

**PROPOSED CITY OF WACO TAX INCREMENT FINANCE DISTRICT NUMBER ONE
FAÇADE IMPROVEMENT PROGRAM**

I. GENERAL PURPOSE AND OBJECTIVES

- A.** The purpose of the City of Waco Tax Increment Finance (TIF) District Number One Façade Improvement Program (“Façade Improvement Program”) is to encourage local businesses to improve storefronts/façades in the TIF area, and to promote commercial revitalization and economic development. The Façade Improvement Program is funded with revenues generated from the TIF Number One.
- B.** City Center Waco (CCW) is designated to operate the program by the City of Waco and may use TIF Revenues as follows:
- for projects that are located in TIF District Number One; and
 - for projects that include private investment.

II. DEFINITIONS

“*Building*” means, for funding purposes, a contiguous structure with shared walls, not including firewalls.

“*City*” means the city of Waco

“*Eligible Improvements*” means any construction or aesthetic alteration made to the side of the Building parallel to the primary right-of-way(s) and improvements to the interior wall of the façade caused as a result of improvements to the façade, as approved by CCW staff through the application process.

“*Owner/Applicant*” means a legal entity/party that enters into the Reimbursement Agreement with CCW to receive funds from the Façade Improvement Program.

“*Façade*” means the portion of the Building parallel to the primary right-of-way(s) as determined by CCW.

“*Owner*” means the legal owner of the property on which the Project is located.

“*Project*” means the CCW approved improvements to the Building eligible for Façade Improvement Program funds.

III. ELIGIBLE PROJECTS

A. Eligible Projects. In order for a Project to be considered for funding under the Façade Improvement Program, it must meet the following criteria:

- The Project must be located in TIF District Number One
- The use of the property must be in compliance with the City's Zoning Ordinance.
- The Owner/Applicant:
 1. must invest their own funds on Eligible Improvements;
 2. must submit a complete application to CCW;
 3. must not be delinquent in paying property taxes for any property they own, including the property on which the Project is located; and
 4. must not have any City liens filed against any property they own, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paving liens.

IV. ELIGIBLE IMPROVEMENTS AND EXPENDITURES

A. Eligible Improvements. Eligible improvements are limited to the following:

- signage;
- painting;
- siding;
- brick/stone/masonry;
- glass;
- windows;
- doors;
- trim;
- awnings;
- parking lots and/or paving accompanied by a lease for use by the public
- structural improvements to façade
- landscaping in the right-of-way; or
- exterior lighting which lights the façade.

B. Ineligible Improvements:

- exterior improvements located on the sides or rear of buildings not adjacent to a right of way;
- interior improvements;
- landscaping on private property;
- parking lots and/or paving without a lease for use by the public;
- sidewalks;
- equipment;
- permitting fees;
- architectural, survey or other professional fees; or
- costs related to improvements not made on the façade.

V. SELECTION PROCESS

A. Application. A complete application must be submitted along with the following attachments:

- proof of ownership and/or occupancy such as deed/lease; If the Applicant does not own the property on which the Project is located, the Applicant must provide written proof that the proposed improvements are allowed and authorized by the Owner;
- detailed explanation of proposed improvements;
- renderings, elevations, drawings, etc. for proposed improvements;
- photographs of existing conditions; and
- construction cost breakdown that differentiates Eligible Improvements from other improvements, if any.

B. Denied Applications.

- Applications will be denied 15 days after submission if all required documentation is not received by the CCW. . Applications may also be denied at the discretion of City Center Waco if it determines the project to be ineligible or not to meet the purposes and objectives of the Façade Improvement Program as established by City Center Waco.
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C. CCW Design Review Committee. A Design Review Committee will review the complete application to ensure Project eligibility and feasibility. The Committee will develop guidelines and objectives for the Façade Improvement Program. Projects will be selected on a first come, first served basis of completed applications and will be recommended for funding of 10%-50% of eligible project costs based upon designs that meet the purpose and objectives of the Façade Improvement Program. The Committee may stipulate that certain portions of the project must be completed to receive any funding.

D. Applicants will be notified in writing of CCW's decision.

E. If CCW denies the application, then Applicant may appeal the denial to the Advisory Board of TIF District Number One. The TIF Board will make the final determination for approval or denial of the application.

VI. REQUIREMENTS FOR APPROVED PROJECTS

A. Approvals. Prior to construction commencement, all federal, state, and/or local approvals necessary to complete the improvements must be provided. Approvals could include:

- City's Historic and Cultural Landmarks Commission;
- City's Zoning Commission;
- City's Urban Design Commission;
- City's Downtown Design Review Board;
- City's Plan Commission;

- City's Building Standards Commission; and
- Permitting.

B. Project Completion. The completion date of the improvements to be constructed will be determined on a case by case basis, and will be included in the Reimbursement Agreement. If the Project is not completed by this date, then the Project will be ineligible for funding, but CCW in its sole discretion may extend this date for an additional 6 months upon written request from the Owner/Applicant.

VII. REIMBURSEMENT OF ELIGIBLE FAÇADE IMPROVEMENTS

- A.** Funding for a Project is subject to availability and will be allocated on a first come, first approved basis. Once an application is approved, in order to participate in Façade Improvement Program, a Façade Improvement Grant Agreement outlining the terms and conditions of providing funds to the Project must be executed with the Owner/Applicant. Funding for the Project will be set aside but construction permits must be pulled, or work commenced on the façade within 30 days of date of execution of the Grant Agreement.
- B.** The TIF shall reimburse from \$0.10 to \$0.50 for every \$1.00 spent by Owner/Applicant spent by Owner/Applicant on Eligible Improvements at the completion of the Project. The actual amount of reimbursement for Eligible Improvements will be determined by CCW. The TIF shall only reimburse for eligible façade improvements and shall not reimburse any funds spent on improvements made to other portions of the building.
- C.** Each Project can receive a maximum of \$45,000 per building for Eligible Improvements.
- D.** Payment Amounts for Projects: For each project, CCW shall submit a term sheet with all attachments to the City of Waco that sets out the recommended payment method, as follows:
1. in one lump sum to the grantee after CCW has verified that the project is fully complete and is eligible for reimbursement according to the terms of the Façade Improvement contract.
 2. in phases to the grantee after CCW has verified that each phase of the project is fully complete and is eligible for reimbursement according to the terms of the Façade Improvement contract. When a project is paid in phases, CCW may retain up to 30% of any phase completed to be paid at subsequent phase or at total completion.
- E.** Upon completion of the Project or the Phase, Owner/Applicant will submit proof of expenditures on Eligible Improvements with supporting documentation to the City Center Waco to review and approve. Supporting documentation may include:
1. itemized invoices that differentiate Eligible Improvements versus other improvements;
 2. cleared checks and/or bank statements;
 3. release of liens for the work performed, if any;
 4. certificate of occupancy;
 5. final inspection report from City; and
 6. photographs of completed Eligible Improvements and "before" photos of the same improvement areas.
- F.** After CCW has verified completion of the required improvements and approved the payment

they will submit a payment request with the appropriate supporting documentation to the City to be processed. If all appropriate documentation is received, payment will be made within 14 business days of receipt of request.

VIII. CCW ANNUAL REPORTS TO THE WACO TIF DISTRICT NUMBER ONE ADVISORY BOARD

A. Report. CCW shall prepare an annual report to the TIF Advisory Board detailing the following:

- for each Reimbursement Agreement:
 - Location of Project
 - Amount of Project
 - Summary of Improvements
 - Cost of Eligible Improvements
 - Amount reimbursed by TIF Funds
 - Status of Contract
 - Estimate Completion Date
- A request to the TIF Board to allocate additional funds to the Façade Program if needed.

B. Report Due Date. The annual report shall be submitted to the TIF Advisory Board by January 15th of every year.

Attachments:

Attachment 1- Façade Improvement Grant Agreement Request

Attachment 2 – Reimbursement Request

Project #: _____

TO: TIF Administrator, City of Waco
FROM: Megan Henderson, City Center Waco
DATE: _____
Re: Façade Improvement Grant - Request for Agreement

City Center Waco _____ does _____ doesn't recommend a Façade Reimbursement Agreement with the Owner shown below and requests the City of Waco to prepare an Agreement with the following terms:

Owner of Property: _____

Project Location: _____

Applicant Name: _____

Applicant's Mailing Address: _____

Cell #: _____ **Business #:** _____ **Email:** _____

Total Cost of Project: _____

TIF Funding Amount: _____

Façade Improvements to Be Undertaken:

Time to Complete the Improvements: _____

Payment Terms: TIF Funds Paid _____ at completion or _____ in Phases as shown below.
Retainage of _____ will be or _____ will not be withheld from Phase _____ and paid _____

Additional Terms: The following must be completed in order to receive any TIF funding _____

Phase I Amount _____

Phase II Amount _____

Phase III Amount _____

Phase IV _____

I have attached an

- Copy of completed application and written owner authorization if applicant is not the owner
- Itemized budget of the project with TIF reimbursed improvements identified
- A payment schedule broken out in Phases if needed
- Photographs of current building conditions
- Rendering or drawings of the Improvements showing location of improvements

I certify that this request for TIF funds meets all requirements of the TIF Façade Grant Policy.

City Center Waco

Approved by City Council on 12.6.16, per Resolution 16-811

Project #: _____

TO: TIF Administrator, City of Waco
FROM: Megan Henderson, City Center Waco
DATE: _____
RE: Façade Reimbursement Request

City Center Waco recommends a reimbursement for Project No _____ as follows:.

Owner of Property: _____

Project Location: _____

Applicant Name: _____

Applicant's Mailing Address: _____

Cell #: _____ Business #: _____ Email: _____

Total Cost of Project: _____

TIF Funding Amount: _____

Contract Completion Deadline: _____

In Renewal Term? Yes _____ Renewal Date _____ No _____

Payment Method: Lump Sum _____ or Phased _____

If Phased, which Phase is this request? _____

Amount Requested: _____ **Retainage Amount** _____

Final Request: Yes _____ No _____

Amount of Grant Remaining to be Paid: _____

List of improvements made to the property: _____

I have attached a:

- Approved Invoices
- Itemized List of work completed for this Payment Request and Costs that match the invoices
- Proof of Payment
- Releases of Lien for the work performed if any
- Photographs of completed eligible improvements
- If final payment, copy inspection from City of Waco if required for work performed

I certify that the work detailed in this TIF Payment Request has been completed and meets all requirements of the TIF Façade Grant Policy.

City Center Waco