

# Van Horn Economic Development Corporation FAÇADE IMPROVEMENT GRANT PROGRAM

## TEN STEPS OF APPLICATION PROCESS

- 1) Property owner/tenant considers Façade Improvement Grant, reviews application for basic information.
- 2) Property owner/tenant contacts the Van Horn Economic Development Board for further information or questions.
- 3) Property owner/tenant contacts contractors.
- 4) Contractors complete estimates of cost and completion time.
- 5) Property owner submits Façade Grant Application to the Van Horn Economic Development Corporation for review.
- 6) Application approval or denial by Van Horn Economic Development Corporation.
- 7) Project begins with approval of grant application.
- 8) Project completed.
- 9) Paid invoices and cancelled checks submitted to Van Horn Economic Development Corporation.
- 10) Grant payment from the Van Horn Economic Development Corporation.



**PROJECT WRAP-UP/REVIEW \*\* ACTION ON REIMBURSEMENT REQUEST**

**Payment Info:**     Approved for Reimbursement       Rejected for Reimbursement (see reverse)

Recommended Amount of Reimbursement: \$ \_\_\_\_\_

**\*\*cannot exceed \$3,000.00**

\_\_\_\_\_  
*Van Horn Economic Development Board Representative*

Documented Cost of Facade Improvement \$ \_\_\_\_\_ .

**(All documentation must be attached for reimbursement. No Reimbursement can be given without properly completed documentation)**

**APPROVED:**

Van Horn Economic Development Corporation Reimbursement \$ \_\_\_\_\_

**\*( \$3,000.00 maximum).**

\_\_\_\_\_  
*Van Horn Economic Development Board Representative*

# Van Horn Economic Development Corporation

## FAÇADE IMPROVEMENT GRANT PROGRAM

### + FAÇADE IMPROVEMENT PROGRAM +

## GRANT GUIDELINES

### **WHAT IS A FAÇADE?**

A facade is defined as one side of a building regardless of the number of stories. Each storefront of a building can be considered a façade. The rear of a building may also be considered for a façade grant, with priority given to the front of a building and signage.

### **WHO IS ELIGIBLE?**

The Small Town Study Area's primary boundary is anything within the boundaries of the B-1 Business District of the Town of Van Horn.

Any property owner or business tenant in the B-1 Business District of the Town of Van Horn is eligible.

Only buildings whose current or historic use is commercial are eligible for the Façade Grant program.

Only one application may be submitted for each façade. Either the property owner or the business tenant of a building may submit an application, or an owner and tenant may apply jointly.

If a building has multiple units, each tenant with a separate entrance may apply. Where a single tenant occupies multiple units the tenant is eligible for one application per façade.

A business tenant applicant must obtain the property owner's written consent for façade renovation, and must submit that permission with the application.

501C3 Non-profits within the B-1 District of the Town of Van Horn

### **PURPOSE OF FAÇADE IMPROVEMENT PROGRAM**

The VHEDC's Façade Improvement Program is an measure intended to encourage and provide economic inducement for the:

Renovation of commercial building facades in the B-1 Business District of the Town of Van Horn.;

Implementation of appropriate design standards for the rehabilitation of historic properties (see the Secretary of the Interior's Standards for Rehabilitation (36 CFR Part 67) at:

<http://www.nps.gov/history/hps/tps/tax/rehabstandards.htm>); and

Preservation of the unique architectural and commercial character of downtown Van Horn.

## Van Horn Economic Development Corporation

### **CRITERIA:**

All façade design proposals must:

- o meet the applicable zoning and code requirements of Van Horn,
- o must comply with these Façade Improvement Program grant guidelines,
- o must receive Façade Improvement Program Application approval from the Van Horn Economic Development Corporation prior to beginning work;
- o and must adhere to the US Secretary of the Interior's Standards for Rehabilitation (at: <http://www.nps.gov/history/hps/tps/tax/rehabstandards.htm>).

Only exterior façade renovations and signage are eligible.

A property does not have to be occupied at the time a Façade Improvement Program application is submitted.

Priority consideration will be given to proposals that make highly visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historic, and commercial character of downtown Van Horn.

A building or rental unit may receive more than one grant award for the same façade. However no more than one grant award will be given to the same building or rental unit within one year.

### **EXAMPLES OF IMPROVEMENTS:**

Improvements may include, but are not limited to the following:

Removal of false fronts, metal canopies, and additions that detract from a building's historical and architectural character;

Safe cleaning of brick storefronts – chemical stripping, scraping, and water wash. Power washing is not recommended. Sand blasting is prohibited.

Exterior painting/repainting. Initial painting of unpainted masonry may be covered on a project specific basis and must be approved by the Van Horn Economic Development Corporation.

Historic reconstruction – storefront, door, or window repair or replacement, masonry etc.

Approved awning installation

Structural repairs – except roof

Approved sign and/or exterior lighting installation. Simple sign changes are eligible but by themselves will be given low priority.

Address information – numerals, building name

Landscaping installation and maintenance

Signage

### **Additional Information**

Façade Grants will be given on the basis of \$1 maximum reimbursement for each \$1 the owner/tenant spends on rehabilitation, up to \$3,000 per façade. A minimum of \$250 must be spent. Each year the VHEDC has limited funds set aside for reimbursements for façade improvements, consult with the Van Horn Economic Development Corporation to determine availability.

The final award amount is based on documentation of actual costs.

Façade Grants are paid only when the approved project is completed in accordance with the approved plans and specifications submitted with the application. The Van Horn Economic Development Corporation Chairs will inspect and sign-off on completed work prior to issuance of grant award.

Completed work that differs from the approved application will be disqualified for reimbursement.

Reimbursement checks will be made by the VHEDC within two weeks of sign-off of completed work and documentation of payment of said work.

**APPROVAL:**

Applications, with accompanying “before” photographs/proposed plans/sketches/specifications/color choices/property owner approval signature and copies of at least two cost estimates covering labor and material, must be submitted to Town Hall.

The Van Horn Economic Development Corporation will review Facade Applications for final approval for properties within the B-1 Business District of the Town of Van Horn. Each applicant will receive a letter notifying him/her of approval (or denial) of application, and notifying of any permit requirements. Applicants have 90 days to then apply for required permit(s), if applicable, or begin work.

**POST-APPROVAL:**

**COMPLETION DEADLINE: All approved work must be completed within six (6) months of application approval.**

If more time is needed the applicant must provide written statement requesting extension for review and approval.

Upon completion and sign-off of work, copies of the approved application along with documentation of paid statement, canceled checks, receipts, etc, must be submitted to the EDC in order to claim grant payment.