



FAÇADE & SIGN REIMBURSEMENT GRANT PROGRAM

Application Instructions

If you have any application questions, please contact the Community Development Corporation at 940-648-2541 ext 115 or areece@cityofjustin.com

The Justin Façade & Sign Grant Program is a revitalization effort designed to enhance the unique character of the city through historic preservation and community involvement, while at the same time promoting downtown. As an economic incentive, the Justin Community Development Corporation (CDC) has designed the following façade & sign reimbursement grant program.

FAÇADE & SIGN REIMBURSEMENT GRANT DETAILS (please read carefully):

The Justin Façade & Sign Reimbursement Grant Program is set up as a single payment reimbursement to property owners per building/business, and in some situations, tenants.

Facade grants are available on a 50/50 matching basis with a cap of \$5,000 per grant (\$10,000+ total project). Facade grant funds focus on exterior work on storefronts that are visible to the traveling public.

Sign grants are available on a 50/50 matching basis with a cap of \$500 per grant (\$1,000+ total project cost). Grant funds focus on signs which may include signboards, projecting signs and pedestrian signage (includes signage attached to the building such as window/door sign, hanging sign and awning/canopy sign) for commercial buildings.

- All submitted work will be reviewed and approved by the Community Development Board before any eligible work may begin. **If awarded a façade or sign reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.**
- All grants are available throughout the year, on a first come, first serve basis until total funds are depleted. Each property is eligible for only one grant per fiscal year.
- No grants will be awarded for work that has already been done or for work that is covered by insurance.
- A Justin Facade & Sign Grant sign shall be displayed in the recipient's storefront window or a visible spot on the façade of the building throughout the construction of the grant project (minimum 1 month period) to help publicly recognize the grant program. Signs can be obtained at the Justin CDC office.



Application Process

1. **Determine eligibility:** Discuss project plans with Community Development Corporation Staff and set up an appointment for free assistance in selecting paint, fabrics, color schemes and sign materials for building façade and signs. Adherence to the City of Justin's Architectural Standards is required when making any design improvements to properties. These standards can be discussed in further with the City's Development Department at City Hall.
2. **Fill out facade & sign reimbursement grant application form and sign the agreement form.** All grant applications must include a drawing/graphic of the proposed grant work to be done. **Color samples of all final paint selections and/or final fabric or sign material selections must be included with the application to be reviewed by the Justin Community Development Corporation Board.** Obtain itemized written work estimates on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
**One work estimate must come from a local contractor located in the City of Justin.*
3. **Return the completed application form** with all original itemized work estimates, color samples, drawings and example sign material of the proposed work to Abbey Reece at areece@cityofjustin.com
4. **The approval process will include without limitation the following:**
 - (a) All façade & sign grant projects must meet current building standards and codes, building permit requirements, as well as Architectural Standards requirements.
 - (b) The **Justin Community Development Corporation Board meets monthly.** Applicants must attend and present their grant project at the Justin CDC Board meeting which considers the Application. **Failure to attend a Justin CDC Board meeting when required shall be cause for rejection of the Application.**
 - (c) Notwithstanding anything stated in this Application to the contrary, final approval for any grant shall be vested in the Justin CDC Board.
 - (d) The Justin CDC Board shall consider only Applications which have been properly and fully completed and which contain all information required in the Application or requested by any committee or the Justin CDC Board.
 - (e) All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractors name, address, telephone number and shall itemize the bid in a manner that allows the Justin CDC Board to determine the bid components and authenticity of the bid.
 - (f) An Applicant who submits an Application that was denied a grant by the Justin CDC Board shall not be eligible to re-submit a grant application for six (6) months from the date the prior Application was declined by the Justin CDC Board.



- (g) Applicants receiving approval by the Justin CDC Board shall **commence construction described within the Application within ninety (90) days from the date the grant is awarded** by the Justin CDC Board. All Applicants must complete the construction described in the Application within one (1) year from the date the grant is approved by the Justin CDC Board. **If the Applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the Applicant may submit a written request and verbal presentation for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit.** The Justin CDC Board shall not be obligated to allow extensions but may do so for good cause determined solely by the CDC Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Justin CDC Board. An extension denial can not be appealed and shall be final with the Justin CDC Board.
- (h) As a condition of this grant Application and in consideration of the opportunity to apply for a grant, the applicant shall obtain a structural inspection of work completed, as part of the grant program performed, by a city inspector. The grant, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances which are applicable to the construction contemplated in the application. The applicant shall be responsible for any costs incurred for inspections.
- (i) The Applicant, by submission of this Application, represents the construction described within the Application shall be used in a building which is in compliance with all codes and ordinances.
- (j) The Justin CDC Board shall have sole discretion in awarding grants, except in cases appealed to and reviewed by the Justin City Council. The Justin CDC Board shall award grants considering the grant amount requested, grant funds available, the grant program, condition of the building in which the grant funds will be used, effectiveness of the construction, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program.
- (k) No Applicant has a proprietary right to receive grant funds. The Justin CDC Board shall consider any Application within its discretionary authority to determine what grant amount would be in the best interest of the grant program. The review criteria may include, but shall not be limited to, compatible architectural design, streetscape objectives, overall redevelopment of the downtown area, and historical property.
- (l) The Applicant shall be required to furnish 'before' photographs of the building's exterior facade, roof, and signage, if relevant part of the Application request, and also 'after' the construction is completed, as a condition of final grant reimbursement.
- (m) The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.**
- (n) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive a façade grant approval on the same property address if requested within **One (1) year** from the date a previous grant was awarded by the Justin CDC Board.



5. **Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Justin CDC Staff with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, as well as an after photo of the grant project for a single payment reimbursement of the approved funding.
6. **Appeal Process:** Any Application rejected by the Justin CDC Board shall be entitled to review by the Justin City Council. The Applicant shall submit a written request for review to the Justin City Secretary no later than ten (10) days from the date the Application is denied by the Justin CDC Board. The request for review by the Justin City Council shall state reasons why the Applicant believes the Application was improperly refused by the Justin CDC Board and the reasons why the Applicant believes the Application should be approved. Review by the Justin City Council will be scheduled within the time restraints and business issues of the Justin City Council, but in no event later than ninety (90) days from the date the written request for review is received by the Justin City Secretary from the Applicant. The City Council shall review the Application and consider the action taken by the Justin CDC Board regarding the Application. The Justin City Council shall not be required to reverse the Justin CDC Board unless the Justin City Council determines the Justin CDC Board did not act in substantial compliance with the Application request and applicable policies relating to the Justin Façade & Sign Grant Program. The Justin City Council determination shall be deemed final action regarding the Application.



ELIGIBLE & INELIGIBLE IMPROVEMENTS TO FAÇADE & SIGN REIMBURSEMENT GRANT PROGRAM

Eligible Improvements: (MUST BE ON EXTERIOR AND VISIBLE TO PUBLIC)

- Façade Facelift: painting, trim work, cladding
- Front Porch additions and enhancements
- New or enhanced signage and/or awnings
- Exterior lighting
- Repair of existing architectural details, including old wood doors, windows, ceilings, and trim work
- Hardscape improvements: sidewalk pavers, concrete off-street parking, fencing visible to the public, and lamp posts
- Murals
- Permanent Statues
- Plantings or Landscaping (Must have Maintenance Agreement)

Ineligible Improvements:

- Interior Improvements
- New buildings or new building additions other than exterior additions such as porches and entry features
- Outdoor furnishings, unless permanently affixed to the building



FAÇADE & SIGN REIMBURSEMENT GRANT PROGRAM PROCESS CHECKLIST

Use this form as a cover sheet and checklist to follow all steps needed to complete the Façade & Sign Reimbursement Grant Program application to receive approval. If you have any application questions, please contact the Abbey Reece at 940-648-2541 ext 115.

- ❑ Meet with Justin CDC Staff (940/648-3800) to determine eligibility and to walk through Façade & Sign Reimbursement Grant and instructions.
- ❑ Completely fill out Façade & Sign Reimbursement Grant application form and sign agreement form. (Also include required attachments: color samples of all paint, signage, and fabric awnings, as well as the “before” photographs of the building’s façade.)
- ❑ Return completed application and agreement form with required attachments **no later the 15th of the month** to the Justin CDC Staff to be added to the next Justin CDC Board meeting agenda.
- ❑ Attend and present grant project to the Justin CDC Board for their design approval. Receive design approval of proposed work listed on grant application. **Get approval signature of the Justin CDC Board on last page of application form.**
- ❑ Façade & Sign Reimbursement Grant project construction may commence immediately after CDC Board approval. Work on the building must commence within **90 days of approval** from Justin CDC Board and be completed within **one year**.
- ❑ Display the Justin Façade & Sign Grant Program sign in your storefront windows or in a visible location in your building during the construction phase of the grant project.
- ❑ Upon completion of Façade & Sign Reimbursement Grant project, furnish “after” photographs of the building’s facade, or other improvements as applicable; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a single payment reimbursement of the approved funding.



Justin CDC Board Review	
Approved	_____
Rejected	_____
Date	_____

FAÇADE & SIGN REIMBURSEMENT GRANT PROGRAM APPLICATION

Please return completed with necessary attachments and signatures to Abbey Reece at areece@cityofjustin.com. You can also drop off in person at city hall.

- ◆ Applicant Name _____ Date _____
- ◆ Business Name _____
- ◆ Mailing Address _____
- ◆ Contact Phone _____ Email Address _____
- ◆ Building Owner (if different from applicant) _____
- ◆ Historical/Current Building Name _____
- ◆ Physical Building Address _____
- ◆ Type of Work: (check all that apply)
 Sign Paint Masonry cleaning/paint removal Awning/Canopy
 Uncovering/replacing windows
 Other: _____
- ◆ Details of Planned Improvements for Façade & Sign Reimbursement Grant:
 (attach additional paper if necessary)

- ◆ List Contractor/Project architect Proposals and Total Amounts (attach original proposals):
- 1. _____
- 2. _____
- 3. _____

- ◆ TOTAL COST OF PROPOSED GRANT PROJECT: _____
- ◆ AMOUNT OF FAÇADE AND/OR SIGN GRANT REQUESTED (\$500 SIGN MAX, \$5,000 FACADE MAX): _____

Attach with all required color samples of paint, materials, and sign design, etc., as well as photographs of building's exterior façade.

Applicant's Signature **Date**



FAÇADE & SIGN REIMBURSEMENT GRANT AGREEMENT FORM

Please return completed with necessary attachments and signatures to Abbey Reece at areece@cityofjustin.com. You can also drop off in person at city hall.

I have met with the Justin Community Development Staff, and I fully understand the Façade & Sign Reimbursement Grant Procedures and Details established by the Justin Community Development Board. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of revitalizing the City of Justin. I have not received, nor will I receive insurance monies for this revitalization project.

I have read the Façade & Sign Reimbursement Grant Application Instructions & Process including the Façade & Sign Reimbursement Grant Details.

_____ (Initial)

I understand that approval of this grant reimbursement request in no way constitutes approval for a building permit and I must contact the City of Justin to obtain all necessary permits, and approvals from the City of Justin BEFORE commencing work on my building. Further, I understand that if I am awarded a Façade & Sign Reimbursement Grant by the Justin Community Development Board, any deviation from the approved project may result in the partial or total withdrawal, of the Façade and Sign Reimbursement Grant.

Business/Organization Name

Applicant's Signature *Date*

Building Owner's Signature (if different from applicant) *Date*

Justin CDC Representative's Signature *Date*