

City of Texarkana, Texas
**Façade Restoration
and
Improvement
Grant Program**



The City of Texarkana Façade Restoration and Improvement Grant Program

Guidelines and Policies

The City of Texarkana Façade Restoration and Improvement Grant Program is designed to stimulate improvements to existing buildings in Texarkana, with the primary emphasis on the downtown Arts & Historic District as the area designated as a Texas Cultural District. The use of funds should enhance the physical appearance and economic vitality of Texarkana, and promote joint public/private investment to complement ongoing revitalization efforts.

Program Objectives and Available Assistance

- To make positive, high-impact visual improvements to buildings by providing an overall enhanced image for Texarkana.
- To provide a maximum of \$5,000.00 per project as a matching monetary incentive to the owners of commercial properties in the Downtown Business District for improvements to their properties.
- In all cases, the applicant must provide a minimum of matching funds at a ratio of two to one (2:1); meaning that, for every \$1.00 the applicant invests in the renovation or improvement of the subject property, the City will reimburse \$2.00 of qualified expenditures, up to the maximum grant authorized not to exceed \$5,000.00 per project.

Eligibility Requirements

Minimum Guidelines

- A review board consisting of staff members of the City of Texarkana will make project recommendations to the City Manager.
- Building improvements should maintain the character of the area in which the building is located or the historical era of the structure; and the design drawings must be approved by the City in order to access funding for improvement.
- Improvements to be undertaken shall conform to the City's Codes and any other policies and regulations applying to the subject property.
- **Retroactive applications will not be accepted.** Applicants must consult with City staff before work begins to define a project scope.
- Program funds shall be made available only to projects that enhance and are sensitive to the original nature or character of the structure.
- For properties with multiple storefronts, it is recommended that the façade treatment provide a cohesive theme while also allowing for some distinctive design elements to the various businesses, such as signage, exposing transom windows, lighting, flower boxes, murals, etc., to provide better street visibility and promote economic development downtown.
- For corner buildings fronting more than one street, improvements must be made to each frontage if determined necessary by City staff.

Application Prioritization

Funding is limited, and project applications will be prioritized on a first-come, first-served basis.



Eligible Improvements

To enhance your application it is encouraged that applicants consult the Secretary of the Interior's Standards for Historic Rehabilitation. Located at: <http://www.nps.gov/history/hps/TPS/tax/rhb/stand.htm>

Eligible improvements must be permanent in nature as determined exclusively by the City of Texarkana, Texas. All improvements must be consistent with the City of Texarkana, Texas, Zoning Ordinance, Building Regulations, and other applicable laws. Eligible costs include the cost of materials, equipment, and contracted labor to complete eligible improvements, including, but not limited to, the following:

- Repair of exterior walls, including cleaning, sealing, tuck pointing and painting
- Permanent commercial site (exterior) improvements including murals & artwork with historical relevance
- Installation, repair, and replacement of exit (exterior) doors and hardware
- Repair, replacement, or addition of exterior shutters and awnings/canopies
- Repair, replacement or purchase of signs (when performed as part of an overall façade improvement)
- Repair or replacement of frames, sills, glazing, replacement of glass and installation of new windows
- Installation of permanently affixed landscaping, such as stone or brick planters

The City will prioritize projects. Consideration will be given to (1) importance of the structure to the overall goals of the program, (2) structural integrity and condition, and (3) cost effectiveness of the proposed work. In determining the grant amount, the City will also consider the time required to complete the project. Applicants are requested to limit their requests to projects that can be completed in a twelve (12) month period.

Ineligible Improvements

- Real estate or building purchases
- Furnishings and equipment purchases
- Working capital, inventory financing, title reports and legal fees
- Professional fees such as architects, engineers, and solicitors
- Labor provided by the Applicant or tenant of the building
- Extermination of insects, rodents, vermin and other pests
- Expenses incurred prior to grant application approval. Improvements cannot be undertaken before grant application approval.

Application Process

A letter of application should be submitted to the Planning and Community Development in City Hall, 220 Texas Blvd. Texarkana, Texas 75504, Telephone (903) 798-3900. The application process is as follows:

- After reviewing the program guidelines, the Applicant will meet with City staff to discuss the desired work to be undertaken. If the proposed work is within the program guidelines, as determined exclusively by City staff, a completed application is submitted to the City. Written bids, sketches, color samples, and material supplies should be included. It is encouraged that applicants contact Main Street Texarkana (903) 792-7191 for information on available resources for design consultations and project renderings if needed.



- The Applicant may proceed with the planned building improvements pursuant to the approved design and issued permits. All payments for the work should be made by the Applicant and supported by clearly defined invoices outlining eligible work. Work shall commence within ninety (90) days of the approval date of the building permits. Extensions may be granted solely at the discretion of City staff.
- City staff will monitor the ongoing progress during construction to ensure that the work is performed according to the approved application and plans. No changes to work shall be made without the written consent of both the Applicant and the City. Approved "Change in Work" requests will be attached to the original application, dated and signed by the City Manager. Deviations from approved plans and specifications may disqualify the Applicant from this grant program.
- Funds will be disbursed upon completion of the project. City staff will conduct a final inspection before the grant funds will be disbursed to the Applicant. A Certificate of Approval will be issued to the Applicant.
- Reimbursement claims for all eligible expenses must be submitted with the following supporting documents.
 - A completed rebate claim request letter signed by the applicant that all work was completed per the approved application and plans.
 - Any applicable planning and building permits
 - Cancelled checks and paid invoices/receipts for eligible work

After final approval of the improvements, the rebate reimbursement will be processed. Allow thirty (30) days for receipt of the rebate check.

All applications must be made on forms provided by the City of Texarkana, Texas. For further information, please contact: City of Texarkana, Texas, 220 Texas Blvd, Texarkana, Texas 75504 Phone (903) 798-3900.





City of Texarkana, Texas
Downtown Historic
Building Grants

220 Texas Blvd
Texarkana, Texas 75504
Tele: (903) 798-3900 Fax: (903) 798-3913

FOR OFFICE USE ONLY	
File # _____	
Assessment Role Number _____	Assessed Property Value _____
Property Address _____	

Date Application Received _____	Date Application Completed _____

Application

The information requested below will be used to process your application under the terms and conditions of the City of Texarkana, Texas's Façade Restoration and Improvement Grant Program.

I. Applicant Information

1. Applicant(s) name: _____
Mailing address: _____
City: _____ State: _____ Zip: _____

Federal Tax ID or Social Security Number: _____

2. Applicant's daytime telephone number: _____
Cell # (____) _____ Fax# (____) _____
E-mail address: _____

3. Status of applicant (please check one)
 Property owner with vacant facility
 Property owner with tenant business
 Property owner/operator of existing business on property

4. Owner of property is a/an (please check one)
 Individual
 Partnership (attach copy of Partnership Agreement)
 Corporation/profit (attach copy of Articles of Incorporation)
 Corporation/nonprofit (attach list of officers and directors)
 Trust (attach copy of Trust Agreement)
 Other

5. Length of ownership: _____
Date purchased: _____

II. Property Information

1. Address of property to be improved: _____



2. Legal description of subject property:

3. Tax Assessor Parcel Number(s):

4. Year built: _____ Square footage: _____
5. Is this a National Register building? Yes ___ No ___ (check one)
 Is this a building of known historical significance? Yes ___ No ___ (check one)
6. What are the current types of businesses occupying the building?

7. Name and phone number of tenant(s), if applicable: _____

(Attach additional names/numbers, if needed)
8. Use of building after construction: _____

9. Is a zoning amendment required? Yes ___ No ___ (check one)

III. Project Description

1. Description of Proposed Improvements. Please provide a detailed description of your proposed improvements. Attach a copy of your design plans, pictures, or renderings. Identify the materials to be used, such as the type of paint or stain (i.e., exterior latex, color, etc.). Include details of new signs or awnings, etc. Provide color photos of the subject property and those adjacent prior to and after the improvements are made.

Description: _____

<input type="checkbox"/> Designs Attached	<input type="checkbox"/> Before Picture(s) Attached
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IV. Work Estimates

Please attach contractor estimates for each component of the proposed improvement. Please note that grant funding shall be based on the lowest bid. Eligible costs shall be the cost of materials, equipment, and contracted labor to complete eligible improvements. Professional fees such as architects, engineers, and solicitors are not eligible costs.

1. Name/Company and Phone Number of Preferred Contractor:

Amount: _____
2. Name/Company and Phone Number of Second Contractor:

Amount: _____
3. Additional Estimates/Comments: (Please attach additional quotes, as required)

4. Total estimated costs of your improvements: _____

5. Estimated completion date for your improvements? _____

VI. Signature of Owner/Authorized Agent

Applicant

Co-Applicant



VII. Consent of the Owner to the Use and Disclosure of Personal Information

I/We, _____,
am the owner of the land that is the subject of this Application and, for the purposes of the
Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by
or the disclosure to any person or public body of any personal information that is collected under
the authority of the _____ for the purposes of processing this application.

Date Signature of Owner(s)

VIII. Authorization for Agent *(complete only if Applicant is not the registered Owner)*

I/We, _____,
the owner of the subject property, hereby authorize _____
(Agent) to act on my behalf with respect to the application.

Date Signature of Owner(s)

Note: Information provided in this application will become part of a public record.



CITY OF TEXARKANA, TEXAS
Façade Restoration and Improvement Grant Program

Rebate Claim Form

Program Participant(s): _____

Project Address: _____

Exterior Improvements:

Type:

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Sub-Total	\$	_____

Total Rebate Amount (per Program Guidelines): \$ _____

I/We hereby make a formal claim for reimbursement of the above-indicated expenses incurred in improving the interior and exterior of the subject property under the City of Texarkana, Texas Façade Restoration and Improvement Grant Program. I/We certify that the expenses incurred are as listed and have attached invoices marked "paid" and copies of cancelled checks in support of the claim.

 Applicant

Date: _____

 Applicant



City of Texarkana, Texas
**Downtown Historic
 Building Grants**



Submission Requirements

It is strongly recommended that all Applicants carefully review the Façade Restoration and Improvement Grant Program prior to completing an application.

Please ensure that the following items have been included in your submission. Failure to provide the necessary documentation will delay the processing of your application.

Application Checklist:

- Copy of deed included (if applicable)
- Description of proposed improvements – designs/drawings attached
- Pictures attached
- Estimate of costs/quotes or other details
- Signature of owner/authorized agent
- Application complete
- Are improvements in compliance with the City of Texarkana, Texas Master Plan, Zoning Ordinance, Building Regulations, and other applicable laws?
- All material, pictures, drawings, newspaper articles, original deeds, etc. that will help identify the building as a historically significant structure through architectural design, building use or events that have taken place in or around it.

