



Community Development



FACADE IMPROVEMENT GRANT (FIG)

The City of Longview is helping local businesses within Longview in specified areas to improve their curb appeal with the Store Front/Facade Improvement Program.

The key element for this grant is a revitalization effort to stimulate the return of business activities to the South Longview Initiative Program (SLIP) Area Commercial Corridor. (Please refer to Figure 1 - SLIP Map).

Fresh Paint, New Awnings, or Complete Facade Rehabilitation is the first signs that business owners are re-energizing the area. These first few steps can be the spark to ignite interest and spur new commercial excitement. The Facade Improvement Grant (FIG) provides a catalyst for these first steps.

The City of Longview provides funding through this grant process to Commercial Property Owners or Business Owners (with property owner approval) to encourage Restoration Projects of Building Facades and to enhance the building's overall exterior appearance. Grants are funded by the City of Longview Community Development Department using Community Development Block Grant funds. These funds are Federal Funds made possible through the U.S. Department of Housing and Urban Development (HUD).

The City of Longview offers this packet and reference guide to outline and specify requirements for qualifying and applying for a Facade Improvement Grant. Please Note; these guidelines cannot cover every situation nor solve every problem, rather this information offers basic information about the process.

Application Guidelines, Processes and Procedures

A FACADE IS: The Principal Face or Front Elevation of a building, In some cases the side of a building facing the street will qualify.

The purpose of the Facade Improvement Grant is to provide the following:

- Reverse the deterioration of commercial structures in the targeted areas
- Enhance efforts to market vacant space and attract new businesses
- Stimulate new, private investment and economic growth
- Promote consistency in design and create a fresh and aesthetically pleasing environment
- Assist property owners with the appropriate exterior rehabilitation of their buildings and bring those buildings up to code
- Invest in historic preservation and rehabilitation.

DESIGN GUIDELINES:

Only properties located in South Longview Initiative Program (SLIP) area as shown on the attached map (Figure 1) will be eligible for incentives under this program. Its purpose is to facilitate and providing funding assistance to improve and rehabilitate building facades in the SLIP area.

Historic Designated Buildings - Only:

Buildings designated as historic by the State of Texas or the Longview Historic Preservation Commission will have at minimum \$10,000.00 set aside for preference of those selected buildings.

These selected buildings will need to meet State and Local Historic Guidelines set by each agency before any work may begin.

ELIGIBLE AREAS:

Grant applications will be accepted for any commercial property within the designated target area of the South Longview Initiative Program (SLIP) Area. (Please see Figure 1 - SLIP Area Map)

GEOGRAPHIC BOUNDARIES:

Please see the attached map for the geographic boundaries of the South Longview Initiative Program Area (Figure 1).

NON ELIGIBLE AREAS:

Commercial and retail corridors located outside of the SLIP are not eligible to participate in the Facade Grant Program, nor are areas outside of Longview city limits.

ELIGIBLE PROPERTIES:

Applications may be submitted for Commercial Properties, either Owner or Tenant occupied within the SLIP area.

Owners of vacant buildings are encouraged to apply and improve property as a catalyst for future occupancy.

Mixed use buildings with retail/commercial entities in the storefront may be considered.

NON-ELIGIBLE PROPERTIES:

Properties used primarily as residences without commercial or designated as a non-profit business are not eligible for the Facade Improvement Grant.

ELIGIBLE APPLICANTS:

Commercial property and business owners located in eligible areas may apply for assistance. Tenants must have a signed lease and have the property owner’s approval.

Existing or New Businesses and Property Owners within the SLIP area may apply to the City of Longview Community Development Department to take part in the Facade Improvement Grant.

ELIGIBLE IMPROVEMENTS

The Facade Improvement Grant will fund facade improvement projects that adhere to the following requirements.

All improvements must be permanent or fixed. Eligible improvements may include, but are not limited to:

- Complete Facade Rehabilitation
- Replacement of Broken Window Panes, Aluminum or Wood Windows and Broken Store Front Glass
- Repair or Replace Worn Awnings or Canopies
- Removal of Metal Slipcovers to Expose Original Materials
- Scraping, Priming, and Painting of Window Frames, Cornice and Store Front
- Repair or Replace Deteriorating Signage and Brackets when attached to the Façade
- Repair or Replace Missing or Broken Tile
- Painting of Brick Facades where Brick Has Been Previously Painted
- Rehabilitation of the Upper Facade and Display Areas or Side Walls of a Building May Also Be Eligible if street level improvements are approved
- Roof Repair when incidental to overall facade improvements
- Other minor repairs when incidental to overall facade improvements such as:
 - Exterior Lighting
 - Certain Security Elements
 - Repair of Sidewalks
 - Detached Signage

INELIGIBLE IMPROVEMENTS:

The Following Improvements Are Not Eligible For Funding:

- Improvements which do not conform to the adopted design guidelines
- New Construction
- Parking Lots (except for exterior lighting)
- Burglar Bars
- Roofs by themselves

Facade Improvement Grant

- Blank Walls unless the blank wall is a side wall facing the street
- Work which has been performed or which has been placed under contract prior to approval of an application.

WHAT YOU NEED TO KNOW

1. The fiscal period for each year is October 1 through September 30. Applications That Are Awarded Funds Must Complete Their Projects By September 1 In Order To Receive Reimbursement Within The Fiscal Year
2. An initial meeting with the Community Development Administrator is required when receiving the Facade Improvement Grant Packet to review all contents and make certain all necessary items are included
3. Applicants are required to meet with the Community Development Administrator to Discuss Their Project Prior to Completing the Application Process. Call 903-237-1201 to arrange this meeting
4. Grant funds will be made available on a reimbursement basis with Original Proof of Payment(s). Funds Will Be Released Upon Satisfactory Completion, Inspection, And Acceptance Of All Work. Work Must Begin within 30 Days and Be Completed Within 180 Days from Date of Agreement.
5. The Total Reimbursement Per Application and Project Will Not Exceed 50% of the Total Project Cost Up To A Maximum Of \$10,000.00 or as Otherwise Noted. The Grant Cannot Pay For Work That Is Currently In Progress or has been Completed Prior To The Grant Award
6. More Than One Application per Project Will Not Be Funded In Any Given Fiscal Year.
Funding for phased projects will be considered on a case-by-case basis only when compelling circumstances are presented by the applicant.
7. Applications for grants in this term from \$2000 to \$10,000 are accepted throughout the year as funds are available.
The Grant Amount Must Be Matched Equally By The Business or Property Owner, Dollar For Dollar.
In-Kind Contributions and Profits Generated by the Applicant Serving as the Contractor Will Not Be Considered As Part Of The Required Match.
Total Project Costs Can Exceed \$20,000, However, The Maximum Facade Improvement Grant Funding For A Project Will Be \$10,000.
8. Applications will be accepted for review at any time throughout the year. The Awarding of Grants Is at the Sole Discretion of City of Longview, Texas and is Dependent on Funding from the Community Development Office of the City of Longview.
It is based on the allocation of funds for the Facade Improvement Grant from CDBG. There is no certainty that funds will be available at any given time.
9. The Facade Improvement Grant application form is provided in this packet.
Submit the completed grant application form with the following:
 - Applicant Identification
 - Property Owner Identification
 - Copy of Identification of Person Submitting the Application

- Copy of SSN or Tax ID Number
- Exact Location of property | Gregg County Appraisal District
- Proof of Property Insurance
- Two (2) copies of the following:
 - ❖ Written Project Description
 - ❖ Design Plan(s)
 - ❖ Drawing(s)
 - ❖ Schematic(s)
 - ❖ Historical Photograph(s) For Each Project
- Contractor and Material Cost Estimates for Each Project.
- Matching Fund Verification, Proof Of Financial Responsibility | Past Audit 990
- Signature of the Applicant and Property Owner.

10. Selection Process

- Grants will be awarded based upon the Level of Improvement, the Accuracy Of Historic Preservation and the Vitality and Significant Impact the Project Will Make To The SLIP Area Environment
- Only Completed Applications will be Accepted For Processing
- The Grant Application Will Be Reviewed by the Community Development Administrator and Manager for completeness of information and supporting documents and compliance with the Facade Improvement Grant requirements.
The Review Process Will Be Completed Within Seven (7) Working Days of Time Received
- During this time an Environmental Review will be performed; this review could take up to thirty days (30 days) for completion
- 45 Days from the date the application was received a letter should be mailed to the applicant with instructions for the next phase
- Applicant’s Projects Are Required to Meet All Applicable Codes and Ordinances of the City of Longview.
- Applicants are also required to Secure Any Necessary Permit (s) From the City of Longview Development Office Before Work Can Commence.

Copies of Permits Are A Requirement For Reimbursement.

11. All Projects Must Comply With The Davis Bacon Wage Act. The Act Requires Contractors To Pay Their Employees A Specific Minimum Wage Determined By The Secretary Of Labor To Be Prevailing For Similar Work In Any Given Area. The prevalent wage rate for Gregg County per work classifications will be discussed in the Pre-Construction Meeting and the pertinent wage rates will be provided by the Community Development Department.
12. The Applicant is Responsible for The Full Compliance of All Contractors and Workers Hired for the Project. Google; Davis-Bacon Wages for additional information if desired. A Contractors Guide is available online, see Figure 2.
13. The Applicant is Responsible for the Completion of All Required Payroll Records. Payroll Records Can Be Submitted On The Provided U.S. Department of Labor Form or on A Copy of

Facade Improvement Grant

The Contractors Pay Record As Long As It Includes Name Of Employee, Work Classification, Days Worked, Hours Worked, Rate of Pay and Gross Amount Earned.

14. Longview's Community Development Department will conduct employee interviews according to U.S. Department of Housing and Urban Development form HUD-11.
15. Once an application is approved, but before work can commence a Pre-Construction Meeting will be held with the Applicant, Principal Contractor (If Different than the applicant) and the Community Development Staff as a Final Step Before Work Can Begin.
16. Once the application is approved, but before work can commence the Longview Community Development Department will conduct an Environmental Review (ER).

All federally funded projects (Community Development Block Grant (CDBG) & Home Investment Partnership Act (HOME)) must receive an environmental review using the criteria and statutory authorities specified in the HUD regulations 24 CFR Part 58 and for more complex projects, using procedures from the National Environmental Protection Act (NEPA).

If any mitigation is necessary or required then those items will be reviewed, evaluated, and if deemed required may need to be accomplished before the ER can be approved and work may begin.

17. Grant funds will be paid on a reimbursement basis to the applicant once the Longview Community Development Department has determined the following items have been satisfactorily addressed:
 - Receipt of Invoices for all Work Completed and Paid. Invoices must show detail for the specific work performed
 - Receipt of Paid Invoices From All Subcontractors and Material Vendors/Suppliers
 - Receipt of Reports of the Wages Paid Weekly to Each Employee for the Work Performed On The Project. These Documents Must Show The Hours, The Job Classification, The Wages Per Hour Paid, and The Total Amount Paid for Each Week
 - The Project Has Been Completed In Conformation With The Design Plan and/or Project as Submitted, Reviewed and Approved by The Housing and Community Development Committee
 - Pre-Approval of All Changes in the Project Scope of Work, Contract Change Orders or Materials Has Been Obtained from The Design Committee, If Applicable
 - The Completion of Final Inspections, If Required By the City Of Longview. There will be no reimbursement if city code or ordinance violations exist.
18. The Community Development Department Must Ensure That All Aspects Of The Project Have Been Satisfactorily Completed.
19. Only Work Approved by the Community Development Department Will Be Eligible for the Facade Improvement Grant.

Project Work May Not Commence until the Applicant/Property Owner Receives a Notice To Proceed from the Community Development Administrator and verification of a completed Environmental Review.
20. Once the project has been completed, the applicant must send a letter of project completion and all invoices and required documents to the Community Development Administrator.
21. Once The Work Is Completed and Reviewed by the Community Development Specialist and Administrator, a Request to Process Payment Will Be Submitted to the Community

Development Office of the City of Longview and a Check Will Be Dispersed to the Applicant of the Received Reimbursement Funds According to the Approved Application.

Although every effort has been made to include all necessary steps and all required processes for application, record keeping and submission for payment, the Community Development Department does not represent this packet as complete and without error.

The Community Development Department reserves the possibility that processes will change. There is the possibility that some requirement has not been covered in this packet and the applicant will be notified if and when any changes are made known to the Community Development staff.

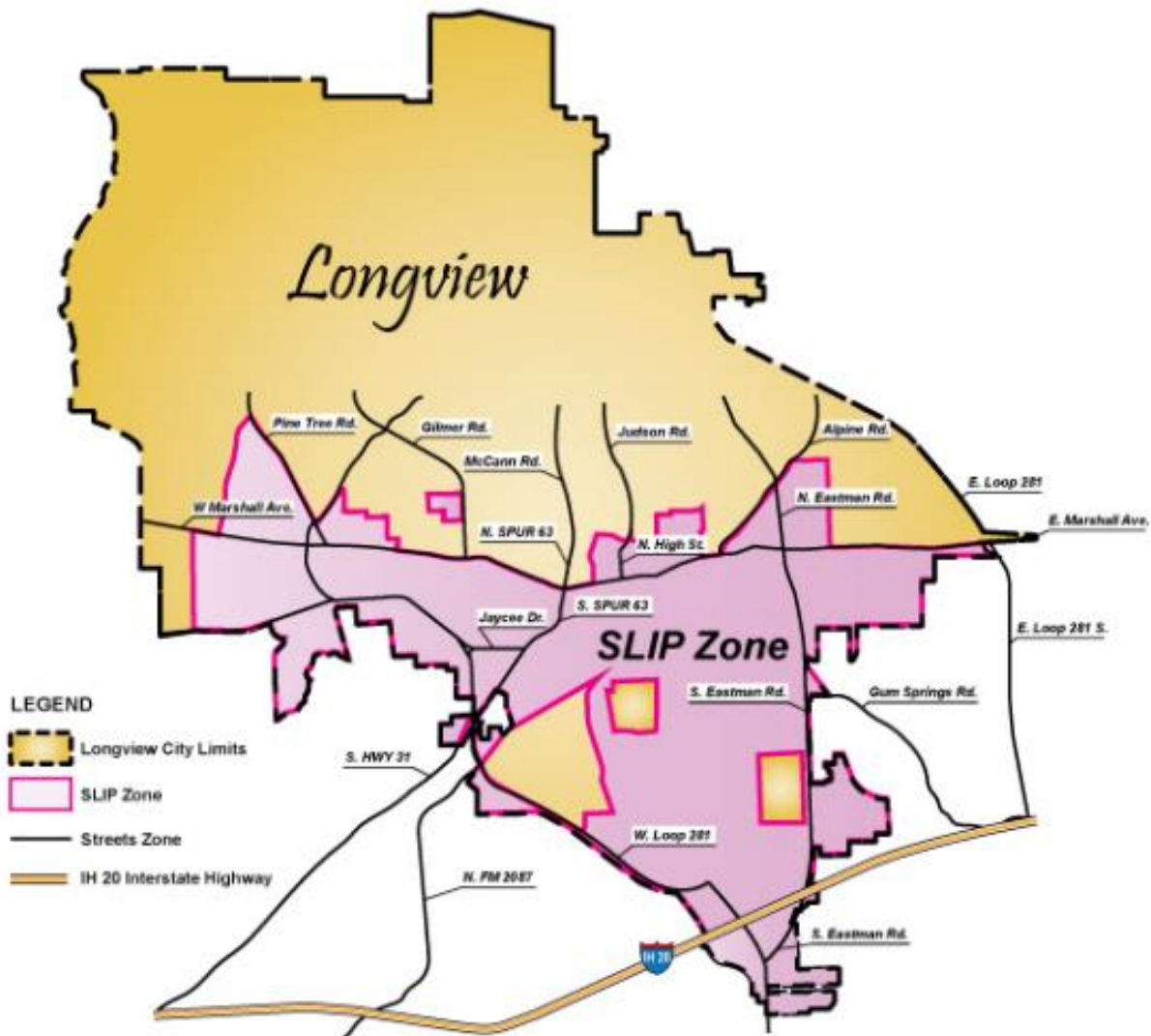


Figure 1 – SLIP Area MAP

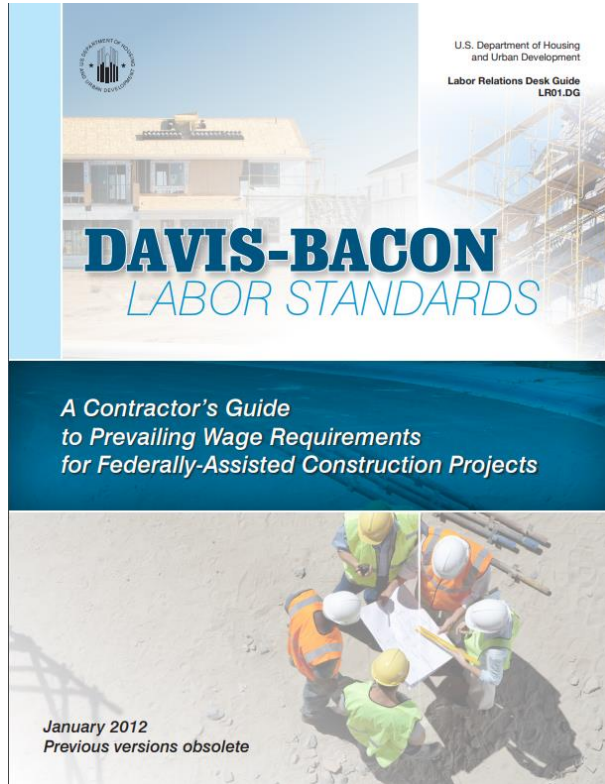


Figure 2 – Davis-Bacon Contractor’s Guide



South Longview Initiative Program (SLIP)
Facade Improvement Grant (FIG)

FACADE IMPROVEMENT GRANT SLIP GRANT APPLICATION

Date: _____

Applicant Name: _____

Mailing Address: _____

Street City State ZIP

Telephone Number: _____ E-mail: _____

Designated Contact: _____

Name Contact Number

PROPERTY DATA

Building or Business Name: _____

Building or Business Address: _____

Mailing Address: _____

(if different from the Street Address) Street City State ZIP

Do code enforcement actions, tax liens, or judgment liens exist against the property? Yes No

If Yes explain: _____

PROPERTY OWNERSHIP

(If applicant is not property owner, please provide the following information)

Owners Name: _____

Mailing Address: _____

Street City State ZIP

Telephone Number _____ E-mail: _____

PROJECT DESCRIPTION

How are the proposed Facade Improvements consistent with and furthers the purpose of the City Codes, the Design Guidelines, and the South Longview Initiative Program (SLIP) area? (Attach additional sheets if necessary)

How will the project contribute to the revitalization of the SLIP area?

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South Longview Initiative Program (SLIP)
Facade Improvement Grant (FIG)

How many jobs and estimated salaries will be created by this renovation?

Provide Drawing(s) of the proposed changes (Attach additional sheets if necessary):

Proposed Start Date: _____ Proposed Completion Date _____

Applicant understands the FIG is a matching grant, dollar for dollar, in-kind contributions and profits generated by the applicant serving as contractor will not be considered as part of the required match. Total project costs can exceed \$20,000; however, the maximum FIG funding for a project will be not more than \$10,000.

Incomplete applications will be returned with the noted deficiencies and will not be eligible for review during the current funding cycle.

Signature - Owner

Please Print Name

Signature - Owner

Please Print Name

Signature - Contractor

Please Print Name

Please Note: By signing this Application you are also affirming that that you have read the Rules, Processes and Procedures and understand the required elements for qualifying and the requirements for this grant.

Office Use Only		
Date Submitted	CDA	Date Approved
	ADCS	Date Approved

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