



DOWNTOWN BUILDING GRANTS CHECKLIST
WHAT WILL YOU NEED TO SUCCEED? JUST CHECK IT OFF THE LIST!

- ☐ A copy of your tax certificate showing current taxes paid. You can get this from the Ector County Appraisal District.
- ☐ Façade renderings showing elevations (façade applications) or floor plans/renderings.
- ☐ An itemized bid from a licensed contractor, the bid must be itemized with pricing broken down per line item.
- ☐ Grant amount you are requesting, you will calculate this number based off of your construction bid and the amount of reimbursement you qualify for based on your tier location.
- ☐ In advance of filling out the applications for your grant program, review all open-ended questions that are asked on the applications. Make sure you are familiar with what is being asked.
- ☐ Façade grant applicants will need to fill out the façade application. Infrastructure grant applicants will need to fill out the infrastructure applications. If you are applying for both, you will need to fill out both applications.
- ☐ Save a copy of every invoice you pay your contractor(s) as well as a copy of the check stub or bank account records showing you paid that invoice; you will need those documents for reimbursement.
- ☐ The City of Odessa will require you to fill out the most current copy of Form W-9 to issue your reimbursement check.

Questions or Concerns about any of your documentation? We're here to help! Call our office at 432-333-7883