

FACADE GRANT APPROVAL AGREEMENT FORM

I have met with the Floresville Economic Development Director, and I fully understand the Façade and Signage Reimbursement Grant Procedures and Details established by the Floresville Economic Development Corporation Board of Directors. I intend to use this grant for the aforementioned renovation projects.

I have read the Façade and/or Signage Reimbursement Grant Application Policy and Procedures including the Façade Reimbursement Grant Details. I understand that if I am awarded a Façade and/or Signage Reimbursement Grant by the City of Floresville Economic Development Corporation Board, any deviation from the approved project may result in the partial or total withdrawal of the Façade Reimbursement Grant.

I agree to complete the approved project within one (1) year of the date of approval of the project. I agree not to alter or change the façade improved with the grant funds without the prior written approval of Floresville Economic Development Corporation within five (5) years from the date of issuance of the Occupancy Permit by the City of Floresville. If the façade is altered for any reason within one (1) year from the completion of construction, I may be required to reimburse the City of Floresville immediately for the full amount of the Façade and/or Signage Reimbursement Grant.

Business Name: _____

Applicant's Signature: _____ Date: _____

Building Owner's Signature: _____ Date: _____

Economic Development Director's Signature: _____

Date: _____

FEDC President: _____

Date: _____

Floresville Economic Development Corporation
Cost-Sharing Facade/Signage Grant Policy

And Procedure

Updated September 20, 2022

Background

It is within the scope of an economic development corporation's (EDC) body of work to consider requests assistance from a local business for facade or signage improvements to their building or property. **This in no way obligates the EDC to such a policy.**

The Floresville Economic Development Corporation (FEDC) developed a cost sharing policy (matching grant) for facade and/or signage grants to local businesses operating within the city limits of Floresville. A maximum of \$50,000.00 was budgeted as an annual line item for this purpose. Projects approved by the FEDC Board were matched by a to-be-determined percentage not to exceed a 50% match by the FEDC for each dollar the applicant to be spent on the project with a maximum (but not guaranteed) match of up to \$7,500. An application was were developed requiring the local business owner to present in person to the Board of Directors the scope and body of work intended, valid estimates of the cost of the project, and a projected timeline for completion prior to the start of the actual project. The Board has sole discretion in the decision as to the awarding of the matching grant and the amount to be awarded.

Policy

The FEDC makes available to businesses within the city limits of Floresville an opportunity to apply for a facade and/or signage grant according to criteria established and enforced by its Board of Directors.

*Funding of this grant program is entirely dependent upon the annual FEDC approved budget and may change from year to year.

*Grants will be limited to one per business owner or entity no sooner than every 5 years.

*The FEDC Board has sole discretion to determine which projects are approved.

*FEDC will not consider remodeling costs or expenses not associated with facade and/or signage projects.

FEDC will not approve applications for matching grant funding before consideration and approval by the FEDC BOD.

Upon completion of the project, if the Board finds the work produced to be less than the project originally indicated or of lesser quality than presented at the in-person presentation, the Board reserves the right to withdraw its offer to provide the grant match at its sole discretion.

All governmental taxes due on the business property, personal and real property, following the facade and/or signage improvement which may be approved and funded by this matching grant policy are the sole responsibility of the applicant/business owner.

A performance agreement between the FEDC and a business must:

- (1) provide, at a minimum, for a schedule of additional payroll or jobs to be created or retained and capital investment to be made as consideration for any direct incentives provided or expenditures made by the corporation under the agreement; and
- (2) Specify the terms under which repayment must be made if the business enterprise does not meet the performance requirements specified in the agreement.

The FEDC prohibits discrimination on the basis of race, color, sex, religion, disability, familial status or national origin.

Application Process

ELIGIBILITY

Businesses located within the city limits of Floresville are eligible for consideration of the matching grant.

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 Facade and Signage Improvement Grant.

BOD: Board of Directors

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.

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

Facade: the portion of the building parallel to the primary right-of-way as determined by the Floresville Economic Development Corporation.

FEDC: the Floresville Economic Development Corporation.

FSIP: The Facade and Signage Improvement Program.

Notice to Proceed: a written notice from the Floresville Economic Development Corporation Board of Directors authorizing the Applicant to begin construction as approved by the FEDC BOD.

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

Staff: the FEDC Director or their designee(s).

ELIGIBILITY CRITERIA

The following criteria must be met for participation in FSIP:

1. Applicants must be commercial property owners or commercial tenants located within the city limits of the City of Floresville;
2. Tenants must have written approval from property owners to participate in program;
3. Nonconforming signage on property, if applicable, must be permanently removed as part of the improvement;
4. Applicants must be up to date on all municipal taxes prior to participation in the program;
5. 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;
6. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
7. Understanding that the overall objective of the FSIP is to improve the exterior, visibility and presentation of a property; the FEDC has the discretion to decline an application while suggesting enhancements that would enable future acceptance;
8. Ineligible businesses: non-profits, government offices, residences, home businesses, and sexually-oriented businesses.

DESIGN PRINCIPLES AND GUIDELINES

Improvements to be funded by the program must be compatible with the character and architecture of the individual building as well as meet City standards with regards to latest construction and design trends. Buildings with significant architectural and historical 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 Facade/Signage Improvements:

- a. Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;
- b. Visually appealing and appropriate City-approved signage, including monument signage, pole signage, electronic message boards and other signage as specified in the City's codes;
- c. Lighting which is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building Facade;
- d. Awnings or canopies which can be both functional and visually appealing;
- e. Cleaning, repainting or residing of building; and
- f. Window boxes.

2. Ineligible Improvements/Expenses:

- a. exterior improvements located on the 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. 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

Any permits, alterations, or improvements pertaining or relating to the FSIP application made prior to receiving a "Notice to Proceed" are not eligible for reimbursement.

4. Alterations

Applicant must agree not to change or alter the improved Facade without prior written approval from the FEDC for three (3) years from the date of grant payment.

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 files an application.
2. Applicant's prepares final design drawings and submits them to Staff for review and approval.
3. Proposed project will be presented to the Director for review followed by review by the FEDC BOD.
- 4 . The proposed project will then be presented to the FEDC BOD for final review.
5. Staff will send applicant a Performance Agreement for their review and execution.
6. Staff sends applicant a "Notice to Proceed". Any work completed prior to receiving the "Notice to Proceed" will not be reimbursed.
7. Applicant has sixty (60) days from the date the Notice to Proceed and the Performance Agreement is executed is sent to begin implementation of approved improvements.
8. Contractor constructs project improvements as specified in the final design. Any changes to the approved plan must be approved by the FEDC BOD.
9. Applicant notifies Staff once project is completed.
10. Staff certifies the improvements comply with the final drawings and specifications.
11. Applicant must submit copies of all paid invoices to the Economic Development Director for approval by the FEDC BOD.

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

TIMELINE

A business wishing to apply for a facade and/or signage matching grant may obtain the application from the FEDC website or directly from the FEDC office located at 1120 D Street, Floresville, Texas 78114.

Before the facade and/or signage work is begun, a completed application and all required documentation or attachments must be submitted to the FEDC office. It is the applicant's sole responsibility to ensure delivery of the completed application to the FEDC Executive Director or designee. Incomplete applications will be returned to the applicant.

The Executive Director or the FEDC Board reserves the right to request additional information regarding the project at any time prior to the decision to consider funding the matching grant.

The applicant is required to present the proposed facade and/or signage improvement plans and bid estimates in person to the FEDC Board before the work is started.

Amendments or changes to the original plans or scope of work submitted to the FEDC Board after a Board decision has been made may result in 1) revocation or cancellation of the previous Board decision, or 2) the need to submit a new updated application. The action to be taken is determined by the majority vote of the FEDC Board.

REQUIRED DOCUMENTATION

The following must be included with the completed application:

- Photo(s) or drawing(s) of current and proposed project.
- Bids from vendors describing estimated cost of project (estimate must have name and address of vendor).
- Copies of any required permits.

The Following must be submitted at the conclusion of the project:

- Photo(s) of the actual finished project.
- Paid invoices specific to the approved project (invoices must have name and address of vendor).

BOARD DETERMINATION

After the in-person presentation to the FEDC Board, the Board will determine what action to take.

Payment is ultimately granted if the Board approves the final product. If, in the Board's determination, the work product is less than was expected, the Board may withdraw or reduce its offer of the grant match at its sole discretion.

Projects approved by the FEDC Board may be matched by a to-be-determined percentage not to exceed a 50% match by FEDC for each dollar the applicant spends on the facade and/or signage project with a maximum match of (but not guaranteed) up to \$7,500. **This does not imply a guaranteed percentage for any project.**

Upon receipt of the paid invoices, and final approval by the FEDC Board, the Executive Director will issue the grant match to the applicant within 15 working days.

TERMINATION

The City of Floresville Economic Development Corporation has the right to terminate any agreement under the FSIP 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 Facade and Improvement Program Agreement with the City of Floresville and the receipt of a Notice to Proceed.

Floresville Economic Development Corporation
Facade and Signage Improvement Program Application

Please return completed application with necessary attachments and signature to City of Floresville Economic Development Office, 1120 D Street, Floresville, Texas 78114. If you have any application questions, please contact the Economic Development Executive Director at 830-581-9998.

Applicant Name	Date
Business Name	
Mailing Address	
Contact Phone	
Email Address	
Building Owner (if different than applicant)	
Historical/Current Building Name	
Years in business in Floresville	
Project Site/Address	

Type of Work: (check all that apply)

Facade _____

Signage _____

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

How will this project benefit the community?

Written Scope of Work for Grant (what do you want to do, the plan):

I have attached a separate sheet for this information.

Photo(s) and/or drawing(s) of proposed design attached (required).

Written bids for cost estimates to present to FEDC Board (required). Must have name and address of company or person providing estimate(s).

If my project is approved for the grant match, I understand that I am required to provide photos of the finished project to present to the FEDC Board prior to receiving the FEDC grant match.

I also understand that if the FEDC Board has any concerns about the quality of work and the finished product, the Board reserves the right to withdraw the grant matches at its sole discretion.

I have read and understand the FEDC Policy on Cost Sharing Facade and/or Signage Grants.

_____ Initials.

Project Expectations	Estimated Costs	Grant Requested
Facade/ Building Rehab		
Signage / Lighting		
Awnings		
Total		

TOTAL COST OF PROPOSED PROJECT \$ _____

TOTAL GRANT REQUEST \$ _____

(May not exceed 50% of TOTAL COST up to \$15,000)

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

Applicant

Signature: _____

Date: _____

Property

Owner

Signature: _____

Date: _____

FEDC Check list of Cost Sharing Facade and/or Signage Grant

Applicant _____

Date received application _____

FEDC Board meeting scheduled _____

FEDC Board Action and Date _____

FEDC Grant% or up to amount approved _____

Added Grant Stipulations:

Final Approval by the Board, Date: _____

Approved grant match and/or % _____ Check Date _____ Check Number: _____

Applicant Signature _____

Date _____

FEDC Executive Director Signature _____

Date _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ► _____	<i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.