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***Façade Program Application***

***Fiscal Year 2023-2024***

***Coleman EDC***

***Coleman Economic Development Corporation***

***Coleman Community Coalition***

***200 W. Liveoak***

***Coleman, Texas 76834***

***Contact Director of Economic Development***

***325-625-3669 ext. 104***

[***edc@cityofcolemantx.us***](mailto:edc@cityofcolemantx.us)

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**Façade Program Application (FY 2023-2024)**

**Step by Step Process:**

**Review Program Guidelines-Overview of the program, criteria and guidelines. The document can be found at:** <https://www.cityofcolemantx.us/edc>

1. **Meet with EDC and City Staff-The applicant should meet with EDC and City Staff to discuss the project.**
2. **Submit the Completed Application with Plans/Drawings-The Incomplete applications will be pushed to the following meeting. It is recommended that applicants work closely with EDC staff to ensure the application is complete prior to submission.**
3. **Present to EDC Boards-EDC and City Staff will review and may:**

**Recommend**

**Not Recommend**

**Recommend with conditions (if approved with conditions the committee may request that the applicant make specific changes to the proposed improvements).**

1. **Funds Awarded-If the project is awarded funds, a final scope of work must be provided, and the applicant will be required to sign a form agreeing to carry out the work as described and provide a W-9 form with federal ID# or SSN# for the sole proprietorship, corporation, or partnership.**
2. **Acquire Planning and Building Permits**-**Building, planning, and other permits must be acquired before construction is initiated.**
3. **Complete Work and Submit for Reimbursement-After the work is completed, the applicant must provide proof of payment, invoices and other documentation when filing for reimbursement. A final inspection of the project must be done prior to reimbursement.**

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**Façade Program Application (FY 2023-2024)**

**Application Checklist**

**The application must include the following information:**

**\_\_\_\_ Completed Information sheet and Signature Page**

**Include property owner/owners’ signature/signatures, if the applicant is not also the owner.**

**\_\_\_\_ Scope of Work**

**Complete the scope of work for the project. It must include:**

**Itemized list of all proposed improvements**

**Description of all proposed improvements**

**(including materials and color choices)**

**Estimated cost for improvements**

**Use the template included in the application (see page 6 for an example)**

**\_\_\_\_ Bid Estimates**

**A written bid from the contractor/contractors or a written estimate of material if the applicant will be doing the work.**

**\_\_\_\_ Concept of the project**

**Please illustrate the proposed façade improvement and include drawings, photos or some type of example of the changes that are being proposed.**

**\_\_\_\_ Proposed Materials (Samples if possible)**

**Please include sample photos of fixtures, lighting, awnings fabric or materials to be used.**

**Submit Completed Application to:**

**EDC, 200 W. Liveoak, Coleman, Texas, 76834**

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**Façade Program Application (FY 2023-2024)**

**Project Information/Signature Page**

**\_\_\_\_ Owner \_\_\_\_ Tenant $\_\_\_\_\_\_\_\_\_Amount Requested**

**Applicant Information:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Address**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State/Zip Code**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Applicant Name Date Print Property Owner Name Date**

**(if applicant is not also owner)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature Date Property Owner Signature Date**

**(if applicant is not also owner)**

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**Scope of Work Template**

**Property Address:**

**Property Owner Name:**

**Business Name:**

|  |  |  |
| --- | --- | --- |
| **Improvement** | **Description of Work** | **Estimated Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

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**EXAMPLE-Scope of Work Template**

**Property Address: 000 New Town Lane**

**Property Owner Name: Joe Doe**

**Business Name: XYZ Retail**

|  |  |  |
| --- | --- | --- |
| **Improvement** | **Description of Work** | **Estimated Cost** |
| **Paint front of Building** | **Flat Paint (2 coats) Gray**  **Gloss Paint (2 coats) White** | **$2,000** |
| **Replace Awning** | **Fabric and Frame with new cloth** | **$6,000** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  | **$8,000** |

**6**