

2020 Town Façade Grant Guidelines

No funds will be reimbursed to applicant without approval before work is done.

Façade Improvement Grant Program

I. Program Summary

The Town of Skowhegan has established a Façade Improvement Grant Program to provide financial assistance to businesses and commercial property owners Town wide that are considered spot slum and blighted, to make physical improvements to the exterior of their building.

A Façade Improvement Grant may be used for a variety of building façade rehabs, including painting, window or door repairs or replacements, signage, awnings or other façade improvement projects outlined under the “Eligible Project” section of this package.

II. Funding and Administration

Funding for Façade Improvement Grants will come from the Town of Skowhegan Sappi TIF fund. The 2020 Façade Committee, according to the procedures and guidelines outlined in this document will carry out the administration of the Façade Improvement Grant Program. The administration and operation of the Program shall conform to all local codes.

III. Program Guidelines and Eligibility

1. June 1, 2021 at 4:00 p.m. is the deadline for funding. Any applications received after this date will be held until it is determined that there is funding available. All applications that are received that month will be review within 14 days of the end of month until funds are used up.
2. First time applicants will be given priority.
3. The applicant will be reimbursed for the amount of the grant awarded only upon completion of the project, which must follow the approved scope of work, and be in compliance with all applicable codes.
4. Grants are available for up to a maximum of \$10,000.00 per project.
5. For round 1 applicants, match dollars are eligible from only Jan 1, 2020 forward.

- a. Round one funding is match of \$1.00 for every \$1.00 of grant dollars for all Tier 1 eligible activities, and/or a match of \$2.00 for every \$1.00 of grant dollars for all Tier 2 eligible activities, and/or a match of \$3.00 for every \$1.00 of grant dollars for all Tier 3 eligible activities.
6. Each applicant may be awarded only one grant per funding round.
7. The grant applicant may be the property owner or tenant. Tenants must have the property owner's signed authorization for the proposed building improvement. Each building is limited to \$10,000 per funding round.
8. A façade improvement grant may only be made to a commercial, mixed-use property or Non-profit located within Skowhegan. No residential buildings/units are eligible.
9. The completed design or proposal for the improvement project must be submitted for review by the 2020 Façade Committee. **Any work done before written approval is received will not be eligible for funding.**
10. All Projects must be completed by November 1, 2021. This includes all required documentation.
11. In round 1 funding **All** Real Estate and Personal Property taxes in the owner's name town wide in the Town of Skowhegan need to be paid current.

IV. Eligible Activities

Use of grant funds is restricted to eligible improvements to the exterior of buildings/structures. Eligible activities are listed below. Because it is likely that façade improvement requests will exceed the available funds, activities have been categorized as Tier 1 activities, Tier 2 activities, Tier 3 activities, or Ineligible activities.

Tier 1 Activities

The following activities that happen on the exterior of the building that is visible from the street or parking lot side

- Signage
- Awnings
- Storefront improvements
- Restoration of original/historic windows, doors, and trim where possible
- Removal of "modernization" efforts and/or inappropriate non-historic alterations/additions
- Repair or replacement of windows, doors, and trim
- Cleaning and/or painting of wood surfaces
- Cleaning and repair or installation of approved siding
- Cleaning and/or re-pointing of surface brick or stone
- Removing paint from brick or stone improvements visible from street level

- Inclusion of ADA compliance

Tier 2 Activities

The following activities that happen on the exterior of the building that is not visible from the street or parking lot side

- Restoration of original/historic windows, doors, and trim where possible
- Removal of “modernization” efforts and/or inappropriate non-historic alterations/additions
- Repair or replacement of windows, doors, and trim
- Cleaning and/or painting of wood surfaces
- Cleaning and repair or installation of approved siding
- Cleaning and/or re-pointing of surface brick or stone
- Inclusion of ADA compliance

Tier 3 Activities

The following activities that happen on the exterior of the building that is not visible from the street or parking lot side

- All roof repairs or replacement

Ineligible activities:

- Interior repair of any kind
- Purchase of commercial property/equipment
- New building construction

Eligible Match requirements:

- Interior repairs of any kind
- Purchase of permanent fixtures are eligible
- Dollars are expended after January 1, 2020
- Volunteer and Owners work can be used as match only

V. Application Process and Timeline

To apply for a Façade Improvement Grant, complete the attached forms and return it to the Economic and Community Development Department by June 1, 2021 at 4:00 p.m. Be sure to include any available drawings and descriptive information on the design of the project and products to be used. If your changes are to be the dimensions of the building, the property line(s) must be depicted. You must also provide both material and labor cost estimates for each item. (See the attached form for more details)

Please Note after application has been approved:

- **All projects must have 3 quotes and the lowest cost contractor or supplier has to be used.**
- **All projects must have insurance requirements met before any funding is paid out.**

The 2020 Façade Committee will review and score each application and will make announcements of grant awards within 14 days of the application deadline as stated in Section III, Item 1, above.

Commencement of Improvements

Any construction or other proposed improvements to be funded in part by the Town façade program must not commence prior to the applicant achieving all of the following:

- **Written letter of approval from the Economic & Community Development Office**

No project is guaranteed funds the 2020 Facade committee approves of each individual project.

Disbursement of funds:

Funds will not be disbursed until:

- **Has passed inspection**
- **All copies of paid receipts are submitted**
- **Payment of disbursement funds can be done in a partial request as long as the following:**
 - **Match dollars have to be expended to receive equal Grant funds**
 - **At least 20% of grant dollars will be held until project completion**

Following approval of an application and prior to the disbursement of funds, the applicant will be required to enter into a written Project Agreement. This Agreement will set forth the scope of work to be performed as part of the project and the date by which the project will be completed. Buildings rehabilitated under this grant program will be subject to inspection by the town’s Code Enforcement Officer. Construction specifications and work completed shall comply with all applicable building and occupancy codes. Prior to reimbursement of expenses, the applicant must present the Program Administrator with copies of paid receipts for authorized work as estimated in the application and as documented in the approved scope of work. In the event of disputes, the Town of Skowhegan and the Town Façade Program reserve the right, at its sole discretion, to deny reimbursement for expenses that were not authorized in the application and contract. **Cost overruns will be borne 100% by applicant.**

VI. Inspection of Work

Buildings rehabilitated under this grant program will be subject to inspection by the local building code enforcement office. Construction specifications and work completed shall comply with all applicable building and occupancy codes. The Town Façade Program will advise building owners, their architects, or engineers in planning the construction, if required.

VII. Reimbursement

Reimbursement will be processed within 4 weeks.

Sample Reimbursement Scenarios

Estimated Cost \$10,000	Estimated Cost \$60,000	Estimated Cost \$8,000
Actual Cost \$9,000	Actual Cost \$60,000	Actual Cost \$9,000
Tier 1 \$5,000	Tier 1 \$40,000	Tier 1 \$9,000
Tier 2 \$4,000	Tier 2 \$20,000	
Reimbursement from Grant	Reimbursement from Grant	Reimbursement from Grant
Tier 1 \$2,500 (50%)	Tier 1 \$10,000	Tier 1 \$4,000
Tier 2 \$1,320 (33%)	Tier 2 \$0	
Total Reimbursement \$3,820	Maximum grant amount hit with Tier 1	

VIII. Scoring Criteria

Each Façade Improvement Grant Application will be scored according to the following criteria:

- Impact on the attractiveness of the downtown, the streetscapes, and the particular building (up to 25 points)
- Round 1-1st time funded through Skowhegan Façade program (30 points)
- Points for match dollars
 - 25 points will be given if 100% of match dollars are expended on project at same time grant funds are used.
 - 20 points will be given if all match dollars are expended on exterior building
 - 15 points will be given if 50% of match dollars are expended on exterior
 - 10 points will be given if 10% of match dollars are expended on exterior
- Aesthetic quality of the proposed design, including historic accuracy and architectural integrity (up to 20 points)

Town of Skowhegan anticipates that there will be more demand than available funds. Funding will be provided to those applications receiving the overall highest score until the grant fund is exhausted. The 2020 Façade Committee reserves the right to deny funding to any applicant who does not comply with the required guidelines, should there be a lack of qualified applications, all remaining grant funds may not be awarded.