



## **FAÇADE & BUILDING IMPROVEMENT GRANT PROGRAM - OVERVIEW & GUIDELINES**

### **What is the Colville Together Façade and Building Improvement Grant Program?**

The program offers grants up to \$3,000 to property owners in the Colville Together focus area (3<sup>rd</sup> Ave to Birch Ave and Wynne St to Oak St) toward eligible building façade with an owner 20% match of funds (\$600). This program is offered by the Colville Together to leverage private improvements that contribute to the overall aesthetics of the district while making revitalization efforts affordable, creative, and community based. Colville Together Design Committee administers the Façade & Building Improvement Grant Program. These grants are offered on an ongoing basis as funding allows.

### **Who can apply for funding?**

Any building owner whose property falls within the Colville Together focus area (3<sup>rd</sup> Ave to Birch Ave and Wynne St to Oak St). Eligible properties can be commercial, including non-profits, or multi-family residential contingent on adherence to the Façade and Building Improvement Grant Agreements and Conditions Checklist that is included with the grant application.

### **Eligible Façade Improvements Include:**

- New awnings or the restoration of existing awnings
- Exterior painting and/or paint removal
- Murals on exposed side walls
- Reparation and restoration of brickwork, wood, masonry, and stucco
- Exterior lighting
- Reusable signage, such as projecting, blade, and lighted
- Reparation and replacement of architectural details or materials
- Doors and windows, including garage doors
- Rehabilitation or compatible reconstruction of storefronts
- Removal of metal siding and exterior slip covers (surfaces)
- Building improvements that save the structural integrity of the building, i.e. roofs,
- Any element that enhances the parking lot experience, i.e. landscaping, bike racks, etc.

### **Ineligible Façade Improvements Include:**

- Any improvements made prior to grant approval
- Non-permanent fixtures (i.e., tables and chairs, benches, flower planters)
- Parking lot maintenance
- Refinancing of existing debt
- Sweat equity (payment for applicant's own labor)
- General or routine maintenance and cleaning
- General business operations expenses (payroll, taxes, utilities, etc.)



### **Design Assistance**

Design assistance is available on a competitive basis, which may include access to services such as elevation drawings, floor plan sketches, and exterior materials selection. Applicants should clearly indicate whether they would like to be considered for the design assistance.

Architectural drawings and other design-related support materials will be requested from applicants.

### **How are projects selected for funding?**

Applications will be evaluated by the Colville Together Design Committee.

The evaluation criteria are as follows:

**Impact** – Overall impact of the project in the Downtown Colville Improvement Area.

- Is the project located in a highly visible area?
- Will the improvements increase the economic activity of the downtown district?
- Does the project seek to restore the historical or architectural significance of the building?

### **Cost/Schedule**

- Is the project feasible in cost and schedule?

### **Sustainability/Permanence**

- How permanent are the improvements and is there a maintenance plan for improvements?
- Will the completed work be sustainable and potentially transferable to a future business?

### **Community Contribution**

- Is the applicant a positive presence in the community?
- Do they demonstrate a “good neighbor” policy towards other business owners?
- Is the area around the business kept clean and free of debris on a consistent basis?
- Does the business participate in organized promotions or other community-based activities?
- Does the applicant actively promote Downtown Colville and their own business?

### **Application Process**

1. Contact the Colville Together prior to submitting application.
2. Complete grant application in full. Complete applications will include:
  - Application form and Agreement and Conditions form (Complete both sides)
  - Illustrations of the proposed work or architectural drawings
  - Photos of the building and its relationship to adjoining sites
  - Color samples and texture of finish materials, where applicable
  - Professional contractor proposed estimates and schedule for improvements
  - Maintenance plan for improvements
  - Copies of any required City permits and approval from the Historic Preservation Commission if applicable.



**Deadline:**

1. Applications are due by February 25<sup>TH</sup> 2021.
2. The Design Committee will review and score the applications and vote on approval.
3. Grant applicants will be notified following the Design Committee meeting in March. The notification will outline the specified amount of the grant with information on any other requirements. The applicant can then proceed with necessary permitting and review processes.
4. If an application is denied, it may be reconsidered in the future pending it meets current guidelines.

**All applications must be returned to:**

Colville Together  
986 S. Main St. Suite A  
Colville, WA 99114

**Other provisions:**

Equal Employment Opportunity: The borrower shall comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in rehabilitation work undertaken in connection with program assistance.

Civil Rights: The borrower shall not discriminate upon the basis of race, color, sex, marital status, handicap, religion or national origin in the sale, lease, rental, use or occupancy of the property to be assisted.

Eligible Contractors: The borrower shall award contracts for work to qualified contractors. Colville Together will not make contractor referrals.

Property Taxes & Special Assessments: No financial assistance will be provided from the Façade Grant Program if property taxes or special assessments are in arrears.

**What happens after a project is selected for funding?**

1. Renovation/rehabilitation work must be completed within six (6) months from the start of construction. Depending on the scope of a project, extensions may be requested on a case-by-case basis. Colville Together reserves the right to cancel this agreement in the event of failure to comply with this schedule.
2. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions.
3. The applicant agrees to maintain the property and improvements.
4. The Colville Together Façade & Building Improvement Grant Program may promote an approved project including, but not limited to, displaying a Colville Together sign at the site, during and after construction, and using photographs and descriptions of the project in Colville Together materials.



**How do I get reimbursed for my project?**

Funds will be released to the applicant upon completion, and inspection of work completed, and documentation of matching funds.

1. Submit a Reimbursement Request Form, along with a financial summary report, copies of invoices and waivers of lien from contractors (and subcontractors, if applicable), proof of necessary building permits, proof of matching funds, and photos of completed project. Costs must be itemized with comparisons to original application budget.
2. Committee members will vote to authorize payment, and funds will then be dispersed if all the work has been completed in accordance with the contract.

**Note:** Colville Together reserves the right to make changes to the conditions of the Facade Improvement Program as warranted.