



# Portales, New Mexico Façade Improvement Program

## OVERVIEW

The Roosevelt County Community Development Corporation (RCCDC) Façade Improvement Program is designed to assist property and business owners in enhancing and improving the exterior of their buildings and encourage the further revitalization of Portales/Roosevelt County. The program is administered by the RCCDC and provides 50-50 matching funds for exterior building improvements to eligible projects.

- The application will open on December 1, 2022.
- 13 grants will be approved.
- The project must be completed no later than **one year after the application is approved.**

## Façade Improvement Program Parameters

- The RCCDC will provide a matching grant, which shall be eligible for reimbursement of up to \$1,500 per applicant.
- Applicants and property owners must be in good standing with the City of Portales in terms of payment of taxes and utilities.
- All improvements shall comply with all applicable City of Portales zoning, ordinances, guidelines, and building codes. Applicants are responsible for all permitting and necessary approvals before commencing work on the project.
- Paint colors must be selected and approved based on the historical color palette.
- Only work outlined in the application will be eligible for reimbursement.
- The applicant is responsible for the construction management of the entire project.
- The applicant shall be solely responsible for all safety conditions and in compliance with all federal, state, and local safety regulations.
- The applicant shall indemnify, protect, defend, and hold harmless the City of Portales and the RCCDC from all claims, damages, lawsuits, costs, and expenses for any property damage, personal injury, or other loss relating in any way related to the Façade Improvement Program.

## Eligibility Requirements



- Properties must be located within Roosevelt County.
- Eligible projects may include:
  - Exterior paint
  - Awnings/Canopies
  - Updated signage
  - Exterior lighting enhancements
  - Exterior brick or wall surface cleaning
  - Slipcover removal
  - Pointing or brick/mortar joint repair
  - Storefront updates/repair
  - Replacement/repair of exterior doors and windows
  - Public art or murals (artwork subject to approval)
  - Sidewalk vibrancy elements (outdoor seating, planters, signage, etc.)

**The process for the Façade Improvement Program is as follows:**

The property owner or business owner (with approval from the property owner) submits the completed Portales Façade Improvement Program application to the RCCDC.

RCCDC reviews submissions monthly and notifies grant recipients.

- Upon approval by the RCCDC, the grantee will proceed with façade improvements as outlined in the application.
- Before the release of any grant funds, the applicant submits photographs and copies of invoices and receipts associated with the project to the RCCDC within 30 days of project completion. In addition, the project must be completed within one year of approval.
- Following the submission of the necessary documentation, RCCDC reviews the documentation and issues payment to the grantee.



## Portales, New Mexico Façade Improvement Program

### APPLICATION

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Summary of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated cost of project: \_\_\_\_\_ Amount requested: \_\_\_\_\_

Application submittal should also include the following:

1. Photographs clearly showing existing conditions
2. Diagram, sketch, paint chips, or renderings showing the proposed improvements
3. Contractor quote(s) for exterior façade improvements
4. Historic photographs of the building, if possible

Completed applications may be submitted in person or via email to [jodi.diaz@portales.com](mailto:jodi.diaz@portales.com)

#### Roosevelt County Community Development Corporation

Attention: Façade Grant Program

**Executive Director: Jodi Diaz**

100 S. Avenue A.

Portales, NM 88130

**Phone: 575-356-8541**

**Website: <https://rooseveltcdc.org/>**