

Howe Façade Grant Program

Guidelines and Application Packet

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This is a collaborative effort between:

Howe Community Facilities
Development Corporation - City of
Howe

For additional information please contact:

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Howe Façade Grant Program

The Howe Façade Grant Program is an incentive matching (50/50) façade grant program funded by the Howe Community Facilities Development Corporation (HCFDC) to improve the appearance of buildings that are in highly visible areas. Any retail, non-profit, or commercial building/business owner within the Howe City Limits is eligible to apply for the matching grant funds. However, HCFDC has placed a priority on those buildings located directly in the east 100 block of Haning Street. The attached grant application and support documents must be submitted to the City Administrator for review by the HCFDC prior to any work being initiated. Limited funding is available. Therefore, some applications may not be approved due to limited funding.

Façade Grant Application Process

1. Complete the Historic Preservation Board's Certificate of Appropriateness Application (attached). Application will be reviewed and acted upon at the quarterly meeting of the HCFDC.
2. Complete the HCFDC Façade Grant Addendum (attached).
3. Submit copies of the cost estimates and any other supporting documentation.
4. Submit digital photos of the building facade to be improved.
5. Complete the Federal W-9 Form (attached).
6. Once approved - Complete the Façade Grant Program Agreement (attached).
7. Once approved - Complete the Façade Grant Indemnity Agreement (attached).

Façade Grant Guidelines

- This is a one-time offer that will only be available from October 1, 2023 through September 30, 2024. After September 30, this grant program will cease. All requests shall be submitted by August 1, 2024. The proposals will then be reviewed for completeness and evaluated. Proposal responses (including requests for additional information, timelines, denial, award letters, etc.) will be addressed individually. All projects must be completed by September 30, 2024.
- Grants will be administered on a first come, first served basis dependent upon the availability of funds. If numerous grants are received simultaneously and there are not funds to cover the requests, then the qualified application that proposes the largest project will be ranked highest. No grants will be awarded for work that has already been initiated or completed.
- Matching funds will be given up to \$1,000 per appraisal district building address. All work must be permanent improvements to the exterior, including signs. Permit fees, historical preservation fees, and new construction are excluded.
- Minimum project value considered \$1,000 (\$500 matching funds) for facades and \$500 (\$250 matching funds) for signage.
- Maximum grant available for signage is \$500 per application. Only quality signage will be considered. Window lettering is not eligible.
- Only those who own businesses or buildings are eligible to apply. Use of funds will be focused on exterior (façade) work on storefronts, non- profits, and commercial buildings. Residences and government buildings are excluded.
- All design plans (e.g., paint color, sign size, colors, shape, material, and proposed placement) must be approved by the HCFDC in order to receive funds.
- Paint grants may be issued for wooden facades. Paint grants will only be considered for brick/stone facades if the buildings are currently painted.
- Grants will be administered as reimbursements once projects have been completed as agreed upon, a photo has been provided, receipts are shown for work completed (after insurance claims), and a final inspection of the changes has occurred by the City Administrator. Payments should be received within 14 days after final approval is given.
- Building or business owners must apply for the grant before restoration or renovation work has begun. No grants will be awarded for work that has already been initiated.
- Applicant shall provide certification (proof) that all property taxes have been paid for current and prior years.
- Applicant (grant recipient) will receive an IRS 1099 from HCFDC. Applicant will be responsible for any and all taxes due on grant funds received.

**Howe Community Facilities
Development Corporation
Certificate of Appropriateness
Application**

Owner(s) of Property: _____

Owner's Address: _____

Address of Property: _____

Relationship

Applicant(s) Name: _____ to Owner _____

Mailing Address: _____

Telephone No: _____ Cell No: _____ Email: _____

Please check the property(s) primary material type:

Wood _____ Brick _____ Stucco _____

Please check the property(s) primary use:

Residential _____ Commercial _____

Are the changes being made to the property to adapt the property to a new use? Yes _____ No _____

If yes, please state the property's intended new use: _____

Contractor's Name: _____

Contractor's Phone #: _____ Cell #: _____

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH THE COMPLETED APPLICATION:

1. Letter of Intent
2. Current photograph of property;
3. Historical photograph (if available)
4. Samples materials and/or colors swatches
5. Site Plan (proposed & existing site)
6. Elevation drawings of proposed changes (This does not have to be professional architectural drawings. Clear hand drawings are acceptable.);
7. If signage is involved, please provide a scale drawing indicating the lettering type dimensions, colors, location, and method of illumination.

ALL ATTACHMENTS SHOULD BE 11" X 17" OR SMALLER

**PLEASE CHECK ALL THAT APPLY REGARDING THE WORK
TO BE DONE ON THE PROPERTY:**

MASONRY

_____ **Repointing**

_____ **Cleaning**

- Removing paint
- Painting What Color? _____
- Repairing, replacing or removing decorative masonry features
- Application of waterproof, water repellent, or other coatings

WOOD

- Painting
- Removing paint
- Repairing, replacing or removing decorative wood features such as columns, brackets, window, and doors
- Applying chemical preservatives

ROOF

- Repairing, replacing, or removing roof features, and materials such as dormers, chimneys, slates, tiles, wood shingles, or metal.

WINDOWS

- Repairing or replacing sashes
- Changing the number, size, location and glazing pattern of window through cutting new openings or blocking in existing windows.
- Replacing windows

ENTRANCES AND PORCHES

- Repairing, replacing or removing entrance and porch features such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.
- Removing an entrance porch
- Closing in an entrance porch

ADDITIONS

- Additions to the primary façade
- Other additions

DEMOLITION

- Residential
- Commercial

OTHER

Please explain. _____

PLEASE PROVIDE OR ATTACH DETAILED DESCRIPTION OF THE PROPOSED WORK (Include attachments, if necessary, and any additional information you feel may be helpful in order to visualize the proposed work):

Certificate of Appropriateness becomes null and void if construction authorized is not commenced within one year.
This certificate must be presented to obtain the required building permit.

I hereby certify that I have read and examined this application and know the same to be true & correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a Certificate of Appropriateness does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant's Signature: _____ Date: _____

Date Received: _____ Filing Fee: \$ _____ Check # _____ Receipt # _____
File# _____ Built Circa: _____

Date: _____

Applicant's Name: _____

Business Name: _____

Appraisal District Address: _____

Additional proposed work includes: (check all that apply and provide details in the Letter of Intent)

- Paint Permanent Awning
- Repair to Windows
- Replace, Clean or Paint Glazing
- Prepare Wood for Painting
- Caulk and Seal Windows for Weather Tightness
- Paint Window Framing
- Prepare Doors and Framing
- Paint Doors
- Remove Screens from Transom Windows
- Remove, Change, or Replace Business Signs

(If Applicable) PLEASE PROVIDE CONTRACTOR BIDS: Contractor bids shall be submitted on the contractor's letterhead and shall contain the contractor's name, address, telephone number, and shall itemize the bid in a manner that allows the HCFDC to determine the authenticity of the bid. If you are doing the work yourself, please have detailed, itemized costs or bids prepared for materials and labor and include this information with the Letter of Intent.

Total cost of improvement project: \$ _____

Amount of grant requested: \$ _____

Amount to be paid by Applicant: \$ _____

Anticipated Completion Date: _____

APPLICANT

Signature: _____

Name (printed): _____

Title: _____

Date: _____

