

# **LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION**

## **BUSINESS IMPROVEMENT PROGRAM**

### **STATEMENT**

The Liberty Hill Economic Development Corporation (LHEDC) has established and funded the Business Improvement Program for the City of Liberty Hill. The program provides matching grant funds to **existing businesses and non-residential properties** within the described area of Liberty Hill and its extraterritorial jurisdiction (ETJ). Every incentive approved must meet the requirement that it will promote new or expanded business enterprise within the City or its ETJ and that it will benefit the City.

### **OVERVIEW**

This program is designed to encourage physical improvements and commercial revitalization along our corridors while encouraging commitment to improve the overall aesthetics of Liberty Hill. *Generally, it encompasses street facing facades of income-producing non-residential businesses along Highway 29 (LHHS to Ronald Reagan), 1869 (29 to 183), 183 from (1869 South to Mourning Dove); other properties will be considered on a case-by-case basis.*

Grant funds are limited to a maximum of 50% of project costs up to a maximum of \$5,000.

The LHEDC Business Improvement Grant Program is set up as a single payment reimbursement to property owners per building / business and in some situations tenants.

Grant funds will only be approved for facades which are in alignment with the City's UDC. Any abandoned or illegal signs located on the property must be removed to be eligible for grant funds.

Matching grant funds are available on a first come, first served basis until total funds for the cycle are depleted. The annual funding cycle begins October 1st of each year and ends September 30th of the following year in alignment with the EDC's fiscal year.

No grant will be awarded for work that has already been started or completed or for work covered by insurance. Application must be reviewed and approved before eligible work may begin.

If awarded a Business Improvement grant, any deviation from the approved grant project may result in total or partial withdrawal of the grant funds.

A LHEDC Grant sign must be displayed in the recipient's storefront window for a minimum of three (3) months to publicly recognize the grant program.

### **QUESTIONS**

**Business Improvement Grant questions:** Call LHEDC at 512-778-5449 x113

**Permit questions:** Call Planning Department at 512-778-5449 x105

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**ELIGIBILITY GUIDELINES**

**All applicants are required to review the following items to ensure eligibility requirements are met.**

**Provide Drawings:** All grant applications must include a scale drawing with the name of the project manager or contractor of the proposed grant work to be done. Include color or colors for the façade and materials to be used. Acceptable façade materials include but are not limited to Rock, Stone or Stucco. The LHEDC does not dictate coloring for façades however the color(s) need to be compatible with other properties.

**Approval Process & Eligibility:**

- a) All grant projects must comply with Liberty Hill UDC and permit requirements.
- b) Abandoned or illegal signs located on the property must be removed to receive grant funds.
- c) The LHEDC Board of Directors meets once a month and applicants may be requested to attend to answer questions regarding their grant application. Failure to attend an LHEDC Board meeting when requested shall be cause for rejection of the application.
- d) Notwithstanding anything stated in this application to the contrary, final approval for any grant shall be vested in the LHEDC Board of Directors and the Liberty Hill City Council.
- e) Only applications properly and fully completed will be considered. Incomplete applications may be returned with request for additional information.
- f) An Applicant who submits an application and is denied for a grant by the LHEDC Board is not eligible to re-submit a grant application for six (6) months from the denial date.
- g) Applicants who receive approval by the LHEDC Board and City Council are to commence construction as described in the application within sixty (60) days of the award date.
- h) Applicants must complete the construction described in the submitted application within three (3) months from the date the grant is approved by the LHEDC Board and City Council.
- i) If the Applicant is unable to complete the project within three (3) months of the award, the Applicant MUST submit a written request for extension prior to the end of the three (3) months' time limit. The LHEDC Board is not obligated to allow extensions but may do so for reasonable cause if so determined by the LHEDC Board in its sole discretion.
- j) An extension, if granted, will be for the term and conditions determined exclusively by the LHEDC Board. An extension denial cannot be appealed and will be final.
- k) The LHEDC Board and the Liberty Hill City Council shall have sole discretion in awarding grants. There is no proprietary right to receive grant funds.
- l) The review criteria may include, but is not limited to, compatibility, materials, colors, streetscape objectives and overall revitalization impact of the Highway 29 corridor.
- m) Applicant is to provide photographs of the project site as part of the application request and also after the project is completed, as a condition of final grant funding.
- n) Applicant is required to obtain applicable City permits and approvals required for the construction regardless of application outcome.
- o) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive a façade grant approval on the same property if requested within three (3) years from the date a previous façade grant was awarded by the LHEDC Board.
- p) When the project has been completed and reviewed, the applicant must present the LHEDC Board with copies of paid invoices, including copies of cancelled checks and/or credit card receipts, in order to receive a single payment reimbursement of the approved funding.

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**APPLICATION**

Return the completed application with necessary attachments and signatures to City Hall (926 Loop 332) **no later than 12:00 PM (noon) on the first business day of the month.**

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Building Owner (if different from applicant): \_\_\_\_\_

Physical Building Address: \_\_\_\_\_

**Provide project details for Business Improvement Grant: (Attach list of materials and colors to be used, façade design, as well as photographs of the project site attach additional paper if necessary).**

**Provide a list of Contractors, Proposals and Total Amounts (please attach original bids):**

- **Self-contracted Work:** Reimbursement is for actual expenses; excluding labor for self-contracted work.
- **Construction Bids:** Construction bids submitted by an Applicant must be current and dated no earlier than thirty (30) days prior to the request.
- Bids need to be itemized in a manner that allows the LHEDC Board to determine bid components.

TOTAL COST OF PROPOSED PROJECT: \$ \_\_\_\_\_

GRANT AMOUNT  
REQUESTED (50% up to \$5,000 MAX): \$ \_\_\_\_\_

DATES TO REMEMBER:

- Work must commence 60 days after final approval.
- Work must be completed 3 months after final approval.

APPLICANT'S SIGNATURE & DATE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LHEDC BOARD REVIEW**

SIGNATURE & DATE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Recommended: \$ \_\_\_\_\_

- Approved
- Rejected

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**CITY COUNCIL REVIEW**

SIGNATURE & DATE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Granted: \$ \_\_\_\_\_

- Approved
- Rejected

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**PERFORMANCE AGREEMENT**

As authorized by Texas Local Government Code Section 501.158, this *PERFORMANCE AGREEMENT* (hereinafter "this Agreement") is made and entered into by and between the **Liberty Hill Economic Development Corporation**, hereinafter "LHEDC"), acting through its Board of Directors; and \_\_\_\_\_, owner of [name of business] \_\_\_\_\_ of Liberty Hill, Texas, hereinafter referred to as "Grantee." I have met with (names) \_\_\_\_\_ and fully understand the Business Improvement Grant program established by the LHEDC Board. I intend to use these grant funds for the aforementioned renovation project(s) in support of the City's revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project.

I have read the Business Improvement Grant Introduction, Eligibility Guidelines, Application and Agreement.

I understand that if I am awarded a Business Improvement Grant, any deviation from the approved project, or change in the property use, may result in partial or total withdrawal of the grant. Further, I understand the materials and processes involved and have been given an opportunity to ask questions regarding the grant program. If the façade or property use is altered for any reason within six (6) months from construction, I may be required to reimburse the EDC immediately for the full amount of any funds from the Grant.

**APPLICANT**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**BUILDING OWNER'S SIGNATURE (IF DIFFERENT FROM APPLICANT)**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**EDC BOARD (REPRESENTATIVE)**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY COUNCIL (REPRESENTATIVE)**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_