



Mount Vernon Economic Development Corporation
Matching Grant Programs

Guidelines and Application

Please return completed application with necessary attachments and signature to:

Mount Vernon Economic Development Corporation
109 N. Kaufman Street
Mount Vernon, TX 75457

If you have questions, please contact MVEDC at 903-586-2102.

Table of Contents

Matching Grant Programs	
Overview and Purpose	3
Notices	3
Definitions	4
Façade Program	
Eligibility	5
Guidelines	5
Assistance	7
Procedures	7
Demolition Program	
Eligibility	8
Guidelines	8
Assistance	9
Procedures	9
Downtown Redevelopment Program	
Eligibility	11
Guidelines	11
Assistance	12
Procedures	13
Program Boundary Exhibit	14
Parks and Recreation Program	15
Application	19
City Demolition Permit Application	22

Matching Grant Programs

OVERVIEW and PURPOSE

The Mount Vernon Economic Development Corporation (MVEDC) offers three matching grant programs to promote new or expanded business development. The programs provide financial assistance to property and/or business owners, or their tenants.

Matching grant programs:

Façade Program provides up to \$5,000 for exterior improvements to commercial structures.

Demolition Program: provides up to \$10,000 for demolition of structures on commercially zoned property.

Downtown Revitalization Program: provides up to \$50,000 for the redevelopment of downtown structures. Requires a sales tax generating business occupy the redeveloped property.

Graduated Rental Assistance: provides up to \$6,000 for any business. To be paid on a graduated scale for periods not longer than 12 months in duration.

Larger Scale Commercial and Industrial Development: provides direct and indirect financial assistance to commercial and industrial developments which have been determined to have a significant impact on the city's tax base through investment, sales tax generation, or employments. Projects may include new projects, expansions, and renovations. Amount of financial assistance is based on economic impact of project.

NOTICES

MVEDC will not reimburse Applicants for partially completed projects. Any, and all, deviations from the approved Agreement must be approved by MVEDC.

MVEDC has the right to terminate any agreement under its matching grant programs 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 and the receipt of a Notice to Proceed.

MVEDC reserves the right to amend the conditions and parameters outlined in these guidelines.

MVEDC is solely responsible for determining if a proposed project meets the intent and spirit of

the program.

MVEDC has the right to discontinue its matching grant programs, at any time, for any reason.

DEFINITIONS

The following definitions shall apply to the terms used in this Policy:

Applicant: the Property owner or business occupant signing the Application

Bar: A commercial enterprise whose primary activity is the sale of alcoholic beverages to be consumed on the premises. Food may be served or sold only as accessory to primary use. Bars include taverns, night clubs, private clubs, and similar facilities serving alcohol.

Demolition Permit: City of Mount Vernon permit required for demolition (see pg. 12)

Dilapidated: a structure which through neglect or injury lacks necessary repairs or otherwise is in a state of decay or partial ruin to such an extent that the structure is unfit for human occupancy due to the lack of necessary repairs and is considered uninhabitable.

Façade: the front or side of a building facing a public way or space and finished accordingly

MVEDC: Mount Vernon Economic Development Corporation

Notice to Proceed: a written notice from MVEDC Staff authorizing the Applicant to commence the project

Property: the physical lot and/or building to which improvements are being made

Staff: MVEDC Director or designee

Vacant: Any building or structure that is not occupied, used, or inhabited on a regular and continuing basis for a period of more than 180 days.

Façade Program (FP)

ELIGIBILITY – FP

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

1. Applicant must be commercial property owner or commercial tenant located in the Mount Vernon city limits or ETJ;
2. Tenants must have written approval from property owners to participate in program;
3. Applicants must be up to date on all municipal taxes prior to participation in the program;
4. Applicant must not have any City liens filed against any property owned by Applicant, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens;
5. Applicant must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
6. Understanding that the overall objective of the Façade Program is to improve the exterior, visibility and presentation of a property; MVEDC has the discretion to decline an application while suggesting enhancements that would enable future acceptance;
7. Ineligible businesses: government offices, residences, home businesses, bars/taverns, liquor stores, tattoo parlors, vape/smoke shops, and sexually oriented businesses.

GUIDELINES – FP

Improvements to be funded by MVEDC must be compatible with the character and architecture of the individual building and meet City standards with regard to latest construction and design trends. 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.

Qualifying Façade Improvements:

1. Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;

2. Window replacement and window framing visible from the street which is appropriately scaled to the building;
3. New City-approved signage, including monument signage, pole signage, electronic message boards and other signage as specified in the City's codes;
4. Lighting which is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade;
5. Awnings or canopies which can be both functional and visually appealing;
6. Curbing, irrigation, approved trees, landscaping beds (not including planting material) or other landscaping features attached to the building where appropriate;
7. Cleaning, repainting or residing of buildings (colors to be approved by staff);
8. Resurfacing and/or restriping of parking lots visible from street;
9. New storefront construction, appropriately scaled within an existing building;
10. Replacement or repair of the portions of the roof that are visible from an adjacent public street;
11. Replacement or repair of existing gutters and/or downspouts;
12. Installation of new sidewalks and/or the replacement or repair of existing sidewalks.

Non-Qualifying Façade Improvements/Expenses:

1. Unless it is highly visible from the primary street or adjacent streets, exterior improvements located on the sides or rear of buildings are considered ineligible;
2. Interior improvements;
3. Outdoor dining/seating;
4. Playground or recreational equipment;
5. Structural changes;
6. Burglar bars;
7. Security alarm system;
8. "Sweat equity";
9. New commercial construction;
10. Benches/porch swings;
11. Umbrellas;
12. Gazebos;
13. Trellises;
14. Window boxes;
15. Permitting fees;
16. Architectural survey or other professional fees;
17. Asbestos testing, removal, abatement, or remediation; or
18. Improvements for which insurance monies are received.
19. Improvements made prior to receiving a "Notice to Proceed" are ineligible for reimbursement.

ASSISTANCE – FP

MVEDC will reimburse Applicant fifty percent (50%) of total eligible project costs, up to a \$5000.00 maximum.

Applicant's match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks but may not be "in-kind." MVEDC will only provide reimbursement after Applicant has paid their architect, contractor and vendor(s) in full and after the project is determined to have been completed in accordance with the contract between MVEDC and Applicant.

PROCEDURES – FP

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

1. Applicant submits a completed application to MVEDC (consultation with Staff prior to submission is strongly recommended).
2. Staff reviews application. Pending approval, Applicant is issued a Notice to Proceed and fully executed Agreement. Any work completed prior to receiving the Notice to Proceed will not be reimbursed.
3. Applicants have ninety (90) days from the date the Notice to Proceed is issued to commence approved project. Applicant must provide Staff with copies of all required permits and certifications for the project.
4. Contractor conducts project as specified in the Agreement. Any changes to the approved plan must be approved by Staff.
5. Applicant notifies Staff once project is completed.
6. Staff certifies the improvements comply with the approved Agreement.
7. Applicant must submit copies of all invoices paid to MVEDC.
8. Reimbursement for eligible and verified expenses to be made by MVEDC within 30 days of receipt.
9. In the event the Applicant is denied, the Applicant will not be allowed to reapply to the program for 180 days from the original application date.

Demolition Program (DP)

ELIGIBILITY – DP

1. Application must be submitted by the property owner(s);
2. Property on which demolition is to take place must be commercially zoned and in the Mount Vernon city limits or ETJ;
3. Property owners must obtain a City of Mount Vernon demolition permit;
4. Applicants must be up to date on all municipal taxes prior to participation in the program;
5. Applicants must not have any City liens filed against any property owned by Applicant, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens;
6. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
7. Understanding that the overall objective of the Demolition Program is to beautify Mount Vernon and promote future business development; MVEDC has the discretion to decline an application while suggesting enhancements that would enable future acceptance.

GUIDELINES – DP

Demolition to be funded by MVEDC must be deemed in the best interest of the public and to serve to promote future business development in Mount Vernon.

Qualifying Demolition Projects/Expenses:

1. Demolition and removal of structures on commercially zoned property is highly visible from major thoroughfares.
2. Demolition and removal of above ground site improvements such as sign supports/poles, fencing, etc.
3. Asbestos survey/testing as required by City permit.
4. Asbestos abatement.
5. Permit fees.

Non-Qualifying Demolition Projects:

1. Demolition for which insurance monies are received.

2. Demolition was made prior to receiving a Notice to Proceed.
3. Removal of debris and trash unrelated to demolition.
4. Demolition is required by law, ordinance, code, or other means of enforcement.

ASSISTANCE – DP

MVEDC will reimburse Applicants 50% of the eligible costs. Maximum reimbursement does not exceed \$10,000.

Should asbestos testing identify the presence of asbestos, which results in a demolition/abatement quote or bid that is cost prohibitive, the cost of asbestos survey/testing is reimbursable up to 50%, or a maximum of \$500.

Applicant's match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks but may not be "in-kind." MVEDC will only provide reimbursement after Applicant has paid their architect, contractor and vendor(s) in full and after the project is determined to have been completed in accordance with the contract between MVEDC and Applicant.

PROCEDURES – DP

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

1. Applicant submits a completed application to MVEDC (consultation with Staff prior to submission is strongly recommended).
2. Staff reviews application. Pending approval, Applicant is issued a Notice to Proceed and fully executed Agreement. Any work completed prior to receiving the Notice to Proceed will not be reimbursed.
3. Applicants obtain required City Demolition Permit. Permit application attached (see page 18).
4. Applicants have ninety (90) days from the date the Notice to Proceed is issued to commence approved project. Applicant must provide Staff with copies of all required permits and certifications for the project.
5. Contractor conducts project as specified in the Agreement. Any changes to the approved plan must be approved by Staff.
6. Applicant notifies Staff once project is completed.
7. Staff certifies the improvements comply with the approved Agreement.
8. Applicants must submit copies of all invoices paid to MVEDC.
9. Reimbursement for eligible and verified expenses to be made by MVEDC within 30 days of receipt.
10. In the event the Applicant is denied, the Applicant will not be allowed to reapply to the program for 180 days from the original application date.

Downtown Redevelopment Program (DRP)

ELIGIBILITY – DRP

The following criteria must be met for participation in the DRP:

1. Applicant/tenant must be a legal sales tax generating business entity, registered with the State Comptroller's Office.
2. Tenant must have written approval from property owner(s) to participate in program.
3. Applicants and property owners must be up to date on all municipal taxes prior to participation in the program.
4. Applicants and property owners must not have any City liens filed against any property they own, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens.
5. Applicant and property owner must comply with all State and local laws, and regulations pertaining to licensing, permits, building code and zoning requirements.
6. Ineligible businesses: government offices, bars/taverns, liquor stores, tattoo parlors, sexually oriented businesses, smoke/vape shops, title/short-term loan stores, and pawn operations.

GUIDELINES – DRP

1. Grant shall apply to dilapidated, underutilized, or vacant buildings within the "Program Boundary" (see page 14).
2. Grant shall only apply to new sales tax generating businesses entering the "Program Boundary".
3. Businesses operating from redeveloped property shall generate sales tax as a result of their primary product or service.
4. Minimum total project cost eligible for grant reimbursement shall be \$15,000.
5. Property purchase/lease price shall not be considered a reimbursable expense.
6. No applications will be accepted for work that has already been started or completed, or for work that is covered by insurance.
7. Grant Funds shall be disbursed to the Recipient only when Improvements are completed, inspected, and approved by an agent for the City of Mount Vernon as being in accordance with the City's Building Codes and Standards and Recipient's business is open for normal business operations. Upon completion of the Improvements, the Recipient shall submit an itemized invoice and evidence of payment thereof, with

copies of all contractor's invoices to MVEDC for payment. Payment will be made to the Recipient subject to the terms and conditions of signed Agreement.

8. All submitted plans and completed work shall comply with the City of Mount Vernon's municipal codes and ordinances.
9. If an applicant is awarded a grant for any work performed pursuant to this program and the work is altered for any reason within one year from the date of construction, the applicant may be required to reimburse MVEDC immediately for the full amount of the grant. Furthermore, if a property is listed for sale and/or leased to a tenant for a purpose not originally intended by the grant application within one year of reimbursement, the applicant may be required to reimburse MVEDC immediately for the full amount of the grant.

ASSISTANCE – DRP

Assistance is weighted to defray the costs associated with code, structural, environmental, and mechanical system improvements. Additionally, the maximum award is structured to encourage businesses to own their property.

The minimum total project cost eligible for grant reimbursement shall be \$15,000.

Examples of qualifying Code/Structural/Environmental/Mechanical expenditures

- Permit, architectural, engineering, and environmental assessment fees
- Electrical improvements
- Fire suppression systems
- Roof replacement/repairs
- Foundation repairs
- Abatement of lead, mold, asbestos
- Americans with Disabilities Act (ADA) improvements
- Insulation
- Plumbing repairs and upgrades
- HVAC system upgrades
- Water heater upgrades

Examples of qualifying Aesthetic expenditures

- Interior remodel
 - Painting
 - Flooring
 - Ceilings
 - Windows
 - Lighting

PROCEDURES – DRP

1. Contact MVEDC staff to discuss the project and determine eligibility.
2. Schedule meeting to discuss the City of Mount Vernon building permit

- application process.
3. Present project to MVEDC Board of Directors for consideration.
 4. Complete building permit application and receive permit.
 5. MVEDC Board approval or denial.
 6. If approved, sign MVEDC contract and commence project.
 7. Complete project within 1 year of MVEDC approval.
 8. Reimbursement shall be a single payment after the project has been completed and inspected for compliance with approved project and Recipient's business is open for normal business operations.

Graduated Rental Assistance

ELIGIBILITY – GRA

The primary goal of the Graduated Rental Assistance Program is to reduce the burden of rental expenses on new businesses and to help offset the initial startup costs of the business.

1. Applicant/tenant must be a legal sales tax generating business entity, registered with the State Comptroller's Office.
2. Tenant must have written approval from property owner(s) to participate in program.
3. Applicants and property owner must be up to date on all municipal and state taxes and municipal utility accounts prior to participation in the program.
4. Applicants and property owners must not have any City liens filed against any property they own, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens.
5. Applicant and property owner must comply with all State and local laws, and regulations pertaining to licensing, permits, building code and zoning requirements.
6. Ineligible businesses: government offices, bars/taverns, liquor stores, tattoo parlors, sexually oriented businesses, smoke/vape shops, title/short-term loan stores, and pawn operations.

GUIDELINES - GRA

1. Grant funds cannot be used to fund rent for any portion of the property used for residential purposes. In such cases, the total rent amount may be adjusted proportionally to reflect usage of the property.
2. At no point will MVEDC pay 100% of the rental expenses for any recipient of this program.
3. The rental assistance is designed to assist the business owner with rental expense over a period of time, but the owner will assume responsibility of the full rental costs at the end of the rental assistance period as determined by the MVEDC
4. All disbursements through this program will be made in the form of a reimbursement following the submission of a copy of the canceled check paid to the property owner and/or a receipt from the property owner, or direct payment of rental assistance to the property owner/landlord.

5. Generally, the program can span any amount of time up to 12 months with MVEDC reimbursing the business owner's rental expense in four installments which are determined by the MVEDC Board. : 25% of the total rent cost to be paid for the first installment; 50% of the total rent cost to be paid for the second installment; and 75% of the total rent cost to be paid for the third installment of the rental agreement term. Rental assistance from the MVEDC to the business owner shall not be granted until the termination of free or subsidized rent from the property owner. Terms of assistance and length of payment installments shall be negotiated between business and MVEDC, with the decision of the MVEDC being final.
6. Recipients may receive only one Graduated Rental Assistance Agreement per business.
7. Rental amount must be comparable to similar rental rates for similar properties in the area of the subject business property.
8. Rental assistance shall not exceed \$6,000 for any business.
9. All disbursements through this program will be subject to requirements set forth in an incentive performance agreement, including but not limited to a period for which the business must remain in operation following the completed disbursement of funds.
10. MVEDC assumes no liability for the satisfaction of the lease agreement between the property owner and the tenant. This agreement is between the tenant and the MVEDC and will be strictly a reimbursement of the costs required to satisfy the terms of the tenant's lease agreement with the property owner.

PROCEDURES – GRA

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

1. Applicant submits a completed application to MVEDC (consultation with Staff prior to submission is strongly recommended).
2. Staff reviews application.
3. Applicant submits cancelled checks or other verified proof of payment to City staff.
4. Staff certifies the proof of payment and will Agreement.
5. Reimbursement for eligible and verified expenses to be made by MVEDC within 30 days of receipt.
6. In the event the Applicant is denied, the Applicant will not be allowed to reapply to the program for 90 days from the original application date.

INDUSTRIAL AND COMMERCIAL LARGE-SCALE DEVELOPMENT

The MVEDC and MV City Council may provide direct assistance to the industrial and commercial developments which they determine to have a significant impact on the city's tax base through investment, sales tax generation or employment. These project will be considered on a case-by-case basis and may include direct or indirect financial assistance. For additional information on eligibility for assistance and types of incentives contact the MVEDC at 903-537-2252.



Matching Grant Application

(Façade, Demolition, Downtown Redevelopment, Parks & Recreation)

Please complete the form-fillable application including the necessary attachments.
If you have any questions, please contact MVEDC at 903.537-2252.

Applicant Name:

Date:

Business Name:

Organization:

Mailing Address:

Contact Phone:

Email Address:

Building/Property Owner (if different than Applicant):

Historical/Current Building Name:

Project Site/Address:

Program Requested

Façade:

Downtown Redevelopment:

Demolition:

Description of planned improvements (attach additional information if necessary):

Façade Program		Demolition Program	
Expenditures	Estimated Cost	Expenditures	Estimated Cost
Façade/Building Rehab	\$	Asbestos Survey	\$
Signage/Lighting	\$	Demolition	\$
Architectural Elements	\$	Asbestos Abatement	\$
Parking/Driveways	\$	Other	\$
Total	\$	Total	\$
Downtown Redevelopment Program			
Expenditures	Estimated Cost	Expenditures	Estimated Cost
Professional Services	\$	Mechanical	\$
Permits	\$	Structural	\$
Plumbing	\$	Aesthetic	\$
Electrical	\$	Other	\$
Total		\$	

Highlight the project's expected impacts and benefits and address all of the items described in the project application information and evaluation criteria sections of the Matching Grant Document.

Please describe:

- **The type of project, the identified need this project addresses, and how this will increase/diversify economic development.**
- **Who will the project serve, and how will this positively affect underserved areas or the general population of the community?**
- **The extent to which the project will leverage financial or in-kind support from sources in the public, private, and/or non-profit sectors. Include any information about partners and the extent to their contribution.**

Applicant Signature

Date

Building Owner Signature (If Applicant is Tenant)

*By signing, you agree to the proposed improvements to the property by the Applicant (Tenant).