

City of Douglas Façade Improvement Grant Program

The Façade Improvement Grant Program is established to encourage improvements to the Downtown Historical District. The grant program is designed to ensure the Downtown Historical District continues to be an attractive location for customers, businesses and residents by providing an opportunity for business and commercial property owners to improve the appearance of building façades and storefronts. The grant program is administered by the Economic Development Director.

Grants are for exterior improvements only and may be applied to a front, side or rear façade provided façade faces a public street or parking area. Grants are awarded based on the availability of funds, scope and impact of project. **Façade improvements made prior to approval of an application will not be funded by the program.**

Façade Improvement Grants

The grant program is funded annually based on the availability of funds. The approved projects to improve building façades will entitle the property owner to receive funding for **50% of the project costs, not to exceed \$2,500.00 per applicant.**

Eligible Applicants

Commercial, business and non-profit property owners or tenants within the City of Douglas Downtown Historical District may apply for the grant program. Tenants are required to have written approval from the property owner to participate in the program. Non-profit organizations must provide proof of status.

A. Application Process

Facade Improvement Grants are competitive grants awarded annually. Applications will be available starting August 1st each year. Acceptance of completed applications will close on September 1st. The Façade Grant Review Committee, consisting of the Economic Development Director, the Community Development Director, and a designated representative from the Douglas Chamber of Commerce will review the applications, score them using the review criteria, and prioritize the applications in descending order of their recommendation for funding. Projects will be funded from the priority list in descending order as long as funding is available. Grant awards will be announced by October via written award letters to recipients. If funding is available, additional grants may be funding from the priority list during the fiscal year.

Subsequent to receiving a grant award, recipient shall enter into a Grant Agreement. Grant recipients will have twelve (12) calendar months from the date the Grant Agreement is awarded to expend all funds. A three-month extension of the contractual period may be granted following written request, justification and approval by the Economic Development Director.

B. Application Process

Step 1 – Pre-application Meeting

Applicants are strongly encouraged to request a pre-application meeting with staff to review the scope of work prior to having architectural drawings done and/or prior to submitting an application. To request a preliminary meeting, please contact:

City of Douglas
Economic Development Director
425 10th Street, Douglas, AZ 85607

phone: 520-805-4047
fax: 520-364-75-7
e-mail: Victor.Gonzales@douglasaz.gov

Depending on the proposed scope of work, additional staff from other departments may participate in the pre-application meeting, such as Building, Fire or Engineering.

Step 2 – Submit Application for Funding

The applicant shall submit the application for funding to include:

- completed Facade Grant application
- a copy of the deed of ownership of the project property
- drawings of proposed facade improvement with enough specificity to help staff understand the scope of the project, including cost estimates
- if the applicant is different than the property owner, the property owner's signature is required on the application as well

Step 3 – Application Completeness

Applications must include a detailed project description, design plans and specifications (if applicable), itemized cost estimate/budget, and other information that the Economic Development Director may request.

If additional information is required, the applicant will have ten (10) days from the date of the notice to submit the additional required information. Failure to submit the required information within ten (10) days may result in the denial of the application.

Eligible Improvements:

Grants will only be provided for visible, "curbside appeal" exterior improvements that meet all applicable City codes and ordinances. Such improvements include the following:

1. Painting, stucco or other exterior enhancement using the approved color palate
2. Facade detail and trim restoration or replacement
3. Brick, stone, and wood façade restoration or replacement
4. Restoration or replacement of window and door framesets
5. Restoration or addition of building fenestration (window and door openings)
6. Addition or replacement of awnings and canopies
7. Removal of old signage and installation of new conforming signage
8. Tile, pavement replacement between entry and public sidewalk
9. Exterior and/or display lighting
10. Accessibility improvements for ADA compliance
11. Other improvements subject to the approval of the City

Ineligible Improvements and Exclusions:

Matching grant funds cannot be used for general repair and routine property maintenance items such as roof repairs, paving, and glass replacement unless part of a restoration or new installation. Ineligible improvements include, but are not limited to:

1. Any interior work not directly related to exterior modifications
2. Security and fire systems
3. Security and lot lighting except where decorative and is part of a larger facade improvement project
4. Painting of original brick or stone facade
5. Structural repairs

Grant funds may not be used for working capital, debt service, legal fees, or the refinancing of existing debts. Any work initiated before grant approval and issuance of a signed Grant Agreement will not be eligible for this program.

Total Project Cost

If the final project cost exceeds the original bid, the Grant awarded for the particular project will not change. It is the Grantee's responsibility to initially obtain the total funding necessary to complete the work. If the final project cost is less than the original bid, the grant awarded will be fifty percent (50%) of the total project costs, resulting in a lesser grant amount being provided to the project.

Approval Criteria

City staff will review the proposed improvements to assure compatibility with surrounding buildings and adherence to applicable design guidelines. Staff will notify the applicant in writing when the application has been administratively approved.

Facade Grant Application Process

- Interested applicants should contact the Economic Development Departments at (520) 805-4047 to request an application and discuss their proposal and ensure concept meets City regulations consistent with the various design and historic guidelines that apply.
- Completed applications will be reviewed and grants awarded based on available funding. All applicants will be notified in writing within 30 days whether an application has been approved or denied. Some projects may require approval of the Design Review Board.
- No improvements should be made prior to the issuance of the grant approval in writing. Any changes made to before project is approved will not be eligible for funding and may disqualify the project.

Disbursement of Funds

Grant funds will be disbursed upon completion of the project. Upon completion applicant must submit copies of invoices, receipts, an itemized statement of the total cost of the project and a photograph of the completed project.

More Information

For more information or question on the City of Douglas Facade Grant Program, please contact the Economic Development Director at (520) 805-4047.

City of Douglas
DOWNTOWN FACADE GRANT PROGRAM APPLICATION

Date: _____ Application # _____

Incomplete information may result in delay and/or rejection of application

1. JOB ADDRESS _____

City _____ State _____ Zip Code _____

Lot # _____ Block # _____ Tax Parcel # _____ - _____ - _____

Description of Building:

2. PROPERTY OWNER OF RECORD _____

Telephone: () _____ FAX () _____

Mailing Address _____

City/State _____ Zip Code _____

Email Address _____

3. ARCHITECT/ENGINEER/OTHER _____

Telephone: () _____ FAX () _____

Mailing Address _____

City/State _____ Zip Code _____

License # _____ Email Address _____

CAUTION: If you act as your own general contractor, you alone are responsible for the quality of the work and compliance with City Codes.

4. TYPE OF IMPROVEMENTS. Check all that apply.

Painting _____ Stucco _____ Awning _____ Windows _____

Lighting _____ Entrance Improvements _____ Display Lighting _____

ADA Improvements _____ Other Improvements _____

5. DESCRIBE EXISTING USE OF BUILDING / PROPERTY.

6. DESCRIBE ALL PROPOSED IMPROVEMENTS IN DETAIL

Photographs of the Project (please attach photographs to fully illustrate the extent of work to be done)

(A detailed itemized list of materials and estimated work hours with the costs for these must accompany this application if it is to be considered for grant approval)

7. PLEASE EXPLAIN WHY YOUR BUILDING SHOULD BE CHOSEN FOR GRANT FUNDING.

Estimated Project Start Date: _____

Expected Completion Date: _____

Total Grant Match: _____

Total Grant Amount Requested: _____ Not to exceed \$2,500

Estimated Total Cost of Improvements: _____

Signatures

Applicant

Date

I hereby certify that I am the owner of the property stated on this application and am fully aware of my tenants plans for the alteration of my property and do grant my tenant permission to complete such alterations.

Building Owner

Date

For further information contact the City of Douglas Economic Development Department at 425 10th Street Douglas, AZ. 85607 or by phone at (520)805-4047.

OWNER'S CONSENT FORM

I, _____, certify that I own the property located at _____ in Douglas, Arizona, and that I have reviewed the application for the Douglas Downtown Facade Grant Program submitted by _____ and that I fully support this application.

I further certify that this person or business holds a valid lease of _____ year(s) with an expiration date of _____.

Signature

Print Name

Mailing Address

Telephone #