



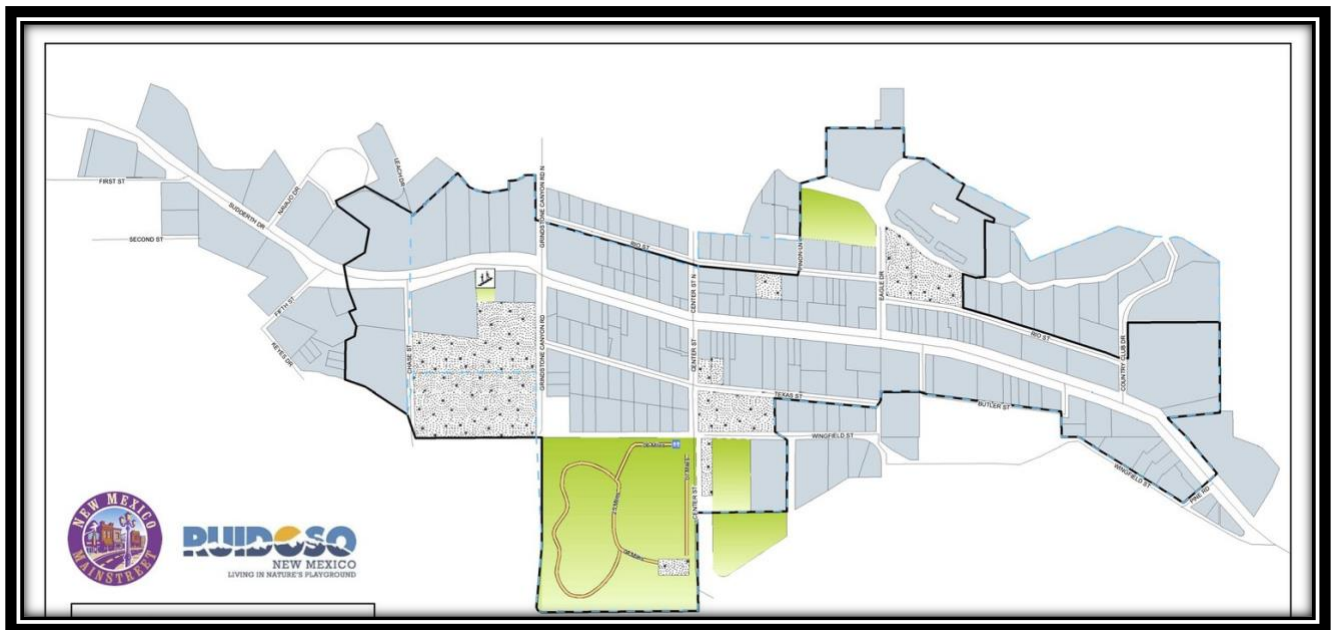
Facade Improvement Grant Program

Purpose

The Facade Improvement Grant Program aims to revitalize properties in the Main Street district in Ruidoso by providing financial assistance to building owners and tenants with property owner approval for the improvement and maintenance of existing commercial buildings. Financial aid is made available to provide a visual impact on the exterior, thus improving the marketability of the general area.

Geographic Boundary

Includes Properties Within The Solid Black Boundary Line



Eligibility

Any property or business owner whose property lies within the Ruidoso Mainstreet District is eligible for the program. The funds can be used to upgrade and rehabilitate the exterior facade of their buildings. Tenants may apply for assistance with the consent of the property owners. This is a reimbursement grant; therefore, only after a project is paid for will the grant money be given. All work must take place after the application is approved for an award. Proof of payment must be shown to receive a reimbursement. Financial assistance will only be available to those projects meeting eligibility requirements, and preference will be given to projects that can be completed on

time and make the most visual impact on the Mainstreet area.

Eligible items may include:

The following projects are eligible for assistance under the Facade Improvement Grant:

- Design Assistance
- Signage
- Awnings And Canopies
- Storefront Facades
- Exterior Paint Programs
- Maintenance Projects
- Building Entrances
- Doors
- Windows,
- Brick, Stone, Tuckpointing Wood, or Other Building Surfaces Material

What types of projects are NOT eligible for funding?

- Interior renovations and improvements
- Sidewalks and paving
- Demolition or acquisition of property
- Roofs
- Portions of the building not viewable from Sudderth Drive

Grant Amount

Eligible property and business owners may apply for grant assistance of up to 75% of the cost of improvements, not to exceed \$40,000. The goal is to stimulate private investment in the facade and other improvements in the Main Street target area. Total reimbursement, per applicant will not exceed 75% of the total project cost.

Scoring Criteria

Program applications will be reviewed and evaluated based on the criteria listed below. Proposed improvements that meet the below criteria will be most competitive for grant funding.

- The level of private investment utilized for the renovation. Applicants providing more than a 25% match will receive higher priority.
- The potential impact the project will have on the surrounding area (visual prominence/significance)
- The building's level of blight
- Enhances prominent business locations
- Fills a previously vacant storefront
- Rehabilitates or replaces historic features

Funding

The Village of Ruidoso has received \$230,000 from the State of New Mexico for this program. All projects must be reviewed and approved by the Façade Improvement Committee. Participants must expend private funds and then will be reimbursed for qualified expenditures up to, but not exceeding, 75 percent of eligible expenses up to \$40,000.

2022 Facade Improvement Grant Program Application Deadlines

	Process	Location of Information	Date & Time
Step 1	Notice of Grant Opportunity	Mail to Property Owners and Hand Delivered to Tenants	Friday, October 21, 2022
Step 2	Grant Applications Available	www.Ruidoso-NM.gov	Monday, October 31, 2022
Step 3	Pre-Application Information Meeting	Village Hall 313 Cree Meadows Drive, Ruidoso, NM or Join via Zoom: https://us06web.zoom.us/j/85433366779?pwd=YnBaakZvUU9UdU1qSzZsbTc0aGo4UT09 Call in: +16694449171,,85433366779#,,,,*574448# US	Wednesday, November 9, 2022 at 6 PM
Step 4	Applications Due	Submit Online or In-Person at Village Hall 313 Cree Meadows Drive, Ruidoso, NM	Friday, December 2, 2022 before 5 PM
Step 5	Final Decision- Applicants Notified	By Mail or Email (if provided)	Wednesday, December 21, 2022

Notification and Next Steps

Notification

After the committee review is completed, Program applicants will be notified via email of the committee’s decision. If an address has been provided by the applicant, the committee decision will also be mailed.

Documents

Applicants awarded a Program grant will receive the following documents as part of the notification process:

- **Final Scope of Work:** A final Scope of Work (SOW) summarizing the approved improvements will be provided. If the application was approved with conditions, the SOW would reflect those conditions/changes. The final SOW will be attached to and made a part of the application.
- **Project Completion:** Grantee must complete the project in substantial conformance with the final SOW.
- **Project Changes:** Any changes made to the final SOW after the application is approved and the final SOW delivered must be reviewed and approved in writing by the committee. For example, changes to a paint or awning color, sign or architectural design, material choices, etc. **Any change to the final SOW not approved in advance and in writing by the Program Committee will not be funded**

How to Submit an Application

Application and Approval Process

When writing your proposal, please keep in mind that it will be reviewed by people who may not be familiar with your project or your agency, so be sure your application thoroughly explains your program and what you hope to accomplish. Please be as clear, complete, and concise as possible.

In addition to the required elements, you may attach additional documents if it will help make your case clear.

1. Follow [this link](#) to access the online application.

- **It is preferred that applications are completed online. However, they may be mailed or submitted in-person during the entirety of the grant.**
Hard copies of the grant application may be requested at the front counter of Village Hall located at 313 Cree Meadows Drive, Ruidoso, NM 88345.

Steps to Follow

1. Secure a Facade Grant Program application.
2. Complete the Facade Grant Program Application by including:
 - a) Applicant identification
 - b) Property owner identification if different from applicant
 - c) Valid Village of Ruidoso Business Registration
 - d) Property location (must be within designated shaded area on the Mainstreet map)
 - e) Written project description and design plan drawing and schematics for each eligible project.
 - f) Contractor/material cost estimates for each eligible project.
 - g) Matching funding verification.
 - h) Signature of the applicant and property owner (if different from applicant).
 - i) Schedule for completion of the project. (The facade project must be completed by April 30, 2023, or the grants will be forfeited back to the Village of Ruidoso.
3. The Village of Ruidoso Staff will review the application for completeness within ten working days.
4. The application will then be submitted to the Façade Improvement Committee for review at their next scheduled meeting.
5. Necessary permits must be secured before the commencement of work.
6. *IMPORTANT NOTE:* Only approved work will be eligible for the Facade Grant Program. Project work may not commence until the applicant/property owner receives a written notice to proceed from the Community Development Director. Also, in the case of the grantee of a facade project selling the property during or before completion of the grant project, the fore-mentioned grant money will be forfeited back to the Village of Ruidoso, and the new building owner must re-apply.
7. Reimbursements to the project applicant/contractor(s) require:
 - a) Adherence to the design plan and/or project as submitted and reviewed and approved by the Facade Improvement Committee.
 - b) Pre-approval by the Facade Improvement Committee of any changes of work-in-progress.
 - c) Completion of final inspections.
 - d) Copy of invoice from the contractor.
 - e) Proof of payment to the contractor in the form of copies of the front & back of a canceled check or bank statement showing canceled checks.
8. Once the grant project is completed, the applicant and/or contractor will:
 - a) Send a letter of project satisfaction to the Community Development Director.
 - b) Submit proof of payment to the Community Development Director.



Program Application Form

Applicant Name: _____

Applicant Address: _____

Phone Number: _____ **Email:** _____

Building Type: Residential Commercial Mixed-Use

Relationship to building: Owner Tenant

Project Address: _____

Tax Parcel #(s): _____

Project Description: _____

Grant Funds Requested: \$ _____ **Match percentage:** _____ %

Projected Start Date: _____ **Projected Completion Date:** _____

Business(es) Currently Housed in Building: _____

Will tenants be displaced during construction: YES NO UNKNOWN

Contact Person: Applicant Contractor Other: _____

Name: _____ **Day Phone:** _____

Email: _____ **Cell Phone:** _____

Address: _____

Please Include the Following Submission Requirements

- Grant application form
- Proof of property ownership and/or lease hold interest
- Detailed written summary of proposed façade improvements
- Project Budget
- Full set of before photos of the proposed project
- Sketch of proposed improvements
- Façade Improvement Agreement

Project Budget

Itemize all project costs (expenses) and funding sources (revenue), including matching funds, to the best of your knowledge.

Revenue

Sources of funding	Amount	Status	
		Confirmed	Pending
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
Total	\$ _____		

Expenses

Item (materials/supplies, equipment, labor)	Estimated Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Facade Improvement Agreement

The undersigned affirms the information provided in this application is true and complete to the best of their knowledge. Furthermore, the applicant understands the requirements of the Façade Grant Program and agrees to abide by the terms and conditions.

Signature of Applicant: _____ **Date:** _____

Signature of Property Owner(s): _____ **Date:** _____

Signature of Property Owner(s): _____ **Date:** _____

For additional information, please contact Samantha J. Serna at (575)258-4343 or email at grants@ruidoso-nm.gov