

Bastrop Economic Development Corporation
Board of Directors - Meeting Agenda
Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8870



Monday, October 19, 2026
5:00 PM

Bastrop Economic Development Corporation (BEDC) meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

The BEDC Board reserves the right to reconvene, recess, or realign the Regular Session or call Executive Session or order of business at any time prior to adjournment.

1. CALL TO ORDER

2. PUBLIC COMMENT(S)

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the BEDC Board must complete a citizen comment form prior to the start of the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the BEDC Board cannot discuss issues raised or make any decision at this time. Instead, the Board is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry.

3. PRESENTATIONS AND STAFF REPORTS

- [3.A](#) Update and discussion, including but not limited to receiving any necessary direction from the Board on the BEDC Small Business Emergency Stabilization and Reinvestment (Downtown Pilot Program) Grant Projects.

Submitted by: Jill Strube, PhD, BEDC Business and Community Development Manager

4. REGULAR BUSINESS

- [4.A](#) Approval of meeting minutes from the Regular Meeting of August 24, 2026.

Submitted by: Angela Ryan, BEDC Operations Manager, CEcD

- [4.B](#) Consideration, discussion, and possible action on BEDC Resolution 2026-13 approving the subdivision of property located at 1500 Business Park Drive in the Bastrop Business and Industrial Park, owned by Terry Coghlan.

Submitted by: Angela Ryan, BEDC Operations Manager, CEcD

5. EXECUTIVE SESSION

- 5.A The Bastrop EDC Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:
- 1) Section 551.087 Deliberation regarding economic development negotiations - Sendero
 - 2) Section 551.087 Deliberation regarding economic development negotiations - Marriott Partners
- 5.B The Bastrop EDC Board of Directors will reconvene into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein.

6. ADJOURNMENT

CERTIFICATE

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place convenient and readily accessible to the general public, as well as to the BEDC's website, www.bastropedc.org/about/board-materials and said Notice was posted on the following date and time: October 13, 2026, at 5:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/ Angela Ryan
Angela Ryan, Operations Manager



STAFF REPORT

MEETING DATE: October 19, 2026

TITLE: Update and discussion, including but not limited to receiving any necessary direction from the Board on the BEDC Small Business Emergency Stabilization and Reinvestment (Downtown Pilot Program) Grant Projects.

AGENDA ITEM SUBMITTED BY:

Jill Strube, PhD, Business and Community Development Manager (BEDC)

BACKGROUND/HISTORY:

BEDC Staff apprised the BEDC Board during its quarterly update in August about the work that had been undertaken to support the small business community through two distinct grant programs:

- Small Business Emergency Stabilization Grant
- Reinvestment (Downtown Pilot Program) Grant

The purpose of both programs is to support our local businesses in their efforts to secure the funding they need to continue operating in the City of Bastrop. The Emergency Stabilization grant would provide funds for unexpected issues that would force a business to close its doors and may prevent it from opening again. The Reinvestment grant would provide funds to help downtown business and building owners ensure their space is brought up to code, complies with ADA requirements, and meets new Use Ordinance requirements.

The most recent drafts have been provided to the legal team at Rampage Law. Because both programs will surpass the \$10,000 threshold, they both must be approved by the BEDC Board and Bastrop City Council (with two readings and a public hearing). Both programs depend on TLG § 505.158. This Chapter requires the Board to determine that these expenditures promote new or expanded business development. Upon legal review of the draft proposals, the Downtown Reinvestment Grant fits that authority, although it needs procedural and contract work. However, the Emergency Stabilization Grant is on much weaker ground and is legally problematic.

BEDC and Downtown Bastrop Staff members are therefore updating the Board on both grant programs in preparation to request direction from the Board on whether to pursue each program, and if so, to provide Policy Direction as appropriate.

FISCAL IMPACT:

None at this time

RECOMMENDATION:

Convene at least one Workshop with BEDC Board members, the BEDC Lawyer, and other stakeholders to discuss details and consider Policy Direction to be provided to staff at a later date.

ATTACHMENTS:

- 1) Small Business Emergency Stabilization Grant Draft
- 2) Reinvestment (Downtown Pilot Program) Grant Draft



Bastrop Small Business Emergency Stabilization Grant Program

I. Program Purpose

The purpose of the **Emergency Stabilization Grant Program** is to provide short-term financial assistance to eligible small businesses experiencing temporary hardship due to unexpected emergencies or economic disruptions impacting business operations within the City of Bastrop.

The program is intended to:

- Help businesses remain operational after facing an emergency
- Preserve local jobs
- Prevent business closures
- Support economic resiliency
- Maintain commercial occupancy and sales tax activity

II. Funding Availability

Grant awards are subject to:

- Annual BEDC budget approval
- Availability of funds
- Program guidelines
- Approval by BEDC Board of Directors

Funding is not guaranteed.

III. Application Timeline

Phase	Timeline
Applications Open	Rolling basis or declared emergency activation until all funds are expended for the fiscal year
Review Period	Within 14 business days
Award Notification	Within 15 business days
Fund Distribution	Within 10 business days after approval

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IV. Potential Grant Award Amount

Businesses with 50 or fewer full-time equivalent (FTE) employees may request up to \$10,000 of emergency funds.

BEDC may award less than the requested amount.

BEDC may award full or partial funding based on:

- Demonstrated need
- Available funding
- Economic impact
- Number of applicants

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V. Matching Requirement

The Emergency Stabilization Grant Program does not require matching funds.

VI. Applicant Eligibility Requirements

Eligible Applicants

Eligible applicants include:

- For-profit businesses legally operating within the City of Bastrop
- Commercial property owners within the City of Bastrop
- Building owners leasing to commercial tenants
- Long-term commercial tenants with written property owner authorization

Applicants must:

- Be a for-profit business legally operating within Bastrop city limits
- Have operated continuously for at least 12 months prior to application
- Employ 50 or fewer full-time equivalent (FTE) employees
- Generate less than \$1 million in annual net revenue
- Be in good standing with state and local regulations
- Create a plan of action with Development Services to become code compliant if necessary

Business must provide documentation proving:

- Financial hardship caused by the emergency event as defined as:
 1. At least a 20% temporary revenue loss AND/OR
 2. Physical/property damage AND/OR
 3. Operational disruption for longer than five normal (5) business days for the applicant

Applicants must certify and provide documentation showing that the requested repairs would not occur without BEDC funding. Projects that can be fully financed through the business's own resources are ineligible. To qualify, the applicant must show that the project either cannot proceed or could not have proceeded without BEDC support.

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Ineligible Applicants

The following are not eligible:

- *Businesses with sufficient resources to self-fund expenses are not eligible*
- Residential-only properties
- Nonprofit organizations
- Home-based businesses outside the downtown district
- Businesses involved primarily in gambling, payday lending, sexually oriented businesses, or illegal activities
- Applicants with outstanding judgments with the City or BEDC

VII. Eligible Emergency Situations*

Funding may be available for businesses impacted by:

- Fire damage
- Flooding, severe weather, or natural disasters
- Utility interruptions
- Major equipment failure
- Mandatory road closures or infrastructure projects
- Public health emergencies
- Temporary building displacement
- Cybersecurity incidents/ransomware recovery
- Supply chain disruptions
- Sudden revenue interruption caused by declared emergencies

*** BEDC reserves the right to determine eligible emergency events.**

VIII. Eligible Uses of Funds***Eligible Expenses**

Grant funds may be used for:

- Rent or mortgage assistance
- Utility payments
- Payroll retention
- Inventory replacement
- Equipment repair/replacement, including technology
- Temporary relocation expenses
- Insurance deductibles
- Professional recovery services and cleanup costs

*** BEDC reserves the right to determine eligible emergency expenses.**

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Ineligible Expenses

Grant funds may NOT be used for:

- Owner distributions or bonuses
- Personal expenses
- Taxes owed to taxing authorities
- Political contributions
- Debt refinancing
- Legal settlements
- Alcohol, tobacco, or gambling-related inventory
- Expansion projects unrelated to recovery
- Real estate acquisition
- Franchise fees

IX. Project Requirements

All projects must:

- Begin within 30 days of grant approval
- Be completed within 6 months unless extension is approved
- Provide the BEDC with a final report no more than 30 days after project completion

Construction projects must:

- Comply with all applicable building codes
- Obtain required permits prior to construction
- Use licensed contractors where required

X. Application Requirements

Businesses seeking assistance through the BEDC Emergency Grant Program must submit a complete application along with all required supporting documents. The BEDC will not review incomplete applications.

Applicants must demonstrate financial need and confirm that the proposed expenses would not be feasible *but for* BEDC assistance.

If the project includes repair/replacement, three competitive bids or estimates are required unless the applicant provides documentation showing that fewer than three could be obtained. The applicant must identify the selected contractor or vendor and provide a brief justification for the choice. The project must be a like-for-like repair or replacement. If the applicant chooses a more expensive option, the applicant is responsible for the additional cost.

Applications must include:

- Completed application form
- Project description
- Project Budget
- BEDC Vendor packet/W-9
- Proof of property ownership or lease
- Property owner authorization (if applicable)

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- Contractor estimates (if applicable)
- Photos of existing conditions (if applicable)
- Preliminary plans/renderings if available
- Proof of insurance/proof of insurance claim if applicable
- Tax verification documentation

Other required documentation is listed on the Checklist in Section XVII. BEDC may request additional documentation.

XI. Grant Application/Award Process

1. Assembling the Application

The applicant must complete the BEDC Emergency Grant Application and provide the required supporting documents, including evidence of financial need. See the Checklist in Section XVII. The BEDC will not review incomplete applications.

2. Obtaining Three Competitive Bids for any expenses \$3,000 or greater

To ensure fair pricing and responsible use of public funds, the applicant must obtain three written bids or estimates for the proposed professional services, repair, replacement, or equipment purchase (if applicable to the grant request).

- Bids must come from properly licensed contractors or vendors.
- Bids must be included in the application packet.
- If three bids cannot be obtained, the applicant must provide a written explanation and documentation of attempts made.

3. Applicant's Selection of Contractor or Equipment

The applicant must identify:

- Which contractor or vendor they selected;
- The quoted amount; and
- The justification for choosing that provider (price, availability, timeline, specific expertise, etc.).

4. "Like-for-Like" Requirement and Match Structure

The grant is intended to support *equivalent replacement* of damaged equipment or infrastructure.

- The BEDC will fund a "like-for-like" repair or replacement of the damaged item.
- No match is required; HOWEVER, if the applicant chooses a higher-priced upgrade or more expensive model, the applicant is responsible for paying any cost difference.
- BEDC participation is limited to the reasonable cost of restoring the business to its prior operating condition.

5. Application Submission

The applicant must submit a completed BEDC Emergency Grant Application along with required supporting documents, including evidence of financial need. The BEDC will not review incomplete applications.

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6. BEDC Review and Approval

BEDC staff will review the completed application, supporting documents, bid summaries, and financial justification. Recommendations will then be provided to the BEDC Bridge to Business ad hoc committee for final approval or denial based on statutory requirements and program guidelines. Applications will be evaluated using the Program Scoring Matrix in Section XII.

Recommendations may be forwarded to:

- BEDC Executive Director
- BEDC Board of Directors
- City Council if required

BEDC reserves the right to:

- Approve the grant request
- Deny the grant request
- Request revisions
- Partially fund projects
- Establish funding conditions

7. FOR AWARDED GRANTS: Contract and Recipient Payment Process

The recipient (formerly, the applicant) will enter into a contract with the BEDC that provides the specific scope of work and cost estimates. After work has been completed, the recipient will provide all invoices to the BEDC for reimbursement.

- The recipient must submit a Vendor Packet/W9 to be reimbursed for any expenses.
- The BEDC will directly pay the expenses within 30 days of receiving an invoice for approved work or equipment.
- If circumstances require work to begin immediately or if repairs must be made before approval, the BEDC may reimburse the applicant for eligible expenses. Receipts and proof of payment must be submitted for reimbursement. BEDC reimbursement of expenses is not guaranteed.

8. FOR AWARDED GRANTS: Insurance and Reimbursement Requirement

If the recipient (formerly the applicant) later receives insurance proceeds that cover any portion of the repair or replacement costs paid for by the BEDC, the applicant must reimburse the BEDC in an amount equal to the insurance payment attributable to the grant-funded portion of the project.

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9. FOR AWARDED GRANTS: Post-Award Obligations

Grant recipients are required to meet the obligations specified in Section XIII to complete the grant program.

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XII. Priority Evaluation Criteria

Applications may be prioritized based on:

Criteria	Maximum Points
Demonstrated Financial Hardship	30
Number Of Jobs Retained	25
Impact On Sales Tax	20
Downtown Or Targeted Corridor Location	10
Length Of Operation in Bastrop	10
Match Contribution from Owner (Optional)	5
TOTAL	100

XIII. Business Obligations After Award

Recipients must agree to:

- Remain operational in Bastrop for at least 12 months after receiving funds
- Provide the following:
 - Final Report, provided within 30 days after the project has been completed
 - Written report and profit & loss statement one year after approval
 - Employment numbers
 - Use of grant funds
- Maintain all records for a minimum of three years

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Businesses found misusing funds will:

- Be required to repay grant funds
- Become ineligible for future BEDC programs

XIV. Grant Award Funding Process

Businesses may be funded through one or more options:

1. Reimbursement to Recipient

Businesses may need to be reimbursed for expenses incurred immediately because of the emergency. To be reimbursed, businesses must submit the following paperwork, which will be subject to approval:

- Paid invoices
- Receipts
- Proof of payment

2. Advance Funding Option

For severe hardship cases, BEDC may provide:

- Up to 50% upfront
- Remaining balance reimbursed after documentation

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XV. Other Requirements

Clawback Provision

BEDC will require repayment if:

- False information was provided
- Funds were used for unauthorized purposes
- Business ceases operation within 12 months without approved extenuating circumstances
- Property is intentionally left vacant following improvements
- Required permits were not obtained
- Business relocates outside City of Bastrop

Public Purpose Statement

The Program serves a valid public purpose by:

- Supporting businesses needing emergency stabilization
- Enhancing commercial occupancy
- Improving public safety
- Encouraging economic activity
- Supporting small business retention

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Non-Discrimination

Applicants shall comply with all applicable federal, state, and local non-discrimination laws.

Program Amendments

BEDC reserves the right to amend program guidelines at any time.

For Questions

Contact the Bastrop Economic Development Corporation (BEDC) at 512-332-8870 or info@bastropedc.org for questions or more information.

XVI. Additional Resources

If this grant program will not provide all the funding you need to mitigate your emergency, you may be eligible for other programs, including (but not limited to) the following.

[BEDC Revolving Loan Program](#). The Bastrop Economic Development Corporation's Revolving Loan Fund (RLF) program is designed to support local businesses by offering accessible financing options. This program is ideal for small businesses and entrepreneurs who may not meet traditional lending requirements but have a vision for growth and community impact.

[SBA Disaster Loans](#): SBA's low-interest disaster loans are designed to help businesses of all sizes, homeowners, renters, and private nonprofit organizations recover from declared disasters. Repair existing damage, reduce future risks, or get help with financial obligations.

[Bastrop County Long Term Recovery Team](#). The Bastrop County Long Term Recovery Team (BCLTRT) is dedicated to helping people in the Bastrop County community prepare for, respond to, and recover from disasters. BCLTRT is a trusted resource for individuals and families navigating the challenges of rebuilding their lives after fires, floods, and other emergencies. BCLTRT works alongside local organizations, government agencies, and volunteers to provide relief, recovery resources, and long-

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term assistance to those in need. Their mission is to ensure that no one in Bastrop County faces disaster recovery alone.

XVII. Application Checklist

The completed BEDC Emergency Grant Application form must include:

- ☐ Contact information
- ☐ Project Description
- ☐ Project Budget
- ☐ Explanation of financial need (*but-for* requirement)
- ☐ Amount and of source of match, if applicable
- ☐ Confirmation that the project is like-for-like, if applicable
- ☐ Description and documentation of damage or losses, including photos as applicable
- ☐ Description of repair or equipment replacement, if applicable
- ☐ Three written bids/estimates, or explanation if three cannot be obtained
- ☐ Identification of chosen contractor/vendor
- ☐ Brief justification for contractor/vendor selection
- ☐ Proof of Insurance and claim status (filed/not filed)
- ☐ Agreement to reimburse BEDC if insurance later covers the repair

Additional Requirements

- ☐ Driver's License or government-issued ID (copy)
- ☐ Required business verification documents
 - ☐ BEDC Vendor Packet/W-9 form
 - ☐ Business lease or proof of ownership (copy)
 - ☐ Property owner authorization (if applicable)
- ☐ Required financial documentation
 - ☐ Tax verification documentation--Most recent business tax return (copy)
 - ☐ Profit & loss statement (copy)
- ☐ Invoices/receipts if requesting reimbursement for emergency expenses paid prior to grant award
- ☐ Photos or drawings of current conditions, if requesting repair/replacement
- ☐ Preliminary plans/renderings, if available and applicable
- ☐ Code Compliance plan of action with Development Services, if applicable

Required Documents Post Grant Award

- ☐ Contract with BEDC outlining specific grant parameters and responsibilities
- ☐ Invoices/receipts if requesting reimbursement
- ☐ Final Report, provided within 30 days after the project has been completed

I have read and agree with this page. (Initial) _____

BEDC Emergency Stabilization Grant Application Form

DATE: _____

Contact Information

Business Name: _____

Applicant Name: _____

Title: _____

Phone: _____

Email: _____

Business Address: _____

☐ I am the Business Owner.

☐ I am the Building Owner.

Project Description: Provide a brief description of the emergency event and the purpose of the requested assistance.

Purpose of Requested Assistance (Eligible Expenses)

- ☐ Rent or mortgage assistance
- ☐ Utility payments
- ☐ Payroll retention
- ☐ Inventory replacement
- ☐ Equipment repair/replacement, including technology
- ☐ Temporary relocation expenses
- ☐ Insurance deductibles
- ☐ Professional recovery services and cleanup costs
- ☐ Other: _____

NOTE: Other expenses will be considered on a case-by-case basis

Project Budget

Item	Vendor	Purpose (see eligible expenses)	Amount (\$)
EXAMPLE: Equipment	We R Equipment	Equipment Replacement	\$5,000
TOTAL PROJECT COST			
MATCH (if any)			
TOTAL GRANT REQUEST			

* Add lines if necessary

Explanation of Financial Need (But-For Requirement): Explain why the project or repairs could not occur but for BEDC assistance.

Match Contribution (If Applicable)

Match Amount: _____

Source(s) of Match: _____

Confirmation of Like-for-Like Replacement (If Applicable): Describe how the proposed repair or replacement restores the business to its prior condition.

Description & Documentation of Damage or Losses: Describe the damage or losses. Attach photos or supporting documentation.

Repair or Equipment Replacement Details (If Applicable): Describe the repairs or equipment to be replaced.

Bids/Estimates (If Applicable)

Bid 1 Amount & Vendor: _____

Bid 2 Amount & Vendor: _____

Bid 3 Amount & Vendor: _____

Attach documentation showing these three bids.

If three bids could not be obtained, explain why:

Chosen Contractor or Vendor

Selected Vendor: _____

Amount: _____

Reason for Selection (price, timeline, expertise, etc.):

Insurance Status

Proof of Insurance Attached: ☐ Yes ☐ No (If “No” why not?)

Insurance Claim Filed: ☐ Yes ☐ No (If “No” why not?)

Agreement to Reimburse BEDC: If insurance later covers repairs funded by the grant, applicant agrees to reimburse BEDC.

☐ I agree

Additional Requirements

- ☐ Driver's License or government-issued ID (copy)
- ☐ Required business verification documents
 - ☐ BEDC Vendor Packet/W-9 form
 - ☐ Business lease or proof of ownership (copy)
 - ☐ Property owner authorization (if applicable)
- ☐ Required financial documentation
 - ☐ Tax verification documentation--Most recent business tax return (copy)
 - ☐ Profit & loss statement (copy)
- ☐ Invoices/receipts if requesting reimbursement for emergency expenses paid prior to grant award
- ☐ Photos or drawings of current conditions, if requesting repair/replacement
- ☐ Preliminary plans/renderings, if available and applicable
- ☐ Code Compliance plan of action with Development Services, if applicable

Required Documents Post Grant Award

- ☐ Contract with BEDC outlining specific grant parameters and responsibilities
- ☐ Invoices/receipts if requesting reimbursement
- ☐ Final Report, provided within 30 days after the project has been completed

XIX. Acknowledgment and Acceptance: Applicant

☐ By checking this box, I certify that I am the Business Owner.

☐ By checking this box, I certify that I am also the Building Owner.

I certify that I have read and understood all statements, requirements, terms, and conditions contained in this document and any incorporated attachments. By signing below, I acknowledge and agree to be bound by them. I further certify that the information provided is true and correct to the best of my knowledge and that I am authorized to execute this document.

Applicant Signature Block

Authorized Signature: _____

Printed Name: _____

Title: _____

Organization/Company: _____

Date: _____

XX. Acknowledgment and Acceptance: Building Owner (If Different)

☐ By checking this box, I certify that I am the Building Owner.

I certify that I have read and understood all statements, requirements, terms, and conditions contained in this document and any incorporated attachments. By signing below, I acknowledge that I agree that the business owner is allowed to make the improvements as outlined herein. I further certify that the information provided is true and correct to the best of my knowledge and that I am authorized to execute this document.

Building Owner Signature Block

Authorized Signature: _____

Printed Name: _____

Title: _____

Organization/Company: _____

Date: _____



Bastrop Reinvestment Grant: Downtown Pilot Program

I. Program Purpose

The purpose of the **Reinvestment Grant Downtown Pilot Program** is to support the revitalization, activation, safety, and continued economic vitality of Downtown Bastrop through financial assistance for code compliance, life safety, accessibility, and tenant improvement projects.

The program is designed to:

- Encourage occupancy and reuse of downtown commercial buildings
- Improve life safety and building code compliance
- Support ADA accessibility improvements
- Reduce barriers to small business occupancy
- Encourage private investment in downtown buildings
- Improve the long-term viability of historic commercial properties
- Promote economic activity, sales tax generation, and job retention
- Support downtown revitalization and business recruitment efforts

The program shall be administered by the Bastrop Economic Development Corporation ("BEDC") and the Bastrop Main Street Program.

Eligible properties must be located within the official Downtown Bastrop district boundaries as established by BEDC and/or the City of Bastrop. BEDC reserves the right to update eligible boundaries.

II. Funding Availability

Grant awards are subject to:

- Annual BEDC budget approval
- Availability of funds
- Program guidelines
- Approval by BEDC Board of Directors

Funding is not guaranteed.

III. Application Timeline

Phase

Applications Open
Review Period
Award Notification
Fund Distribution

Timeline

Rolling basis until all funds are expended for the fiscal year
Within 90 days
Within 5 business days after final approval
Based on reimbursement schedule to be established by contract

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IV. Potential Grant Award Amounts

Category	Maximum Grant
Small Interior Improvement Project	Up to \$5,000
Major Code Compliance Project	Up to \$10,000

BEDC may award less than the requested amount.

BEDC may award full or partial funding based on:

- Demonstrated need
- Available funding
- Economic impact
- Number of applicants

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V. Matching Requirement

The Reinvestment Grant Program shall operate as a reimbursement-based matching grant. Applicants must provide a minimum private match equal to at least 50% of total project costs. For example:

Total Project Cost	BEDC Maximum Contribution
\$10,000	\$5,000 max
\$20,000 or more	\$10,000 max

Matching funds may include:

- Cash investment
- Commercial financing
- Property owner investment

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In-kind labor is not eligible as match unless specifically approved by BEDC.

VI. Applicant Eligibility Requirements

Eligible Applicants

Eligible applicants include:

- For-profit businesses legally operating within the City of Bastrop
- Commercial property owners within the City of Bastrop
- Building owners leasing to commercial tenants
- Long-term commercial tenants with written property owner authorization

Applicants must:

- Be located within the Main Street Program District (during FY 2026-27 Pilot Project)
- Be current on all taxes and fees
- Maintain all required licenses and permits
- Be in good standing with the City of Bastrop and BEDC
- Create a plan of action with Development Services to become code compliant if necessary

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Ineligible Applicants

The following are not eligible:

- *Businesses with sufficient resources to self-fund expenses are not eligible*
- Residential-only properties
- Nonprofit organizations
- Home-based businesses outside the downtown district
- Businesses involved primarily in gambling, payday lending, sexually oriented businesses, or illegal activities
- Applicants with outstanding judgments with the City or BEDC

VII. Eligible Uses of Funds**Eligible Expenses**

Eligible projects must directly support occupancy readiness, code compliance, life safety, accessibility, compliance with the Downtown Bastrop Uses Ordinance, or tenant activation. Eligible improvements include:

Life Safety Improvements

- Knox boxes (required by the Fire Department)
- Fire sprinkler systems
- Fire alarms
- Smoke detection systems
- Fire-rated doors
- Emergency exit improvements
- Occupancy-related fire code upgrades
- Emergency lighting
- Exit signage

ADA Accessibility Improvements

- ADA-compliant restrooms
- Accessible entrances
- Ramps
- Door widening
- Accessibility hardware
- Accessibility improvements required by code

Building Systems Improvements

- Electrical upgrades
- Plumbing upgrades
- HVAC systems required for occupancy
- Ventilation improvements
- Commercial kitchen code compliance improvements

Tenant Finish-Out Improvements

- Interior framing
- Permanent flooring

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- Ceiling systems
- Interior lighting
- Drywall
- Permanent fixtures
- Finish-out improvements related to occupancy requirements

Structural and Stabilization Improvements

- Roof stabilization
- Foundation stabilization
- Structural reinforcement tied to occupancy
- Water intrusion mitigation
- Improvements that will support the Downtown Business Uses ordinance

Professional Services

- Architectural plans
- Engineering reports
- Accessibility studies
- Permit fees
- Fire safety consulting

Professional services may not exceed 15% of total grant award.

Façade Projects

- Structural exterior repairs
- Painting the exterior, with Historic Landmark Commission (HLC) and/or Main Street Program approval, as applicable

Façade projects will be considered on a limited basis and will receive fewer points than life/safety and Code/ADA Compliance Improvements.

Within the Main Street Corridor, all façade projects must have approval from the Historic Landmark Commission (HLC) and/or Main Street Program, as applicable.

Ineligible Expenses

Grant funds may NOT be used for:

- Furniture or décor
- Inventory
- Appliances that are not permanently attached
- Routine maintenance
- Landscaping
- Franchise fees
- Operating expenses
- Payroll
- Debt refinancing
- Property acquisition
- Improvements completed prior to approval

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VIII. Project Requirements

All projects must:

- Begin within 90 days of grant approval
- Be completed within 12 months unless extension is approved
- Provide the BEDC with a final report no more than 30 days after project completion

Construction projects must:

- Comply with all applicable building codes
- Obtain required permits prior to construction
- Use licensed contractors where required

No construction may begin prior to written BEDC approval.

Any projects started before the grant has been awarded are automatically ineligible.

IX. Application Requirements

Applications must include:

- Completed application form
- BEDC Vendor packet/W-9
- Proof of property ownership or lease
- Property owner authorization (if applicable)
- Contractor estimates (if applicable)
- Project description
- Project Budget
- Photos of existing conditions
- Preliminary plans/renderings (if applicable and available)
- Proof of insurance
- Documentation of matching funds (amount and source)
- Tax verification documentation

Other required documentation is listed on the Checklist in Section XVI. BEDC may request additional documentation.

X. Grant Application/Award Process

1. Assembling the Application

The applicant must complete the BEDC Emergency Grant Application and provide the required supporting documents, including evidence of financial need. See the Checklist in Section XVII. The BEDC will not review incomplete applications.

2. Obtaining Three Competitive Bids for any expenses \$3,000 or greater

To ensure fair pricing and responsible use of public funds, the applicant must obtain three written bids or estimates for the proposed professional services, repair, replacement, or equipment purchase (if applicable to the grant request).

- Bids must come from properly licensed contractors or vendors.

I have read and agree with this page. (Initial) _____

- Bids must be included in the application packet.
- If three bids cannot be obtained, the applicant must provide a written explanation and documentation of attempts made.

3. Applicant's Selection of Contractor or Equipment

The applicant must identify:

- Which contractor or vendor they selected;
- The quoted amount; and
- The justification for choosing that provider (price, availability, timeline, specific expertise, etc.).

4. Match Structure

The Bastrop Reinvestment grant program requires a minimum private match equal to at least 50% of total project costs. Applications that do not meet this requirement are automatically ineligible. The applicant must provide information about the source and amount of the required match.

5. Application Submission

The applicant must submit a completed BEDC Bastrop Reinvestment Grant Application along with required supporting documents, including evidence of financial need. The BEDC will not review incomplete applications.

6. BEDC Review and Approval

BEDC staff will review the completed application, supporting documents, bid summaries, and financial justification. Recommendations will then be provided to the BEDC Bridge to Business ad hoc committee for final approval or denial based on statutory requirements and program guidelines. Applications will be evaluated using the Program Scoring Matrix in Section XI.

Recommendations may be forwarded to:

- BEDC Executive Director
- BEDC Board of Directors
- City Council if required

BEDC reserves the right to:

- Approve the grant request
- Deny the grant request
- Request revisions
- Partially fund projects
- Establish funding conditions

7. FOR AWARDED GRANTS: Contract and Recipient Payment Process

The recipient (formerly, the applicant) will enter into a contract with the BEDC that provides the specific scope of work and cost estimates. After work has been completed, the recipient will provide all invoices to the BEDC for reimbursement.

- The recipient must submit a Vendor Packet/W9 to be reimbursed for any expenses.
- The BEDC will directly pay the expenses within 30 days of receiving an invoice for approved work or equipment.

I have read and agree with this page. (Initial) _____

8. FOR AWARDED GRANTS: Post-Award Obligations

Grant recipients are required to meet the obligations specified in Section XII to complete the grant program.

XI. Project Evaluation Criteria

Applications may be prioritized based on:

Criteria	Max Points
Code Compliance/Life Safety Impact	25
Activation of Vacant Space/Compliance with Downtown Bastrop Uses Ordinance	25
ADA Accessibility Improvement	15
Private Investment (Match)	15
Historic Preservation Benefit	10
Project Readiness	5
Façade Improvements	5
TOTAL	100

XII. Grant Award Reimbursement Process

The Program shall operate on a reimbursement basis.

Grant funds shall only be disbursed after:

- Completion of approved work
- Submission of paid invoices
- Submission of proof of payment
- Final inspection if required
- Verification of permit closure if applicable

BEDC may conduct site inspections before reimbursement.

XIII. Performance Requirements

Grant recipients must:

- Maintain active commercial occupancy for a minimum of 12 months following reimbursement
- Maintain improvements in good condition
- Comply with all program requirements
- Allow reasonable inspections by BEDC

XIV. Business Obligations After Award

Recipients must agree to:

- Remain operational in Bastrop for at least 12 months after receiving funds
- Provide the following:
 - Final Report, provided within 30 days after the project has been completed
 - Written report and profit & loss statement one year after approval

I have read and agree with this page. (Initial) _____

- Employment numbers
- Use of grant funds
- Maintain all records for a minimum of three years

Businesses found misusing funds will:

- Be required to repay grant funds
- Become ineligible for future BEDC programs

XV. Other Requirements

Clawback Provision

BEDC may require repayment of grant funds if:

- False information was provided
- Funds were used for unauthorized purposes
- Business ceases operation within 12 months without approved extenuating circumstances
- Property is intentionally left vacant following improvements
- Required permits were not obtained

Public Purpose Statement

The Program serves a valid public purpose by:

- Supporting downtown revitalization
- Enhancing commercial occupancy
- Improving public safety
- Promoting ADA accessibility
- Encouraging economic activity
- Supporting small business retention
- Expanding the local tax base
- Encouraging private capital investment

Non-Discrimination

Applicants shall comply with all applicable federal, state, and local non-discrimination laws.

Program Amendments

BEDC reserves the right to amend program guidelines at any time.

For Questions

Contact the Bastrop Economic Development Corporation (BEDC) at 512-332-8870 or info@bastropedc.org for questions or more information.

I have read and agree with this page. (Initial) _____

XVI. Application Checklist

The completed BEDC Downtown Reinvestment Grant Application form must include:

- ☐ Contact information
- ☐ Project Description
- ☐ Project Budget
- ☐ Explanation of financial need (*but-for* requirement)
- ☐ Amount and of source of match
- ☐ Three written bids/estimates, or explanation if three cannot be obtained
- ☐ Identification of chosen contractor/vendor
- ☐ Brief justification for contractor/vendor selection

Additional Requirements

- ☐ Driver's License or government-issued ID (copy)
- ☐ Required business verification documents
 - ☐ BEDC Vendor Packet/W-9 form
 - ☐ Business lease or proof of ownership (copy)
 - ☐ Property owner authorization (if applicable)
- ☐ Required financial documentation
 - ☐ Tax verification documentation--Most recent business tax return (copy)
 - ☐ Profit & loss statement (copy)
- ☐ Invoices/receipts
- ☐ Code Compliance plan of action with Development Services, if applicable

Optional Attachments

- ☐ Photos or drawings of current conditions
- ☐ Preliminary plans/renderings if available

Required Documents Post Grant Award

- ☐ Contract with BEDC outlining specific grant parameters and responsibilities
- ☐ Invoices/receipts if requesting reimbursement
- ☐ Final Report, provided within 30 days after the project has been completed

I have read and agree with this page. (Initial) _____

BEDC Downtown Reinvestment Grant Application Form

DATE: _____

Contact Information

Business Name: _____

Applicant Name: _____

Title: _____

Phone: _____

Email: _____

Business Address: _____

☐ I am the Business Owner.

☐ I am the Building Owner.

Project Description: Provide a brief description of the emergency event and the purpose of the requested assistance.

Purpose of Requested Assistance (Eligible Expenses)

☐ Life Safety Improvements

☐ ADA Accessibility Improvements

☐ Building Systems Improvements

☐ Tenant Finish-Out Improvements

☐ Structural and Stabilization Improvements

☐ Professional Services

☐ Professional services may not exceed 15% of total grant award.

☐ Façade Projects

☐ Other: _____

NOTE: Other expenses will be considered on a case-by-case basis

Project Budget

Item	Vendor	Purpose (see eligible expenses)	Amount (\$)
EXAMPLE: ADA Equip.	Your ADA Provider	Accessibility Hardware	\$5,000
TOTAL PROJECT COST			
MATCH (MUST BE AT LEAST 50% OF THE TOTAL PROJECT COST)			
GRANT REQUEST			

* Add lines if necessary

Explanation of Financial Need (But-For Requirement): Explain why the project or repairs could not occur but for BEDC assistance.

Match Contribution (Required)

Match Amount: _____ Source: _____

Match Amount: _____ Source: _____

Match Amount: _____ Source: _____

Bids/Estimates

Bid 1 Amount: _____ Vendor: _____

Bid 2 Amount: _____ Vendor: _____

Bid 3 Amount: _____ Vendor: _____

Attach documentation showing these three bids.

If three bids could not be obtained, explain why:

Chosen Contractor or Vendor

Selected Vendor: _____

Amount: _____

Reason for Selection (price, timeline, expertise, etc.):

Additional Requirements

- ☐ Driver's License or government-issued ID (copy)
- ☐ Required business verification documents
 - ☐ BEDC Vendor Packet/W-9 form
 - ☐ Business lease or proof of ownership (copy)
 - ☐ Property owner authorization (if applicable)
- ☐ Required financial documentation
 - ☐ Tax verification documentation--Most recent business tax return (copy)
 - ☐ Profit & loss statement (copy)
- ☐ Invoices/receipts
- ☐ Code Compliance plan of action with Development Services, if applicable

Optional Attachments

- ☐ Photos or drawings of current conditions
- ☐ Preliminary plans/renderings if available

Required Documents Post Grant Award

- ☐ Contract with BEDC outlining specific grant parameters and responsibilities
- ☐ Invoices/receipts if requesting reimbursement
- ☐ Final Report, provided within 30 days after the project has been completed

XVIII. Acknowledgment and Acceptance: Applicant

☐ By checking this box, I certify that I am the Business Owner.

☐ By checking this box, I certify that I am also the Building Owner.

I certify that I have read and understood all statements, requirements, terms, and conditions contained in this document and any incorporated attachments. By signing below, I acknowledge and agree to be bound by them. I further certify that the information provided is true and correct to the best of my knowledge and that I am authorized to execute this document.

Applicant Signature Block

Authorized Signature: _____

Printed Name: _____

Title: _____

Organization/Company: _____

Date: _____

XIX. Acknowledgment and Acceptance: Building Owner (If Different)

☐ By checking this box, I certify that I am the Building Owner.

I certify that I have read and understood all statements, requirements, terms, and conditions contained in this document and any incorporated attachments. By signing below, I acknowledge that I agree that the business owner is allowed to make the improvements as outlined herein. I further certify that the information provided is true and correct to the best of my knowledge and that I am authorized to execute this document.

Building Owner Signature Block

Authorized Signature: _____

Printed Name: _____

Title: _____

Organization/Company: _____

Date: _____



STAFF REPORT

MEETING DATE: October 19, 2026

TITLE:

Approval of meeting minutes from the Regular Meeting of August 24, 2026.

AGENDA ITEM SUBMITTED BY:

Angela Ryan, BEDC Operations Manager, CEcD

BACKGROUND/HISTORY:

The minutes from the Regular BEDC Board Meeting of 08/24/26 are attached for the Board's review and approval.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Approve minutes as submitted.

ATTACHMENTS:

1. Draft Regular Board Meeting Minutes from August 24, 2026

Bastrop Economic Development Corporation
Board of Directors – Meeting Minutes
 August 24, 2026



The Bastrop Economic Development Corporation (BEDC) met on Monday, August 24, 2026, at 5:00 p.m. for a Regular Board Meeting at Bastrop City Hall, 1311 Chestnut Street. Board members present: Gary Blake, Chris McCool, Lisa Holcomb, Mayor Ishmael Harris, Mayor Pro Tem John Kirkland, and Councilmember Cynthia Meyer. Board member Rick Womble was absent. Staff members present: Interim Executive Director Sylvia Carrillo-Trevino, Angela Ryan, and Jill Strube. BEDC attorney Natalie Thamm was also in attendance.

1. CALL TO ORDER – Board Chair Blake called the meeting to order at 5:00 p.m.

2. PUBLIC COMMENT(S) – There were no public comments.

3. PRESENTATIONS

3.A Presentation of updates by BEDC Staff. Dr. Strube and Ms. Ryan updated the BEDC Board on projects. The BEDC Staff updated the Board on various projects and programs.

4. REGULAR BUSINESS

4.A Consider and act on approval of Fiscal Year 2026/2027 BEDC budget. After a brief discussion, Mayor Harris made the motion to approve the budget as submitted, Ms. Holcomb seconded, and the motion passed.

4.B. Approval of meeting minutes from the Regular Meeting of July 27, 2026. Mr. McCool made the motion to approve the minutes as submitted, Mayor Harris seconded, and the motion passed.

5. EXECUTIVE SESSION

5.A At 5:28 p.m., the Bastrop EDC Board of Directors met in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

1) Section 551.087 Deliberation regarding economic development negotiations – Sendero (Mr. Womble recused himself from this discussion.)

2) Section 551.087 Deliberation regarding economic development negotiations and Section 551.972 Deliberations regarding real property – Project "Electric Lion"

5.B At 5:43 p.m., the Bastrop EDC Board of Directors reconvened into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein. There was no action taken.

6. **ADJOURNMENT** – Mayor Pro Tem Kirkland made the motion to adjourn the meeting and Mayor Harris seconded. The meeting was adjourned at 5:43 p.m.

APPROVED: _____
Gary Blake, Board Chair

ATTEST: _____
Angela Ryan, Operations Manager

DRAFT



STAFF REPORT

MEETING DATE: October 19, 2026

TITLE:

Consideration, discussion, and possible action on BEDC Resolution 2026-13 approving the subdivision of property located at 1500 Business Park Drive in the Bastrop Business and Industrial Park, owned by Terry Coghlan, D/B/A Eye Water Real Estate LP.

AGENDA ITEM SUBMITTED BY:

Angela Ryan, BEDC Operations Manager, CEcD

BACKGROUND/HISTORY:

In March 2000, the BEDC sold a 4.6-acre tract of property (R#79968) in the Bastrop Business and Industrial Park to Terry Coghlan for his business, The Coghlan Group.

In 2014, the BEDC conveyed a 30-foot strip of property to Mr. Coghlan for an expansion project and the property was replatted.

In 2017, The Coghlan Group was acquired by a U.K. company called Caligor, Rx. Now known as CalCog, the business has been leasing Mr. Coghlan's property since that time. They have now offered to purchase approximately half of the tract, which the newer building is located on. They are not interested in purchasing the older buildings. Also in 2017, Mr. Coghlan changed the name of the property owner from The Coghlan Group to Eye Water Real Estate, LP.

Mr. Coghlan would like to subdivide the tract in order to retain ownership and lease the space, while allowing CalCog to purchase the portion they're interested in.

BEDC and Development Services Staff met with Mr. Coghlan on October 8th to detail the steps that need to be taken. The first step is to request approval from the BEDC Board to subdivide the property, as stipulated in Section E.10 of BEDC's Sixth Amended Protective Covenants of the Bastrop Business in Industrial Park. If the BEDC Board approves the subdivision request, he will then need approval from the Zoning Board of Adjustments and the Planning and Zoning Commission.

Mr. Coghlan plans to be in attendance at the meeting to answer any questions.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Approve the Resolution as submitted.

ATTACHMENTS:

1 - Resolution 2026-13

RESOLUTION 2026-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION APPROVING PROPOSED SUBDIVISION OF THE PROPERTY AT 1500 BUSINESS PARK DRIVE BY PROPERTY OWNER TERRY COGHLAN FORMERLY D/B/A THE COGHLAN GROUP NOW D/B/A EYE WATER REAL ESTATE LP; RETAINING OTHER APPLICABLE REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Bastrop Economic Development Corporation (“BEDC”) is the owner of over fifty-one percent (51%) of that certain 265.403-acre tract of real property located in Bastrop County, Texas, known as the Bastrop Business and Industrial Park (“Park”); and

WHEREAS, in March 2000, the BEDC sold a 4.57-acre tract of the property (R# 79968) to Terry Coghlan (“Property Owner”) for his business, The Coghlan Group (now d/b/a Eye Water Real Estate LP); and

WHEREAS, in 2017 The Coghlan Group was acquired by Caligor Rx, now known as Caligor Coghlan or CalCog, which has been leasing the entirety of the property (“Lessee”) since that time; and

WHEREAS, the Property Owner has been approached by the Lessee, who now wishes to purchase one of the buildings and associated property; leaving approximately half of the tract owned by the Property Owner; and

WHEREAS, the BEDC’s Sixth Amended Protective Covenants of the Bastrop Business and Industrial Park (the “Covenants”) were executed on March 6, 2015; and

WHEREAS, Section E.10. of the Covenants states that a landowner must seek the approval of the BEDC prior to subdividing a lot in the Park; and

WHEREAS, the City of Bastrop’s subdivision and zoning ordinances apply within Bastrop Business and Industrial Park; and

WHEREAS, the BEDC Board desires to grant express permission under Section E.10 solely for the proposed subdivision described and depicted in Exhibit “A” attached hereto.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION THAT:

SECTION 1. The findings set out above are hereby found to be true and correct and are incorporated herein for all purposes.

SECTION 2. On this date the BEDC hereby approves the subdivision of the property at 1500 Business Park Drive by Eye Water Real Estate LP, attached hereto as Exhibit “A.”

SECTION 3. This resolution grants only the express permission required by Section E.10. of the BEDC’s Protective Covenants. All other applicable provisions of the Covenants remain applicable to the Property and the resulting lots.

RESOLUTION 2026-13

SECTION 4. The Board authorizes the Board Chair or the Interim Executive Director to take all necessary actions including the execution of all necessary and related documentation to finalize the subdivision of the property.

SECTION 5. This Resolution is effective upon passage.

PASSED AND APPROVED on the 19th day of October 2026 by the Board of Directors of the Bastrop Economic Development Corporation.

BASTROP ECONOMIC
DEVELOPMENT CORPORATION

Gary Blake, Board Chair

ATTEST:

Lisa Holcomb, Board Secretary/Treasurer

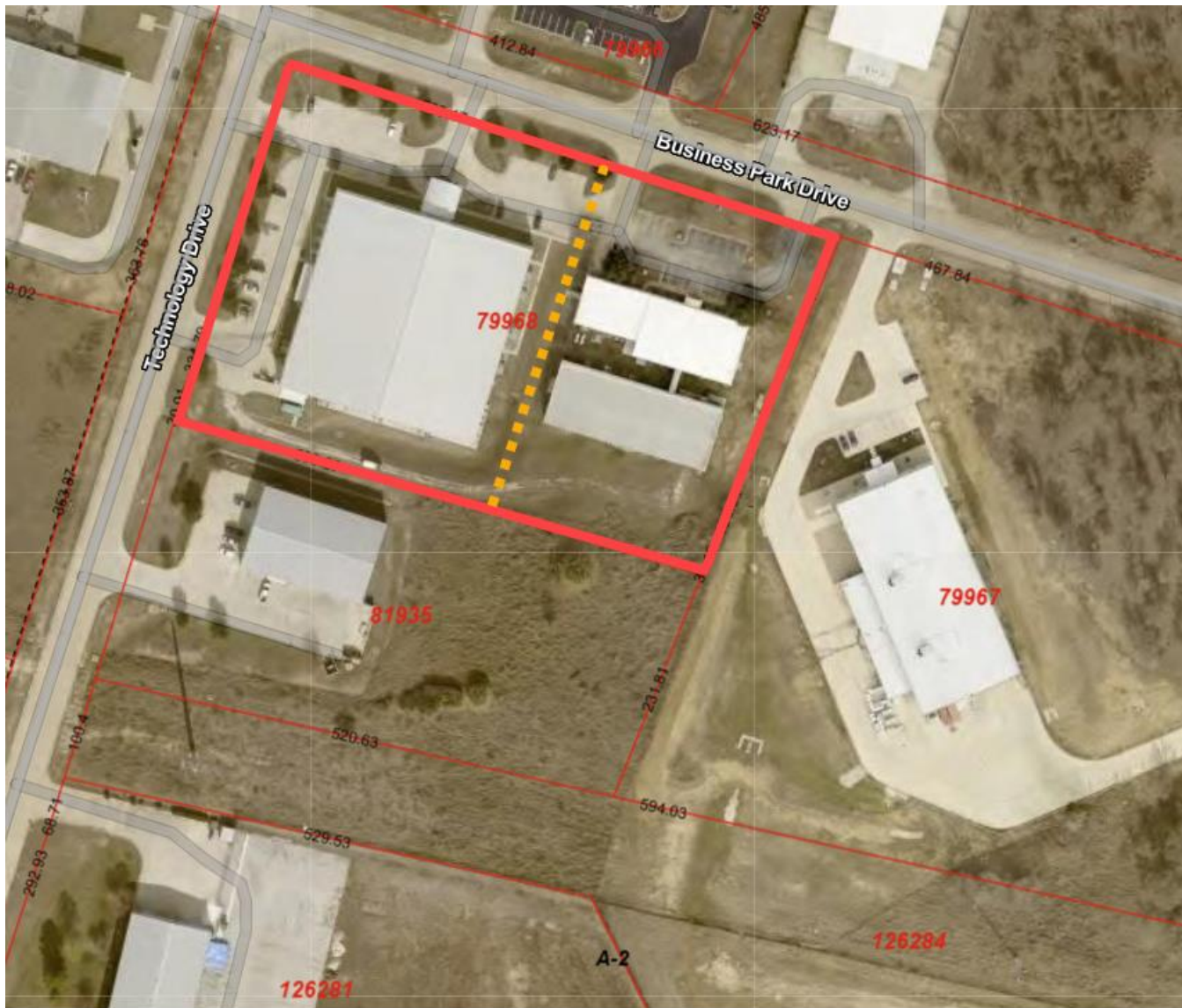
APPROVED AS TO FORM:

Denton, Navarro, Rodriguez, Bernal, Santee, & Zech

RESOLUTION 2026-13

Exhibit "A"

Description of Subdivision of Property Located at 1500 Business Park Drive in the
Bastrop Business and Industrial Park



Existing Lot Lines



Proposed Subdivision