



**JACKSONVILLE
DEVELOPMENT
CORPORATION**

Façade Improvement Grant Program (FIGP)

Guidelines and Application

Please return completed application with necessary attachments and signature to:

Jacksonville Development Corporation
P.O. Box 1604
Jacksonville, TX 75766

If you have any application questions, please contact Marc Farmer or Sherri McDonald at 903-586-2102



Façade Improvement Grant Program

Guidelines and Application

A. INTRODUCTION

The Jacksonville 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 \$2500.00 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.

JDC: the Jacksonville 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 JDC Staff authorizing the Applicant to begin construction as approved by the JDC Board.

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

Staff: the JDC 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 Jacksonville city limits;
2. Tenants must have written approval from property owners to participate in program;
3. Applicants must be up to date on all municipal taxes prior to participation in the program;
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 JDC has the discretion to decline an application while suggesting enhancements that would enable future acceptance;
7. Ineligible businesses: government offices, residences, home businesses, bars/taverns, liquor stores, tattoo parlors, 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 the portions of the roof that are visible from an adjacent public street;
 - k. Replacement or repair of existing gutters and/or downspouts;
 - l. 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;
 - b. Interior improvements;

- c. Outdoor dining/seating;
- d. Playground or recreational equipment;
- e. Structural changes;
- f. Burglar bars;
- g. Security alarm system;
- h. "Sweat equity";
- i. New commercial construction;
- j. Benches/porch swings;
- k. Umbrellas;
- l. Gazebos;
- m. Trellises;
- n. Window boxes;
- o. Permitting fees;
- p. Architectural survey or other professional fees;
- q. Asbestos testing, removal, abatement, or remediation; or
- r. Improvements for which insurance monies are received.

3. Prior Improvements

Alterations and improvements made prior to receiving a "Notice to Proceed" are not eligible for reimbursement.

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 \$2500.00 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 paid their architect,

contractor and vendor(s) in full and after the project is determined to have been completed in accordance with the contract between the JDC and Applicant.

2. Application and Information

If you wish to participate in the FIGP, please contact the Jacksonville Development Corporation, (903)586-2102 office or email jedco@jacksonvillexedc.com.

F. PROCEDURES

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

1. Applicant meets with Economic Development Director for initial project discussions and submits an application.
2. Applicant's architect prepares final design drawings and submits them to JDC Façade Committee for review and approval.
3. Proposed project will be presented to the JDC Board of Directors for final review/approval.
4. Staff sends applicant a "Notice to Proceed" and fully executed Façade Improvement Grant Program Agreement. Any work completed prior to receiving the "Notice to Proceed" will not be reimbursed.
5. Applicant has ninety (90) days from the date the Notice to Proceed is sent to begin implementation of approved improvements. Applicant must provide Staff with copies of all building permits and certifications received from improvement project.
6. Contractor constructs project improvements as specified in the final design. Any changes to the approved plan must be approved by Staff.
7. Applicant notifies Staff once project is completed.
8. Staff certifies the improvements comply with the final drawings and specifications.
9. Applicant must submit copies of all paid invoices to the JDC, who then submits request for reimbursement check.

10. 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 JDC reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.

G. TERMINATION

The JDC 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 December 1, 2016 to November 30, 2017 awarding the first forty (40) approved applicants grant funding. The JDC has the right to discontinue the program or extend the program from the run date at their discretion.

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

Please return completed application with necessary attachments and signature to Jacksonville Development Corporation, P.O. Box 1604, Jacksonville, TX 75766. If you have any application questions, please contact Marc Farmer or Sherri McDonald at 903-586-2102.

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: (check all that apply)

Façade Signage Awnings

Parking & Driveways Infrastructure

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

How will this project benefit the community?

Project Expenditures	Estimated Costs	Grant Requested
Façade/Building Rehab		
Signage/Lighting		
Architectural Elements		
Parking/Driveways		
Infrastructure		
Total		

TOTAL COST OF PROPOSED PROJECT \$ _____

TOTAL GRANT REQUEST
(May not exceed 50% of TOTAL COST up to \$2500) \$ _____

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

Applicant Signature

Date

Building Owner Signature (If Applicant is Tenant)

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

(For office purposes only)

Approved Date _____ Work completion deadline _____