



LA PORTE ENHANCEMENT GRANT PROGRAM

The La Porte Enhancement Grant Program, which is sponsored by the La Porte Development Corporation, offers matching grants to businesses which are located in the City of La Porte.

Eligible improvements of the La Porte Enhancement Grant Program include façade enhancement/rehabilitation, beautification projects, new awnings, canopies, porches, signage, and parking lot improvements. Commercial property owners or businesses may apply for grant reimbursements from a minimum of \$2,500 to a maximum of \$50,000. Each application will be evaluated on a case-by-case basis, and **ALL projects for a matching grant greater than \$25,000 must also be approved by the La Porte City Council.**

Interested business owners are welcome to complete the enclosed application form. Please deliver applications to:

Jason B. Weeks
Office of Economic Development
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571

Please email us at WeeksJ@laportetx.gov or call 281/470-5012, if you have any questions about the La Porte Enhancement Grant Program.

LA PORTE BY THE BAY

604 W. Fairmont Parkway La Porte, Texas 77571 281/470-5016

ELIGIBLE PROJECTS

Business owners may be eligible for a reimbursement grant of funds which are used to enhance and/or beautify their businesses. The following types of projects are eligible for reimbursement:

- **Façade Rehabilitation/Enhancement**
Eligible projects include work on existing structures, such as removing non-historic/added facades, re-pointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, replacing windows, restoring transom windows, repairing facades, etc.
- **New Awnings, Canopies, Porches, and Signage**
Eligible projects include replacing, adding, or repairing awnings, canopies, porches, and signs. Signs may include signboards, projecting signs, pedestrian signage, window signs, hanging signs, and awning/canopy signs.
- **Beautification Projects**
Eligible projects include public art, landscaping, and other beautification projects as approved by the La Porte Development Corporation Board (LPDC).
- **Parking Lot Improvements**
Eligible projects include new parking lot construction, parking lot paving, parking lot re-surfacing, parking space striping/painting, new parking blocks, old parking block removal, and other projects as approved by the LPDC.

PROGRAM GUIDELINES

1. Grant funds are available only for exterior work on commercial property and building facades that are visible from public streets.
2. In general, grants offered to businesses are intended to support projects to renovate or convert existing structures to their original historic condition.
3. Grants will be processed and considered for award on a first-come, first-served basis until funds are depleted or until the program ends, whichever comes first.
4. Grants will not be awarded for work that has already been started or completed, or for work that is covered by insurance. If desired work is above and beyond what insurance will pay, and is, therefore, considered an upgrade and enhancement in the opinion of the LPDC, it may be eligible for grant funds.

5. Grants will not be awarded to any Applicant that owes any delinquent indebtedness* to the City of La Porte or the La Porte Development Corporation (LPDC).

** "Delinquent Indebtedness" shall mean any indebtedness due and owing to the City of La Porte or the La Porte Development Corporation, including but not limited to, ad valorem taxes on real and personal property, which property is in fact owned by and is legally subject to taxation, whether or not the same may have been properly rendered to the tax assessor-collector by any person. Such term shall also include, but not be limited to, charges for penalties, interest and costs on any such ad valorem taxes; charges for water, sewer, garbage and other services rendered or goods furnished by the City of La Porte or the La Porte Development Corporation to any person; and any other manner of indebtedness to the City of La Porte or the La Porte Development Corporation, now existing or which may hereafter be created by any person. No such indebtedness shall be considered "delinquent" until the time for its current payment under the various ordinances of the City of La Porte, or state statutes, or contractual agreement, shall have expired, without payment having been made.*

6. Each grant will be awarded on a reimbursement basis once completed work has been verified by the LPDC to be compliant with the plans proposed in the approved application. Any deviation from the approved project may result in the total or partial withdrawal of the grant.
7. Each enhancement grant application will be subject to review and approval from the Board of the LPDC. The review criteria include the following:
 - The project demonstrates a significant improvement over the existing situation,
 - The project will add to the beautification of the City of La Porte ,
 - The project will enhance the City of La Porte's appeal to new businesses and visitors,
 - The project will complement the surrounding buildings, and
 - The project will add value to the City of La Porte.
8. Grant applications and awards may be made in any of the reimbursable activities described above and may be combined for any single property or project.
9. An applicant is defined as an owner, tenant, or combination thereof, who occupies space in an eligible property. A single owner of multiple properties may apply for grant funds for each property owned, but the matching grant must be for more than \$2,500 and less than \$50,000 per property in a three (3) year period.
10. Preference will be given to all local bids for work that qualify under the current form of the City of La Porte's Local Bidder Preference Policy at the time the project is approved by the Board.
11. Multiple bids are **not** required for each eligible project that is less than a total \$2,000, of

which 50% or \$1,000 would be a reimbursable expense, as per the City of La Porte's Purchasing Policy.

APPLICATION PROCESS

1. Determine eligibility: Discuss project plans with the Economic Development Coordinator.
2. Complete the application and sign the agreement form. Each grant application must include the following:
 - a. A scaled drawing by the project architect or design professional of all the work to be completed.
 - b. Samples -- i.e. paint samples, fabric swatches, sign material, etc. -- that will enable the LPDC to envision the finished project.
 - c. Three (3) itemized work estimates on all project work from contractors or project architects. At least one quote must be obtained from applicable La Porte business. Should La Porte business not respond, applicant must provide documentation (email or letter) evidencing that a request for quote was requested. Applicants may refer to the Contractor List for La Porte contractors. However, the City does not make any representation as to the quality of work, nor guarantees any special pricing, nor does the City represent that this list is a comprehensive listing of La Porte businesses that complete this type of work. Should an applicant contact a La Porte business/contractor not on this list, such business shall be deemed to meet the requirement of this section as long as the business address is listed as La Porte. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
 - d. Photographs of the building's exterior. The Applicant shall be required to provide before and after photographs of the building before the reimbursement grant can be awarded. For the initial application, "before" photographs will suffice, but "after" photographs of the completed project must be submitted before the grant may be considered for reimbursement.
3. Return the completed application form, with all applicable items, to:

Jason Weeks
Office of Economic Development
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571
WeeksJ@laportetx.gov

4. The application will undergo an approval process, which includes but is not limited to the following:
 - a. Each project must meet current building standards and codes, as well as building permit requirements.
 - b. The LPDC will only consider applications that have been properly and fully completed, and which contain all information requested in the application and/or by the committee.
 - c. All itemized work estimates submitted by the Applicant must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, and telephone number and shall itemize the bid in a manner that allows the LPDC to determine the bid components and authenticity of the bid.
 - d. Applications receiving approval by the LPDC shall commence construction described in the application within ninety (90) days from the date that the enhancement grant is approved. Each Applicant must complete the construction described in the Application within one (1) year from the date that the grant is approved. If the Applicant cannot meet this timeline, then the Applicant may submit a written request for an extension of the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The LPDC shall not be obligated to grant an extension, but it may do so for good cause determined solely by the members of the Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the LPDC. Denial of an extension request may not be appealed.
 - e. As a condition of this grant Application, the Applicant consents, and shall allow, the LPDC to request city inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City Municipal Codes and Ordinances that are applicable to the construction contemplated in the application.
 - f. The LPDC shall have sole discretion in awarding grants. They shall award grants considering the amount requested, grant funds available, the guidelines of the grant program, condition of the building in which the grant funds will be used, economic impact, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.
 - g. No Applicant has a proprietary right to receive grant funds. The LPDC shall

consider any application within its discretionary authority to determine what grant amount would be in the best interest of the grant program.

- h. The Applicant shall be required to furnish “before” photographs of the building’s exterior, and any other site locations that are included as part of the application request. The applicant shall also provide “after” photographs once the construction has been completed, as a condition of final grant disbursement.
 - i. The LPDC has the final discretion with regard to funding and reserves the right to recommend modifications or reject any project or elements of any project.
5. Reimbursement. When the entire enhancement grant project has been completed, the Applicant shall present the Economic Development Office with the following:
 - a. Copies of all paid invoices, including copies of cancelled checks and/or credit card receipts for a single payment reimbursement of the approved funding, and
 - b. Photographs of all completed work.
6. When the project has been reviewed and approved by the LPDC, a reimbursement check will be issued.

La Porte Enhancement Grant Application

Please print clearly. Please submit a completed application to:

Office of Economic Development
City of La Porte
604 W. Fairmont Parkway
La Porte, TX 77571

APPLICANT INFORMATION:

APPLICATION DATE: _____

Applicant Name

Business Name

Physical Business Address

Business Owner (if different from applicant)

Mailing Address

Contact Phone

Email Address

TYPE OF WORK (*check all that apply*):

- | | |
|---|---|
| <input type="checkbox"/> Façade | <input type="checkbox"/> Awnings/Signage |
| <input type="checkbox"/> Beautification | <input type="checkbox"/> Parking Lot Improvements |

DETAILS OF PLANNED IMPROVEMENTS (*attach additional pages if necessary*):

Please list the name of each Contractor and/or Project Architect and the Total Amount of each bid. Please, also, attach the original proposals and work estimates:

CONTRACTOR/PROJECT ARCHITECT	TOTAL
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

BUDGET DETAIL

PROJECT EXPENDITURES	FUNDS	FUNDS APPLIED	TOTAL
Façade Rehab	\$	\$	\$
Awnings/Signage	\$	\$	\$
Beautification	\$	\$	\$
Parking Lot Improvements	\$	\$	\$
Other (list):	\$	\$	\$
TOTAL	\$	\$	\$

Total estimated cost of proposed project: \$ _____

Amount requested (up to 50% of total cost, \$2,500 to \$50,000): \$ _____

Please attach color samples, model numbers (for windows, doors, etc.), photos, scaled drawings, and other illustrations of work to be completed. Please include as much detail as possible.

Your signature on this application certifies that you understand and agree with the following statements: I have met with the LPDC and I fully understand the Enhancement Grant procedures and details established. I intend to use these grant funds for the eligible renovation projects, as spelled out in the application. I have not received, nor will I receive insurance monies for this revitalization project, OR I have disclosed all pertinent insurance information. I understand that if I am awarded an Enhancement Grant, any deviation from the approved project may result in the partial or total withdrawal of the grant funds.

APPLICANT SIGNATURE

DATE