

SANSOM PARK ECONOMIC DEVELOPMENT CORPORATION

COMMERCIAL DISTRICT FAÇADE IMPROVEMENT PROGRAM

Summary

The purpose of the Façade Improvement Program is to provide grant funding to existing business and/or property owners to encourage renovation and rehabilitation of the commercial districts, which shall be defined as the commercial area along Azle Avenue and Jacksboro Hwy (“Commercial Districts”). Grant funds may only be awarded for projects that include façade improvements that the SPEDC finds will promote new or expanded business development and will benefit the SPEDC. **The funds can be used for exterior improvements only**; no roof or interior improvements can be made with this grant. The Sansom Park Economic Development Corporation may contribute up to 50% of the façade project cost up to a \$10,000 maximum per property. This is a one-time distribution to each program participant per project. An eligible business/property owner can apply up to two (2) times per fiscal year (October 1 – September 30) for the program. The SPEDC’s contribution shall be in the form of a reimbursement upon final completion of the project and submission of all invoices of materials and services paid. The program will automatically renew each fiscal year provided that SPEDC allocates funding for it that is approved by the City of Sansom Park (the “City”).

Eligible Projects/Costs

- Signs (new, repairs, replacement, removal)
- Awnings
- Lighting
- Paint
- Removal/replacement of inappropriate exterior finishes or materials
- Recessing/reconfiguring outdoor lighting
- Removal of extraneous elements
- Door/window replacement or repair
- Exterior cleaning
- Historical architectural elements
- Parking lot improvements

Design, materials and labor costs are also eligible costs. In-kind, donated, “sweat equity” or similar no cost to the Applicant improvements, services, or materials will not be matched and are ineligible costs under the Façade Improvement Program. **All improvements must meet all applicable city codes and ordinances.**

Application Deadline

Application process begins October 1st of every year and will continue until all allocated funds for that fiscal year are distributed. Applications that meet all of the program guidelines and criteria will be voted on by the SPEDC board for either approval or denial of the application. SPEDC approved applications will be forwarded to the Sansom Park City Council (“City Council”) for approval. All applicants will be notified in writing of the SPEDC and if applicable, City Council decisions in a timely manner. Work must begin within one (1) month of the grant and should be completed within six months of the issuance of the grant. If extra time is needed, a written request for variance explaining the need for a time extension must be submitted to the SPEDC board for consideration.

Guidelines

1. Applicants must apply for the grant **before** restoration or renovation work begins. **No grants will be awarded for work that has already been done.** Funding is distributed as a reimbursement following application approval and submission of all paid project costs for the completed and approved work.
2. The matching funds will be limited to a maximum of the \$10,000 per project. A business/building owner may apply for a maximum of two (2) separate projects. An applicant can spend more on improvements for a project but will not be reimbursed more than the \$10,000.
3. Funding of the grant is awarded at the discretion of the SPEDC based on the proposed guidelines and subject to approval of the City Council. SPEDC and the City Council shall have sole discretion in awarding the matching grants.
4. Use of funds will be focused only on exterior improvement work on storefronts and commercial buildings in the Commercial Districts.
5. Payment of grant funds shall be reimbursed after work is satisfactorily completed to the terms of the application and grant authorization. **Copies of all invoices must be submitted for reimbursement.**
6. Applicant must provide verification that property taxes on the property are paid and current.
7. Applicant must provide hard copy and digital “before” pictures of the building.
8. If any grant funded improvements are altered without SPEDC approval or removed within one year of reimbursement, the business or building owner shall be required to return any funds received for such improvements.
9. All projects must be found by the SPEDC to promote new or expanded business development in the City.
10. If you are a renter and wish to participate in this grant program, please submit this application through the property owner.

Project Cost Reimbursement

Requests for reimbursement will only be processed and brought before the SPEDC for final approval after the rehabilitation/improvement work is completed and approved following a final field inspection by City staff or their designee in order to verify compliance with the project scope. Further, no reimbursement under the Program will be issued until the Applicant has paid for the improvement work in full. Reimbursement claims must be accompanied by the following supporting documents:

- Proof of payments (i.e., cancelled checks, paid invoices/receipts of eligible expenses)
- Statements from architects, contractors and/or subcontractors acknowledging that all payments have been received
- Proof of final government inspection
- Hard copy and digital “after” photographs of the façade improvements

Façade Improvement Grant Application

Name of Applicant: _____
*must be property owner

Project Address: _____

Mailing Address: _____

Email Address: _____

Phone Number: () _____ - _____

State how property is occupied by applicant: _____(own/lease/rental/other)

Length of occupancy: _____ Please attach proof of ownership.

Total Estimated Cost of Project: \$_____

Have you ever received the Façade Improvement Grant for this property?

Yes____ NO _____

I, _____, affirm that I am the owner of the property subject to this Façade Improvement Grant, and I have read and understand the Guidelines and Criteria for this Grant

Please attach a written description and cost estimate for the work to be done and a photo of the building.

Please submit the application to:

The Sansom Park Economic Development Corporation
Façade Improvement Grant Application
5705 Azle Ave.
Sansom Park, TX 76114

Application Checklist

- ___ A completed Application
- ___ Proof of ownership of property
- ___ A completed Agreement Form
- ___ A photo of the building
- ___ A written cost estimate for improvements
- ___ A detailed description of the proposed improvements to be made to the building. This description must include information on the methods and materials to be used in the improvements.
- ___ Verification that property taxes on the property are paid and current.

Performance Agreement

As authorized by Texas Local Government code Section 501.158, this Performance Agreement ("Agreement") is made and entered into by and between the Sansom Park Economic Development Corporation ("SPEDC") acting through its Board of Directors, and _____ the owner of said property located at _____, Sansom Park Texas ("Grantee").

WHEREAS, SPEDC was formed to administer the sales and use tax approved by the citizens of Sansom Park, Texas and collected pursuant to the Development Corporation Act of 1979 ("the Act") for the development, promotion creation, retention or expansion of business enterprises which create or retain jobs, and for suitable infrastructure necessary to promote or develop business enterprises; and

WHEREAS, Grantee applied for a Façade Improvement Program grant related to a façade improvement project on the above referenced property (the "Project") and such application was approved by SPEDC and the City of Sansom Park; and

WHEREAS, the Program Description, Guidelines and completed Application Form are hereby incorporated into this Agreement as if set forth in full herein; and

WHEREAS, SPEDC hereby finds and determines that the Project includes land, buildings, equipment, facilities, expenditures, targeted infrastructure, or improvements that will promote new or expanded business development in the City; and

WHEREAS, SPEDC finds that this Agreement will benefit the SPEDC;

NOW THEREFORE, SPEDC AND GRANTEE for and inconsideration of the mutual promises contained herein, do hereby agree as follows:

GRANTEE STATEMENTS AND OBLIGATIONS:

I am the owner of the property located at _____, Sansom Park, Texas which is within the eligible area for the SPEDC Façade Improvement Program.

I fully understand the procedures established by the Sansom Park Economic Development Corporation in determining grant eligibility.

I have read and understand the Sansom Park Economic Development Corporations Façade Improvement Program procedures and guidelines.

I understand that, if I participate in this program, any deviation from this agreement will result in the withdrawal of funds, required repayment of received reimbursements, and my disqualification from the program.

I agree to comply with all requirements for reimbursement of costs under the program including, but not limited to providing a copy of all receipts showing expenditures for the project work completed of the project and funds.

I understand that the Façade Improvement Program Grant is not funded by the City of Sansom Park.

I agree to have the proposed project started within one (1) month of award notification and project completed within six (6) months of start date.

If the improvements for which I receive reimbursement under this project are altered in a manner not approved in writing and in advance by SPEDC, or are removed within a minimum of one year, I understand that I will be in default of this agreement and agree to repay all grant monies paid to me under this Agreement within thirty (30) days of a written demand from SPEDC for such repayment.

SPEDC OBLIGATIONS:

SPEDC agrees to provide a matching grant incentive to Grantee in an amount not to exceed \$_____, provided that Grantee provides all required documentation and complies with all program requirements. Such financial assistance shall be paid as a reimbursement upon submission of paid receipts and confirmation of compliance by Grantee with all program requirements.

TERM OF THE AGREEMENT:

This Agreement shall become effective upon execution by both parties and shall remain in force for one year from that date.

DEFAULT AND REPAYMENT:

Should SPEDC find that Grantee has altered, removed or not properly maintained the façade improvements for which reimbursement was received under this Agreement within the term of this Agreement, Grantee will be required to repay any such reimbursements to SPEDC within thirty (30) days of receipt of a written demand for such repayment.

VENUE:

This Agreement shall be construed under and in accordance with the laws of the State of Texas and all obligations of the parties created hereunder are performable in Tarrant County, Texas.

SOLE AGREEMENT:

This Performance Agreement and referenced attachments, constitutes the only agreement of the parties concerning this transaction and supersedes any prior understandings or written or oral agreements between the parties.

AGREED TO AND EXECUTED BY:

Sansom Park Economic Development Corporation Type B this ____ day of _____.

By: _____
President

Date

ATTEST:

By: _____
Secretary

Date

Printed name of Applicant

Applicant Signature

Date

STATE OF TEXAS
COUNTY OF TARRANT

This instrument was acknowledged before me on the ____ day of _____, 2019, by Jim Barnett, Jr., President of Sansom Park Economic Development Corporation4B.

(SEAL)

Printed Name:
Notary Public, State of Texas
My Commission Expires: