



# Brownsboro Economic Development Corporation Business Expansion and Local Incentive Program

## Program Overview

The Brownsboro Economic Improvement Corporation, having found the promotion and enhancement of commerce in the city limits to be necessary to enhance the cultural and economic wellbeing of the community, has established the Business Expansion and Local Incentive Program. The Business Expansion and Local Incentive Program will provide financial incentive to enhance commercial activity and increase sales tax revenue, job creation, and capital investment. Applications will be considered on an individual basis, according to available funds. This program is implemented to serve new and existing businesses and properties within the city limits using grants, loans, and other means available to the BEDC in an amount not to exceed \$10,000.

## Applicants

- Must be a business owner of the proposed business with property owner's consent.
- Must be in good standing with the City of Brownsboro and must not be delinquent on property or business taxes.
- Must be located inside the city limits of Brownsboro and zoned for commercial use.
- Must comply with state and local code requirements.
- Must seek approval prior to commencement of project. No assistance will be awarded for work already initiated or completed prior to approval.
- Must demonstrate the creation of jobs and/or increase in sales tax revenue.
- Must present previous 12 months of Sales Tax Reports and / or equivalent projections..

## Eligible Projects

The Brownsboro Economic Development Corporation has identified an assortment of eligible projects for the Business Expansion and Local Incentive Program, including but not limited to:

- Infill Development
- Mixed Use Development
- Site Improvement
- New Construction
- Capital Equipment
- Hazardous Material Removal
- Business Expansion and Relocation
- Demolition of Existing Structure, Shell Reconstruction
- Public Safety Enhancements – Fire suppression system, video surveillance system, fire rated windows, means of egress and exit signage, exterior lighting
- Interior Improvements – Electrical upgrades, ceiling repair, flooring, plumbing, permanent fixtures
- ADA (Americans with Disabilities Act) – Compliance improvements
- Marketing Assistance – Must have Brownsboro present on the marketing material
- Workforce Development – Funding for skill training or certification for employees
- Infrastructure Assistance – Water tap, drainage, sewer tap, water line extensions
- Removal of Construction Debris
- Ingress and Egress Assistance
- E-Commerce Creation Assistance – Assistance with creation and implementation of e-commerce platforms
- New Business Rental Assistance – Rent assistance for new and relocating destination retailers and restaurants



### **Building Permit and Inspection**

A building permit must be obtained from the City of Brownsboro prior to construction, and all work shall be inspected by the City. All approved applications should be confirmed with the City's Code Enforcement and Public Works Departments prior to construction to determine if a permit is required for their specific improvements. Fees for City permits for all projects can be included with the grant request.

### **Consideration**

Each inquiry will be reviewed and considered on a case-by-case basis by the Brownsboro Economic Development Corporation. The BEDC retains the right to approve an entire request, to approve portions of the request, suggest and/or ask for changes/additions to a request before approving, or to deny any request or portion thereof.

The BEDC will evaluate applications and funding based on the following criteria:

- Future contribution of the business to the sales tax revenue of the city of Brownsboro
- Number and type of jobs created and/or retained by the business
- The nature of the improvements to the building, land, and economics
- Amount of private investment of applicant as percentage of total project
- Ability to attract customers from outside the community
- Ability to fill an untouched or underserved market in the region

### **How Type B Sales Tax Revenue Can Be Used**

Per Local Government Code Chapter 505, Sec. 505.158. PROJECTS RELATED TO BUSINESS DEVELOPMENT IN CERTAIN SMALL MUNICIPALITIES, the Brownsboro Economic Development Corporation, as a Type B corporation authorized to be created by a municipality with a population of 20,000 or less, can fund projects found by the board of directors to promote new or expanded business development.

For questions or additional information, please contact:

Brownsboro Economic Development Corporation

Attn: Grant Coordinator

[edc@brownsborotx.gov](mailto:edc@brownsborotx.gov)



## BEDC Business Expansion and Local Incentive Program Application

*Please return completed with all necessary attachments to the BEDC, 11351 Willow Street Brownsboro, TX 75756*

*Or email a complete application to [edc@brownsborotx.gov](mailto:edc@brownsborotx.gov)*

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Owner Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Building Owner (if different from Applicant): \_\_\_\_\_  
Building Address: \_\_\_\_\_  
New business \_\_\_\_\_ Existing business making improvements or relocating to a space \_\_\_\_\_ (please check one)  
Description of work to be done (**attach detailed work descriptions, quotes/estimates, plans and photos**).

Total Cost of Proposed Project (Do Not Include Tax): \_\_\_\_\_  
Does the building have historical significance? Yes ☐ No ☐

Current primary jobs: \_\_\_\_\_

Anticipated additional primary jobs after project completion: \_\_\_\_\_

Anticipated annual sales tax revenue upon completion: \_\_\_\_\_

Previous 1 year Sales Tax Reports attached and/or estimates: ☐

- The business will complete the project as described in no more than 12 months from approval date.
- The business will attain a Certificate of Occupancy within 3 months of project completion, as applicable.
- The business will remain at the location for no less than 3 years from project completion. Special consideration may be given.
- For all site improvements, the applicant agrees to attain all required permits from the City and follow local code.
- Local contractors will be sought first before expanding search outside of Brownsboro for all projects.
- In the event the business closes for any reason within 2 years of the project approval date, the grantee must immediately repay the Brownsboro Economic Development Corporation all monies allocated to the project.
- If ownership changes within 3 years of project completion, the new owner must meet with the EDC or repay the Brownsboro Economic Development Corporation all monies allocated to the project.

I certify that I am the owner of the above property or lessee, have read and will comply with the Incentive Program requirements, guidelines and procedures and understand that I will not be reimbursed for the work on this property until the project is completed.

Building Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Signature (if not building owner): \_\_\_\_\_ Date: \_\_\_\_\_

### **FOR BEDC USE:**

Application Received Date: \_\_\_\_\_ BEDC Review Date: \_\_\_\_\_  
BEDC Project Suggestions or Comments: \_\_\_\_\_  
Project Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

BEDC President

BEDC Vice President

Grant Payment Date: \_\_\_\_\_

Grant Payment Amount: \_\_\_\_\_