



## Central Business District Building Grant Agreement and Guidelines

**THIS AGREEMENT** is made and entered into on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by and between the Chickasha EDC, hereinafter referred to as "CEDC", and \_\_\_\_\_

\_\_\_\_\_, hereinafter referred to as "Applicant".

The Applicant and the CEDC certify and agree to the terms and conditions as set forth below:

The Applicant is the owner of a certain real property located at \_\_\_\_\_ in the city of Chickasha, Grady County, Oklahoma, hereinafter referred to as "Property," lying within the Chickasha Central Business District (see attached map) ; an area where the CEDC is conducting a Grant Program as described below.

**Purpose:** to encourage Downtown property owners located between 1<sup>st</sup> - 7<sup>th</sup> street and Kansas and Choctaw Avenue (See attached Central Business/Historic District Map) to make improvements to their properties being used for retail trade producing sales or use tax dollars for the City of Chickasha.

**Incentive:** A \$1 reimbursement for each \$3 of private funds invested with a maximum reimbursement of \$25 per square foot, based on improvement square footage. Eligible uses include purchase, facade, structural, utility improvements, storage, roof repair/replacement, off-street parking, equipment, demolition, ADA compliance, flood proofing, and other qualifying uses approved at the discretion of the CEDC Board.

### **Guidelines:**

**To be considered for a grant, applicants must agree to the guidelines set out in this agreement by signing below. They must complete and sign the application form. Complete proposals must contain all information and materials requested. (See below). Incomplete proposals will not be considered.**

1. The resulting property usage must produce use or sales tax dollars for the City of Chickasha. The attached First Year Sales and Property Tax Projections Sheet must be completed and submitted with the application.
2. Grant funds will not be distributed until project is complete per the specifications of the approved grant application, and/or a certificate of occupancy is received from the City of Chickasha.
3. Projects must increase the real property value. The EDC may require a copy of the lender's appraisal upon project completion if applicable or confirmation from county assessor.

4. Properties in the Central Business District being purchased for a project that will produce use or sales tax may be eligible for the \$1 reimbursement for each \$3 of private funds invested with a maximum reimbursement of \$25 per square foot. Purchase price may be eligible upon grant approval by CEDC Board and City Council but is not guaranteed funding if the grant is not approved. Property can be a building, vacant land or a building to be demolished as long as the property is used for improvement of square footage, utility improvements, storage, off-street parking, equipment, demolition, ADA compliance, flood proofing, and other qualifying uses approved at the discretion of the CEDC Board.
5. All reimbursements with grant funding, for both purchase of property and/or improvements will not be paid prior to verified completion of the project and/or a certificate of occupancy received by the City of Chickasha.
6. Applicants may not apply for and qualify for more than one grant per area of property renovated. Only one grant application will be accepted per area of property renovated. Each application submitted must sign this agreement committing to these guidelines. Funding will only be awarded per approved application, per independent inspection of premises and review of invoices. The EDC may require the lender's construction inspection sheet if applicable. The EDC may also require an Architect's application and certification for payment upon project completion or issuance of the Certificate of occupancy from the City of Chickasha.
7. Grants are not transferrable. If the property is sold the new owner will be required to apply for grant funding.
8. Applications are reviewed in the order presented. Applicants must be in good standing with the City of Chickasha and Grady County regarding payment of utilities, taxes, and other assessments.
9. All proposed projects must be planned, constructed, and completed by the applicant. Chickasha EDC is not responsible for the completion of any proposed projects awarded funding.
10. Applicant agrees to allow the CEDC or its agents access to buildings and improvements, when convenient for all parties, for inspection of the work and progress of completion.
11. Proposed projects should comply with all federal, state, and local laws, ordinances, rules, and regulations. The applicant shall obtain all required local, state, and federal permits prior to commencing construction. Chickasha EDC is not responsible for obtaining any required permits for the proposed project.
12. Applicants must provide proof of available funds to complete project. Applicants may not count any state/federal tax credits or the proposed grant money toward the proof of available funding.
13. Property cannot be sold within 24 months after receiving this grant. If property is sold within 24 months, applicant agrees to pay this grant back in full.

**Application Approval Process:** The Downtown Economic Development Grant applications will be reviewed with the following steps:

1. Chickasha Economic Development Council Staff
2. Chickasha Economic Development Council Executive Committee
3. Chickasha Economic Development Council Board
4. Chickasha City Council

A project application may be declined/turned down during any of the fore-mentioned steps at the discretion of the Chickasha EDC, its Executive Committee, its Board of Directors, and/or Chickasha City Council.

**Proposal Contents Checklist**

- Complete Application
- First Year Sales and Property Tax Projections Sheet
- Map of proposed project location
- Budget Summary (to include job estimates or quotes, if available)
- Copies of acquired permits and/or approvals (if applicable)
- Color photographs of the project area
- Schematic drawings of proposed project
- Proof of available funds for financing

**Grant Awards:** Grant funds awarded by the Chickasha EDC will be a \$1 reimbursement for each \$3 of private funds invested, with a maximum reimbursement of \$25 per square foot. Chickasha EDC reserves the right to decrease grant award amounts to meet program budget requirements; therefore, applicants may be offered an amount less than the total requested funds.

Projects must be completed no later than 18 months after the approval of the project by Chickasha City Council. An extension(s) may be permitted for projects determined to be incomplete by the appropriate deadline. The extension period will be determined on a case-by-case basis at the discretion of the Chickasha City Council with recommendations from the CEDC. **Failure to complete the project by the deadline of 18 months after the approval of the project by Chickasha City Council or by the deadline of an extension period permitted by the Chickasha EDC will result in forfeiture of Grant Awards.** Grant recipients may be required to display signage at the project site to denote Chickasha EDC's financial contribution to the project. Signage will be provided by Chickasha EDC.

**Disbursement Approval Process:** Once the project has been completed, a certificate of occupancy has been received from the City, the applicant has submitted all required documentation and receipts have been verified, the Downtown Economic Development disbursement approval process will be reviewed with the following steps:

- 1.Chickasha Economic Development Council Staff
- 2.Chickasha Economic Development Council Executive Committee
- 3.Chickasha Economic Development Council Board
- 4.Chickasha City Council

**Finalizing the Grant:** Following grant approval, individual grant awards are considered pending until the applicant and CEDC sign a Grant Fulfillment Agreement. The Agreement will describe the project, the project budget and the amount of funding awarded by the CEDC. Upon execution of the Agreement, the grant is considered finalized and grant funds may be distributed based upon the conditions outlined in the Agreement.

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Signature - Applicant

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Date

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Notary Public, State of Oklahoma

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Notarization Date

My Commission Expires:

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Signature - Chickasha EDC

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Date

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Notary Public, State of Oklahoma

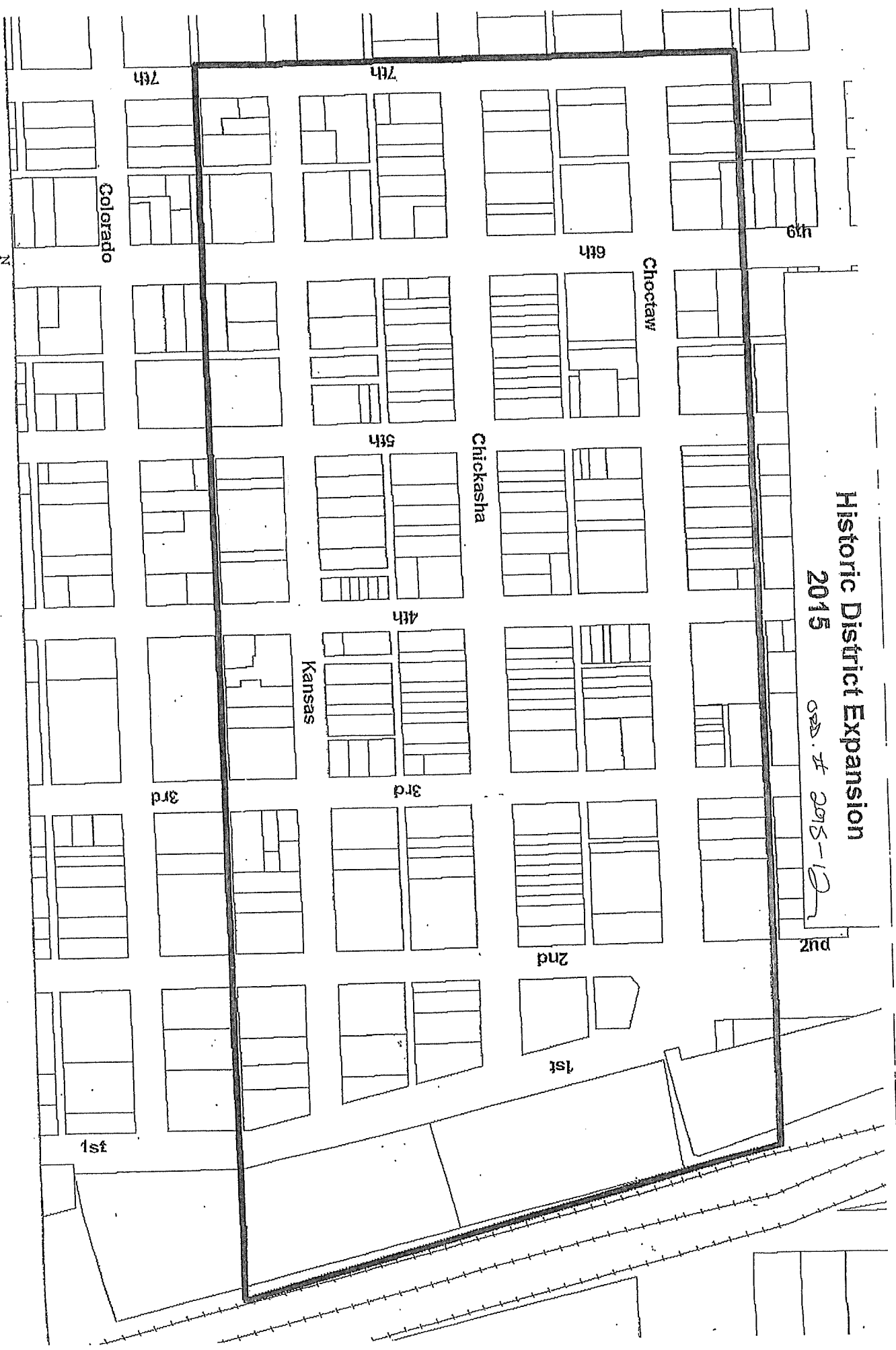
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Notarization Date

My Commission Expires:

# Historic District Expansion 2015

Ord. # 2015-12



1 inch = 200 feet



## Central Business District Building Grant Application

The information requested below will be used to process your application under the terms and conditions of the Chickasha Economic Development Council's Central Business District Grant as defined in the Central Business District Grant Agreement and Guidelines.

### I. Applicant Information

1. Applicant(s) name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
  
Federal Tax ID or Social Security Number: \_\_\_\_\_
2. Applicant's daytime telephone number: \_\_\_\_\_ Cell # \_\_\_\_\_  
  
E-mail address: \_\_\_\_\_
3. Status of applicant (please check one)  
Property owner with vacant facility  
Property owner with tenant business  
Property owner/operator of existing business on property
4. Owner of property is a/an (please check one)  
Individual  
Partnership (attach copy of Partnership Agreement)  
Corporation/profit (attach copy of Articles of incorporation)  
Corporation/nonprofit (attach list of officers and directors) Trust  
(attach copy of Trust Agreement)  
LLC  
Other
5. Length of ownership: \_\_\_\_\_  
Date purchased: \_\_\_\_\_  
  
Copy of closing statement attached                      Copy of recorded deed attached
6. Are you or your immediate family (parents, siblings, spouse, children) affiliated with the CEDC, Chickasha Chamber of Commerce or City Council? Y / N  
  
Are you or any of your immediate family members (parents, siblings, spouse, children) currently serving on the EDC or CIA Board or on the City staff or City council? Y / N

### II. Property Information

1. Address of property to be improved:  
\_\_\_\_\_  
\_\_\_\_\_

Legal description of subject property: *(Attach information, if needed)*

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2. Tax Assessor Parcel Number(s): \_\_\_\_\_

3. Year built: \_\_\_\_\_ Square footage: \_\_\_\_\_

4. What are the current types of businesses occupying the building?

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5. Name and phone number of tenant(s) if applicable: *(Attach additional names/numbers, if needed)*

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6. Use of building after construction:

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a. Description of tenant use (if applicable)

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Copy of tenant(s) letter(s) of intent attached (if applicable)

7. Number of parking spaces provided: \_\_\_\_\_ Proposed: \_\_\_\_\_ Total: \_\_\_\_\_

8. Current zoning: \_\_\_\_\_

9. Is a zoning amendment required? Y / N

If yes, has the rezoning process started? Y / N

10. Attach architectural and elevation renderings.

### III. Project Description

1. Description of Proposed Improvements. Please provide a detailed description of your proposed improvements. Attach a copy of your architectural or design plans. Identify the materials to be used, such as the type of paint or stain (i.e., exterior latex, color, etc.). Include details of new signs or awnings, etc. Provide color photos of the subject property and those adjacent prior to and after the improvements are made.

Description: \_\_\_\_\_

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**Designs Attached**

**Before Picture(s) Attached**

**IV. Work Estimates**

Please attach estimates for each component of the proposed improvement. Eligible costs shall be the cost of materials, equipment, and contracted labor to complete eligible improvements. Professional fees such as architects, engineers, and solicitors are not eligible costs. Labor provided by the Applicant or tenant of the building is not an eligible cost.

1. Name/Company and Phone Number of Preferred Contractor:  
\_\_\_\_\_  
Amount: \_\_\_\_\_
2. Name/Company and Phone Number of Second Contractor:  
\_\_\_\_\_  
Amount: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Additional Estimates/Comments: (Please attach additional quotes, as required)
4. Total estimated costs of your improvements: \_\_\_\_\_
5. Estimated completion date for your improvements? \_\_\_\_\_

**V. Loan Information**

Amount of financing requested: \_\_\_\_\_  
Source of equity and applicant's percentage of ownership: \_\_\_\_\_  
\_\_\_\_\_  
Participating Bank and Contact: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D Copy of lender commitment letter attached (if applicable)

**VI. Financial Information:**

If the applicant does not need lending from a bank and no lender commitment letter is available then CEDC will require a letter of credit from the applicant's bank or applicant must provide financial statements on business or individual for the *Current Year*, (within 45 days) and *Past Three (3) Years*, including profit and loss statements and tax returns. If the business is new, submit your personal tax returns for the *Past Three (3) Years*.

**VII. Credit References: Names and Addresses of three references**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**VIII. Signature of Owner/Authorized Agent-Affidavit or Sworn Declaration**

I/We, \_\_\_\_\_,

of the City of Chickasha, County of Grady, State of Oklahoma, make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true.

I/We hereby authorize inspections of my/our property to be improved.

I/We acknowledge that any work carried out prior to written confirmation of grant approval may not be eligible.

I/We acknowledge receiving, understanding, and accepting the terms and conditions of the Chickasha Economic Development Council's Economic Development Grant Program

I/We, \_\_\_\_\_ am the owner of the land that is the subject of this Application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the \_\_\_\_\_ for the purposes of processing this application.

Sworn to (or declared before me), \_\_\_\_\_, a  
Notary Public in and for the State of Oklahoma, on this the \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Co-Applicant**

\_\_\_\_\_  
Notary Public, State of Oklahoma

**My Commission Expires:**

**IX. Authorization for Agent** *(complete only if Applicant is not the registered Owner),*

I/We, \_\_\_\_\_ the  
owner of the subject property, hereby authorize \_\_\_\_\_  
(Agent) to act on my behalf with respect to the application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner(s)

Note: Information provided in this application will become part of a public record.

FIRST YEAR SALES AND PROPERTY TAX PROJECTIONS

Date Requested: \_\_\_\_\_  
Name: \_\_\_\_\_  
Request Amount: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone Number: Address: \_\_\_\_\_  
\_\_\_\_\_

Current Annual Sales: Projected \_\_\_\_\_  
Annual Sales: \_\_\_\_\_

Projected Change \_\_\_\_\_

Current Annual Property Tax: \_\_\_\_\_  
Projected Annual Property Tax: \_\_\_\_\_

Projected Change \_\_\_\_\_

Current# of Jobs: \_\_\_\_\_  
Current Annual Compensation: \_\_\_\_\_  
[Includes Salary, Benefits] [Excludes \_\_\_\_\_  
Taxes, FICA] \_\_\_\_\_

Projected # of Jobs: Projected \_\_\_\_\_  
Annual Comp: \_\_\_\_\_

**DOWNTOWN REVITALIZATION  
CENTRAL BUSINESS DISTRICT GRANT  
PROGRAM BUDGET SUMMARY  
WORKSHEET**

**General Information**

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

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Budget Summary**

Provide the subtotals for each of the following line items as budgeted for the proposed project:

	Amount
Design/Consulting Services	\$
Supplies and Materials	\$
Equipment	\$
Labor	\$
Contractual Services	\$
Taxes	\$
Other Expenses	\$
<b>TOTAL COSTS</b>	\$

Please attach copies of all job estimates, quotes, and invoices to this worksheet.

**CENTRAL BUSINESS DISTRICT GRANT FULFILLMENT AGREEMENT**

Applicant name \_\_\_\_\_

Project address \_\_\_\_\_

1. Description of Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Project Budget

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Completion Date.....

4. Amount Awarded by CEDC \_\_\_\_\_

Applicant Signature

\_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notarization Date

Commission Expires:

CEDC Signature

\_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notarization Date

Commission Expires: