



Downtown Grant Program

Overview

Market Lubbock Inc. (MLI) will provide grants to offset expenses related to improvements made to downtown properties with the following guidelines:

- An Applicant must be a valid Owner or Tenant (Lessee) of the property needing improvements
- Properties must fall within the Lubbock Downtown TIF boundaries (Central Business District TIF) (map attached)
- Single-Family residences and duplexes are excluded
- All projects are subject to Market Lubbock Inc. Board, City Staff and Lubbock City Council approval – Applicant is responsible for ensuring the completed scope of work matches the originally approved scope
- An Applicant is eligible to receive a permittable grant and/or façade grant per property (LCAD R# or Development Lot), per enterprise, per year. Must wait one year from approval to apply again for the same property (Expenses used in one application cannot be used in another application.)
- Applicant is not eligible for grant program funding if delinquent in property taxes according to Lubbock Central Appraisal District (LCAD) records – includes all LCAD properties listed in the applicant's name
- Applicant is responsible for determining current Certificate of Occupancy status prior to start of construction
- MLI disbursements are characterized as "reimbursable grants" – Applicant pays expenses first
- Expenses eligible for reimbursement must relate to reasonable costs or expenses.
- Receipt of an application is not a guarantee of grant approval
- Improvements must meet City of Lubbock Downtown Guidelines (<https://ci.lubbock.tx.us/departments/planning/design-guidelines>)

Grant Types

- **Permittable Projects**
 - Request for grant must be made prior to start of construction (must include itemized bid proposals) and/or prior to receiving a dated City of Lubbock construction permit(s) – Applicant is responsible for acquiring all appropriate permits – Permits must match work performed
 - Improvements require a City of Lubbock permit
 - Improvements may be made to the exterior and/or interior of the property
 - Improvements must total a minimum of \$10,000
 - The permittable grant reimburses 10% of approved expenses up to a \$100,000 grant
 - Improvements must be approved by the City following completion of the project.
 - Once completed scope of work is determined to match the originally approved scope and a Certificate of Occupancy or similar City document is issued, copies of paid invoices and proof of payment related to real improvements to the property must be submitted to MLI.
- **Façade Projects**
 - Request for grant must be made prior to start of construction (must include itemized bid proposals) and/or prior to receiving a dated City of Lubbock construction permit(s) – Applicant is responsible for acquiring all appropriate permits – Permits must match work performed
 - Improvements may or may not require a City of Lubbock permit
 - Improvements must be made to the exterior of the property facing the most prominent street
 - Improvements must total a minimum of \$1,000
 - The façade grant reimburses 50% of approved expenses up to a \$25,000 grant
 - Improvements must be approved by the City following completion of the project
 - Once completed scope of work is determined to match the originally approved scope and a Certificate of Occupancy or similar City document is issued, copies of paid invoices and proof of payment related to real improvements to the property must be submitted to MLI.

Central Business District Tax Increment Financing Reinvestment Zone

NORTH



November 2005

