

**DEVELOPMENT CORPORATION OF HASKELL
STORE FRONT DEVELOPMENT PROGRAM
2019 -2020 PROGRAM APPLICATION**

Please return pages 1 – 5 of this form with your formal application. If you have questions on completing any of the requested information, please contact the Development Corporation of Haskell office at 940-864-3424.

APPLICATION CHECKLIST:

(PLEASE MARK OFF ALL ITEMS REQUIRED TO ENSURE THEY ARE INCLUDED)

- COMPLETED APPLICATION
- MARKUPS/ PICTURES OF RENOVATIONS TO BE COMPLETED (IF APPLICABLE)
- TWO FORMAL BIDS FROM TWO SEPARATE CONTRACTORS

I. PROGRAM OVERVIEW & OBJECTIVES

The Development Corporation of Haskell (DCOH) in cooperation with the Haskell Downtown Revitalization Committee (DRC) is proud to present the Store Front Development Program (SFDP) and grants for the 2019 - 2020 fiscal year (October 1, 2019 through September 30, 2020).

The SFDP has been established to address the following objectives as identified by the DCOH and DRC primarily:

- To promote economic vitality of the Haskell downtown district
- To help Haskell building owners invest in the facades of their buildings by establishing a guide for historic preservation
- To help Haskell building owners coordinate their efforts to encourage the success of the program
- To encourage restoration and continued maintenance of existing buildings and property in the downtown district

This grant program is sponsored, funded and monitored by the DCOH board of directors who may amend, adjust or eliminate this program at any time. The DCOH has budgeted \$7,500 in the 2019 – 2020 fiscal year to fund grants. The grant award decisions of the DCOH are final.

The DRC will meet and consider applications four times during the fiscal year.

Money will not be reserved to fund grants in each quarter. When the \$7,500 budgeted is exhausted, no more applications will be accepted in the remaining quarters of the fiscal year.

Applications received by September 30th will be reviewed in October and submitted by the DRC to the DCOH for approval at the next scheduled board meeting of the DCOH. In the same manner, applications received by December 31st will be reviewed in January and submitted; applications received by March 31st will be reviewed in April and submitted; and applications received by June 30th will be reviewed in July and submitted.

The DCOH will not have called meetings to approve any application. Applications will only be approved at the next regularly scheduled board meetings of the DCOH following their submission by the DRC.

II. PHASE ONE & PHASE TWO DESIGNATIONS

For the purpose of this program, the program will give primary preference to buildings located in **Phase One** of the Haskell downtown district. **Phase One** includes the courthouse square and approaches to the square from:

- Avenue E from North 3rd Street to South 4th Street
- North 1st Street from Avenue G to Avenue B

Buildings located outside the **Phase One** designated area are eligible to apply for the program and are considered **Phase Two** applicants. **Phase Two** applicants must meet the following criteria:

- Be zoned commercial and be located within Haskell's city limits

III. PROGRAM GUIDELINES

- Grants are competitive and awarded by the DCOH upon the selection and recommendation of the DRC
- Grants are approved for exterior-type renovation projects only; this includes but is not limited to lighting, signage, windows, paint, labor and other repairs; **no money is available for interior-type renovations**
- Improvements must be visible to the general public
- All projects must be pre-approved by the DCOH and a signed Store Front Development Grant Agreement signed by both parties before work commences
- Building owner is responsible for all necessary permits, proper zoning and compliance with City, State and Federal codes and laws
- For tenants, building owner must authorize grant application
- The DCOH will match 50% of the renovation expense up to a maximum of \$2,500.00 for the phase of the project for the fiscal year beginning 10/01/2018 to 9/30/2019
- All work must be completed within one year from the date of the signed grant agreement unless the DCOH has written permission in writing
- All financial assistance from the DCOH shall be made in the form of one or more reimbursements upon completion of phases mutually agreed to by the DCOH and the building owner, or of the entire project
- Grant recipients will submit all building receipts prior to reimbursement
- Building owner must receive a minimum of two formal bids from two separate contractors on the cost for renovations to be performed on their building
- If renovations are outside the scope of DRC renderings prepared by Weatherl & Associates, the building owner is required to submit markups and/ or pictures of their renovation plans and a summary of the work to be done

APPLICATION

PART A – APPLICANT INFORMATION

APPLICANT NAME: _____

BUSINESS NAME: _____

TYPE OR NATURE OF BUSINESS: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS OF WHERE WORK IS TO BE DONE: _____

BUSINESS OWNER: _____

BUILDING OWNER: _____

CONTACT PERSON: _____

TELEPHONE: _____

EMAIL: _____

SELECTED PROJECT MANAGER/CONTRACTOR: _____

TELEPHONE: _____

REQUESTED GRANT AMOUNT: _____

TOTAL PROJECT COSTS: _____

PART B – EXPLANATION OF PROJECT

Please describe the project and address how it relates to the goals and criteria set forth by the DCOH and DRC.
Please attach mark-ups and/ or pictures if renovation plans deviate from Weatherl & Associate’s formal renderings:

PART C – PROJECT COSTS

Each applicant is required to have two separate contractors prepare formal bids on their project. This is to ensure proper pricing controls for your reference and the DRC’s review of your project. This does not mean the applicant must select the lowest bid, it is only to ensure price controls and negotiations.

Please use the following example as a guide to complete this section of the application with your selected contractor’s formal bid estimates on project costs:

EXAMPLE #1

NEW FRONT DOOR: \$400
PAINT, 6 GALLONS: \$100
NEW LIGHTING: \$500
LABOR: \$500

TOTAL: \$1200

OR

EXAMPLE #2

REPLACE AWNING: \$2000
SIX TRANSOM GLASS WINDOWS: \$1500
MASONRY REPAIR: \$2500
LABOR: \$1000

TOTAL: \$7000

ITEM _____ AMOUNT \$ _____

ITEM _____ AMOUNT \$ _____

ITEM _____ AMOUNT \$ _____

ITEM _____ AMOUNT \$ _____

ITEM _____ AMOUNT \$ _____

TOTAL COST \$ _____

I have included:

- TWO FORMAL BIDS FROM TWO SEPARATE CONTRACTORS

PART D – APPLICATION SUBMISSION

I do hereby submit the following application for the 2019 - 2020 Store Front Development Grant Program:

Grant Applicant

Date

Building Owner

Date

Please submit completed application for consideration for specific quarter by September 30, December 31, March 31, or June 30 to:

Development Corporation of Haskell
101 N Ave E (Upstairs) or mailed to PO BOX 1001
Haskell, Texas 79521

(940) 864-3424