



OFFICE USE ONLY
DATE RECEIVED FROM APPLICANT: _____

Van Alstyne CDC
228 E. Marshall
P. O. Box 2151
Van Alstyne, Texas 75495
(903) 712-2002

EMERGENCY RELIEF GRANT

PROJECT APPLICATION FORM

Applicant and Property Information

Applicant's name (print): _____

Applicant's mailing address: _____

Applicant's telephone number: _____

Applicant is a corporation, partnership, proprietorship, organization, or an individual

Applicant is a property owner or tenant / lessee

(If tenant/lessee, must return Letter of Property Owner Approval Form with application)

Organization name: _____

Description of organization: _____

Property address of project: _____

Description of property damage (include date of incident): _____

Project Information

Description of pending repairs: _____

Requested grant amount: \$ _____ (*\$5,000 max*)

Chosen contractor name(s) and telephone(s): _____

Contractor located within City limits of Van Alstyne? Yes No

Estimated start date of construction: _____

Estimated completion date of construction: _____

Describe source of matching funds: _____

By initially the box below, I acknowledge that I have been given a copy of the Van Alstyne Community Development Grant Packet, and have read, understand, and agree to the policies and procedures as stated in this application and defined in the packet that I received.

APPLICANT'S INITIALS

EMERGENCY RELIEF GRANT PROJECT APPLICATION FORM – CONT.

By signing below, Applicant certifies that Applicant has read and understands the Emergency Relief Grant description, terms and conditions, and Applicant hereby agrees to all terms and conditions contained therein, including compliance with all applicable city, state, and federal laws, ordinances, regulations and codes and the one (1) year maintenance requirement.

APPLICANT'S SIGNATURE _____ Date: _____

Attachments to complete application:

- Photographs of the damage to property (required)
- Project Budget Form
- Written bids for work to be completed (minimum three (3))
- Commitment to Maintenance Form
- Letter of Property Owner Approval (if necessary)
- Drawings or renderings that illustrate repairs
- Insurance and/or police/fire reports (if applicable)
- Insurance declaration page (if applicable)

Only complete applications will be considered for approval. Deliver completed application to the Van Alstyne Community Development Corporation office at 228 E. Marshall, Van Alstyne, Texas 75495.

HAS THIS PROJECT BEEN REVIEWED BY THE CITY ARCHITECTURAL REVIEW PANEL?

YES NO

IF REVIEWED, DID YOU RECEIVE A 'CERTIFICATE OF APPROPRIATENESS'?

YES NO



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EMERGENCY RELIEF GRANT PROJECT BUDGET FORM

Applicant's name (print): _____

Name of organization: _____

Project address: _____

Proposed Budget

Materials: \$ _____

(Provide an estimate of quantities, unit costs, and total costs)

Labor: \$ _____

TOTAL project budget: \$ _____

Requested grant amount: \$ _____ (*\$5,000 max*)

Attached written bids from three (3) contractors:

1. (Contractor Name) _____ (Telephone) _____

2. (Contractor Name) _____ (Telephone) _____

3. (Contractor Name) _____ (Telephone) _____

APPLICANT'S SIGNATURE _____ Date: _____

EMERGENCY RELIEF GRANT INSURANCE (IF APPLICABLE)

Applicant's name (print): _____

Has a claim for this damage been filed with your insurance company?

YES NO

If no, are you planning on filing a claim?

YES NO

Name of insurance company:

Address of insurance company:

What is your policy deductible amount? _____

If this will be a filed insurance claim, please attach a copy of your declaration page.



EMERGENCY RELIEF GRANT

COMMITMENT TO MAINTENANCE FORM

Applicant hereby acknowledges that in consideration for the repairs made to the property described herein, Applicant shall maintain the repairs in good repair according to the approved application and all applicable city, state, and federal laws, ordinances, regulations and codes and maintain the property as a commercial property for no less than one (1) year after completion of the improvements. Applicant also acknowledges that if Applicant does not maintain said property repairs or keep the property as a commercial property for the prescribed one (1) year time period, then Applicant shall be required to return all grant program funds related to this project with interest. Applicant also acknowledges that the City of Van Alstyne reserves the right to make periodic inspections of the project during construction and after completion to ensure compliance with applicable codes. Applicant agrees that this document serves as the performance agreement required by Chapter 501 of the Texas Local Government Code.

CHAPTER 2264 CERTIFICATION

Pursuant to Chapter 2264 of the Texas Local Government Code, Applicant hereby certifies that the Applicant's organization, or a branch, division, or department of the Applicant's organization, does not and will not knowingly employ an undocumented worker. An undocumented worker means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under the law to be employed in that manner in the United States. If, after receiving this grant from the Van Alstyne Community Development Corporation, Applicant, or a branch, division, or department of Applicant's organization, is convicted of a violation under 8 U.S.C. Section 1324a(f), Applicant shall repay the amount of the grant with interest, at the rate and according to the terms provided by this Agreement under Section 2264.053 of the Texas Local Government Code, not later than the 120th day after the date the Applicant is notified of the violation.

Applicant's name (print): _____

Applicant's telephone number: _____

Applicant's mailing address: _____

Business name: _____

Property address: _____

APPLICANT'S SIGNATURE _____ Date: _____

State of Texas §

County of Grayson §

Sworn to and subscribed before me on the _____ day of _____, 20_____.

_____ Date Commission Expires: _____

Notary Public's Signature



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EMERGENCY RELIEF GRANT

LETTER OF PROPERTY OWNER APPROVAL

This letter is to serve as permission for the tenant listed below to submit an application to and participate in the Emergency Relief Grant Program with Van Alstyne Community Development Corporation, a resource to fund specified repairs to existing commercial structures as described in the Grant Application Packet provided to the applicant. I, the undersigned property owner, certify that I am the legal owner of the property listed below. Additionally, I confirm that the tenant currently holds a lease with me to occupy the property.

Furthermore, I acknowledge that in consideration for the repairs made to the property described herein, the repairs shall be maintained according to the approved application and all applicable city, state, and Federal codes for no less than one (1) year after completion of the repairs.

Property owner's name (print): _____

Property owner's telephone number: _____

Property address: _____

Mailing address: _____

Tenant's name (print): _____

Organization's name: _____

Current lease valid through: _____

PROPERTY OWNER'S SIGNATURE _____ **Date:** _____

State of Texas §

County of Grayson §

Sworn to and subscribed before me on the _____ day of _____, 20_____.

Notary Public's Signature **Date Commission Expires:** _____



Community & Economic
Development
Van Alstyne

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EMERGENCY RELIEF GRANT

FOR BOARD USE ONLY

DATE OF BOARD'S REVIEW OF COMPLETED APPLICATION: _____

APPLICANT NAME/PROJECT: _____

BOARD'S DECISION:
