



LOVINGTON
Economic Development Corporation

201 S. Main Street
Lovington, NM 88260
Ph. 575-396-1417
evelynholguin@lovingtonedc.org
www.lovingtonedc.org

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

Lovington Economic Development Corporation (EDC) would like to invite Businesses or Building Owners within “Zone E” to apply for our Façade and Infrastructure Improvement Matching Grant. By offering this grant our hope is to jump-start private investment in Lovington and encourage economic development growth. This is a matching grant for the improvement and rehabilitation of commercial properties intended as storefronts of retail, restaurant and entertainment for-profit businesses. Lovington EDC will award a maximum of \$ 65,000 this year. Grant Applications due on September 15, 2021. No late applications will be accepted.

Eligible improvements include:

- Exterior Signage & Decor
- Paint, Windows, Doors, Trim/Fascia
- Electrical & Plumbing Upgrades
- Replacement of Masonry or Brick
- Asphalt Patching or Striping
- Handicap Accessibility Improvements
- Roof Repair
- Hazard Abatements
- Heating, Ventilation, or Air Conditioning
- Fire Sprinkler System installation or upgrades
- 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. All applications will be received and reviewed by the Lovington Economic Development Corporation.

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

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

Sincerely,

Evelyn C. Holguin

Evelyn C. Holguin, Executive Director
Lovington EDC



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CHECKLIST

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

	Complete Façade & Infrastructure Improvement Grant 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.
	Funding Sources Have you received a Grant from another organization in the past, if so, how much was received, name of organization and what improvements were made?
	Detailed Cost Estimate Bids for Proposed Improvements You must submit a minimum of one cost estimate 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 Economic Development Corporation Office
201 S Main Ave
Lovington, NM 88260
575-396-1417



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 #:			
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: \$ _____
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_____	Cost: \$ _____

Grand Total Amount: \$ _____

Requested Grant Amount: \$ _____

Project Timeline

GENERAL CONDITIONS

I, the undersigned, hereby submit this form to Lovington Economic Development Corp. (LEDC) 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 Façade and Infrastructure Improvement 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 18 months. 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 EDC reserves the right to make changes in conditions of the Façade and Infrastructure Improvement Matching Grant as warranted.

_____ The applicant will attend preliminary presentation meeting and a post completion meeting with the Lovington EDC Executive Director.

_____ If plans change, revised plans must be submitted to Lovington EDC 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 Façade & Infrastructure Matching Grant shall be signed by applicant, contractor, and the Lovington EDC Executive Director/Board President.

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 Façade & Infrastructure Improvement Matching Grant must be matched by applicant.
- The Facade & Infrastructure 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 the applicant fails to meet obligations, the applicant will not be allowed to apply for two years and will be required to repay the grant.

I/we have read and understand the Façade & Infrastructure Improvement 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 EDC in the implementation of this program. I understand that this is a voluntary program, under which the Lovington EDC 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 EDC Executive Director on _____ (date).

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

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

By: _____ Title _____