



P.O. Box 1418
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Lovington, NM 88260
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www.lovingtonmainstreet.org

February 18, 2019

Does your building need major renovations, upgrades, or improvements?

Lovington MainStreet would like to invite Downtown Businesses or Building Owners to apply for our Behind the Façade Matching Grant. By offering this grant our hope is to jump-start private investment in downtown and encourage economic development growth. This is a matching grant for the improvement and rehabilitation of MainStreet properties intended as storefronts of retail, restaurant and entertainment for-profit businesses. Lovington MainStreet will award two (2) Behind the Façade Matching Grant of up to \$10,000 each.

Eligible improvements include:

- Accessibility Improvements
- Energy Conservation Improvements
- Electrical Work
- Fire Alarm System; fire sprinkler system installation or upgrades
- Plumbing; including any needed water service improvements
- Heating, Ventilation, or Air Conditioning
- Utility Services Upgrades, including water and sewer
- Roof Repair
- Hazard Abatement
- Other Infrastructure Improvements; as approved, with a significant impact on the building owner's ability to attract highest/best use of tenants and/or increase sales for current tenant

This is a competitive selection process, see the Program Description and Application attached. In order for the Lovington MainStreet Board of Directors to review submissions, all applications must be received by Lovington MainStreet no later than **Friday, March 1st, 2019 at 12:00 pm.**

By participating in this program, your business will enhance the overall quality of downtown, in turn creating a more positive image of Lovington. We appreciate your dedication to improving your property and revitalizing Downtown Lovington.

If you need further information, please feel free to contact me. Best of luck to you!

Sincerely,

Mara Salcido, Executive Director
Lovington MainStreet

CHECKLIST

Complete this checklist to ensure all required documents are included. Incomplete applications will not be considered.

| | |
|--|---|
| | Complete Behind the Façade Application |
| | Personal Background Exhibits |
| | Building Owner's Signature on Application |
| | If Building is Occupied: <ul style="list-style-type: none">• List of All Tenants and Businesses in the Building• Copies of current tenants' lease agreements.• Copy of current tenants' City Business Registration. |
| | Statement of Project Description A written statement of what the project will involve. Provide as much detail as possible. |
| | Photographs of Existing Building Submit a minimum of four (4) photos of your building in its current condition. Be sure to label each photo and indicate what improvements you are proposing to make in each. Photos must be submitted electronically in JPEG format. |
| | Drawings of Proposed Improvements Include a concept drawing of what the site will look like after work is completed. For larger projects involving a major scope of work, this will include copies of your renovation plan containing elevations and site plans. For smaller projects, a simple sketch may be appropriate at the Board's sole discretion. |
| | Detailed Cost Estimate Bids for Proposed Improvements You must submit a minimum of two cost estimates from qualified contractors. Estimates should include all details of approved scope of work. |
| | Initial and Signed Application Conditions |

Please submit all completed applications with required attachments in a hard copy format to:

Lovington MainStreet Office
201 S Main Ave Lovington, NM 88260

PROJECT INFORMATION

Applicant Information

Name: _____ Phone: _____

Building Address for the Program: _____

Mailing Address: _____ Email: _____

Federal Tax ID#: _____

Property Owner Information

| | | |
|--|--------|--------------|
| Name: | | Years Owned: |
| Address: | | Phone: |
| | | |
| City: | State: | Zip: |
| Email: | | |
| Type of Ownership: | | |
| Signature of Business Owner of Approval of Improvements: _____ | | |

Business Owner Information

| | | |
|------------------------------------|--------|-----------------------|
| Name of Business: | | Project Owner's Name: |
| Address: | | Phone: |
| City: | State: | Zip: |
| Email: | | |
| Type of Business: | | |
| Signature of Business Owner: _____ | | |

Contractor Information

| | | | |
|--|--------|-----------------------------------|--|
| Name of Business: | | Contractor's Representative Name: | |
| Address: | | Phone: | |
| City: | State: | Zip: | |
| Email: | | | |
| Type of Business: | | | |
| Tax ID#: | | | |
| New Mexico State Contractor's License#: | | | |
| City of Las Cruces Business Registration#: | | | |
| Signature of Contractor: _____ | | | |

Statement of Project Description:

Please describe the scope of the proposed improvements below (include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors). Include the proposal of economic development benefits, such as new tenants, new jobs, and increased sales. Property information: price per square foot, leasable area. Appropriate drawings, budget estimates, project timelines, proof of ownership or executed leased with owner's written consent. You may attach additional sheets if necessary or use a separate page to provide written statement.

Scope of Work:

You may attach additional sheets if necessary or use a separate page to complete the items below.

Proposed Improvement Budget

Item Description

| | |
|-------|----------------|
| _____ | Cost: \$ _____ |
| _____ | Cost: \$ _____ |
| _____ | Cost: \$ _____ |
| _____ | Cost: \$ _____ |
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| _____ | Cost: \$ _____ |
| _____ | Cost: \$ _____ |

Grand Total Amount: \$ _____

Requested Grant Amount: \$ _____

Project Timeline

GENERAL CONDITIONS

I, the undersigned, hereby submit this form to Lovington MainStreet's (LMS) Board of Directors as a request for assistance to make approved changes to my building. I understand that this application for assistance must go through an approval process and may be declined based on the program's guidelines and/or availability of funds. Furthermore, I agree to participate in the design process as necessary and will allow any approved changes to the façade of the building located at the address identified on this form.

_____ The applicant is solely responsible for all safety conditions and compliance with all municipal, county, state and federal safety regulations, building codes, ordinances, labor and wage laws, and other applicable regulations.

_____ If property is under a lease agreement, written consent from tenant on project and timeline of completion.

_____ Work completed prior to final grant approval is not eligible for funding. The applicant will not seek to hold the City of Lovington and/or its agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Behind the Façade Matching Grant.

_____ **If Building is Vacant;** Building must be occupied with a business that generates New Mexico Gross Receipts Taxes within the City of Lovington within two years. Building owner will need to provide a quarterly report on efforts made to fill the building.

_____ The applicant agrees to maintain the property and improvements for a minimum of 5 years.

_____ The applicants are required to submit before and after photos of the completed project.

_____ The applicant understands the Lovington MainStreet Board of Directors reserves the right to make changes in conditions of the Behind the Façade Matching Grant as warranted.

_____ The applicant will attend preliminary presentation meeting and a post completion meeting with the Lovington MainStreet executive director.

_____ If plans change, revised plans must be submitted to Lovington MainStreet Board of Directors within two business days of decision to change. Revisions must be approved before undertaking project changes.

_____ If approved, an agreement for the Behind the Façade Matching Grant shall be signed by applicant, contractor, and the Lovington MainStreet Board of Directors.

Applicant(s) Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____
(If separate from applicant.)

APPLICATION CERTIFICATION

Please read the statements below and certify that you understand:

I/we certify that the building owner is the owner of the property.

I/we have reviewed the program overview and guidelines, have familiarity with responsibilities of each party and understand that:

- The Behind the Façade Matching Grant is up to \$10,000 and must be matched by applicant.
- The Behind the Façade Matching Grant is paid to the applicant upon completion of the project
- All services to be performed by contractors shall be the subject of agreement between applicant and contractor(s).
- The Agency shall not assume any liability for such agreements, except as specifically authorized by the program.
- In the instance that applicant fails to meet obligations, applicant will not be allowed to apply for two years.

I/we have read and understand the Behind the Façade guidelines, accept the qualifications and conditions and through signature(s) below, certify that I/we are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by Lovington MainStreet in the implementation of this program. I understand that this is a voluntary program, under which the Lovington MainStreet Board of Directors have the right to approve or deny any project or proposal or portions thereof.

Applicant(s) Signature: _____ Date: _____

Property Owner’s Signature: _____ Date: _____
(If separate from applicant.)

Office Use:

Application received by Lovington MainStreet Executive Director on _____ (date).

___ Request approved in the amount of \$ _____ ___ Request declined

Application approved by the LMS Board of Directors on _____ (date)

By: _____ Its: _____