



## TAYLOR MAIN STREET Façade Improvement Grant (FIG) Program Application

We are delighted you are considering improving your building in historic downtown Taylor. Downtown Taylor is the heart of our city, and it beats with life and vibrancy. The buildings are a large part of what gives downtown the charm and character people enjoy. One of the goals of the Main Street Advisory Board is to help building owners maintain, improve, and rehabilitate their buildings. This Façade Improvement Grant is funded by the downtown Taylor “TIF (Tax Increment Financing) District 1”. An important aspect of this grant is that it be provided to building owners that use the United States Secretary of the Interior’s Rehabilitation Standards as the renovation guideline. This ensures that the building will continue to contribute to the excellent building stock that is in downtown Taylor.

If you are planning a large renovation project for your property beyond paint or awning/canopy repair/replacement, we also encourage you to discuss with the Main Street Manager the potential use of Texas Historic Tax Credits and the National Park Service Tax Credits. A large portion of downtown Taylor is listed as a National Register Historic District, and this automatically qualifies most buildings within it to be qualified for these tax credits. The tax credits are substantial (25% for the State and 20% for the Federal based on construction costs) and can greatly assist you in the improvement and transformation of your building.

This is a program of the Main Street Advisory Board (of which members are appointed by the Taylor City Council) and administered by the Taylor Main Street Manager, Jan Harris. Funding for this program is provided by the downtown Tax Increment Financing (TIF) District #1.

Should you have any questions as you complete this application, please contact the Main Street Manager (Jan Harris) at 512-352-3463. Please return the completed application with requested attachments and signatures to the Main Street office at Taylor City Hall.



Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Building Owner: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Site/Address: \_\_\_\_\_

**SCOPE OF WORK (see required attachments):**

- 1. Clean and/or repair brick \$ \_\_\_\_\_
- 2. Sand and paint weathered boards \$ \_\_\_\_\_
- 3. Repair/replace storefront window and/or door system \$ \_\_\_\_\_
- 4. Repair/replace upper floor windows \$ \_\_\_\_\_
- 5. Repair/replace transom windows \$ \_\_\_\_\_
- 6. Repair/replace awnings or canopy \$ \_\_\_\_\_
- 7. Paint stucco, wood or painted masonry \$ \_\_\_\_\_
- 8. Repair roof, parapet, and /or flashing \$ \_\_\_\_\_
- 9. Other: \_\_\_\_\_ \$ \_\_\_\_\_
- 10. Other: \_\_\_\_\_ \$ \_\_\_\_\_
- 11. Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL ESTIMATED COSTS: \$ \_\_\_\_\_**

**DETAILS OF PLANNED IMPROVEMENTS RELATING TO GRANT REQUEST (attach additional information if necessary).**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUIRED ATTACHMENTS:**

- \_\_\_\_\_ 1. Color photographs, showing the entire façade(s) where work will take place.
- \_\_\_\_\_ 2. A detailed narrative describing the scope of work for each enumerated section listed on the application sheet. This brief narrative should describe accurately how the proposed work is to be conducted and the materials to be used.
- \_\_\_\_\_ 3. Detailed drawings showing the proposed work to be done. Drawings must be drawn to scale.
- \_\_\_\_\_ 4. If adding or changing materials, include a sample of the product to be used.
- \_\_\_\_\_ 5. Signed and ITEMIZED estimate(s) on company letterhead from contractor(s) covering ALL proposed work. All construction bids/estimates must be current and must be dated no earlier than thirty (30) days prior to the Application request.

\*\* If you are unable to provide any of the items listed above, you must submit a written explanation as to why this information is unavailable. \*\*\*

**TOTAL COST OF PROPOSED PROJECT: \$ \_\_\_\_\_**

**TOTAL GRANT REQUEST: \$ \_\_\_\_\_**

*(Maximum grant reimbursement is 50% of the total project no to exceed \$25,000 – for example: \$50,000 project = \$25,000 reimbursement grant; \$20,000 project = \$10,000 reimbursement grant; \$100,000 project = \$25,000 reimbursement grant)*

**LIST CONTRACTOR PROPOSALS AND TOTAL AMOUNTS** (please attach original proposals):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Complete Façade Grant Application packets must be received by the Main Street Manager no later than the first (1st) Friday of the month for the Main Street Advisory Board to consider it at their regularly scheduled meeting on the third (3rd) Wednesday of the month.

Please initial below to attest that you have read and understand the following:

\_\_\_\_\_ 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 a renovation project to advance the efforts of revitalization and historic preservation of Taylor's historic downtown.

\_\_\_\_\_ I attest that 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 Taylor Main Street Board and/or 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 facade improvement grant for façade work and the facade 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.)

\_\_\_\_\_ I hereby certify that I have been informed and understand the regulations regarding this program. I also certify that to the best of my knowledge all data in this application is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

If the applicant is not the building owner, the following approval must be provided by the building owner:

OWNER APPROVAL FOR TENANT APPLICANT:

I, (please print clearly) \_\_\_\_\_, owner of the building at \_\_\_\_\_, give my consent to the applicant to go forward with the façade work on the building as outlined in the Scope of Work section of this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(For official use only)

Date FIG Packet was received: \_\_\_\_\_

Is the FIG Packet complete:

YES NO

Date FIG Packet was considered by the MSAB: \_\_\_\_\_

Results of MSAB's consideration:

\_\_\_\_\_

Main Street Manager's Signature: \_\_\_\_\_

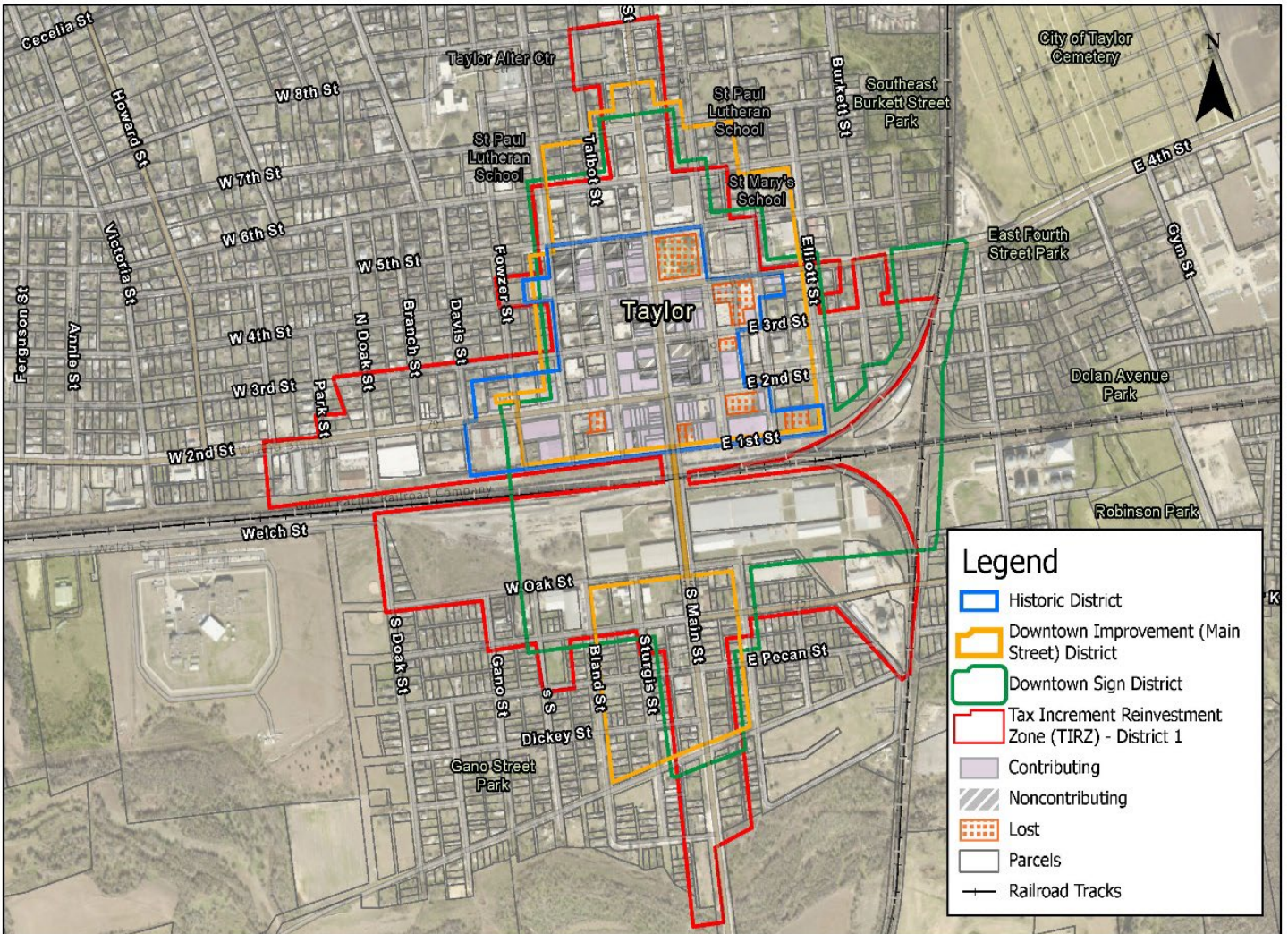
Date: \_\_\_\_\_

MSAB Chairman's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FAÇADE IMPROVEMENT GRANT REQUIREMENTS:

1. Projects must be located in the Taylor Downtown Improvement District:



## Downtown Districts City of Taylor, Texas



2. Applicants must be current in their payment of city utilities and local property taxes (city, county, and TISD).
3. Reimbursement will be made after the completion of the work specified in the application and upon evidence of paid receipts.
4. Legal disclaimer: The City of Taylor accepts no liability for the quality or future maintenance of the project work.
5. The Applicant is required to obtain all City permits and City approval is required for the

construction if a grant is awarded.

6. Contractors must be licensed and registered with the City of Taylor.
7. All Façade Improvement Grant applications will be reviewed using the Secretary of the Interior's 10 Standards for Rehabilitation (see Appendix A) to ensure that rehabilitations are consistent with the historic character of the structure or the district in which it is located. These Standards are used to evaluate whether the historic character of a building is preserved in the process of rehabilitation. Ask the Main Street Manager questions if you want to better understand what these are about.

### Secretary of the Interior's 10 Standards for Rehabilitation (see Appendix A)

The Standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. The Guidelines apply the Standards and describe specific treatments that do and do not meet the Standards. They offer general design and technical recommendations to assist in applying the Standards to a specific property. Together, the Standards and Guidelines provide a framework and guidance for decision-making about work or change to a historic property.

These standards can also be found at <https://www.nps.gov/subjects/taxincentives/secretarys-standards-rehabilitation.htm> for more in-depth information. You may also choose to speak with an architect who focuses on the preservation of historic structures for guidance. The Main Street Manager can assist you with this process.

8. Applicants receiving approval by the Main Street Advisory Board (MSAB) shall commence construction described within the Application within sixty (60) days from the date the grant is awarded by the MSAB, or in a case reviewed by the City Council, from the date the awarded is granted by the Taylor City Council. All Applicants must complete the construction described within the Application within one (1) year from the date the grant is approved by the MSAB or the Taylor City Council when reviewed by the Taylor City Council. If the Applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction within one (1) year from the date the award approval is granted, the Applicant can submit a written extension for the commencement date, or the completion date PROVIDED the request is made prior to the sixty (60) day or one (1) year time limit. The Main Street Advisory Board shall not be obligated to allow extensions but may be granted for good cause determined solely by the MSAB.
9. The Applicant, by submission of this Application, represents the construction described within the Application shall be used in a building which complies with the codes and ordinances pertaining to the construction.
10. No Applicant shall be entitled to receive grant approval if requested within three (3) years from the date a previous grant was awarded either by the Taylor Main Street Advisory Board or the

Taylor City Council.

11. An Applicant is strongly advised to attend the Main Street Advisory Board meetings which consider the Application or when requested to do so by the MSAB. Failure to attend a Main Street Advisory Board meeting may result in the grant application being tabled until a later meeting if the board has questions regarding the information included in the grant request.
12. Any application rejected by the Main Street Advisory Board shall be entitled to review by the Taylor City Council. The Applicant shall submit a written request for review to the City Manager no later than ten (10) days from the date the Application was denied by the MSAB. The request for review by the Taylor City Council should state the reasons why the Applicant believes the Application was improperly rejected by the MSAB and the reasons why the Applicant believes the Application should be approved. The written review request shall be furnished by the City Manager to the Chairperson of the MSAB. The Chairperson shall, within ten (10) days of the receipt of the Applicant's written request from the City Manager, furnish to the City Manager the MSAB reasons for refusing the Application and shall state reasons why the Application should not be approved by the Taylor City Council. A review by the Taylor City Council will be scheduled within the time restraints and business issues of the Taylor City Council, but in no event later than sixty (60) days from the date of the written request for review is received by the City Manager. The City Council shall review the Application and consider the action taken by the MSAB regarding the Application. The Taylor City Council shall not be required to reverse the MSAB unless the Taylor City Council determines the MSAB did not act in substantial compliance with the Application request.

**Please send completed application packets to:**

Taylor Main Street  
Jan Harris, Main Street Manager  
400 Porter Street  
Taylor, Texas 76574  
512-352-3463  
[jan.harris@taylortx.gov](mailto:jan.harris@taylortx.gov)



## APPENDIX A

### SECRETARY OF INTERIOR'S STANDARDS FOR THE REHABILITATION OF HISTORIC STRUCTURES

REHABILITATION IS DEFINED as the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural or architectural values.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
  2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
  3. Each property will 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 elements from other historic properties, will not be undertaken.
  4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
  5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
  6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
  7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
  8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
  9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.
  10. New additions and adjacent or related new construction will be undertaken in a such manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
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