



CITY OF  
**BROWNWOOD**  
ECONOMIC DEVELOPMENT

# **BUILDING IMPROVEMENT INCENTIVE PROGRAM**

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**BROWNWOOD MUNICIPAL DEVELOPMENT DISTRICT**

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# SUMMARY & PROGRAM DESCRIPTION

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The purpose of the Building Improvement Incentive Program is to provide an incentive to business and/or property owners to encourage renovation and rehabilitation of commercial buildings in the City of Brownwood. Funding for the program is provided by the Brownwood Municipal Development District (BMDD). This program aims to improve the aesthetics within the City of Brownwood since attractive and updated commercial buildings positively impact the marketability and perception of the city. Thus, the Building Improvement Program consists of a one-dollar to one-dollar match of up to \$25,000.00 for approved improvements. Incentives will be awarded for commercial building improvements that restore, rehabilitate, enhance or beautify a structure. The program does not include residential housing of any kind whether owned or rented.

The program will be administered by the Brownwood BMDD. An application form is to be submitted with a description of the work to be completed. Applications will be reviewed by the BMDD Board of Directors. Funding of projects is totally at the discretion of the BMDD Board of Directors.

# PROGRAM GOALS

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Revitalize and improve the appearance of Brownwood commercial buildings to positively impact the aesthetics, marketability, and perception of the City of Brownwood while revitalizing downtown and major thoroughfares.

Serve as a catalyst for continued private sector investment through visible improvements.



## ELIGIBLE APPLICANTS

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Property owners and tenant/business owners of properties located within the City of Brownwood are eligible to apply, but weight is given to projects that are in downtown or along major thoroughfares.

Business owners/tenants must have been at the location for at least six months or submit a written Business Plan and have the property owner's express consent for the proposed improvements.

To participate in the Program, Applicants must complete and submit the Program application form provided by the BMDD along with the required attachments.

Retroactive applications for improvement work that has already been completed will not be accepted.

Property taxes must be current, and participants must represent that to the best of their knowledge they have no debts in arrears to the City when a commitment letter is issued.

Further, the Applicant must certify that there are no current code enforcement actions pending against the property that would not be mitigated by the project.

## ELIGIBLE COSTS

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The Building Improvement Program is a matching funds program, which means that matching funds must be matched dollar for dollar (1:1 ratio) by the Applicant for qualified expenditures.

The maximum incentive amount under the Program is \$25,000.00 for approved improvements per project.

Incentive funds are disbursed on a reimbursement basis only.

Labor, design, and material costs are eligible costs.

Further, permit fees associated with the proposed renovation/rehabilitation and fees for architectural design and engineering for the project are eligible program costs.

In-kind, donated, "sweat equity" or similar no cost to the Applicant improvements, services, or materials will not be matched and are ineligible costs under the Program.

Costs incurred for alterations or improvements completed prior to receipt of formal written approval by the BMDD will not be eligible for the BIIP program.



## **ELIGIBLE IMPROVEMENTS**

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Subject to application approval and funding availability, incentives will be awarded for commercial building improvements that restore, rehabilitate, enhance or beautify a structure.

Any and all Improvements must be permanently affixed to the structure, and must remain with the structure if the property is sold or transferred to another owner.

## **DESIGN IMPROVEMENTS**

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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 commercial building codes, zoning ordinances, local and state laws.

## **FUNDING AVAILABILITY**

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Funding is limited and incentive awards will be subject to funding availability.

Project Applicants will be prioritized on a first-come, first-serve basis.

A commitment notification allocating the project funds for a particular approved project will be issued and a commitment period established so that if funds are not used within that period, program funds can be reallocated for other eligible projects.



# APPLICATION PROCESS

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An application with the following information, at a minimum, is to be submitted for consideration:

- Property address.
- Applicant and Property owner name(s), address(es) and signature(s).
- Proof of ownership or if tenant, copy of lease or other property agreement and written consent of Property owner to complete the proposed improvement.
- Verification that property taxes on the property are paid and current.
- Project Scope description, to include a detailed plan and sketch.
- Hard copy or digital photograph of existing commercial building.
- Project budget (detailed estimated costs by materials, labor, services and fees).

# BUILDING IMPROVEMENT INCENTIVE PROGRAM

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The required application forms are available at the offices of the Brownwood BMDD, or online at [www.brownwoodbusiness.com/BIIP](http://www.brownwoodbusiness.com/BIIP).

The Board will review and approve applications and select Incentive recipients on a first-come, first served basis.

The Brownwood BMDD will be responsible for processing applications and for facilitating the process.

The Brownwood BMDD staff will conduct an initial review of the submitted application to determine whether the application is complete and will contact Applicants as necessary to obtain any missing documents or information.

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

*(continued on next page)*



Applicants will be notified in writing as to whether his/her application has been rejected or approved by the BMDD Board of Directors via a commitment notification that allocates funds to the project, if approved.

Upon approval, the Applicant must enter into a reimbursement agreement with the BMDD regarding the terms and conditions of his/her participation in the Program and receipt of the reimbursement funds, to include the following:

- Project scope and property location and attachment(s) identifying the specific improvements to be undertaken.
- Maximum amount of the allowed reimbursement incentive.
- Work commencement date.
- Submission of commercial building permit(s) and other applicable permits or approvals.
- Acknowledgment of the reimbursement claim procedure and requisite supporting documentation for reimbursement processing to the BMDD (W-9 and/or Vendor List required).
- Monitoring and right of final inspection by the Board and BMDD staff.
- Compliance with applicable local, state, and federal laws.
- Promotional Rights to the BMMD.
- Maintenance Requirements and Repayment Penalty for Removal of Improvements within two years.
- The City's and the MMD's standard contract terms and provisions (e.g., liability, indemnification, termination, and insurance requirements).
- Completion of Texas Ethics Commission Form 1295.

## APPLICATION SCORING

The Building Improvement Incentive Program application is scored on the following categories and considerations:

- Location
- Sales Tax Producing
- Sustainability

**THE BMDD BOARD OF DIRECTORS RETAINS THE RIGHT TO DECIDE  
WHETHER OR NOT TO SUPPORT ANY PROJECT REGARDLESS OF RATING.**



# BUILDING IMPROVEMENT INCENTIVE PROGRAM GUIDELINES

The project must begin within 90 consecutive business work days from the date of the approval by the City Council and must be completed within 180 consecutive business work days after beginning construction, except where the BMDD Board of Directors have granted in writing the Applicant's written request for an extension stating a reasonable cause for the delay.

As appropriate, Brownwood BMDD staff and/or authorized City personnel will monitor the construction process.

Buildings that benefit from Grant Funds will not be eligible to apply again for this program or the Downtown Retail Opportunity Program for a minimum of 5 Years.

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

All expenses must be paid by check or Credit/Debit Card.

Improvements must include some level of facade improvements to be eligible for grant funds. This can include exterior painting, stucco, rock or brick work, new windows, new awnings, etc. -Where improvements are visible from the street.

Reimbursement claims must be accompanied by the following supporting documents:

- Proof of payments (e.g., cancelled checks, paid invoices/receipts of eligible expenses).
- Statements from architects, contractors and/or subcontractors acknowledging that all payments have been received.
- Notarized final lien waivers from all contractors and/or subcontractors, if applicable.
- Proof of final City inspections.
- A digital "after" photograph of the commercial building improvements.

Applicant must complete, sign and submit a request for reimbursement in order for disbursement of funds per the Brownwood BMDD guidelines.

- A 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."
- All invoices must clearly indicate the work that was performed, the amount of the invoice as well as the corresponding Credit/Debit Card receipt(s) and/or check number(s).
- All payments are subject to the review and approval of the Brownwood BMDD. Please allow up to 10 business days for receipt of the reimbursement check.





## **MAINTENANCE REQUIREMENTS**

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By accepting Incentive funds, the Applicant commits to properly maintain all commercial building improvements, clean and free of graffiti for a minimum of 2 years at the Applicant's own cost and expense.

Any damage to the commercial building is to be repaired immediately by the Applicant so that the property remains in good condition and positively contributes to the City of Brownwood.

Applicant will be strongly encouraged to touch up painted areas and perform any other repairs needed on an ongoing basis and to maintain commercial building appearance including the cleaning of any awnings at least once a year

## **PROMOTIONAL RIGHTS**

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By accepting Incentive funds, Applicant authorizes the BMDD to promote the project and property including, but not limited to, displaying a sign at the site during and after construction indicating participation in the Program, and using photographs and descriptions of the project and property in the BMDD's printed promotional materials, press releases, and websites.

## **CONDITIONS AND ACKNOWLEDGEMENTS:**

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This Building Improvement Incentive Program is subject to change or cancellation at any time by a vote of the Brownwood BMDD Board of Directors.

In addition, any policy or procedure described herein may be waived by official action of this same committee. The BMDD reserves the right to reject any and/or all applications.



# APPLICATION

IN ORDER TO BE ELIGIBLE FOR FUNDING, THIS APPLICATION AND ALL ADDITIONAL DOCUMENTS MUST BE SUBMITTED AND APPROVED BY THE BMDD BOARD PRIOR TO COMMENCEMENT OF WORK. AWARD OF ANY GRANT IS AT THE SOLE DISCRETION OF THE BMDD BOARD OF DIRECTORS. SUBMITTAL OF THIS APPLICATION IS NOT A GUARANTEE THAT A MATCHING GRANT WILL BE APPROVED. IT IS SUGGESTED THAT AN APPLICANT READ THE ENTIRE BUILDING IMPROVEMENT INCENTIVE PROGRAM DOCUMENT PRIOR TO FILLING OUT AND SUBMITTING THIS APPLICATION.

*Please Return Completed Application to:* **Brownwood Municipal Development District**  
501 Center Avenue / P.O. Box 1389 Brownwood, TX 76801  
Phone: (325) 646-9600 | Fax: (325) 641-3769 | [bmdd@brownwoodtexas.gov](mailto:bmdd@brownwoodtexas.gov)

## *Applicant Information:*

Applicant(s):

Applicant(s) Mailing Address:

Phone:

Email:

What is your legal interest in the property?    Property Owner    Tenant    Other

*If other please specify:*

***If applicant is not a legal property owner, please complete the following:***

Property Owner(s) Name:

Property Owner(s) Mailing Address:

Phone:

Email:

***If property owner is a business entity, please complete the following:***

Form of Ownership:    Proprietor    Partnership    Corporation (State:                      )

Owner Name(s):    Title:    % Ownership

Primary Contact Name/Title:

Phone:

Email:



*Property Information:*

Property Address:

Tax ID Numbers:

Property Zoning Classification:

Description of Property:

Type of Business (Retail, Service, etc.):

*Occupancy Information:*

*Please provide the following information for ALL current business occupants:*

Business Name:

Owner/ Manager Name:

Phone Number:

*Project Description:*

*Please provide as much detail as possible*

1. Proposed commercial building improvements:

2. Anticipated start date:

Anticipated completion date:

3. Anticipated total cost of entire project (including all improvements): \$

4. Name of contractor or person who will manage construction work:

Address:

Phone:

Email:

5. Applicant's architect or sign/designer/installer:

6. Anticipated total cost of commercial building improvements: \$

7. Additional comments:



# ADDITIONAL REQUIREMENTS:

*Please submit the following with completed application:*

- I. PHOTOGRAPHS OF EXISTING COMMERCIAL BUILDING**
- II. PLANS AND/OR ELEVATIONS OF PROPOSED IMPROVEMENTS**
- III. LIST AND/OR DESCRIPTION OF MATERIALS TO BE USED**
- IV. DETAILED COST ESTIMATES/BIDS FOR PROPOSED IMPROVEMENTS**
- V. *If applicant is property owner:* **PROOF OF PROPERTY OWNERSHIP**  
*If applicant is not property owner:* **LETTER OF CONSENT BY PROPERTY OWNER****

If I am successful in obtaining a Brownwood Building Improvement Incentive from the BMDD, 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 the Brownwood BMDD for the entire amount of the Incentive.

I fully understand that the approval of any grant is at the sole discretion of the BMDD Board of Directors and submission of this application is not a guarantee that I will be awarded a grant.

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 my application for an Incentive, and do authorize BMDD to obtain verifications from any source named in this application.

Applicant's signature:

Date:

*For questions and information contact:*

**Brownwood Municipal Development District**

501 Center Avenue / P.O. Box 1389 Brownwood, TX 76801

Phone: (325) 646-9600 | Fax: (325) 641-3769 | [bmdd@brownwoodtexas.gov](mailto:bmdd@brownwoodtexas.gov)



# PROPERTY OWNER CONSENT FORM:

The undersigned owner of the existing commercial building located at:

\_\_\_\_\_  
(ADDRESS)

Certifies that \_\_\_\_\_ (APPLICANT) operates or intends to operate a business at the above location. The undersigned agrees to permit APPLICANT and his contractors or agents to implement improvements listed on the City of Brownwood Building Improvement Program application (APPLICATION) dated: \_\_\_\_\_.

The undersigned hereby waives any claim against the City of Brownwood arising out of the use of said program funds for the purposes set forth in the APPLICATION. The undersigned agrees to hold the CITY harmless for any charges, damages, claims or liens arising out of the APPLICANT's participation in the Building Improvement Program.

WITNESS my hand and seal this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**WITNESSES**

**OWNER**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Name/Title*

\_\_\_\_\_  
*Signature*

**WITNESSES**

**OWNER**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Name/Title*

\_\_\_\_\_  
*Signature*

# Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
				-			-		
or									
<b>Employer identification number</b>									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

# CERTIFICATE OF INTERESTED PARTIES

# FORM 1295

### OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

# APPLICATION CHECK LIST:

- APPLICATION
- SCORE SHEET WITH APPLICANT COMMENTS
- PHOTOGRAPHS OF EXISTING COMMERCIAL BUILDING
- PLANS AND/OR ELEVATIONS OF PROPOSED IMPROVEMENTS
- LIST AND/OR DESCRIPTION OF MATERIALS TO BE USED
- DETAILED COST ESTIMATES/BIDS FOR PROPOSED IMPROVEMENTS
- PROOF OF PROPERTY OWNERSHIP OR LETTER OF CONSENT BY PROPERTY OWNER
- W-9 FORM (REQUIRED BY IRS)
- 1295 ONLINE FORM (REQUIRED BY TEXAS ETHICS COMMISSION)

***Please visit [www.brownwoodbusiness.com/BIIP](http://www.brownwoodbusiness.com/BIIP) to download this application online and for additional information regarding the Business Improvement Incentive Program.***

***Please submit application and all additional documentation to:***

Brownwood Municipal Development District  
501 Center Avenue  
P.O. Box 1389  
Brownwood, TX 76801  
Phone: (325) 646-9600  
Fax: (325) 641-3769  
[bmdd@brownwoodtexas.gov](mailto:bmdd@brownwoodtexas.gov)  
[www.brownwoodbusiness.com](http://www.brownwoodbusiness.com)



# **BUILDING IMPROVEMENT INCENTIVE PROGRAM**

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**BROWNWOOD MUNICIPAL DEVELOPMENT DISTRICT**



CITY OF  
**BROWNWOOD**  
ECONOMIC DEVELOPMENT

# **BUILDING IMPROVEMENT INCENTIVE PROGRAM**

BROWNWOOD MUNICIPAL DEVELOPMENT DISTRICT