

Award Recipient Certificate of Completion

Envision Williamston

Project: Facade Improvement Program



Date of Issuance _____

Location of Work

Address where work was completed

Number and Street

City, State, and Zip Code _____

Contractor:

Contractor License No.: _____

Contractor Address Number and Street _____

City, State, and Zip Code

Business Phone No.

Name of Contact

Specific work completed or services performed by the Contractor

Type of work

Location on the business

List of materials used

Dates of construction

Project cost _____

Date of Payment by Business/Property Owner to Contractor

Other worked performed

Type of work _____

Project cost _____

Grantee Certification

The Grantee hereby certifies and attests that the costs, dates, location, materials and services provided herein are true and accurate. Grantee agrees to EW for verification of information provided. Grantee understands any fraudulent or false statements can lead to prosecution under applicable laws.

Name of Grantee Signature Date

Grantor Certification

I have inspected the site.

The Grantor has visited the site and reviewed the foregoing information and hereby approves the costs, dates, location, materials and services described for facade improvement based on the information provided. Grantor reserves the right to EW for verification of information provided.

Name of Grantor Signature Date



Envision Williamston Facade Improvement Program

Program Guidelines

Envision Williamston is responsible for administering a Facade Improvement Program, intended to stimulate improvements to the exterior of commercial buildings within the Town of Williamston. The funding of this program is provided through re-issuing of unused funds from the original program, which has already been closed out.

Purpose

The Facade Improvement Program provides financial assistance to commercial property owners and business owners within the Town limits of Williamston. The purpose of the program is to support the revitalization of the Town's commercial corridors by stimulating private investments in high-quality improvements that enhance the appearance of buildings and properties and eliminate blight and non-conforming design standards.

Facade Improvement Steering Committee (FISC)

Envision Williamston Board of Directors, with the EW Executive Director, will review, discuss and select winners for the awards, to include the amount of each award amount to each recipient.

Eligible Applicants

Eligible applicants include owners of commercial properties and owners/managers of businesses located within the Town. Business owners/managers who are leasing a building for which improvements are proposed must submit a letter from the owner giving consent and approval of proposed project plans with their completed application. Only businesses whose existing use is allowable by the Town's current codes and regulations are eligible for funding through the program.

The FISC reserves the right to deny funding to applicants who are delinquent on payment of fines or fees, owed to the Town.

Award Amounts

The program provides for a one-time reimbursement, with the amount to be determined by the number of applicants, with the business owner providing a match of 50%.

Example: If the project cost is \$1,000, the applicant can be awarded the amount of \$500 with the business owner contributing \$500 of their own funds. Receipts must be provided that the project has been completed and paid in full, prior to check for the award being issued.

Application Deadline

Applications will be accepted from **January 15, 2022 through June 30, 2022**. Completed application packages must be delivered to Town Hall at 12 West Main Street Williamston, SC 29697, by no later than **5:00 PM on June 30, 2022**.

Application Review Criteria

1. Eligibility criteria met as a commercial property owner or business owner/manager leasing property in town.
2. Consistency with the eligible expenditures outlined in the program guidance.
3. Complementary to existing businesses and coherence with adjacent properties.
4. Consistency with local zoning codes and regulations, such the sign ordinance
5. Consistency w/ Envision Williamston Community Master Plan
<http://envisionwilliamston.com/resources-3/community-master-plan/>
6. Adherence to recommended design standards.
7. Need for the project and realistic timeline.
8. Completeness and quality of application.

Application Process

Once the applications have been received, the FISC will work together to review and determine the top candidates. Leading candidates may be asked to submit additional information and/or participate in an interview with the FISC. Following this phase, the FISC will determine the final candidates who will be recommended for approval. Thereafter, the FISC will publicly announce the winners and notify all recipients, no later than **August 30, 2022**.

Key steps are as follows:

1. The Facade Improvement Applications will be available on the EW website, and at Town Hall.
2. Although it is not a requirement, it is recommended that you consult with an architect regarding any structural or major facade renovation activities.
3. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the alterations including color samples (except painting) should be submitted with your application, if available.
4. Completed Applications must be turned in to the Envision Williamston's drop box at Town Hall between **January 15, 2022 and June 30, 2022, by 5:00PM**.
5. Selected semi- finalists may be asked to participate in an interview and/or submit additional information as required by the FISC, in order to received final consideration.
6. All applicants will be notified of the winners of the Facade Improvement Program by **June 30, 2022**.

Disbursement Process

Upon approval, formal notice of the award will be announced to the applicant. Funds have been placed in a participating bank in a secure account for authorized disbursement.

Award monies will be distributed to the applicant upon completion of the following activities:

1. The EW Executive Director will monitor the progress of the project. A final progress and completion report must be completed by the Applicant.
2. Any and all changes, not prior approved, from the original application must be approved by the FISC. Approved changes in work specifications must be attached to the original dated application. Any unapproved deviations from the original work specified in the application will disqualify the applicant.
3. The invoices and receipts will be reviewed to ensure compliance with the original application.
4. The applicant and EW Executive Director will conduct a final inspection of the completed work and an award check will be issued.

Eligible Expenditures

Eligible expenditures shall include expenses related solely to those exterior improvements, which are eligible for reimbursement, as outlined in the program guidelines and determined by the FISC. The award excludes expenditures related to interior improvements, ordinary repair and maintenance, or other expenditures deemed ineligible by the FISC.

Improvements must be consistent with recommendations set forth in master plans and long-term goals for the area in which the property is located.

All work must be completed by a licensed contractor, legally operating in the Town. The applicants should contact the Town for assistance with permitting and business licensing.

Eligible improvements include exterior building improvements (cosmetic and/or structural), painting, signage, windows, and awnings which are visible from the street. Exterior painting or surface treatment. Storefront enhancements. Exterior wall and projecting signs. Window and/or door replacements or modifications. Decorative awnings. Exterior Sign.

Ineligible improvements include ordinary repair and maintenance, required improvements as a result of a violation notice or citation, site furnishings, amenities, nonpermanent structures, and moveable equipment. (Ordinary repair and maintenance defined as "any work, the purpose and effect of which is to correct or prevent any deterioration or decay of, or damage to a structure, site or any part thereof, and to restore the structure or site, as nearly as may be practicable, to its condition prior to such deterioration, decay, or damage using materials which are of a design, color, and outer appearance as close to practicable to the original.")

Application Review Documentation

All completed applications **must** be accompanied with the following items but not limited to plans, elevations, and estimate of repairs.

1. Verification of property ownership (Title or Deed of Trust) or a letter from the property owner giving consent to perform the changes.
2. Copy of valid business license.
3. Scope of work in accordance with eligible improvements listed above under Eligible Expenditures.
4. Project timeline for completion. Maximum timeline requirement is all projects to be completed no later than **November 30, 2022**. A one (1) month extension may be granted with sufficient (30day) notice and acceptance by the FISC.
5. Total estimate of project budget.
6. Two color photos showing the existing building (front and all side elevations).
7. A completed W9 form (i.e., federal tax classification and taxpayer identification number).

Timelines

Program Announcements: **January 15, 2022**

Deadline for Applications: **June 30, 2022**

Review and Consideration of Applications: Board Meeting Between **July 1, 2022- July 30, 2022**

Call For Additional Information (If Needed): **July 1, 2022- July 30, 2022**

Announcement of Winners: **August 30, 2022**

Project Implementation Period Begins: **September 15, 2022**

Project Completion Ends: **November 30, 2022**

Clearance and Code Compliance

Applicants must comply with all sign ordinances and relevant codes of the Town of Williamston .

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE
DISQUALIFIED FROM THE PROGRAM.

Award Policy

The FISC will not use race, sex, age, or religion as grounds for refusing an award to an eligible applicant.

Award recipients will agree to place a Facade Improvement Recipient and Envision Williamston sign at the construction site, during the time of improvements and in their storefront window for 180 days after the completion of the project.



**Facade Improvement Program
Application Form**
Submission Deadline: June 30, 2022 by 5:00 PM

1. Applicant Name:

2. Contact Name:

3. Name of Tenant:

4. Name of Business: _____

5. Telephone Number: _____

6. Cell Number: _____

7. Fax: _____

8. Email Address: _____

9. Project Address:

10. Mailing Address:

11. Does the applicant own the project building? Yes No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal. (May be submitted later upon acceptance.)

12. Will you be using the services of an architect, engineer, or contractor? Yes No

13. Attach Additional Paperwork.

Signature of Applicant

Date

Signature of Property Owner (If Different From Applicant)

Date

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE
DISQUALIFIED FROM THIS PROGRAM.

Submit completed application to:

Envision Williamston

ATTN: Roberta B. Hamby

12 W. Main Street

Williamston, SC 29697

Email: EWBoardMembers@gmail.com

Drop Box Is Located At Envision Williamston Office Door

