



Store Front Development Program  
Grant Application  
FY 2023/2024

Development Corporation of Haskell  
112 N Ave E  
PO Box 1001  
Haskell, Texas 79521  
(940) 864-3424  
[dcoh@haskelltexasusa.com](mailto:dcoh@haskelltexasusa.com)



## **A. Introduction**

The Development Corporation of Haskell has established the Store Front Development Program, which will provide financial assistance to property owners seeking to renovate or restore the interior or exterior of their commercial building. This program is designed to impact properties in need of revitalization, resulting in the improved exterior, interior, visibility, and presentation of a business in our town. The program is not designed to subsidize corrections to building code violations that prolong the life of a commercial property.

The Store Front Development Program will provide a fifty percent (50%) not to exceed \$5,000.00 reimbursement for the funding of well-designed improvements. This may include the restoration of architectural details, better windows and doors, and well-proportioned signage and lighting.

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 applications 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.

## **B. Definitions**

The following definitions shall apply to the terms used in this policy:

**Applicant:** The property owner signing the application for a Store Front Development Program.

**Constructions Costs:** The cost of construction materials and installation labor. All other associated costs are deemed excluded, including but not exclusively, the following costs: design, construction document preparation, bidding, sweat equity and construction financing.

**DCOH:** Development Corporation of Haskell

**Eligible Enhancement:** The improvements identified as eligible in Section C herein.

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Project Coverage Eligibility Area: Businesses within the Haskell city limits.

Property: The physical lot and/or building to which improvements are being made.

Notice to Proceed: A written notice from the DCOH staff authorizing the applicant to begin construction as approved by the DCOH Board of Directors.

SFDP: Store Front Development Program

### **C. Eligibility Criteria**

The following criteria must be met for participation in the Store Front Development Program:

1. Applicants must be commercial property owners or nonprofit organizations located within the Haskell city limits.
2. Applicants must be up to date on all municipal taxes prior to participation in the program.
3. Applicants must not have any City liens filed against any property owned by the Applicant.
4. Applications must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements.
5. Understanding that the overall objective of the program is to improve exterior, interior, visibility, and presentation of a property; the DCOH Board has the discretion to decline an application and/or suggest enhancements that would enable future acceptance.
6. Applications for the SFDP received within three years of a previous award may be denied.
7. Applications for property considered by the DCOH Board to be vacant will not be funded until proof of a current commercial tenant or business is submitted to the DCOH, or an effort is shown by the owner to market the building for commercial use. Proof must be submitted within 12 months of project completion.
8. The DCOH reserves the right to refuse an application based on previous SFDP investments already made to the property. The DCOH also reserves the right to refuse applications should they deem it unnecessary, excessive, or to reserve funding for those who have not yet applied. Each case is reviewed on a case-by-case basis and evaluated on the improvement to the community.
9. Applications for properties currently used as primarily residential may be denied. The application may be allowed if the improvements are shown to be of a commercial nature and visible to the public.

### **D. Design Principles and Guidelines**

Improvements to be funded by the program must be compatible with the character and architecture of the individual building as well as meeting City standards with regards to latest construction and design trends. Buildings with historical architectural qualities are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should be carefully considered and be seen as an opportunity to substantially enhance the appearance to the buildings and

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their streetscapes.

**1. Eligible Building Improvements (Examples):**

- a. Awnings and canopies
- b. Windows
- c. Signage
- d. Lighting
- e. Painting
- f. Flooring
- g. Doors
- h. Interior fixtures
- i. Labor and other repairs.
- j. Restoration of historical architectural details

**2. Ineligible Building Improvements (Examples):**

- a. Exterior improvements not visible from a public right-of-way
- b. Playground or recreational equipment
- c. Structural changes
- d. Burglar bars
- e. Security or alarm systems
- f. "Sweat Equity"
- g. New construction
- h. Furniture
- i. Architectural or other professional fees
- j. Asbestos or mold testing, removal, abatement, or remediation
- k. Improvements for which insurance funds are received
- l. Improvements or replacements to the roof of the structure

**3. Prior improvements**

Alterations and improvements made prior to receiving a "Notice to Proceed" are not eligible for reimbursement.

**E. Program Assistance**

Funding offered is a matching grant in which the DCOH reimburses the applicant 50% of total construction costs, up to \$5,000.00 maximum match for improvements. Architectural design fees may not be included in the total costs of eligible improvements. The DCOH will only provide reimbursement after the Applicant supplies all documentation showing payment has been made for the work done.

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## **F. Procedures**

All prospective applicants must follow the procedures in the order outlined below:

1. Applicant meets with Executive Director of the DCOH for initial project discussion and submits application.
2. Proposed project is presented to the DCOH Board for review.
3. If approved by the DCOH Board of Directors, Staff sends applicant "Notice to Proceed" and fully executed Store Front Development Program Agreement. Any work completed prior to receiving the "Notice to Proceed" will not be reimbursed.
4. Applicant signs and returns SFDP Agreement within thirty days from the date of the "Notice to Proceed" letter. If not returned, agreement is considered null and void.
5. Applicant has 90 days from date of the "Notice to Proceed" to being implementation of approved improvements. Any changes to the approved plan must be approved by the DCOH staff and Board.
6. The Applicant will have 270 days to complete said project (from the Notice to Proceed date.) Applicant can apply to staff for an extension on a case-by-case basis.
7. Applicant notifies DCOH staff when project is complete. The DCOH staff conducts necessary inspections to ensure improvements comply with final drawings.
8. Applicant must submit copies of all paid invoices to the DCOH staff, who then submits for reimbursement check.
9. In the event the applicant is denied; the Applicant will not be allowed to reapply to the program for 90 days from the original application date.

## **G. Termination**

The DCOH has the right to terminate any agreement under the grant program if a participant is found to be in violation of any conditions set forth in these guidelines in accordance with the DCOH Store Front Development Program Agreement.

### **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.**

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**Store Front Development Program Application**

Office Use Only	
Date Submitted:	
Approval Date:	
Completion Date:	

Applicant Name:	Business Name:
Mailing Address:	Project Address:
Email Address:	Telephone:
Business Owner:	Building Owner:
Project Manager/Contractor:	Contractor Telephone:

1. Attach a narrative describing proposed improvements.
2. Attach current photographs of building's proposed project area(s).
3. Attach final design drawings of building's proposed project area(s).

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

**Total Grant Request**  
**(May not exceed the lesser or 50% of**  
**total cost or maximum of \$5,000.00):** \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Owner Signature Date  
(if different from Applicant)

\_\_\_\_\_  
DCOH Executive Director Date  
"Notice to Proceed"

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