

# FAÇADE IMPROVEMENT GRANT PROGRAM DETAILS

## Program Purpose

The Façade Improvement Grant encourages the enhancement of storefronts on commercial, professional, and retail buildings which will lead to job creation and retention in Cuero.

Section 2(11) of the Economic Development Act allows certain infrastructural improvements which promote or develop new or expanded business enterprises and are not required to create or retain jobs.

## Program Overview

The program affects **only** building exteriors and window display areas which are **on public view**. The program is meant to be flexible to allow recipients to be creative and design storefronts that market their establishments effectively.

However, aspects of the program will help avoid poor quality design decisions that detract from the aesthetics of Cuero. Ultimately, the design, renovation, and repair will enhance economic success in Cuero by making it a more inviting place for shoppers and businesses.

## Program Funding

Award funds are based on a single payment reimbursement to property owners or tenants. **Grants are available for a dollar for dollar match with a cap of \$2,500 per grant.** Grants are available throughout the year, on a first come, first serve basis until funds are depleted. **No grants will be awarded for work that has already been done or work covered by insurance.**

## Eligibility

Property owners or business owners (tenant) are eligible for funding. Property owners with multiple buildings or tenants with multiple operating locations are limited to one building/location per funding cycle. Eligibility is limited to existing businesses, established in Cuero for at least twelve (12) months. Establishment is based upon the first open day of business.

**Tenants** must have written authorization by property owner(s) to make the indicated improvements. **Property Owner's** request for consideration do not have a time/ownership limitation, but property owners must show proof of ownership.

## Selection Criteria

Projects are reviewed on a competitive basis. Those projects with the highest weighted average will be granted funding. Applicants must be ready to begin actual construction within ninety (90) days of the approval and complete all improvements within one (1) year.

## Eligible Improvements

Removal of obsolete signs and hardware	Repair of original architectural details
Replacement of original architectural details	Window replacement and window framing
Removal of handicapped barriers (i.e. steps)	Permanent awnings
Cleaning, repainting, and repair of building	Exterior lighting
Gutters and downspouts	Correction of code violations
Brick repointing	Opening transom windows
Repair of sidewalk, porch, or entry stairs	Replacement of doors
Removal of elements which cover original architectural details	
Other improvements can be made if they meet the objectives of the program	

# FAÇADE IMPROVEMENT GRANT APPLICATION INSTRUCTIONS

## FAÇADE IMPROVEMENT GRANT DETAILS (please read carefully):

1. **Determine eligibility:** Discuss project plans with the CDC Executive Director.
2. **Fill out grant application, sign agreement form and exhibit A.** Include details and information such as color samples of paint, fabric, sign material and itemized work estimates. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
3. **Return the completed documents** to the CDC office by the 1<sup>st</sup> of each month for review at the next meeting.
4. **The approval process will include, without limitation, the following:**
  - (a) All projects must meet current building standards, codes, ordinances, building, or city permit requirements.
  - (b) Only complete applications will be presented to the CDC Board.
  - (c) Construction bids must be current and dated no earlier than ninety (90) days prior to the request. Bids shall be itemized and submitted on the contractor's or project architect's letterhead.
  - (d) A denied Applicant shall not be eligible to re-submit for twelve (12) months from the date the prior application was declined.
  - (e) The Applicant consents and shall allow the CDC Board to request City inspections to determine that the grant, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances which are applicable to the proposed construction.
  - (g) The Applicant, by submission of this application, represents the construction described within the Application shall be used in a building which is in compliance with all codes and ordinances.
  - (h) The CDC Board shall have sole discretion in awarding grants and shall award grants considering the amount requested, funds available, grant program, condition of applicant building, effectiveness of the construction, other grant requests, type and nature of construction, and proposed results.
  - (i) No Applicant has a proprietary right to receive grant funds.
  - (j) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within **two (2) years** from the date a previous grant was awarded by the CDC Board.
  - (k) Eligible businesses will be located on property that is zoned commercial by the City of Cuero.
5. **Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the CDC office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single reimbursement of the approved funding amount.
6. **Appeal Process:** There is no appeal process. Any decisions made by the Cuero Development Corporation are final.

# FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION

Please complete and return with necessary attachments to the CDC office, 207 E. Main St. no later than the 1st of the month for the next meeting. If you have any questions, please contact the CDC Executive Director at 361.275.8178.

**APPLICANT**

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Physical Building Address (if different than mailing) \_\_\_\_\_

Number of years in business at current location \_\_\_\_\_ Year Built \_\_\_\_\_

**BUILDING OWNER** (if different than applicant)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**DETAILS OF PLANNED IMPROVEMENTS FOR FAÇADE IMPROVEMENT GRANT**

*(Attach additional items if necessary)*

**FUNDING**

Total cost of proposed façade grant project: \$ \_\_\_\_\_

Amount of façade grant requested (50% of total cost above with a \$2500 max): \$ \_\_\_\_\_

***Applicant's***

***Signature*** \_\_\_\_\_

***Date*** \_\_\_\_\_

<b><i>For office use only</i></b>			
Date received:			
Reviewed	Approved	Rejected	Date:
Amount granted:			
Date completed:			

# FAÇADE IMPROVEMENT GRANT AGREEMENT FORM

Please complete and return with necessary attachments to CDC office, 207 E. Main St. no later than 1<sup>st</sup> of the month for the next meeting. If you have any questions, please contact the CDC Executive Director at 361.275.8178.

I have met with the CDC Executive Director, and I fully understand the Façade Improvement Grant Procedures and Details established by the CDC Board. I intend to use this grant program for the aforementioned renovation project to support the efforts of the CDC organization. I have not received, nor will I receive, insurance monies for this revitalization project.

I have read the Façade Reimbursement Grant Application Procedures including the Façade Reimbursement Grant Details. I understand that additional information may be requested as needed.

I understand that the submittal of this application in no way guarantees me a grant from the CDC. I understand that if I am awarded a Façade Improvement Grant by the Cuero Development Corporation Board, any deviation from the approved project may result in the partial or total withdrawal of the Façade Improvement Grant. If the façade is altered for any reason within **one (1) year** from construction, I may be required to reimburse the CDC immediately for the full amount of the Façade Improvement Grant.

The Cuero Development Corporation reserves the right to reject any and all applications at its sole discretion.

I have read and accepted the terms for Exhibit A.

**Business/Organization Name** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Building Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(if different from applicant)*

**Cuero Development Corporation's Approval** \_\_\_\_\_

**Signature**

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

# FAÇADE IMPROVEMENT GRANT EVALUATION FORM

Below is the evaluation criteria and point system that will be used to judge each of the submitted projects. Each evaluation factor will be given a score of 1-10 with 10 being the highest.

Evaluation Factor	
Applicant will be using professional services, materials, and designers to complete the project	_____
The proposed work complements the existing building as well as neighboring buildings	_____
Proposed improvements will improve the aesthetics of the buildings	_____
Improvement of the property will significantly impact the revitalization efforts of the City	_____
Application is complete with all necessary documentation	_____
<b>TOTAL</b>	

# INCLUSIONS AND EXCLUSIONS TO FAÇADE IMPROVEMENT GRANT

## REHABILITATION TIPS:

- Roof, foundation, structural items should be given priority over cosmetic improvements.
- Carefully examine old buildings for termites, wood rot and general deterioration.
- When repairing a building, do not cut expenses on the roof or the foundation.
- Be aware of areas on the roof and at connecting walls where water does not readily drain. Flashing should be installed at intersections to prevent leakage.
- Carefully locate air-conditioning units to avoid water condensation on the sides of buildings. Condensing units should be supported from the masonry walls and not placed directly on the roof.
- The top brick cornices that project above the roof deteriorate rapidly unless they are capped with metal, terra cotta, stone or concrete.
- When mortar is missing or in poor repair, moisture will enter the walls and eventually may cause structural damage.
- Do not sandblast. Chemicals and/or water can remove dirt and paint without damaging the surface of the building.
- Do not paint too often; many times a building only needs mild washing.
- If the building has stone or brick that has never been painted, do not create a maintenance problem by painting it.
- Existing architectural details, including old wood doors, windows, ceilings, and trim work add to the character of a building and its resale value. Repair these features rather than remove them.
- Wood windows are reasonable to repair, if a specialist in window repair can be found. If the windows are missing, custom-made windows can be ordered for replacement in old buildings.
- Pressed metal ceiling panels are still being manufactured today with some of the same patterns installed originally. Deteriorated panels, therefore, can be replaced exactly.
- No aluminum siding, it can hide water penetration and accelerate deterioration.
- Before rehabilitating a building façade, take a careful look at the structural aspects of the building. Develop a design that is compatible with neighboring buildings.
- Retain a sense of continuity by carrying exterior building design inside the structure.
- Demand quality

# SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION

All Façade Reimbursement Grant applications will be reviewed by the City Inspector and approved by the CDC Board for design appropriateness. The City Inspector and CDC Board will maintain an awareness of the *Standards of Rehabilitation* as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its original intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features will disqualify any building from this program.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged and may disqualify any building from this program.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance may be recognized and respected.
5. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.
6. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will change or damage historic building materials shall not be undertaken.
7. Contemporary design for alteration and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
8. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such addition or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. New additions should be compatible to the present structure.

**Exhibit A**

STATE OF TEXAS \*

COUNTY OF DEWITT \*

**CONDITION ON RECEIPT OF PUBLIC SUBSIDIES/AGREEMENT REGARDING  
REPAYMENT OF INTEREST**

WHEREAS \_\_\_\_\_ has submitted an application to Receive a public subsidy as defined in Chapter 2264, Texas Government Code (hereinafter “the Code”); and

WHEREAS \_\_\_\_\_ has certified in said application that neither said business, nor a branch, division or department of said business knowingly employs or will hereafter knowingly employ an undocumented worker (as defined in the Code); and

WHEREAS the Code stated that if any business, or a branch, division, or department of the business, after receiving a public subsidy, is convicted of a violation under 8 U.S.C., Section 1324(f), the business shall be required to repay the amount of the public subsidy with interest; and

WHEREAS the Code requires that as a condition precedent to CUERO DEVELOPMENT CORPORATION’s providing such public subsidy, CUERO DEVELOPMENT CORPORATION and \_\_\_\_\_ must enter into a written agreement specifying the rate and terms of the payment of interest if \_\_\_\_\_ is required to repay the public subsidy.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS THAT CUERO DEVELOPMENT CORPORATION and \_\_\_\_\_ hereby agree that if, after receiving a public subsidy from CUERO DEVELOPMENT CORPORATION, \_\_\_\_\_, or a branch, division, or department of \_\_\_\_\_ is convicted of a violation of 8 U.S.C., Section 1324(f), that \_\_\_\_\_ shall repay the amount of the public subsidy together with interest at the rate of twelve (12) percent per annum, such interest to begin accruing on the date of such conviction and to continue until all sums owed under this agreement are paid. Such repayment plus said interest shall be due and payable not later than the 120<sup>th</sup> day after the date that the CUERO DEVELOPMENT CORPORATION notifies \_\_\_\_\_ of the conviction.

Interest on the public subsidy as referenced above shall not exceed the maximum amount of nonusurious interest that may be contracted for, taken, reserved, charged, or received under law; any interest in excess of that maximum amount shall be credited on the repayment or, if that has been paid, refunded.

All payments due under this document shall be payable in Cuero, DeWitt County.

In the event that a civil action is brought by a public agency, local taxing jurisdiction, the CUERO DEVELOPMENT CORPORATION or the Texas Attorney General to recover any amounts owed to the CUERO DEVELOPMENT CORPORATION under the Code and this agreement, the said party shall also be entitled to recover from \_\_\_\_\_, all court costs and reasonable attorney's fees incurred in such action.

CUERO DEVELOPMENT CORPORATION

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name:

Printed Name:

Title: President

Title:

Address:

Address:

Date:

Date:

INSERT ACKNOWLEDGEMENTS