

**PRATT AREA ECONOMIC DEVELOPMENT CORPORATION (PAEDC)
FAÇADE IMPROVEMENT PROGRAM (FIP)**

The FIP provides a grant match for businesses looking to improve the exterior of their buildings. The FIP is a reimbursable grant match program. Exterior building improvement costs are eligible for 50% reimbursement up to \$5,000. The FIP is limited to privately owned commercial buildings anywhere within Pratt County who receive regular foot traffic from customers. The exterior improvements to commercial building façades within Pratt County will enhance the appearance and functionality of buildings, improve structural integrity and aesthetics, increase economic prosperity, accessibility and improve the quality of life in Pratt County. The total pool of funds available in calendar year 2022 for FIP projects is \$50,000. These funds will be approved on a first come, first serve basis until funding is exhausted.

Eligible Use of Funds: Reimbursement match funding will be approved for exterior improvements only. Projects may include, but are not limited to: exterior painting, pressure washing, sand blasting, siding, stucco, masonry/brick/stonework, exterior lighting and signage, replacement or repair of windows, siding, trim and doors, restoration of historical buildings to their original façade, canopy or awning replacement, repair or installation, vacant building exterior redevelopment.

FIP Requirements for Reimbursement:

1. Commercial buildings must be in Pratt County
2. The owner of the building must be in good standing with the County and City and have no delinquent taxes or bills due to the City or County.
3. The FIP reimbursement funds may only be used for projects relating to the building's exterior.
4. Projects must be approved by PAEDC prior to starting any project for which funds will be reimbursed. Projects must be completed within one year of project start. One six-month extension may be granted if FIP project applicant requests the extension at least 30 days prior to the end of the one-year project period.
5. All applications will be reviewed in the order they are received. If an application is incomplete or unclear, the application will not be considered as being submitted until the application is complete and no questions exist. PAEDC's decisions are final in relation to FIP reimbursements.
6. Reimbursements will occur only after copies of original receipts, invoices, before and after photographs and all FIP paperwork and tax forms are completed by the building owner.
7. FIP funds provided to businesses will be treated as taxable income and appropriate tax forms will be provided by PAEDC to each FIP grant recipient.

FIP Application Checklist (All documentation should be submitted via email to Paedc67124@gmail.com to ensure date and time stamp on each application.) *Any questions may be submitted via email to the same email address above and will be responded to within 72 business hours of receipt.*

1. Completed FIP Application.
2. Project Summary (Limit 1,000 words) be as succinct as possible while making it very clear the improvements that will be made using the FIP program. Must be typed and can be submitted via Word, PDF or other word processing program.
3. Letter from building owner approving project, if applicant does not own building.

4. Proof of Property Ownership, including deed.
5. Estimated Project Budget (Itemized if multiple improvements being made)
6. Completed W9 Form

(If the owner is the applicant for the FIP please insert N/A into the questions below)

Name of Applicant: _____ Name of Building Owner: _____

Applicant Phone: _____ Building Owner Phone: _____

Applicant Email: _____ Building Owner Email: _____

Business Name: _____ Owner TIN Number: _____

Address of Building to be Improved: _____ Address of Building Owner (where W9 &
Reimbursement Check will be sent): _____

Current Building Use: _____

Amount of Reimbursement Grant Being Requested: _____

Desired Start Date: _____ Estimated Completion Date: _____

Reporting and Reimbursement Requirements:

1. Invoices and Proof of Payment in Full will be required for reimbursement.
2. Invoices and Proof of Payment shall show the date of invoice and payment.
3. Certification of Project Completion form is required to be submitted along with receipts and Proof of Payment.
4. After review of above documents and confirmation of project completion, a reimbursement check will be mailed to the building owner within 45 days of receipt.

Attestation: I hereby attest that all statements made herein are true and correct. I agree to abide by all rules and regulations of the PAEDC FIP program and to respond quickly to any questions or concerns related to the FIP program.

Business Owner or Applicant Signature: _____

Printed Name: _____

Date: _____

In accordance with federal civil rights law, the Pratt Area Economic Development Corporation (PAEDC), its board members, officers, agents and affiliating agencies will not discriminate based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by PAEDC.

Persons with disabilities who require alternative means of communication or assistance in completing an application, shall email Paedc67124@gmail.com and a determination will be made if accommodations or assistance can be provided. If individuals need the FIP program materials translated into a language other than English, a request for accommodation should be emailed to Paedc67124@gmail.com.