



GARLAND

DOWNTOWN HISTORIC DISTRICT FAÇADE IMPROVEMENT PROGRAM

Please return completed Application Form with necessary attachments and signature to:

City of Garland

ATTN: Downtown Coordinator

PO Box 469002

Garland, TX 75046

If you have any questions, please contact the Downtown Coordinator, Letecia McNatt,
at 972-205-2370 or lmcnatt@garlandtx.gov.

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Downtown Historic District Façade Improvement Program *Applicant Checklist*

Applicants	✓
Meet with Downtown Development Office (“DDO”) to determine eligibility and walk through instructions	
If any work may require a building or sign permit, meet with Building Inspections Department	
If any work involves historic integrity issues, meet with City’s designated historic integrity staff representative	
Application Form (Exhibit “B”)	
Agreement Form (Exhibit “E”)	
Scaled drawings that illustrate design intent of all proposed grant work to be done including: <ul style="list-style-type: none"> • Signage/awning/canopy renderings, • Proposed materials to be used, and • Color samples of all final paint selections and/or final fabric or sign material selections 	
Historic photographs of Garland Square or commercial property itself, if available	
Recent photographs of building’s exterior façade	
Bid proposals from qualified contractors detailing cost of the work to be done	
Statement of how proposed improvements further historic character and appearance of the DHD	
Schedule an appointment for reviewing Application with the Downtown Design Review Committee (“DDRC”)	

If Application is approved, Grant Recipient (“Recipient”) shall also complete the following requirements:

Recipients	✓
Forms required by the Purchasing Department for reimbursement including: <ul style="list-style-type: none"> • Vendor Application • Vendor Direct Deposit Form • W-9 Form 	
Commence construction within ninety (90) days upon receipt of written notice from City	
Complete construction within one (1) year upon receipt of written notice from City	
Reimbursement Request Form (Exhibit “F”) with itemized list of work along with proof of payment by Recipient for costs incurred in connection with Project including, without limitation: copies of paid invoices, cancelled checks, credit card receipts, and notarized final lien waivers from all contractors, subcontractors, and suppliers (within 30 days of Project completion)	
Photographs of building’s exterior showing improvements (within 30 days of Project completion)	
Certificate of Compliance (Exhibit “G”) (within 30 days of Project completion)	



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Downtown Historic District Façade Improvement Program *Program Overview*

I. GENERAL PURPOSE. The City of Garland promotes Garland and its unique character through redevelopment and revitalization of Downtown, historic preservation, and community involvement. The City has established this commercial historic façade improvement program to encourage rehabilitation, enhancement, restoration, and preservation of façades in the Downtown Historic District (“DHD”) as a catalyst to: (i) attract new customers and businesses to Garland’s DHD; (ii) stimulate new, private investment and economic development in the DHD; (iii) positively impact the marketability and perception of the DHD; and (iv) promote commercial revitalization of the DHD. The City has determined that the Downtown Historic District Façade Improvement Program (“DHDFIP”) is in the public interest and that investing public resources in the DHD will promote local economic development in the City, stimulate business and commercial activity, help attract visitors and tourists to Garland, and benefit the City and its citizens.

II. PRIMARY OBJECTIVE. The DHDFIP is focused on improving the exteriors of commercial buildings located in the DHD to make them more economically viable and visually appealing by appropriately renovating the façade or, whenever possible, restoring the façade back to its original appearance.

III. DEFINITIONS

Certificate of Compliance (Exhibit “G”) shall mean a certificate in such form as is reasonably acceptable to the City executed by the Grant Recipient certifying to the City that: (i) Grant Recipient has complied with all terms, provisions, and guidelines of the DHDFIP; (ii) all Grant Reimbursement Conditions Precedent have been satisfied and are then continuing; (iii) no Grant Recipient Default then exists under the terms of this Agreement; and (iv) no event exists which, but for notice, the lapse of time, or both, would constitute a Grant Recipient Default under the terms of this Agreement.

City shall mean the City of Garland, a Texas home rule municipality.

City Council shall mean the City Council of the City.

City Manager shall mean the City Manager of the City.

Downtown Development Office (“DDO”) shall mean the Downtown Development Office of the City.

Downtown Historic District (“DHD”) shall mean only those properties located within the boundaries outlined in red on the map attached hereto as **Exhibit “A”** and made a part hereof for all purposes.

Downtown Historic District Façade Improvement Program (“DHDFIP”) shall mean this program approved by City Council to encourage the rehabilitation, enhancement, restoration, and preservation of commercial building façades in the DHD.

Enhancement shall mean replacing, adding, or repairing awnings and signs. Signs may include signboards, projecting signs, and pedestrian signage (includes window sign, hanging sign, and awning/canopy sign). Components of the façade such as signs and awnings are not stand-alone projects, thus it is not sufficient if signs or awnings constitute the only or the substantial part of proposed improvement.

Grant Reimbursement Conditions Precedent shall mean the conditions precedent to the payment of any grant approved pursuant to the DHDFIP.

Maintenance Period shall mean the period commencing with the date the City’s building and code inspectors have confirmed in writing that the Work complies with all plans, approvals, building permits, and sign permits issued in connection with the Work and continuing for five (5) years thereafter.

Rehabilitation shall mean removing slipcovers or non-historic/added façades, repointing brick or replacing mortar joints, removing paint from brick, replacing or restoring cornices, restoring or replacing windows, restoring transom windows, storefront systems, or any restoration work done that is guided by the DHDFIP Design Guidelines (**Exhibit “D”**).

Reimbursement Request shall mean a written request (**Exhibit “F”**) which shall be delivered to the Downtown Coordinator in person or mailed to City of Garland, ATTN: Downtown Coordinator, PO Box 469002, Garland, TX 75046.

Work shall mean the repair, removal, replacement, restoration, construction, and installation of improvements to building façade(s) in the DHD that rehabilitate, enhance, restore, and preserve the façade(s) of such building(s) consisting of removing slipcovers or non-historic/added façades, repointing brick or replacing mortar joints, replacing or restoring cornices, restoring (or, in some cases, replacing) windows, restoring transom windows, or any repair, removal, replacement, or restoration work done to the façade of a building that is guided by the DHDFIP Design Guidelines; and shall include enhancing commercial building façade(s) by repairing, replacing, removing, and installing signs and awnings [including signboards, projecting signs, pedestrian signage, window signs, hanging signs, and awning/canopy signs]; and shall also include exterior lighting that enhances rehabilitation work described above.

IV. TERMS, CONDITIONS, RESTRICTIONS, LIMITATIONS AND GRANT GUIDELINES

1. Eligibility Requirements

- A. **Eligible Properties.** Grant funds are available only for exterior rehabilitation and enhancement work on commercial building façades that overlook public streets located in the area identified as the DHD on the map attached hereto as **Exhibit “A.”**
- B. **Eligible Applicants.** An Applicant must be the owner of a property within the area identified as the DHD on map attached hereto as **Exhibit “A.”**
- C. **Eligible Projects.** To be eligible for a Grant under the DHDFIP:
 - i. The proposed project must restore, preserve, rehabilitate, or enhance the façade of a commercial building in the DHD in accordance with the DHDFIP Design Guidelines;
 - ii. The minimum cost of the project must be at least \$10,000;
 - iii. The building where the work is to be performed must be in compliance with all applicable City codes and ordinances, and the property owner’s use of the building must be in compliance with the City’s zoning ordinance;
 - iv. Ad valorem taxes assessed against the property where work is to be completed must not be delinquent, and there shall be no liens against the property for past due property taxes; and
 - v. The Applicant must not owe any outstanding past due property taxes, judgments, fees for code violations, or any other debts to the City that are past due.
- D. **Eligible reimbursements.** The DHDFIP is a single reimbursement to property owners of commercial building(s) in the DHD. Reimbursement Grants are available for façade rehabilitation and enhancement projects consisting of eligible improvements. The following are eligible for reimbursement under the DHDFIP:
 - Signs (new, repairs, replacement, removal) as part of a rehabilitation project;
 - Awnings as part of a rehabilitation project;
 - Paint;
 - Removal/replacement of inappropriate or incompatible exterior finishes or materials;
 - Door/window/storefront system/trim replacement or repair;
 - Brick/stone/masonry;
 - Structural improvements to the façade;

- Exterior lighting attached to the façade;
 - Building permits and inspection fees; and
 - Architect, engineering, and other professional design fees if needed or required.
- E. **Non-Eligible reimbursements.** The following are not eligible for reimbursement under the DHDFIP:
- Routine maintenance;
 - Interior improvements;
 - Heating, air-conditioning, plumbing, electrical;
 - Landscaping;
 - Parking lots and/or paving;
 - Sidewalks;
 - Equipment;
 - Financing costs;
 - In-kind, donations, or “sweat equity” contributions; and
 - Sums paid to any contractor, laborer, or supplier owned directly or indirectly by the Grant Recipient or family member of the Grant Recipient.
2. **Matching Grant.** All grants under the DHDFIP are 50/50 matching grants which means that the Grant Recipient must match dollar for dollar the amount of the Grant. All of Grant Recipient’s match must be for exterior façade improvements within the scope of the Project proposed in the Application. All of Grant Recipient’s match must be monetary.
3. **Reimbursement Grant.** The DHDFIP is a reimbursement program. If an architect or engineer is needed, Grant Recipients must pay their architect, engineer, contractors, suppliers, and all other costs in connection with the Project before receiving any payment from the City.
4. **Grant Criteria.** The criteria used to review and score projects will include, but shall not be limited to:
- A. amount of the Grant requested;
 - B. availability of Grant funds;
 - C. other pending Grant requests;
 - D. compliance of Project with terms, conditions, restrictions, limitations, and guidelines of the DHDFIP;
 - E. score of Project in maintaining Downtown’s historic character and in preserving Contributing status of historically significant structures, as expressed in the DHDFIP Design Guidelines;
 - F. architectural and structural condition of building where work is to be performed;
 - G. economic impact Project is anticipated to have on revitalization and redevelopment of the DHD;
 - H. compliance of Project with all current building standards;
 - I. ability of Project to increase the taxable value of property where work is to be performed and values of the properties around it;
 - J. perceived need for proposed renovations to the building;
 - K. historical accuracy of the proposed renovations and use of non-synthetic natural materials;
 - L. design quality of proposed rehabilitation and compatibility of design in relation to other buildings;
 - M. Project compatibility in relation to the DHD development goals at time of Application;
 - N. proximity to other development projects (new construction or renovations);
 - O. number of projects the Grant Recipient has already successfully completed; and
 - P. such other matters as deemed appropriate may be considered on a case-by-case basis.
5. **Reimbursement Agreement.** All Grants will be awarded on a reimbursement basis. Reimbursement will only be initiated after all covenants and conditions to be performed by Grant Recipient have been satisfied, the work to be performed in connection with the Grant has been satisfactorily completed, and City staff has inspected the work and verified that it is compliant with the plans proposed in the approved Application and compliant with all city building codes and permits issued.

6. **Construction Requirements for Approved Grants**
 - A. Grant Recipient is required to obtain all applicable City permits and City approvals required for construction of the project if a Grant is awarded.
 - B. Grant Recipients receiving approval by the City shall commence construction described in the Application within ninety (90) days from the date the Grant is approved by the City. All Grant Recipients must complete the construction described in the Application within one (1) year from the date the Grant is approved by the City. If Grant Recipient is unable to commence construction within ninety (90) days from the date the Grant is approved by the City or complete construction within one (1) year from the date the Grant is approved by the City, Grant Recipient may submit a written request for an extension of the commencement date or completion date to the City Manager provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The City Manager shall not be obligated to allow extensions but may do so for good cause determined solely by the City Manager. An extension, if granted, shall be for the term and subject to the conditions determined exclusively by the City Manager. The denial by the City Manager of a request for extension cannot be appealed and shall be final.
 - C. All work contemplated by the Application must conform to applicable city building codes, zoning ordinances, and local, state, and federal laws.
7. **Process for Reimbursement.** Within thirty (30) days after completion of the project and prior to payment of any reimbursement, Grant Recipient shall provide to the City:
 - A. written request for reimbursement (Exhibit "F") of the amount approved by the Grant duly executed by Grant Recipient, together with an itemized list of all work completed;
 - B. photographs of building's exterior showing the improvements completed indicating compliance with approved drawings in connection with approved Application; proof of payment by Grant Recipient of costs incurred in connection with approved Application including, without limitation, copies of all paid invoices, cancelled checks, paid credit card receipts, and notarized final waivers or releases of lien for the work performed from all contractors, subcontractors, laborers, and suppliers; and
 - C. Certificate of Compliance (Exhibit "G") executed by Grant Recipient and notarized certifying that Grant Recipient has complied with all terms and provisions and that Grant Recipient is not in default and no event exists which, but for notice, the lapse of time or both, would constitute a default;
8. **Payment of Reimbursement Grant.** Provided all covenants and conditions have been satisfied, approved DHDFIP Grants shall be payable as a single payment reimbursement within sixty (60) days after Grant Recipient has submitted the payment request and supporting documentation required.
9. **Grant Forfeiture.** Any deviation from approved Grant project and design without prior written consent of the City will result in total or partial withdrawal of the Grant.
10. **Non-Alteration of façade, awning, or sign work.** If Applicant is awarded a DHDFIP Grant for façade, awning, or sign work and the façade, sign, or awning is altered for any reason without the prior written consent of the City within five (5) years from the date the City's building and code inspectors have confirmed in writing that the Work complies with all plans, approvals, building permits, and sign permits issued in connection with the Work, Grant Recipient will be required to reimburse the City immediately for the full amount of the Grant.
11. **Affirmative Covenant of Maintenance.** Each Grant Recipient will be required to maintain the property and its façade improvements in the condition of its renovated and improved state for five (5) years from the date the City's building and code inspectors have confirmed in writing that the Work complies with all plans, approvals, building permits, and sign permits issued in connection with the Work. A Grant Recipient who fails to comply with this condition shall be required to repay all of the Grant.

12. **Miscellaneous Provisions**

- A. No Grants will be awarded for work that has already been completed or for work that is covered by insurance.
- B. No Grants will be awarded for work that is not within the scope approved by the design review.
- C. Applications must be submitted and approved—via written notice from the City—prior to commencing work in order for project costs to be eligible for reimbursement.
- D. No Applicant has a proprietary right to receive Grant funds. Each request will be considered on a case-by-case basis. The City shall have sole discretion in awarding Grants and the award of any Grant is subject to the allocation and availability of Grant funds. There is no certainty that Grant funds will be available at any given time.
- E. Grants are considered as they are received and may be funded—if approved—until funds allocated to the DHDFIP are depleted.
- F. An Applicant who submits an Application that was denied a Grant by the City shall not be eligible to re-submit an Application for sixty (60) days from the date the prior Application was denied by the City.
- G. Recipients of any DHDFIP Grant funds must agree to observe all applicable federal, state, and local laws pertaining to the use of Grant funds.
- H. No Grant funds may be assigned or pledged to any third party.
- I. Grants approved through the DHDFIP may be treated as income subject to federal income tax provisions. The City is not liable for any tax implications resulting from any Grant award. Grant Recipients should consult a tax advisor for tax liability information.
- J. No Grant Recipient or Grant Recipient’s agent or representative 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 on the same property.
- K. All proposed projects will be reviewed and scored based on the DHDFIP Design Guidelines (**Exhibit “D”**). The Downtown Design Review Committee (“DDRC”) will review proposed projects and make a determination based upon the project’s score. Approval from the DDRC must be obtained before any eligible work may begin.
- L. Grant Recipient shall be required to furnish “before” photographs of the building’s exterior as part of the Application request and shall provide “after” photographs of the building’s exterior showing the completed project improvements as a condition of final Grant reimbursement.
- M. Grant Recipient shall be required to submit with its Application proof of ownership of the building where the project improvements are being constructed, such as a deed.
- N. Construction bid(s) that are current and dated no earlier than ninety (90) days prior to the Application submittal must be presented with the Application. Construction bids shall be submitted on the project architect’s, engineer’s, or contractor’s letterhead and shall contain the contractor’s name, address, and telephone number and shall itemize the bid in a manner that allows City staff and the DDRC to determine bid components and authenticity of the bid, with a breakdown showing cost of all labor and materials.
- O. All Applications must be complete and contain all required information and design intent before Application will be considered for a Grant.
- P. Applications and awards can be made only for projects as defined herein.

V. **GRANT APPLICATION PROCESS**

1. **Determine eligibility**

- A. Applicant shall discuss project plans with the DDO
- B. Consider DHDFIP Design Guidelines as a guide to creating a successful design
- C. If advised by the DDO, set up an appointment for project review with the City’s designated historic integrity staff representative and the City’s Building Inspections Department

2. **Complete the Application Form (Exhibit “B”) and sign the Agreement Form (Exhibit “E”).** In addition, all Applications must include:
 - A. Scaled drawings that illustrate design intent of all the proposed grant work to be done including:
 - i. Signage/awning/canopy renderings;
 - ii. Proposed materials to be used;
 - iii. Color samples of all final paint selections and/or final fabric or sign material selections;
 - B. Historic photographs of Garland Square or commercial property itself, if available;
 - C. Recent photographs of building’s exterior façade;
 - D. Bid proposals from qualified contractors detailing the cost of the work to be done;
 - E. Statement of how the proposed improvements further historic character and appearance of the DHD; and
 - F. All other information and attachments required by the terms, conditions, restrictions, limitations, and guidelines of the DHDFIP.

3. **Return the completed Application Form and set up meeting with DDRC.** The completed Application Form with all supporting documentation shall be delivered to the Downtown Coordinator in person or mailed to City of Garland, ATTN: Downtown Coordinator, PO Box 469002, Garland, TX 75046. After submitting your Application Form and relevant attachments to the DDO, schedule an appointment for reviewing Application with the DDRC.

4. **The approval process will include without limitation the following:**
 - A. Only Applications that have been properly and fully completed and that contain all attachments and information required by the DHDFIP will be submitted to the DDRC for consideration;
 - B. Applicants are required to attend and present their project to the DDRC. The DDRC meets monthly, as needed, and will review submitted Applications to make a determination regarding Grant approval; and
 - C. The DDRC has final discretion to funding and reserves the right to modify or reject any project or elements of any project.

EXHIBITS



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Downtown Historic District Façade Improvement Program

Exhibit "A"

Downtown Historic District Map





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Downtown Historic District Façade Improvement Program Exhibit "B" Application Form

Please return completed with necessary attachments (statement of how proposed improvements further historic character and appearance of DHD on a separate sheet of paper) and signature to the Downtown Coordinator in person or mailed to City of Garland, ATTN: Downtown Coordinator, PO Box 469002, Garland, TX 75046.

If you have any questions, please contact the Downtown Coordinator at (972) 205-2370 or lmcnatt@garlandtx.gov.

Applicant Information	
Applicant Name / Title	/
Mailing Address	
City, State, Zip	
Phone	
Email	
Historical / Current Building Name	/
Project's Physical Address	

Project Summary	
Scope of Work to be Undertaken (details of planned improvements for project):	
List contractor/project architect/engineer proposals and total amounts (attach bid proposals):	
Total Cost of Project Improvements	Amount of Matching Grant Assistance Requested
\$	\$
Estimated Start Date	Estimated Completion Date

CERTIFICATION AND SIGNATURE

The undersigned Applicant (“Applicant”) authorizes the City to inspect the building where the project work is to be performed to determine whether such building is in compliance with all city codes and ordinances. The Applicant acknowledges that DHDFIP Grants are provided on a reimbursement basis only and certifies that no building permit for any work described in the Application has been requested and no work for which a DHDFIP Grant is being requested has commenced.

By signing below, the undersigned Applicant acknowledges that the Applicant has read and understands the terms, conditions, restrictions, limitations, and guidelines of the DHDFIP and has read the DHDFIP Design Guidelines and hereby certifies that this Application and the proposed work for which a DHDFIP Grant is being requested is guided by: (i) the DHDFIP Design Guidelines and (ii) all of the restrictions, Grant limitations, terms, conditions, and guidelines of the DHDFIP.

Incomplete Applications will not be processed until all required information and documents are submitted. An incomplete Application will automatically be denied if all required information and documents are not submitted within thirty (30) days after the Application is received by the City of Garland DDO.

Signature of Applicant	Date

FOR ADMINISTRATIVE USE ONLY:

Date Submitted	Date Reviewed	Downtown Coordinator Signature	Approved
			<input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No



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Downtown Historic District Façade Improvement Program Exhibit "C" Application Scoring Sheet

SCORING CRITERIA	SCORE
ECONOMIC IMPACT	0 - 20
a. Investment in major structural work to improve integrity/longevity of the building	
b. Investment to improve basic aesthetics of the building (repair/replacement of peeling paint, aging stucco, damaged signs/awnings, etc.)	
CHARACTER OF HISTORIC DISTRICT	0 - 20
a. Adheres to attached DHDFIP Design Guidelines	
b. Proposed design contributes to existing overall character of Downtown	
HISTORIC INTEGRITY OF BUILDING	0 - 20
a. Restores a building to a previous, historically accurate representation; applies to all buildings, whether deemed individually historically significant/ <i>Contributing</i> or not	
b. Maintains <i>Contributing</i> Status/historic significance of a structure by adhering to the Secretary of the Interior's Historic Preservation Standards; applies to any structure already deemed <i>Contributing</i> /historically significant	
VISUAL INTEREST	0 - 15
a. Preserves an existing iconic element of the building/Square	
b. Creates a new architectural element or feature that improves the iconic profile of the building and contributes to the overall enhanced marketability of the district	
STRATEGIC CONSIDERATIONS	0 - 15
a. Property is of particular importance to implementing a Catalyst Area, economic development strategy, master plan, or other strategic initiative	
b. Partners with other businesses	
c. Project is a "target" business (i.e., locally owned retail, dining, arts)	
d. Promotes development of Garland arts and entertainment	
QUALITY OF APPLICATION	0 - 10
a. Overall design is of quality and professionally crafted	
b. Proposal is complete and realistic to accomplish as presented	
TOTAL SCORE:	_____ / 100