



## 2024 BUSINESS IMPROVEMENT GRANT PROGRAM GUIDELINES

### Section 1. Program Sponsor

Magnolia 4B Community Development Corporation (MCDC)

### Section 2. Purpose

To promote and support the economic vitality of Magnolia by encouraging physical improvements to local business establishments which will cultivate and optimize the success of local business in the City of Magnolia.

### Section 3. Grant Type

This is a reimbursement grant, such grants being a cash match for funds disbursed by an Applicant and are in amounts not to exceed those provided under Section 6, "Type of Grants" below. Only Applicant's cash expenditures may be used as a grant match.

### Section 4. Timeline

Applications will be accepted on a rolling basis until MCDC has dedicated all funds. Funding for the program will be established annually. Upon depletion of those funds, the MCDC will be under no obligation to fund additional grants. The MCDC is under no obligation to establish future cycles.

### Section 5. Eligibility

- A. New or existing for-profit businesses physically located within the Magnolia City limits.
- B. Applicant's tax status will be verified with the State Comptroller's office.
- C. Business facilities also serving as a residence are not eligible.
- D. Religious institutions are not eligible.
- E. Business facilities and/or properties which have outstanding financial obligations to the City of Magnolia, including but not limited to liens, court fines, delinquent City utility bills, or delinquent taxes are not eligible.
- F. Business facilities and/or property owners which have an ongoing lawsuit or are in any way parties to litigation against the City of Magnolia or the MCDC are not eligible.
- G. Incomplete applications will not be considered.





**Section 6. Types of Grants**

<b>Category</b>	<b>Description</b>	<b>Amount</b>
<b>FAÇADE</b>	Improvements to storefronts, including but not limited to painting, reconstruction, and remodeling.	Up to a 50% matching grant with maximum of <b>\$7,500</b> .
<b>SIGN</b>	New signs, and renovation or removal of existing signs.	Up to a 50% matching grant with a maximum of <b>\$5,000</b> .
<b>PROPERTY</b>	Items such as landscaping (if irrigated and maintained or warranted for one year), lighting, fencing, sidewalk and driveway improvements, parking lot improvements.	Up to a 50% matching grant with a maximum of <b>\$5,000</b> .
<b>DEMOLITION</b>	Demolition of abandoned signs and some structures.	Up to a 50% matching grant with a maximum of <b>\$5,000</b> .

**Section 7. Guidelines**

- A. Proof of ownership of an existing facility will be required of all applicants.
  - 1. Proof of lease/ tenant agreement is required with coordination and awareness of landlord of grant proposal.
- B. Eligible applicants may submit multiple applications during a grant funding cycle. It is possible to apply for multiple grant categories, but a separate application is required for each request. All decisions and awards made by the MCDC Board of Directors on grant awards is final. An applicant may re-apply if initially not awarded a grant in the same grant year.
- C. Improvements shall be made in accordance with project drawings, specifications, and/or information provided in the application, such having been previously approved by the MCDC. Failure to do so will render the Applicant ineligible to receive grant funding. Any modifications must first receive the written approval of the MCDC or its designee. Failure to do so will likewise render the Applicant ineligible to receive grant funding.
- D. Applicant is obligated to obtain all applicable permits and inspections related to the improvement project. Failure to do so will render the Applicant ineligible for grant funding. The improvements, as presented in the application, must be completed in their entirety, unless otherwise approved by the MCDC. Incomplete improvements will render the Applicant ineligible for grant funding.
- E. Upon approval of a grant application, and during the implementation of the improvements, a representative or representatives of the MEDC and City shall have the right to access to inspect the work in progress, completion and post construction outcome.
- F. Improvements may not commence prior to having received written approval for a grant from the MCDC.
- G. In order to be eligible to receive the grant funding, improvements must be started within two (2) months of receiving grant approval from the MCDC and must be completed within six (6) months of the funding approval.
- H. All landscaping installed in the scope of the project must be irrigated and maintained or warranted by the Applicant for minimum of one (1) year from the date of installation.



1. If landscaping is considered as part of the grant request, an underground irrigation system shall be employed and said landscaping shall be irrigated and maintained. Trees, plants, shrubs, or groundcover, as approved in the grant proposal, shall be replaced by applicant if they become diseased, damaged, or die.
- I. All applications must contain a cost estimate (bid) from a minimum of two (2) qualified contractors or suppliers.
  - J. Labor provided by the Applicant or his/her employees may not be included in the cost estimate of the project and is not reimbursable through this Program.

### **Section 8. Application & Approval**

- A. Applications must be made on the official Magnolia 4B BIG Application form provided by the MCDC office at Magnolia City Hall or via the website at [www.cityofmagnolia.com](http://www.cityofmagnolia.com).
- B. Applications will be considered on a monthly basis and must be submitted by the 15<sup>th</sup> of the month in order to be considered at the next monthly board meeting.
- C. Monthly consideration of applications may be delayed in the event the MCDC elects for any reason not to consider grant applications for any particular month.
- D. One (1) original and one (1) copy of an application must be submitted.
- E. The MCDC reserves the right to utilize whatever outside resources it deems necessary for assistance in its decision-making process.
- F. Applicants must score a minimum of sixty (65) points on the evaluation guidelines to be eligible for consideration and potential award.
- G. Applicants will be notified in writing by the 4B Executive Director (via email) on the status of their application upon review and consideration by the 4B MCDC Board of Directors.
- H. The MCDC may award an Applicant a grant with certain provisions, conditions, or other requirements as it may from time to time deem appropriate.
- I. The MCDC Board reserves unto itself the absolute right of discretion in deciding whether or not to approve a grant relative to this application. The Applicant accepts that all decisions relating to the award of grant funds involves subjective judgements on the part of the decision-making entity related to the aesthetics of the proposed project and the granting of award funds for said project.
- J. The MCDC reserves the right to waive any requirement(s) herein contained, and/or add any requirement(s) it deems appropriate in making its determination of approval or disapproval of a grant(s) application.
- K. Application shall include photos of the existing conditions to be improved.

### **Section 9. Evaluation Criteria Standards**

The following factors shall be considered in determining whether or not to award a grant. Grant applications must score a minimum of sixty five (65) points to be considered for funding. A score of sixty five (65) or more points does not guarantee funding. All funding is contingent on remaining funds available.



The evaluation matrix is a guide to assist the MCDC in the evaluation process. The business Applicant does not need to address each criterion in the impact standard to receive the total number of allotted points. The criteria within each impact standard are examples of the types of criteria the MCDC may consider.

### **SCORING CRITERIA**

<b>Visual Impact</b>	<b>Possible Points</b>	<b>Awarded Points</b>
<ul style="list-style-type: none"> <li>• Improvement in the level of blight or deterioration removed;</li> <li>• Plans consistent and support Magnolia UDC;</li> <li>• Paint chips/sign materials/landscaping materials are submitted with application and final project reflects what was submitted and approved;</li> <li>• Level of improvements' impact on overall appearance of facility;</li> </ul>	<b>40</b>	
<b>Economic Impact</b> <ul style="list-style-type: none"> <li>• Business is providing matching funds</li> <li>• Appropriateness of business to overall economic development in the surrounding neighborhood;</li> <li>• Traffic level of roadways adjacent to improvement;</li> <li>• Mitigation of health and safety issues;</li> <li>• Reuse of vacant or underutilized property.</li> </ul>	<b>30</b>	
<b>Community Impact</b> <ul style="list-style-type: none"> <li>• Level of value added to the community by the business;</li> <li>• Level of interest/desire for business in the community;</li> <li>• Level of attention to Magnolia UDC/The Stroll Overlay design Guidelines (if applicable).</li> </ul>	<b>20</b>	
<b>Public Safety</b> <ul style="list-style-type: none"> <li>• Improves pedestrian access in and around city</li> <li>• Improves vehicle circulation and access in a commercial area</li> <li>• Enhances visibility of commercial building in a positive way</li> </ul>	<b>10</b>	

**Section 10. Funding**

- A. Funding will only be provided on a reimbursement basis upon the completion of the project in accordance with Section 7 above and following an on-site inspection of the improvements.
- B. The MCDC and City shall be granted the right to inspect the improvement work in progress and upon completion.
- C. Applicant shall provide the MCDC with written notification of project completion. Such notification shall include a letter signed by the Applicant stating that all improvements have been completed in



accordance with the application and/or approved modifications, and that full payment has been made for all labor and materials involved in the project. Also included in such notification shall be such documents as, but not limited to, paid receipts for materials and labor, permits, inspection reports, project photographs, or any other items the MCDC may reasonably deem necessary for determining the successful completion of the project.

- D. Any funds approved for reimbursement under this program will be paid after work has been completed and MCDC has received written notification from applicant through email or written correspondence.
- E. Applicant must agree to be part of the MCDC promotional marketing of the program that includes before and after photos and or video of project, interview about the project and or grant award, spotlight of project on MCDC social media, marketing and future reports, and documents.
- F. Upon receipt of a notification of completion, an on-site inspection shall be made by a representative or representatives of the MCDC and/or City to confirm completion in accordance with the application and/or approved modifications; such inspection shall not be considered in any way as a reflection of the City's approval on the quality, safety, or reliability of the improvements, such being the sole responsibility of the Applicant.
- G. Following the on-site visit, the MCDC staff shall place on the next regular MCDC Board meeting agenda an item for the report and written statement testifying either to (1) compliant project completion, or (2) non-compliant project completion. In the event of a "non-compliant report", the MCDC Board will review the findings, and if in agreement with the report, a letter shall be issued to the Applicant stating the area/areas of non-compliance. The project shall be subject to re-inspection to confirm the successful completion of the project. Failure to correct the area/areas of non-compliance within thirty (30) days of the date of the "non-compliant letter" shall be cause for cancellation of the grant. At the regular meeting at which a "compliant" inspection report is provided, a motion to authorize funding will be considered. If approved, issuance of payment shall take place within ten (10) days of the funding authorization.
- H. In order to receive approval of a reimbursement, all projects should be completed within six (6) months of the grant application approval.
- I. Grantee shall maintain ownership of the property for three (3) years immediately following the submission of the Report. If this requirement is not met, the GRANTEE shall reimburse the MCDC the Funds as provided:
  - Property sold within 1 years = reimburse 100%
  - Property sold within 2 years = reimburse 75%
  - Property sold within 3 years = reimburse 50%

### **Section 11. Review Committee**

Business Improvement Grant applications will be received by the Magnolia 4B Executive Director. Once an application has been completed, applications will be presented at the regularly scheduled 4B Board meeting for review, scoring and funding consideration. All decisions made by the Magnolia 4B Board of Directors are final. Grant recipients will be notified of their award by the Magnolia 4B Executive Director.

### **Section 12. Amendment**

The MCDC reserves unto itself the right to amend these Guidelines and Criteria as it may from time to time find desirable.



### **Section 13. Termination**

The grant award will automatically terminate if the project is not completed within six (6) months of MCDC approval of the grant application.

### **Section 14. Notice**

- A. THE PROVISION OR DELIVERY OF THESE GUIDELINES AND CRITERIA TO AN INTERESTED PARTY DOES NOT CONSTITUTE AN OFFER OF AN IMPROVEMENT GRANT.
- B. ABSOLUTE RIGHT OF DISCRETION THE MCDC RESERVES UNTO ITSELF, WHETHER OR NOT SUCH DISCRETION MAY BE DEEMED ARBITRARY OR WITHOUT BASIS IN FACT.
- C. THE ADOPTION OF THESE GUIDELINES AND CRITERIA DOES NOT CREATE ANY PROPERTY, COMMITMENT, CONTRACT, OR OTHER LEGAL RIGHTS IN ANY PERSON TO HAVE THE MCDC PROVIDE GRANT FUNDING.
- D. THE LAWS OF THE STATE OF TEXAS SHALL GOVERN THE INTERPRETATION, VALIDITY, PERFORMANCE, AND ENFORCEMENT OF THIS BUSINESS IMPROVEMENT GRANT PROGRAM. IF ANY PROVISION OF THIS PROGRAM SHALL BE HELD TO BE INVALID OR UNENFORCEABLE, THE VALIDITY AND ENFORCEABILITY OF THE REMAINING PROVISIONS OF THIS PROGRAM SHALL NOT BE AFFECTED THEREBY.
- E. THE MCDC, THE CITY, ITS EMPLOYEES, AND ITS AGENTS DO NOT ATTEST TO THE QUALITY, SAFETY, OR CONSTRUCTION OF A PROJECT ELIGIBLE FOR, OR RECEIVING GRANT FUNDING. THEREFORE, THE CITY, ITS EMPLOYEES, AND AGENTS SHALL BE HELD HARMLESS BY THE APPLICANT/APPLICANTS FOR ANY AND ALL DAMAGES ASSOCIATED WITH THE PLANNING, CONSTRUCTION, AND SUBSEQUENT EXISTENCE OF ANY PROJECT WHO'S APPLICATION HAS BEEN APPROVED, OR HAS RECEIVED ACTUAL GRANT FUNDING.