



**HOUSTON  
SOUTHEAST**

[HOUSTONSE.ORG](http://HOUSTONSE.ORG)



# Demolition Grant

The Board of Directors of the Greater Southeast Management District, geographically branded as Houston Southeast (HSE) has established and funded the Business Improvement Grant to help pay for improvements and to revitalize the community. Grants are available and dependent upon these guidelines.

## QUALIFYING STRUCTURES

Any commercial structure which is no longer useful for its intended purpose, or has been designated by the community's code enforcement representative as detrimental to the public health or safety in its present condition and use.

**HSE Board, Staff, and their families are not eligible.**



## QUESTIONS?

Contact 713.942.0500 or [programs@houstonse.org](mailto:programs@houstonse.org)

Applicants are encouraged to attend our monthly Board of Directors meetings. Visit [HoustonSE.org](http://HoustonSE.org) for times. Failure to attend when required shall be cause for Application rejection.



## Grant Information

- This program is designed to encourage commercial property owners to demolish substandard structures for future development or community quality of life improvements.
- Annual funding cycles begin January 1st and end on December 31st. Grants are available on a first-come, first-serve basis until cycle funds are depleted.
- No grant will be awarded for work already done or that which is covered by insurance.
- All submitted work must be reviewed and approved by the HSE Board before any eligible work begins.
- Any deviation from the approved project may result in total or partial grant withdrawal.
- Grant funds are limited to a maximum of 50% or up to \$10,000 of the project cost.
- This program is set up as a single payment reimbursement to property owners.


## Program Recipient Recognition

Upon project completion a sign will be provided for prominent display at site for a minimum of three months.

This project will also be recognized with before and after photos on our website, e-news, and social media platforms.



# Demolition Grant **ELIGIBILITY GUIDELINES**

QUESTIONS?   
Call Us 713.942.0500

- Application must be submitted by the property owner/s
- Properties must be inside the HSE boundaries and current on assessments
- Projects must meet Code of Ordinances and demolition permit requirements

### **Clearly identify plan for the cleared property, including, but not limited to:**

- If rebuilding, the proposed project must meet current City of Houston development codes and receive approval of the HSE Board for architectural and landscape design.
- If selling, the proposed site must be finished to grade and stabilized with vegetation (hydro mulch, sod or equivalent) and maintained to City of Houston standards and codes.
- If the purpose is to clear structures that are not in use and detrimental to the safety and welfare of the community the site must be finished to grade, stabilized with vegetation (hydro mulch, sod or equivalent) and maintained to City of Houston standards and codes.

### **Only commercial properties are eligible:**

- If the property is changing from residential to commercial the grant may be approved but will not be reimbursed until after the property receives a Certificate of Occupancy for a commercial business. This must take place within one (1) year of the demolition project completion date.
- If the property is currently commercial and changes use to residential within three (3) years of the grant award the full amount of the grant must be returned.

- An Applicant may attend HSE Board meetings which consider the application or when requested to do so by the HSE Board. Failure to attend an HSE Board meeting when requested shall be cause for rejection of the application. Notwithstanding anything stated in this application to the contrary, final approval of any grant shall be vested in the HSE Board.

## **Complete & Sign this Application Form.**

- Only applications properly and fully completed and containing all information required will be considered. Incomplete applications may be returned with request for additional information.
- An Applicant who applies and is denied for a grant by the HSE Board is not eligible to re-submit a grant application for six (6) months from the denial date.
- Applicants who receive approval by the HSE Board are to commence the project as described in the application within sixty (60) days of the award date.
- Applicants must complete the demolition described in the submitted application within three (3) months from the date the grant is approved by the HSE Board.
- If the Applicant is unable to complete the project within three (3) months of the award, the Applicant must submit a written request for extension of the completion date. However, the extension request **MUST** be made prior to the three (3) months' time limit. The HSE Board is not obligated to allow extensions.
- An extension, if granted, will be for the term and conditions determined exclusively by the HSE Board. An extension denial cannot be appealed and will be final.
- The HSE Board shall have sole discretion in awarding grants. There is no proprietary right to receive grant funds.
- Applicant is to provide photographs of the project site as part of the application request and after the project is completed, as a condition of final grant funding.
- Applicant is required to obtain applicable permits and approvals required for the project regardless of award status.
- When the project has been completed and reviewed, the Applicant will present the HSE Board with copies of paid invoices, including copies of canceled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.



# Demolition Grant APPLICATION



Email or send this completed form with all required items by **12:00 p.m. (noon) on the FIRST BUSINESS DAY OF THE MONTH** programs@HoustonSE.org or send to the HSE office at 5445 Almeda Suite #503, Houston, TX 77004

QUESTIONS? Call Us 713.942.0500

Applicant Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Building/Property Owner (if different): \_\_\_\_\_  
Current Building Name (if applicable): \_\_\_\_\_  
Physical Building Property Address: \_\_\_\_\_

**Provide a list of Contractors, Proposals, and Total Amounts** - please attach original proposals.

**Self-contracted Work:** Reimbursement for legitimate expenses; excluding labor.

**Construction Bids:** must be current and dated no earlier than thirty (30) days prior to the request.

**Bids:** must be itemized to allow the HSE Board to determine components and authenticity.

**Provide details of Demolition Grant project:**

*Attach photographs of the project site and attach additional paper or in email if needed*

---

---

---

---

---

**Total Cost of Proposed Project:** \$ \_\_\_\_\_

**Eligible Amount Requested** (50%, up to \$10,000 max): \$ \_\_\_\_\_

**Applicant's Signature & Date:**

Signature: \_\_\_\_\_

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

**DATES TO REMEMBER:**

- Work must commence sixty (60) days after final approval.
- Work must be completed six (6) months after final approval.

**BOX RESERVED FOR HSE BOARD ONLY**

Recommended: \$ \_\_\_\_\_

Approved     Rejected

Signature: \_\_\_\_\_

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



# Demolition Grant **AGREEMENT**

QUESTIONS? 

Call Us 713.942.0500



**Email completed agreement  
with all necessary items to**

programs@HoustonSE.org or send to the HSE office at  
5445 Almeda Suite #503, Houston, TX 77004

I (applicant name) \_\_\_\_\_ have met with (names) \_\_\_\_\_

and understand the Demolition Grant program. I will utilize these funds for the project(s) in support of the HSE revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project. I also understand that the intentional deception or misuse of this program for financial gain is fraud and will be reported to authorities.

I understand that if I am awarded a Demolition Grant, any deviation from the approved project can result in withdrawal of the grant. Further, I understand the materials and processes involved, and have been given an opportunity to ask questions regarding the Grant Program.

Should HSE find that Grantee has not maintained the required commercial status of the property in accordance with the terms of this Agreement or should HSE find that Grantee has breached any other term of this Agreement; the Grantee agrees to repay all Grant monies that have been disbursed by HSE to Grantee as remedy for the default.

Repayment shall be made by Grantee within 30 days of receipt of a written demand from HSE. Failure to timely repay the Grant shall constitute a breach of this Agreement.

## **APPLICANT**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

## **BUILDING / PROPERTY OWNER'S SIGNATURE** (if different from applicant)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

## **HSE BOARD**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

## **REMEMBER:**

Work must commence sixty (60) days from date of this agreement and be completed within six (6) months.