

# DOWNTOWN FACADE IMPROVEMENT PROGRAM

## REIMBURSEMENT GRANT

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**Primary Objective:** The Façade Improvement program is focused on beautifying the exterior of buildings within Tax Increment Financing Reinvestment Zone Number One (see attached map of TIF 1) of downtown Waco to make them more visually appealing, bring them back into productive use, and whenever possible, bring them back to their original appearance.

The Downtown Façade Improvement Grant Program is a single **reimbursement** to property owners, and in some situations tenants, of a building in downtown Waco. Reimbursement grants are available for Façade Rehabilitation Projects.

### 1. Definitions:

- a. **Rehabilitation** - Removing slipcovers or non-historic/added facades, re-pointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, replacing windows, restoring transom windows, or any restoration work done that is in compliance with the Downtown Façade Design Standards.
- b. **Stabilization** - Roof and foundation work may be necessary to stabilize and secure the building, but will not be part of the façade improvement match consideration.
- c. **Enhancement** - Replacing, adding or repairing awnings & signs may be considered as an enhancement to a Rehabilitation project as defined above. Signs may include signboards, projecting signs and pedestrian signage (includes window sign, hanging sign and awning/canopy sign).

### 2. Restrictions:

- a. No grants will be awarded for work that has already been done or for work that is covered by insurance.
- b. No grants will be awarded if a building is not in full compliance with applicable codes and ordinances when the project is complete.

### 3. Grant Limitations:

- a. Façade projects may receive up to a \$15,000 grant on a 50/50 matching basis (minimum total facade project cost must be at least \$5,000). All of the applicant's match must be for the exterior facade. Special consideration may be given for larger facades (see guidelines for details.)
- b. Roof and foundation repair may be necessary improvements to the completion of the building rehabilitation project, however Façade Grant money will not be provided for roof or foundation repair; nor will roof and foundation repair be considered as match for the façade improvement project, unless the project is recommended for funding by the Downtown Development Corporation.

**If you have any application questions, please contact the Downtown Development Corporation, 254-754-8898, or Waco City Manager's Office at 254-750-5640. For**

questions about building/signage permits or historic preservation please contact the Planning Department at 254-750-5650.

## **GRANT GUIDELINES (please read carefully):**

1. Façade rehabilitation grant funds are available for exterior work on building facades that immediately overlook public streets located in the Tax Increment Finance Reinvestment Zone Number One (see attached map).
2. Grants are on a first-come, first-served basis until Council-allocated funds are depleted, or until the program ends, whichever comes first.
3. **No grants will be awarded for work that has already been completed or for work that is covered by insurance. Incentive grant applications must be submitted before requests for building permits.**
4. All grants will be awarded on a reimbursement basis once completed work has been verified by City staff as compliant with the plans proposed in the approved application, and compliant with all city building codes and permits issued. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant.
5. All submitted work will be reviewed based on the Secretary of the Interior's *Standards for Rehabilitation* (see page 6) and the City of Waco *Downtown Façade Design Standards* (available from the City Manager's Office or Planning Department). The *Design Standards Committee* will review submitted work and make a recommendation to the City Manager. Approval from the City Manager must be obtained before any eligible work may begin.
6. Grant applications and awards can be made only for rehabilitation work as defined on page 1. The maximum matching award available per façade project is \$15,000. Special consideration for additional matching funding, up to \$25,000 maximum match per project, will be given for façades measuring over 60 linear feet; or for corner buildings considered to have "two façades" immediately fronting on two city streets. However, funding above \$15,000 will not be automatically provided on project size alone.
7. An applicant is defined as an eligible property within the Tax Increment Finance Reinvestment Zone Number One. A single owner of multiple properties may apply for grant funds for each property owned but may not receive more than \$15,000 per property (or up to \$25,000 per property if the building is larger).
8. Projects will be reviewed with the following considerations in mind:
  - project compliance with all current building standards,
  - ability of this project to increase the taxable value of the property and the values of the properties around it – preference will be given to projects that will contribute additional increment to the TIF fund.
  - perceived need for proposed renovations to the building, and the historical accuracy of proposed rehabilitation,
  - design quality of the proposed rehabilitation, and compatibility of design in relation to other buildings,
  - project compatibility with streetscape objectives,

- project compatibility in relation to downtown development goals at time of application,
- proximity to other development projects (new construction or renovations)
- number of projects the applicant has already successfully completed.

## **GRANT APPLICATION PROCESS**

### **1. Determine eligibility**

Discuss project plans with City Manager's Economic Development Staff and set up an appointment for project review with the Design Standards Committee. The City of Waco's Downtown Facade Design Standards should be a reference guide when making any design improvements to properties in the Central Business District. The Downtown Facade Design Standards are available from the City Manager's Office, 300 Austin Avenue, or Planning Department, 425 Franklin Avenue, Waco, Texas 76703.

### **2. Complete the application form and sign the agreement form**

All grant applications must include a drawing to scale by the project architect, engineer, or the contractor of all the proposed grant work to be done. **Color samples of all final paint selections and/or final fabric or sign material selections must be included with the application** to be reviewed by the Design Standards Committee (DSC), and approved / rejected by City Management. Obtain itemized written work estimates on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.

### **3. Return the completed application form**

The completed application must be accompanied by the signed agreement form and include all original itemized work estimates, color samples, drawings and example sign material of the proposed work to the City Manager's Office at 300 Austin Avenue.

### **4. The approval process will include without limitation the following:**

- (a) All projects must comply with building permit requirements, and must meet all building standards and codes when the project is complete.
- (b) The **Design Standards Committee (DSC)** will meet with applicants on an as-needed basis and all applicants are encouraged to attend and present their grant reimbursement project to the Design Standards Committee for review and recommendation to the Plan Review Group.
- (c) **The Waco City Manager has the final discretion with regard to funding and reserves the right to modify or reject any project or elements of any project.**

- (d) The recommendation of the Design Standards Committee Group will provide the City Management with the needed information for a final approval. Those recommendations shall be advisory only and not binding on the City Management.
- (e) The City Management shall consider only Applications which have been properly and fully completed and which contain all information required in the Application.
- (f) All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the Application submittal. Bids shall be submitted on the engineer's, contractor's or project architect's letterhead and shall contain the contractor' name, address, telephone number and shall itemize the bid in a manner that allows the Design Standards Committee to determine the bid components and authenticity of the bid.
- (g) An Applicant who submits an Application that was denied a grant by the City shall not be eligible to re-submit a grant application for six (6) months from the date the prior Application was declined by the City.
- (h) Applicants receiving approval by the City shall commence construction described within the Application within ninety (90) days from the date the grant is awarded by the City. All Applicants must complete the construction described in the Application within one (1) year from the date the grant is approved by the City. If the Applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The City shall not be obligated to allow extensions but may do so for good cause determined solely by the Waco City Manager. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the City. An extension denial cannot be appealed and shall be final with the Waco City Manager.
- (i) As a condition of this grant Application, the Applicant consents and shall allow the City Manager's staff to request City inspections to determine that the project building is in compliance with the City Municipal Codes and Ordinances that are applicable to the construction contemplated in the application; &/or that construction contemplated in the project will bring the project building into compliance.
- (j) The City shall have sole discretion in awarding grants. The City shall award grants considering the grant amount requested, grant funds available, the guidelines of the grant program, condition of the building in which the grant funds will be used, economic impact, other grant requests, the type and nature of the construction, and the proposed construction results considering the grant program..
- (k) No Applicant has a proprietary right to receive grant funds. The City shall consider any Application within its discretionary authority to determine what grant amount would be in the best interest of the Grant program. The review criteria may include, but shall not be limited to, project compliance with all current building standards, perceived need for proposed renovations to building, historical accuracy of proposed renovations, design quality of the proposed renovations, the compatibility of design in relation to other buildings, project compatibility with streetscape objectives and project compatibility in relation to downtown development goals at time of application.

- (l) The Applicant shall be required to furnish photographs of the building's exterior, roof and foundation as part of the Application request and shall provide photographs after the construction is completed, as a condition of final grant reimbursement.
- (m) The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.
- (n) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within five (5) years from the date a previous grant was awarded by the City.
- (o) The Applicant is required to sign an Affirmative Covenant of Maintenance, which shall be filed with the McLennan County Clerk's Office. The Applicant will be required to maintain the property and its façade improvements in the condition of its renovated and improved state for 3 years from the filing of the covenant after project completion. Failure to do so will result demand by the City for the Applicant to correct the maintenance issue within 30 days or repay all or a portion of the grant

**5. Reimbursement: When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the City Manager's office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.**

# SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION

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All Downtown Incentive Reimbursement Grant applications will be reviewed by the DRT and PRG and approved by the Waco City Council for design appropriateness. The DRT, PRG and Waco City Council will maintain an awareness of the *Standards of Rehabilitation* as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property, which requires minimal alteration of the building, structure or site and its environment, or to use a property for its original intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features will disqualify any building from this program.
3. All building, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged and may disqualify any building from this program.
4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance may be recognized and respected.
5. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.
6. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will change or damage the historic building materials shall not be undertaken.
7. Contemporary design for alteration and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
8. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such addition or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. New additions should be compatible to the present structure.

# PROGRAM CHECKLIST

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Use this form as a checklist to follow all steps needed to complete the Downtown Incentive Reimbursement Grant Program application to receive approval.

- Meet with Downtown Development Corporation staff and City Economic Development staff to determine eligibility and to walk through Façade Improvement Grant Program instructions.
- If any work may involve receiving a building or sign permit or dealing with historic preservation issues, meet with the City's Historic Preservation Officer in the Planning Department (254-750-5650)
- Complete the Downtown Façade Improvement Grant application form and sign agreement form.
- Include the following required attachments:
  - scaled drawing by the project architect, engineer, or contractor of all the proposed grant work to be done including:
    - signage renderings,
    - color samples of all final paint selections and/or
    - final fabric or sign material selections,
    - photographs of building's exterior, roof and foundation.
- Return completed application and agreement form with required attachments to the City Manager's Office and set up an appointment for reviewing the application with City Manager's Office staff and Downtown Development Corporation staff.
- Receive project recommendations of proposed work listed on grant application from the Design Review Committee.
- If approved, project construction may commence. Work must commence within ninety (90) days of approval from City and be completed within one year of construction commencement.
- Upon completion of Façade Improvement Grant project, furnish photographs of the building's exterior, roof and foundation; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a single payment reimbursement of the approved grant amount.

# FACADE IMPROVEMENT REIMBURSEMENT GRANT APPLICATION

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Please return completed with necessary attachments and signature to Waco City Hall, City Manager's Office, 300 Austin Avenue. If you have any application questions, please contact the City Manager's Office (254-750-5640) or WacoDowntown Development Corporation (254-754-8898). If you have any building or sign permit/historic preservation questions, please contact the Historic Preservation Officer (in the Planning Department) at 254-750-5650.

- ◆ Applicant Name \_\_\_\_\_ Date \_\_\_\_\_
- ◆ Business Name \_\_\_\_\_
- ◆ Mailing Address \_\_\_\_\_
- ◆ Contact Phone \_\_\_\_\_ Email Address \_\_\_\_\_
- ◆ Building Owner *(if different from applicant)* \_\_\_\_\_
- ◆ Historical/Current Building Name \_\_\_\_\_
- ◆ Project Building Street Address \_\_\_\_\_
- ◆ Type of Work: *(check all that apply)*  
\_\_\_ Façade Rehabilitation    \_\_\_ Façade - Paint-only    \_\_\_ Awnings    \_\_\_ Signage

Details of Planned Improvements for Project:  
*(attach additional paper if necessary)*

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List Contractor/Project Architect/Engineer Proposals and Total Amounts *(attach bid proposals)*:

1. \_\_\_\_\_
2. \_\_\_\_\_

- ◆ **TOTAL COST OF PROPOSED PROJECT :** \_\_\_\_\_
- ◆ **AMOUNT OF GRANT REQUESTED :** \_\_\_\_\_
- ◆ **REQUIRED ATTACHMENTS :** color samples of paint, awning/canopy, sign design, etc., as well as photographs of building's exterior facade, roof and foundation (current conditions); Architect/Engineer cost estimates; Contractor/Trades/Craftsmen bid proposals.

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***Applicant's Signature***

***Date***

# FAÇADE IMPROVEMENT REIMBURSEMENT GRANT AGREEMENT FORM

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Please return completed with necessary attachments and signature to Waco City Hall, City Manager's Office, 300 Austin Avenue, Waco, Texas 76701.

I have met with the city staff, and I fully understand the Façade Improvement Program Reimbursement Grant Procedures and Details established by the Waco City Council. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of revitalization and historic preservation of Waco's downtown. I have not received, nor will I receive insurance monies for this revitalization project.

I have read the Façade Improvement Program Reimbursement Grant Application Procedures including the Reimbursement Grant Details.

I understand that if I am awarded a Downtown Incentive Reimbursement Grant by the City of Waco, any deviation from the approved project may result in the partial or total withdrawal of the Downtown Incentive Reimbursement Grant. If I am awarded a reimbursement grant for façade work and the façade is altered for any reason within **one (1) year** from construction, I may be required to reimburse the City of Waco immediately for the full amount of the Downtown Incentive Reimbursement Grant.

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***Business/Organization Name***

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***Applicant's Signature***

***Printed Name***

***Date***

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

***Printed Name***

***Date***