



JUSTIN
Economic Development
Corporation

GENERAL BUSINESS REIMBURSEMENT GRANT PROGRAM

Application Instructions

The *Justin General Business Reimbursement Grant Program* is an economic tool designed to assist Justin businesses with various projects as approved by the Justin Community Development Corporation (CDC). As an economic incentive, the CDC has designed the following general business reimbursement grant program.

GENERAL BUSINESS REIMBURSEMENT GRANT DETAILS (please read carefully):

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

General Business Grants are available based on the availability of funds and at the CDC's and City Council's discretion.

- All submitted work will be reviewed and approved by the Community Development Board, and the City Council, before any eligible work may begin. **If awarded a general business grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.**
- All grants are available throughout the year, on a first come, first serve basis until total funds are depleted. Each property is eligible for only one grant per fiscal year.
- For expenses to be eligible for reimbursement, work shall NOT commence until approved by the Justin CDC and City Council.
- A Justin General Business Grant sign shall be displayed in the recipient's storefront window or a visible spot of the building throughout the construction of the grant project (minimum 1 month period) to help publicly recognize the grant program. Signs can be obtained at the Justin CDC office.

Within legal and procedural limits, we try to make the business grant process as simple and convenient as possible. But, it is not a quick process and can often take up to 90 days or more to complete once the Justin CDC has approved the project.



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Application Process

1. **Determine eligibility:** Discuss project plans with Community Development Corporation Staff
2. **Fill out general business reimbursement grant applications form and sign the agreement form. The following must be submitted as part of the complete application packet:**
 - (a) Photographs – indicating the present form and condition of the existing structure (color prints, snapshots, digital, or instant prints are acceptable).
 - (b) Detailed drawings or renderings – of the proposed project.
 - (c) Description of the Project – plans that will indicate all proposed work, including any structural work or repair, paint colors, materials, and design.
 - (d) A Copy of at least Three Bids – for work as described in the application. Estimates obtained should be itemized on all project work from contractors or project architects.
 - (e) Financial Documents – Two years income tax returns, two year company financials, company W-9, financial commitment letter (s).
3. **Return the completed application form** with all original itemized work estimates and drawings of the proposed work, and financial documents to the Economic/Community Development office.
4. **The approval process will include without limitation the following (please read carefully):**
 - (a) Contact the Executive Director to get on the agenda. Board meetings are on the last Tuesday of the month. Board Meetings are subject to the Texas Open Meetings Act and a 72-hour notice is needed to be put on the agenda.
 - (b) Applicants must attend and present their project at the Justin CDC Board meeting which considers the Application. Failure to attend a Justin CDC Board meeting when required shall be cause for rejection of the application.
 - (c) The Justin CDC Board shall consider only Applications which have been properly and fully completed and which contain all information required in the Application or requested by member of the Justin CDC Board.
 - (d) The Justin CDC Board will approve or reject your grant request proposal or ask for more information from you to be presented at a later date.
 - (e) The Justin CDC shall award grants considering the grant amount requested, grant funds available, the grant program, the type and nature of the construction, and the proposed construction results considering the grant program.
 - (f) NO applicant has the proprietary right to receive grant funds. The Justin CDC Board shall consider any Application within its discretionary authority to determine what grant amount would be in the best interest of the grant program.
 - (g) An Applicant who submits an Application that was denied a grant by the Justin CDC Board shall not be eligible to re-submit a grant applicant for six (6) months from the date the prior Application was declined by the Justin CDC Board.
 - (h) **Request that are approved by the Justin Community Development Board will be forwarded to the City Council. The City Council has the final decision on all Grant Reimbursements Request.**



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- (i) Once the project is approved, it will go to Public Hearing. Public Hearings are held at the City Council Meetings on the second and fourth Monday of each month. The Justin CDC Board handles the process; however you are encouraged to attend.
- (j) Two readings of a proposed resolution regarding the project are required by law. These readings take place at the two City Council Meetings following the public hearing. This process may take up to two months.
- (k) After the second reading, the City Council will vote on the project and if approved the resolution is passed.
- (l) Once the grant has been approved the Justin CDC Board prepares a Developer Agreement and both parties sign the Agreement.
- (m) Applicants receiving approval by the Justin CDC Board and City Council shall commence construction described within the Application. The applicant must complete construction within one (1) year from the date the grant is approved. The Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the one (1) year time limit. The Justin CDC Board shall not be obligated to allow extensions but may do so for good cause determined solely by the CDC Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Justin CDC Board. An extension denial cannot be appealed and shall be final with the Justin CDC Board.
- (n) The Applicant is required to obtain ALL applicable City permits and City approvals required for the construction if a grant is awarded.
- (o) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive a general business grant approval on the same property address if requested within One (1) year from the date a previous grant was awarded by the Justin CDC Board.
- (p) The grant, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances which are applicable to the construction contemplated in the application. The Applicant shall be responsible for any costs incurred for inspections.

5. Reimbursement: When the entire grant project has been satisfactorily completed and reviewed, the Applicant shall present the Justin CDC staff with copies of all paid invoices, including copies of cancelled checks, and/or credit card receipts, as well as an after photo of the grant project for a single payment reimbursement of the approved funding.

6. General Conditions:

- (a) 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.
- (b) It is expressly understood and agreed that the applicant is solely responsible for overseeing the work, and will not seek to hold the Justin Community Development Corporation, the City of Justin, 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 General Business Reimbursement Grant.
- (c) The applicant shall be responsible for maintain sufficient insurance coverage for property damage and personal injury liability relating to the applicant's participation in the General Business Reimbursement Grant.



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- (d) The applicant authorized the Justin Community 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 media releases.
- (e) If the applicant seeks to change the scope of the project after the grant has been approved, the applicant must meet with the Justin CDC staff. The applicant must have written staff approval on all modifications to remain eligible for grant funding.
- (f) The Justin Community Development Corporation has the right to terminate the General Business Reimbursement Grant at any time the 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 Justin CDC.



GENERAL BUSINESS REIMBURSEMENT GRANT PROGRAM PROCESS CHECKLIST

Use this form as a cover sheet and checklist to follow all steps needed to complete the General Business Reimbursement Grant Program application to receive approval. Please return completed with necessary attachments and signatures to the Economic/Community Development office, 117 W. 4th, no later than mid-month. If you have any application questions, please contact the Community Development Staff at 940/648-3800.

- Meet with Justin CDC Staff to determine eligibility and to walk through the General Business Reimbursement Grant and instructions.
- Completely fill out General Business Reimbursement Grant application form and sign agreement form.
- Return completed application and agreement form with required attachments no later than the 15th of the month to the Justin CDC Staff to be added to the next Justin CDC Board meeting agenda.
 - Application
 - Site Map or Plat
 - Project Timeline
 - Project development estimates
 - Two years company financials
 - Two years income tax returns
 - Company IRs W-9
 - Financial commitment letter(s)
- Attend and present grant project to the Justin CDC Board for their design approval.
- General Business Reimbursement Grant Project may commence immediately after the City Council approval and a Developer Agreement has been signed by the Applicant and Justin CDC Board.
- Display the Justin General Business Reimbursement Grant Program sign in your storefront windows or in a visible location during the construction phase of the grant project.
- Upon completion of the General Business Reimbursement Grant project, furnish “after” photographs of the building, or other improvements as applicable; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a single payment reimbursement of the approved funding.



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GENERAL BUSINESS REIMBURSEMENT GRANT APPLICATION

Please return completed with necessary attachments and signatures to Justin Economic/Community Development Office, 117 W. 4th, no later than the 15th of the month. If you have any questions, please contact the Justin Community Development Staff at 940/648-3800.

Applicant name: _____ Date: _____

Business name: _____

Mailing Address: _____

Contact Phone: _____ Email Address: _____

Project Address: _____

Have you or your company received a Justin CDC grant in the past? If yes, provide date and basic details:

Type of Assistance Requested:

PROJECT REVIEW

Provide a detailed description of the proposed project. Include location, site map, project timeline, operational details:

COMMUNITY IMPACT

Describe how the project will benefit the community.

JOBS IMPACT

Estimate a number of Jobs created by project: _____



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LIST CONTRACTOR/PROJECT PROPOSALS AND TOTAL AMOUNTS (attach original proposals):

1. _____
2. _____
3. _____

SITE DEVELOPMENT

Address: _____

Building Description: _____ Square Feet: _____

Total acres to be developed: _____ Type of construction: _____

TOTAL COST OF PROPOSED GRANT PROJECT: _____

AMOUNT OF GENERAL REIMBURSEMENT GRANT REQUESTED: _____

The Justin CDC reserves the right to request additional information from the applicant.



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I fully understand the General Business Reimbursement Grant Procedures and Details established by the Justin Community Development Board. I declare the information in this application and all attachments are true and correct to the best of my knowledge.

_____ (Initial)

I understand that approval of this grant reimbursement request in no way constitutes approval for a building permit and I must contact the City of Justin to obtain all necessary permits, and approvals from the City of Justin BEFORE commencing work on my building. Further, I understand that if I am awarded a General Business Reimbursement Grant by the Justin CDC and City Council, any deviation from the approval project may result in the partial or total withdrawal of the General Business Reimbursement Grant.

Applicant Signature _____ Date: _____

Name (printed): _____

Title: _____

Company: _____

Received by JCDC _____ Date: _____