

DOWNTOWN REVITALIZATION GRANT PROGRAM

Introduction:

The City of Kyle is committed to fostering economic development and enhancing the charm of our historic downtown area. To support this vision, we are proud to introduce the Downtown Revitalization Grant Program for facade improvements. If you are a business or commercial property owner within downtown Kyle or plan to establish a business in the designated area, this program is designed to assist you in improving the appearance and utility of your commercial building or property. Non-profit organizations, as defined by Section 501(c) of the Internal Revenue Code, are also eligible.

Program Goals:

The Downtown Revitalization Grant Program is driven by several key objectives:

- Enhance the visual appeal and functionality of commercial buildings and properties in the designated downtown area.
- Promote the economic vibrancy of our historic downtown, supporting both existing and emerging businesses.
- Encourage the preservation and ongoing maintenance of our historic commercial structures within the designated downtown area.

Capital Improvements Overview:

This program encourages economic vitality within downtown Kyle by offering matching grants for eligible projects aimed at improving the infrastructure and aesthetics of commercial buildings in the downtown area. Eligible projects may qualify for matching grants of up to \$25,000.

Program Area:

The program applies to the TIRZ #6 area, encompassing the area two blocks on each side of Center Street from Veterans Dr to the railroad tracks, the retail areas on Old Hwy 81, and the IH 35 frontage road approximately a half mile north and south of Center St. Please refer to the attached map for clarification.

Grant Awards and Matching Funds:

Maximum grant awards and corresponding required matching funds for eligible projects are as follows:

- Up to \$5,000 - No Match Required by the business or the commercial property owner
- \$5,001 to \$15,000 - 25% Matching Cash Investment required by the business or the commercial property owner

- \$15,001 to \$25,000 - 50% Matching Cash Investment required by the business or the commercial property owner
- Business and/or commercial property owners with revitalization projects costing over \$25,000 can still participate in the program, but the grant is limited to the first \$25,000 of the project.
- Projects exceeding the maximum grant amount are welcome to have a detailed discussion with the Economic Development Department and will be considered on a case-by-case basis.

Grant Criteria:

Grants will be awarded on a case-by-case basis for permanent capital improvements to commercial buildings and/or properties within the designated Kyle downtown (TIRZ #6) district, subject to the following conditions:

1. The project must satisfy at least two of the stated program goals.
2. Eligible improvements are limited to exterior elements of the structure or property (e.g., facade, awnings, lighting, street furniture, sidewalks) visible from the public right-of-way, and they must be permanent and transferable.
3. All improvements must comply with relevant building codes, laws, and zoning requirements.
4. The property owner and applicant must not have outstanding property taxes or past due city-related debt.
5. Eligible improvements must be consistent with all applicable design guidelines and procedures required by the City of Kyle.
6. The applicant shall be responsible for obtaining all applicable permits related to the improvement project, and failure to do so will render the applicant ineligible to receive grant funding.
7. Matching funds for approved projects will be distributed on a reimbursement basis and must represent documented cash investment in the project (in-kind contributions will not be considered for matching).
8. The applicants should receive written grant funding approval before starting the improvements mentioned in the application. Previously completed projects are not eligible for consideration.
9. All projects awarded grants must start work within ninety (90) days of approval. Projects MUST be completed within 9 months of permit approval from the city (if permit is required). The Kyle City Council may grant extensions for compelling reasons upon written request to the council. Failure to complete improvements within the required time period is considered a default and will result in the loss of the previously approved grant funds.

10. The building owner, whether the applicant or not, must maintain ownership throughout the application and construction phases. The property shall not be listed for sale, or it shall be deemed ineligible, and any grant agreements will be canceled.
11. Businesses must stay open at the revitalized location in Kyle for one year from the date of the grant payment. Businesses which fail to comply must repay 100% of the incentive funds received.
12. If the revitalized commercial (non-residential) building does not house a business open to the public, the building must not be sold for one year from the date of the grant payment. If the building is sold, the owner must repay 100% of the incentive payment.
13. Applicants, whether lessee or owner, may receive only one Downtown Revitalization Grant per fiscal year.
14. The validity and reasonableness of all project costs must be documented and explained via attachments to the payment request.
15. Grants will be awarded on a first-come, first-served basis, with application review and recommendation by the Economic Development and Tourism Board. City Council approval is required for grant awards, and decisions are at the sole discretion of the City of Kyle and may not be appealed.

Examples of Eligible Expenses

This program is intended to assist with costs associated with making façade improvements. All proposed improvements shall conform to the City's adopted Code of Ordinances and all other plans, master plans, policies, and applicable ordinances.

Façade Renovations (including, but not limited to):

1. Installation of stucco, stone, or masonry elements on façade;
2. Replacement of exterior elements such as doors, windows, and awnings;
3. Façade painting;
4. Installation of security window film; and
5. Replacement of degraded exterior elements.

*Improvements or repairs to parking lots, parking areas, or parking spaces are not eligible expenses.

Payment Request:

Upon completing the project, after all inspections and related requirements have been successfully met, the applicant must submit a written request for payment, along with proof that the project was paid for in full. The following documentation should be included along with the request for payment:

- A copy of the original application and attachments:
 - Proof of ownership of the property and lease agreement if applicable
 - The original construction bids/estimates
 - Before photo(s) of the condition of the building and/or property before work began
 - Design specifications with a graphic representation of the proposed work
- Proof of the applicable permits obtained for the work done
- Copy of the signed written agreement or contract for the work done
- Photo(s) of the building and/or property after the revitalization work was completed
- Invoices and receipts (marked paid) for the work done.
- Proof of payment such as cancelled checks and/or credit card statements.

The approved grant funding will be processed through the City of Kyle Finance Department.

Program Updates:

The City reserves the right to amend the program guidelines at any time. The Kyle City Council retains the right to reach a final ruling on any written requests for time extension and/or variances from this policy on a case-by-case basis.

Application Process:

To apply for the Downtown Revitalization Grant Program, please complete the official application form and submit it to the City of Kyle Economic Development Department at the following address:

City of Kyle Economic Development Department
1700 Kohlers Crossing
Kyle, TX 78640

Or email to:

Kyle-ED@cityofkyle.com

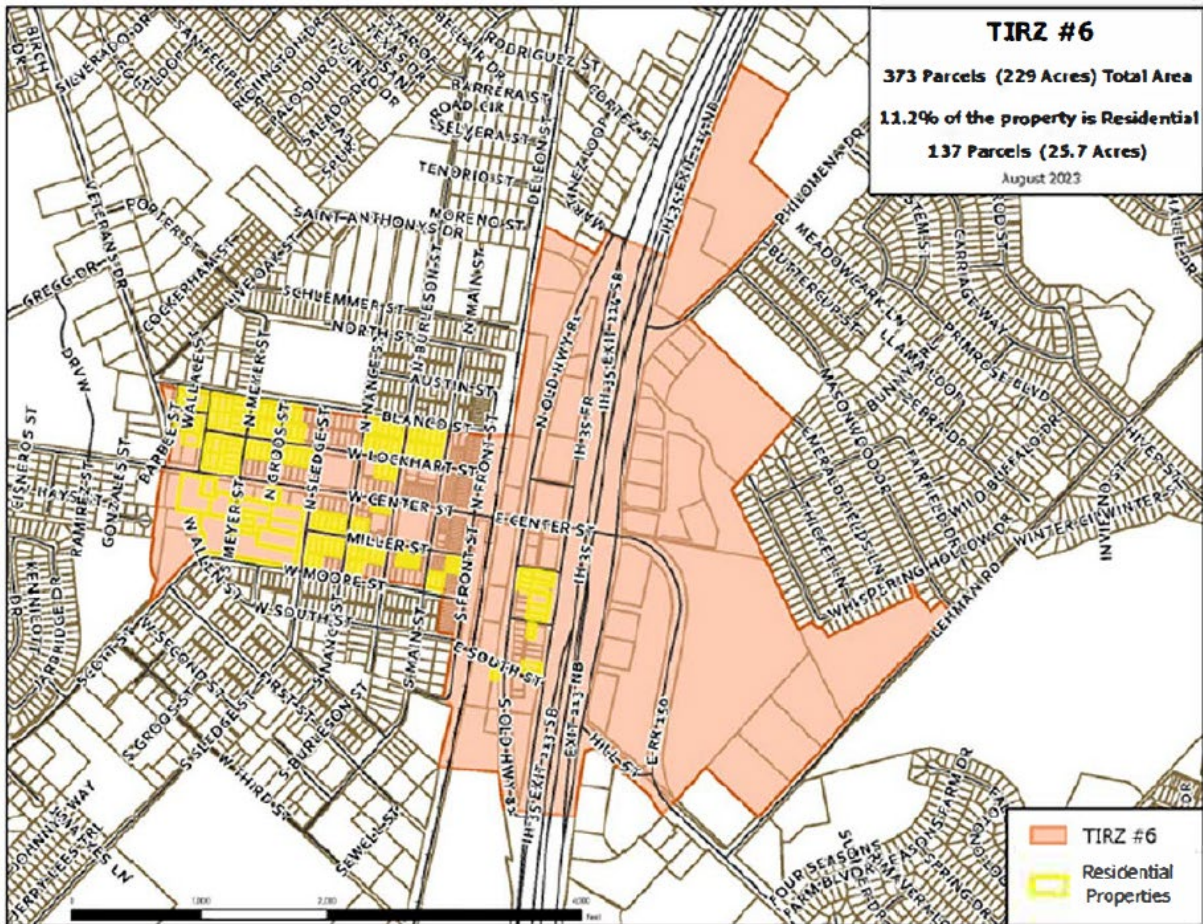
Review and Approval:

Grant applications will be reviewed by the Economic Development and Tourism Board, and recommendations will be presented to the City Council for approval. Grant decisions are within the sole discretion of the Kyle City Council.

We appreciate your commitment to enhancing our downtown area and look forward to working with you on this exciting initiative. If you have any questions, please contact the Economic Development Department by phone at 512-262-3932 or via email at Kyle-ED@cityofkyle.com.

Program Area Map

The program applies to the TIRZ #6 area, encompassing the area two blocks on each side of Center Street from Veterans Dr to the railroad tracks, the retail areas on Old Hwy 81, and the IH 35 frontage road approximately a half mile north and south of Center St.





DOWNTOWN REVITALIZATION GRANT PROGRAM APPLICATION

Part A: *(Please type or print requested information)*

Business Information

1. Business Name:
2. Type or Nature of Business:
3. Physical address:

4. Mailing address if different from above:

Applicant Contact Information

1. Name:
2. Mailing Address:
3. City/State/Zip:
4. Telephone:
5. Email:

Property Owner Contact Information (if different from Applicant)

1. Name:
2. Mailing Address:
3. City/State/Zip:
4. Telephone:
5. Email:

Project Manager/Contractor

1. Project Manager/Contractor Name:
2. Telephone:

Requested Grant Details

1. Requested Grant Amount:
2. Matching Funds Amount:
3. Total Project Costs:
4. Source for Matching Funds:

Estimated Timetable for Completion

1. Project Start Date:
2. Project Completion Date:

Program Goals Addressed (See program guidelines and grant criteria.)

1.

2.

Detailed Description of Proposed Project: *(Attach proof of ownership of the property and lease agreement if applicable. Additionally, include copies of all applicable construction bids/estimates. Preference should be for local contractors. Include photo(s) of the current condition of the building and design specifications with an accurate graphic representation of the proposed work. The board may require submission of product samples, paint chips, and/or other technical information before making a decision.)*

[Insert detailed project description here or attach for reference.]



Agreement:

I, the undersigned applicant, acknowledge that I am applying for a grant from the City of Kyle, and that this application is the initial step in this process.

I understand and acknowledge that my application must be approved by the City of Kyle Economic Development & Tourism Board and then by the City Council of the City of Kyle.

I understand and acknowledge that not all qualifying projects receive funding, and that even if my project meets all the design qualifications, it may not be approved.

I understand and acknowledge that any work I have completed or funds I have expended before the date of the final approval of my application by the Kyle City Council are not eligible for reimbursement or inclusion under this program.

I understand and acknowledge that the available funds under this program are limited, and not all projects will be funded.

I further understand and acknowledge that my participation in this program is voluntary, and I waive any and all liability or claims I may have or that may arise in association with my participation in this program on the part of the City of Kyle.

Signature of Applicant:

Title:

Date:

You may submit the application by mail, in person, or by email to Kyle-ED@cityofkyle.com. If applying by mail or in person, please submit the application to:

**City of Kyle Economic Development Department
1700 Kohlers Crossing
Kyle, TX 78640**

***If the grant applicant is not the property owner, please include the following completed page:**



PROPERTY OWNER AUTHORIZATION MUST BE OBTAINED, IF APPLICANT IS NOT THE PROPERTY OWNER:

I, _____ [Property Owner's Name], owner of the property at

_____ [Property Address], give my authorization for _____ [Applicant's Name] to make the improvement(s) described in this grant application.

Signature of Property Owner:

Date: