

COMANCHE COUNTY FACADE PROGRAM



Comanche County has established the Comanche County Facade Program (CCFP) to enhance the character and encourage investment by improving store fronts of business corridors. The CCFP will allocate \$10,000.00 per year in grants to commercial buildings located in the cities of Protection, Coldwater, and Wilmore. The maximum grant amount is \$2,500.00. A minimum match of 50% of the project total is required from the applicant.

Grant applications are accepted until funds are exhausted and are available first come, first serve. Approval is required before work begins and based on evaluation criteria set forth in the application process. Applicants must be current on all property tax. Renters may apply with owner permission. This is a reimbursement grant, and funds will be dispersed upon proof of payment on completed projects. Only eligible improvements will be reimbursed. Please see attached list for full list of acceptable and excluded improvements. Use of local contractors is encouraged and may be used as evaluation criteria.

FACADE IMPROVEMENT OVERVIEW

Total funds allocated: \$10,000.00

Max Award: \$2,500.00

The mission of the Facade Program is to stimulate investment and development by improving the appearance of our store fronts. Our goal is to increase economic viability and spur business activity in Comanche County.

Designs must coordinate with the existing building and effort should be made to preserve architecturally significant details. Only facades visible from the street are eligible.

1. Eligible Facade/Signage Improvements

- a. Professional Design Assistance
- b. Restoration of historically or architecturally significant details
- c. Removal of elements which cover significant details
- d. Window and door replacement
- e. Signage approved by Economic Development Advisory Committee
- f. Lighting (may include display window lighting)
- g. Landscaping features including art installation

- h. Cleaning, Painting, Residing of building
 - i. Awnings, canopies, gutters, and downspouts
 - j. New storefront construction
 - k. ADA compliant renovations
 - l. Sidewalk Repair
 - m. Masonry repairs and pointing
 - n. Cornice Repair
 - o. Removal of non-conforming signage
 - p. Murals/Art Installations
2. Ineligible Improvements
- a. Indoor Improvements including security/alarm systems
 - b. Structural Changes
 - c. New commercial construction including parking lots
 - d. Asbestos remediation
 - e. Improvements for which insurance money has been received
 - f. Property acquisition/expansion

GENERAL PROGRAM GUIDELINES

1. Eligible applicants include property owners, tenants, and/or business owners within Comanche County. Written approval by the property owner is required for all rental properties. Property must be located within Comanche County.
2. Applications for grants are available by email at comanchecountycodevo@gmail.com and on our website at www.comanchecountycodevo.com.
3. Applications will open June 1, 2026. All work must begin within 60 days of *Notice to Proceed*, and work must be completed by December 31, 2026.
4. Applications are reviewed on a first come, first serve basis. Funds are awarded based on criteria set forth in the Application Process section located on page 4. The Comanche County Economic Development is committed to funding projects throughout the County.
5. Only one grant will be awarded for a single address within the County per calendar year. Only one property per owner/tenant will be eligible per calendar year.
6. Applicants must be up to date on all city and county taxes (both 1st and 2nd half) and free from liens against the property.
7. Applications will be screened and evaluated for awards by Comanche County Economic Development.
8. Each application must include “before” pictures showing the area(s) to be improved

with the grant proceeds. Recipients must provide “after” pictures showing the improvements made prior to reimbursements being processed. The County may choose to use these pictures for program publicity on its online platforms.

9. Cost estimates/bids will be required to be submitted with applications. Applications without proper documentation will be rejected. If a contractor is not being used, an itemized list of materials with pricing will suffice to give an overall estimate.

10. Applications must include a completed W-9.

11. Grants must be approved **before** proposed work begins in order to be eligible.

12. Grants will be distributed after the work is completed and inspected by the grantor. Grants will not be disbursed until work is compliant with codes and ordinances.

13. Receipts/proof will be required to show the actual costs paid by the recipients for the materials used and work performed under the grant. No reimbursement will be given without such documentation. The grant amount paid will be based upon the verified proof/receipts, up to the amount listed in the initial grant award letter.

14. When applicable, City permits will be required.

15. The property owner will be responsible for appropriate disposal of debris, including debris from demolition and remodeling, and must show proof of proper and lawful disposal such as a landfill receipt, disposal service receipt, or burn permit. The debris is not to remain on the property once the project is completed.

16. All federal, state, and local laws, codes, and ordinances must be followed for any work done under this program.

17. These programs will only reimburse the labor costs for the labor provided by a third-party contractor. “Sweat equity” or volunteer labor is not reimbursable.

18. Work must begin within 60 days of *Notice to Proceed*.

19. All work covered by these grants must be completed by December 31, 2026, which also includes any additional work needed to comply with city codes and ordinances. Grants will be forfeited for projects not completed by this deadline.

APPLICATION PROCESS

Step 1. Complete and submit a formal application including W-9. Submit application to Comanche County Economic Development.

Step 2. Comanche County Economic Development will review each application. Funding is limited. Applications may be denied, partially funded, or fully funded based on the evaluation of the following criteria:

- Location/Visibility/Use of building
- Visual, Business, and Historic Impact

- Significance of grant to completion of project
- Financial Need
- Project Amount (provide estimates)
- Total linear footage to be improved
- Previous grant award
- Use of local contractors and/or retailers
- Distribution of funds throughout county

Step 3. After approval, the applicant will receive a “Notice to Proceed.” Work done before official notification will not be reimbursed. Work must begin within 60 days of notification and must conclude on or before December 31, 2026.

Step 4. After completion of work, submit all receipts, canceled checks, paid bills, and contractor lien waivers within 30 days to the CCED Director for reimbursement. Attach photos of completed work. A final inspection by CCED is required to ensure all work was completed.

Step 5. After project completion, paperwork submission, and grantor inspection funds will be made available to the applicant within 45 business days.

*Questions about the Comanche County Facade Program
may be directed to Comanche County Economic
Development at
comanchecountyecodevo@gmail.com*



COMANCHE COUNTY FACADE PROGRAM APPLICATION

ATTACH COPY OF W-9 WITH APPLICATION

PROPERTY INFORMATION

Property

Address _____

Is property currently for sale? _____ Original

Construction Date _____

Significant Historical or Architectural Information

APPLICANT INFORMATION

Applicant/Business Name

Applicant Mailing Address

Applicant Phone _____

Email _____ Years

in Business _____ Number of

Employees _____

PROPOSED IMPROVEMENTS (Attach estimates, design drawings, photographs, and supporting information)

If the contractor and/or retailer is not located in Comanche County, please explain

Estimated Cost _____

Projected Start & Completion Date

****Program requirements, eligibility, and funding amounts are**

subject to change.

Applicant Signature_____

Date_____

PROPERTY OWNER INFORMATION & ACKNOWLEDGEMENT

Property Owner Name

Property Owner Address

Property Owner Phone_____

Email_____

I am the owner of the property noted in the property information section of this application. The contact information provided is accurate. I have been informed by the tenant of improvements described in this application and I authorize the tenant to apply for funds towards the completion of the improvements.

Property Owner

Signature_____

Date_____

OFFICE USE ONLY

_____ Completed Application (Pictures,

Estimates, Forms)

_____ Reviewed by code enforcement if
applicable

_____ Approved by Comanche County
Economic Development

_____ Notice to proceed sent

_____ Start Date (within 60 days of Notice to
Proceed)

_____ 60-Day Update

_____ Completion Date (Before December 31,
2024)

_____ Receipts & photos submitted (within 30
days of completion date)

_____ Grantor inspection

_____ Award Paid