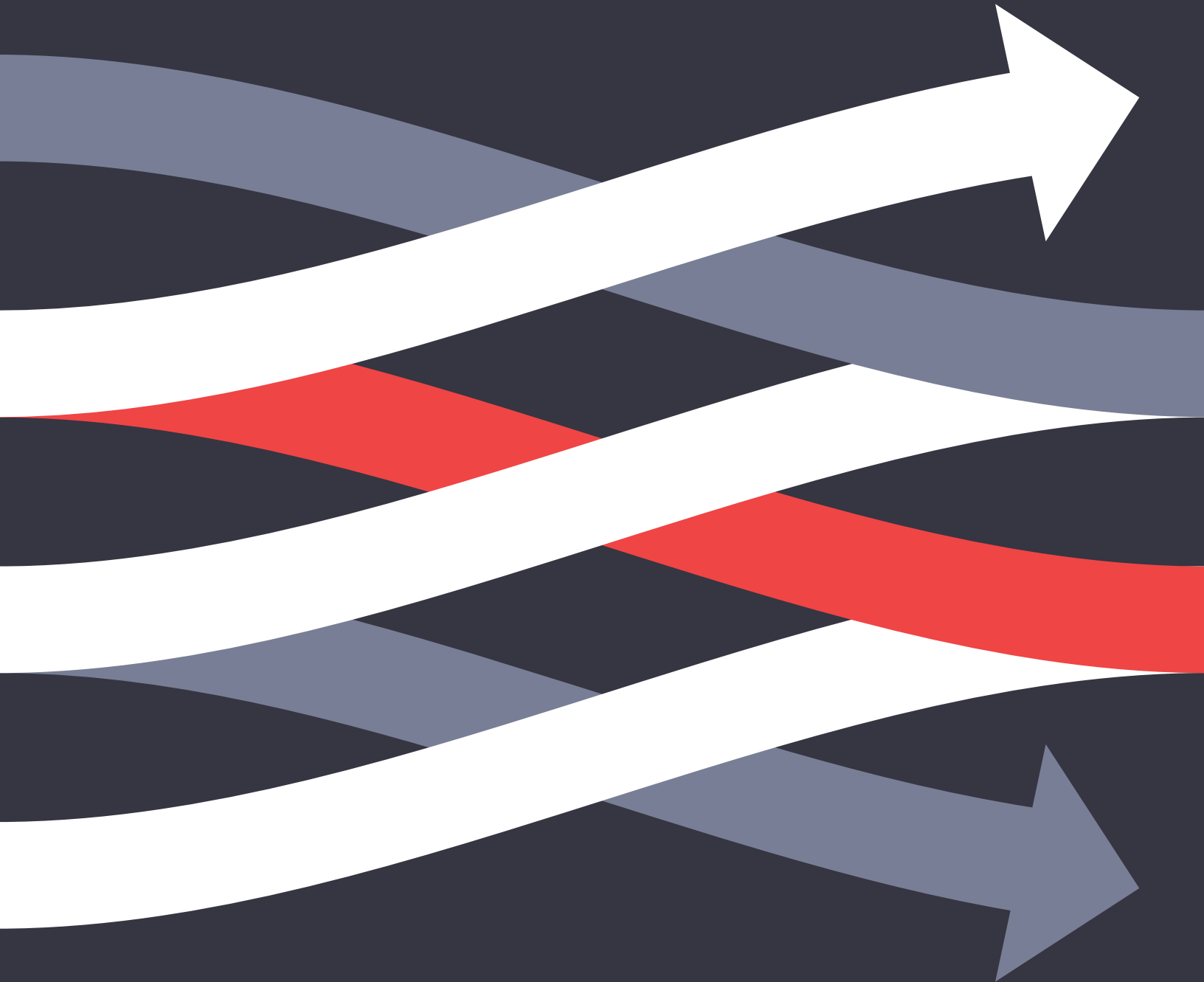




Brownwood Municipal Development District

Building Improvement Incentive Program





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SUMMARY & PROGRAM DESCRIPTION

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 \$20,000.00 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

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

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

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 \$20,000.00 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





ELIGIBLE IMPROVEMENTS

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

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

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 letter 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

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 and digital photograph of existing commercial building.
- Project budget (detailed estimated costs by materials, labor, services and fees).

BUILDING IMPROVEMENT INCENTIVE PROGRAM

The required application forms are available at the offices of the Brownwood BMDD, or online at 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 letter issuance 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 BMDD.
- 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
- Existing Business / Sustainability
- Visibility of Improvements

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.

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.

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

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

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:

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.





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, this will be guaranteed through a promissory note.

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





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 _____, 2018.

WITNESSES

OWNER

Name/Title

Signature

WITNESSES

OWNER

Name/Title

Signature



CERTIFICATE OF INTERESTED PARTIES

FORM 1295

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.

OFFICE USE ONLY

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 goods or services 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 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

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 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
www.brownwoodbusiness.com



BROWNWOOD MUNICIPAL DEVELOPMENT DISTRICT
Building Improvement Incentive Program

