

RETAILER AND COMMERCIAL TENANT IMPROVEMENT PROGRAM



**A grant for tenant improvements,
designed to foster growth in Helotes.**

- \$** Maximum grant of \$20,000.
- 🏠** Grant is for permanent improvements.
- 🎯** Higher priority for targeted businesses.

Program Administered by the **Helotes Economic Development Corporation** 12682 FM1560, Suite 105 Helotes, TX 78023 (210) 695-5910 HelotesEDC.com

RETAILER AND COMMERCIAL TENANT IMPROVEMENT PROGRAM

The Retailer and Commercial Tenant Improvement (TI) Program is designed to help grow a vibrant and thriving business climate in Helotes. This program will support new and expanding businesses within the corporate city limits of Helotes.

The Retailer and Commercial TI Program helps bridge the financial gap between property owner and tenant by providing financial assistance of up to \$20,000 on qualifying permanent improvements to space.

The Retailer and Commercial TI Program operates as a reimbursable grant. Following grant approval, the applicant may begin work. After all work has been completed and the business is open, the applicant will submit receipts to the HEDC and demonstrate all compliance with local regulations before funds will be disbursed.

WHAT ARE WE TRYING TO ACCOMPLISH?

- Attract new businesses that provide needed/desired services
- Encourage business expansion
- Stimulate private investment in retail and commercial developments
- Reduce the number of vacant storefronts throughout Helotes

BUSINESS ELIGIBILITY

In order to be considered eligible for this grant, the business must meet all criteria of the program. Funding decisions will ultimately be based on a variety of factors, including consistency with the HEDC Strategic Plan and availability of resources. Grant recipients may re-file a subsequent grant application with the HEDC no sooner than five (5) years from the original grant approval date.

WHO CAN APPLY?

The Retailer and Commercial TI Program is available on a first-come first-served basis or until funds have been exhausted. Any new or expanding business within the city limits of Helotes may apply for consideration. Applicants must apply before commencing improvement. Tenants must at a minimum sign a 3-year lease agreement. Property owners who will also operate an eligible business may apply for funding.

WHAT IMPROVEMENTS CAN THE GRANT HELP PAY FOR?

Examples of eligible expenses under the Retailer and Commercial TI Program include:

- Hazardous materials abatement, such as asbestos removal
- Interior demolition and shell reconstruction
- Compliance with the Americans with Disabilities Act (ADA)

- Permanent equipment, plumbing, mechanical, electrical & HVAC
- Flooring
- Windows/doors/commercial storefront
- Permanent interior walls and finishes
- Architectural/interior design/permitting fees relate to the improvements
- Security or fire protection systems
- Exterior repair or improvements to façade

The following expenses are not eligible under the Retailer and Commercial TI Program include:

- Furniture such as tables and chairs
- Temporary or moveable cubicles or partitions to subdivide space
- Moveable equipment, fixtures, or furnishings
- Salaries, working capital, or inventory
- In-kind work performed by the applicant
- Other items deemed by staff as narrowly tailored for a particular use and not potentially beneficial to other future users of the space

GRANT AMOUNT

- 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.

EVALUATION PROCESS

In order to receive a Retailer and Commercial TI Grant, an application must be determined to have a minimum of 5 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.

- 5 points = Up to \$10 per square foot
- 6 points = Up to \$15 per square foot
- 7 points = Up to \$20 per square foot
- 8 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 (3 points) • Office or other Services (1 point) • Other Projects (0 points) 	
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 5 points will not be considered for funding.)	

HOW TO APPLY? 4 STEPS

Step 1: Submit Your Project Idea

Submit a summary describing your interest and scope of work to be considered. Please include the following:

- a) Property address & landlord's contact information
- b) Narrative description of the project scope
- c) Estimate of anticipated cost
- d) Photos of current condition

Step 2: Prepare a Project Budget and Simple Design Plans

If HEDC staff determines that your project is potentially eligible for the Retailer and Commercial TI Program, the next step is for you to prepare an itemized budget and basic drawings that show the proposed scope of work. Most projects will require the services of an architect or similar design professional.

Step 3: Submit Formal Grant Application

Once HEDC staff has reviewed and determined your project scope of work meets the minimum eligibility, you can submit a formal grant application. Your final application will become part of the public record and will be placed on the next regularly scheduled HEDC meeting. Below is a list of additional documents that will need to be included.

- 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.

Step 4: Start Work

Following HEDC approval the applicant can commence work.

After the project is finished and you have received a final Certificate of Occupancy for the space, grant funds will be disbursed from the HEDC to the applicant upon receipt of contractor final release and waiver(s), satisfactory inspection of the completed work by HEDC staff, and standard closing conditions.

The applicant is responsible for documenting all expenses and submitting receipts to the HEDC after the project is completed. All work must be consistent with the approved grant application and the HEDC staff must approve any changes in work scope or materials in advance of that work being performed.

Upon receiving HEDC Approval, you have six months to begin the improvements 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. Applicant can request an extension if nearing the construction lapse date. One extension may be granted at the discretion of the HEDC staff.

**READY TO APPLY OR HAVE QUESTIONS?
CONTACT:**

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Helotes Economic Development Corporation
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(210) 695-5910

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 mentioned on page 4.

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

Property Information	Building Address for which Grant is Sought:	
	Ownership Status <input type="checkbox"/> I own the property <input type="checkbox"/> I will lease the property	Exact size of space to be leased (sq. ft.)

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

Permanent interior walls and finishes	Plumbing, Mechanical, Electrical, or HVAC equipment	Hazardous materials abatement, such as asbestos removal
Windows/doors/commercial /storefront	Exterior repair or improvements to façade	Improvements for ADA accessibility compliance
Attached fixtures	Interior/exterior demolition	Security or fire protection systems
Flooring	Architectural/interior design/permitting fees relate to the improvements	

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)