



## **BERTRAM ECONOMIC DEVELOPMENT CORPORATION DEMOLITION GRANT PROGRAM**

### **INTRODUCTION STATEMENT**

The Bertram Economic Development Corporation has established and funded the Demolition Grant Program for the City of Bertram. The program provides matching grant funds to eligible businesses, developers and/or individuals within the City of Bertram.

### **OVERVIEW**

This program is designed to encourage eligible businesses, developers and/or commercial property owners to demolish substandard structures for future development or community quality of life improvements. The program is funded by and will be administered through the Bertram EDC. The Board of Directors has established the following guidelines. This program is designed to encourage physical improvements and commercial revitalization within our city limits, while encouraging a commitment to improve the overall aesthetics of Bertram. Grant funds are limited to a maximum of 50% of the project cost, up to \$7,000. The Bertram EDC Matching Demolition Grant Program is set up as a single payment reimbursement to property owners per building / business. Matching grant funds are available on a first come, first serve basis until total funds for the cycle are depleted. No grant will be awarded for work that has already been started, completed or for work covered by insurance. Application must be reviewed and approved before eligible work may begin. If awarded a demolition grant, any deviation from the approved grant project may result in total or partial withdrawal of the grant funds. A Bertram EDC Demolition Grant "SIGN" must be displayed at the project location for a minimum of three (3) months to publicly recognize the grant program.

### **ELIGIBILITY GUIDELINES**

Structures to be demolished will be located inside the Bertram City limits.

All applicants are required to review the following items to ensure eligibility requirements are met.

#### **Approval Process & Eligibility:**

- a)** Application must be submitted by the property owner/s
- b)** Structures to be demolished will be located inside the City limits
- c)** All demolition grant projects must meet the UDC and demolition permit requirements
- d)** Applicant must identify plan for the cleared property, including, but not limited to:

- a.** If rebuilding, the proposed project must meet current City development codes and receive approval of the EDC Board for architectural design and landscape features.
- b.** If selling, the proposed site must be finished to grade and stabilized with vegetation (hydro-mulch, sod or equivalent) and maintained to city standards and codes.
- c.** If the purpose is to clear structures that are not in use and detrimental to the safety and/or welfare of the community the site must be finished to grade, stabilized with vegetation (hydro-mulch, sod or equivalent) and maintained to city standards and codes.
- e)** If the applicant is an individual, the new construction will need to be completed within one (1) year of demolition and site preparation. If not, the owner agrees to refund the demolition grant.
- f)** Only commercial properties are eligible:
  - a.** If the property is currently zoned C2 (residential/commercial) and is changing from residential to commercial use the grant may be approved but will not be reimbursed until after the property receives a Certificate of Occupancy for a commercial business. This must take place within one (1) year of the demolition project completion date.
  - b.** If the property is currently zoned commercial and/or C2 (residential/commercial) and changes use to residential within three (3) years of the grant award the full amount of the grant must be returned.
  - g)** An Applicant may attend Bertram EDC Board meetings which consider the application or when requested to do so by the Bertram EDC Board. Failure to attend a Bertram EDC Board meeting when requested shall be cause for rejection of the application. Notwithstanding anything stated in this application to the contrary, final approval of any grant shall be vested in the Bertram EDC Board.
  - h)** Only Applications properly and fully completed and containing all information required will be considered. Incomplete applications may be returned with request for additional information.
  - i)** An Applicant who submits an application and is denied for a grant by the Bertram EDC Board is not eligible to re-submit a grant application for six (6) months from the denial date.
  - j)** Applicants who receive approval by the Bertram EDC Board are to commence the project as described in the application within sixty (60) days of the award date.
  - k)** Applicants must complete the demolition described in the submitted application within three (3) months from the date the grant is approved by the Bertram EDC Board.
  - l)** If the Applicant is unable to complete the project within three (3) months of the award, the Applicant must submit a written request for extension of the completion date. However, the extension request MUST be made prior to the three (3) months' time limit. The Bertram EDC Board is not obligated to allow extensions.
  - m)** An extension, if granted, will be for the term and conditions determined exclusively by the Bertram EDC Board. An extension denial cannot be appealed and will be final.
  - n)** The Bertram EDC Board shall have sole discretion in awarding grants. There is no proprietary right to receive grant funds.

**o)** Applicant is to provide photographs of the project site as part of the application request and also after the project is completed, as a condition of final grant funding.

**p)** Applicant is required to obtain applicable City permits and approvals required for the project regardless of award status.

**q)** No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within three (3) years from the date a previous grant was awarded by the Bertram EDC Board.

**r)** When the project has been satisfactorily completed and reviewed, the applicant will present the Bertram EDC Board with copies of paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.



### DEMOLITION PROGRAM APPLICATION

Return the completed application with necessary attachments and signatures to City Hall no later than 12:00 PM (noon) on the first business day of the month.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Physical Address \_\_\_\_\_

Provide details of Demolition Grant project: (Attach photographs of the project site on additional paper if necessary):

Provide a list of Contractors, Proposals and Total Amounts (please attach original proposals):

Self-contracted Work: Reimbursement for legitimate expenses; excludes labor for self-contracted work.

Construction Bids: Construction bids submitted by an Applicant must be current and dated no earlier than thirty (30) days prior to the request.

Bids need to be itemized to allow the Bertram EDC Board to determine components and authenticity.

\*MINIMUM of three (3) bids required for each project.

TOTAL COST OF PROPOSED PROJECT: \$ \_\_\_\_\_

AMOUNT OF GRANT REQUESTED (50% or \$7,000 max): \$ \_\_\_\_\_

DATES TO REMEMBER:

- Work must commence 60 days after final approval
- Work must be completed 3 months after final approval



**DEMOLITION PROGRAM AGREEMENT**

Return the completed Agreement with necessary attachments and signature to City Hall.

I have met and fully understand the Demolition Grant program established by the Bertram EDC Board. I intend to use these grant funds for the aforementioned demolition project(s) in support of the City's revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project.

I have read the Demolition Grant Introduction, Eligibility Guidelines, Application and Agreement.

I understand that if I am awarded a Demolition Grant, any deviation from the approved project may result in partial or total withdrawal of the grant. Further, I understand the materials and processes involved and have been given an opportunity to ask questions regarding the grant program. If the property zoning is altered for any reason within six (6) months from the project completion date, I may be required to reimburse the EDC immediately for the full amount of any funds from the Demolition Grant.

Should Bertram EDC find that Grantee has not maintained the required commercial status of the property in accordance with the terms of this Agreement, or should Bertram EDC find that Grantee has breached any other term of this Agreement; the Grantee agrees to repay all Grant monies that have been disbursed by Bertram EDC to Grantee as remedy for the default.

Repayment shall be made by Grantee within 30 days of receipt of a written demand from Bertram EDC. Failure to timely repay the Grant shall constitute a breach of this Agreement.

**APPLICANT**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**BUILDING / PROPERTY OWNER'S SIGNATURE (IF DIFFERENT FROM APPLICANT)**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



BERTRAM EDC BOARD REVIEW

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Recommended: \$ \_\_\_\_\_

Approved

Rejected

CITY COUNCIL REVIEW

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Granted: \$ \_\_\_\_\_

Approved

Rejected

This application and said attachments, if any, do not constitute a binding agreement, nor may they be used against the City of Bertram or the Bertram Economic Development Corporation and its Directors. Upon final approval from both the BEDC and City Council, a formal agreement shall be generated by the city attorney, outlining the terms and obligations of all parties involved. The applicant shall be required to acknowledge and sign the final contract, or the application shall become null and void. The Submitting of a grant application does not obligate payment nor guarantee approval by the Bertram EDC or the City of Bertram.