



HAWKINS COMMUNITY DEVELOPMENT CORPORATION

BUILDING/BUSINESS INCENTIVE GRANT PROGRAM

FAÇADE IMPROVEMENTS

BUILDING IMPROVEMENTS

PARKING LOT IMPROVEMENTS

SIGNAGE

PROPERTY REDEVELOPMENT/REMEDIATION

BEAUTIFICATION

COMMUNITY PROJECTS

ADMINISTERED BY:

HAWKINS COMMUNITY DEVELOPMENT CORPORATION

UPDATED MARCH 12, 2024

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VISION AND GOAL

The city of Hawkins and the Hawkins Community Development Corporation seek to have a strong, locally grown economy that will help promote the growth of the City of Hawkins.

PROGRAM COMPONENTS

The Building/Business Incentive Grant Program has three components which may or may not be used in combination with one another.

1. Façade Improvements – a matching grant program to improve the exterior appearance of Commercial properties.
2. Building Improvements – a matching grant program to reactivate blighted and distressed buildings through improvements in the plumbing, electrical, and structure.
3. Parking Lot Improvements – a matching grant program to help with parking lot issues, repair or updating a parking lot, this may or may not include drainage issues.
4. Signage – a matching grant program to help with signage for new or existing business, this doesn't include billboards or helping with web pages for a business.
5. Property Redevelopment Program/Remediation – a matching grant program meant to reduce the investment risk in blighted commercial properties in Hawkins.
6. Beautification – a matching grant program that helps with the beautification of downtown Hawkins, this will be a limited program per year.
7. Community Projects – is done by the Hawkins Community Development Corporation to help benefit the citizens of Hawkins, Texas when the funds are allowed and eligible.

ELIGIBLE APPLICANTS

To be eligible to receive assistance in any one of the seven program components, all applicants must:

1. Be either a property owner or tenant/business owner of the property located in business within the city limits of Hawkins.
2. Business owner/tenants must have been at the location six months. New businesses must submit to the program components in writing.
3. To participate in the program, applicants must complete and submit the program application from provided by HCDC along with the required documents.
4. Property taxes and sales taxes must be current, and participants must have no debts in arrears to the City with a commitment letter is issued.
5. Further, the applicant must certify that there are no code enforcement actions pending against the property that would not be mitigated by the project.
6. All necessary rights, licenses, permits and authorities to carry on business must be obtained, including the Secretary of State, the Comptroller's Office, and the County in which the building resides. No bankruptcy proceeding currently pending can be open.

GENERAL PROGRAM POLICIES

Ineligible Costs

In-kind, donated, “sweat equity” or similar no cost to the applicant improvements, services or donated materials will not be matched and are ineligible costs under this program.

Design Requirements

Applicants are encouraged to promote historic preservation, energy efficiency, and accessibility standards in designing improvements to the extent that they are financially feasible or required by law. All improvements must conform to applicable city building codes, zoning ordinances, local and state laws.

Targeted Investment Area

The target investment area of this grant are the downtown area and the US Highway 80 corridor and the FM 14 areas to the current city limits.

Reimbursement

Any reimbursement to an applicant will only be made once project work is completed, if half the money is required that HCDC will pay that amount at that time.

Projects That Commence Prior to HCDC Board Approval

HCDC recognizes that the speed of business and investment does not always match the speed of the government. Applicants are encouraged not to begin a construction project until the HCDC Board approves their application if they expect to be fully reimbursed. The Board may, at its own discretion, approve a grant application after work has commenced excluding expenses incurred prior to Board consideration.

Project Start-Completion Schedule

Projects must be within 90 consecutive business days from the date of HCDC Board approval. Projects must be complete 360 business days from the date of the Board approval. The HCDC Board reserves the right to grant extensions on a case-by-case basis. However, applicants must make a formal written request for an extension.

Program Submissions

Digital photos of the project progression (with explanations when necessary) must be submitted to the HCDC Executive Director every 30 days with the first submission being within 10 days after the project start date.

Program Change Orders

HCDC must approve in writing any changes orders for the proposed work. The HCDC executive Director is allowed to approve the minor changes; the Board shall approve changes of substance to the project.

Withdrawal

The HCDC Board of Directors reserves the right to withdraw grant approval and funding under any circumstances.

Process of Appeal

There will be no procedure for the appeal of a decision made by the HCDC Board of Directors.

Funding Availability

Funding is limited and incentive awards will be subject to funding availability; project applicants will be prioritized on a first-come, first-serve basis. The HCDC Board reserves the right to propose a Budget Amendment or Adjustment, per established financial policies, to alter program funding for a particular fiscal year.

Repeat Applicants

Applicants are allowed to reapply for future property improvements.

First time applicants will receive priority over repeat applicants.

Maintenance Requirements

By accepting incentive funds, the Applicant commits to properly maintaining all improvements, clean and free of graffiti for a minimum of 2 years at the Applicant's own cost and expense. Any damage to the property is to be repaired immediately by the applicant so the property remains in good condition and positively contributes to the City of Hawkins. Applicants will be strongly encouraged to touch up painted areas and perform any other repairs on a ongoing basis.

Promotional Rights

By accepting funds, applicants authorize HCDC to promote the project and property including, but not limited to, displaying a sign at the site during and up to 90 days after construction indicating participation in the program, and using photographs and descriptions of the project and property in HCDC's printed promotional materials, press releases, social media and websites.

Applicant Evaluation

The HCDC Executive Director and Board will evaluate applications based on how well the proposed project advances and the program's policy goals.

Building Improvements

The program provides matching funds for 50% of building improvements based on the following guidelines with a maximum award of \$25,000.

Eligible improvements include:

Labor, design, and material costs

Permit Fees

Architectural design and engineering

Improvements to bring the building into code compliance, e.g., plumbing, electrical and structural.

Improvements when necessary to maintain or expand the business including building additions.

Other structural deficiencies would prevent the building from being utilized for an active business.

Reimbursement will be granted when the following three conditions are met:

1. Once the work is completed
2. The Applicant provides payment to contractors, and
3. The City has issued a Certificate of Occupancy to the Applicant.

PROGRAM COMPONENT DESCRIPTION

The Building/Business Incentive Grant Program will reimburse grantees for expenses under certain conditions described below.

Façade Improvements

The program provides matching funds for 50% of total façade improvements up to \$9,999 that restore, rehabilitate, enhance, or beauty of a structure. All projects that go over \$10,000 will have to go before the Hawkins City Council Regular Meeting and is understood that the city council has the right and authority to not approve the amount requested. HCDC may upon approval of the HCDC Board approve an amount over the amount and waive the 50% funds.

Eligibility improvements include:

Grate and grate box removal or conversion to solid grates to an open mesh style

Awnings

Lighting

Paint

Removal/Replacement of inappropriate or incompatible exterior finishes or materials

Recessing/Reconfiguring Entrances

Removal of extraneous elements

Door/window replacement or repair

Exterior cleaning

Historical architectural elements

Labor, design, and material costs

Permit Fees

Architectural design and engineering

Reimbursement will be granted once work is complete, and the Applicant provides proof or payment to contractors.

PARKING LOT IMPROVEMENTS

This program helps with repair or with the addition of parking lots.

SIGNAGE

This program helps only with the signage of a business on the outside of a building or a pole by the business, we will not pay for billboards or internet advertisement.

Property Redevelopment/Remediation

This program component is meant to incentivize and reduce the risks involved with redeveloping a blighted structure or property. The goal is to use existing commercial properties and locations to construct new buildings once substandard or blighted properties are remediated. This program is by the HCDC will approve those that are eligible:

Structure demolition

Environmental remediation

Legal Fees necessary for curing deficient property titles

HCDC will limit this program and will be discussed by the HCDC board and amount to be approved by the board.

Beautification

This program is limited to the downtown area of the City of Hawkins. This area has been determined to be the area from US Highway 80 towards FM 14 ending by the current Hawkins City Hall area. This area goes to the current Hawkins City Pavilion/Park area, and this area goes to Hawkins Public Library and near the First Baptist Church. This area also goes down Blackbourn St. and ends at the corner of Bluff St. The property area past the Union Pacific Railroad tracks is not in this area on FM 14.

Community Projects

This program is only for those projects determined by the HCDC board and is to benefit the citizens of the City of Hawkins.

APPLICATION PROCESS

1. An application, attached to this policy document, will need to be completed with all required information.
2. HCDC Executive Director will review the application and supporting materials for completeness. If required, Executive Director will contact the Applicant to resolve and deficiencies.
3. HCDC Executive Director will make a funding recommendation to the HCDC Board based on the following criteria and preferences:
 - Economic Impact
 - Job Creation and Retention
 - Community Impact
 - Permanent, Tangible Improvements
 - Appropriateness of Project
 - Location and Visibility
 - Rehabilitation
 - Preservation
 - Attractiveness
 - Timeliness

Applicants may be invited to present their applications before the HCDC Board.

4. The HCDC Board will review and discuss the application at their regular Board meeting and will make the final decision on approving a grant application and funding amount.
5. HCDC Executive Director will notify the Applicant in writing via email on their application status and provide a notice to proceed.

REIMBURSEMENT PROCESS AND POLICY

Requests for reimbursement will only be processed after the rehabilitation/improvement work is completed and approved following a final field inspection by HCDC Board to verify compliance with the project scope.

All expenses must be paid by check or credit/debit card. No cash payments to contractors will be accepted.

Reimbursement claims must be accompanied by the following supporting documents; signed statements from architects, contractors and/or subcontractors acknowledging all payments have been received; notarized final lien waivers from all contractors and/or subcontractors; proof of final City Inspections and Certificate of Occupancy (CO), if applicable, and a digital "after" photograph of façade improvements.

A readable photocopy of all credit/debit card receipts and/or the front and back of all cancelled checks must be submitted for reimbursement along with an invoice marked "paid" and signed by the payee. All invoices must clearly indicate the work that was performed, the amount of the invoice as well as the corresponding credit/debit care receipt(s) and/or check numbers.

All payments are subject to review and approval of HCDC. Please allow up to 15 business days for receipt of the reimbursement check.

If application should cease its operations or close its business at the project site this Agreement will be immediately terminated and HCDC will have no further obligations under this Agreement, and Applicant will repay HCDC any grants or payments made by HCDC pursuant to this Agreement within 30 days. The applicant will notify HCDC of any decision made by it to cease its operations or close its business.

HAWKINS COMMUNITY DEVELOPMENT CORPORATION

200 Beulah St.

Hawkins, TX 75765

(903) 769-4482 – lined shared by Hawkins Chamber of Commerce

Date: _____

APPLICANT INFORMATION:

Developer/Tenant

First and Last Name:

Home Address:

Telephone Phone:

Cell Phone:

Email Address:

Business Name:

Business Address:

Agent:

Address:

Telephone Number:

Email:

PROPERTY OWNER INFORMATION (may be same as above)

If signed by agent, attached written authorization from owner to act on owner's behalf.

Property Information:

Property Address:

Building or Business Name and Use:

Property Legal Description:

(Lot Block, Subdivision or Abstract Name and Number)

Wood County Appraisal District Account Number:

Tax Identification Number: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED FOR CERTIFICATION UNTIL ALL REQUIRED DOCUMENTS SHOWN IN THE CHECKLIST BELOW ARE SUBMITTED. IF ALL REQUIREF ARE NOT SUBMITTED WITHIN 30 DAYS AFTER THE APPLICATION IS RECEIVED, THE APPLCATION WILL AUTOMATICALLY BE DENIED. YOU MUST SELECT THE APPROPRIATE GRANT ITEM. IF BUILDING PERMITS ARE ISSUED FOR THE PROPERTY AND IMPROVEMENTS ARE MADE (IF APPLICABLE)

1. Total development cost of project improvements:

2. Tota development cost of eligible improvements: _____

Please provide project details and amount of capital investment of the following:

APPLICATION CHECKLIST – PLEASE SUBMIT THE FOLLOWING DOCUMENTATION:

- COMPLETED APPLICATION FORM, 7 days prior to the meeting, no partial applicants will be accepted.
- If the application is a tenant, copy of the lease.
- Signed letter from property owner authorizing applicant to make proposed improvements.
- Photographs of existing conditions
- Detailed explanation of proposed improvements, including renderings, elevations, drawings, etc.
- Construction cost breakdown of proposed improvements, and an explanation of which costs you anticipate being reimbursed by the grant. Contractors' letterhead is required, will not accept a copy from your cell phone.
- Proposed timeline for completion of improvements, including commencement date and completion date.
- Parking lots and parking lot paving shall be designed and constructed to meet all requirements of the City of Hawkins and/or State of Texas.
- All property owners must be current at the time of the grant application to receive funds. This shall include all applications/owners.
- Updates on your progress on the grant must be given at the next meeting and continue until the grant is completed.
- In order to verify that costs are within reasonable parameters, estimates from at least three (3) are required and two (2) are accepted only if approved by the board.
- We prefer a bid on the projects to be local as we strive to help and promote our local merchants.
- If Signage must have a rendering of what the sign will look like and drawing where it will be attached to the building or if the sign will be mounted to a pole.
- Paint samples, if applicable.
- Business plan for businesses less than 6 months at location.
- Proof of no outstanding property taxes owed on the building,
- Proof of no outstanding sales taxes owed by the business.
- Proof of current insurance.
- Proof of business in good standing with Texas State Comptrollers' Office.
- It's your job to provide all the information and this must be in the hands of Hawkins Community Development Corporation no later than the first Monday of every month. One week prior to the meeting, we will not be calling you if information on the form is missing and this form will automatically be denied.

NOTE: Please be advised that the application submitted is subject to disclosure under the Open Records Act, and as a result, may become public information within the limits of the law.

CONDITIONS AND ACKNOWLEDGEMENTS STATEMENT

This HCDC Building/Business Incentive Grant Program is subject to change or cancelation at any time by vote of the HCDC Board of Directors. In addition, any policy or procedure described herein may be waived by official action of this same committee. HCDC reserves the right to reject any/and or all applications. Further financial (or other) documents may be requested after your application has been received. Refusal to provide all requested information will result in disqualification of grant funds. Should grant funds be awarded the applicant will be required to sign a Promissory Note. The Note will expire 2 years after the awards has been received by the applicant.

If I am successful in obtaining a Hawkins Building/Business Incentive Grant for HCDC. I am obligated to maintain the funded improvements for a minimum of 2 years from the time I receive reimbursement. If the improvements are removed or changed prior to the 2-year timeline without prior approval. I agree to reimburse HCDC the entire amount of the incentive or the Promissory Note will be enforced.

I have read, understand, and will comply with the criteria described in this application, as well as the timeline, and I certify that the above information is true and correct to the best of my knowledge. I certify that I am current with all local, state, and federal taxes and business fees.

I hereby acknowledge that, to the best of my knowledge, there are no active code enforcement violations or cases regarding this property.

I hereby acknowledge my application for an incentive and do authorize HCDC to obtain verifications from any source named in this application.

Applicant's Signature:

Date:

Prefer you hand deliver your application to:

Hawkins Area Chamber of Commerce
% Gregory Branson
300 S. Beulah St.
Hawkins, TX 75765
(leave in mailbox on front of building on the left side)

Hawkins City Hall
% Gregory Branson
200 N. Beulah St.
Hawkins, TX 75765
(call leave with Becky Attaway at Hawkins Municipal Court)

If mailing remember that it may not get to us in time, Mail plenty of time

Hawkins Community Development Corporation
P.O. Box 345
Hawkins, TX 75765

All email correspondence: hawkinstxcdc@gmail.com

Type Grant applying for:

Façade Improvement
Building Improvement
Parking Lot Improvement
Signage
Property Redevelopment/Remediation
Beautification
Community Project

