



To: Haslet Business Owners and Commercial Building Owners located on FM 156 or in Old Town Haslet

From: Haslet Community and Economic Development Corporation (HCEDC)

The HCEDC has created a new program for enhancing the visual aspects of businesses and commercial buildings along FM 156 and in Old Town, the Business Improvement Grant (BIG) Program.

The Business Improvement Program provides technical and financial assistance to property owners or business tenants seeking to renovate or restore their exterior signage, lighting, commercial building façades, landscaping elements (xeriscaping) or creating unique shopping and dining venues. The Business Improvement Program's objectives are to improve the physical appearance of businesses and enhance the city's commercial corridors.

The Business Improvement Program offers a 50% matching grant of up to \$5,000 for the funding of well-designed improvements. Improvements may include the restoration of architectural details, enhanced windows and doors, well-proportioned signage and lighting, implementation of drought resistant landscape designs and improvements related to enhancing the aesthetic appearances of business properties. City staff will be available to provide assistance to applicants through the conceptual stage at no cost to the applicants.

The BIG Guidelines and Application are included with this letter. Please review and consider applying for these funds for business improvements for you.

If you have any questions please do not hesitate to contact us.

Sincerely,

Thad Chamber CEcD
Director of Economic Development

**Haslet Community and Economic Development Corporation
Business Improvement Program
Guidelines and Application**

I. INTRODUCTION

The Haslet Community and Economic Development Corporation Business Improvement Program provides technical and financial assistance to property owners or business tenants seeking to renovate or restore their exterior signage, lighting, commercial building façades, landscaping elements (xeriscaping) or creating unique shopping and dining venues. The Business Improvement Program's objectives are to improve the physical appearance of businesses and enhance the city's commercial corridors.

The Business Improvement Program offers a 50% matching grant of up to \$10,000.00 for the funding of well-designed improvements. Improvements may include the restoration of architectural details, enhanced windows and doors, well-proportioned signage and lighting, implementation of drought resistant landscape designs and improvements related to enhancing the aesthetic appearances of business properties. City staff will be available to provide assistance to applicants through the conceptual stage at no cost to the applicants.

II. ELIGIBILITY CRITERIA

The following criteria must be met for participation in the Business Improvement Program:

1. Applicants must be commercial property owners or commercial tenants located within the city limits of Haslet, with a preference for the Highway 156 corridor and Old Town.
2. Preference will be given to independent businesses not required by contractual arrangement to maintain standardized décor, architecture, signs or similar features;
3. Tenants must have written approval from property owners to participate in program;
4. Nonconforming signage on property, if applicable, must be permanently removed as part of the improvement;
5. Property owners must be up to date on all municipal taxes and have no outstanding code violations prior to participation in the program;
6. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements.
7. Applicant's Property has not received a grant in the past 60 months.

III. 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, to the extent appropriate, with other buildings along the street on which the participating business is located. Buildings with significant architectural qualities

are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes and conform to the City's targeted image for the area.

A. Eligible Façade/Signage Improvements

Storefronts should be oriented to the pedestrian and provide visual interest both day and night. Effort should be made to facilitate access into the store and to create a store identity unique to Haslet and/or the respective neighborhood. The following improvements are encouraged:

1. Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;
2. Window display areas which are appropriately scaled and which facilitate night viewing;
3. Window replacement and window framing visible from the street, which is appropriately scaled to the building.
4. Additional signage that is attractively integrated into the architecture of the building, including the window area, awnings or canopies, and entryways;
5. Lighting that is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade;
6. Awnings or canopies that can be both functional and visually appealing;
7. Curbing, irrigation, approved trees, landscaping beds (not including planting material) or other landscaping features attached to the building where appropriate, not to exceed twenty percent (20%) of the project budget;
8. Cleaning, repainting or re-siding of building;
9. New storefront construction, appropriately scaled within an existing building;
10. Improvements designed to integrate outdoor and indoor shopping and dining and
11. Removal of architectural barriers to public accessibility.

Other improvements can be made with written approval if they meet the objectives of the Business Improvement Program.

B. Prior Improvements

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

C. Alterations

The applicant must agree not to change or alter the improved façade without prior written approval from the Haslet Community and Economic Development Corporation for three (3) years from the date of the rebate check issued under the Business Improvement Program. The applicant agrees

to return a pro-rated amount of the grant money received if the improvement is removed within three (3) years.

IV. PROGRAM ASSISTANCE

A. Financial Assistance

Funding offered is a matching grant in which the Business Improvement Program reimburses the applicant fifty percent (50%) of total project costs, up to a \$10,000.00 maximum match for façade improvements.

Upon completion of the project the Haslet Community and Economic Development Corporation will review the project. Receipts for labor and materials should be submitted to the city staff for review. A reimbursement check will only be issued after the project is determined complete and all receipts have been reconciled by the Haslet Community and Economic Development Corporation.

B. Technical Assistance

City staff can provide guidance on façade improvements specific to individual storefronts. City staff can provide limited conceptual design assistance. The applicant will still be expected to hire his/her own licensed architect, if necessary, to carry forth this conceptual design to completion of construction.

Early meetings with city staff are encouraged to help avoid misunderstanding as to the eligibility of grant proposals.

C. Application and Information

If you wish to participate in the Haslet Business Improvement Program, please contact Thad Chambers, EDC Director, Haslet Community and Economic Development Corporation by phone at (817) 439-5931, ext. 113 or by e-mail at tchambers@haslet.org.

V. PROCEDURES

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

1. Applicants are encouraged to meet with City of Haslet Community and Economic Development Corporation representative for initial project discussions.
2. Applications are submitted to the Haslet Community and Economic Development Corporation.
3. The Executive Director will review application to determine grant eligibility.

- Staff will meet with the applicant at least once prior to the application being submitted to the Haslet Community and Economic Development Corporation
4. Application is reviewed by the Haslet Community and Economic Development Corporation.
 5. Approved application received and a notice to proceed from city staff.
 6. City staff monitors and works with applicant through the construction phase.
 7. Grants are issued after city staff has certified the work has been completed.

The Haslet Community and Economic Development Corporation reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.

VI. General Conditions

1. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances and other applicable regulations. Neither approval of a grant application nor payment of the grant upon completion of the project shall constitute approval by any City department or staff of the project, nor shall approval of such grant application or payment of the grant upon completion constitute a waiver by the City of any safety regulation, building code, ordinance and other applicable regulation.
2. It is expressly understood and agreed that the applicant is solely responsible for overseeing the work, and will not seek to hold the Haslet Community and Economic Development Corporation, the City of Haslet, and/or their agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss related in any way to the Business Improvement Program, and by submission of an application, the applicant agrees to indemnify the Haslet Community and Economic Development Corporation, the City of Haslet, and/or their agents, employees, officers, and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.
3. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Business Improvement Program.
4. The applicant authorizes the Haslet Community and Economic Development Corporation to promote an approved project, including but not limited to displaying a sign at the site during and after construction, and using photographs and descriptions of the project in material and press releases.

VII. ADJUSTMENTS and TERMINATION

The applicant understands that the Haslet Community and Economic Development Corporation and the City of Haslet reserves the right make changes in the conditions of the Business

Improvement Program as they determine in their sole discretion as warranted at any time, including for applications already pending.

If the applicant seeks to change the scope of their project after a grant has already been approved, the applicant must meet with a member of the Haslet Community and Economic Development Corporation. The applicant must have written Corporation approval on all modifications to remain eligible for grant funding.

All work for approved projects must be complete within six months of the date of the “notice to proceed” letter unless an extension is granted by the Haslet Community and Economic Development Corporation.

The Haslet Community and Economic Development Corporation has the right to terminate any agreement under the Business Improvement Program if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed agreement with the Corporation.

**Haslet Community and Economic Development Corporation
Business Improvement Program
Application**

Business Name: _____

Business Address: _____

Contact Person: _____

Phone: _____

Email: _____

Business Description: _____

Certificate of Occupancy/Business Registration Number and Date Issued:

Texas Sales and Use Tax I.D. Number: _____

Relationship between the applicant and the storefront:

- Owner Tenant

Property Owner: _____

Owner's Phone: _____

Describe the scope of work for the proposed Business Improvement project:

Grant Amount Requested: _____

Estimated Cost of the Project: _____

Worked to be performed by: _____

Project Start Date: _____

Please include the following information with your application:

1. Letter of permission from the property owner to participate in the Business Improvement Program
 - Letters should include the expiration date of the current lease
2. Photographs of the existing building
3. Drawing or renderings of the proposed improvements
4. Written description of the proposed improvements
 - Includes building materials and color schemes to be used
5. A copy of bids from at least two (2) different contractors

By affixing your signature the applicant acknowledges they have read and agreed to Haslet Community and Economic Development Business Improvement Program Guidelines and General Conditions. The applicant understands that all grants are awarded on rebate basis after all work has been certified completed by the Haslet Community and Economic Development Corporation. It is expressly understood that work commenced or completed prior to the final approval of the grant is ineligible for funding. The applicant is solely responsible for overseeing the work and will not seek to hold the Haslet Community and Economic Development Corporation or the City of Haslet liable for any property damage, personal injury, or other loss related the Business Improvement Program. The applicant agrees to indemnify the Haslet Community and Economic Development Corporation, the City of Haslet and/or their agents, employees, officers and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.

Print Name: _____

Signature: _____ **Date:** _____