



Town of Central

Facade Improvement Grant Program

Updated July 28, 2017

**Town of Central
Business District
Facade Improvement Grant Program (FIG)
July 28, 2017**

Program Guidelines

The Town of Central Façade Improvement Grant Program (FIG) Committee is responsible for administering a “Façade Improvement Grant Program”, intended to stimulate improvements to the exterior of commercial buildings in the downtown district area of Highway 93 and its immediate surrounding streets that impact the downtown experience, the Church Street Corridor to Hwy 123, and other business properties deemed by the Committee to impact the visual appearance of high transportation areas.

The funding of this program is provided through the Town of Central and all activities relating to the funding of facade projects will be reported to the Mayor and Town Council, The Town Administrator and Finance Director.

Purpose

The Town of Central Facade Improvement Grant Program provides financial assistance to commercial property owners and business owners in the Town of Central that qualify for facade improvements. The purpose of the FIG is to support the revitalization of the business district and gateway entrances to the town by stimulating private investments in high-quality improvements that enhance the appearance of buildings and properties and eliminate blight and non-conforming design standards.

Façade Improvement Committee

The Facade Improvement Grant Program Committee (FIG Committee) is a five person committee, consisting of the Town Administrator, Assistant Town Administrator, Building Codes and Planning Director, a member from town council, and the Finance Director. The FIG Committee must ensure the proposed project has been approved by the Building Codes Director before giving final approval to the facade improvement grant.

Eligibility

Maximum Allowable Award: The program provides for a one-time **reimbursement** grant of 50% of the project costs with a max reimbursement as outlines below. Grant funds are limited for each budget calendar year.

Projects less than \$5,000 = 50% up to \$2,500 Max reimbursement
Projects \$5,000 - \$10,000 = 50% up to \$5,000 Max Reimbursement
Projects over \$10,000 = 50% up to \$7,000 Max Reimbursement

Example: No matter the amount of the applicant’s project costs, the grant awarded will not exceed the max reimbursement. For example, if total project costs are \$15,000 the City will award 50% of the project cost (\$7,000) but not to exceed \$7,000. The applicant will pay the \$15,000 and upon completion and

payment to the contractor, the town will reimburse the applicant \$7,000 within 3 weeks of proper documentation submitted to the Town Administrator. Project must be completed within 120 days of funding being granted. No funds can be reimbursed until the project is fully completed and proper documentation provided to the Town.

Eligible Applicants:

Eligible applicants include owners of commercial properties and owners/managers of businesses located in the designated areas of the Town of Central. Business owners/managers who are leasing a building for which improvements are proposed must submit a letter from the owner giving consent and approval of proposed project plans with their completed application. Only businesses whose existing use is allowable by the Town's current codes and regulations are eligible for funding through the FIG. The FIG Committee reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.

Eligible Expenditures:

For purposes of this program, eligible expenditures shall include expenses related solely to those exterior improvements, which are eligible for reimbursement, as outlined below and determined by the FIG Committee; this excludes expenditures related to interior improvements, ordinary repair and maintenance, improvements required as a result of code violations, or other expenditures deemed ineligible by the FIG Committee.

Improvements must be consistent with recommendations set forth in master plans for the area in which the property is located if applicable.

All work must be completed by a licensed contractor, legally operating in the Town of Central. The applicants should contact the Town Clerk for assistance with permitting and business licensing at 864-639-6381 ext. 106.

- Eligible improvements include exterior building improvements (cosmetic and/or structural), signage, lighting, and landscaping, which are visible from the street and paving/parking enhancements.
 - Examples
 - Exterior painting or surface treatment
 - Decorative awnings
 - Window and/or door replacements or modifications
 - Storefront enhancements
 - Landscaping
 - Irrigation
 - Streetscape
 - Outdoor patios and decks
 - Exterior wall lighting
 - Decorative post lighting and architectural features
 - Paving/Parking improvements

- Ineligible improvements include ordinary repair and maintenance, required improvements as a result of a violation notice or citation, site furnishings, amenities, non-permanent structures, and moveable equipment.
 - Ordinary repair and maintenance defined as “any work, the purpose and effect of which is to correct or prevent any deterioration or decay of, or damage to a structure, site or any part thereof, and to restore the structure or site, as nearly as may be practicable, to its condition prior to such deterioration, decay, or damage using materials which are of a design, color, and outer appearance as close to practicable to the original.”

Application Deadline

Applications will be accepted starting May 1st of each fiscal year for the Town of Central and applications will be considered while funding is available per the amount budgeted by Town Council. Funds will be available beginning July 1st of the fiscal year. Once the applications have been received, the FIG Committee will work together to review and determine whether a Facade Improvement Grant will be awarded. Completed application packages must be **hand delivered** to:

Central Town Hall
Attention FIG Committee
1067 West Main Street

Process

1. The FIG applications are available at Central Town Hall and on the town’s website www.cityofcentral.org
2. Although it is not a requirement, it is recommended that you consult with an architect regarding any structural or major façade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the alterations including color samples (except painting) **must be submitted** with your Application.
3. Your next step should include a meeting with the Zoning Administrator, which is the Building Codes and Planning Director, to discuss your proposed project and any site plans developed. Any questions regarding the ordinance and related matters may be discussed with appropriate Town Staff.
4. Applicants will generally be notified in writing within fifteen business days whether the FIG is awarded or not.
5. Upon approval the grant dollars will be **eligible** to the applicant for reimbursement purposes.
6. Grant monies will be distributed to the applicant upon completion of the following activities:
 - a. Any and all changes, **not prior approved**, from the original application must be approved by the FIG Committee. Approved changes in work specifications must be attached to the original dated application. Any unapproved deviations from the original work specified in the application will disqualify the applicant.

- b. The invoices and receipts will be reviewed to ensure compliance with original application. A FIG Committee member will make an inspection of the completed project to verify the work has been performed per the application and issue an approval correspondence as appropriate.

Grant Policy

The FIG will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.



**Facade Improvement Grant Program
Application Form**

- 1. Applicant Name: _____
 - 2. Contact Name: _____
 - 3. Name of Tenant: _____
 - 4. Name of Business: _____
 - 5. Telephone Number: _____ Fax Number: _____
 - 6. Email Address: _____
 - 7. Project Address: _____
 - 8. Mailing Address: _____
 - 9. Does the applicant own the project building? _____ Yes _____ No
- If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.***
- 10. Will you be using the services of an architect, engineer, or contractor? ___Yes___ No

11. If yes, list your architect, engineer, or contractor of preference with name and contact number of business: _____

12. Estimated Total Project Cost: (A) _____ (attach itemized budget)

Total Grant Requested from City: (A-B) _____ (50% of the project cost not to exceed max dollar amount as stated in The Eligibility Section)

Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.

13. Proposed Start Date: _____

14. Proposed Completion Date: _____

15. What is the existing use of the building? _____

16. Will this project proposal cause a change in the buildings use? ____ Yes ____ No

17. If so, please explain. _____

18. Please write a summary of the complete project scope. You may attached additional pages. _____

Signature of Property Owner

Signature of Applicant

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION OR DO NOT PROVIDE COMPLETE APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

Submit completed application to Town Hall Attention FIG.

**Substitute W-9
Request for Taxpayer Identification Number & Certification**

In order to comply with the Internal Revenue Code, we are required to obtain your Federal Identification Number to be used in reporting the payments we make to you. Please complete the following information and return to the address below. Please type or print your information on the form below. Your cooperation in this matter is greatly appreciated.

Vendor: _____
Address: _____
City, State, Zip: _____

Please mark the Type of Entity:

_____ Individual

_____ Sole Proprietor

_____ Corporation

_____ Partnership

_____ Governmental Unit

_____ LLC or other

Company Name

Employer Identification #

If individual or sole proprietor, also give name and SSN.

Name (print)

SSN

Authorized Signature _____

Title _____

Date _____

Telephone # _____

Email Address

Name of Primary Contact