

Holiday Decor Call for Projects

Posted on 10/19/23

Notice to Property Owners in
Harris County Municipal Management District #1
aka Memorial Management District

Memorial Management District is issuing a call for Holiday Decor Installation Proposals in accordance with the terms and conditions set forth below. Qualified projects could receive reimbursement of a portion of actual installation and removal costs. Interested property owners must respond to this notice by **November 11, 2023** to be considered for the current call for projects.

I. Call for Projects

- a. Prior to the end of each fiscal year (11/30), the Board will determine the amount of available funds for holiday decor project reimbursement for the following fiscal year.
- b. Upon receipt and review of all submissions, the Board will determine which projects are eligible for reimbursement, and the maximum amount available for each project.
- c. The Holiday Décor Project is subject to the following requirements:
 - i. The holiday decor installations must be located within the boundaries of the District and in the public right of way.
 - ii. Only decorations that utilize clear/white holiday lights will be reimbursed.
 - iii. The electrical installation must be located underground within public street rights-of-way or on the owner's property.
 - iv. Reimbursement will be for out-of-pocket installation and removal costs only (not included for reimbursement: cost of storage, cost of repair and replacement, equipment purchase or leasing, design costs or any necessary electrical work to support lights).
 - v. Applicants will be required to provide the necessary design or engineering (if any) at their sole cost and expense.
 - vi. The maximum reimbursement amount will be the lesser of fifty percent (50%) or \$10 per linear foot of actual project costs.
 - vii. To be eligible for reimbursement, projects must be installed no earlier than October 1, 2023 and removed before March 1, 2024.

II. Request for Reimbursement

Upon confirmation by the District's Executive Director that a holiday decor project has been completed (including both installation and removal), property owners must submit the following documentation to the District for reimbursement:

- i. Summary of eligible project costs
- ii. Dates of installation and removal of decorations

- iii. Photos of location(s) prior to installation, photos of the installed decorations (daytime and nighttime), and photos of location(s) after removal of decorations
- iv. Proof of contractor payments

A request for reimbursement and all required documentation must be submitted to the District no later than June 30, 2024.

If interested in applying, the following should be sent via email to the address below:

1. Map indicating the location(s) of the holiday decor project
2. General description of the project design, including total linear feet
3. Estimated Project Cost
4. Contact information for applicant

Memorial Management District
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