



City of Dallas Façade Grant Checklist

Please assemble the application package in the sequence indicated below.

Check off each item to ensure you are submitting:

- Completed Application (including signature of owner if applicable – required)
- Color photographs that show existing building conditions (required)
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Approved Building Permit
- Two itemized cost estimates on contractor letterhead (required)
 - Estimates must be for identical scopes of work
 - Contractor must be licensed, bonded and/or insured
- Approved Certificate of Appropriateness (if located in historic district)

Work must be pre-approved by the Downtown Development Authority. If the property is located in the local historic district work must adhere to Historic Preservation Commission Guidelines and be granted a Certificate of Appropriateness.

CITY OF DALLAS DOWNTOWN DEVELOPMENT AUTHORITY

FAÇADE GRANT PROGRAM GUIDELINES

DALLAS, GA

ALL FAÇADE IMPROVEMENTS MUST BE APPROVED PRIOR TO WORK COMMENCING

Purpose Overview

The City of Dallas, GA Downtown Development Authority (DDDA) Façade Grant Program is intended to encourage new or existing property owners to improve the appearance of buildings in the City of Dallas Central Business District Area..

Matching funds are made available for eligible improvements to business facades that are easily visible and in public right-of-ways, such as those that face a public street or a public parking area. Improvements must preserve the individual character of each building with its unique features, historic appearance and significance, as well as make a contribution and impact to the appeal of the Central Business District Area. Note that all such improvements District must meet the Historic Preservation Commission's design guidelines if located within the Historic Commercial District and have an approved Certificate of Appropriateness (COA) application and building permit.

The Façade Grant Program is funded by the City of Dallas, GA and administered by the City of Dallas, GA Downtown Development Authority. The DDDA will determine the amount of matching funds based on the proposed façade change, grant funds available and the number of request under consideration.

Façade Grant Eligibility Criteria

- Eligible projects must be located in the Central Business District
- Eligible participants include commercial and mixed-use property owners and business owners. If the property is leased, the property owner must consent to the proposed project. This consent will be provided in the application form.
- Priority will be given to buildings that are historic, architecturally significant and/or visually prominent, and to buildings with inappropriately applied facades that are unsightly or in need off repair.
- Façade must be facing a public street or park.
- To qualify for a façade grant, projects must result in improvements that:
 - Are appropriate for the building and consistent with the current business use;

- Preserve the architectural integrity and restore, if possible the original building façade; and
- Positively contribute to the appearance and vitality of Downtown Dallas.
- Eligible projects must:
 - Be in accordance with all government rules, regulations and laws, including but not limited to the City of Dallas, GA ordinances and building codes, and if applicable, the Historic Preservation Commission’s Design Guidelines.

Grant Limitations

- Maximum granted per façade project up to \$5,000 on a 50/50 matching basis.
- Award may vary based on building size and location to public right of ways at the City of Dallas’ Downtown Development Authority’s discretion.
- No grants will be awarded for work that has already been done or for work that is covered by insurance.
- Only one renovation project will be eligible per property in a 3 year time period.
- No grants are available for past projects or projects started prior to 06/06/2022.

Grant Guidelines

1. Potentially eligible work is limited to exterior improvements only- storefront facades that are easily visible to the public, such as those that face a public street or public parking area. Funds are only available for exterior improvements, and may be applied to a front, side or rear façade facing a public street or public parking area.
2. From minor improvements, to a full-scale restoration, a wide range of investment proposals will be considered, including:
 - Exterior walls/materials
 - Exterior building painting, re-siding
 - Exterior door, window and storefront feature repair/replacement/renovation
 - Gutters and downspouts, cornice flashing and repair
 - Awnings and canopies installation and repair
 - Decorative exterior architectural features
 - Replacement/uncovering of architectural features
 - Replacement on non-historical façade
 - Structural stabilization
 - Masonry repairs and pointing
 - Exterior building lighting (not parking lots/pavement lighting)
 - Masonry cleaning (by gentlest means possible), if required for façade painting/stucco, etc.
 - Other façade oriented repairs and improvements
3. INELIGIBLE WORK includes but is not limited to:
 - Signs
 - Roofs
 - Yard Improvements (vegetation and/or pavement)

- Interior improvements of any kind
 - Personal property/equipment
 - General maintenance (eg. Pressure washing)(except painting)
 - Interior window/door treatments (storm windows and doors)
 - Security system, window bars, cameras
 - Sidewalk improvements
 - Landscape improvements
 - Tools/equipment
 - Paving
 - New Construction
 - Labor costs paid to the owner/applicant or relative of the owner/applicant
4. Inappropriate chemical cleaners and sand blasting are strictly forbidden for surface cleaning of structures, due to possible damage of aged building components.
 5. Participants assume full responsibility for all aspects of the project, any relationships with contractors and suppliers, and securing all necessary municipal approvals.
 6. Applicants agree to maintain the approved improvements in good condition for a period of at least three years, making repairs as necessary, or risk repayment of grant funds to the City. This is at the City of Dallas DDA's discretion, and will not be enforceable if the property changes owners.

Application Guidelines

The attached application form is to be submitted to the City of Dallas, GA Downtown Development Authority, C/O Amber Whisner, 129 E. Memorial Dr, Dallas, GA 30132. Applicants interested in the program should also consult with the Community Development Department to obtain appropriate permits and, if necessary, the Certificate of Appropriateness (COA) if the property lies within the Historic Commercial District. For more information, please contact, Amber Whisner at 770.443.8111.

Applications will be reviewed by the City of Dallas DDA within thirty (30) days of receipt and in the order received. Only complete applications will be reviewed. A complete application includes the attached application form and all supporting materials as specified in the instructions. Incomplete application packets will be returned to the sender within two weeks if all materials are not submitted. Two itemized cost estimates are required with bids for identical scopes of work. Applicant must provide documentation that the contractors are licensed, bonded and/or insured. Applicants are encouraged to solicit local bids. If the applicant wishes to perform the work themselves, the grant funds apply only for materials not labor. Rental of tools and equipment require a valid receipt. A color photograph of the building is also required. Any drawings or architect's plans for the project should also be included.

Application Review

The City of Dallas DDA shall:

- a) Review each application packet for completeness;
- b) Make a determination regarding eligibility;
- c) Classify the project as either a minor or major improvement to set the timeline for completion; and
- d) Provide a grant approval or deny the project.

Each application packet will be reviewed on the following standards for review:

1. Priority will be given to buildings that are historic. Architecturally significant and/or visually prominent, and to buildings with inappropriate applied facades that are unsightly and in need or repair;
2. Extent to which the project advances the goals of improving building appearance;
3. Extent to which the project is compatible with the Historic Preservation Commission's design guidelines and/or the characteristics of the downtown area;
4. Extent of the project's impact upon the Downtown Dallas streetscape and pedestrian atmosphere;
5. Historical/architectural significance of the building;
6. Original condition of the building and the need for the changes of the proposed project;
7. Extent to which the original building is preserved;
8. Removal of historically inappropriate alterations;
9. Prominence of the building;
10. Quality of the work proposed;
11. Level of match participation of the applicant;
12. Range of projects completed and proposed as part of the Downtown Façade Grant program;
13. Any other relevant factor deemed by the City of Dallas, GA DDA to be applicable.

The public is welcome to attend the meetings of the City of Dallas DDA which will be held in Dallas City Hall as needed. The applicant is required to attend the meeting in which his or her application is considered. The majority of the Dallas DDA will be present to approve, deny, or table each complete application.

No later than two weeks after the Dallas DDDA meeting date. The applicant will receive a confirmation letter indicating the grant award decision, or in some cases. A request for additional information. In the instance of a decision to deny or table an application, the letter will indicate the DDA's reason for doing so. The City of Dallas DDA reserve the right to table. Deny or request modifications in any or all application packets. In whole or in part and to negotiate changes in the proposed project. In the case of denial by the Dallas DDA, the applicant can address the issues identified by the DDA and re-apply for a grant.

Grant Awards

Approved projects will be reimbursed at up to fifty percent (50%) of the approved projects' total façade renovation cost. Each award will not exceed the Façade Grant Program maximum grant of \$5,000.00.

Please note: IF work is started on th applicant's project before the decision to make a grant award. Only the remaining work will be eligible for a matching grant. Work should be pre-approved by the Dallas DDA.

Approved applicants who change the scope of their work or elect to use a new contractor must submit new estimates and a revised proposal which must be reviewed and approved for the work to be eligible for reimbursement.

The Dallas DDA reserves the right to recommend funds as it deems beset to achieve its purposes and at tis sole discretion.

Project Completion

The Dallas DDA shall classify each proposed projects as either a minor or major improvement based on the project type and scope. Minor improvements include projects such as painting re-pointing brick and replacing non-conforming doors and windows. Major improvements would include projects costing above \$20,000.00 such as complete restoration of a building façade. Minor improvements must be started within 30 days of the confirmation letter and completed within 120 days of said receipt, or re-application will be required. Major improvements must be started within ninety (90) days of receiving the confirmation letter and completed within twelve (12) months of said receipt, or re-application will be required.

Failure to complete projects within four months of approval date, in minor improvements and twelve months of approval date if major improvements, will result in loss of approved funds. To qualify for reimbursement, all work must be complete and in conformance with the approved plans.

Reimbursement

After project completion, the applicant is reimbursed with awarded grant funds upon:

- a. Satisfactory completion of the project with conformance to approved plans;
- b. Receipt of a reimbursement request plus all receipts and proof of payment, including canceled checks;
- c. The City of Dallas DDA shall review all receipts, prior to award approval;
- d. Vendor receipts must be included for material and/or labor;
- e. Contractor must provide receipts to applicant;
- f. Documentation and signature of contractor of cost required;
- g. Before and after photos required;
- h. Compliance with all applicable municipal rules, laws,. Ordinances, and regulations;
- i. Building permit must be obtained before façade grant approval;
- j. Applicant must be current with all city taxes, business license fees and other applicable fees;
- k. Reaffirmation of applicant's commitment to maintain project improvements for a period of at least 3 years.

All reimbursement requests are submitted to City of Dallas DDA c/o/ Amber Whisner, 129 E. Memorial Dr, Dallas, GA 30132. The City of Dallas DDA reserves the right to increase or decrease a grant award in accordance with receipt of actual expenditures.

City of Dallas
Downtown Development Authority
FAÇADE GRANT APPLICATION

City of Dallas, Georgia
129 E. Memorial Drive
Dallas, Georgia 30132
770-443-8110

Application # _____
Date Received: _____

Date: _____

1. Applicant: _____ [] Owner: [] Tenant:

Building Address _____

Email Address: _____

2. Building or Establishment for which this application applies:

(Name and Address)

3. name and Address of Owner of Building (if other than Applicant):

4. Space is provided below for a general description of your project:

If building is not occupied, what is its proposed use: _____

Estimated cost of Improvements: \$ _____

Grant Amount Requested: \$ _____

Note: Payment Contingent upon Vendor Receipts Submission

APPLICATION FORM (Continued)

Owner, if other than Applicant:

I, _____ hereby certified that I am the owner of this land on which the proposed Project is situated, and that the foregoing applicant, in filing an application for the Cit of Dallas, Georgia Façade Grant Program, is acting with my knowledge and consent.

I, the undersigned, understand that the façade grant must be used for the project described in this application. I have read the requirement guidelines, agree to follow them and will adhere to the decision of the Dallas Downtown Development Authority. Applicant is expected to maintain the project improvements for a period of at least three years.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

For Office Use: Amount Approved: \$ _____

Date Approved: _____ Required Completion Date: _____

Major or Minor Improvements Project: _____

DDDA Review of Project Completion Date: _____