

# Lower Neches Valley Authority Economic Development Program

## ABOUT THE PROGRAM

In 1997, the Texas Legislature amended the Authority's enabling legislation to expand its economic development programs to include a community assistance program, a privatization program, or any other program designed to strengthen the economic base and further the economic development of the State.

The Economic Development Program (EDP) is intended and expected to carry out the purposes of strengthening the community base in the LNVA service area. Requests for allocation of funds under the EDP will be by written application and will be divided into three (3) funding categories: Small (\$1,000 or less), Medium (Not to exceed \$10,000), and Large (Not to exceed \$100,000 for water and wastewater infrastructure, or \$50,000 for all other projects). The recipient of funds under one of the EDP categories is required to be located or domiciled within LNVA's territory, service area or outside the service area if the Authority enters into an interlocal agreement with an entity pursuant to Section 8504.203 of the Special District Local Laws Code.

**Small Application Category:** Assistance under the Small Application category shall not exceed \$1,000 per occurrence. Examples of requests that may fit the Small category are those activities that may involve any of, but not limited to, the following:

- Providing materials, equipment and/or in-kind services to communities, schools and non-profit organizations;
- Providing funding of a non-profit or civic group's community-based project/program;
- Participating in and/or sponsoring attendance to non-profit regional economic development coalitions and/or private and public organizations intended to promote viable communities and economic growth within LNVA's statutory district and service area;
- Providing training and strategic planning for communities, schools, and non-profit organizations.

**Medium Application Category:** Assistance under the Medium Application category shall not exceed \$10,000 per occurrence. Examples of requests that may fit the Medium category are those activities that may involve any of, but not limited to, the following:

- Providing materials, equipment and/or in-kind services to communities, schools and non-profit organizations;
- Providing funds for a community project such as a park or playground improvement project, or public access improvement project such as sidewalks, ramps, signage lighting;
- Providing funding assistance for studies aimed at attracting business, improving services or employment;
- Providing funding assistance for workforce education, education programs designed to increase learning especially in the areas of science and mathematics;
- Providing funding assistance for qualifying projects/programs initiated by communities, schools, and non-profit organizations that meet one or more of the objectives set out in the Policy Statement;

**Large Application Category:** Assistance under the Large Application category shall not exceed \$100,000 per water/wastewater infrastructure project or \$50,000 for all other projects. Examples of

requests that may fit the Large category are those projects that may involve any of, but not limited to, the following:

- Water and wastewater infrastructure improvement projects, including funds that supplement local matching funds for established federal and state grant programs,
- Acquisition of properties for business development or redevelopment,
- Improvements to public communications,
- Main street improvement projects, creation of public parks, improvements to schools, improvements to healthcare facilities, etc.

LNVA, at its discretion, and dependent on the nature of the grantees' request, may provide goods and services to meet the grantees' needs in lieu of providing a monetary grant.

## **ELIGIBILITY REQUIREMENTS**

Projects must meet these criteria to be eligible for an EDP grant:

- Project must be located within the Neches River Basin or Neches-Trinity Coastal Basin. Preference will be given to projects implemented in Tyler, Hardin, Jefferson and the eastern portions of Chambers and Liberty Counties.
- Grant Maintenance Term: Capital improvements and/or community enhancement projects must be maintained for its intended purpose and remain accessible to the public for a minimum of ten (10) years.
- Projects shall meet one or more of the following criteria:
  - Encourage economic diversification; or
  - Maintain or expand employment; or
  - Train persons; or
  - Contribute to the health and development of a community to improve the attractiveness of the community to public and private enterprises; or
  - Improve the quality or quantity of services essential for the development of viable communities and economic growth, including services related to education, transportation, public safety, recreation, health care, training, community planning, or employment.
- Applicant must own the property on which grant funds are to be invested. Evidence of ownership is to be provided. In the case of a cooperative project on public property, all cooperative entities must sign a Letter of Agreement authorizing the project and agreeing to the improvements and maintenance period. Documentation shall be included in the grant application submittal package.
- In the event the property is sold, or the applicant(s) can no longer meet the terms of the grant, the applicant(s) understands they may be required to return any unspent grant funds and/or repay all grant funds, depending on the circumstance as deemed appropriate by the LNVA Board of Directors.

- Grants of \$10,000 or more require a minimum twenty percent (20%) cash match of the total project cost. Matching funds must be documented in the application.
- Grant applications must be signed by the chief administrator or presiding officer of the entity requesting the grant, such as a city manager, executive director, general manager, board president or school superintendent.
- Grant funds are to be expended within 24-months of the date the EDP grant money is awarded. In the event grant funds are not expended within the 24-month period, applicant may request an extension. Such requests shall be submitted on or before the twenty-third month of the initial grant period. Requests shall be in writing and such extensions shall be limited to an additional 12 months. If funds are not expended in the initial 24-month period, or 36 months if an extension has been granted, the applicant shall forfeit the grant and return the funds, by check, to LNVA. The Board may request additional financial or other information as deemed necessary to satisfy the Board's confidence of the applicant's ability to complete the project.
- All EDP grant recipients over \$1,000 shall complete and submit a Project Completion Form to LNVA. Upon receipt, LNVA will schedule and perform a final walk-through with the recipient confirming all funded project components are satisfied. A grant recipient will not be allowed to participate in future grant cycles until the Project Completion Form has been filed by the recipient and accepted as complete by LNVA.
- The grant recipient shall prominently, and in a manner favorable to LNVA, recognize LNVA as a sponsor of the approved purpose in a manner suitable to the respective works, either by printed or electronic advertisement or promotion, or by displaying in a permanent or semi-permanent manner a sign or banner recognizing the contribution to the finished works by LNVA.

## APPLICATION PROCESS

LNVA's Board of Directors will determine annually if funding is available for EDP grants. In years in which funds are made available, **grant applications will be reviewed and awarded on a case by case basis while funding is available. The maximum single EDP grant that may be awarded is \$50,000 per grant program year, or \$100,000 in the case of water or wastewater infrastructure projects, unless approved otherwise. Additional consideration may be given to those applications whose project include design components aimed specifically at energy efficiency, water conservation and waste reduction.**

Successful grant recipients will be notified by the LNVA General Manager, or his designee. An Economic Development Program Contract ("CONTRACT") will be offered at that time to the recipient. The CONTRACT will fully define the applicant's objectives and the project deliverables associated with the EDP funds. The CONTRACT will also restate the Terms under which the funds are being made available.

The value of grant applications received may exceed available funding. Eligible applicants who do not receive a grant due to funding limits may reapply during future grant cycles. **An applicant must close**

**out the previous grant before being eligible to apply for another grant.**

**GRANT APPLICATION INSTRUCTIONS**

To be considered, EDP grant applications must be complete and must provide all requested information. The application must be submitted as follows:

- One completed Part A application form (enclosed) and all documents and information requested in Part B (if applicable). This information should be stapled, not bound, together.
- NOTE: Please do not use notebooks, binders, divider pages or plastic cover sheets.

Completed application packets may be mailed to:      Hand-delivered to:

*Scott Hall, P.E.*  
*General Manager*  
P. O. Box 5117  
Beaumont, TX 77726-5117  
(409) 892-4011

*Lower Neches Valley Authority*  
7850 Eastex Freeway  
Beaumont, Texas 77708

Or submitted electronically to:  
[info@lnva.dst.tx.us](mailto:info@lnva.dst.tx.us)

For more information about the application process, call 409-892-4011.

**Lower Neches Valley Authority**  
**Economic Development Program**  
**Grant Request of \$1,000 or less**

Date: \_\_\_\_\_

Organization name: \_\_\_\_\_ Tax ID number: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mail should be sent to:      Organization address                      Primary contact address

Purpose of funds requested:

\_\_\_\_\_  
\_\_\_\_\_

Amount of EDP grant request: \$ \_\_\_\_\_

Please attach information such as event flyers, organization fund raising campaign, etc.

Return to: Lower Neches Valley Authority

P. O. Box 5117  
7850 Eastex Freeway  
Beaumont, TX 77708  
(409) 892-4011  
[info@lnva.dst.tx.us](mailto:info@lnva.dst.tx.us)

*To be completed by LNVA*

Organization Name: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

**Lower Neches Valley Authority**  
**Economic Development Program**  
**Grant Request Greater than \$1000, not to exceed \$10,000**

**Part A**

Date: \_\_\_\_\_

Organization name: \_\_\_\_\_ Tax ID number: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mail should be sent to:     Organization address                       Primary contact address

Project Details: \_\_\_\_\_

Physical address of project: \_\_\_\_\_

**Total project cost:** \$ \_\_\_\_\_ **Amount of EDP grant request:** \$ \_\_\_\_\_

Please attach detailed information such as materials, equipment, supplies, labor cost, etc. and funding sources in addition to the EDP funds if applicable. See **Part B**.

Return to: Lower Neches Valley Authority

P. O. Box 5117  
7850 Eastex Freeway  
Beaumont, TX 77708  
(409) 892-4011  
[info@lnva.dst.tx.us](mailto:info@lnva.dst.tx.us)

*To be completed by LNVA:*

Organization Name: _____	Approved by: _____
Date: _____	
Amount Approved: _____	

**PART B – Grant Project Planning Worksheet**

**B.1. Project /Applicant information**

Project Title: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Target Completion Date: \_\_\_\_\_

**B.2. Project Narrative (Why, What, When, Where) (Attach additional sheets as needed)**


**Expected Results**


**B.3. Project Budget** (identify anticipated project costs and sources of funds, in-kind services)

Applicant may attach additional sheets as needed

Project Item(s)/Category	Costs (Est. or Actual)

Funding Source/In-kind Service	Amount (Est. or Actual)



# Lower Neches Valley Authority Economic Development Program Grant Request Greater than \$10,000

Date: \_\_\_\_\_

Organization name: \_\_\_\_\_ Tax ID number: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Secondary contact name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mail should be sent to:      Organization address                       Primary contact address

Has the applicant previously been awarded EDP funds?  Yes                       No

If above answer is Yes, did the applicant fulfill the goals, terms, and conditions of the EDP grant?

Yes                       No     If No, please explain: \_\_\_\_\_

Did the applicant file a completion report with LNVA?  Yes                       No

Project title: \_\_\_\_\_

Physical address of project: \_\_\_\_\_

**Total project cost:** \$ \_\_\_\_\_ **Amount of EDP grant request:** \$ \_\_\_\_\_

**NOTE: Grants of \$10,000 or more require a minimum 20 percent cash match of the total project cost.**

Are the grant funds to be used as matching for another grant?                      Yes     No

Is the applicant organization a nonprofit entity?                      Yes     No

Will the requested EDP grant funds enable the completion of the overall project?                      Yes     No

Will the requested EDP grant funds be used in conjunction with another grant?                      Yes     No

Does the requesting organization have a reserve fund?                      Yes     No

Is the reserve fund being used?                      Yes     No

If the reserve fund is **not** being used, please explain why: \_\_\_\_\_

Name of Person Authorizing the Application (typed or printed):

\_\_\_\_\_

Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

This application form must be signed by the chief executive administrator or officer of the entity requesting the grant, such as a city manager, executive director, general manager, board president or other authorized representative.

Signature of Person Authorizing the Application:

\_\_\_\_\_ Date Signed: \_\_\_\_\_

## PART B

**Instructions of Information to be included in PART B Worksheet** (Please attach the information requested in Part B to the Part A application as applicable).

### B.1. Project/Applicant Information

- If the project is to be phased, please include anticipated timelines for completion of all phases.

### B.2. Project narrative is required (no more than two pages). Narrative must include a description of:

- The project for which the funds are being requested.
- How the EDP grant funds will be used to meet the established criteria to:
  - Encourage economic diversification, or
  - Contribute to the health and development of a community to improve the attractiveness of the community to public and private enterprises, or
  - Improve the quality or quantity of services essential for the development of viable communities and economic growth, including services related to education, transportation, public safety, recreation, health care, training, community planning, or employment.
- How the project will positively impact or benefit the community, city, county, or region.
- Who will maintain the overall project, both during and after completion?
- Documentation of approved funding from other sources is required.
- Indicate whether the requested EDP grant funds will enable completion of the overall project.
- In-kind contributions to the project and dollar value (contributions of \$1,000 or more require documentation).
- Is the requesting organization a taxing entity?

### B.3. Detailed project budget with itemized costs and funding sources (See sample budget below). Budget must include the following, if applicable:

- Breakdown of project costs and the project components that will be completed using EDP funds.
- Amount of EDP grant requested
- Applicant's contribution (projected or already raised?)
- Federal, state, or municipal funding (projected or already committed?)
- Local funding (projected or already committed?)
- In-kind contributions (projected or already committed?)
- Other funding (requested or already committed?)

### B.4. Additional required information to be provided on separate sheets. (Provide as applicable)

- Elected body, board of directors or members for the requesting entity: Include names and contact information
- Supporting documentation for all matching in-kind and cash contributions of \$1,000 or more.
- Pictures of the project, if applicable.
- Letters of support for the project
- Copy of IRS tax exemption determination letter, if applicable.
- Financial Statements of the entity

## Sample Budget

Please note which specific project costs would be funded by the requested EDP grant.

Project Costs		Funding Sources	
Metallic building (30x60)	11,875*	EDP grant request - projected	18,200
In-kind labor for construction of building	1,800	State funds	0
Slab construction, beam, cement, steel, finish	9,600*	Federal funds	0
Electrical installation and finish	650	Applicant contribution - raised	5,000
Plumbing installation and finish	650	In-kind donation of property - committed	9,500
Restroom wall construction	425	In-kind county contribution - committed	<u>8,600</u>
In-kind donation of property	9,500	<b>Total project funding</b>	<b>41,300</b>
In-kind property excavation/preparation	1,800		
In-kind architect/contractor services	<u>5,000</u>		
<b>Total Project Cost</b>	<b>41,300</b>		

\*Specific use of requested EDP grant funds

## PART B – Grant Project Planning Worksheet

### **B.1. Project /Applicant information**

Project Title: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Target Completion Date: \_\_\_\_\_

### **B.2. Project Narrative (Why, What, When, Where) (Attach additional sheets as needed)**


### **Expected Results**


**B.3. Project Budget** (identify anticipated project costs and sources of funds, in-kind services) Applicant may attach additional sheets as needed

Project Item(s)/Category	Costs (Est. or Actual)

Funding Source/In-kind Service	Amount (Est. or Actual)

**B.4. Supporting Documentation:** (Please provide the following information, if applicable. Attach additional pages as needed)

- Elected body or board of directors, names and contact information
- Supporting Documentation for matching grants, gifts/donations of \$1,000 and more
- Letters of support for the project
- Pictures, plans, etc. as necessary to describe the project
- IRS tax exemption determination, if applicable
- Financial Statements of the entity