

City of Horicon

Façade Improvement Grant Program

Date: April 25, 2023

The purpose of the Façade Improvement Grant Program is to provide financial assistance for a portion of costs associated with exterior building improvement projects that contribute to the visual appeal and viability of income-producing properties in downtown Horicon, more specifically defined as the parcels and buildings within or immediately abutting the boundaries of Tax Increment District No. 6 (TID #6).

Applicant Eligibility Requirements

Downtown property owners of commercial/mixed-use structures (including multifamily residential) and non-residential building tenants with leases of more than three years in length (with property owner approval), located within the downtown area, are eligible for funding. Buildings used exclusively as single-family or duplex residences, regardless of owner or renter occupancy, are ineligible for funding. Governmental entities, religious institutions, nonprofits, and public/quasi-public authorities also are ineligible for funding.

Grant Amounts

Grants may be provided in an amount up to 25% of the total project cost, at a maximum of \$5,000 per façade for eligible exterior improvements, not to exceed \$10,000. The owner/tenant must document the source(s) of all matching funds, which must be derived from private, non-City sources. Façade grant funds may be provided in addition to, or independent of, Building Improvement Grant funds subject to review and approval of separate application(s) for each program.

Should a comprehensive rehabilitation project also include interior elements eligible for funding under the Building Improvement Grant Program, the City reserves the right to waive the multiple application requirement noted above; consider the appropriate source of funding for such elements independently; and/or count such elements against the minimum cost requirements under the Façade Improvement Grant Program. However, a separate application fee shall be required for each program from which funding is requested.

Eligible Costs

The following improvements to street-facing exteriors/façades, and those the City finds to be substantially similar, are eligible for direct funding from the Façade Program provided such improvements generally are not tenant-specific and are likely to benefit/serve future building occupants. The same types of improvements to alley-facing exterior/façades also are eligible if façade includes a publicly accessible building entrance.

- Restoration of documented historic elements
- Masonry repair, tuckpointing, and cleaning
- Balconies and decks
- Doors and entrances
- Window repair or replacement
- Painting
- Business signage
- Awnings
- Lighting
- Professional installation and labor costs
- Professional design services

Ineligible Expenses

As the Façade Program is primarily intended to maintain the historic look and feel of the existing building stock in the downtown, the following expenses, and those the City finds to be substantially similar, are not eligible for funding under this Program:

- Roofing or roof repairs
- Tinted windows
- Electric signs
- Security systems
- Paving
- Landscaping
- New building construction
- Land acquisition
- Operating equipment
- Furnishings
- Inventory
- Operating expenses
- **Renovations not previously approved by the City of Horicon**
- **Renovations started prior to receiving final approval of the grant request**

Grant Performance Requirements

Within six months of City Council approval, applicants must enter into a grant agreement with the City, obtain a building permit, and commence work. Projects should be completed within twelve months from the date of City Council approval, including final inspection and issuance of an occupancy certificate by the City Building Inspector. Extensions to the completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension from the Program Administrator in writing. The Program Administrator will notify the applicant in writing of its approval or denial.

Funding-eligible improvements must be in accordance with the U.S. Secretary of the Interior's Standards of Rehabilitation for Historic Preservation (as applicable), as well as the City of Horicon Zoning Code, Building Code, and Façade Grant Guidelines. The applicant shall continually maintain the property in compliance with all applicable local, state, and federal laws, rules and regulations and as necessary to prevent deterioration of the property and to present an attractive appearance and shall assist and actively cooperate with the City to ensure the applicant's contractors also comply with all applicable laws, rules and regulations. The applicant also shall be subject to other Ongoing Responsibilities for property insurance and maintenance per terms of an approved grant agreement.

In order to qualify, the applicant cannot start on the project until after receiving all necessary approvals and permits.

Program Administration

The Office of the City Clerk has been appointed to administer the Façade Program and assist with processing applications through the grant review and approval process. Please see the Façade/Building Improvement Grant Form for additional terms, conditions, and information on the application review procedure. Projects also will be subject to review and approval for code compliance by the City Plan Commission, and/or City Council.

Grant Program Application

A non-refundable application fee of \$100 must be paid to the City of Horicon at the time of application submission. Payment can be made via check or money order in-person at City Hall or via mail. All mailed application fees must be postmarked to the attention of the Office of the City Clerk. All applications and accompanying documentation must be submitted in their entirety electronically in PDF or JPEG form to the Office of the City Clerk. The applicant must be in good standing with the City of Horicon, with current taxes paid in full and no outstanding building code violation citations, and must provide proof of property and liability insurance prior to the start of the grant performance

period. Applications are reviewed on a first-come, first-served basis within a calendar year, subject to funding availability.

The final amount of any awarded grant program funding is determined by the total amount of expenditure described in each application. The program is a reimbursement and will not provide recipients with any award until the project is completed. Receipts for all eligible expenditures must be provided upon project completion in order to reimbursement to occur. All eligible expenditure receipts must be submitted at one time after project completion. Reimbursement requests must be submitted within 60 days of project completion.

All questions should be directed to Program Administrator and City Clerk/Treasurer, Kristen Jacobson, at kjacobson@horiconwi.gov.