

DEVELOPMENT CORPORATION OF HASKELL STORE FRONT DEVELOPMENT PROGRAM PROGRAM APPLICATION

Please return pages 1-4 of this form as your formal application. If you have questions on completing any of the requested information, please contact the Development Corporation of Haskell at 940-864-3424.

APPLICATION CHECKLIST:

(PLEASE REVIEW 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 DCOH is proud to present the Store Front Development Program (SFDP). The SFDP has been established to address the following objectives as identified by the DCOH:

- To promote economic vitality of the Haskell downtown district and other areas of Haskell
- 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 only budgets a set amount each year for this program. The grant award decisions of the DCOH are final. Money will not be reserved to fund grants each year. **When the money is exhausted, no more application will be accepted for that fiscal year.**

Complete applications will be submitted to the DCOH board of directors for approval at the next scheduled board meeting of the DCOH. The DCOH will not have special called meetings to discuss applications.

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:

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

Buildings located outside of 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 (unless special permission is granted)

III. PROGRAM GUIDELINES

- Grants are approved for exterior-type renovation projects only; this includes but is not limited to new awnings, lighting, signage, windows, paint, labor and other repairs; **no storefront grants are available for interior-type renovations.**
- Improvements must be visible to the general public
- All projects must be pre-approved by the DCOH.
- Upon approval, a Store Front Development Grant *Agreement* will be sent and must be 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 expenses up to a maximum of \$2500 for the agreed-to phase or entire project for the fiscal year.
- All work must be completed within one year from the date of the signed grant agreement unless the DCOH grants an extension 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 (and submit with application) a minimum of **two formal bids** from two separate contractors on the cost for renovations to be preformed on their building. These may not be handwritten bids on a legal pad. They must appear on formal letterhead/invoice and be a reputable business or handyman that the DCOH can contact if needed.
- If renovations are outside the scope of the renderings prepared by Weatherl & Associates, the building owner needs to submit markups and/or pictures of their renovation plans and a summary of the work to be done.

LEGAL DISCLAIMER:

- **If you, your company, or the building owner have previously been in a legal dispute with the DCOH, the DCOH can refuse to do business with you or your company.**
- **If the DCOH feels like you did not meet your obligations in a previous agreement between you/your company/building owner and the DCOH, including but not limited to employment requirements and capital investment, the DCOH can refuse to enter into a new agreement with you.**

APPLICATION

PART A – APPLICANT INFORMATION

APPLICANT NAME: _____

BUSINESS NAME: _____

TYPE OR NATURE OF BUSINESS: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS OR 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. Please attach mark-ups and/or pictures if renovation plans deviate from Weatherl & Associates' 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 DCOH’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 our selected contractor’s formal bid estimates on project costs:

EXAMPLE

NEW FRONT DOOR: \$400
PAINT, 6 GALLONS: \$100
NEW LIGHTING: \$500
LABOR: \$500
TOTAL: \$1200

ITEM _____	AMOUNT \$ _____
ITEM _____	AMOUNT \$ _____
ITEM _____	AMOUNT \$ _____
ITEM _____	AMOUNT \$ _____
ITEM _____	AMOUNT \$ _____
ITEM _____	AMOUNT \$ _____
TOTAL COST \$ _____	

PART D – APPLICATION SUBMISSION

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

_____	_____
Grant Applicant	Date
_____	_____
Building Owner	Date

Please submit completed application for consideration to the following address or email:

Development Corporation of Haskell
PO BOX 1001
Haskell, Texas 79521
dcoh@haskelltexasusa.com
940-864-3424