



## SCHERERVILLE FACADE IMPROVEMENT PROGRAM

### PROGRAM STEPS

**Step 1: Read about it:** The program requires submission of several documents. It is recommended that applicant review program requirements and eligibility criteria prior to meeting with the Program Staff. Please visit the Town's web site, [www.schererville.org](http://www.schererville.org) to learn about the Program and download the Application. Please note that properties eligible for funding are located in the target area and are primarily used for commercial or multifamily purposes are.

**Step 2: Set-up a meeting with the Program Staff** to discuss your project and review Façade Program requirements and design guidelines.

**Step 3: Submit Application and Program Agreement. The submittal should include:**

- a. A written description of the project, including drawings, before photographs of the building, and other supporting materials that accurately represent scope and intent of project improvements.
- b. Evidence of availability of matching funds as the Program requires private match on a one to one basis.
- c. Evidence that you have approval of the Property Owner if you are not the owner.
- d. Evidence of current lease if you are a tenant.
- e. Two (2) contractors' bids that meet the following guidelines.
  - i. Both bids must be for identical scopes of work.
  - ii. If contract scope includes items other than eligible improvements, a separate itemized list for only eligible items must be submitted.
  - iii. Evidence that contractors are licensed, bonded, and/or insured
  - iv. Projects totaling less than One Thousand Dollars (\$1,000.00), murals, arts objects and similar installations only need to submit one bid.
  - v. Assistance amount is calculated based on amount of work attributable to a facade improvement project.
  - vi. Assistance amount is calculated based on the lowest bid. You are however free to accept the higher bid.

**Step 4: Review Application:** The Town Façade Advisory Committee reviews each Application as they are submitted and may visit the project site. Following discussion at and approval from the Committee, the Application package will be recommended for approval or denial to Redevelopment Commission.

**Step 5: Execute Program Agreement (if it was not completed)**

The Program Agreement must be signed prior to final submission of the Application package to Redevelopment Commission. The Commission will execute this Agreement after approval of the Application

**Step 6: Receive a signed copy the Application and Program Agreement** from Town after the project has been approved. The Participation Agreement authorizes you to proceed with the project. Before you begin, be sure to obtain all the necessary permits for the project. Permit and taxes paid verification is required prior to any grant disbursements.

**Step 7: Complete the project and submit documentation** to the Town within one (1) year from the date of the signed Program Agreement. The Program funds will be disbursed to you after the Town has received **ALL** five of the following items. If more than one contractor is used, you must submit all five items for each contractor.

- a. **Before and After Photographs** highlighting the improvement project from the same vantage point.
- b. **Completion Certificate** provided to you by the Town and signed by you and the contractor.
- c. **Proof of Final Inspection** by the Town of Schererville Planning and Building Department for work requiring a Town permit (a copy of the permit signed off by the responsible Building Official).
- d. **Final Invoice** from the contractor showing the total facade project cost.
- e. **Proof of Payment** paid to contractor in one of the following two forms: a lien waiver or a cancelled check with a signed receipt from the contractor. You should be totally satisfied with the work before submitting reimbursement request.