MARKET LUBBOCK™

Lubbock Downtown Grant Program

2026-27 Overview



Market Lubbock, Inc.
1500 Broadway
Lubbock, TX 79423
Phone: (806) 749-4500
www.lubbockeda.org

Overview

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

- Eligibility
    - An Applicant must be a valid Owner or Tenant (Lessee) of the property needing improvements
    - Properties must fall within the Lubbock Downtown TIF boundaries (map attached)
    - Single-Family residences, duplexes, and subsidized multi-unit housing are excluded
    - 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 MLI Board 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 the Lubbock Central Appraisal District's (LCAD) records – includes all LCAD properties listed in the applicant's name, and if different, the property owner's name
    - Applicant is not eligible for grant program funding if applicant operations rely on tax revenue
    - Request for grant must be made prior to start of construction and/or prior to receiving a dated City of Lubbock construction permit(s) – Applicant is responsible for acquiring all appropriate permits after submitting an initial grant application – Permits must match work performed.
    - Expenses eligible for reimbursement must relate to reasonable costs or expenses
    - Improvements must meet City of Lubbock Downtown Standards and Guidelines
    - Final applicant eligibility will be based on a points system (details on Pages 5 - 7)
- Approval
    - 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
    - Receipt of an application is not a guarantee of grant approval
    - Applicant is responsible for determining current Certificate of Occupancy status prior to start of construction
- Funding
    - The $750,000 budget for the downtown grant program will be evaluated after each fiscal year (October 1st – September 30th) and an appropriate budget will be set for the following fiscal year.
    - Once funding for a given fiscal year has been depleted, grants will no longer be approved for that fiscal year.
    - MLI disbursements are characterized as "reimbursable grants" – Applicant pays expenses first
    - Once the 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. Once all required reimbursement documents have been provided, MLI will have up to 30 days to process the reimbursement check.

Grant Types

- **Permittable Projects**
  - 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 $150,000* grant.
  - Eligible expenses (requiring a City permit)
    - HVAC
    - Plumbing
    - Electrical
    - Structural
    - Roofing
    - Code related repairs

- **Façade Projects**
  - Improvements may or may not require a City of Lubbock permit
  - Improvements must be made to the exterior of the property (excluding roof work)
  - Improvements must total a minimum of $1,000
  - The façade grant reimburses 50% of approved expenses, up to a $37,500* grant.
  - Eligible Expenses
    - Exterior painting
    - Exterior doors
    - Windows
    - Signage
    - Awnings
    - Landscaping
    - Parking Lots
    - Murals

**Grant amounts will depend on the impact of the project, as determined by the Market Lubbock points matrix.*

Required Action and Documentation from the Applicant

- Initial grant application with a minimum of applicant's name, contact information and property address forwarded to Market Lubbock, Inc. prior to actual construction work beginning and/or City permits assigned. A completed grant application packet is required within 3 months of the receipt of the initial grant application. Applicant should not wait until the project is completed before finishing the application process. Doing so could jeopardize the application process.
- Photos/Images in electronic format of the property's current state
- Renderings of the proposed work to include materials and colors, where applicable
- Architectural plans, where applicable
- A detailed cost estimate from a licensed, independent contractor for the total construction cost. This shall include a line-by-line itemization specific to the grant request.
- City permit copies, if applicable (obtained after the initial grant application is turned in)
    - City of Lubbock written communication, if permits are not required (responsibility of applicant to obtain)
- Certificate of Occupancy copy (request a copy at orr@mylubbock.us)
- City of Lubbock - Required Communication (responsibility of the applicant to obtain)
    - Contact Danielle Williams, Business Development Director, daniellewilliams@mylubbock.us, to determine:
        - Does the scope of work meet downtown standards and guidelines?
            - If not, which areas do not and what is the remedy?
        - Are permits required for any aspect of the scope of work?
            - If so, which areas require permits?
            - Once obtained, copies of permits must be submitted to MLI.
        - Are public improvements required?
            - If so, which improvements are required?
        - Are there Code issues requiring remedy?
            - If so, what are they?
- Completion of the project
    - It is the applicant's responsibility to inform Market Lubbock, Inc. of the successful completion of the project.
    - The applicant must notify the City of Lubbock to schedule any required post-project inspections.
- Reimbursement
    - An updated Certificate of Occupancy or similar City document (Applicant is responsible for the final scope of work matching the approved scope of work.)
    - Documents related to a successful inspection (updated CO, green tag, passed inspection report)
    - Paid invoices (must reference the approved scope of work)
    - Processed checks, bank or credit card statements matching the paid invoices (must be legible copies)

Points Matrix

The Downtown Grant Program has added a points matrix system (effective January 1, 2025) that will award points based on the 6 categories listed below:

- ***Property Ownership***
- ***Property Primary Use***
- ***Property Secondary Use***
- ***Parking***
- ***Capital Expenditures***
- ***FTE Jobs New to Downtown***

Façade projects will continue to be based on 50% reimbursement of approved expenses, up to a $25,000 grant. Permittable projects will continue to be based on 10% reimbursement of approved expenses, up to a $100,000 grant. This part of the process remains unchanged and will determine a base grant amount for both Façade and Permittable. Once the base grant amount is calculated, the points matrix score will determine the percentage of the grant amount that qualifies. (0%, 50%, 75%, 100%, 125%, or 150%)

Matrix points would be earned as follows:

- Property Ownership
  - Property owned 18 months or less: 25 points (Non-Profit 10 points)
  - Property owned longer than 18 months: 15 points (Non-Profit 5 points)
  - Property owners living in Lubbock County: 25 points (Non-Profit 10 points)
  - Property owners living outside Lubbock County: 15 Points (Non-Profit 5 points)
  - Total maximum points available: 50 points (Non-Profit 20 points)

- Property – Current Primary Use (sf)

Current:	Storage or Vacant		Operating Biz: NonProfit		Operating Biz: Commercial		Operating Biz: Headquarters		Residential: Market Rate	
Parking lot	0	0	20	0	50	0	50	0	35	0
Storage/vacant	0	0	30	0	40	0	40	0	35	0
Operating biz: NonProfit	0	0	5	0	30	0	40	0	35	0
Operating biz: Commercial	0	0	0	0	20	0	30	0	20	0
Operating biz: Headquarters	0	0	0	0	40	0	10	0	20	0
Residential: Market Rate	0	0	0	0	10	0	10	0	10	0

  - Total maximum points available: 50 points

- Property – Current Secondary Use (sf)

Current:	Storage or Vacant		Operating Biz: NonProfit		Operating Biz: Commercial		Operating Biz: Headquarters		Residential: Market Rate	
Parking lot	0	0	20	0	50	0	50	0	35	0
Storage/vacant	0	0	30	0	40	0	40	0	35	0
Operating biz: NonProfit	0	0	5	0	30	0	40	0	35	0
Operating biz: Commercial	0	0	0	0	20	0	30	0	20	0
Operating biz: Headquarters	0	0	0	0	40	0	10	0	20	0
Residential: Market Rate	0	0	0	0	10	0	10	0	10	0

  - Total maximum points available: 50 points

- Parking

	Future:					
Current:	Parking Lot: Surface		Parking Garage: Private		Parking Garage: Public	
Parking lot: Surface	5	0	30	0	50	0
Parking garage: Private	0	0	10	0	30	0
Parking garage: Public	0	0	5	0	10	0

    - Total maximum points available: 50 points

- Capital Expenditures
    - Less than $100,000: 0 points
    - $100,000 - $249,999: 3 points
    - $250,000 - $499,999: 6 points
    - $500,000 - $999,999: 10 points
    - $1,000,000 - $2,499,999: 20 points
    - $2,500,000 - $4,999,999: 35 points
    - $5,000,000 and above: 50 points
    - Total maximum points available: 50 points

- FTE Jobs New to Downtown
    - None: 0 points
    - 1 – 4 Jobs: 5 Points
    - 5 - 9 Jobs: 10 Points
    - 10 or More Jobs: 20 Points
    - Total maximum points available: 20 points

Supplemental Information to Downtown Grant Program – Points Matrix
Effective January 1, 2025

The percentage of grant dollars attained will be determined based on the following definitions and documentation for each category (these areas are covered in the grant application):

- Property Ownership – If the grant applicant is leasing the property, the lease date will be used to calculate length of ownership. The Lubbock County Appraisal District database will be used to identify owners and length of property ownership, as well as if a property is in good standing. LCAD will also be used to identify all other properties listed in the property owner's name and renter's name, if applicable.
- Property Current Primary Use (sf) – Based on square footage, identify the current primary use of the property?
- Property Future Primary Use (sf) – If the primary use is changing once the renovations are completed, what is the future primary use?
- Property Current Secondary Use (sf) – Does the property have a current secondary use?
- Property Future Secondary Use (sf) – If the property has a current secondary use, will it continue to have that secondary use after the renovations are complete? Will the secondary use change? If so, what will the new secondary use be?
- Parking – Is there a current surface parking lot, private parking garage, or public parking garage? After renovations are completed, will there be surface parking, a private parking garage, or a public parking garage?
- Capital Expenditures – What is the total capital expenditure for the project?
- FTE Jobs New to Downtown – What will the full-time-equivalent job count be once the property is successfully renovated? Will any of those jobs be new to Downtown Lubbock? It is not required that the jobs be new to the company, but only new to Downtown Lubbock.

Points Matrix - Percent Calculation PROJECT NAME

Company Name

Property Ownership	For Profit		Non-Profit		**Pts**	
Existing owner (>18 mos)	15	0	5	0	0	*Has owned the property longer than 18 months.*
New owner (≤18 mos)	25	0	10	0	0	*Newowner wanting to make immediate improvements.*
Local (primary address County of Lubbock)	25	0	10	0	0	*Majority owner's primary residence is located in Lubbock County.*
Nonlocal (primary address outside County of Lubbock)	15	0	5	0	0	*Majority owner's primary residence is located outside Lubbock County.*
					0	

Property Primary Use (sf)
Choose 1

	Future (Choose 1)										
Current:	Storage or Vacant		Operating Biz: NonProfit		Operating Biz: Commercial		Operating Biz: Headquarters		Residential: Market Rate		**Pts**
Parking lot	0	0	20	0	50	0	50	0	35	0	0
Storage/vacant	0	0	30	0	40	0	40	0	35	0	0
Operating biz: NonProfit	0	0	5	0	30	0	40	0	35	0	0
Operating biz: Commercial	0	0	0	0	20	0	30	0	20	0	0
Operating biz: Headquarters	0	0	0	0	40	0	10	0	20	0	0
Residential: Market Rate	0	0	0	0	10	0	10	0	10	0	0
											0

Property Secondary Use (sf)
Choose 1

	Future (Choose 1)										
Current:	Storage or Vacant		Operating Biz: NonProfit		Operating Biz: Commercial		Operating Biz: Headquarters		Residential: Market Rate		**Pts**
Parking lot	0	0	20	0	50	0	50	0	35	0	0
Storage/vacant	0	0	30	0	40	0	40	0	35	0	0
Operating biz: NonProfit	0	0	5	0	30	0	40	0	35	0	0
Operating biz: Commercial	0	0	0	0	20	0	30	0	20	0	0
Operating biz: Headquarters	0	0	0	0	40	0	10	0	20	0	0
Residential: Market Rate	0	0	0	0	10	0	10	0	10	0	0
											0

Parking

	Future:						
Current:	Parking Lot: Surface		Parking Garage: Private		Parking Garage: Public		**Points**
Parking lot: Surface	5	0	30	0	50	0	0
Parking garage: Private	0	0	10	0	30	0	0
Parking garage: Public	0	0	5	0	10	0	0
							0

Capital Expenditures

<$100,000 (0 Points)	0	***Total Points:***		**GRAND**
$100,000 - $249,999 (3 Points)	0	<50	Not eligible	**TOTAL**
$250,000 - $499,999 (6 Points)	0	50 to 74	50% of your project	**0**
$500,000 - $999,999 (10 Points)	0	75 to 99	75% of your project	
$1,000,000 - $2,499,999 (20 Points)	0	100 to 124	100% of your project	
$2,500,000 - $4,999,999 (35 Points)	0	125 to 149	125% of your project	
$5,000,000 or more (50 Points)	0	150 or more	150% of your project	
Cap Ex. Points	**0**			

		Grant Payout Percentage					
FTE Jobs New to Downtown		FAÇADE		PERMITTABLE		TOTAL	
None (0 Points)	0	50%	$12,500	50%	$50,000	50%	$62,500
1 - 4 Jobs (5 Points)	0	75%	$18,750	75%	$75,000	75%	$93,750
5 - 9 Jobs (10 Points)	0	**100%**	**$25,000**	**100%**	**$100,000**	**100%**	**$125,000**
10 or more Jobs (20 Points)	0	125%	$31,250	125%	$125,000	125%	$156,250
New Jobs Points	**0**	150%	$37,500	150%	$150,000	150%	$187,500

Central Business District Tax Increment Financing Reinvestment Zone

NORTH

November 2005

