



# Façade Improvement Grant Program Guidelines

Published April 2015

This document is a “general guideline” and does not supersede current City of Ennis ordinances.

# Table of Contents

1. Program Objective
2. General Information
3. Application Process
4. Approval Process
5. Reimbursement Process
6. Secretary of the Interior Standards for Rehabilitation
7. General Advice for Historic Renovation
8. Application Packet

# Program Objective

The program objective of the Ennis Main Street façade improvement grant program is to encourage private sector investment in downtown by partnering with the public sector. This partnership seeks to revitalize our historic downtown through the restoration and rehabilitation of commercial building facades located in the National Register Historic District (NRHD). As an economic incentive, Ennis Main Street has designed the following façade reimbursement grant program.

## General Information

1. The grant program is a single payment reimbursement to grant recipients. The reimbursement is made after the recipient provides documentary evidence of the expenditures.
2. Improvements made as part of a Façade Improvement Grant may not be claimed as part of any other incentive program.
3. Grants are available on a 1 to 1 matching basis for projects ranging from \$1,000 to \$7,500 per grant. In other words, the grant will match dollar for dollar what you spend on improvements to the façade of your building up to \$7,500 (or a total cost of \$15,000 for both parties).

<u>Private Investment</u>	<u>Public Investment</u>	<u>Project Total</u>
\$1,000	\$1,000 (min)	\$2,000
\$7,500	\$7,500 (max)	\$15,000

4. Grant funds may be used for exterior work on storefronts and highly visible side and rear facades located in the NRHD.
5. Grants are available throughout the year, on a first come, first served basis until funds are depleted.
6. Submitted projects will be reviewed based on, but not limited by, the Secretary of the Interior's Standards for Rehabilitation and approved by the Historic Landmark Commission and Main Street Board before any eligible work may begin. If awarded a reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.

NOTE: Cost overruns will not be considered for matching funds.

# Application Process

## 1. Determine Eligibility:

Before you begin planning your project, please reference the Historic Landmark Commission (HLC) guidelines, which can be found on the websites of the City of Ennis and the Economic Development Corporation. You may also contact the Main Street Coordinator for further assistance. Remember, grant funds will not be awarded for projects once they are started.

## 2. Completion of Application:

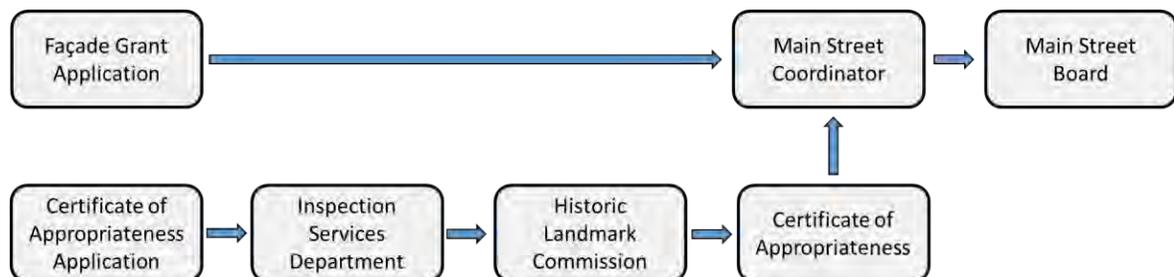
Grant applications must include:

- a. Completed Application Packet
  - i. Available for download on the EDC web site or as a hard copy from the Main Street Coordinator.
- b. Certificate of appropriateness from the Historic Landmark Commission (see chart below)
  - i. Available for download on the City of Ennis and EDC websites
  - ii. Contact the City of Ennis Inspection Services Department for more assistance
- c. A photograph of the “before” appearance facade.
- d. A drawing or artist’s rendering of the proposed work. Drawings are required for any improvements that will alter the current look of the façade. Such things may include window replacements, removal of entryways, exposure of transom windows, etc.
- e. Color samples of paint selections, fabric or sign material selections.
- f. Itemized written work estimates on all project work. This must be prepared and certified by a registered engineer, architect or contractor.

## 3. Application Submittal:

The completed grant application must be returned to the Main Street Coordinator by the first Monday of the month in order to be considered during that month’s Main Street Board meeting. Applications submitted after the first Monday will be considered at the following month’s board meeting.

Process Flow Chart:



# Grant Approval Process

1. Grant projects must meet current building standards and codes, as well as building permit requirements.
2. Notwithstanding anything stated in this application to the contrary, final approval for any grant shall be vested in the Main Street Board.
3. The Main Street Board shall consider applications which have been properly and fully completed and which contain all information required in the application or requested by the Main Street Board.
4. All estimates submitted by an applicant must be current and dated no earlier than ninety (90) days prior to the application request. Estimates submitted must be certified by a registered engineer, architect or contractor. Estimates shall be itemized in a manner that allows the Main Street Board to determine the bid components and authenticity of the bid.
5. Applicants awarded a grant shall complete construction described in the application within ninety (90) days of the date the grant was approved by the Main Street Board. If the applicant is unable to complete the project within ninety days, applicant must make a written request for an extension. The Main Street Board is not obligated to grant an extension, however may do so for good cause determined solely by the board. If extension is granted, it shall be for the term and for the conditions determined exclusively by the board. An extension denial cannot be appealed and shall be final.
6. As a condition of this grant application and in consideration of the opportunity to apply for a grant, the applicant consents and shall allow the Main Street Board to request city inspections to determine the grant, if awarded, shall not be used for construction to any building that is not in compliance with municipal codes and ordinances which are applicable to the construction contemplated in the application.
7. The Main Street Board shall award grants based upon the grant amount requested, grant funds available, the grant program, condition of the building in which the grant funds will be used, effectiveness of the construction, other grant requests, the type and nature of the construction, and the proposed construction results considering the program.
8. No applicant has a proprietary right to receive grant funds. The Main Street Board shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of downtown revitalization. The review criteria may include, but not be limited to, compatible architectural design, streetscape objectives, and overall redevelopment of the NHRD.
9. Applicant is required to furnish photographs of the building's exterior as part of the application request and also after completion of the project as a condition of final grant reimbursement.
10. Applicant is required to obtain all applicable city permits and city approvals for the project if a grant is awarded.
11. Applicants, applicant's agents, representatives or tenants may not apply to receive grant approval on the same property until one (1) year from the date a previous grant was awarded for that same property by the Main Street Board.

## Reimbursement Process

1. When the entire grant project has been satisfactorily completed and reviewed, recipient shall present Ennis Main Street 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. All reimbursement paperwork must be submitted to the Ennis Main Street office 6 months from the date grant was approved by the Ennis Main Street Board.
2. Improvements made as part of a Façade Improvement Grant may not be claimed as part of any other incentive program.

# Secretary of the Interior Standards for Rehabilitation

All Ennis Main Street Façade Reimbursement Grant applications will be reviewed by the Historic Landmark Commission and approved by the Ennis Main Street Board for design appropriateness. The HLC and MSB 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 which 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.

# General Advice for Historic Renovation

1. Roof, foundation and structural items should be given priority over cosmetic improvements. Investigate the possibility of a Historic Preservation Grant for these types of projects.
2. Carefully examine old buildings for termites, wood rot and general deterioration.
3. When repairing a building, do not cut expenses on the roof or the foundation.
4. Be aware of areas on the roof and at connecting walls where water does not readily drain. Flashing should be installed at intersections to prevent leakage.
5. Carefully locate air-conditioning units to avoid water condensations on the sides of buildings. Condensing units should be supported from the masonry walls and not placed directly on the roof.
6. The top brick cornices that project above the roof deteriorate rapidly unless they are capped with metal, terra cotta, stone or concrete.
7. When mortar is missing or in poor repair, moisture will enter the walls and eventually may cause structural damage. Deteriorated mortar should be removed to a depth of at least three-fourths of an inch and replaced with new mortar that matches the old in color, texture and striking of the joint.
8. Do not sandblast. Chemicals and/or water can remove dirt and paint without damaging the surface of the building.
9. Do not paint too often; many times a building only needs mild washing.
10. If the building has stone or brick that has never been painted, do not create a maintenance problem by painting it.
11. Existing architectural details, including old wood doors, windows, ceilings, and trim work add to the character of a building and its resale value. Repair these features rather than remove them.
12. Wood windows are reasonable to repair, if a specialist in window repair can be found. If the windows are missing, custom-made windows can be ordered for replacement in old buildings.
13. Pressed metal ceiling panels are still being manufactured today with some of the same patterns installed originally. Deteriorated panels, therefore, can be replaced exactly.
14. Do not use aluminum siding. It can hide water penetration into the walls and accelerate deterioration.
15. Before rehabilitating a building façade, take a careful look at the structural aspects of the building. Develop a design that is compatible with neighboring buildings.
16. Retain a sense of continuity by carrying exterior building design inside the structure.
17. Demand quality



## City of Ennis

### Façade Improvement Grant

*In accordance with City of Ennis Ordinance 15-04-02, Façade Improvement Grant Program, the following application is made for a grant.*

Name:

Property Address:

Project Cost:

Grant Amount Requested:



## City of Ennis

### Façade Improvement Grant

*In accordance with City of Ennis Ordinance 15-04-02, Façade Improvement Grant Program, the following application is made for a grant.*

### Packet Contents Check-List

Required attachments		
Application Form		Y/N
List of owners, investors and corporate officers with contact information		Y/N
Conceptual plan of improvements and intended uses		Y/N
Architectural drawings of all building elevations		Y/N
Detailed cost estimate (prepared by registered engineer, architect or contractor)		Y/N
Certificate of Appropriateness (or application)		Y/N



## Façade Improvement Grant Application

Return application along with all necessary attachments to Ennis Main Street Development Coordinator, located at the Convention and Visitors' Bureau 2 East Ennis Avenue. For questions regarding the application process please contact the Main Street Office at 972-878-4748.

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

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

Full Mailing Address \_\_\_\_\_

Contact Phone \_\_\_\_\_

Building Owner Name (if different from applicant) \_\_\_\_\_

Historical/Current Building Name \_\_\_\_\_

Physical Building Address \_\_\_\_\_

Details of Planned Improvements for Façade Reimbursement Grant (attach sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Contractor(s) \_\_\_\_\_

Total Cost of Proposed Façade Grant Project \_\_\_\_\_

Amount of Façade Grant Requested \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

\*Applicant has read and understands the terms of the grant program and agrees to abide by said terms.

\* Improvements made as part of a Façade Improvement Grant may not be claimed as part of any other incentive program.

\* Cost overruns will not be considered for matching funds.

**Façade Grant  
Process Flow Chart**

