



Chaves County Façade Improvement Matching Grant Program Policy and Guidelines

OVERVIEW

Considered by the Roswell-Chaves County Economic Development Corporation (RCCEDC) Finance Committee and approved by the RCCEDC Executive Committee, the Chaves County Façade Improvement Matching Grant Program provides matching grants in the form of a reimbursement up to five thousand dollars (\$5,000) depending on funds availability for eligible improvements to facades. Participants are eligible for up to one (1) grant in a twelve (12) month period from completion of previous grant.

ELIGIBILITY

- The business must be a “Partner” level member or above, in good standing of the Roswell-Chaves County Economic Development Corporation.
- Must be used towards an existing business building located in Chaves County.
- Improvements must comply with all applicable state and local code requirements.
- Eligible Façade Improvements shall not begin before the application is considered by RCCEDC Finance Committee and approved by the RCCEDC Executive Committee.
- Improvements must be on the exterior and visible to the public (street, parking area, or public park).
- Buildings with multiple tenants are eligible for one (1) grant in a twelve (12) month period from completion of previous grant.
- Buildings also being utilized as a residence (mixed-use) are **not** eligible for this program.

Eligible improvements include (but are not limited to):

- Façade facelift: Painting, trim work, cladding
- New or enhanced attached signage and/or awnings
- New storefronts
- Window replacement and window framing

Ineligible improvements include (but are not limited to):

- Interior improvements
- Any facades not visible to the public (street, parking area, or public park)
- Roof repairs; structural building repairs
- New buildings or new building additions other than exterior additions such as porches and entry features
- Plantings or landscaping
- Outdoor furnishings

PROGRAM GUIDELINES

- Submission of an application does not guarantee approval.
- All eligibility requirements must be met to be considered for the grant program.

- Only complete applications will be considered by the RCCEDC Finance Committee for consideration. Incomplete applications which are missing required application materials will not be considered and shall expire after six (6) months. The six (6) month time period will begin on the date of the most recent staff correspondence with the applicant. A new completed application shall be submitted in order to resume activity on a grant application.
- Grants will be reviewed and considered by the RCCEDC Finance Committee on a first-come, first-served basis until all available grant funds have been allocated. If recommended by the RCCEDC Finance Committee, the application must be approved by the RCCEDC Executive Committee before work begins.
- Appropriate permits must be obtained and a copy provided prior to beginning construction.
- Construction of improvements must commence within ninety (90) days of grant application approval and must be completed within one (1) year of grant application approval. The applicant may request a one (1) time thirty (30) day extension for construction commencement and a one (1) time (6) month extension to complete the project from the RCCEDC Finance Committee chair.
- Any changes or modifications to the approved grant application shall be approved by the RCCEDC Finance Committee.
- Payment of the matching grant shall be in the form of a reimbursement of fifty percent (50%) of the total cost of the improvements to a maximum of five thousand dollars (\$5,000) when funds are available. Depending on funds availability, the RCCEDC Finance Committee may, at its discretion, lower the award amount.
- Payment will be made after all work is satisfactorily completed according to the terms of the approved grant application and all costs are documented with receipts. Completion of all items in Payment Requirements must be met to receive payment. Payments will not be made for any work completed before the grant is approved by the RCCEDC Finance Committee.
- Improvements completed under this Program shall become permanent fixtures of the building and shall not be removed or altered for a period of five (5) years without the express prior consent of the RCCEDC Finance Committee.

APPLICATION REQUIREMENTS

1. Complete grant application. Signed by the applicant and owner of the property (if different from the applicant).
2. Provide Cost Proposals: Two (2) written bids from bona-fide tradespeople, contractors, or suppliers. One bid must be from a contractor or supplier whose business is located within Chaves County limits.
3. Provide Contractor Qualifications: One (1) completed "Statement of Contractor's Qualifications" form for each cost proposal. Contractors must be registered with the appropriate authority (City of Roswell/Chaves County) corresponding to the physical location of the project.
4. Provide a copy of Contractor's License Certificate.
5. Provide Contractor's Liability Insurance Policy, Amount insured, policy number, and Insurer's contact information.
6. Provide Contractor's Bond information: Name of Bonding Company, contact information, and Bond number.
7. Provide a copy of all applicable project building permits to current building codes.
8. Provide exterior photo(s) of the building, "Before" pictures of the location projected for façade upgrades. Upon project completion, provide "After" photos of the work completed.
9. Provide copies of all drawings or renderings of the proposal.
10. Provide a complete and written description of the proposed project.
11. Signed copy of the Video Consent Form as attached.

PAYMENT REQUIREMENTS

1. Provide and executed and signed IRS W-9.
2. Provide a copy of award letter approving the grant.

3. Provide copies of paid invoices to the contractor/suppliers.
4. Provide copies of pictures of all completed work.
5. Provide signed statement as attached in the Application, paragraph D, **Project Overview**.



Chaves County Façade Improvement Matching Grant Program Application

I APPLICANT INFORMATION

- A. Applicant Name / Property Owner: _____
- B. Business name: _____
- C. Mailing address: _____
- D. Street address: _____
- E. Telephone: _____ Fax: _____ E-mail: _____

II PROPERTY AND PROJECT DESCRIPTION

- A. Address/location of property to be considered for the Façade Improvement Matching Grant Program: _____

- B. Grant Request
 1. Total Project Cost: \$ _____
 2. Eligible Grant Request (50% of total project cost up to \$5,000): \$ _____

- C. Project Description – (Describe what improvements will be made to the existing structure)

D. Project Overview

I, the applicant, verify that I have completed the following items in order to be considered for the Façade Improvement Matching Grant. I understand that the grant will not be processed if all items below are not met.

- Two cost bids/proposals for each façade improvement. Example: two proposals for painting, two proposals for signage work, two proposals for lighting, etc. Provide a grand total of all bids.
- A completed "Contractor's Qualification Statement " included with each cost proposal, for the General Contractor and any sub-contractors.
- Comply with items identified in Chaves County EDC Façade Improvement Matching Grant Program Policy "**Application Requirements**".
- One of the cost proposals for each façade improvement is from a business located within Chaves County, when applicable. If a Chaves County business is not available for the improvement(s) a written explanation must to be provided.
- "Before" exterior photos of the building before any improvements have been made.
- Rendering or written description of the façade improvements including proposed color palette.
- The proposed façade improvements have not been completed prior to consideration by the RCCEDC Finance Committee and approved by the RCCEDC Executive Committee.
- Completed and signed Video Consent and Release Form as attached.

DISCLAIMER

I acknowledge that I understand the terms of the Roswell-Chaves County Economic Development Corporation's Chaves County Façade Improvement Matching Grant Program, and it is my intent to meet the specified terms of this application if approved (up to 50% of the Façade Project cost/maximum of up to \$5,000 dependent on funds availability). Further, that I meet all requirements in the program's policies, to include membership in the Roswell-Chaves County Economic Development Corporation. I understand further that this project is approved for grant reimbursement only in strict accordance with the approved plans that are attached to this application and hereby made part of this agreement. I further understand that change orders on the work in progress require prior approval by the RCCEDC Finance Committee and that failure to comply with this agreement may jeopardize receipt of grant funds.

Applicant Signature

Date

Property Owner Signature (if different from applicant)

Date

Contractor Qualification Form

This form is required for the Façade Improvement Matching Grant Program for Chaves County, NM.

Date: _____

1. Contractor's Name, Business name, complete mailing address, email address, and cell phone number:

2. Mailing address for payments (if different from above):

Fed ID# or SS#: _____ NM CRS#: _____

Roswell/Chaves County Business Registration Number: _____

NM Contractors License, GB98# _____ Expiration Date: _____

Limit amount: \$ _____

Liability Insurance Company name: _____

Address: _____ Phone Number: _____

Policy #: _____ Date of Expiration: _____

Bonding Company name: _____

Address: _____ Phone Number: _____

Policy #: _____ Date of Expiration: _____

3. Type of Organization (circle one):

- Individual
- Partnership
- Non-Profit Organization
- Corporation
- Incorporated in New Mexico
- Other

4. Provide contact information (names, addresses, phone numbers) for all company financial Officers/CEO's/etc. or owners:

5. How long has your company been in business as a contractor?

6. How long has your company been doing business under the current name in New Mexico?

7. Under what other names has your business operated?

8. Has your company ever failed to complete an awarded contact?
If yes, please explain the circumstances and how the situation was resolved:

Contractor's Signature: _____ Date: _____