

# **Ingleside Development Corporation**

## **Façade Improvement Grant Program (FIGP)**

### **Guidelines and Application**

Please return completed application with necessary attachments and signature to:

Ingleside Development Corporation  
P.O. Drawer 400  
Ingleside, TX 78362

If you have any application questions, please contact:  
City Manager /Executive Director  
Ingleside Development Corporation  
361-776-2517

# Façade Improvement Grant Program Guidelines and Application

## INTRODUCTION

The Ingleside Development Corporation has established the Façade Improvement Grant Program (FIGP), which will provide technical and financial assistance to property owners or business tenants seeking to renovate or restore their exterior signage, lighting or commercial building facades. The FIGP is designed to impact properties in need of revitalization, resulting in the improved exterior, visibility and presentation of a business. The FIGP is not designed to subsidize corrections to building code violations that prolong the life of a commercial property.

FIGP will provide a fifty percent (50%) matching grant not exceeding \$5,000.00 for the funding of well-designed improvements which will coordinate all the important features of the storefront into a more attractive image while creating, if necessary, an accessible entrance for the public. This may include the restoration of architectural details, better windows and doors, and well-proportioned signage and lighting. Applicants will be responsible for hiring licensed architects and contractors to refine their conceptual design depending on the scope of work.

## B. DEFINITIONS

The following definitions shall apply to the terms used in this Policy:

Applicant: The Property owner or business occupant signing the Application for a Façade Improvement Grant.

Construction Costs: The cost of permits, fees, construction materials, and installation labor. All other associated costs are deemed excluded, including, but not exclusively, the following costs: design, construction document preparation, bidding, sweat equity and construction financing.

IDC: The Ingleside Development Corporation

Eligible Enhancements: The improvements identified as eligible in Section C herein.

Façade: The portion of the building parallel to the primary right-of-way as determined by City.

Notice to Proceed: A written notice from IDC Staff authorizing the Applicant to begin construction as approved by the IDC Board.

Property: The physical lot and/or building to which improvements are being made.

Staff: The IDC President or designee.

## C. ELIGIBILITY CRITERIA

The following criteria must be met for participation in FIGP:

- 1) Applicants must be commercial property owners or commercial tenants located within the Ingleside city limits;
- 2) Tenants must have written approval from property owners to participate in program;
- 3) Applicants must be up to date on all Ingleside municipal taxes prior to participation in the program;

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- 4) Applicants must not have any City liens filed against any property owned by Applicant, including but not limited to, weed liens, demolition liens, board- up/open structure liens and paying liens;
- 5) Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
- 6) Understanding that the overall objective of the FIGP is to improve the exterior, visibility and presentation of a property; the IDC has the discretion to decline an application while suggesting enhancements that would enable future acceptance;
- 7) Ineligible businesses: government offices, residences, home businesses and sexually-oriented businesses.

### **D. DESIGN PRINCIPLES AND GUIDELINES**

Improvements to be funded by the FIGP must be compatible with the character and architecture of the individual building as well as meeting City standards with regards to latest construction and design trends. Buildings with significant architectural qualities are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes.

#### **1. Eligible Façade Improvements:**

- a) Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;
- b) Window replacement and window framing visible from the street which is appropriately scaled to the building;
- c) New City-approved signage, including monument signage, pole signage, electronic message boards and other signage as specified in the City's codes;
- d) Lighting which is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade;
- e) Awnings or canopies which can be both functional and visually appealing;
- f) Curbing, irrigation, approved trees, landscaping beds (not including planting material) or other landscaping features attached to the building where appropriate;
- g) Cleaning, repainting or residing of building;
- h) Resurfacing and/or restriping of parking lots visible from street;
- i) New storefront construction, appropriately scaled within an existing building;
- j) Replacement or repair of existing gutters and/or downspouts;
- k) Installation of new sidewalks and/or the replacement or repair of existing sidewalks.

#### **2. Ineligible Improvements/Expenses**

- a) Exterior improvements located on the sides or rear of buildings; unless the building sits on a corner lot and faces two streets;
- b) Interior improvements;
- c) Playground or recreational equipment;
- d) Structural changes;
- e) Burglar bars;
- f) Security alarm system;
- g) "Sweat equity";

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- h) New commercial construction;
- i) Benches/porch swings;
- j) Umbrellas;
- k) Gazebos;
- l) Trellises;
- m) Window boxes;
- n) Permitting fees;
- o) Architectural survey or other professional fees;
- p) Asbestos testing, removal, abatement, or remediation; or
- q) Improvements for which insurance monies are received.

### **3. Prior Improvements**

Alterations and improvements made prior to receiving a “Notice to Proceed” are not generally eligible for reimbursement but may be waived due to unique circumstances as a result of a major weather event at the discretion of the IDC Board of Directors.

## **E. PROGRAM ASSISTANCE**

### **1. Financial Assistance**

Funding offered is a matching grant in which the FIGP reimburses Applicant fifty percent (50%) of total project costs, up to a \$5000.00 maximum match for façade improvements. Architectural design fees may not be included in the total cost of eligible improvements.

Applicant’s match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks, but may not be “in-kind.”

The FIGP will only provide reimbursement after Applicant has provided specific proof of actual incurred expenses from their contractor or vendor(s), not to exceed \$5000 and after the project is determined to follow the terms of this contract between the JDC and Applicant.

### **2. Application and Information**

If you wish to participate in the FIGP, please contact the Ingleside Development Corporation, 361-776-2517 office.

## **F. PROCEDURES**

All prospective applicants must follow the procedures in the order outlined below.

- Applicant meets with IDC President or Designee for initial project discussions and submits an application.
- Applicant’s architect prepares final design drawings, if required, and submits them to IDC Façade Committee (IDC President and Executive Director) for review and approval.
- Proposed project will be presented to the IDC Board of Directors for final review/approval.
- Staff sends applicant a “Notice to Proceed” and fully executed Façade Improvement Grant Program Agreement. Alterations and improvements made prior to receiving a “Notice to Proceed” are not generally eligible for reimbursement but may be waived

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due to unique circumstances as a result of a major weather event at the discretion of the IDC Board of Directors.

- Applicant has ninety (90) days from the date the Notice to Proceed is sent to begin implementation of approved improvements. If the project is not completed within ninety (90) days, permission for an extension must be sought to the Ingleside Development Corporation. Applicant must provide Staff with copies of all building permits and certifications received from improvement project.
- Contractor constructs project improvements as specified in the final design. Any changes to the approved plan must be approved by Staff.
- Applicant notifies Staff once project is completed.
- Staff certifies the improvements comply with the final drawings and specifications.
- Applicant must submit copies of incurred expenses to the IDC, who then submits request for reimbursement check.
- In the event the Applicant is denied; the Applicant will not be allowed to reapply to the program for 90 days from the original application date.

*The IDC reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.*

### **G. TERMINATION**

The IDC has the right to terminate any agreement under the FIGP if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed Façade Improvement Grant Program Agreement and the receipt of a Notice to Proceed.

The program run date is February 1, 2018 to September 30, 2018 awarding the first ten (10) approved applicants grant funding. The IDC has the right to discontinue the program or extend the program from the run date at their discretion.

**Ingleside Development Corporation  
Façade Improvement Grant Program Application**

Please return completed application with necessary attachments and signature to Ingleside Development Corporation, P.O. Drawer 400, Ingleside, TX 78362. If you have any application questions, please contact City Manager/ Executive Director, Ingleside Development Corporation at 361-776-2517.

**Applicant Name**

**Date**

**Business Name Mailing Address**

**Contact Phone**

**Email Address**

**Building Owner (if different than applicant)**

**Historical/Current Building Name**

**Project Site/Address**

**Type of Work: (Circle all that apply)**

**Façade      Signage      Awning      Parking & Driveways      Infrastructure**

**Details of Planned Improvements relating Grant Request (attach additional information if necessary)**

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**How will this project benefit the community?**

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**Ingleside Development Corporation  
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<b>Project Expenditures</b>	<b>Estimated Costs</b>	<b>Grant Requested</b>
<b>Façade/Building Rehab</b>		
<b>Signage/Lighting</b>		
<b>Architectural Elements</b>		
<b>Parking/Driveways</b>		
<b>Infrastructure</b>		
<b>Total</b>		

TOTAL COST OF PROPOSED PROJECT \$ \_\_\_\_\_

TOTAL GRANT REQUEST \$ \_\_\_\_\_

(May not exceed 50% of TOTAL COST up to \$5000)

**Attach final design drawings and photographs of building’s exterior façade.**

\_\_\_\_\_  
Applicant’s Signature Date

\_\_\_\_\_  
Building Owner Signature (If Applicant is Tenant) Date

**\*By signing, you agree to the proposed improvements to the property by the Applicant (Tenant).**

**For Office Use Only**

Date Approved: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Applicant Acceptance: \_\_\_\_\_

IDC President: \_\_\_\_\_ Date: \_\_\_\_\_

IDC Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

# IDC Façade Grant Process

Façade Application #: \_\_\_\_\_

Applicant/Grantee (Name of Business): \_\_\_\_\_

Date	Activity
	Applicant to meet with Building Department to confirm any required permits
	Application Submitted Application to City
	Preliminary Meeting with Chair & Executive Director to discuss the project, permits, and process of grant with the Applicant
	Applicant to Submit any additional information required (if needed)
	IDC Meeting
	Grantee to schedule Inspection by City Staff to confirm all work is complete
	Grantee Submittal of Final Invoices and proof of any required permits to City
	Administrative Staff to Process and forward to Finance Staff to write the check.
	Check Presentation (allow 14-21 days from Grantee's final submittal of all documentation and Invoices)



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

Project Site/Address: \_\_\_\_\_

Ingleside, Texas 78362

I hereby certify that the improvements to the business located at the address above and approved by the Ingleside Development Corporation Façade Grant was not a recipient for Insurance or FEMA funds for this specific improvement.

Business Owner/Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_