

REVAMP GRANTS

For Existing Murphy Businesses

Approved September 2021

Program Guidelines

I. Introduction

The REVAMP (REVive and Advance Murphy's Prosperity) Grant program was established by the City of Murphy and the Murphy Municipal Development District (MMDD) to provide local businesses with assistance to improve their properties. The purpose of the program is to visibly enhance the physical appearance of Murphy's commercial district.

The program will provide fifty/fifty matching grants of up to \$10,000 for the funding of well-designed improvements that will enhance the physical appearance of local businesses. Grants will be processed and considered on a first come, first considered basis to commercial property owners or business tenants. The program will remain open until funds are depleted for the fiscal year. Nothing herein shall imply or suggest that the City of Murphy or the MMDD are under any obligation to provide any grant to any applicant.

II. Eligibility Criteria

Grant funds are available only for exterior work on commercial properties that are visible from public streets. All of the following criteria must be met for participation in this program:

- A. The commercial property must be located within the City of Murphy.
- B. Property may be owner-occupied or tenant-occupied. In the case of a tenant-occupied property, the applicant must have the owner's consent and have at least two (2) years remaining on the lease.
- C. Business must be open a minimum of 12 months from issuance of a Certificate of Occupancy.
- D. All taxes and other government fees and assessments must be current on the property.
- E. The property must be subject to the city's ad valorem property tax.
- F. Non-profits, government offices, residences and home-based businesses are not eligible.
- G. Applicants who have an ongoing lawsuit or in any way parties to litigation against the City of Murphy are not eligible.

III. Grant Assistance

- A. Program assistance is available for the following project categories:

- 1) Building Improvements – upgrade a building exterior to meet the city’s Exterior Masonry Construction standards, Murphy Code of Ordinances Section 26.06. Includes the replacement of or installation of new awnings and canopies.
Maximum matching grant of \$10,000.
 - 2) Sign Improvements – new signs, renovation of existing signs, and removal of non-conforming (grandfathered) signs.
Maximum matching grant of \$10,000.
 - 3) Other Property Improvements – items such as landscaping, parking lot improvements, lighting, and other site amenities such as outdoor seating areas.
Maximum matching grant of \$5,000.
- B. Ineligible Improvements & Expenses include:
- 1) Interior improvements
 - 2) New commercial construction
 - 3) Exterior improvements located on the sides or rear of buildings out of street view
 - 4) Parking lot re-striping only
 - 5) Permitting fees
 - 6) Architectural, survey or other professional fees
 - 7) Sweat equity or “in-kind” services for labor
- C. Grants are provided on a 50/50 matching basis with a cap of \$10,000 per property or business.
- D. Accumulative Maximum Grant: No property or business may receive more than \$10,000 in matching grants for one 12-month period. The following examples are provided to clarify different application scenarios:
- 1) Example 1: Applicant desires to do \$9,000 in eligible Sign Improvements. By this policy, the maximum grant allowed by the max percentage (50%) would be \$4,500. Further within a 12-month period the Applicant cannot receive more grants for Sign Improvements, but may apply and receive a second matching grant, not to exceed \$5,500 (\$10,000 max - \$4,500 grant) for any project category other than signage.
 - 2) Example 2: Applicant desires to do \$22,000 in eligible Building Improvements. By this policy, the maximum grant allowed by the max percentage (50%) would be \$11,000, but the maximum cap per property is \$10,000. The lesser of the two is \$10,000, which would be the maximum matching grant. Further, within a 12-month period the Applicant cannot receive additional grants for any enhancement projects.
- E. Minimum grant provided by the City shall be \$2,500 – a project total of \$5,000.
- F. Grants will not be provided for work that is already completed.
- G. All applications must contain a cost estimate/ bid from at least one qualified contractors or suppliers.
- H. Depending on the request, the applicant may be required to provide a site plan showing the address of the property and location of the proposed improvements.
- I. All improvements must be in compliance with standards set forth in the Murphy Code of Ordinances.

- J. Applicant is obligated to obtain all applicable permits and inspections related to the improvement project. Failure to do so will render the Applicant ineligible for grant funding.
- K. All work shall be completed within six (6) months from the date of the written agreement. If the applicant is unable to complete the work within this timeframe, applicant must make a written request for an extension. Extensions will be limited to two, 30-day periods.

IV. Application Process

- A. Applicant is encouraged to meet with the Economic Development staff prior to application submittal.
- B. Applicant shall submit the completed "Application Form", and all required detailed information to the Community & Economic Development Department, at: City Hall, 206 N. Murphy Rd, Murphy, TX, 75094. Or via email by sending the scanned documents to EcoDev@murphytx.org.
- C. Incomplete applications will not be considered.
- D. Applications will be considered on a monthly basis and must be submitted by the 10th date of the month in order to be considered the following month.
- E. Applications will be reviewed by the Economic Development staff and City Manager to determine viability, and whether the application is appropriate for review by the MMDD Board.
- F. Grants of \$5,000 or less can be approved solely by the MMDD board. Grants over \$5,000 require the additional review and approval of City Council.
- G. The City may award applicant a grant with certain provisions, conditions, or other requirements as it may from time to time deem appropriate.
- H. A written performance agreement will be prepared and executed by all parties outlining the terms and conditions of any grants.

V. Grant Payments

- A. The grant is set up as a single payment reimbursement to the applicant upon completion of the project.
- B. An on-site inspection of the improvements will be performed by city staff.
- C. Payment of approved grants will be made to the applicant based on the terms of the written agreement. A reimbursement request form should be completed by the applicant and returned with receipts, bills paid affidavit, and other applicable documentation. Original receipts are not required; legible copies will suffice.
- D. The applicant shall be fully responsible for providing all documentation required of the agreement to the City of Murphy Economic Development staff in a timely manner such as copies of receipts, contracts, and other records required for any reimbursement.