



**\*Please review the application in full before completing\***

The City of Princeton Economic Development Corporation Façade Improvement Matching Incentive Grant Program provides a reimbursement up to a maximum of seventeen thousand five hundred dollars (\$17,500) for eligible improvements to façades within the City of Princeton. Participants are eligible for up to one (1) incentive per twelve (12) month period from completion of a previous project under this program, if applicable. Applicants who meet the match threshold are eligible for waiver of building permit fees. Only building permit fees which are part of the incentive application will be waived. Building permit fees for improvements not related to the incentive application and/or is not visible from the street, parking area, or public park are not eligible for fee waiver.

**Submit all application paperwork via email to: [dwalker@princetontx.us](mailto:dwalker@princetontx.us)**

### **Eligibility:**

- Must be an existing building located within the city limits of Princeton, TX.
- Eligible façade improvements shall not begin before the application is approved.
- Improvements must comply with all applicable state and local code requirements.
- 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) program incentive per tenant, per twelve (12) month period from completion of previous program project.

### **Eligible Improvements Include (but are not limited to):**

- Façade facelift: Painting, trim work, cladding
- Front porch additions and enhancements
- New or enhanced attached signage and/or awnings
- Detached signage
- Exterior lighting



- New storefronts
- Window replacement and window framing
- Hard-scape improvements such as sidewalk pavers, concrete off-street parking, fencing visible to the public, and lamp posts
- Engineering or Architectural costs up to 15% of the project

### **Ineligible Improvements Include (but are not limited to):**

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

### **Application Requirements:**

**\*Please be sure your application packet is complete before submitting to prevent delays in processing\***

- Drawings or renderings of project proposal.
- Completed incentive program application signed by the applicant and the owner of the property (if different from the applicant).
- Cost Proposals: Two (2) written cost proposals from a bona fide tradespeople, contractor or supplier whose business is located within the Princeton City limits (where applicable).
- Contractor Qualification: One (1) completed Statement of Contractor's Qualifications form for EACH cost proposal. Contractors must be registered with the City of Princeton.
- Exterior photo(s) of the existing building.
- Written description of project proposal.
- You can complete this application and submit online. If printing and completing manually, please be sure to complete the form in it's entirety and attach all required documents when submitting your application for consideration.



## Program Guidelines:

- Projects are subject to available funding allocated between October 31<sup>st</sup> and September 30<sup>th</sup>.
- Submission of an application does not guarantee approval.
- All eligibility requirements must be met to be considered for the incentive program.
- Only complete applications will be considered for approval. 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 must be submitted in order to resume activity on a grant application.
- Applications will be reviewed and considered on a first-come, first-served basis until all available program funds have been allocated.
- Appropriate permits must be obtained prior to beginning construction.
- Construction of improvements must commence within ninety (90) days of application approval and must be completed within one (1) year of 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 City Manager.
- Any changes or modifications to the approved application must be approved.
- Payment of the matching incentive funds shall be in the form of a **reimbursement** of seventy percent (70%) of the **total cost** of the improvements to a maximum of seventeen thousand five hundred dollars (\$17,500).
- Payment will be made after all work is satisfactorily completed according to the terms of the approved program application and all costs are documented with receipts and/or invoices.
- Payment will not be made for any work completed before the application is approved.
  
- A completed W-9 Form (Request for Taxpayer Identification Number and Certification) provided by the Internal Revenue Service (IRS) will be required by the property owner prior to any payment.



- Improvements completed under the City of Princeton EDC Facade Improvement Matching Incentive Grant 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 consent of the City of Princeton.
- Once the project has been completed, to receive the reimbursement payment, please complete an **Application for Payment** and submit a completed **Certificate of the Contractor Form** and **W-9** for each contractor submitted in the grant application.



**City of Princeton Economic Development Corporation  
Facade Improvement Matching  
Incentive Grant Program Application**

**1. Applicant Information**

- A. Applicant Name/Property Owner: \_\_\_\_\_
- B. Business Name: \_\_\_\_\_
- C. Mailing Address: \_\_\_\_\_
- D. Street Address: \_\_\_\_\_
- E. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Property and Project Description**

- A. Address/Location of the property to be considered for the City of Princeton Facade Improvement Matching Incentive Program: \_\_\_\_\_
- B. Reimbursement Request:
  - 1. Total Project Cost: \$ \_\_\_\_\_
  - 2. Eligible Reimbursement Request (70% of the total project cost up to \$17,500)  
\$ \_\_\_\_\_
- C. Project Description: (Describe the improvements that will be made to the existing structure), include pictures of the existing structure.

**3. Project Overview**

As the Applicant, I have completed the following items in order to be considered for the Princeton EDC Facade Improvement Matching Incentive Program. I understand that the reimbursement will not be processed if all items below have not been provided.

- Two cost Proposals for each facade improvement. Example: 2 proposals for painting, 2 proposals for signage, 2 proposals for lighting, etc.
- A statement of the Contractors Qualifications is included with each proposal.
- One of the proposals for each facade improvement is from a business within the city



limits of Princeton, when applicable. If a Princeton business is not available, please provide a written statement.

- Exterior photos of the existing building prior to any improvements being made.
- A rendering of the proposed improvements, and a written description of the project including a proposed color palette.
- The proposed project improvements have not been made prior to the submission of this application.

**Submit all application questions or paperwork via email to: [dwalker@princetontx.us](mailto:dwalker@princetontx.us)**

### **Disclaimer**

**I acknowledge that I understand the terms of the City of Princeton EDC Façade Improvement Matching Incentive Grant Program, and it is my intent to meet the specified terms of this application if approved up to 70% of the Façade Project Cost at a Maximum of \$17,500). I understand that the project is approved for grant reimbursement only in strict accordance with the approved plans that are attached to this application and that change orders on the work in progress require approval. Furthermore, failure to comply with this agreement may jeopardize receipt of reimbursement funds.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owners Signature (if different than applicant)

\_\_\_\_\_  
Date



## Contractors Qualification Form

This form or a form supplied by the contractor containing the same minimum information must be provided in order to be considered for the Princeton Facade Improvement Matching Grant Program.

Date: \_\_\_\_\_

Fed ID# or SS#: \_\_\_\_\_

1. Name of Business, Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

2. Type of Business:

3. Contact Information for all Company Financial Officers/CEO's/Owners, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How long has your company been in business? \_\_\_\_\_

5. How long has your company been doing business under the current name?

\_\_\_\_\_

6. What other name has your company done business under?

\_\_\_\_\_

7. Persons in your company authorized to sign bids/offers/contracts?



Name	Position	Phone#
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Name	Position	Phone#
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Name	Position	Phone#
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8. Person to contact for bids and quotes:

Name \_\_\_\_\_ Position \_\_\_\_\_ Phone# \_\_\_\_\_

9. Type of Business: \_\_\_\_\_

10. Has your company ever failed to complete an awarded contract?

\_\_\_\_\_  
If Yes, please explain the circumstances and how the situation was resolved:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:





## **Application for Payment**

To:

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From:

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Project: \_\_\_\_\_

Payment Request No: \_\_\_\_\_

Contract Period: \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

### **Statement of Contract Amount:**

1. Original Contract Amount
2. Submitted Amount (Please attach final statements/invoices)
3. Difference
4. Approved Changes (NET) (ADD/DEDUCT) (Per Attached Breakdown)
5. Adjusted Contract Amount
6. Value of Work Completed to Date (Per Attached Breakdown)
7. Value of Approved Change Orders Completed to Date
8. Materials Stored on Site (Per Attached Breakdown)
9. Total (6+7+8)
10. Applicant's Contribution (30% of total submitted)
11. **AMOUNT OF THIS REQUEST**



**CERTIFICATE OF THE CONTRACTOR:**

I hereby certify that the work performed and the materials supplied to date, as shown above, represent the actual value of accomplishment under the terms of the Contract and all authorized changes thereto between the Princeton Economic Development Corporation and \_\_\_\_\_, relating to the above referenced project.

I also certify that all payments received, less applicable retention, have been utilized for materials and labor used in or in connection with the performance of this Contract. I further certify that I have complied with federal, state, and local tax laws, including Social Security laws, Unemployment Compensation laws, and Workmen's Compensation laws as applicable to the performance of this Contract.

In consideration of the payments received, and upon receipt of the amount of this request, we hereby waive, release, and relinquish all claims or rights of lien which we may now have upon \_\_\_\_\_, the premises described above, except for claims or rights of lien for contract and/or change order work performed that payment is being retained or will subsequently become due.

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_