Taylor Main Street
Façade Improvement Grant (FIG) Program

Taylor Main Street is excited to launch the **Façade Improvement Grant (FIG) Program.** This program is designed to assist property and business owners in rehabilitating the commercial facades of their buildings for the purpose of creating a positive visual impact, stimulating private investment, and complementing other community development efforts.

Our goal is simple. We want to provide you with the resources needed to improve the exterior appearance of your business. Research has shown that exterior building improvements result in an increase in sales in the year after the improvements are made (and this increase is often sustained for several years). Additionally, improvements will motivate owners/tenants of other properties in surrounding areas to make similar investments.

APPLICATION PARAMETERS, PROCESS AND PROCEDURES:

A. ELIGIBILITY AREA:

In order to be eligible for the FIG Program, you must be located within the Taylor Main Street Program boundaries. (See Attachment 1 – Map)

B ELIGIBLE AND INELIGIBLE GRANT USES:

Eligible Improvement include but are not limited to:

- Complete façade rehabilitation
- Repair and/or replacement of broken windowpanes, aluminum or wooden windows, and broken storefront window glass
- Repair and/or replacement of original building materials and decorative details that are deteriorated or missing (cornices, eaves, parapets, and other architectural features)
- Cleaning and/or re-pointing of brick, and other masonry by the gentlest means possible. Sandblasting is not an option for brick surfaces.

- Repair, restoration, or replacement of façade masonry, brickwork or wood.
- Repair or replacement of entrances, doors, display windows, transoms or upper story windows
- Removal of metal slipcovers to expose original materials
- Painting of brick facades where the brick has been previously painted
- Roof repair
- Signage
- Removal and/or installation of awnings, canopies or shutters
- Outdoor lighting (installation of new exterior lighting fixtures, repair or replacement of existing lighting fixtures)
- Work on cornices, gutters and down spouts

Ineligible Improvements include but are not limited to:

- New construction
- Structural additions to existing buildings
- Murals
- Interior improvements and modifications not related to building facades
- Non-façade improvements such as billboards, security systems, non- permanent fixtures, parking lots, landscaping, security bars, interior window coverings
- Items related to business operations (i.e. inventory, business equipment, etc.)
- Property acquisition
- Expansion of building area
- Conversion of use
- Refinance of existing debt
- Payment of delinquent taxes
- Improvements to structures outside of the Façade Improvement Grant boundary

C WHAT YOU NEED TO KNOW:

- A total of $5,000 is available to be awarded in *matching* grant funding. Grants are required to have a 1:1 match (50% up to $5,000).
- Grants will be awarded up to $5,000 per business or property (the maximum a single business or property can receive).

- A business or property owner/tenant may apply for a grant from $500 to $5,000 but please note that the business or property owner/tenant must spend an equal amount or more on the project.

- The FIG is a reimbursement grant. The Main Street Program will reimburse eligible expenses that have been paid for by the grantee. In order to obtain a reimbursement, the grantee must submit copies of receipts clearly itemizing eligible expenses and indicating that they have been paid. Taylor Main Street will not advance funds for work that has not been completed.

- Applications will be considered by the Main Street Manager to determine grant recipients and to ensure, through an equitable process, that the application meets all applicable design-guidelines.

- Applicants will also be required to adhere to all requirements as prescribed by the City of Taylor, including review by the Taylor Main Street Advisory Board prior to any work being done and any permits that are required. Taylor Main Street staff will assist you in this process.

- The completed work must adhere to the final design plans agreed to with the Main Street Advisory Board to ensure final payment.

- All improvements must meet local, state and federal codes. All applicable permits MUST be obtained before work begins! Applicants will have the grant rescinded if work is begun without the proper permits.

- Grants must be submitted and obtain all approvals from Taylor Main Street Advisory Board and Staff as well as the City of Taylor before work begins.

- **Taylor Main Street will not reimburse for work on a building that was commenced prior to the approval of the grant.**

- Unless the applicant receives an extension from the Main Street Office, work approved for grant funding must be completed within one year of the approval of the grant.

- A minimum period of three (3) years must lapse before an owner or tenant may apply for a new façade grant for a specific building or property.

- -Applicants who own multiple buildings in the allowable area may submit multiple Façade Improvement Grant Applications.

- Applicants must have a signed Grant Agreement with Taylor Main Street prior to commencing work on the primary facade. Funds spent on primary façade before the Grant Agreement is signed by both parties are not eligible for reimbursement.

- Funding awards cannot be increased after the Grant Agreement is signed. However, if a grant recipient reduces the level of investment, Taylor Main Street must reduce the grant amount

previously approved, for a grant cannot equal more than 50% of the façade grant project.

- Applicants delinquent in property taxes, fees, and/or fines owed to the City of Taylor are disqualified from applying for the Façade Improvement Grant Program unless delinquency is remedied.

D. APPLICATION PROCESS:

1. Applicant obtains application and a copy of the Secretary of the Interior's Standards from Taylor Main Street.

2. Applicant must consult with the Texas Main Street Design Team for renderings and technical assistance with the proposed project. The Taylor Main Street Office has files on many of our downtown properties with renderings and design information from the TX Main Street Office.

3. Applicant should obtain at least 2 project bids from their contractors of choice. All bids submitted must be current and must be dated no earlier than 30 days prior to the application request.

4. Upon receipt of a completed application, the Main Street Manager will review the application and supporting documents to ensure it meets the design standards and eligibility requirements.

5. The Taylor Main Street Advisory Board will review the proposed project using the evaluation criteria set forth below and decide as to whether to recommend the approval of the grant request. It may receive recommendations from committees, such as the Design Committee. Committee recommendations shall be advisory only and no recommendation shall be binding to the Main Street Advisory Board.

6. Upon approval, Taylor Main Street will notify the Applicant of the award, and a letter of commitment will be issued. The Applicant may then begin work on the project. If the application is not approved, the Applicant will be notified of the reasons for rejection, and what, if any, steps may be taken to obtain approval.

E. EVALUATION CRITERIA:

Façade grant applications will be reviewed and evaluated based on the criteria listed below. Proposed improvements that meet these criteria and are "shovel-ready" will be most competitive for grant funding.

Factor	Weight	Points	Score
Improvement needs and type of work being proposed for grant funding	20%		
Consistency with Secretary of the Interior's 10 Standards for Rehabilitation	20%		
Technical and Design Input from the Texas Main Street Design Team	15%		

Recommendations of the Taylor Main Street Manager	15%		
Overall impact of the project on the Downtown District.	15%		
Amount of investment by the property owner (a higher percentage of owner investment will be given a higher weight)	10%		
Willingness to adhere to renovation guidelines for buildings listed on the National Register of Historic Places	5%		
		Total Score	

F. POST APPLICATION PROCEDURE:

1. Projects MUST be started within 2 months of approval and completed within 12 months, unless otherwise agreed to, in writing, between the parties. Failure to do so may result in the loss of the grant award. It is strongly recommended that projects be "shovel-ready" at the time of application.

2. Changes in the approved work specifications must be approved, in writing, by Taylor Main Street.

3. Taylor Main Street shall be notified withing 10 days of the completion of the project, so that it may confirm that the work was done in accordance with the terms of the grant.

4. Within 60 days of the completion of the project, the Applicant shall submit to Taylor Main Street proof of payment for all expenses related to the project, both labor and materials, for which it is seeking reimbursement. Such proof of payment may include copies of paid invoices, lien waivers, cancelled checks, etc.

5. Upon receipt of proof of payment and verification that the work was completed in accordance with the terms of the grant, a check shall be issued to the Applicant for the amount awarded.

I/We affirm to have read this Application Parameters, Process and Procedures document and understand its content.

NAME(S): _____

SIGNED:_____ DATE: _____

TAYLOR MAIN STREET
FAÇADE IMPROVEMENT GRANT
Initial Application

Applicant Name: _____

Business Name or Building Name: _____

Physical Address: _____

City _____ State _____ ZIP _____

Mailing address (if different from business address):

_____

Email _____ Phone _____

Type of Business _____

Date Business Opened _____

Are you the Property Owner? (yes or no) _____

The Taylor Main Street Manager will follow up with you to discuss your project and other services we may be able to assist you with.

If you have any questions, contact Jan Harris at the Taylor Main Street Office by calling 512-352-3463 or by email at Jan.Harris@TaylorTX.gov.

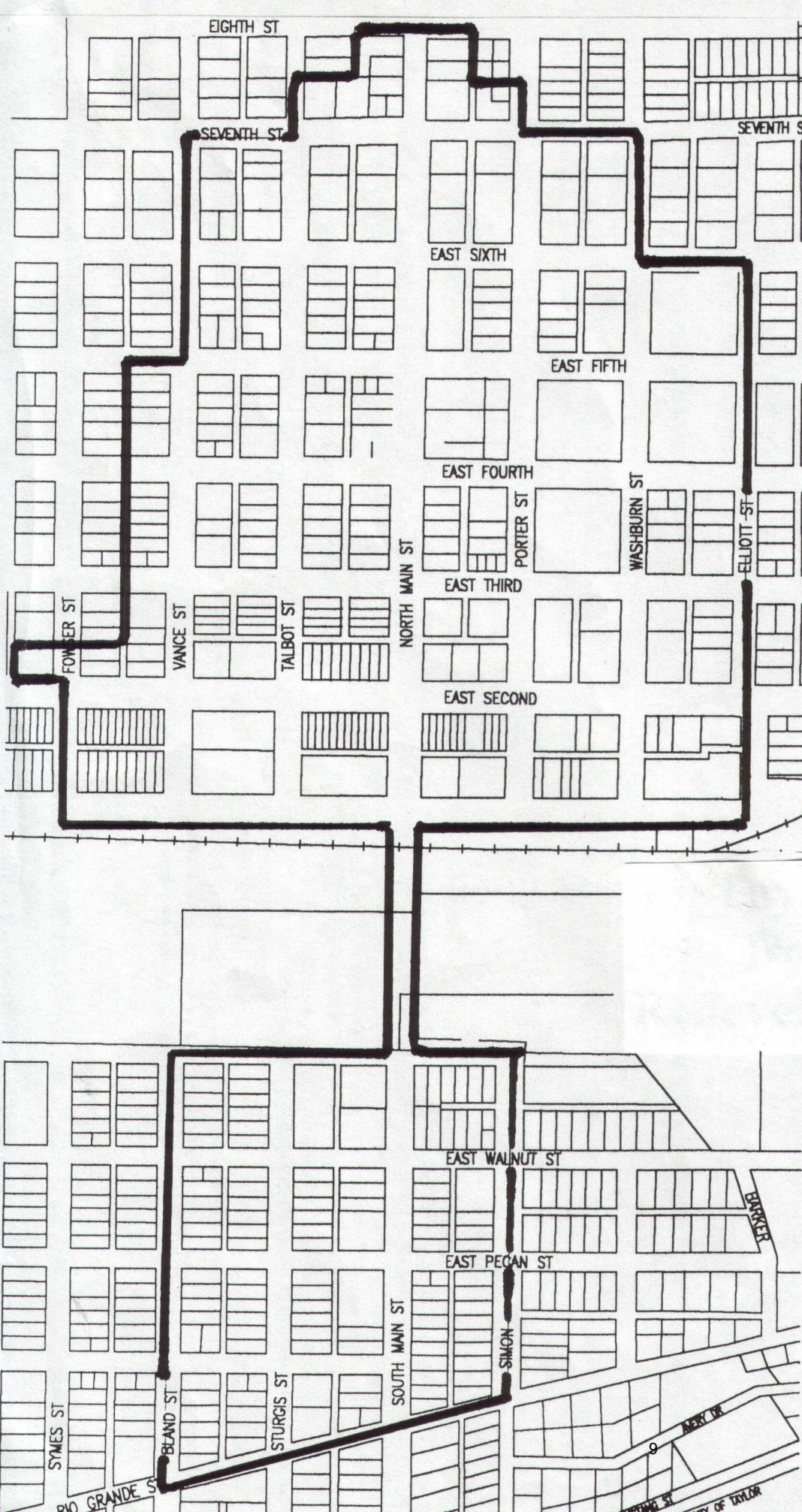
You may mail, email, or hand deliver this initial request.

Secretary's Standards for Rehabilitation

The following Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies as a certified rehabilitation. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.


EIGHTH ST
SEVENTH ST
SEVENTH S
EAST SIXTH
EAST FIFTH
EAST FOURTH
EAST THIRD
EAST SECOND
FOWLER ST
VANCE ST
TALBOT ST
NORTH MAIN ST
PORTER ST
WASHBURN ST
ELLIOTT ST
EAST WALNUT ST
EAST PECAN ST
BARKER
SOUTH MAIN ST
SIMON
STURGIS ST
BLAND ST
SYMES ST
RIO GRANDE ST
NEW YR
OF TAYLOR

TAYLOR MAIN STREET

Façade Improvement Grant (FIG) Program Application

Please return completed the application with necessary attachments and signatures to the Main Street Office in Taylor City Hall. If you have any application questions, please contact the Main Street Manager at 512-352-3463.

Applicant Name	Date
Business Name	
Mailing Address	
Contact Phone	Email Address
Building Owner (if different from applicant)	
Historical/Current Building Name	
Project Site/Address	

Type of Work: (check all that apply)

- ☐ Paint Only
- ☐ Signage
- ☐ Masonry Cleaning/Paint Removal
- ☐ Facade & Building Renovation
- ☐ Awning/Canopy
- ☐ Uncovering/Replacing Windows
- ☐ Other: _____

_____

Details of planned improvements relating to grant request (attach additional information if necessary).

_____

_____

_____

_____

_____

_____

How will this project benefit Downtown?

_____

_____

_____

_____

_____

_____

Project Categories	Estimated Costs	Grant Requested
Facade/Building Rehab		
Awning/Canopy		
Signs		
Masonry Clean/Paint Removal		
Paint		
Uncovering/Replacing Windows		
Other:		
Totals		

TOTAL COST OF PROPOSED PROJECT $ _____

TOTAL GRANT REQUEST $ _____
(May not exceed 50% of TOTAL COST up to $5,000)

List Contractor Proposals and Total Amounts (please attach original proposals):

1. _____
2. _____
3. _____

Attach all required color samples of paint, awning/canopy, sign design, etc., as well as photographs of building 's exterior facade, roof and foundation.

_____

Applicant's Signature *Date*

OFFICE USE ONLY:

Date completed packet was received: _____

DOWNTOWN REINVESTMENT GRANT AGREEMENT FORM

Please complete and return with the Façade Improvement Grant Application to the Main Street Office in City Hall; 400 Porter Street. If you have any questions, please contact the Main Street Manager at 512-352-3463.

Please place your initials where indicated so show you have read, understand and agree to each statement.

I have met with the Main Street Manager, and I have read and fully understand the Façade Improvement Grant procedures established by the Taylor Main Street Advisory Board. _____

I intend to use this grant program for the aforementioned renovation projects to advance the efforts of revitalization and historic preservation of Taylor's historic downtown. _____

I have not received, nor will I receive insurance monies for this revitalization project. _____

I understand that if I am awarded a Façade Improvement Grant by the City of Taylor, any deviation from the approved project may result in the partial or total withdrawal of the grant. (If I am awarded a reinvestment grant for facade, awning or sign work and the facade, sign or awning is altered for any reason within **one (1) year** from construction, I may be required to reimburse the City of Taylor immediately for the full amount of the grant.) _____

_____

Business/Organization Name (please write legibly)

_____

Applicant's Signature *Printed Name* *Date*

_____

Building Owner's Signature *Printed Name* *Date*
(if different from applicant)

This section is to be completed by Taylor Main Street staff:

Date considered by MS Mgr. *Recommendation* *Staff Signature*

Date considered by Main Street Advisory Board *Recommendation* *Chairman Signature*

REVIEW PROCESS

Factor	Weight	Points	Score
Improvement needs and type of work being proposed for grant funding	20%		
Consistency with Secretary of the Interior's 10 Standards for Rehabilitation	20%		
Recommendations of the Texas Main Street Design Team	15%		
Recommendations of the Taylor Main Street Manager	15%		
Overall impact of the project on the Downtown District.	15%		
Amount of investment by the property owner (a higher percentage of owner investment will be given a higher weight)	10%		
Willingness to adhere to renovation guidelines for buildings listed on the National Register of Historic Places	5%		
		Total Score	

Façade Improvement Grant
Applicant Checklist

Date_____

Name of Applicant _____

_____Application Received

_____Meeting – overview of process_____(date)

- _____Grant is not retroactive; must be approved prior to start of work
- _____Applicant is current on all taxes and utilities
- _____Permission from Property Owner if needed_____Yes_____No
- _____TMS Guidelines_____(date emailed)
- _____Submit overview of work/façade renderings to Main Street Office
- _____Submit Bids for work/who is conducting the work
- _____Permits pulled
- _____Additional applications as needed
- _____Improvements must be maintained for a minimum of one year
- _____Final meeting/MOU/approval to begin after all conditions are met
- _____Closeout statement signed by both parties_____(date)

If you have any questions, please do not hesitate to contact Jan Harris at 512-352-3463 or via email at Jan.Harris@TaylorTX.gov. We look forward to working with you!