



Graham Economic Improvement Corporation

Grant Ingram, Executive Director

608 Elm Street Graham, TX 76450

940-549-6006 | grant@grahamtexas.org

DOWNTOWN MIXED-USE REVITALIZATION PROGRAM

GRANT PROGRAM

Program Overview

The Graham Economic Improvement Corporation, a Type B economic development corporation in a town of less than 20,000 in population, having identified second-story mixed-use development in the Downtown Development District #1 (DDD1) as a priority for the advancement of housing and commerce, has established the Downtown Mixed-Use Revitalization Grant Program. In order to “promote new or expanded business development” in accordance with Texas Local Government Code 501.002(12), the addition of residential dwellings in the DDD1 will subsequently increase property values, as well as contribute to an increase in activity and patronization of businesses in the district.

For this program to be successful, the Graham Economic Improvement Corporation is offering a reimbursable matching grant to assist in the renovation and restoration of existing second-story residential living spaces in the amount of \$10 per square foot, not to exceed \$15,000 (or 15% of the total cost, whichever is less) per individual unit, up to \$90,000 maximum contribution per Project.

Program Purpose

1. To support the revitalization and reinvestment in the Downtown Development District 1.
2. To improve and enhance the quality, value, and aesthetics of the Downtown Development District 1 by aiding in renovations to existing vacant living spaces.
3. To encourage the conversion of vacant underutilized space into livable residential units and increase the functionality of buildings in the district.
4. To increase the usability of the downtown district to include residential opportunities, ultimately increasing the quality of life for residents and businesses.
5. To increase sales tax revenue and the assessed value of buildings in the DDD1.



Project Definition

Project is defined as an individual residential unit, or multiple contiguous units in an individual building, consisting of a minimum of one living space, one full bathroom, and kitchen(ette), and directly above a fully functioning commercial space. The space must be permanently habitable with adequate living conditions set forth by the Texas Department of Housing and Community Affairs (TDHCA). To qualify for grant funding, the applicant must match or exceed the GEIC investment through private funds.

The GEIC will limit the Downtown Mixed-Use Reinvestment Grant program to a total commitment of \$100,000 per funding cycle.

Financial Contribution

This program is funded by the Graham Economic Improvement Corporation, a type B Economic Development Corporation. The GEIC is funded by a portion of the City of Graham Sales Tax. Qualified applications may receive a grant with a maximum reimbursement amount of \$10 per square foot per unit, with the total reimbursement not to exceed \$15,000 (or 15% of the total project cost, whichever is less) per unit, with a maximum contribution of \$90,000 for the entire project. To qualify for the program, the applicant must match or exceed the grant amount through private funds. The GEIC reserves the right to increase the grant amount as it deems appropriate and necessary.

Eligibility Requirements

- Applicants must be the proven property owner.
- The existing structure must be located inside the Graham Downtown Development District 1 (DDD1).
- The first floor must be occupied or available for lease for commercial use.
- The second-story residential unit shall be leased at fair market value.
- Developer must show proof of financial funding for the project, along with an itemization of project costs.
- At least one licensed contractor must submit a project quote.
- Property taxes must be paid in full at the time of submission of application.
- Must meet all construction, building, and zoning requirements and attain appropriate permits.
- Projects already initiated or completed will not be eligible for participation in the grant program.



Eligible Improvements

- Electrical/plumbing improvements and utility connections
- Venting, HVAC, mechanical systems
- Sprinkler/fire suppression systems, firewalls, life safety improvements
- American with Disabilities Act (ADA) improvements
- Internal structural stabilization systems (load bearing walls and columns)
- Interior walls, ceilings, floors, doors, molding
- Energy efficient systems/enhancements
- Removal of construction debris
- Permanent bathroom and kitchen amenities
- Other interior improvements deemed by the GEIC Board to meet the intent of the program

Ineligible Improvements

- Exterior building improvements
- General building maintenance
- Non-permanent fixtures and improvements
- Design fees
- Refinancing existing debts
- Business operating expenses
- Advertising and/or marketing costs

Reimbursement of Funds

- A Certificate of Occupancy must be received within 12 months of project approval.
- The property must be listed and advertised as available for lease within 30 days of completion.
- Building owner will be reimbursed for materials only when labor is completed by the owner.
- Proof of payment with matching invoices and receipts must be submitted at the conclusion of the project.
- Projects not completed according to the application will be denied funding.
- Funds will be reimbursed upon satisfaction of the above conditions.

Other Considerations

- The property must be leased for long-term residence within 12 months after date of completion, or the property owner will be billed for the amount subsidized by the GEIC. Property owner is



eligible to apply for the façade improvement grant in conjunction with the second-story residential grant.

- Applicant is required to use local contractors located within Young County for all improvements. If the applicant is unable to locate a contractor within Young County to complete the project, the applicant may request an exception but may be subject to a 10% decrease in the amount of funding for which he/she is eligible.
- The approved applicant will work directly with Code Enforcement and Public Works throughout the renovation process.
- Any deviation from the original project plan must be re-approved by the GEIC Board of Directors. Failure to do so will result in the forfeiture of grant funds.
- Participant must agree not to change or alter the improved project space without prior written approval for five (5) years from the date of approved application.
- Grant recipient agrees to maintain the improvements in accordance with the City of Graham Code of Ordinances and any other applicable codes.

Application Process/Checklist

1. Applicant must schedule an appointment with the Executive Director, Grant Ingram, of the GEIC prior to applying. The office is located at 608 Elm Street, Graham, Texas 76450. To schedule an appointment, please call 940-549-6006 or email grant@grahamtexas.org.
2. Applicant must submit, as part of the application, design plans along with floor plans accurately delineating the square footage of the proposed conversion area within the commercial structure.
3. Staff will review the application for completeness, which includes all required attachments and requested data. A post-application submittal conference will be held with the applicant to discuss any issues or deficiencies in the application.
4. Once the application is determined to be complete by the Graham Economic Improvement Corporation Executive Director, the application will be scheduled for consideration at the next available GEIC Board of Directors meeting. The Board will determine whether an application is approved, with or without conditions, or denied.

For questions or other inquiries, please contact Grant Ingram, Executive Director, at 940-549-6006 or grant@grahamtexas.org



DOWNTOWN MIXED-USE REVITALIZATION GRANT APPLICATION

Date: _____

Name of Applicant(s): _____

Name of Building Owner: _____

Name of Business: _____

Project Physical Address: _____

Project Mailing Address: _____

Mailing Address of Building Owner: _____

Day Phone: _____

Cell Phone: _____

Email Address: _____



Project description, scope of work to be performed, floor plans and specifications detailing the scope of work (provide attachment if needed). Applicant understands that depending on the project, certain City Departments may require additional documentation, plans, etc. to properly review and approve the proposed project described in this application.

Describe existing uses and conditions of the property (include photographs as attachments)

Estimated Project Start Date: _____

Estimated Project Completion Date: _____



Labor will be:

- Hired**
- Myself**
- Volunteer**

Estimated Total Cost of Proposed Improvements: \$ _____

Amount of Grant Assistance Requested: \$ _____

Attach the following documents to complete this application:

- Quotes/Estimates from reputable contractors/design professionals for eligible improvements. Documents must include the address and phone number of the contractor.**
- Photos of the existing condition of the property**
- Design plans/ renderings of the proposed project**
- Floorplans accurately delineating the square footage of the proposed conversion area within the commercial structure**
- Pictures/sketches/samples of elements that will be added during the project, including, but not limited to, paint colors, flooring, doors, molding, and permanent bathroom and kitchen countertops, cabinets, sinks, tubs, etc.**

Applicant Signature

Date