

CITY OF HELOTES

*Retailer and Commercial
Tenant Improvement Program
Guidelines and Application Form*

Fiscal Year Ending 2022 Grant Cycle



ADMINISTERED BY:
The City of Helotes
Economic Development Corporation
12682 FM 1560 W, Suite 105
Helotes, Texas 78023
(210) 695-5910 (direct)

CITY OF HELOTES
Retailer and Commercial Tenant Improvement Program

Program Overview

The City of Helotes Economic Development Corporation (HEDC), in its continuing effort to support the development and redevelopment of the community, has created a Retailer and Commercial Tenant Improvement Program for business owners and building owners within the corporate City limits of Helotes.

The HEDC is committed to helping grow the retail and commercial businesses within the City of Helotes. This program recognizes the importance of incentives to provide certain funds to eligible business tenants to defray a portion of the costs incurred in starting new and expanding existing businesses.

This is a reimbursement grant program. The HEDC acquires no ownership, control, or property interest otherwise in the design, construction, and final product of the improvements.

Program Intent

1. To attract new businesses that provide needed/desired services or products within Helotes to address demand of residents, employees, and visitors, as well as increase foot traffic and create a viable commercial core.
2. To stimulate private investment in retail and office developments, or expansion.
3. To reduce the number of vacant storefronts throughout Helotes.
4. To contribute to the overall value of Helotes by encouraging diversified developments.

Grantee Eligibility

To secure a compelling mix of businesses, the HEDC has identified certain business/tenant types that are eligible for this program to include retail, restaurant, office, and craft niche businesses. In order to protect the public investment, any business tenant interested in applying must have a lease agreement of three (3) or more years at the property where improvements will be made. The following table identifies the types of businesses that were identified as desired uses.

Eligible Business Types	Non-Eligible Business Types
Restaurants and Bars	Automotive Oriented Businesses
Retail (Apparel, Footwear, Home Furnishings, Electronics, Sporting Goods, Crafting, etc.)	Personal Services (Nail or Beauty Salon, Massage)
Office (Single or Multi-Tenant Professional Offices)	Dollar or Thrift Stores
Hotel	
Specialty/Gourmet Grocery	

The HEDC retains discretion to consider stores that fall outside the above-mentioned business types, but serve to fill a limited or underserved sector.

Eligible Improvements

The following improvements are eligible to receive funding through the Program. An individual undertaking an improvement project that includes a portion of the eligible improvements below may apply for a matching grant, but only the improvements identified below will be eligible for funding:

Retailer and Commercial Tenant Improvement Program

Structural walls, subfloor, or ceiling	Attached fixtures	Roofing (arising from structural or integrity concerns)
Exterior door/window replacement	Mechanical equipment	Security or fire protection systems
Exterior painting	Electrical or plumbing repair, installation, or upgrade	Interior cabinetry or woodwork
Exterior brick veneers or treatments	Signage (new, repair or replacement)	Interior drywall or feature walls
Interior/exterior demolition	Original exterior architectural feature repair or replacement	Improvements for ADA accessibility compliance

Ineligible Projects

The Program will not provide funds for any construction, service, or activity not explicitly identified under Eligible Improvements above.

Funding Details

- Grants for new businesses will not exceed \$20,000 or \$25.00 per square foot.
- Grants for existing businesses will not exceed \$10,000 or \$15.00 per square foot.
- Grants may cover up to 50% of the total cost of eligible improvements.
- Applicants who apply for funding after commencing improvements are ineligible.
- Grant recipients may re-file a subsequent grant application with the HEDC no sooner than five (5) years from the original grant approval date.

Evaluation Process

- Applications for grant funding will be accepted on a first-come, first-serve basis. Only completed applications that include all required submittal documents and information will be forwarded to the HEDC Board of Directors for review within thirty (30) business days or the next regularly scheduled meeting.
- In order to receive a Tenant Improvement Grant, an application must be determined to have a minimum of 3 points from the following list. The number of points that an application receives will correspond to the amount of money per square foot that it will be eligible to receive. The HEDC reserves the right to approve or disapprove each application for any reason.

- 3 points = Up to \$10 per square foot
- 4 points = Up to \$15 per square foot
- 5 points = Up to \$20 per square foot
- 6 or more points = Up to \$25 per square foot

	Key Consideration	Points
1.	Does the project target businesses sought by the HEDC? <ul style="list-style-type: none"> • Retail, Restaurant, Bar, Hotel (2 points) • Office (1 point) 	
2.	Building/space that has been vacant for more than 6 months (1 point)	
3.	How many anticipated jobs will be created? <ul style="list-style-type: none"> • 1-5 FTE employees (1 point) • 6-10 FTE employees (2 points) • 11 or more FTE employees (3 points) 	
4.	Does the project generate sales tax in Helotes? <ul style="list-style-type: none"> • Sales tax from \$1,000 to \$4,999 (1 point) • Sales tax from \$5,000 to \$9,999 (2 points) • Sales tax above \$10,000 (3 points) 	
5.	Applications with fully executed lease that are: <ul style="list-style-type: none"> • 3 years in length from the date of application (1 point) • 5 years in length from the date of application (2 points) • Building owner and applicant (2 points) 	
	Total Points (projects with less than 3 points will not be considered for funding.)	

Construction Timeline

Once the grant is awarded, the grantee has six (6) months to begin construction and nine (9) months to complete the project and open for business. If one or both of these criteria are not met, the grantee will be notified in writing that the grant is terminated. Grantee can request an extension if nearing the construction lapse date. One extension may be granted at the discretion of the HEDC staff.

Pre-Construction, Construction, and Reimbursement

- Approved applicants will enter into an agreement with the HEDC; work may begin only after the agreement is fully executed.
- The applicant must obtain all required permits prior to construction.
- The HEDC staff may perform site visits through the construction process to ensure compliance with grant approval.
- Once completed the project must be inspected and approved by the City’s Building Inspector.
- Reimbursement is made only when project is finalized and upon receipt of proof of payment to the HEDC. This should be in the form of an invoice or receipt, which includes the final cost of the project, the work which was done or products purchased, and signed by the contractor or vendor acknowledging that the project was paid for in full.

- Matching grant funds will be released to the applicant within thirty (30) business days from the time of passing inspection and receipt of proof of payment.

Application Components

The applicant must provide the following:

- Completed Scope of Work
 - Narrative description of the project scope
 - Construction schedule
 - Contractor scope of work with cost estimates
 - Renderings and/or architecture plans
 - Photos of current condition
- Project Budget
 - Provide a budget for the project with cost estimates and indicate assumptions for all estimated costs.
- Additional Documents
 - Copy of lease or lease extension
 - Copy of Texas Sales Tax Permit or a Detailed Confidentiality Report from the State Comptroller's Office, if applicable.

Questions

A grant application and submittal requirements are included with this packet. If you have further questions regarding the Program, contact Glenn Goolsby, Economic Development Specialist at:

Glenn Goolsby
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Economic Development Corporation
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CITY OF HELOTES

Retailer and Commercial Tenant Improvement Program Grant Application

Please fill out the application completely and return it to the HEDC with the items listed in the checklist on page 5.

Applicant Information	Name	Phone
	Mailing Address	Fax
	Email	Federal Tax ID#

Property Information	Building Address for which Grant is Sought:	
	Property Legal Description	Phone

Check one:

<input type="checkbox"/>	New business occupying new or existing retail space or redeveloping existing commercial property.
<input type="checkbox"/>	Existing businesses making improvements to their existing space, occupying new space of equal or greater size, or redeveloping commercial property.

Proposed Improvement(s) - Check all that apply

Structural walls, subfloor, or ceiling	Attached fixtures	Roofing (arising from structural or integrity concerns)
Exterior door/window replacement	Mechanical equipment	Security or fire protection systems
Exterior painting	Electrical or plumbing repair, installation, or upgrade	Interior cabinetry or woodwork
Exterior brick veneers or treatments	Signage (new, repair or replacement)	Interior drywall or feature walls
Interior/exterior demolition	Original exterior architectural feature repair or replacement	Improvements for ADA accessibility compliance

Continued on next page.

Retailer and Commercial Tenant Improvement Affidavit

I agree to comply with all standards of the Program, including those requirements set by the HEDC Board of Directors. I understand that this is a voluntary Program, under which the HEDC has the right to approve or deny any project or proposal or portions thereof.

I understand grant funds are on a first-come first-served basis and must meet the minimum eligibility requirements to be considered for funding. I understand the HEDC has the right to deny funding for any reasons.

By accepting grant funds, Applicant authorizes the City and HEDC to promote the project and property including, but not limited to, displaying a sign at the site during and after construction indicating participation in the Program, and using photographs and description of the project and property in the City's and HEDC's printed promotional materials, press releases, and websites.

I understand that I am solely responsible for obtaining the proper permits or variances for my project and the cost associated with the same are not eligible costs.

I certify that the Business is not part to any bankruptcy proceedings or law suits currently pending or contemplated, and Business has not been informed of any potential law suits. If Business is part of any bankruptcy proceedings or law suits, please provide an explanation on a separate sheet of paper.

Applicant(s) Signature _____ Date _____

Building Owner's Signature _____ Date _____
(if different from applicant)