



## Façade Improvement Matching Grant Program

### OVERVIEW

The City of Keller Façade Improvement Matching Grant Program provides matching grants in the form of a reimbursement up to five thousand dollars (\$5,000) for eligible improvements to facades in the City of Keller. Participants are eligible for up to one (1) grant in a twelve (12) month period from completion of previous grant. Applicants who meet the five thousand dollar (\$5,000) match threshold are eligible for waiver of building permit fees. Only building permit fees which are part of the grant application will be waived. Building permit fees for improvements not related to the grant application and/or is not visible from the street, parking area, or public park are not eligible for fee waiver.

### ELIGIBILITY

- Must be an existing building located in the city limits of Keller.
- Improvements must comply with all applicable state and local code requirements.
- Improvements must comply with the zoning district design standards.
- Eligible Façade Improvements shall not begin before the application is considered by City Council.
- Improvements must be on the exterior and visible to the public (street, parking area, or public park).
- Buildings with multiple tenants are eligible for one (1) grant in a twelve (12) month period from completion of previous grant.
- Buildings being utilized as a residence are not eligible for this program unless the building is being converted from a residential use to a retail use.

#### Eligible improvements include (but are not limited to):

- Façade facelift: Painting, trim work, cladding
- Front porch additions and enhancements
- New or enhanced attached signage and/or awnings
- Detached signage
- Exterior lighting
- New storefronts
- Window replacement and window framing
- Hardscape improvements such as sidewalk pavers, concrete off-street parking, fencing visible to the public, and lamp posts.

#### Ineligible improvements include (but are not limited to):

- Interior improvements
- Any facades not visible to the public (street, parking area, or public park)
- Roof repairs
- New buildings or new building additions other than exterior additions such as porches and entry features
- Plantings or landscaping
- Outdoor furnishings unless permanently affixed to the building

## **PROGRAM GUIDELINES**

- Submission of an application does not guarantee approval.
- All eligibility requirements must be met to be considered for the grant program.
- Only complete applications will be considered by the Keller City Council for approval. Incomplete applications which are missing required application materials will not be considered and shall expire after six (6) months. The six (6) month time period will begin on the date of the most recent staff correspondence with the applicant. A new completed application shall be submitted in order to resume activity on a grant application.
- Grants will be reviewed and considered by the Keller City Council on a first-come, first-served basis until all available grant funds have been allocated.
- Appropriate permits must be obtained prior to beginning construction.
- A Site Plan must be approved by the City for a building being converted from a residential use to a retail/office use. Please contact the Community Development Department for further information regarding the Site Plan process.
- Construction of improvements must commence within ninety (90) days of grant application approval and must be completed within one (1) year of grant application approval. The applicant may request a one (1) time thirty (30) day extension for construction commencement and a one (1) time (6) month extension to complete the project from the Director of Economic Development.
- Any changes or modifications to the approved grant application shall be approved by City Council.
- Payment of the matching grant shall be in the form of a reimbursement of fifty percent (50%) of the total cost of the improvements to a maximum of five thousand dollars (\$5,000).
- Payment will be made after all work is satisfactorily completed according to the terms of the approved grant application and all costs are documented with receipts and/or invoices. Payment will not be made for any work completed before the grant is considered by City Council.
- A completed W-9 Form (Request for Taxpayer Identification Number and Certification) provided by the Internal Revenue Service (IRS) will be required by the property owner prior to any payment.
- Improvements completed under the City of Keller Façade Improvement Matching Grant Program shall become permanent fixtures of the building and shall not be removed or altered for a period of five (5) years without the express consent of the City of Keller.

## **APPLICATION REQUIREMENTS**

- Completed grant application signed by the applicant and the owner of the property (if different from the applicant).
- Cost Proposals: Two (2) written cost proposals from bonafide tradespeople, contractors, or suppliers. One cost proposal must be from a contractor or supplier whose business is located within the City of Keller city limits (where applicable).
- Contractor Qualification: One (1) completed "Statement of Contractor's Qualifications" form for each cost proposal. Contractors must be registered with the City of Keller.
- Exterior photo(s) of the building.
- Written description of proposal.
- Drawings or renderings of proposal.



**D. Project Overview**

I, the applicant, verify that I have completed the following items in order to be considered for the City of Keller Façade Improvement Matching Grant. I understand that the grant will be processed if all items below are not met.

- ┘ Two cost proposals for each façade improvement. Example: two proposals for painting, two proposals for signage work, two proposals for lighting, etc.
- ┘ A 'Statement of Contractor's Qualification' is included with each cost proposal.
- ┘ One of the cost proposals for each façade improvement is from a business located within the City limits of Keller, when applicable. If a Keller business is not available for an improvement an written explanation needs to be provided.
- ┘ Exterior photos of the building before any improvements have been made.
- ┘ Rendering or written description of the façade improvements including proposed color palette.
- ┘ The proposed façade improvements have not been completed prior to City Council consideration.

**DISCLAIMER**

**I acknowledge that I understand the terms of the City of Keller Façade Improvement Matching Grant Program, and it is my intent to meet the specified terms of this application if approved (50% of the Façade Project cost/Maximum of \$5,000). I understand further that this project is approved for grant reimbursement only in strict accordance with the approved plans that are attached to this application and hereby made part of this agreement. I further understand that change orders on the work in progress require approval by the City of Keller City Council and that failure to comply with this agreement may jeopardize receipt of grant funds.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (if different from applicant)

\_\_\_\_\_  
Date

## Contractor Qualification Form

This is a sample form that may be used for the City of Keller Façade Improvement Matching Grant Program for the City of Keller, Texas. Contractors may use their own qualifications form in lieu of this sample form.

Date:

Fed ID# or SS#:

1. Business name and complete mailing address for bidding forms and purchase orders:

2. Mailing address for payments (if different from above):

3. Type of Organization (check one):

- Individual
- Partnership
- Non Profit Organization
- Corporation
- Incorporated under the laws of the State of Texas
- Other

4. Provide contact information for all company financial officers/CEO's/etc. or owners:

5. How long has your company been in business as a contractor?

6. How long has your company been doing business under the current name?

7. Under what other names has your business operated?

8. Person authorized in your company to sign bids, offers, and/or contracts:

Name	Position	Phone/Fax
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9. Person to contact for bids and quotes:

Name	Position	Phone/Fax
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10. Type of business:

11. Has your company ever failed to complete an awarded contract?

If yes, please explain the circumstances and how the situation was resolved:

Signature:

Date: