



CITY OF PEARSALL

Our New Horizon



PEARSALL MAIN STREET FAÇADE IMPROVEMENT MATCHING GRANT

Thank you for your interest in the Pearsall Façade Improvement Grant Program. Your commitment and investment in downtown Pearsall is a vital part of Pearsall’s goal to assist property and business owners to revitalize our unique downtown in the Main Street Program designated district.

I. GENERAL PURPOSE AND OBJECTIVE

The City of Pearsall’s Main Street Program promotes Pearsall and its unique character through the revitalization of our downtown, historic preservation, community involvement, and by providing education and technical assistance to business and property owners. With downtown as a key focus area of the Main Street Program, the City of Pearsall’s Mayor and City Council adopted the Façade Improvement Matching Grant Program.

Each fiscal year (October 1 through September 30), the Mayor and City Council may consider allocation of funds in the City’s Budget for the grant program. Applications are considered as they are received, and may be funded, if approved, until funds are depleted.

II. GRANT GUIDELINES

1. Definition: a **façade** is defined as the front of a building, the principal front that looks onto a street and/or open space. For the purpose of the façade grant program, the façade is the exterior of the building or property. Façade grant funds may be used only for exterior improvements including, but not limited to; new awning, building exterior lighting, new signage, revitalizing historic accuracy or painting the façade.
 - a. Revitalizing historic accuracy includes; repairing historic windows, repairing historic architectural features, repointing brick or stone masonry and removing paint from masonry buildings.
2. No grant applications will be accepted for work that has already been started or completed before the date the application was submitted, or for work that is covered by insurance.
3. This is a 50% match reimbursement grant. Once the work is completed and has been verified by City Staff as compliant with the plans proposed in the approved application, the grant funds will be released. Any deviation from the approved grant project may result in total or partial withdrawal of the grant. Grants are awarded as a single payment to the applicant once all receipts are turned in and project is complete.
4. All submitted work will be reviewed based on the Façade Improvement Grant Program Application and the City of Pearsall’s Codes and Ordinances.

5. Grant applications and awards can be made in any of the reimbursable activities listed below and may be combined for any single property. However, the maximum award amount available annually per project is \$5,000.
6. If the Façade Improvement Grant is awarded to the applicant, the applicant shall be required to maintain the facade of the building on which construction was carried out for a minimum of three (3) years. If the façade of the building is not maintained, the applicant will be required to reimburse the City of Pearsall for the grant.
7. If an applicant is awarded the Façade Improvement Grant and alters what was awarded (the façade, awning or sign) for any reason within one (1) year from construction, the applicant may be required to reimburse the City of Pearsall immediately for the full amount of the grant.

III. PROGRAM DETAILS

Façade and Building Rehabilitation

Definition:

Painting the façade of the building or removing slipcovers or non-historic/added facades. Repointing brick or replacing mortar, replacing or restoring cornices, removing paint from brick, replacing windows, and restoring transom windows.

Grant Limits:

Façade rehabilitation and building grants are limited to a 50% match of the eligible projects costs, with a cap of \$5,000 per grant for façade (meaning that the total cost of the project that will be matched is \$10,000 or greater).

Awnings & Signs

Definition:

Replacing, adding or repairing awnings and/or signs. Signs may include signboards, projecting signs, and pedestrian signage. Such as window signs, hanging sign and awning/canopy signs.

Grant Limits:

Awning grants are limited to a 50% match with a cap of \$5,000 per grant (meaning that the total cost of the project that will be matched is \$10,000 or greater). Sign grants are limited to a 50% match with a cap of \$2,000 (meaning that the total cost of the project that will be matched is \$4,000 or greater).

Projects NOT eligible include-

Interior or exterior structural work including the roof, that is not related to the façade, also electrical, plumbing or A/C, or any other work that does not qualify according to the Main Street Board, City Mayor and City Council or City Manager.

IV. GRANT APPLICATION PROCESS

1. Contact the Main Street Program Director to discuss a project and determine eligibility. If requested, the Program Director will set up an appointment with the Texas Main Street Design Assistance Program. Which provides free assistance with technical preservation repairs, façade design, signage, selecting paint, color schemes, and building and sign materials for building façade and signs, as well as providing building/property design and public space recommendations. They can help with programming, providing assessment of exterior spaces for best use and future potential, including individual buildings and /or downtown areas.
2. Complete the grant application form and sign the agreement form. Return the complete application form with all original itemized work estimates, color samples, drawings and examples of material of the proposed work to the Main Street Office or City Hall no later than 4:30 PM the first Monday of every month. Applications must include:
 - a. Drawing and plans of all proposed work to be done with the grant. Drawing must be done by either the Texas Main Street Architects, project architect, or the contractor.
 - b. Color samples of all final paint selections and/or building or sign material must be included in the application.
 - c. Itemized original project work estimates from contractors or project architects. (Self-contracted work will be reimbursed for eligible expenses, EXCLUDING labor.)
 - d. Photos of exterior and/or foundation of building façade BEFORE work begins.
 - e. Historic photos of façade (if available).
3. The approval process will include without limitation the following:
 - a. All projects must have all current building permit requirements and follow building standards and codes.
 - b. Applicants are required to attend and present their façade proposed project to the Main Street Board (meets twice a month) prior to the Pearsall City Council. The Main Street Board will review the application and determine if the proposed work meets the secretary of interior standards, recommendations will be subject to approval by the City Manager. If approved by the City Manager, project will be placed on the City Council agenda and the Pearsall Mayor and City Council will review the recommendations and have the final decision. The Pearsall Mayor and City Council reserve the right to modify or reject any project or elements of any project.
 - c. Applications MUST be complete and contain all required information.
 - d. All construction bids submitted by an applicant must be current and must be dated no earlier than ninety (90) days prior to the application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's/architects name, address, telephone number and shall itemize the bid in a manner that allows the Main Street Board, City Manager, Mayor and City Council to determine the bid components and authenticity of the bid.

- e. Applicants that have been denied by the Pearsall Mayor and City Council shall not be eligible to be re-submitted for six (6) months from the date the prior application was denied.
 - f. Applicants receiving approval shall commence construction described in the application within ninety (90) days from the date the grant was awarded. All applicants must complete the construction described within one (1) year from the date the grant is approved. If the applicant is unable to commence construction within ninety (90) days or complete work 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. The Pearsall Mayor and City Council are not obligated to allow extensions, but may do so for good cause determined solely by the committee which authorized the grant. The extension, if granted, shall be for the term and for the condition(s) determined exclusively by the committee which authorized the grant. An extension denial cannot be appealed and shall be final.
 - g. As a condition to this grant application, the applicant consents to allow City Staff to inspect and determine that the property of the proposed façade grant project, if awarded, is in compliance with the City Codes and Ordinances.
 - h. Each project request will be considered on a case-by-case basis and NO applicant has a right to receive grant funds.
 - i. The applicant will be required to provide pictures of the construction that was completed, as a condition of final grant reimbursement.
 - j. All applicants are required to obtain all applicable City permits and City approvals required for the construction, if grant is awarded.
 - k. The applicant shall attend all Main Street Board Meetings and City Council Meetings in which the consideration of the application occurs.
4. **Reimbursement:** when the entire grant project has been completed and reviewed, the City Staff will have a site visit to the project location. Then the applicant shall present the Main Street Director or City Manager 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. In addition, the applicant must complete a City of Pearsall W-9 Form to receive payment from the City. W-9 forms will be provided by the Main Street Office (317 South Oak Street) or Pearsall City Hall (215 South ash street).



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I/We have received and read these Guidelines for the Pearsall Main Street Façade Improvement Grant and agree to be subject to them.

Applicant Name: _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____

If not same,

Property Owner/Landlord: _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____

****The acknowledgement page must be signed and returned to the Pearsall City Hall or Main Street Program Office. Please retain the guidelines and criteria for your records.****



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PEARSALL MAIN STREET FAÇADE IMPROVEMENT MATCHING GRANT Application

(Please return this application to the Pearsall Main Street Director or City Hall).

Applicant Name: _____ Date: _____

Business Name: _____

Business Address/Project site: _____

Mailing Address (if different): _____

Building Owner (if different from applicant): _____

Contact Phone Number: _____

Email Address: _____

Type of work: (circle all that apply)

Paint Only | Signage | Awning/Canopy | Masonry Repair | Removing False Front

Removing Slipcover | Masonry Cleaning/Paint Removal | Uncovering/Restoring Windows

Other: _____

Details of planned improvements relating to Grant request (attach additional drawings or information as necessary).

How will this project benefit downtown?

Project Expenditures	Estimated Cost	Grant Requested
Façade Rehabilitation		
Painting		
Awning		
Signage		

Total Estimated Cost of Proposed Project \$ _____

Total Grant Request \$ _____

(may not exceed 50% of TOTAL COST & subject to appropriate maximum payouts discussed on page 1 & 2)



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Application Agreement Form

I have met with the Pearsall Main Street Director and I have received and fully understand the guidelines and procedures established by the Main Street Board, and intend to use this grant for the aforementioned exterior renovation project to advance the efforts of revitalization, and historic preservation of the Pearsall Main Street District.

I have read the Incentive Grant instructions and I understand that if I am granted an Improvement Match Grant by the City of Pearsall as part of the Pearsall Main Street Program, any deviation from this agreement may result in partial or total withdrawal of the Grant.

I have not received, nor will I receive any insurance payouts for this revitalization project.

I agree to supply receipts showing expenditures twice the amount I am requesting, to fulfill the minimum 50/50 match for the grant.

Applicant: _____ Date: _____

Building Owner: _____ Date: _____
(if different from Applicant)



This Section is to be completed by the City of Pearsall.

<hr/> <i>Main Street Director</i>	<hr/> <i>Recommendation</i>	<hr/> <i>Date</i>
<hr/> <i>Main Street Board Chair</i>	<hr/> <i>Recommendation</i>	<hr/> <i>Date</i>
<hr/> <i>Pearsall City Manager</i>	<hr/> <i>Recommendation</i>	<hr/> <i>Date</i>
<hr/> <i>Pearsall Mayor</i>	<hr/> <i>Recommendation</i>	<hr/> <i>Date</i>