



## **FAÇADE IMPROVEMENT GRANT (FIG) PROGRAM GUIDELINES**

### **Program Objectives**

The City of Flatonia Economic Development Corporation (FEDC) is organized for charitable purposes under section 501(c)(3) of the Internal Revenue Code for the further purposes of benefiting and accomplishing public purposes of, and to act on behalf of, the City by financing any project as described in Chapter 501 and 505 of the Texas Local Government Code. The FEDC has implemented a program outlined herein, to assist commercial property owners in an effort to sustain, grow and enhance the community. The City wishes to maintain and improve the quality of life for its citizens by fostering economically viable commercial properties. In order to reach this goal, the City of Flatonia has established a Façade Improvement Grant (FIG) Program. The objective of the grant is to provide assistance to those property and business owners who are seeking to renovate or restore building facades.

### **Financial Assistance**

Participants may receive a grant with a maximum reimbursement of \$2,000.00 toward the total project cost. Each property or business owner will contribute at least a 20% match of funds (based on total project cost); the FIG will contribute 80%, not to exceed \$2,000.00, nor exceed the 80% FIG share. The number of grants awarded each year will depend on the availability of funds and the approval of City Council to continue this program. Applications are limited to one annually per property owner and may not be used for funding a project continually after the annually approved award. For example, you may not apply for an annual FIG in consecutive years for the same façade project.

**Current members of the Flatonia City Council and/or the Flatonia Economic Development Corporation may not apply for a FIG.**

Improvements to buildings must improve the overall appearance of the property.

Commercial properties must be up to date on all Fayette County Taxes as determined by the Fayette County Appraisal District prior to participation in the FIG Program.

Commercial properties must comply with state and local building code requirements as established by the City of Flatonia Code of Ordinances.

### **Ineligible Improvements**

Projects, which are underway or started prior to an executed contract, are NOT eligible to participate in the FIG Program. The following improvements are ineligible under the program:

- Interior improvements within/inside of any exterior wall or roof
- Roof repair that is not visible from the street
- Removal of original or architecturally important features
- Addition to part of the building that is more than strictly a façade improvement
- Labor costs (self or contracted)

### **Procedure**

The application process is outlined below:

1. Property/Business Owner turns a completed application in to the Flatonia City Manager that includes a complete project description, project rendering, cost estimate (multiple estimates are encouraged), and current photographs of the property.
2. The FEDC shall determine eligibility and make a recommendation for approval or disapproval.
3. The FEDC General Manager will send a letter informing the applicant of project approval and availability of funds.
4. City/Owner FIG Program agreements are signed and routed.
5. Applicants must obtain all necessary permits and meet all current State and local code requirements as defined in the City of Flatonia Code of Ordinances. Permit fees may apply and are the responsibility of the applicant. The FIG Program shall not reimburse permit fees or utility fees associated with the project.
6. The project must commence within 30 days of FIG Program approval, or 30 days from plan approval by the building official/City's contracted inspection service, as applicable.
7. Project must be completed within one (1) consecutive year from commencement.
8. Any changes to the project scope of work must have prior approval of the FEDC.
9. Upon completion, the project must pass all required City of Flatonia inspections as applicable, and regardless of inspections, shall be reviewed by the FEDC General Manager to ensure compliance with the approved project scope.
10. When all the steps are complete, the FEDC shall issue a check to the applicant for 80% of the expenditure, not to exceed \$2,000.00.

### **Application and Information**

Use of funds will be focused on exterior (façade) work on storefronts and commercial buildings in the City of Flatonia. Properties outside the City limits of Flatonia are ineligible to participate in the FIG Program. FIG funds may be used for materials, paint, awnings, canopies, doors, windows, signage and any other façade renovation purpose approved by the FEDC.

### **Application**

Applications shall be accepted anytime during the FEDC fiscal year; however, projects require FEDC approval prior to fund distribution, and funds may not be available later in each fiscal year depending upon demand for the program and acceptance of approved projects.

**FLATONIA ECONOMIC DEVELOPMENT CORPORATION  
FAÇADE IMPROVEMENT GRANT APPLICATION**

DATE: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant's Name: \_\_\_\_\_

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

Federal Tax ID Number: \_\_\_\_\_ Sales Tax ID Number: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Status of Applicant (please check one)

\_\_\_\_ Property owner with a vacant facility

\_\_\_\_ Property owner with a tenant business

\_\_\_\_ Property owner/operator of a business on the property

\_\_\_\_ Business owner/leasing tenant

Owner of the property is a/an (please check one)

\_\_\_\_ Individual

\_\_\_\_ Partnership (attach copy of Partnership Agreement)

\_\_\_\_ Corporation/profit (attach copy of Articles of Incorporation/Certificate of Formation)

\_\_\_\_ Corporation/non-profit (attach list of officers and directors)

\_\_\_\_ Trust (attach copy of Trust Agreement)

\_\_\_\_ Other Explain: \_\_\_\_\_

Length of ownership: \_\_\_\_\_ Date purchased: \_\_\_\_\_

**PROPERTY INFORMATION**

Address of property to be improved:

\_\_\_\_\_

Legal description of subject property:

\_\_\_\_\_

Tax Assessor Parcel Number(s): \_\_\_\_\_

Year built: \_\_\_\_\_ Square footage: \_\_\_\_\_

Is this building a contributor to the Flatonia National Historic District Listing? Yes\_\_\_\_ No\_\_\_\_

Is this a Local Landmark Building? Yes\_\_\_\_ No\_\_\_\_

Name and Phone Number of current tenant(s), if applicable: \_\_\_\_\_

\_\_\_\_\_

Planned or current use for the building after improvements are made: \_\_\_\_\_

\_\_\_\_\_

Project Description – please provide a detailed description of the proposed façade improvement project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit this completed application along with the following documentation:

1. Photograph of the building exterior
2. Drawings, and or renderings accurately depicting the extent of the proposed work.
3. Brief history of the building and any previous improvement work done to the building that you are aware.
4. What is the assessed property value?
5. Name of mortgage holder (bank)?
6. What is the balance on the mortgage?
7. Do you own any other business or real estate? If so, please list addresses.

The above application, terms and conditions are hereby accepted and agreed to as indicated by our signatures and date(s) below. In addition, We, the undersigned jointly and severally agree to hold the City of Flatonia, Texas, its officers, agents and employees; and the Flatonia Economic Development Corporation, its directors and agents harmless from any and all liability that may accrue in the future by reason of any property damage, personal injury, or death that is caused by construction projects undertaken in accordance with the specifications set forth herein, including all damages, costs, and attorney's fees, that may accrue in the future from any and all claims whatsoever.

\_\_\_\_\_  
Applicant

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

\_\_\_\_\_  
Joint Applicant (if applicable)

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

**CITY OF FLATONIA FAÇADE IMPROVEMENT GRANT PROGRAM  
APPLICATION AGREEMENT CONTRACT**

I have met with the City Manager and I fully understand the procedures established by the City of Flatonia and the Flatonia Economic Development Corporation, and intend to use this grant for the aforementioned exterior renovation project.

I have read the Façade Improvement Grant Application guidelines and understand them fully.

I understand that, if I am granted a Façade Improvement Grant by the City of Flatonia, any deviation from this contract may result in the withdrawal of the grant.

I understand that the Façade Improvement Grant will be administered as reimbursements once the project has been completed as agreed upon, and receipts of work completed and paid for are shown.

I understand the Façade Improvement Grant will be given for 80% of the total project expense I am applying for and will not exceed \$2,000.00 grant total per building, per property owner, per fiscal year (October 1-September 30). I further understand I cannot apply for annual grants for the same project applied for in any previous year.

I understand that the Façade Improvement Grant program will be administered until funds are depleted. All decisions of the City of Flatonia are final.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Joint Applicant (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Flatonia EDC General Manager

\_\_\_\_\_  
Date

The above application, terms and conditions are hereby accepted and agreed to as indicated by our signatures and date(s) below. In addition, We, the undersigned jointly and severally agree to hold the City of Flatonia, Texas, its officers, agents and employees; and the Flatonia Economic Development Corporation, its directors and agents harmless from any and all liability that may accrue in the future by reason of any property damage, personal injury, or death that is caused by construction projects undertaken in accordance with the specifications set forth herein, including all damages, costs, and attorney's fees, that may accrue in the future from any and all claims whatsoever.

\_\_\_\_\_  
Applicant

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

\_\_\_\_\_  
Joint Applicant (if applicable)

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