

## **HALTOM CITY ECONOMIC DEVELOPMENT ASSISTANCE GRANT POLICY**

### **I. GENERAL PURPOSE AND OBJECTIVES**

The City of Haltom City is committed to the promotion of high quality development in all parts of the City and to an ongoing improvement in the quality of life for its citizens. Because these objectives are generally served by the enhancement and expansion of the local economy, the City Council will, on a case-by-case basis, give consideration to providing incentives to stimulate economic development in the City. Nothing herein shall imply or suggest that the City is under any obligation to provide an Economic Development Assistance Grant to any applicant. All applicants shall be considered on a case-by-case basis, and the decision to approve or deny assistance grants shall be at the sole discretion of the City Council.

### **II. ASSISTANCE AUTHORIZED**

The City is authorized pursuant to the authority granted by Chapter 380, Texas Local Government Code (the “Act”), to provide financial assistance for the purpose of promoting local economic development and to stimulate business and commercial activity in the City.

### **III. DEFINITIONS**

- (a) Act. Chapter 380, Texas Local Government Code.
- (b) City Council. The City Council of the City of Haltom City.
- (c) Eligible Projects. Eligible projects include any business or commercial development that the City Council believes will promote high quality economic development and stimulate business and commercial activity in the City that will provide ongoing improvement in the quality of life for its citizens.
- (d) Streetscape. Functional and aesthetic enhancements to proposed or existing thoroughfares. Streetscape can include, but not be limited to, decorative paving, plantings, street furniture, lighting, signage, and other urban amenities. These amenities may address the vehicular and pedestrian interface, provide human scale and help create a pedestrian-friendly environment and a sense of place.
- (e) Commercial Corridors. Thoroughfares that traverse the City whereon a concentration of businesses are located. These include the following existing streets: S.H. 121, Belknap, 28<sup>th</sup> Street, Midway, Broadway, Stanley Keller, Minnis Drive, Carson Drive, Denton Highway, Haltom Road, and Beach Street.
- (f) Project Improvement Costs. The cost of making improvements that are listed as Eligible Project types per Section IV(b).

## **IV. GUIDELINES**

It is the policy of the City Council that consideration for grant assistance will be provided in accordance with the guidelines and criteria outlined in this document.

- (a) Location. It is the intention of the City Council that assistance grants be awarded to stimulate economic development within the City. Projects that are determined to stimulate business and commercial activity in the City are eligible for consideration for grant assistance.
- (b) Eligible Project Types. A Project found by the City Council to be an Eligible Project as defined in Section III(c) above is eligible for consideration for grant assistance. Examples of such projects include, but are not limited, to the following:
  - (1) Public infrastructure improvements required by City ordinance.
  - (2) Improvements made to private property including but not limited to:
    - (i) Landscaping/streetscape improvements in excess of those required by City ordinance.
    - (ii) Construction of ground (monument) signs either as new installations or replacement of deteriorating, and/or non-conforming signs.
    - (iii) Façade improvements that have a positive impact on the image of commercial corridors.
    - (iv) Improved lighting that makes businesses more attractive to clientele.
    - (v) Adapting existing vacant structures to other uses that promote expanded business enterprises.
    - (vi) Underground utility installation in lieu of and/or in replacement of overhead service.
  - (3) Professional studies, designs, and plans that promote well-planned development.

## **V. SCOPE**

- (a) Assistance grants are intended as matching grants, providing one dollar of assistance for every dollar of project improvement cost invested by the applicant, not to exceed the maximum allowable assistance grant. The amount of assistance

awarded shall not exceed fifty percent (50%) of the total Eligible Project improvement cost.

- (b) The maximum allowable assistance grant shall be \$50,000.
- (c) In order to qualify, a proposed project must be completed within a time period set by the City Council, in most cases, one year.
- (d) No more than one grant shall be awarded per property.
- (e) Grant recipients will use “Haltom City” in their mailing address and on all marketing and identifying material.

## **VI. APPLICATION**

- (a) Any present or potential owner of taxable property in Haltom City may request an Economic Development Assistance Grant by filing a written request and application with the City Secretary.
- (b) The application shall consist of a completed application form (Attachment “A”) including: a general description of property improvements to be undertaken; a descriptive list of the project improvements for which assistance is requested; cost estimates for the project improvements for which assistance is requested; a list of the kind, number and location of all proposed property improvements; a map and property description; a time schedule for undertaking and completing the proposed property improvements, information regarding the number and type of jobs to be created, the number of existing employees expected to transfer to the facility and their current employment location. In the case of modernization, a statement of the assessed value of the facility, separately stated for real and personal property, shall be given for the tax year immediately preceding the application. The City may require such financial and other information as deemed appropriate for evaluating, to be attached to the application.
- (c) Variance. Request for variance from the provisions of Subsections (a) and (b) of Section V shall be made in written form to the City Secretary. Such request shall include a complete description of the circumstances explaining why the applicant is requesting a variance. A request for variance must be approved by five members of the City Council.

## **VII. PROCEDURAL GUIDELINES**

- (a) Grant Funding. Assistance grants will be funded on a reimbursement basis. Applicants shall submit estimates of the total improvement costs for projects being submitted for assistance consideration. Estimated project costs will be considered by the City Council in determining grant award amounts. Grant awards will specify a percentage of reimbursement of actual project improvement costs and will include

a specified not-to-exceed grant amount. Upon completion of construction of project improvements, invoices verifying actual project costs shall be submitted by the applicant for reimbursement. Grants shall be funded upon confirmation of completion and acceptance of construction by the City Engineer for public infrastructure projects or by the Building Official for improvements completed on private property within the time set by the City Council.

- (b) Consideration by Economic Development Assistance Grant Committee. Grant requests shall be considered for recommendation to the City Council by the Economic Development Assistance Grant Committee, the “Committee”. The Committee shall consist of the City Manager, the City Engineer (for public infrastructure improvement requests) and/or the Building Official (for requests for improvements made to private property), the Mayor (or a member of the City Council whom the Mayor has designated to act as the City Council representative), and a Tarrant County resident appointed by the Mayor who is qualified by training and experience in the field of real estate and/or banking matters. Each member of the Committee may designate someone to act in his or her absence.
- (c) Performance Agreement. A successful applicant must enter into a performance agreement with the City which provides for a schedule of additional payroll or jobs to be created or retained and capital investment to be made as consideration for any direct incentives provided or expenditures made by the City. The performance agreement must also specify the terms under which repayment must be made if the applicant fails to meet the performance requirements outlined in the agreement.
- (d) Council Consideration. Upon a favorable recommendation of the Committee, grant requests will be forwarded to the City Council for its consideration. The City Council may not award an Economic Development Assistance Grant until it has held a public hearing at which interested persons are entitled to speak and present evidence for or against the grant award. Notice of the public hearing shall be posted in accordance with state law. Grants that are approved by a majority of the City Council members that are present at the public hearing shall be funded in accordance with the provisions of Section VII(a).

**HALTOM CITY**  
**ECONOMIC DEVELOPMENT ASSISTANCE GRANT APPLICATION**

	<b>Applicant Name</b> _____ <b>Phone Number</b> _____
<b>PROPERTY</b>	<b>Physical Location (address)</b> _____ <i>If property is platted:</i> Subdivision _____  Lot No. _____ Block No. _____ Acreage _____
	<i>If property is not platted:</i> Survey _____  Abstract _____ Tract _____ Acreage _____
	Name _____
	Address _____  _____
	City _____ State _____ Zip _____
<b>OWNER</b>	Telephone No. _____ Email _____
	Name _____
	Address _____  _____
	City _____ State _____ Zip _____
	Telephone No. _____ Email _____
<b>ENGINEER</b>	Name _____
	Address _____  _____
	City _____ State _____ Zip _____
	Telephone No. _____ Email _____

<b>CONTRACTOR</b>	<p>Name _____</p> <p>Address _____ _____</p> <p>City _____ State _____ Zip _____</p> <p>Telephone No. _____ Email _____</p>
<b>PROJECT</b>	<p>Type of Commercial Project (check all that apply)</p> <p><input type="checkbox"/> Retail  <input type="checkbox"/> Wholesale  <input type="checkbox"/> Warehousing  <input type="checkbox"/> Manufacturing  <input type="checkbox"/> Service  <input type="checkbox"/> Other (describe) _____</p>
<b>INVESTMENT (or PROPERTY)</b>	<p>Description of Proposed Construction (check all that apply)</p> <p><input type="checkbox"/> New Construction  <input type="checkbox"/> Substantial Improvements to Existing Structure  <input type="checkbox"/> Other (describe) _____</p> <p>Construction Type</p> <p><input type="checkbox"/> Masonry – estimated value of improvements \$ _____  <input type="checkbox"/> Tilt Wall – estimated value of improvements \$ _____  <input type="checkbox"/> Metal – estimated value of improvements \$ _____  <input type="checkbox"/> Other (describe) _____</p> <p>Estimated value of real property improvements \$ _____</p>
<b>CONTENTS</b>	<p>Inventory</p> <p><input type="checkbox"/> Approximate value of average inventory \$ _____  <input type="checkbox"/> Approximate value of inventory subject to freeport exemption \$ _____  <input type="checkbox"/> Estimated annual sales subject to local sales tax \$ _____</p> <p>Description of Proposed Business Personal Property (check all that apply)</p> <p><input type="checkbox"/> New Equipment  <input type="checkbox"/> Substantial Improvements to existing equipment  <input type="checkbox"/> Other (describe) _____</p> <p>Estimated value of business personal property \$ _____</p>

<b>JOB\$</b>	<p>Employment _____</p> <p>Current Employment _____</p> <p>Project Employment _____</p>
	<p>1) Specify “project improvements” and total cost estimate of these project improvements for which you wish partial financial assistance:</p> <hr/> <hr/> <p>2) Requested dollar amount of assistance \$_____</p> <p>3) Special circumstances related to this project causing you to request assistance (attach additional sheets if necessary):</p> <hr/> <hr/>
	<p><b>PROJECT IMPROVEMENT ASSIST REQUEST AND CIRCUMSTANCES</b></p> <p>I certify that the information shown on this application is accurate and true. I realize that I may need to provide more information and documentation on the costs or other items if needed.</p> <p>Owner Signature _____ Date _____</p> <p>City Manager Signature _____ Date _____</p>

**APPROVED BY THE CITY COUNCIL**

Mayor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Funds will be made available after applicant provides receipts for work done and completes any inspections, which may be necessary.