval nor does it obligate the EDC to provide funds for any Project. Rather, it is intended to merely provide an Applicant with first-round input as to the views of the Board and an indication of whether the Project would be eligible for formal and Final Approval as proposed. Any material or substantive change in the scope or nature of a proposed Project after receipt of Conditional-Preliminary Approval by the EDC Board will negate the Conditional-Preliminary Approval, and will subject the Proposed Project to another review and evaluation by the EDC Board.
- ❖ Final Approval – The formal final approval by the EDC Board, acting upon the final Project design after review and approval from the Historic Review Board and related Commissions and Committees. An Applicant who begins any work on a proposed Project prior to receipt of EDC's Final Approval does so strictly at his own risk, inasmuch as there is no assurance of any grant funding from the EDC until Final Approval is provided by the EDC Board.
 - Qualified Bid – Bids or formal quotations and cost estimates that meet or exceed the standards and criteria set by the City of Elgin and the Main Street Program. If an Applicant is performing any portion of the proposed work, third-party, independent verification of costs estimated/incurred will be required. Only costs for materials and equipment rental will be accepted for work performed by the Applicant. Labor costs must be provided by and paid to a third party.

GOALS OF THE PROGRAM:

- ❖ To sustain and promote the creation of jobs while stimulating the economic vitality of the Historic District, and incentivizing new commercial Projects in this area. [No grants are available for residential projects, at this time.]
- ❖ To improve the attractiveness and utility of commercial buildings or commercial property in the HD.
- ❖ To promote the restoration and continued maintenance of historic commercial buildings in the HD.

CONDITIONS AND PROCEDURES FOR THE MATCHING MEGA-GRANT PROGRAMS:

1. Pre-Application and/or Application: EDC's Fiscal Year is from October 1 through September 30. Pre-Applications and/or Applications for grant funds will be accepted at any time.
2. The proposed Project must satisfy the Program Goals and all pertinent Grant Program Criteria.
3. Each Applicant's Project design is subject to approval for design quality and appropriateness by the Historic Review Board as applicable, and will be presented to the EDC Board of Directors with recommendations for approval or denial by the HRB prior to Final Approval. All improvements to historic buildings and non-historic buildings in the HD should be consistent with Design Guidelines and Standards adopted by the Historic Review Board. Improvements must meet all construction and renovation criteria set forth by the laws, codes, and ordinances of the City of Elgin and must be undertaken with proper permits, licensing, and certification, with all applicable permits to be obtained by the Applicant, where required. *Funding preference may be given, at the discretion of the EDC Board of Directors, to buildings or sites registered as (or with Application in process) a City of Elgin Significant or Historic Landmark.*
4. A Pre-Application for the proposed Project shall be prepared by the Applicant, with the assistance of City Staff, and shall be provided to the EDC Staff, to initiate the Grant review/approval process. The EDC Board of Directors will review and consider the Pre-Application at a regularly scheduled EDC agenda meeting and will provide input and/or formal "Conditional-Preliminary Approval" for the proposed Project following that review. The formal "Conditional-Preliminary Approval" by the EDC Board of Directors will trigger the preparation of the full Application and the Board's full review process, should the Applicant determine to go forward with the Project.
5. Eligible improvements to existing commercial buildings applying for a **Mega-Grant** will be considered on a case-by-case basis. EDC funding in connection with the **Mega-Grant** is not restricted to exterior elements of the structure and may encompass other necessary capital improvements including plumbing, electrical, and other permanent fixtures. However, a minimum of 20% of EDC funding in connection with any **Mega-Grant** must be utilized for façade renovations.
6. Grant funds for fire monitoring systems will only be considered by EDC upon submission of proof of a minimum one-year, pre-paid/non-terminable, monitoring contract through a provider that is approved by the EDC.
7. Unless a specific exception is made by the EDC Board of Directors, the following will **not** be eligible for reimbursement under the **Mega-Grant**:
 - Items not a part of the building's structure, utilities, landscaping, access routes to driveways and parking, and temporary or removable items, such as furniture and appurtenances.
8. Only Owners (or authorized representatives of owners) of commercial property located in the MSPA are eligible to apply for the EDC building and infrastructure improvement Grants. A Mega-Grant shall not exceed 25% of the total cost for the improvement(s). Mega-Grants are available up to a maximum amount of \$25,000, per Project. *Qualified Bids must be obtained and submitted with the Application in order to substantiate anticipated cost of improvement(s). Pre-Applications/Applications must be submitted to EDC for Conditional-Preliminary Approval before any portion of the proposed Project Application work is begun. Any work performed prior to submission of the Pre-Application/Application shall not be eligible for reimbursement by use of Grant funds All projects must be approved by the Historic Review Board prior to EDC approval.*
8. If approved, all Grant funds will be paid to the Applicant **following completion of the Funding and Close Out Procedures, as noted below. All grants will be paid after completion of the work and a certificate of occupancy is issued or the tenant is open for business. Grant recipients seeking payment of submitted invoices and costs acknowledge and agree that all expenditures reported are subject to verification, audit and approval/disapproval by EDC and no disbursement of funds will be allowed until all Close Out Procedures have been completed.**

GRANT APPLICATION PROCEDURE:

1. **PRE-APPLICATION:** Submit to the Elgin Community Development Director the following (as appropriate for the Project):

Completed Pre-Application Form [Attached]

Upon receipt of the Pre-Application, the Community Development Director will coordinate review of the proposed Project by the HRB & EDC Board of Directors. At that meeting, the Staff will seek input from the EDC regarding the proposed Project and requested Grant and will ask the EDC to provide Conditional-Preliminary Approval for the Project.

2. **APPLICATION:** Submit to the Elgin Community Development Director the following (as appropriate for the Project):

- Photograph(s)** – indicating the present form and condition of the property/building (color prints, snapshots or instant prints are acceptable)
- Elevation Drawings** – illustrating proposed changes and/or alterations (including placement of signs)
- Site Plan** – (to scale) illustrating current structure and proposed changes, with property lines and dimensions, easements, and setback lines clearly shown
- Detailed drawings** – and plans of the building that will indicate all proposed work (including any structural work or repair, paint color, awnings, signage, etc.)
- Information** – regarding the materials to be used (the Historic Review Board may ask that samples be provided)
- Other** documentation required by the Historic Review Board, Planning and Zoning Department or information requested by the EDC Staff or Board related to the Project, as necessary.

3. The Elgin Community Development Director will act as an advisor and process facilitator on all Projects being considered for participation in this Program.

4. The proposed Project plans will be reviewed and subject to a public hearing to be held with the HRB to evaluate and determine design quality and appropriateness and the results of the review/hearing will be presented to the Elgin Economic Development Corporation Board of Directors, including a recommendation for ‘approval’ or ‘denial’ of funding for the proposed Project. Any material or substantive change in the scope or nature of a proposed Project after review by the HRB will subject the proposed Project to reevaluation and re-consideration prior to Final Approval.

5. Decisions regarding the Grant Applications are within the sole discretion of the EDC Board of Directors, and will usually be considered at the first EDC Board meeting following the public hearing held with the HRB, once their recommendations are made. However, there will be no obligation or commitment by the EDC to take up or act upon any Grant request until such time as the Board, in its sole discretion, determines it is appropriate to do so. Applicants acknowledge and agree that the EDC Board of Directors may decline to hear or consider any request and/or may reject any proposal, for any reason or no reason, stated or not stated, at the Board’s sole discretion. The Board’s decisions are final.

GRANT CLOSE OUT AND FUNDING PROCEDURE:

Before the EDC will authorize and/or make payment of any Grant funds for a Mega-Grant, the following documentation, as applicable to the Project, must be fully executed and provided to the EDC by the Applicant, with the assistance of the EDC Staff, to complete the EDC’s “Grant Close-Out” process:

1. Submission of the paid bills and receipts must be accompanied by an itemization of the expenses being submitted for consideration including the date, service/item, and cost. 10 copies of all documentation is required.
2. Certification executed by the appropriate building/inspection official of the City of Elgin, attesting that the construction was completed in accordance with any pertinent Building Code of the City of Elgin; and

3. Certification executed by the Community Development Director or authorized designee, attesting that all improvements were completed in accordance with the plans submitted and approved, to the extent that the Manager (or designee) is able from a visual inspection to determine same; and
4. Certification executed by the General Contractor or other authorized representative for the Project attesting to the fact that all subcontractors and material suppliers have been paid in full and that there are no liens or other encumbrances that exist or will be placed on the subject property or improvements; and
5. Certification executed by the President of the EDC attesting that he has personally visited the Project and has determined that the work has been completed, from an aesthetic perspective (and including dated photographs of the Project providing evidence of same); and
6. Certification executed by the administrative personnel of the EDC attesting that the detailed receipts submitted for reimbursement have been reviewed, audited as deemed necessary, and stating the allowable reimbursement amount, to be provided to the City of Elgin's Finance Director, requesting payment to the Applicant. Receipts must be accompanied with a detailed summary showing dates, material/service and amount to be considered for reimbursement.

Neither the Community Development Director, Staff, or any representative of the EDC is able to or will perform more than a visual evaluation strictly confined to the 'aesthetic sufficiency' of the work performed on a Project. The Applicant and/or Owner is solely responsible for all necessary or desired testing and inspection of materials and labor for the Project related to workmanship, suitability, safety, etc.

No Grant funding will occur until **all** of the above close-out documentation has been finally executed and provided to the EDC. The EDC will attempt to complete the requisite on-site visit and invoice review/approval within 5 business days of receipt of the last-received of the above noted Certifications and all pertinent invoicing and Project records. However, Grant Applicants should not anticipate payment of Grant funds before the 10th business day after Applicant's complete submission of invoices/receipts and Project documentation to the EDC and the location is open for business or a certificate of occupancy is issued. Deductions and/or set offs from the requested reimbursement though Grant funding may be made by the EDC on the basis of documentation presented, and at the sole discretion of the EDC. Projects not completed within 6 months of approval of Mega Grant will be required to resubmit grant application and will be subject to review. The EDC board reserves the right to withdraw prior approval of the grant.

Please return the Pre-Application and/or Application documentation to:

Owen Rock, Executive Director
Office: (512) 229-3226 Cell: (512) 541-8472
310 N Main Street or PO Box 591 Elgin, Texas 78621
economic@ci.elgin.tx.us
www.elginedc.com

**ELGIN ECONOMIC DEVELOPMENT CORPORATION
MAIN STREET PROGRAM AREA REVITALIZATION GRANT PROGRAM**

PRE-APPLICATION CHECKLIST

Proposed Project Address _____

Building Owner _____

Please describe the Project, including details of proposed improvements being planned for the building(s)/property:

Total Estimated Project Costs _____ . Basis for Estimate:

_____ [Attach any bids solicited or received, if available.]

I understand that the following criteria must be met in order for the proposed Project to qualify for the EDC Grant money:

- No EDC grants will be offered or approved for any Project that has initiated work prior to submission of this Pre-Application.
- Mega-Grant - approved costs are 25% reimbursable, with adequate documentation, up to \$25,000 for Projects receiving Final Approval from EDC. At least 20% of the total funds provided by the EDC must be used for Façade renovations and improvements.
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- All Project receipts remitted for reimbursement must be original and submitted within 30 days of completion of the Project to receive consideration for reimbursement.
- Zoning for the Project property must be Commercial. No Grants will be provided for residential structures.
- Applicant is solely responsible for obtaining any necessary and appropriate City of Elgin permits, including payment of any required fees.
- Owner representatives must provide a signed authorization from the Property Owner if the proposed Project is being proposed by a person or entity other than the Property/Building Owner(s).
- Applicants must be willing to work within the established Grant Criteria, Standards and Procedures, as set forth in the Application and EDC materials.
- Applicant will provide preliminary design details as per request of the Staff and Board.

APPLICANT ACKNOWLEDGES AND AGREES THAT THE SUBMISSION OF THIS PRE-APPLICATION FORM DOES NOT OBLIGATE OR OTHERWISE COMMIT THE EDC OR THE MAIN STREET PROGRAM TO CONSIDER OR GRANT FUNDS FOR THE PROPOSED PROJECT. RATHER, THIS PRE-APPLICATION FORM IS MERELY A PRELIMINARY TOOL THAT WILL ALLOW INITIATION OF DISCUSSIONS BY AND BETWEEN THE EDC, MAIN STREET AND THE APPLICANT, CONCERNING THE PROPOSED PROJECT.

Signature of Project Applicant/Owner _____

Date _____, 20__

Received by Community Development Director: _____, 20__

[Signature of Community Development Director]

**ELGIN ECONOMIC DEVELOPMENT CORPORATION/MAIN STREET
REVITALIZATION GRANT PROGRAM**

GRANT APPLICATION

APPLICANT [OWNER(S)/REPRESENTATIVE] *(Note: If Applicant is not the building or property owner(s), the building and property owner(s) must sign the Application or submit a notarized 'letter of authorization' with this Application). If the property/building is owned by more than one individual or entity, then all co-owners must personally sign the Application.*

Name _____

Address _____ City _____ State ____ Zip _____

Telephone (Work) _____ (Home/Cell) _____

PROJECT/BUILDING OR PROPERTY

Project/Building Name _____

Project/Building Address (including legal description) _____

Project/Building Owner _____

Address _____

Building Age _____ Date of Original Construction _____

Architect/Builder (if known) _____

Brief History of Building (Elgin Depot Museum and/or Library and/or County Courthouse are resources please provide historic photographs of the building/site) _____

Is this property a City of Elgin Historic Landmark? () No () Yes
Date established as a Historic Landmark _____ , 20__

Note: If the structure involved is within the Downtown Main Street Program area, the project must be submitted for review and approval by the Historic Review Board prior to submission to the EDC.

Is this property on the National Register of Historic Places or a Recorded Texas Historic Landmark? () No () Yes-Explain which _____

DESCRIPTION OF PROJECT/WORK PROPOSED

Exterior _____

Interior _____

Windows _____

Roof _____

Façade (Storefront/Doors) _____

Painting _____

Awning _____

Other _____

Total Estimate \$ _____

Qualified Bids and/or cost estimates must be obtained and submitted with Application in order to substantiate cost of improvement(s)

Requested Grant amount:

Mega-Grant (up to \$25,000 matching, as 25%/75%) () \$ _____

Project Architect/Designer _____ Phone: _____

Project Contractor/Coordinator _____ Phone: _____

Are you planning to apply for a Tax Credit for rehabilitation of historic structures? () Yes () No

CRITICAL TIMING AND COMPLETION REQUIREMENTS:

1. Construction must not have begun on any part of the proposed grant related Project prior to submission of the EDC Pre-Application form.
2. For Mega-Grant Projects – Construction on Mega-Grant improvements must begin within 6 months of Project Application Approval. To be eligible for reimbursement through the Grant Program, Mega-Grants Projects must be completed within 18 months from Final Approval by EDC.
3. A one-time 6 month extension to these deadlines may be considered by EDC, upon written request and acceptable documentation force majeure type justification for the delay of initiation of work or completion.

If the above deadlines are not met, or extensions are not approved by the EDC Board, the funding for the Project will be denied.

When do you expect to begin Project work? _____, 20__

[Note: Work may begin after Pre-Application submission and before Final Approval of the Board; however, Applicants undertake this work at their sole risk, acknowledging that EDC may – at its sole discretion – ultimately determine not to fund the Project.]

What is the anticipated completion date? _____, 20__



ELGIN HISTORIC REVIEW BOARD

APPLICATION FOR REVIEW OF MODIFICATIONS TO HISTORICALLY DESIGNATED PROPERTIES

The Elgin Historic Review Board meets on the 4th Tuesday of the month. Applications must be submitted ten (10) days prior to the meeting date.

Date Submitted: _____

APPLICANT INFORMATION Applicant is:

Building Owner Business Owner Contractor

Applicant Name _____

Applicant Signature _____

BUILDING INFORMATION

Name of Building _____

Physical Address _____

Owner Name _____

Owner Mailing Address _____

Owner Phone # (____) _____

Property Owner Signature Date Approved

BUSINESS INFORMATION

Business Name _____

Bus. Owner Name _____

Bus. Mailing Address _____

Bus. Phone # (____) _____

Email Address _____

CONTRACTOR INFORMATION

Contr. Name _____

Contr. Address _____

Contr. Phone # (____) _____

OTHER CONTACT INFORMATION

SIGN APPLICATION INFORMATION

Sign Type Projection Flat Mount Window

Sign Dimensions _____ x _____ = _____ sq ft

Projection Sign (sq ft x 2) Total sq ft _____

Building Front Linear Feet _____
meets standards yes no

Window Dimensions _____ x _____ = _____ sq ft
% Coverage; meets standards yes no

Use next column or additional paper to provide sign wording, materials, colors, mounting specifications, etc. If possible include pictures of building with sign location indicated and sketch or print of sign design.

Intended and desired starting and completion date of alteration or repairs.

Start _____ Complete _____

Description of proposed external alteration or repair (use additional paper if needed)

Drawing/ sketch of the proposed external alteration (use additional paper if needed). Please provide current photos of property.

CERTIFICATE OF APPROPRIATENESS

Approved Rejected Modified

(Building Permit Attached)

Chairman/Vice Chairman Signature Date

Building Official or Designee Signature Date

Date(s) Reviewed by Board

City of Elgin Code Chapter 1 Section 5, page 42, states in part "...violations shall be fined \$2000 per day." Each day a violation occurs is a separate violation. Failure to have projects reviewed and failure to follow an approved application constitutes a violation.

For questions call (512) 281-0119 or write to gcooke@ci.elgin.tx.us & amiller@ci.elgin.tx.us

OWNER'S/APPLICANT'S AGREEMENT:

I have met with the Elgin Community Development Director and the Economic Development Corporation Executive Director and I acknowledge that I have received, reviewed and fully understand the criteria, standards, rules and procedures established by the EDC and the Historic Review Board Main Street Program pertaining to the Project Grant Program and, further, that my request to be considered for Grant funds and agreement to abide by the Historic Review Board Main Street Program/EDC criteria, standards, rules and procedures is binding and contractual in nature, in the event that the proposed Project is funded by the EDC.

I understand that, if I am awarded a Mega-Grant by the EDC, any deviation from the Project detail approved by the Board and/or deviation from this Agreement will result in the withdrawal of the Final Approval for the Grant and loss of Grant funds for my proposed Project.

All Owner(s)/Representative(s) who are signatories to the Pre-Application/Application affirm and represent that neither they, nor any representative or contractor associated with the Project whom will participate in the Project on behalf of the Owner, have any common law or Statutory conflict of interest with respect to this Grant and/or the resulting funding that may be provided by the EDC.

Signed _____ Date _____
Owner/Applicant

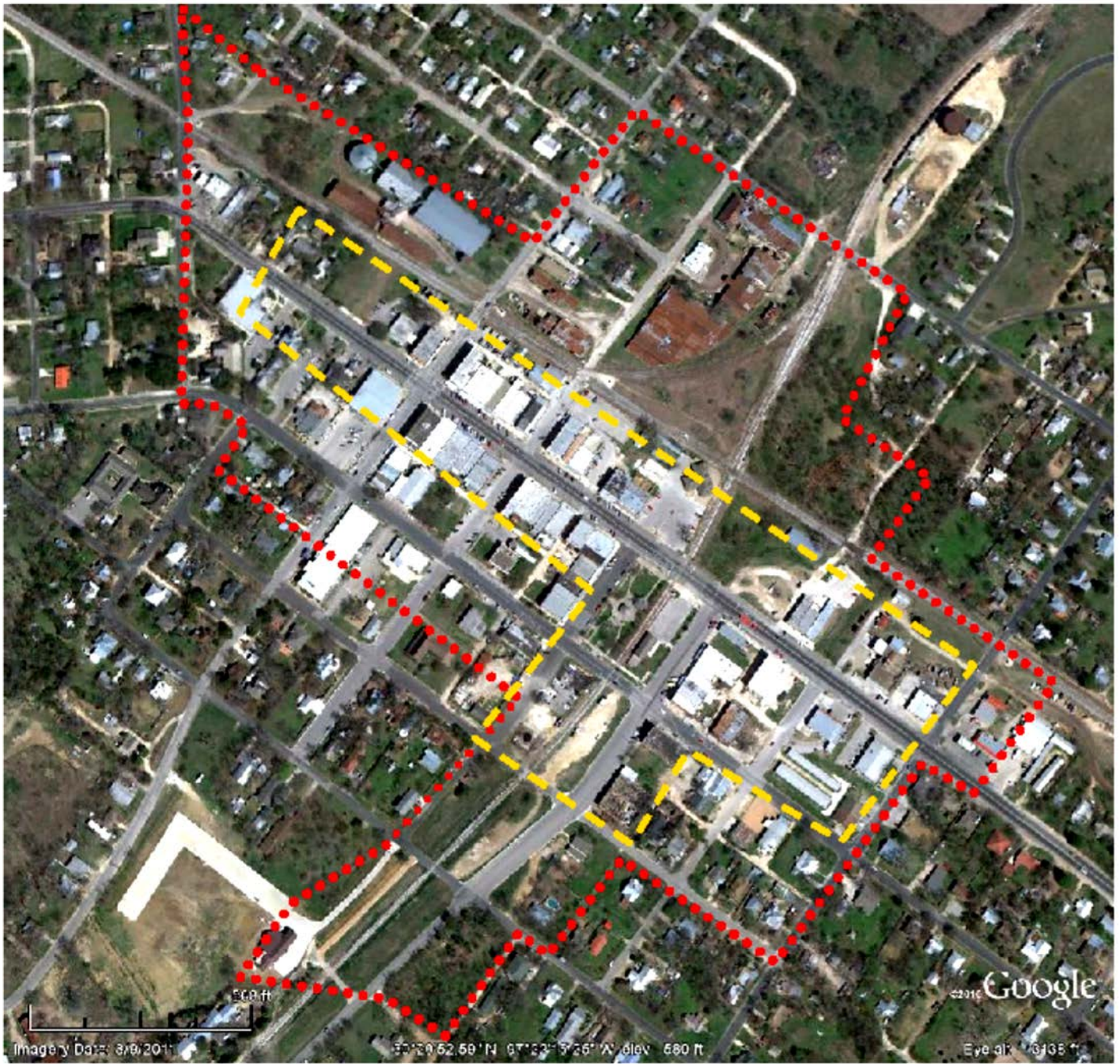
Signed _____ Date _____
Co-Owner/Co Applicant

Signed _____ Date _____
Elgin Community Development Director

Signed _____ Date _____
Representative of Applicable Reviewing Entity
[Historic Review Board]

Signed _____ Date _____
Elgin Economic Development Corporation

City of Elgin
Official Main Street City Since 1990



..... Main Street Program Area

- - - Historic District

NOTICE: Disclosure of a conflict of interest does not disqualify an Applicant or Project from grant funding: Rather, disclosure of conflicts will trigger an evaluation of the facts and circumstances involved in the reported conflict, consideration of potential conflict mitigation alternatives, and a final decision on funding by the Board of Directors, as deemed appropriate in the Board's discretion and in compliance with applicable legal requirements.

ELGIN ECONOMIC DEVELOPMENT CORPORATION

CONFLICTS OF INTEREST DISCLOSURE STATEMENT

Grant Applied For: _____

Name of Applicant: _____

Tax ID number: _____
(or last four digits of SS #)

With regard to my application to the Elgin Economic Development Corporation for a grant of funds, I have the following potential conflict(s) of interest to report:

1. I have, or I am affiliated¹ with, another corporation, organization, individual or entity that has already received a Elgin Development Corporation Grant. (Yes No)

If Yes, please explain in detail: _____

2. I am, or I am affiliated with, an individual who is, employed by the City of Elgin. (Yes No)

If Yes, please explain in detail: _____

3. I am, or I am affiliated with, a member of a City of Elgin Board, Council, Commission, or Committee. (Yes No)

If Yes, please explain in detail: _____

4. I am affiliated with any vendor, supplier, or any other party providing or bidding for providing services, having a direct or indirect interest in any business transaction(s) with the Elgin Economic Development Corporation, including a grant recipient. (Yes No)

If Yes, please explain in detail: _____

5. I am, or I am affiliated with, a staff member or employee of the Elgin Economic Development Corporation. (Yes No)

If Yes, please explain in detail: _____

6. I am, or I am affiliated with, any party that potentially could or will receive a financial benefit from the Elgin Economic Development Grant contemplated herein, other than for the specific purposes stated in the grant (e.g., I am, or I am affiliated with, the contractor, architect, designer, property owner, or supplier(s) for a new business to be constructed in the City of Elgin). (Yes No)

If Yes, please explain in detail: _____

7. Any other potential conflict? _____

¹ "Affiliated" refers to the following: Spouse, domestic partner, child, mother, father, brother or sister or close associates; any corporation, business or non-profit organization of which you serve as staff, officer, board member, partner, participate in management or are employed by; any trust or other estate in which you have a substantial interest or as to which you serve as a trustee or in a similar capacity.

If Yes, please explain in detail: _____

I understand that by signing the statement and submitting this form, I am certifying that I have read this document and all Elgin Economic Development Grant related material provided to me. If I did not fully understand the request for disclosures stated herein, I have requested that the disclosures be explained to me in further detail by a member or employee of the Elgin Economic Development Corporation.

I acknowledge that I am requesting that the Elgin Economic Development Corporation determine my eligibility for a Grant and, if it is determined that I am eligible, I agree to utilize all funds provided to me in accord with Texas Local Government Code, Section 501, *et seq.* and any other applicable federal, city or state rules and regulations.

In addition, I hereby confirm that the disclosure(s) made herein above is complete and correct, and that if I become aware of any information that might indicate that this disclosure(s) is inaccurate, I agree to immediately notify, in writing, the Board of the Elgin Economic Development Corporation.

Signature: _____

Name: _____

Position: _____