

# Jasper County Facade Improvement Program

A public-private partnership designed to revitalize downtown commercial areas in JEDCO member communities.

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sponsored by  
Jasper County Economic Development Corporation (JEDCO) and  
supported by the Jasper County Board of Supervisors



# **Jasper County Facade Improvement Program Guidelines**

## **Purpose**

Jasper County Economic Development Corporation (JEDCO) recognizes that the aesthetic appeal and the economic vitality of a business are influenced by the appearance and success of surrounding commercial establishments. Attractive central business districts can contribute significantly to the appearance of the entire community and extend benefits beyond the community to the entire region.

The Jasper County Facade Improvement Program provides matching funds to business owners within the downtown commercial areas in JEDCO member communities (Baxter, Colfax, Kellogg, Lynnville, Mingo, Monroe, Prairie City, and Sully) for facade improvements. The purpose of the Jasper County Facade Improvement Program is to support the revitalization of business districts in small towns by stimulating private investments that enhance the appearance of buildings and properties and encourage business expansion and creation.

## **Eligibility**

### **Allowable Awards**

JEDCO will award a one-time reimbursement grant of up to \$10,000 toward the total project costs of facade improvements. The business owner and the City shall each provide matching funds equal to or greater than the amount provided by JEDCO.

Projects will be evaluated by JEDCO staff and a recommendation made to the JEDCO Board who have ultimate approval authority. JEDCO reserves the right to fund one or several applications as funding allows. A City may only submit and receive funding for one application per fiscal year.

### **Eligible Applicants**

The goal of the Program is to create public-private partnerships between business owners, City governments, and JEDCO to create the greatest benefit to the citizens of Jasper County. Properties and/or businesses located in the downtown commercial areas in JEDCO member communities-- Baxter, Colfax, Kellogg, Lynnville, Mingo, Monroe, Prairie City, and Sully--are eligible for the Jasper County Facade Improvement Program.

The City will be the applicant for all applications to this program. An eligible property and/or business owner shall work with the City Council of their respective community, and the City shall apply on their behalf. All funds disbursed from JEDCO shall be awarded to the City. Additional applicant requirements are identified in the "Terms of Agreement" found at the end of the program guidelines.

The eligible business shall be a legally established and licensed business in the State of Iowa and shall be in conformance with all applicable City/County/State codes and regulations. Cities should confirm that a business meets these requirements before submitting an application on its behalf. JEDCO reserves the right to deny and/or withhold funding to properties delinquent on payment of fines, fees, or taxes.

Ineligible properties include structures that are residential in use, churches and other religious institutions, nonprofit organizations, public buildings, tax delinquent properties, or properties whose owner has any other tax delinquent property in the County.

Facade improvement projects that have commenced prior to their approval by this Program shall be ineligible for JEDCO's funding.

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## **Eligible Improvements**

This Program is intended to help support high-quality improvements that will improve the appearance and character of a community's downtown commercial area. Eligible projects are those that make improvements to the exterior portion of existing structures that are publicly visible from the road right-of-way on which the structure fronts.

This Program is not intended to finance routine repairs or maintenance required under existing building codes. Examples of routine repairs or maintenance include: gutters, paint touch up, window frame painting, caulking and sealing of windows and doors.

With the exception of painting, improvements funded by this Program shall be completed by a licensed contractor and shall be made in conformance with all applicable building codes, laws, zoning requirements, and any local architectural and historic preservation standards. Painting may be completed by the property owner, however, if the property owner chooses to do their own painting instead of hiring a contractor, project funding will only cover the costs of materials and will not be used to compensate the business owner for painting.

Eligible improvements include:

- Exterior building improvements, either cosmetic and/or structural
- Signage (not including billboards)
- Lighting
- Accessibility
- Windows
- Doors
- Awnings

## **Application Routing**

Once the application materials are complete, a property/business owner shall submit all materials to their respective City. The City will review the application, assure that it meets program requirements, and determine the maximum match it will contribute toward the project. The City and business owner shall each provide matching funds equal to or greater than the amount that they request from JEDCO. Once the City has made its match determination, it shall forward the application with this information to JEDCO for review.

## **Application Deadline**

Applications are accepted at any time; however, an application must receive approval from JEDCO prior to the work starting. Qualified projects will be awarded on a first-come, first-served basis following the beginning of the fiscal year.

Awarded projects shall be completed and project bills submitted within twelve (12) months of the funding award date. A complete copy of bills and invoices from expenses relating to the project, along with photos of the completed project, must be presented to JEDCO before the funds will be provided. The amount of the funding provided may be adjusted if actual project costs are lower than the cost estimates provided in the project application. Both the City and JEDCO must approve any changes to the approved project as described in the application before those changes are made. Deviations from the approved project as described in the application made without prior approval by both the City and JEDCO may disqualify the project for reimbursement funding.

# Jasper County Facade Improvement Program Application Form



## Project Information

Project Address \_\_\_\_\_ Property Owner \_\_\_\_\_

Business Owner \_\_\_\_\_ Name of Business \_\_\_\_\_  
*(if different from Property Owner)*

## Contact Information

Applying City \_\_\_\_\_ City Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Amount Requested \_\_\_\_\_

Owner Matching Amount \_\_\_\_\_ City Matching Amount \_\_\_\_\_

### Application Attachment Checklist

*In addition to the completed application, please attach the following:*

- Written consent from the property owner to allow improvements
  - Color photographs of existing conditions
  - Written statement that outlines in detail the scope of the project
  - Project budget that includes detailed cost estimates prepared by contractors
  - Any design documents prepared by a licensed architect or engineer, if available
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# Jasper County Facade Improvement Program

## Terms of Agreement

- The applicant is the City.
- The applicant and property/business owner meet all of the eligibility criteria outlined in the Jasper County Facade Improvement Program.
- No funds are approved for the proposed improvements until the applicant is notified in writing and meets all Program requirements. Work completed prior to final approval is ineligible for funding.
- All funds are distributed on a reimbursement basis after all work is completed.
- The City shall ensure that work is performed in a satisfactory manner and conforms to the approved application, project budget, and project schedule and all applicable local ordinances and design standards. The City is responsible for ensuring compliance with all local permitting that is required.
- The City and business owner shall each provide matching funds equal to or greater than the amount that they request from JEDCO. The City shall keep a record of all documents, receipts, lien waivers, etc., to substantiate that they and the business owner are in conformance with this requirement.
- No changes to the approved project plans shall be made without prior consent from JEDCO.
- JEDCO funds shall be disbursed only upon the project's satisfactory completion in accordance with the approved plans for the project. It is the responsibility of the applicant to demonstrate that the project is satisfactorily complete.
- Funds are only to be used for the scope of the project approved by JEDCO.
- The applicant and business owner authorize JEDCO to promote their approved project, including, but not limited to, displaying a sign at the site during and after the construction and using photographs and descriptions of the project in JEDCO media materials.

By providing your name below, you certify that to the best of your knowledge, you have submitted all the required information to apply for a facade grant and that the information is accurate.

You further acknowledge that you have read and agree to the **Terms of Agreement** outlined above.

### Acknowledgment of Terms of Agreement

\_\_\_\_\_

Property/Business Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Name & Title of Chief Elected Officer

\_\_\_\_\_

Date

Once you have completed the application, save as Your City's Name-facade.  
Email the completed application and required attachments to Jeff Davidson, Executive Director,  
Jasper County Economic Development Corporation (JEDCO) at jedcoiowa@gmail.com.