

**SEAGOVILLE ECONOMIC DEVELOPMENT CORPORATION
RESTATED AND AMENDED FAÇADE GRANT POLICY
Adopted June 12, 2025**

Section 1. Purpose

The principal purpose of the Program is to incentivize enhancement of the economic sustainability of the City of Seagoville by assisting commercial property owners and business enterprises located within the City in improving the appearance of commercial properties within the City.

Section 2. Applications

Any person, partnership, joint venture, corporation, or other business entity may apply. However, owners of multiple businesses shall be allowed only one application per Funding Cycle. Subject to Section 6, the SEDC may elect to approve the full amount requested in an application, a portion of the request, or no amount at all.

Section 3. Grants

Grants provided under the Program are Reimbursement Grants, such grants being a cash match for funds disbursed by an Applicant and are in amounts not to exceed those provided under Section 6, below. Only Applicant's cash expenditures may be used as a grant match. In-kind contributions by Applicant or on behalf of Applicant will not be considered in determining funding amounts.

Section 4. Funding Cycle

A Funding Cycle shall be from October 1st of a given year to September 30th of the following year. For each funding cycle, the SEDC may, but is not obligated to, designate an amount of available funding for that cycle. The SEDC shall be under no obligation to utilize all designated funds during a funding cycle. Upon depletion of the designated funds the SEDC may, at its sole discretion and without any obligation to do so, elect to fund additional grants during a given funding cycle. The SEDC may elect, but is not obligated, to hold over any pending applications; however, the SEDC is under no obligation to establish future funding cycles.

Section 5. Eligibility to Apply

- A. Any new or existing business or commercial property owner within Seagoville's city limits.
- B. Owners of existing business or commercial facilities within Seagoville's city limits.
- C. Business facilities must be zoned commercial.
- D. Façade improvements must be planned, anticipated, or intended and must not yet be in progress or accomplished.
- E. Program applications must have attached, at time of submission to the SEDC, all required written approvals, drawings, paid invoices, proof of payment, and other documents required herein, including approval by the City or SEDC.

Section 6. Façade Improvement Grants

A façade improvement grant will be a reimbursement grant and may include reimbursement for costs associated with planned, anticipated, or intended improvements to exterior of a building and/or storefront facades, including but not limited to items such as painting, reconstruction, renovation, signage, landscaping, paving, costs of building and storefront exteriors or facades or upgrades

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and/or repairs thereto, infrastructure/utility upgrades, ADA accessibility, roof installation/repair, fencing, and exterior artworks. A Downtown Destination grant will not be available for improvements that are already in progress or accomplished. A façade improvement grant will not be available for façade improvements that are already accomplished. A façade improvement grant will generally (i) not exceed 50% of eligible façade improvement expenses as a matching grant and (ii) not exceed a maximum grant amount of \$25,000. The SEDC may, at its sole discretion and without any obligation to do so, elect to fund grants in excess of these limits under special circumstances or with special stipulations.

Section 7. Façade Improvement Grant Application Process

- A. Only complete façade improvement grant applications will be considered by the SEDC. A complete façade improvement grant application shall include:
 - 1. The façade improvement grant application form provided by the SEDC which may be obtained at the Seagoville City Hall;
 - 2. Proof of ownership or lease of the building or facility that is the subject of the grant application;
 - 3. In the case of leased building or facility, landlord's written, signed and dated approval of the façade improvement project;
 - 4. Façade improvement project plans, drawings, specifications, and elevations (façade improvements that have already been accomplished prior to application are not eligible project expenses);
 - 5. At least two detailed price quotes for the façade improvement project; and
 - 6. Confirmation that Applicant and its contractors will obtain all required City permits and approvals related to the façade grant improvement project, which expenses shall not qualify as eligible project expenses for calculation of any grant amount; and
 - 7. Proof of availability of Applicant's matching funds or ability to provide the same./or other information provided with the application.
- B. The complete façade improvement grant application must be submitted to the SEDC.
- C. No grant applicant, building, or facility will be eligible to receive more than one façade improvement grant during a single funding cycle.

Section 8. Façade Improvement Grant Consideration by SEDC

- A. Complete façade improvement applications will be considered by the SEDC on specified dates ("Consideration Dates") set by the SEDC to correspond with regularly scheduled board meetings of the SEDC, but not necessarily at every board meeting of the SEDC. The complete façade improvement grant application must be submitted a minimum of ten (10) business days before the consideration date.
- B. Consideration of applications may be delayed in the event the SEDC fails to seat a quorum for a regular meeting, elects for any reason not to hold a regular monthly meeting, or elects for any reason not to consider Program applications at any particular meeting.
- C. The SEDC reserves the right to utilize whatever outside resources it deems necessary for assistance in its decision-making process.
- D. Applicants will be notified of the SEDC's approval or disapproval of an application.

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- E. The SEDC may award Applicant a grant with certain provisions, conditions, or other requirements as it may from time to time deem appropriate.

Section 9. Procedure After SEDC Consideration

- A. Upon approval by SEDC of a façade grant application, Applicant and SEDC will enter into a contractual Agreement which will provide for payment, performance obligations, repayment (claw-back), maintenance, and operating provisions.
- B. Following execution of the Agreement between SEDC and Applicant, the Applicant shall commence work upon the façade improvements.
- C. When the façade improvements are completed in their entirety and Applicant has obtained a certificate of occupancy for commercial use for the subject property issued by the City, Applicant may submit an original written request for grant payment of the façade grant, along with required supporting documents, to the SEDC Executive Director.
- D. The written request for grant payment shall be accompanied by a copy of the Certificate of Occupancy for the improved property and all cancelled checks, receipts, paid invoices, and/or other evidence of payment of expenses incurred relative to the façade improvements that are the subject of the approved reimbursement grant. Additionally, a summary of expenses with total to be considered must be included. The summary must include the date, description of the item/service and amount to be considered. Upon submission of the written request for grant payment to the SEDC Executive Director, and during the SEDC Executive Director's review of the request for payment, a representative or representatives of the SEDC shall have the right to reasonably access and/or inspect the work. Refusal to reasonably cooperate in granting this access and/or inspection will render the prior approval of the grant award null and void and SEDC shall have no further obligation to pay the grant.
- E. Any material modifications to the project plans, drawings, specifications, and/or elevations, or other information from that provided with the application form must first receive the written approval of the SEDC. Failure to obtain such prior written approval of the SEDC will render the Applicant ineligible to receive payment of the grant.
- F. Applicant is obligated to obtain all applicable City permits and approvals related to the improvement project at their own expense which is not eligible for reimbursement. Failure to do so will render the Applicant ineligible for grant payment.

Section 10. Standards

The following factors, among such others as the SEDC may deem prudent, shall be considered in determining whether or not to award a grant;

- A. Level of improvement the Project will make to the overall appearance of the building, surrounding properties, neighborhood, and city as a whole;
- B. Thoroughness of information provided in the application;
- C. The amount of additional funding being provided by the Applicant beyond the required cash match;
- D. The amount of current deterioration or blight the improvement will alleviate;

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- E. The visual attractiveness and/or historic significance of the improvements as determined by the SEDC's exercise of its absolute discretion in such determination; and
- F. Health and safety issues which may be mitigated by the improvements.

Section 11. Contracting and Maintenance Provisions

All projects will be subject to the City building codes and ordinances including impact fees as applicable. Owners will also be required to comply with the City minority business contracting guidelines. The specific development agreement for each project will allow for claw-back of City and SEDC incentives if the building is not maintained to defined standards for the duration of the agreement.

Section 12 Amendment

The SEDC reserves, unto itself, the rights to, by a majority vote of the Board of Directors, amend these Guidelines as it may from time to time find desirable.

Section 13. Notice

- A. THE PROVISION OF DELIVERY OF THESE GUIDELINES TO AN INTERESTED PARTY DOES NOT CONSTITUTE AN OFFER OF AN IMPROVEMENT GRANT TO THAT PARTY.
- B. THE ADOPTION FO THESE GUIDELIENS DOES NOT LIMIT THE DISCRETION OF THE SEDC TO DECIDE WHETHER TO PROVIDE OR NOT PROVIDE A GRANT TO AN APPLICANT, WHICH ABSOLUTE RIGHT OF DISCRETION THE SEDC RESERVES UNTO ITSELF, WHETHER OR NOT SUCH DISCRETION MAY BE DEEMED ARBITRARY OR WITHOUT FACTUAL BASIS.
- C. EACH GRANT APPLICANT SHALL RECEIVE A WRITTEN COPY OF THIS FAÇADE GRANT POLICY AND SIGN AS INDICATED BELOW:

“I/We have received and read these Guidelines for Façade Grant Improvement Program and agree to be subject to them.

APPLICANT(S)

By: _____

Date:

Date: