

Downtown Public Spaces Improvements Program Grant Application

Date Received: _____
Staff Review Date: _____
LDC Approval Date: _____
Application #: _____

Applicant Name

Mailing Address

Contact Name

Telephone No.

Fax No.

E-Mail

Descriptive Title of Project

Project Location

Is project part of an overall community revitalization strategy? Please describe

Current Use of Property: _____ **Proposed Use of Property:** _____

Cost Estimate No. 1 prepared by: _____

Total for Cost Estimate No. 1: \$ _____

Cost Estimate No. 2 prepared by: _____

Total for Cost Estimate No. 2: \$ _____

Please note that both Cost Estimates must be attached to this application.

Grant Request: \$ _____ **Matching Funds:** _____

Please note that the maximum grant award is \$25,000.00 per applicant.

Certification

I hereby certify that I have been informed and understand the regulations regarding this program. I also certify that to the best of my knowledge all data in this application is true and correct.

Authorized Representative's Signature

Printed Name

Mailing Address

Telephone

Application Submission Requirements and Checklist

- Completed Application Form
- Written Description of Proposed Improvements
- Current Photographs of Property
- Historic Photographs of Property (if Available)
- Plans and/or Elevations Detailing the Improvements
- Two (2) Cost Estimates

Return Application and Associated Documentation for Consideration to:

Chuck Wemple
Housing & Economic Development
Coordinator
H-GAC
P.O. Box 22777
Houston, Texas 77227
Phone: 713-993-4514
FAX: 713-993-4563
E-mail: cwemple@h-gac.com

Application and Award Process Walkthrough

Step 1

1. Complete Grant Application and Associated Support Materials; and,
2. Submit Application Packet.

Step 2

1. Staff to Check Application for Completeness;
2. Review Proposed Improvements;
3. Counsel Applicant to resolve any identified problems.

Step 3

1. If approved, staff will place the grant request on next available H-GALDC Agenda;
2. Prepare presentation for LDC; and,
3. Present request to LDC during meeting.
4. LDC to approve.
5. Staff will notify applicant of proposal disposition.

Step 5

1. Applicant and/or Agent will acquire required permits; and,
2. Begin work on improvements as approved.
3. When Construction is completed, the applicant will submit a written request for inspection of work.

Step 6

1. Staff will inspect work and evaluate; and,
2. Work with Applicant to resolve any identified problems.

Step 7

1. Once the work has been accepted, the Applicant will submit a written request for reimbursement with documentation of proof of payment

Step 8

1. Staff will review proof of payment documents;
2. Work with Applicant to resolve any identified problems; and,
3. Disburse grant monies to property owner.