

Downtown Revitalization Program Packet 2023



Application Requirements

In order to be considered for a grant, a complete digital application must be submitted to MainStreet@TylerTexas.com with “Downtown Revitalization Grant Application” in the subject line.

A complete application shall include:

- Pre-Application consultation with the Main Street Director to determine funding availability and project qualification
- Application
- Proof of Commercial Lease (if applicant is not property owner)
- Before photos in digital format
- Itemized bids from at least two (2) licensed contractors, including supplier cost estimates with at least one (1) local bid. (A bid is considered local if provided by a contractor with a business office located in Smith County.)
- Project timetable
- Inspection reports from the City of Tyler Development Services Department and Fire Marshal, if applicable
- Approval by the Historical Preservation Board for the project, if applicable
- Approval from property owner (if applicant is not property owner)

APPLICATION DEADLINE: October 13, 2023

Supported by



Downtown Revitalization Program Application

APPLICATION DEADLINE: October 13, 2023

APPLICANT INFORMATION:

Building Owner: _____ Date: _____

Tenant (if applicable): _____

Mailing Address: _____

Building Address (if different than above): _____

Contact Name(s): _____ Email: _____

Contact Phone Number: _____

BUILDING INFORMATION:

Physical Address: _____

Property Legal Description: _____

Year of Construction: _____ Number of Stories: _____

Building Space Type (check one): Commercial Retail Restaurant Office Other: _____

Details of Planned Improvements: (attach additional description to this page, as necessary)

ATTACH THE FOLLOWING REQUIRED DOCUMENTS:

- Scaled drawings/plans of proposed work and description of materials to be used.
- Photos of current building conditions.
- Copy of current commercial property insurance policy.
- Licensed Contractor quotes/bids (minimum of two proposals even if the work is self-contracted).

(1) Contractor name: _____

Cost Estimate: \$ _____

(2) Contractor name: _____

Cost Estimate: \$ _____

Quotes/bids submitted by an applicant must be current and dated no earlier than sixty (60) days prior to the application request. Quotes/bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, and telephone number.

Total Cost of Proposed Project: \$ _____

Total Grant Amount Requested: \$ _____

Project Rational: (attach additional page if necessary)

The City & Heart of Tyler Inc. (HoT) shall provide matching funds for up to 50 percent of the actual, eligible costs with a maximum amount of \$10,000 per project. In determining the specific amount of grant funding available for a particular building, please reference the Downtown Revitalization Program guidelines or contact the City of Tyler.

Downtown Revitalization Program Agreement Form

I, _____, fully understand the Downtown Revitalization Program procedures and details established by the City of Tyler and HoT. I intend to use this program for the aforementioned renovation projects to forward the efforts of downtown revitalization and overall aesthetic improvement of the downtown area.

I affirm and understand that:

- a) The information submitted herein is true and accurate to the best of my knowledge.
- b) I have read and understand the City of Tyler/HoT's Downtown Revitalization Program Project Guidelines and agree to be bound by and abide by these conditions.
- c) I understand that approval of a revitalization grant shall be communicated to the applicant in writing by the City of Tyler via a Revitalization Grant Funding Commitment Letter.
- d) I understand that receipt of a Revitalization Grant Funding Commitment Letter from the City of Tyler/HoT does not constitute application or approval for a City of Tyler building permit.
- e) I understand that any changes made to the approved façade improvements without the approval of the selection committee will be cause for the City of Tyler/HoT to withdraw its funding commitment.

Business/Organization Name

Applicant's Signature (Original) ***Date***

Building Owner's Signature (Original) ***Date***

**CITY OF TYLER /HEART OF TYLER INC.
DOWNTOWN REVITALIZATION PROGRAM**

This Agreement is by and between the CITY OF TYLER, (hereinafter referred to as "CITY"), HEART OF TYLER INC., (hereinafter referred to as "HoT"), and _____, property owner of _____ (property address) located in Downtown Tyler. (hereinafter referred to as "Grant Recipient").

As part of the City and HoT's Downtown Revitalization program, both parties agree that this program makes Downtown more attractive, increasing the economic vitality of the buildings, increasing sales tax and property values, while preserving and enhancing Tyler's architectural and cultural history.

The Grant Recipient agrees and accepts funding as part of this Downtown Revitalization Program. The Grant Recipient shall complete all work in the scope approved by the grant selection committee. The Grant Recipient shall complete all extra work in connection therewith. All work and materials shall be in strict conformity with the specifications. The substantial completion of the work shall not excuse the Grant Recipient from performing all the work undertaken, whether of a minor or major nature, and thereby completing the project in accordance with the grant program guidelines and scope of work. In the event that the Grant Recipient fails to perform the work as required for final completion, Grant Recipient shall reimburse the City/HoT for all costs; or the City/HoT may contract with a third party to complete the work and the Grant Recipient shall assume and pay the costs of the performance of the work as contracted.

By: _____

Printed Name: _____

Title: _____

Date:

OFFICE USE ONLY:

MAIN STREET BOARD REVIEW

Date: _____ Decision: _____

HISTORICAL PRESERVAITON BOARD REVIEW (if needed)

Date: _____ Decision: _____

APPLICATION STATUS:	APPROVED	DENIED
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_____ Date: _____

MAIN STREET DIRECTOR

_____ Date: _____

CITY OF TYLER MANAGING DIRECTOR

Date applicant was notified on application status: _____

Downtown Revitalization Program Project Guidelines

Purpose

The Downtown Revitalization Program (DRP) is part of the City's goal to encourage economic development. The primary goal of the DRP is to increase the occupancy of the City's downtown. Secondary goals of the program are 1) to address safety issues; 2) improve the downtown aesthetics and building facades; 3) and extend the lifecycle of existing historic buildings by implementing appropriate design standards for the rehabilitation of historic properties.

Advantages to Participants

Through a partnership with the City of Tyler, the DRP allows business and downtown property owners to make needed building improvements at a reduced cost. With a reimbursement grant for up to 50% of the total project costs not to exceed \$10,000, involvement in the program may help to increase private lender interest by improving project cash flow and reducing risk.

Eligible Area

The Downtown Business, Arts and Cultural District or "DBAC", of Tyler, is bounded by Gentry Parkway to the north, Front Street to the south, Palace Avenue to the west, and Beckham Street to the east. Refer to attached map.

Eligibility

- The matching grant recipient must be the owner of record
- Owner must have clear title of the property with no adverse judgments of liens
- The property must be located within the eligible area
- The property has not received funding within the same calendar year
- The property owner is complying with regulations on any previously awards grants
- The property owner must be willing to comply with all local and state laws and regulations affecting the property, its rehabilitation and future use
- Qualifying projects started/completed no more than six months prior to the submittal date

Eligible Projects

- Life Safety Code compliance renovations (permanent)
- Commercial site exterior/façade improvements
- Improvements for compliance with Americans with Disabilities Act (ADA) for commercial properties
- Installation, repair, and replacement of exit (exterior) doors and hardware
- Weatherization of building
- Removal of false fronts and additions that detract from a building's architectural or historic character (with photographic evidence)
- Repair or replacement of exterior shutters and awnings/canopies
- Repair/replacement or installation of interior/exterior stairs, porches, railings and exit facilities
- Repair/rebuilding of interior/exterior walls, including cleaning, sealing, tuck pointing and painting
- Repair or replacement of window frames, sills, glazing, replacement of glass
- Historic reconstruction, including storefront, door, or window repair, masonry repointing, etc.

- Installation of permanently affixed hardscape (such as stone or brick planters)
- Installation of public art murals or sculptures

Ineligible Projects

- Structural additions
- Individual residential structures
- Real estate or building purchases
- Furnishings and equipment purchases
- Commercial interior remodeling improvements (permanent)
- Mechanical work, including wiring, plumbing, insulation, mechanical systems/climate control.
- Working capital
- Inventory financing
- Title reports and legal fees
- Professional fees such as architects, engineers and attorneys
- Labor provided by the applicant or tenant of the building incurred prior to grant application being deemed complete by the selection committee
- Landscaping
- Interior cleaning, except that required as prep work for other eligible improvements
- Extermination of insects, rodents, vermin and other pests
- Roof repair and replacement
- HVAC units
- Addition of new exterior shutters and awnings/canopies
- Installation or replacement of exterior signage and/or lighting

Funding of Program

The City will participate in funding revitalizations efforts within the Downtown Tyler area by reimbursing the owner for a portion of the cost to rehabilitate and renovate existing properties.

Reimbursement grants are provided to owners in recognition of the positive impacts that individual building improvements can have on overall appearance, quality, growth and vitality of the downtown.

The total funds available in the DRP Fund account at any given time may restrict the City's ability to meet a grant request.

City/HoT Financial Participation

Costs will be shared for the façade improvement program on the following basis:

1. The City/HoT shall provide matching funds for up to 50 percent of the actual, eligible costs.
2. The City/Hot will contribute a maximum amount of \$10,000 per project.
3. The City/HoT must calculate or assist in the calculation of the 50 percent contribution towards eligible costs prior to the commencement of construction.
4. Projects must follow at a minimum the Department of the Interior's Standards for Rehabilitation.
5. When work has been completed in compliance with the approved application and inspected and approved by the Main Street Board, the City shall remit payment for its portion of the cost to the owner based on the estimate approved on the application and upon receipt of the paid bill(s) of the contractor performing the work. The City will be unable to reimburse any payment without proof of receipt.

Program Compliance

1. Approved Construction must begin within sixty (60) days from the date of grant approval, and must be completed within one hundred and eighty (180) days or monies will be recycled back into the program and reimbursement will not be made.
2. Only complete applications will be considered for approval. Incomplete applications which are missing required application materials will not be considered and shall expire after six (6) months. The six (6) month time period will begin on the date of the most recent staff correspondence with the applicant. A new completed application shall be submitted in order to resume activity on a grant application.
3. The applicant may request a one (1) time thirty (30) day extension for construction commencement and a one (1) time three (3) month extension to complete the project from the Main Street Director. Agreements for projects not completed within nine (9) months of application approval will expire and require resubmittal of a new grant application for consideration of reinstatement of a grant award.
4. Upon grant approval, the applicant shall display a sign (provided by the City of Tyler) indicating participation in the DRP. The sign must be displayed either on the exterior or in the front window of the building for a period of at least thirty (30) days after the completion of the project.
5. Photos of the project progression must be submitted to the City of Tyler Main Street Director every thirty (30) days with the first submission being within ten (10) days after the project start date.
6. Applicants whose projects qualified for the six-month retroactive reimbursement, and project is still active, must follow the above.

Application and Review

Property owners or business tenants (with approval of the property owner) shall submit an application. Submittal requirements are set forth below. Upon receipt of the completed application, with all required attachments, applications shall be accepted and considered administratively.

Staff recommendations will subsequently be presented to the Main Street Board for confirmation of approval to help ensure that program funds are awarded to viable improvements and will award projects believed to have the greatest impact on the community with regards to aesthetics, social wellbeing, and economics. All approved applications shall be conducted between the property owner and City staff prior to the execution of an agreement.

The City retains the right to approve an entire request, to approve portions of the request, suggest and/or ask for changes/additions to a request before approving, or to deny any request or portion thereof.

Building Permit and Inspection

A building permit must be obtained from the City prior to construction, and all work shall be inspected by the City. All approved applications should confirm with the City's Development Services Department prior to construction to determine if a permit is required for their specific improvements. Fees for City permits for all projects can be included with the grant request. Applicants whose projects qualified for the six month retroactive reimbursement, must provide proof that the project adhered to city codes and proper permits were acquired.

Tax Incentives

Federal and state tax incentives exist for owners of designated historic properties. The City of Tyler will provide assistance for property owners interested in applying for federal, state and/or local tax incentives.

Reimbursement Procedure

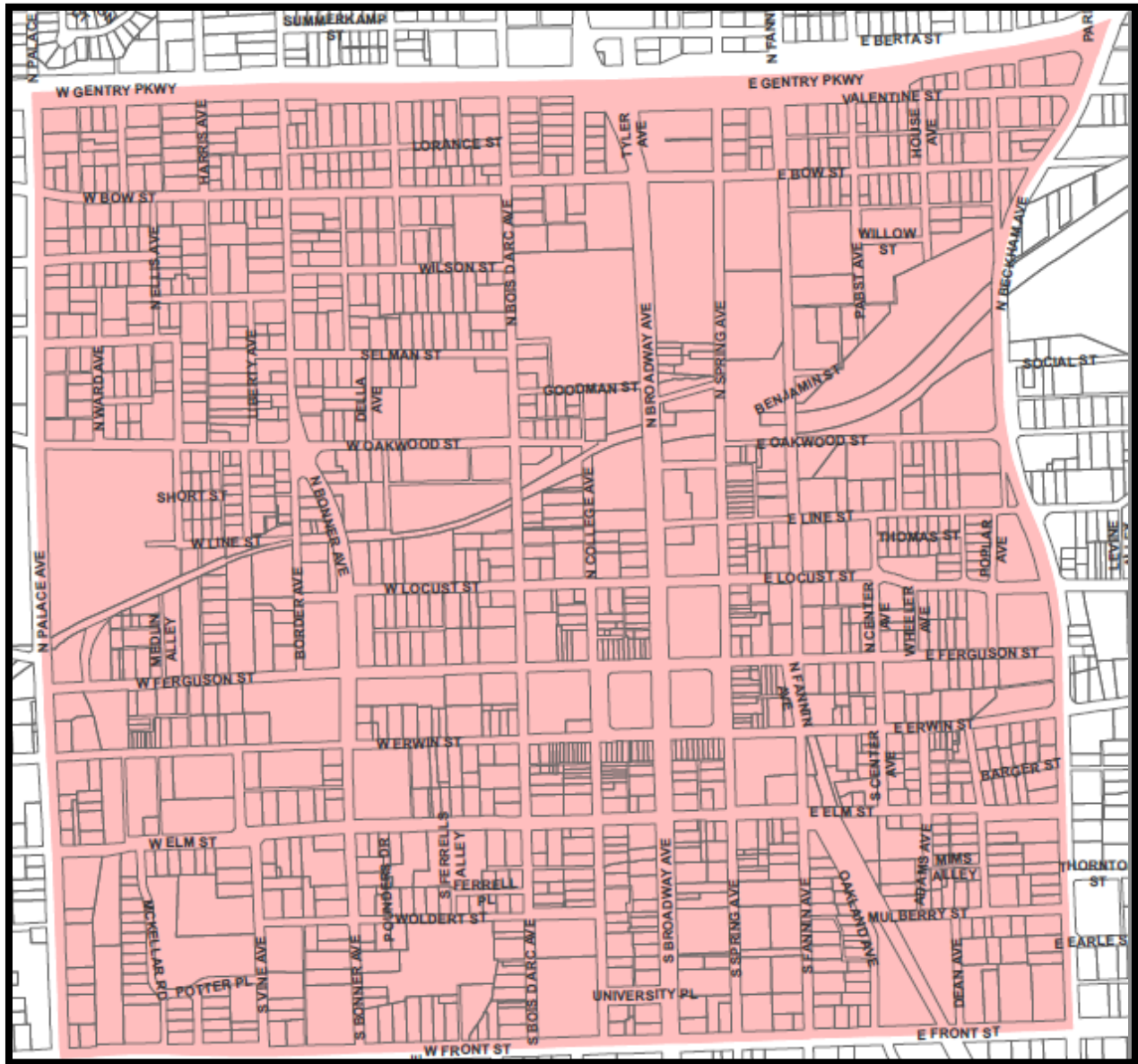
As a general rule, all commercial or private funding for a project must be expended prior to the use of the City funding. Matching grant monies will be disbursed at the completion of improvements and with the acceptance of work by the City of Tyler. Documentation of proof of payment must be submitted with a written request for reimbursement. Acceptable proofs of payment for reimbursement include, but are not limited to the following:

- 1.** Itemized contractor and/or sub-contractor's invoices with the corresponding receipts and /or cancelled checks
- 2.** Paid invoices for materials and/or supplies with the corresponding receipts and/or cancelled checks, or
- 3.** A release of lien from contractors, sub-contractors, and/or suppliers (A sample of the release of lien is available upon request)
- 4.** Photos of the project shall be provided to the City of Tyler Main Street Director at the time final reimbursement is requested
- 5.** Final payment may not be released until the permit has passed all necessary building inspections, if applicable

The owner of the property will supply any additional documentation as required by the City of Tyler to confirm expenses. A check in the amount of the matching funds shall be mailed directly to the grant applicant or can be picked up at the Main Street Department offices by request. Applicants whose projects qualified for the six month retroactive reimbursement, must adhere to the reimbursement procedure.

Façade Improvement Program Downtown Area Qualifying Area

MAP:



Secretary of the Interior's Standards for Rehabilitation

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. Any proposed improvement project submitted by an Applicant shall demonstrate and incorporate an awareness of the Standards of Rehabilitation as follows:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Local, State & Federal Historic Tax Credit Information

For those interested in receiving the tax credit or wanting additional information, e-mail

MainStreet@TylerTexas.com

- **Local:**

City of Tyler Local Historic Landmark Tax Abatement Program:

www.TylerPZ.org

- **State:**

Texas Historic Preservation Tax Credit Program:

<http://www.thc.texas.gov/preserve/projects-and-programs/preservation-taxincentives/federal-historic-preservation-tax>

- **Federal:**

Federal Historic Preservation Tax Incentives Program:

<https://www.nps.gov/TPS/tax-incentives.htm>