

## **4B STC DOWNTOWN IMPROVEMENT GRANTS**

The incentive grant program's primary consideration is to encourage economic development through historic preservation and renovation of buildings and property. The 4B STC goal is to create, restore, and inspire quality growth of historic downtown Wichita Falls.

Project requests meeting these guidelines may be approved by the City Manager or his designee. The 4B STC Board of Directors may authorize grants for projects that do not meet these guidelines, or may be outside the eligible area. These projects may be considered on a case by case basis, with staff recommendations to the Board.

### **Downtown Area:**

For purposes of this grant, the "Downtown" area shall be defined as any commercial property that is zoned as Central Business District (CBD), generally being the area from 5<sup>th</sup> Street to 14<sup>th</sup>/12<sup>th</sup>/11<sup>th</sup> Streets and Austin to LaSalle.

Projects within this area will be considered for grant incentives based on the following criteria.

### **Eligible Projects:**

Eligible projects may include:

- Façade improvements, such as replacing roofing, flashing, foundation stabilization, windows, paint, wall repairs, brick re-pointing, replacing and exposing transom windows, replacing drain spouts, rusting or twisted metal awning or torn cloth awning, replacing roof shingled residential style awning with one more historically appropriate.
- Signage improvements.
- Interior improvements such as replacing wiring, plumbing, or addressing other city and state codes. Removal of false ceilings also constitutes an acceptable interior improvement project.
- Landscaping improvements, including xeriscaping, irrigation improvements, plants and materials.
- Hardscape improvements, including decorative fencing, sidewalks, ADA-compliant ramps, curb and gutter improvements.

**Grant:**

The 4B STC will match up to 50% of the cost of the project not to exceed a \$12,500 grant. Only one grant will be authorized per address per fiscal year. All applications for grant incentives shall be accompanied by construction quotes, bids or estimates. Reimbursement of eligible expenses must be accompanied by proof of payment and appropriate invoices.

**Additional Guidelines:**

1. The fiscal year is Oct. 1 to Sept. 30 to coincide with the City of Wichita Falls' fiscal year.
2. 4B grant funds may not be matched by other public funds (e.g., TIF funds, abatements, historic preservation grants, etc.); however, the project may utilize other public funds in addition to 4B grant funds and the private matched funds.
3. Façade is defined as the front exterior of a building and other exterior sides when they are emphasized.
4. Any exterior alterations to historic designated landmarks or buildings in designated historic preservation districts (e.g. Depot Square Historic District), including signage, fencing, façade, paint, or awnings, must obtain appropriate prior design review approval through the City's Landmark Commission and/or Texas Historical Commission, if applicable.
5. The application may come from the property owner or the tenant. If the application comes from the tenant, the tenant must include a letter from the property owner supporting the application and agreeing to the conditions of the grant. The tenant must produce a lease or other documentation showing the term of the lease.
6. The applicant must show itemized invoices and proof of payment (canceled checks, credit card statements, etc.) as documentation of the completed work with the request for payment.
7. The applicant shall be required to furnish photographs of the building's exterior, roof and foundation as part of the application request and also after the construction is completed, as a condition of final grant reimbursement (before and after photos).
8. Reimbursements will be made when the entire project is complete. The Assistant City Manager must approve all reimbursements.
9. Applicants receiving approval by the City shall commence construction described within the Application within sixty (60) days from the date the grant is awarded by the City. All Applicants must complete the construction described in the Application

within six (6) months from the date the grant is approved by the City and within the same fiscal budget year. If the Applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction within six (6) months 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 sixty (60) day or six (6) month time limit. The City shall not be obligated to allow extensions but may do so for good cause determined solely by the City. 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 City.

10. No grant will be awarded for work that has already been initiated or completed. Building or business owners must apply for the grant before work has begun.
11. The applicant must not be involved in any litigation, owe taxes, or have liens filed that would affect the property for which the grant is intended.
12. The project must conform to City of Wichita Falls codes, ordinances and comprehensive plans. All applicable building permits must be obtained.
13. The applicant must notify the City in writing if the applicant makes any changes in the plans submitted to the committee with the original application. The 4B reserves the right to reconsider the application based on the changes to the original plan.
14. A five-year preservation period will be in effect after completion. During this period, alterations to the awarded project that are not approved by the 4B STC may result in reimbursement to the City of the awarded funds in accordance with the performance agreement for incentives
15. The 4B STC reserves the right to review and accept or reject all applications.
16. A letter will be sent to the applicant and it will act as a contract document providing notification of grant approval, specifying the terms and conditions of the grant. The letter will refer back to the project design and specifications that were approved and will be funded.
17. Projects for which the potential grant amount is \$5,000 or above shall require the submittal of multiple bids for each applicable trade/sub-trade including, but not limited to, fire suppression, mechanical, electrical, plumbing, roofing, etc.
18. Upon completion of the project and as part of the applicant's request for payment, appropriate financial forms including, but not limited to, W-9 and Electronic Fund Transfer (EFT) shall be submitted.

**Grant applications will be reviewed based on the following criteria:**

1. Will the project reasonably add to the vitality of the business?
2. Does the project rehabilitate a historic building?
3. What will be the overall improvement of the building?
4. What is the general condition of the building? That is, how much of an improvement will the façade grant make to the building?
5. Is the project in the designated downtown area?
6. What contribution will the project make to the historic character or aesthetics of the downtown area?
7. Are the lighting, placement and design of the proposed signs appropriate to the location?
8. Does the plan exhibit professionalism of design?
9. If the applicant does not own the building, can the tenant show documentation of a lease and a letter of support for the project from the building owner?
10. What is the overall impact on the public, such as public access or visual impacts and the effect on the gateways to the downtown area?

**APPLICATION FOR  
4B STC DOWNTOWN IMPROVEMENT GRANT**

Please return completed form with necessary attachments and signature to City of Wichita Falls, 1300 7<sup>th</sup> Street, Room 105. If you have any application questions, please contact City Hall at 940-761-7404. Application approval must be granted prior to construction and permanent signage. Grants awarded as budgeted funds are available.

**APPLICANT** (*Note: If you are not the building owner, the building owner must sign the application or submit a notarized letter of authorization*)

Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (Work) \_\_\_\_\_ (Home/Cell) \_\_\_\_\_  
Email Address \_\_\_\_\_

**BUILDING**

Building Name \_\_\_\_\_  
Building Address (including legal description) \_\_\_\_\_  
\_\_\_\_\_

Building Owner (if different than Applicant) \_\_\_\_\_  
\_\_\_\_\_

Owner Address \_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF WORK PROPOSED BELOW (attach drawings/pictures of proposed project)**

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

Project Architect \_\_\_\_\_

Project Contractor \_\_\_\_\_

Total Project Estimated Cost \$ \_\_\_\_\_

*Construction Bids and Estimates must be submitted prior to approval. Bids should be itemized in a manner that allows the Board to determine the bid components and authenticity of the bid.*

When do you expect to begin: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

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***Applicant's Signature***

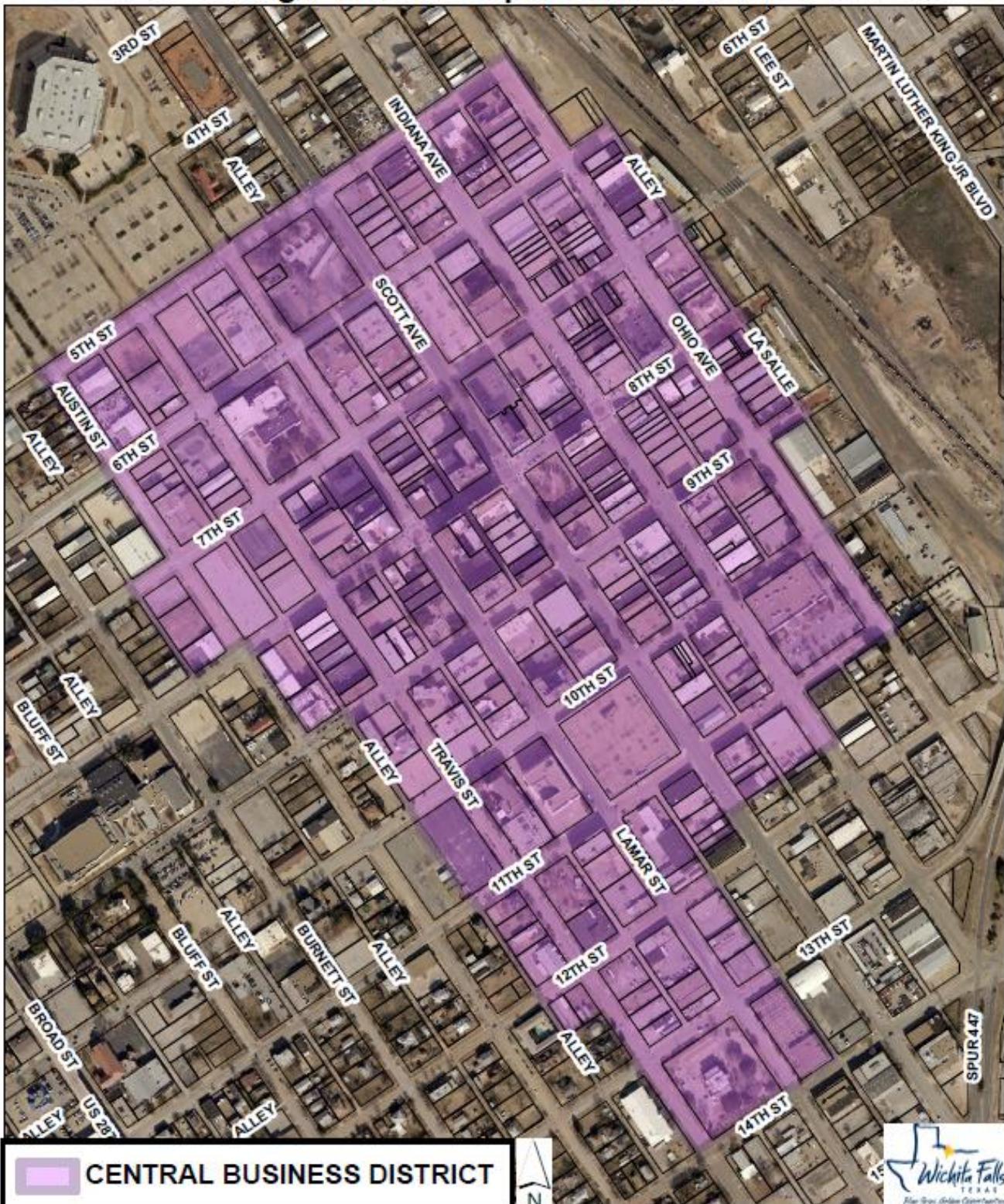
***Date***

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***Building Owner's Signature***

***Date***

## Downtown Area Eligible for 4B Improvement Grants



Disclaimer  
The City of Wichita Falls has attempted to verify the accuracy of the information contained in the following map at the time of publication. The City of Wichita Falls assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.