

Universal City Storefront Improvement Program

To encourage the enhancement of storefronts on commercial, professional, and retail buildings in Universal City.



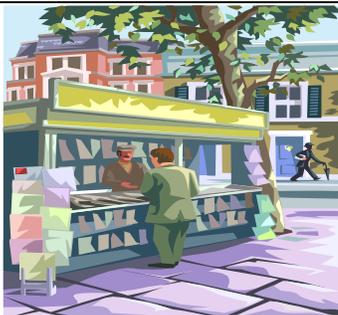
**Grant
Funds
Available**



**Painting
Doors
Windows**



**Landscaping
Irrigation
Storefronts**



**Facades
Signage
Awnings**



February 2019

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Program Purpose

The primary goal of the Storefront Improvement Program is to encourage the enhancement of storefronts on commercial, professional, and retail buildings in Universal City.

Program Overview

The program affects only building exteriors and does not include interior spaces, except for window display areas which are on public view. The design standards are meant to be flexible enough to allow business or property owners to be creative and design storefronts that market their establishments effectively. At the same time, aspects of the program will help to avoid poor quality design decisions that detract from the aesthetics of the business districts. The program also provides an objective basis by which to evaluate projects that come up for review. Ultimately, the design, renovation, and repair projects will enhance the economic success of Universal City by making it a more inviting place for shoppers and businesses.

Program Funding

Funding available is based on a dollar for dollar reimbursement up to a maximum of \$10,000 per building. The cumulative amount awarded by the Universal City Economic Development Corporation (UCEDC). The program has been in effect since fiscal year 2005.

Eligibility

Either the property owner (corporation, joint venture, partnership, etc.) or the business owner (tenant) is eligible for funding. Property owners with multiple buildings, or tenants with multiple operating locations, may be limited to one building or location per funding cycle.

Tenant: Tenant requests for consideration are limited to existing businesses that have been established in Universal City for at least 12 months. Establishment is based upon the date the business received its permanent Certificate of Occupancy. Tenants must have written authorization by property owner(s) to make the indicated improvements.

Property Owners: Property owner requests for consideration do not have a time/ownership limitation, but property owner must show proof of ownership.

Selection Criteria

Projects are reviewed on a competitive basis. Tab A outlines the rating criteria by which each submitted project is assessed. Those projects with the highest weighted average will be granted funding.

Reimbursable Expenditures

Applicant is responsible for paying all charges incurred on behalf of the project. **No partially completed projects will receive reimbursement; project must be completed in its entirety as reflected on the application submitted for consideration to the UCEDC.** All projects must start construction within 90 days of being awarded funding, and all projects must be complete within one year of being selected.

Once the project is complete, a Final Inspection Report must be obtained through the City's Development Services Department. Applicant shall then submit a copy of all project receipts to the UCEDC, confirming that all contractors and vendors have been paid in full. Within thirty days of receiving these copies, the UCEDC will verify payments to all contractors and vendors. Upon verification of payments and a final inspection by the Development Services Department, the UCEDC will reimburse applicant on a dollar for dollar match, up to a maximum of \$10,000.

Dollar for Dollar Match Calculation

Example:

Total Qualifying Project Cost	UCIDC Reimbursement Match
\$3,000.00	\$1,500.00
\$5,000.00	\$2,250.00
\$10,000.00	\$5,000.00
\$17,000.00	\$8,500.00
\$20,000.00	\$10,000.00
\$30,000.00	\$10,000.00

Qualifying Expenditures

Expenditures qualifying for reimbursement are limited to exterior building façades, except for window display areas that are on public view. Below is a priority listing of the qualifying expenditures that are taken into consideration, along with the evaluation criteria outlined on the Evaluation Form on page 5. The prioritized exterior components include, but are not limited to the following areas:

Masonry Facades (excluding hardy plank)

Awnings

Entrance upgrades/Doors

Windows

Painting (limited colors, no day glow)

Landscaping

Signage (if part of a larger project)

Correction of Code Violations

Other renovations may qualify, as determined by the Universal City Economic Development Corporation Board of Directors. All walls visible from a public street or alley must be enhanced with masonry or paint to be eligible for consideration and/or reimbursement. **No partially completed projects will be eligible for reimbursement.**

Permits and Inspections

The Development Services Department is responsible for issuance of building permits, construction plan review and inspections. Contractor licenses relative to all phases of construction are required and will be enforced by the Development Services Department. This includes general contractor licenses, electrical contractor licenses and sign contractor licenses. Registration of plumbers, irrigators, mechanical contractors, and fire alarm and fire suppression installers is also required.

Staff is available to offer assistance with all types of applications herein described, to offer guidance in submitting plans for review, and to provide information related to building codes and ordinances.

Application and Permitting Assistance

Prior to submitting an application, all interested parties are strongly encouraged to make an appointment with Michael Cassata, Development Services Director. This meeting is designed to provide both additional information about the program and assistance in completing the application, as well as familiarize you with building codes, ordinances, licensing, permits, and inspection requirements.

Application Process

Applications for the program are currently being accepted. **Completed applications, including attachments, must be returned to the Development Services office. Please check with the staff for timeline for submitting the application.** The UCEDC Board will review all submissions during a public hearing. All recommendations for funding must be sent to City Council for approval.

Documents can be hand delivered, or mailed to:

The City of Universal City
ATTN: UCEDC Storefront Improvement Program
2150 Universal City Blvd
Universal City, TX 78148

Related Parties

This program is not open for participation to any Universal City council member, board or commission member, city employee, or immediate family members of an employee or council/board/commission member.

No Contract

The Parties hereto agree and understand that this program does not create any type of contractual relationship between the UCEDC and any of the participants or proposed participants in this program. Each Party making application understands that the funding of this program is the sole discretion of the UCEDC, and that funding thereof may be revoked at any time.

Evaluation Form

Below is the evaluation criteria and point system that will be used to judge each of the submitted projects.

Evaluation Factor	Possible Points	Score
Professional Quality of Design	10	
Consistency of design with business activity	20	
Proposed improvements are sufficient to improve the aesthetics of the building	30	
Improvement of property will significantly impact the revitalization efforts of the City	40	
TOTAL SCORE RECEIVED	100	

Storefront Improvement Program Checklist

- ✓ Attend Pre-Application Meeting with City Staff
- ✓ Complete Storefront Improvement Program Application
- ✓ Submit an Outline and/or Illustration of Proposed Improvements
- ✓ Property Owners: Show Certificate of Ownership
- ✓ Tenants: Obtain Property Owner's Letter of Authorization
- ✓ Proof of Insurance (Contractor's responsibility when permits are obtained)
- ✓ Proof of Contractor's License (Contractor's responsibility when permits are obtained)
- ✓ Provide Two 4 x 6 Photos of existing storefront or building interior

Contact Information

Universal City Economic Development Corporation	(210)659-0333 ext 701
Development Services Department	(210)659-0333 ext 720
Permit Questions, Contractor Registration, Etc.	(201)659-0333 ext 723
Inspections	(210)659-0333 ext 444

Application

PARTICIPANT

Name _____

Building Owner (s) _____

Tenant _____

Daytime Phone # _____

Email _____

Business Name _____

Business/Building Address _____

Is the building owner interested in making improvements?

Yes

No

BUILDING OWNER

Name _____

(if partnership, corporation, etc, list each officer name and title)

Address _____

Daytime Phone # _____

Does building owner have a business in the building?

Yes

No

If yes, what is the business name? _____

OTHER BUSINESSES IN BUILDING

Please list other businesses in building and check those interested in participating in the Storefront Improvement Program:

	Name of Business	Name of Owner
<input type="checkbox"/>	_____	_____

PROJECT DESCRIPTION

Please describe the improvements you will complete as specifically as possible. If available, provide an illustration of the work to be completed or sample materials to be used. Attach a separate page if more room is needed. Attach contractor's bids.

FUNDING STRUCTURE

Please check only one:

- I am interested in applying for a one-for-one dollar match Storefront Improvement Grant, up to a maximum of \$10,000 in grant funds.
- I am interested in applying for a one-for-one dollar Storefront Improvement Grant for an amount less than the allowable maximum of \$10,000.

What is your estimated TOTAL PROJECT COST to complete all of the work specified above? \$ _____

PROJECT TIME FRAME

Estimated start date _____

Estimated completion date _____

Signatures

I have read and agree to the terms and conditions set forth above. I understand that my project will be evaluated and recommendations made as to the scope of work to be included in the Storefront Improvement Program. I understand that the submittal of this application in no way guarantees me a grant from the Universal City Industrial Development Corporation. I understand that additional information may be requested as needed. The Universal City Industrial Development Corporation reserves the right to reject any and all applications at its sole discretion.

If property is owned by a corporation, partnership, or joint venture, an individual legally authorized to represent the entity must sign below on behalf of the entity.

_____ Signature of Applicant	_____ Date	_____ Signature of Building Owner	_____ Date
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_____ Signature of Applicant	_____ Date	_____ Building Owner	_____ Title
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Attachments:

- ✓ Certificate of Ownership (If Property Owner)
- ✓ Property Owner's Letter of Authorization (If Business Tenant)
- ✓ Project Outline and/or Illustration, sample materials
- ✓ Proof on Insurance (Contractor's responsibility)
- ✓ Proof of Contractor's License(Contractor's responsibility)
- ✓ 4x6 Photos (2) of existing storefront

Return the completed application, attachments, photos, and related materials to:

**The City of Universal City
Attn: UCIDC Storefront Improvement Program
2150 Universal City Blvd
Universal City, TX 78148**

EVALUATION OF REQUEST (for office use only)

1. Date of site visit _____
2. Photographs taken _____
3. Orientation of property N S E W
4. Condition of structure Excellent Good Fair Poor
5. Number of stories _____
6. Exterior building materials _____
7. Pre-Application Meeting Yes No
8. Other information _____