

Downtown Development Authority of the City of Thomasville Facade Grant Program Guidelines, Policies, and Procedures

The Thomasville Main Street Facade Grant Program is funded by the Downtown Development Authority (“DDA”) and is administered by the Office of Downtown and Tourism Development of the City of Thomasville. Downtown Thomasville is in a Local Historic District. Design Guidelines for correct restoration and rehabilitation are available at the Office of Downtown and Tourism Development or online at Thomasville.org.

Monies available are for *exterior improvements only*, and may be applied to a front, side, or rear facade, provided the facade abuts either a (i) public right of way, which shall only include streets, sidewalks, and the pedestrian walkway extending from S. Madison Street, in a southwesterly direction to S. Stevens Street, as more particularly shown on that certain plat of survey, dated September 8, 2020 prepared by Carey F. Reed, a copy of which is on file at the Office of Downtown and Tourism Development, whether the interest of the City of Thomasville in any such right of way is in the form of dedicated or fee simple ownership, leasehold interest or an easement or (ii) a public parking area, but only where the interest of the City of Thomasville in such parking area is in the form of dedicated or fee simple ownership, and not in the form of a leasehold interest or an easement. Facades located on property abutting alleys are excluded from consideration. The amount of the match will be determined by the DDA based on the funds available and number of requests under consideration and in accordance with these guidelines, policies and procedures. Facade grants apply to those structures within the Downtown Development District boundaries. Priority will be given to buildings with inappropriately applied facades that cover windows, are unsightly, are out-of-scale, and are in need of general repair work.

Application and Grant Process

- Applications may be picked up at the Office of Downtown and Tourism Development or online at downtownthomasville.com.
- Applications will not be accepted for projects that have already commenced construction.
- Applications will not be accepted for projects in which some or all of the downstairs portion of a property is used or will be used as a residence or for short-term rental, if the property is located (i) on Broad Street between the intersection of Broad Street and Jefferson Street and the intersection of Broad Street and Remington Avenue or (ii) on Jackson Street between the intersection of Jackson Street and Stevens Street and the intersection of Jackson Street and Crawford Street. “Short-term rental” shall mean the rental of a vacation home, apartment, guestroom, or any room of overnight lodging for a period of thirty (30) consecutive days or less, whether or not the short-term rental is advertised through a marketplace facilitator, such as Airbnb.com or VRBO.com.
- Grants are awarded on a “first come–first served” basis, subject to available funding.
- The applicant must be the property owner and grants will only be made to the property owner.
- Only complete application packages will be considered.
- Downtown Development staff will review application request and will make recommendations to the DDA for approval or denial.
- The DDA reserves the right, for any reason, to reject any and all applications and to require changes to the proposed work.
- Projects located in historic districts must be reviewed and approved by the Historic Preservation Commission (HPC) and a Certificate of Appropriateness issued.

- If the project is approved, Downtown Development staff will notify the applicant if funds are available or if the application is placed on “waiting list” for facade grant assistance.
- Work on projects requiring HPC approval should not begin until after approval has been granted.
- Successful applicants will be required to enter into a grant agreement with the DDA ("Grant Agreement").
- Successful applicants will be required to obtain liability insurance in amounts and under terms specified in the Grant Agreement and name the City and the DDA as additional insureds.
- Commencement of substantial construction on the rehab project must begin within 90 days after notification of project approval. If work has not begun within 90 days of approval, the grant application is subject to be voided. Project should be completed in a reasonable amount of time. The project must be completed within 180 days of commencement of substantial construction.
- Grant money will be paid upon completion of the project; once proper documentation is turned in to the Office of Downtown and Tourism Development, reviewed and approved by the Downtown Development Authority. (See attached W9.)

Main Street Facade Grant Criteria

Applications will be assessed and judged on the following criteria:

1. The property must be located in the Downtown Development District.
2. Historic/architecturally significant buildings will be given priority.
3. The impact of the project on the downtown streetscape.
4. The project should preserve the architectural integrity of the structure and restore the original building façade.
5. The extent to which the project is compatible with the area’s established character.
6. The original condition of the building and the need for the proposed change.
7. The extent to which the original building features or significant modifications are preserved or enhanced.
8. The removal of unsightly or historically inappropriate alterations.
9. The quality of the work proposed.
10. The unique qualities of the individual buildings and streetscape within the context of the area in which the project is located.
11. Visually prominent and economically blighted buildings will be given priority.
12. The project must comply with all applicable ordinances, laws, and building codes.
13. No more than two (2) facades will be eligible for funding per application.
14. Projects will not be approved and grant funds will not be awarded for projects in which some or all of the downstairs of the property is used as a residence or for short-term rental, if the property is located (i) on Broad Street between the intersection of Broad Street and Jefferson Street and the intersection of Broad Street and Remington Avenue or (ii) on Jackson Street between the intersection of Jackson Street and Stevens Street and the intersection of Jackson Street and Crawford Street. “Short-term rental” shall mean the rental of a vacation home, apartment, guestroom, or any room of overnight lodging for a period of thirty (30) consecutive days or less, whether or not the short-term rental is advertised through a marketplace facilitator, such as Airbnb.com or VRBO.com..

Guidelines, Policies and Procedures for Facade Improvements

1. The Downtown Local Historic District Design Guidelines are used as a guide when making recommendations.
2. Planned improvements must preserve the architectural integrity of the building and restore the historic appearance of the facade.
3. Colors should be harmonious with the neighboring structures.
4. The surface cleaning of structures must be by the gentlest methods available. Inappropriate chemical cleaners should be avoided due to possible damage to aged building components. Sandblasting is NOT an approved method of cleaning.
5. The size, color, and shape of a sign should compliment the building and add to the historic flavor of the area. **All signage must comply with local sign ordinances.**
6. Commencement of substantial construction on the rehab project must begin within 90 days after notification of approval, and the project must be completed within 180 days of commencement of substantial construction. The grant will be paid to the recipient **after work is completed and all bills relating to said work are paid, documented with receipts/cancelled checks**, pursuant to the Grant Agreement with the DDA.
7. The following items and work are ineligible for reimbursement, provided however, this is not an exclusive list:
 - a. Roofs;
 - b. Landscaping improvements, including but not limited to plantings and hardscapes;
 - c. Interior improvements of any kind;
 - d. Personal property and equipment;
 - f. Interior window and door treatments, including storm windows and doors;
 - g. Security systems, including window bars and cameras;
 - h. Sidewalk improvements;
 - i. Tools and equipment;
 - j. Paving; and
 - k. New construction, including additions to existing structures, developments, or new building structures.
8. The following items and work are typically considered eligible for reimbursement, provided however, this is not an exclusive list.
 - a. Exterior walls and materials;
 - b. Exterior building painting and re-siding;
 - c. Exterior door, window and storefront feature repair, replacement and renovation;
 - d. Gutters and downspouts, cornice flashing and repair;
 - e. Awnings and canopies installation or repair;
 - f. Historic decorative exterior architectural features;
 - g. Replacement and or uncovering of architectural features;
 - h. Replacement of non-historic storefronts and features with historic storefronts and features;
 - i. Restoration of original and/or historic facades;
 - j. Structural stabilization;
 - k. Masonry repairs and pointing;
 - l. Exterior building lighting, but not parking lot and pavement lighting;
 - m. Masonry cleansing by the gentlest means possible if required for façade painting, stucco work, etc.;
 - n. Other façade-oriented repairs and improvements; and

o. Exterior signage.

9. The money is in the form of a grant, not a loan, and is available as follows:

NO FAÇADE GRANT SHALL EXCEED \$10,000

First time rehab under this program	=	Up to a 50% Match Basis
After 5 years under this program	=	A second rehab of the same facade may receive up to 25% on a Match Basis
After 10 years under this program	=	A second rehab of the same facade may receive up to 50% on a Match Basis

APPLICATION FORM FOR FACADE GRANT PROGRAM

OWNER'S NAME/BUSINESS NAME:

(Grant check will be made payable to the above name.)

PROPERTY ADDRESS:

DAYTIME PHONE NUMBER:

FEDERAL TAX IDENTIFICATION # _____

TYPE OF FACADE IMPROVEMENTS: SIGN _____ PAINTING _____ OTHER _____

DETAILED OUTLINE OF WORK TO BE DONE: (attach the following)

1. Photographs clearly showing existing condition of the facade
2. Plans drawn to scale and specifications outlining scope of work
3. Samples of all paint colors to be used on facade and signs

TOTAL COST OF IMPROVEMENTS: \$ _____

AMOUNT REQUESTED: \$ _____

I understand that in order for my request for matching funds to be approved, I must agree to work with and follow the recommendations and requirements of the HPC, DDA and the Office of Downtown and Tourism Development. I also understand that monies are granted on a reimbursement basis; following completion of work and those improvements/changes not approved by the HPC, DDA and Downtown Development staff will not be funded.

Signed: _____

Date: _____

Date received by the Office of Downtown and Tourism Development

To be completed by Downtown Development staff:

Date Reviewed: _____

Date Approved: _____

Amount granted: \$ _____

Scope of Work:

Specific Recommendations:

Date Denied:

Reason(s) Denied:

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number	

or

Employer identification number	

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.