



FAÇADE IMPROVEMENT PROGRAM

SUMMARY

The purpose of the Façade Improvement Program is to provide grant funding to existing businesses and/or commercial property owners to encourage renovation and rehabilitation of their business property in Ovilla. The funds can be used for exterior improvements only; no roof or interior improvements can be made with this grant. The Ovilla Municipal Development District (MDD) 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. The MDD'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. Final approval for reimbursement rests with the Ovilla City Council after statutory time and any public hearing requirements.

ELIGIBLE PROJECTS/COSTS

- Signs (new, repairs, replacement, removal)
- Awnings
- Lighting
- Paint
- Removal/replacement of inappropriate exterior finishes or materials
- Recessing/reconfiguring lighting
- Removal of extraneous elements
- Door/window replacement or repair
- Exterior cleaning
- Historical architectural elements
- Exterior ADA compliance improvements including ramps and handrails

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.** The MDD also encourages all improvements in the historic district to fit the historic nature of the district.

APPLICATION DEADLINE

Applications may be made anytime throughout the year and will be considered on a funds-available basis. Applications that meet all of the program guidelines and criteria will be considered by the MDD board and subsequently by the Ovilla City Council. All applicants will be notified in writing of the decision in a timely

manner. Work must begin within 30 days of the grant and should be completed within six months of the issuance of the grant. If extra time is needed, a variance in writing explaining the need for a time extension must be submitted to the MDD board for consideration.

GUIDELINES

1. Applicants should apply for the grant **before** restoration or renovation work begins although grants may be considered for work that has already been done by the current owner/applicant on a case-by-case basis within a calendar year of the application where eligible project/costs are met and documented. 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 business/building/property owner. An applicant can spend more on improvements but will not be reimbursed more than the \$10,000.
3. Funding of the grant is awarded at the discretion and approval of the MDD board based on the proposed guidelines. The MDD reserves the right to sole discretion in awarding the matching grants.
4. Use of funds will be focused only on exterior improvement work on storefronts and commercial buildings.
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 and after” pictures of the building.

PROJECT COST REIMBURSEMENT

Requests for reimbursement will only be processed and brought before the MDD 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, reimbursement under the Program means that no payment 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 city inspection
- Digital “after” photographs of the façade improvements

The Façade Improvement Grant Application, Checklist and Agreement forms are included below.

FACADE IMPROVEMENT GRANT APPLICATION

Name of Applicant: _____

Project Address: _____

Mailing Address: _____

Email Address: _____

Phone Number: () _____ - _____

Name of Property Owner (if different from Applicant)

Name of Owner: _____

Owner Address: _____

Email Address: _____

Phone Number: () _____ - _____

Total Estimated Cost of Project: \$ _____

Have you ever received the Façade Improvement Grant?

Yes _____ NO _____ If Yes, indicate when, the property address, and improvements made below:

When: _____

Property Address: _____

Improvements Made: _____

_____ I have read and understand the Guidelines and Criteria for this Grant

Applicant Signature

Date

INCLUDE ALL THE ITEMS INDICATED IN THE FOLLOWING APPLICATION CHECKLIST WITH YOUR APPLICATION.

Please submit the application and all related required documentation to:

The Ovilla Municipal Development District
Façade Improvement Grant Program
105 Cockrell Hill Road
Ovilla, TX 75154

APPLICATION CHECKLIST

- _____ A completed application
- _____ A completed agreement form
- _____ Photos of the building/improvements to be made
- _____ A written cost estimate for improvements
- _____ If the applicant is not the property owner, please attach a letter from the property owner giving approval for the improvements to be made to the building.
- _____ 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.

AGREEMENT FORM

I fully understand the procedures established by the Ovilla Municipal Development District in determining grant eligibility.

I have read and understand the Ovilla Municipal Development District 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 and disqualification from the program.

I agree to give 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 Ovilla.

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.

Applicant Signature

Date

Approved by Municipal Development District

Date

Approved, City of Ovilla, Mayor

Date