

Buda Local Enterprise Assistance Program (LEAP)

1. Introduction

1.1 Purpose

The purpose of the Small Business Incentive is to assist new or existing Buda-based small businesses to achieve growth and expansion by promoting new development, business expansion, and renovation of existing buildings/businesses in accordance with the City of Buda building regulations.

1.2 Objectives

- Promote new development within Buda.
- Support business expansion and renovation of existing buildings.
- Ensure compliance with the City of Buda building regulations.

1.3 Scope

This document covers the process for applying and receiving incentives through the Buda LEAP program. It includes eligibility requirements, types of incentives, application procedures, and the roles and responsibilities of the involved parties.

2. Process Overview

2.1 Process Description

The Buda LEAP process involves applying for financial incentives to support small businesses in Buda, TX. The incentives cover building improvements, workforce training, equipment purchases, and marketing. The process includes application submission, review, approval, and reimbursement.

2.2 Key Terms and Definitions

- **BEDC:** Buda Economic Development Corporation
- **ETJ:** Extraterritorial Jurisdiction
- **CO:** Certificate of Occupancy

3. Eligibility Requirements

3.1 Location

Businesses must be located in, or in the process of opening in, the City Limits of Buda, TX, or the Buda ETJ. [Click](#) to ensure your property is eligible. Capture a screenshot of your location to attach to your application. (Appendix A)

3.2 Compliance

The proposed project must comply with applicable regulations, city-approved planning studies, comprehensive plan designations, City Ordinances, building codes, and the Americans with Disabilities Act.

3.3 Quotes/Estimates

Incentive applicants must supply at least one quote/estimate for the proposed work, preferably from local contractors. (Appendix B)

3.4 Current Standing

All bills, charges, or taxes due to the City of Buda must be current. Call the City of Buda to verify.

3.5 Authorization

For building improvement/beautification, tenants must provide written authorization from the property owner. (Appendix C)

3.6 Home-Based Businesses

Home-based businesses are eligible if they have an annual gross revenue total greater than \$20,000 and have been open for at least one year. A copy of the previous IRS business tax return must be provided with the application. (Appendix D)

3.7 Performance Agreement

All incentive recipients shall sign a Performance Agreement with the Buda EDC.

3.8 Commitment

Businesses must stay open in Buda for one year from the incentive completion date. If not, they must repay 100% of the incentive funds received.

3.9 Promotional Use

By applying, applicants consent to the BEDC using their business name, incentive amount, logo, photographs, and the purpose of the incentive for promotional purposes.

4. Types of Incentives

4.1 Building Improvements/Public Facing Beautification

- **Exterior Incentive:** Reimbursement funding for well-designed improvements to the exterior front of the business. The purpose is to create a more attractive image while making it more accessible for customers and the community to enjoy. *Eligible project examples include attached signage, building entrances, doors, painting, windows, awnings, brick repointing, stone, landscape, hardscape, and improvements to prevent crime (motion sensor lighting).*
- **Interior Incentive:** Reimbursement funding for interior renovations and permanent improvements. *Eligible project examples include repairs to ceiling, grease trap, accessibility improvements for persons with disabilities, upgrades to electrical and plumbing systems, and new tenant space build-out.*

4.2 Workforce & Training

Reimbursement for costs associated with skill training or certification for new or existing employees.

4.3 Equipment & Software

Reimbursement for the purchase of software or equipment necessary for conducting business.

4.4 Marketing

Reimbursement for marketing expenses to increase business and achieve a greater return on investment. Marketing materials must include a specific Buda-related tagline such as “Made in Buda”, “Located in Buda”, “Proudly Rooted in Buda”, “Born in Buda”, “Buda Business”, “Buda Made”, or “Located in historic downtown Buda”.

5. Incentive Amounts

- **Reimbursement Incentives (except Marketing):** Up to \$10,000 per business per year.
- **Marketing Incentives:** Up to \$3,000 per business per year.

Fiscal Year: The BEDC year is October 1 through September 30.

6. Incentive Application

Each applicant must demonstrate, with supporting documentation, how an incentive award would promote new or expanded business development in Buda. The decisions of the Buda Economic Development Corporation Board of Directors are final.

7. Board Oversight and Discretion

The Buda Small Incentive is sponsored, funded, and monitored by the Buda Economic Development Corporation Board of Directors. The Board may amend, adjust, or eliminate the program at any time. Incentives are competitive and awarded on a first-come, first-served basis until program funds are depleted.

8. Application and Reimbursement Process

8.1 Apply Online

Submit the application [online](#).

Note: All necessary [permits](#) must be secured from the City of Buda prior to submitting your application.

8.2 Review by Incentive Committee

Initial review by the incentive committee occurs at a regularly scheduled monthly meeting. *Note: Review may take up to 45 days.*

8.3 Review by BEDC Board

Final review and approval by the BEDC Board occurs at a regularly scheduled monthly meeting. Meeting information may be found [online](#).

8.5 Award Letter

If approved, the business will receive an award letter from the BEDC within one week of monthly board meeting.

8.6 Performance Agreement Execution

A performance agreement will be generated for e-signature of all parties.

8.7 Reimbursement Submission

Upload copies of all paid invoices, including canceled checks and/or credit card receipts, to the online portal for a one-time reimbursement. BEDC reimbursements are mailed bi-weekly.

8.8 Completion

Reimbursements must be completed within 6 months of performance agreement execution.

8.9 Exit Survey

Complete the Exit Survey in the online portal upon project completion.

9. Notes

The applicant must agree that in the event of default, they shall repay the BEDC the amount of incentive funds received within 30 days of default. Payment shall be in the form of a cashier's check or money order made payable to the Buda Economic Development Corporation.

10. Appendices

Appendix A: Location Eligibility Verification

Appendix B: Quotes/Estimates of Work

Appendix C: Landlord Letter/Property Owner Authorization

Appendix D: IRS Return (if home-based)