

**MAIN STREET PALESTINE
FAÇADE IMPROVEMENT PROGRAM
GRANT APPLICATION PACKET**

**Program description and rules
Design guidelines
Application forms and documents**



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**Palestine Economic Development Corporation
100 Willow Creek Parkway, Suite A
Palestine, Texas 75801
(903) 729-4100**

FAÇADE IMPROVEMENT PROGRAM: PROGRAM DESCRIPTION FOR MAIN STREET PALESTINE

The purpose of this program is to improve the visual appearance and economic vitality of the Main Street District by encouraging the exterior improvement of commercial/retail/office structures. The goal is to strengthen this area, improve safety and make the area aesthetically appealing to community residents and visitors. The improvements by existing businesses may act as a catalyst for widespread revitalization along this area and throughout the community. Should this program be successful in the Main Street District, the program may be expanded in the future to include other corridors.

Attached is a detailed description of the program, including information on project eligibility, application and approval process, review standards and necessary applications and other forms.

For additional questions regarding this program, please contact the Palestine Economic Development Corporation office at (903) 729-4100.

Application Cycle

Application Availability: Friday, May 1, 2015
Public Information Meeting, Wednesday, May 6 at 5:00 p.m.
Deadline to Submit Applications: Friday, May 29, 2015 by 12:00 noon.
Main Street Board Review of Applications: Tuesday, June 2, 2015
Historic Landmarks Commission Review: Tuesday, June 16, 2015
PEDC Board review of Applications: Thursday, June 18, 2015
Awardees Announced Tuesday, June 23, 2015 at City Council meeting
(Followed by 60 day waiting period)

Eligibility

In order to be considered for funding, applications must meet all of the following eligibility requirements:

Eligible areas

Only properties within the designated Main Street Area may apply for grant funding. Please check with the Main Street Manager for a map to see if your project is an eligible property.

Eligible applicants

Commercial property and/or business owners located within the eligible project area may apply for funding. Tenants who do not own the property must have a signed lease agreement and must submit a completed *Letter of Property Owner Approval* with their project application.

Eligible projects

Only existing commercial/retail/ business office properties are eligible under this program. Mixed-use properties are eligible to apply for and receive grants. Non-profit organizations, residential structures or new construction cannot be considered for funding.

Eligible improvements

The program is limited to funding only certain improvements to the commercial properties within the program area. While property and business owners are encouraged to make significant improvements to their entire property, only certain improvements are eligible for matching funds.

Improvements eligible for funding include, but are not limited to, the following:

- Complete facade rehabilitation
- Replacement of broken window panes, window frames, broken store front glass, and doors
- Scraping, priming, and painting of window frames, doors, cornice, and store front
- Exterior treatments, such as brick, tile, stucco, stone, wood, or siding
- Attached signage and brackets (only in conjunction with other improvements)
- Removal of slipcovers or other covers to expose original materials
- Cleaning of exterior by appropriate methods, such as power washing or tile cleaning (only in conjunction with other improvements)
- Exterior lighting fixtures attached to structure (only in conjunction with other improvements)
- Canopies or window awnings (only in conjunction with other improvements)
- Attached gutters or down spouts
- Restoration of historic or significant architectural features
- Roof repair (only in conjunction with other improvements) and that do not exceed more than 50% of total requested grant.

Professional fees (design, legal or engineering services) are recoverable.

The following improvements are not eligible for funding:

- New commercial construction
- Interior remodeling or renovation
- Fencing
- Burglar bars
- Alarm systems/security of building
- Construction that has been performed or placed under contract prior to approval of the project application
- Purchase or replacement of tools and equipment
- Electricity
- Insurance
- Pest Control Treatments
- Construction permits
- Clean up costs

In-kind services cannot be considered as part of the project budget.

Funding

Eligible applicants may apply for grants up to any amount for the project. The grant is a reimbursement grant only. The applicant must match the grant amount dollar-for-dollar. Program funds are a portion of the Palestine Economic Development Corporation sales tax funds.

Approved grants can be awarded up to 50% price match, \$25,000 maximum.

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APPLICATION CHECK LIST

Please check each of the pieces of the application that you have completed and are submitting.

- Application Check List
- Project application
- Project budget
- Commitment to Maintenance
- Letter of Property Owner Approval
(if applicant is not the property owner)
- Current photographs of building
- Proposed rendering of build
- All appropriate pages notarized
- 3 bid statements

Applicant certifies that all the above checked items are completed and submitted in this application.

Applicant (signature): _____ Date: _____
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PROJECT APPLICATION

Applicant and Property Information (please print)

Applicant name: _____

Mailing address: _____

Telephone: _____ Cell: _____

Applicant is a corporation, partnership, proprietorship, or individual

Applicant is a property owner or tenant / lessee*

*If tenant, must return Letter of Property Owner Approval

Business name: _____

Type of business: _____

Property address: _____

Legal description of property: _____

Project Information

Description of eligible improvements: *(an additional page may be attached)*

Requested grant amount: \$ _____

Describe source of matching funds: _____

Contractor name, address and telephone that applicant will choose to do work :

Estimated start date of construction: _____

Estimated completion date of construction: _____

Description of improvements to property not eligible for grant funding: _____

I have read the Facade Improvement Program description and agree to all terms contained therein, including compliance with all applicable city, state, and Federal codes and the three (3) years maintenance requirement.

Applicant (signature): _____ Date: _____

Attachments:

- Photographs of structure showing existing facades *(required)*
- Project budget form *(required)*
- Written bids for work to be completed (minimum three (3) required)
- Commitment to Maintenance form *(required)*
- Letter of property owner approval *(if necessary)*
- Drawings or renderings that illustrate improvements *(if available)*
- Other supporting plans or illustrations of improvements *(if available)*

Only complete applications may be considered for approval. Applications should be delivered to the Palestine Economic Development Corporation office at 100 Willow Creek Parkway, Suite A, Palestine, Texas 75801. See program description for application deadline(s).

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PROJECT BUDGET

Applicant (print): _____

Name of business: _____

Property address: _____

Proposed Budget

Materials costs: \$ _____

(Provide estimate of quantities, unit costs, and total costs.)

Labor costs: \$ _____

Total project budget: \$ _____

Requested grant amount: \$ _____

Attach written bids from three (3) contractors, indicate your selected contractor:

(Contractor Name) _____ (Telephone) _____

(Contractor Name) _____ (Telephone) _____

(Contractor Name) _____ (Telephone) _____

Applicant certifies that the business, or a branch, or department of the business does not knowingly employ undocumented workers. I further understand that should the business be convicted of a violation under 8 U.S.C. Section 132a(f), the business shall repay the amount of the assistance with interest, at the rate and according to the other terms provided by an agreement under Section 2264.053, not later than the 120th day after the date the PEDC notifies the business of the violation.

Applicant (signature): _____ Date: _____
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COMMITMENT TO MAINTENANCE

I, the undersigned, acknowledge that in consideration for the improvements made to the property described herein, the improvements shall be maintained according to the approved application and all applicable city, state, and Federal codes for a period of no less than one (3) year after completion. The City of Palestine reserves the right to make periodic inspections of the project during construction and after completion to ensure compliance with applicable codes.

Applicant (print): _____

Business name: _____

Property address: _____

Mailing address: _____

Telephone: _____ Cell: _____

Applicant (signature): _____ Date: _____
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<p>State of Texas § County of _____ §</p> <p>This instrument was acknowledged before me on the _____ day of _____, 20____, by _____, applicant, with regard to the real property commonly known as _____, in Palestine, Texas.</p> <p>_____, Notary Public in and for the State of Texas. My Commission expires: _____</p>
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**PALESTINE
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LETTER OF PROPERTY OWNER APPROVAL

This letter is to serve as permission for the tenant listed below to submit an application to and participate in the Facade Improvement Program, with Palestine Economic Development Corporation, a grant program to fund certain exterior improvements to existing commercial structures as described in the program description. I, the undersigned property owner, certify that I am the legal owner of the property listed below. Additionally, I confirm that the tenant currently holds a lease with me to occupy the property.

Furthermore, I acknowledge that in consideration for the improvements made to the property described herein, the improvements shall be maintained according to the approved application and all applicable city, state, and Federal codes.

Property owner (print): _____

Property address: _____

Mailing address: _____

Telephone: _____ Cell: _____

Tenant name (print): _____

Business name: _____

Current lease valid through: _____

Property Owner (signature): _____ Date: _____

<p>State of Texas § County of _____ §</p> <p>This instrument was acknowledged before me on the _____ day of _____, 20____, by _____, applicant, with regard to the real property commonly known as _____, in Palestine, Texas.</p> <p>_____ Notary Public in and for the State of Texas. My Commission expires: _____</p>

Program Review and Funding Process

In order to be considered for funding under this program, an eligible applicant must submit a complete application. All requests will be reviewed in a three part process:

1. Design and scope of work will be reviewed by Main Street Board for adherence to Main Street Design concepts;
2. Design and scope of work will be reviewed by the Historic Landmarks Commission, their review will address the project's compliance for permitting and adherence to historic design guidelines, and a Certificate of Appropriateness may be issued by request of the applicant at this time for HLC approved work;
3. Final review, and ultimate approval, by the Palestine Economic Development Corporation Board of Directors for conformance to all guidelines and criteria.

Review by all boards and approval by PEDC will then result in review and approval of funding by Palestine City Council at a regularly scheduled meeting. All funds are subject to a 60-day mandatory waiting period to allow for public hearings on the funding, and the project will not be considered fully funded before the 60-day waiting period ends. Work begun before waiting period end, is not guaranteed reimbursement, please consult with staff.

Those projects selected for funding must then receive all necessary permits, complete the approved work, and request an inspection to verify conformance with the terms of approval. If the terms are met, the Palestine Economic Development Corporation will make a reimbursement payment for the approved amount. Details on this process are listed below.

Approval

Applicants whose projects are selected for funding by the Board will be notified in writing of their project approval. Before any construction can be started, the applicant must execute the grant agreements, receive an executed copy of grant contract and receive all necessary permits.

Implementation

After a project is approved, applicants may request a pre-construction meeting with Staff in order to coordinate the permitting procedure, complete the required grant acceptance documentation and answer any questions the applicant or applicant's contractor may have about the process. **Applicants are required to conform to all zoning regulations and building codes and must apply for and receive all necessary building, sign and site permits.**

You can call Development Services if you have zoning or building code questions at 903-729-8419.

All approved construction must commence no later than 60 days after obtaining the necessary permit or project approval (if no permits required).

Work must be completed within 180 days of that date. The Board may grant an extension to these deadlines if warranted.

Applicants requesting an extension must do so in writing prior to the expiration of the 180-day completion period.

When all approved facade improvements are completed, the applicant must submit a *Notice of Project Completion* statement to the Board. This letter serves as a request for inspection and a request for payment. Also, at this point, the applicant must submit a cover sheet and all invoices, receipts, and/or canceled checks related to the improvements. Invoices, receipts, and/or canceled checks received after the letter is submitted will not be considered for payment. Cash payments to vendors is discouraged. If a cash payment is made, the receiver must sign, date and place contact info on the paid invoice. Staff will contact all cash payees to verify payment, no exceptions will be allowed for auditing purposes.

Inspection

When the Board receives the *Notice of Project Completion*, Staff will make an inspection to determine if improvements were made in conformance with approved application.

Inspections of permitted activity will occur throughout the project depending on the policies and procedures of the department issuing the permit.

The Palestine Economic Development Corporation reserves the right to make periodic inspections with a third party contractor during construction and after completion to ensure that the terms of approval are met.

Payment

If the terms of approval are fully met, a reimbursement payment of approved costs and fees can commence. Contact PEDC or Main Street for a reimbursement packet.

Partial Payments

Grant recipients may request partial payment in writing, along supporting invoices, receipts, cancelled checks and a copy of the grant contract, up to the point of the request. Requests can only be made when at least half of the façade rehabilitation has been completed on grants that received more than \$10,000. The PEDC reserves the right to have a third party contractor look at the work at the expense of the grant recipient.

These partial payments will only be issued as reimbursement for payment already rendered on work already completed.

The granting of partial payments is on a case-by-case basis, and at the discretion of PEDC.

Application

Applications are available at the PEDC office, 100 Willow Creek Parkway, Suite A., Palestine, Texas 75801 or Palestine City Hall 504 N. Queen Street. Only complete and accurate applications will be accepted. Applications are to be returned to the PEDC office.

The following documents are required at the time of initial application submission:

- ✓ Application Check List
- ✓ Project application
- ✓ Project budget
- ✓ Commitment to Maintenance
- ✓ Letter of Property Owner Approval (if applicant is not the property owner)
- ✓ Current photographs of building
- ✓ Proposed rendering of building
- ✓ All appropriate pages notarized
- ✓ 3 bid statements with contractor full contact information

All of the above requirements plus the following are due before consideration by the PEDC Board of Directors:

- ✓ Letter of approval from Main Street Advisory Board
- ✓ Letter of approval from Palestine Historic Landmark Commission

Project review

The Board of Directors, along with the staff, will review all complete applications for conformance with the stated review criteria and select projects for funding.

Staff may contact and/or meet with the applicant to request additional information and alterations to the project, or to discuss other details related to the proposal.

Review Standards

Project review committee

The Board of Directors is charged with the review of all applications. The Board will work with Staff and the applicant to evaluate each proposal for conformance with the review criteria.

The Board of Directors is comprised of seven (7) members.

Review criteria

The Board of Directors, based on the following criteria, will evaluate project applications.

- **Completion and accuracy of application.** The applicant must submit all required documentation related to the application.
- **Visual impact.** The improvements should make a significant, positive visual impact to the property itself and the corridor as a whole. Improvements should complement the existing structure and must be compatible to the surrounding properties and corridor as a whole. The alterations to the structure must conform to the program design guidelines.
- **Economic impact.** Improvements should increase the property's appeal and suitability for attracting quality businesses and customers. Projects should enhance the appearance of the property and serve as a catalyst for additional investments in the property and throughout the corridor.
- **Non-funded improvements.** Projects that are part of an overall improvement plan are encouraged. Although interior renovation and certain other site improvements are not eligible for funding, these improvements can contribute to the overall revitalization of a commercial property. Should the applicant have improvement plans beyond those eligible for funding under the program, the Board may look favorably on such projects.
- **Conformance with applicable regulations.** The project must conform to all applicable city, state, and Federal regulations and permitting procedures. Projects that appear to perpetuate existing maintenance code violations will be judged less favorably.
- **Reasonableness of costs.** The costs associated with the project are reviewed for reasonableness and accuracy.
- **Matching funds and timeline.** The applicant will provide a description of matching funds and evidence that the improvements can be completed in a timely manner.
- **Commitment to maintenance.** The applicant must provide a commitment to maintaining the proposed improvements a minimum of 3 years.

Maintenance of Improvements

Recipients of grant money are required to maintain the funded improvements for a period of no less than 3 years from date of completion. The improvements are to be kept in good repair and in compliance with all applicable codes. The City of Palestine will make inspections throughout the compliance period to monitor compliance with the terms of the grant approval.

Grievance Procedure

Persons aggrieved by any action or inaction related to this program may appeal, in writing, to the PEDC Staff, to be submitted to the Board of Directors within 30 days of the contested decision.

Additional Program Rules and Information

Compliance with city, state, and Federal requirements

All projects that require permits are required to receive necessary permits and conform to all applicable city, state and Federal requirements. This includes, but is not limited to, conformance with applicable zoning regulations and building codes.

The applicant must also apply for and receive any necessary building, electrical, sign or other city permits.

General Conditions

The Palestine Economic Development Corporation is not responsible for cost overruns. All cost overruns are the responsibility of the applicant. Should the costs paid on the project be less than the originally approved grant amount, only that qualifying amount paid out on the project will be reimbursed.

Any changes from the approved design or costs must be submitted in writing to the Board of Directors. The Board must review and approve the requested changes prior to construction.

All construction management is the responsibility of the applicant. The PEDC is not responsible for the work completed, damage done or any other action by any contractor on construction projects partially funded by this program.

The Palestine Economic Development Corporation reserves the right to make changes and modifications to this program as warranted with no notice required.