

Paris Main Street Building Improvement Grant Program

The 2013 Grants are made possible through the generous contributions from Paris Native, Judd Payne and the Paris Downtown Association

If you have any application questions, please contact the Main Street Office at (903)784-9293. Should you have any façade, sign permit, or historic preservation questions, please contact the City of Paris Preservation Officer at (903) 784-9293, or at the City Hall Annex at 150 1st Street SE, Paris, Texas.

The **Paris Main Street Program** is a revitalization program designed to promote efforts to offer unique and diverse shopping and dining experiences, to promote local events and activities to draw local residents and visitors to downtown, and to protect our heritage for future generations. As an economic incentive to building owners (and in some situations tenants) in the Downtown Historical District, Paris Main Street has created the **Building Improvement Grant** Program through private donations and fundraising efforts.

The Paris Main Street's **Building Improvement Grant (BIG)** program is designed as a single payment reimbursement grant to property owners (and in some situations tenants) for improvements to properties located in the Paris Downtown Historical District.

BIG funding is available on an up to 50/50 matching basis up to a maximum of \$5,000 per grant

This grant may cover exterior appearance improvements such as facades, awnings and signage, safety or occupancy improvements such as asbestos abatement, plumbing, fire suppression systems, roof replacement or repair; mechanical or electrical work to assist in and/or accessibility compliance.

- The number of **BIG** grant awards is based on each fiscal year's available funds.
- Each **BIG** grant request must be for a minimum of \$1,000 up to a maximum of \$5,000.
- **BIG** funds will be available until the available funds are exhausted in each fiscal year. Submission of an application does not guarantee the project will be funded. Applications are accepted and considered on a quarterly basis. Grants will be awarded in the month following the end of the quarter. (January, April, July and October.) Grant funds will be disbursed after completion of the project.
- No **BIG** funds will be awarded for projects initiated prior to a grant application, or for any portion of a project covered by insurance.
- Projects that are submitted for **BIG** funds may commence after the grant application is completed and reviewed by the Main Street Manager. However funding is NOT guaranteed.
- The Paris Main Street Advisory Board, or its appointed designee, will review all **BIG** project applications based on the U.S. Secretary of the Interior's Standards for Rehabilitation (included as an appendix to the application instructions).

- Any deviation from the approved **BIG** project may result in the total or partial withdrawal of the grant.
- The **BIG** recipient decal shall be displayed in the recipient's storefront window for a minimum of 5 years after completion of the project.
- Requests for signage must be accompanied by a Texas Main Street Program rendering whether it is used or not.

Paris Main Street Building Improvement Grant Program Application Instructions

1. **Project eligibility and available assistance:** Contact the Paris Main Street Coordinator to set up a pre-application appointment. The Coordinator will review the scope of your proposed project and provide a checklist of the application requirements.

All projects that include façade and/or sign changes must include the approved ***Certificate of Appropriateness*** from the Historic Preservation Commission per design guidelines for the Historic Downtown Overlay District (HD-1). You can find the application form with instructions online at <http://paristexas.gov/index.aspx?NID=83>, or at Paris City Hall Annex, 150 1st Street SE. The Paris Historic Preservation Commission meets each second Wednesday at 4:00 p.m. and fourth Monday at 4:00 p.m. in Council Chambers at City Hall.

The Texas Main Street Center's Architectural Assistance Program is available to assist in recommended materials, color schemes and signage for building façades. References are found at <http://www.thc.state.tx.us/preserve/projects-and-programs/texas-main-street/about-texas-main-street-program>. Design Renderings by the Texas Main Street Architect are also available to applicants. Contact Paris Main Street Coordinator for more information on how to access this service.

2. **Complete the grant application form and sign the Agreement form:** All **BIG** grant applications must include a scale drawing by the Texas Main Street Architect, your project's architect, designer or contractor of all the proposed work to be done. Color samples of all final paint selections and/or final fabric or sign material selections must be included with the application.

Your application must also include 3 (three) itemized written work estimates on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate and documented expenses, excluding labor.

Your construction bids must be current and must be dated no earlier than ninety (90) days prior to your **BIG** application request. Additionally, you are required to furnish photographs of the building's exterior and the building areas to be affected by your **BIG** project, with specific and detailed improvements or changes noted.

3. You should submit your completed application forms to the office of the Main Street Coordinator with all original itemized work estimates, color samples, drawings and example sign materials.

Applications are accepted at any time in the three month period constituting a quarter of the City fiscal year beginning the first business day of October with the application window for each quarter closing promptly at 5:00 p.m. on the last business day of the fiscal quarter. Incomplete applications will not receive consideration, and will require re-submission at a future time.

Application Window

October 1 through December 31
January 1 through March 31
April 1 through June 30
July 1 through September 30

Award Notification

January 31
April 30
July 31
October 31

4. The approval process consideration will include, without limitation, the following:

- a. Eligibility is determined by the Property ID from the Lamar County Appraisal District Tax Records. The grant can be applied to any individual Property ID. The building must be located in the designated Historical District 1.
 - i. Owners of multiple properties may apply for each property or combine multiple properties into one grant application. Multiple applications for more than one property will be considered a single grant application for the purpose of reconsideration, reapplication or amount of the grant.
 - ii. A grant request for a portion of a single building as defined by the Property ID will apply only for the portion of the building specified. The constraints on reapplication will not apply to the remaining portions of the building.
 - iii. A request by a non-building owner tenant will require approval by the building owner as identified by the city property ID records and so specified on the application.
- b. All **BIG** grant projects must meet current building codes.
- c. As previously noted, all **BIG** projects that include façade and/or sign changes must include the approved **Certificate of Appropriateness** from the Historic Preservation Commission.
- d. The Main Street Advisory Board shall have sole discretion in awarding grants, and consideration for eligibility will be considered on the basis of merit of the proposed work, scope of the project, other grants received and proposed use of the building. The review criteria may include, but shall not be limited to, compatible architectural design, streetscape objectives and overall redevelopment of the Paris Commercial Historic District
- e. An applicant who submits an application that was denied a grant by the Main Street Advisory Board may re-submit a grant application in the next or subsequent application windows.
- f. Applicants receiving approval by the Main Street Advisory Board shall commence construction described within the application within ninety (90) days from the date the grant

is awarded by the Main Street Advisory Board.

- g.** All applicants must complete the project described in the application within one (1) year of the date the application is approved by the Main Street Advisory Board.
 - h.** If the applicant is unable to start or complete construction within the allotted time, the applicant may submit a written request for extension for the commencement or completion date. The Main Street Advisory Board is not obligated to agree to the extension, but may do so on the determination of good cause. Extension denials cannot be appealed and shall be final.
 - i.** The applicant is required to obtain all applicable city permits and city approvals required for construction if a grant is awarded.
 - j.** No applicant or applicant's agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within one (1) year from the date a previous grant was awarded by the Main Street Advisory Board.
 - k.** An applicant is **REQUIRED** to attend the regularly scheduled Main Street Advisory Board meeting when grant application is to be considered. The Main Street Advisory board meets the **second Tuesday of every month at 4:30 p.m. in the City Council Chambers.**
- 5. Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Paris Main Street office with copies of all paid invoices, including copies of cancelled checks and/or receipts, for a single payment reimbursement of the appropriate funding.

Paris Main Street Building Improvement Grant Program

PROGRAM CHECKLIST

Use this form as a checklist to follow all steps needed to complete the Building Improvement Grant Program application to receive approval.

- Meet with Paris Main Street Manager to determine eligibility and review the Building Improvement Reimbursement Grant instructions. Review checklist.
- Set up appointment for free assistance from the Texas Main Street Center's Architectural Assistance Program if desired. For signage request, it is required to have a design review from Texas Main Street for consideration of BIG application.
- Meet with the City's Historic Preservation Officer if any work may involve façade, exterior or sign work and submit the application for the Certificate of Appropriateness.
- Review the Secretary of the Interior's Standards for Rehabilitation.
- Secure construction estimates from contractors and material lists and labor estimates for self- contracting portions of the project.
- Complete any required photographs.
- Secure all required drawings and color & fabric samples as specified by the Paris Main Street Coordinator.
- Complete the Building Improvement Grant application.
- Return completed application and agreement form with required attachments to the Paris Main Street Coordinator.
- The proposed project can be completed in the time proposed.
- There appears to be adequate funding available for completion of the proposed project. (Even without the Building Improvement Grant)

If the project impacts the appearance of the building

- The proposed project improves the aesthetics of the building exterior.
- The proposed project improves the signage of the facility.
- The proposed project impacts the complete façade of the building.

If the project impacts the Safety of the building, tenant or customers

- The proposed project aids in preventing deterioration of the structure.
- The proposed project eliminates a current threat to the health and safety of the public.
- The proposed project deals with a known asbestos issue.
- The proposed work will improve the lighting or other aspects that will be of benefit to the existing or proposed business.
- The proposed project is necessary to secure a certificate of occupancy.
- The proposed project is necessary to bring the structure up to current building Codes.

If the project impacts the Usability or Accessibility of the Building

- The proposed project provides space for a new or relocated business.
- The proposed project result in additional employment in the Historical District.
- The proposed project improves the building's handicapped accessibility.
- The proposed project has a positive impact on other facilities or businesses in the District.

Paris Main Street

Building Improvement Grant Program

Please return completed with necessary attachments and signatures to Paris Main Street office, 105 1st Street SE, within the application window specified above. If you have any application questions, please contact the Main Street Coordinator at (903) 784-9293.

Applicant Name: _____ Date: _____

Business Name: _____

Mailing Address: _____

Contact Phone: _____ Email Address: _____

Building Owner (if different from applicant): _____

Historical/Current Building Name: _____

Physical address of Building: _____

Type of Work (circle all that apply):

| | | | |
|------------------------------|-----------------|--------------------------------|-------------------|
| Sign | Paint | Masonry cleaning/paint removal | Awning/Canopy |
| Uncovering/replacing windows | | Roof replacement or repair | Foundation repair |
| Electrical work | Mechanical work | Plumbing | Accessibility |

Other: _____

Detailed description of planned improvements (attach additional pages as necessary):

List Contractors and/or project architect proposals and total amounts (please attach copies of proposals):

1.

2.

3.

TOTAL COST OF PROPOSED BUILDING PROJECT: _____

AMOUNT OF GRANT REQUESTED: _____ (Not to exceed 50% of the total or \$5000.00)

Attach all required drawings, photographs, color samples, material samples, construction estimates and other items as required.

I have met with the Paris Main Street Coordinator, and I fully understand the Building Improvement Grant procedures and details established by the Paris Main Street Advisory Board. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of the downtown revitalization and historic preservation program known as the Paris Main Street Program. I have not received, nor will I receive insurance monies for this revitalization project.

I understand that if I am awarded a Building Improvement Grant by the Paris Main Street Advisory Board, any deviation from the approved project may result in the partial or total withdrawal of the Building Reimbursement Grant. I also understand that I must be present in the advisory board meeting where my application will be presented to answer any questions.

Applicant's Signature: _____ **Date:** _____

Building Owner's Signature: _____ **Date:** _____

For use of the Main Street Advisory Board

Application reviewed by Paris Main Street Advisory Board on (Date) _____

Approved: **Conditions if any:**

Declined: **Reasons for decline:**

Main Street Advisory Board Chairman: _____ **Date:** _____

Secretary of the Interior's Rehabilitation Standards and Guidelines

The Secretary of the Interior's Standards for Rehabilitation, codified as 36 CFR 67, are regulatory for the Historic Preservation Tax Incentives program. The Guidelines for Rehabilitating Historic Buildings and the Guidelines on Sustainability for Rehabilitating Historic Buildings, which assist in applying the Standards, are advisory.

Secretary's Standards for Rehabilitation

Rehabilitation projects must meet the following Standards to qualify as "certified rehabilitations" eligible for the 20% tax credit for historic preservation. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

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.

Guidelines for Rehabilitating Historic Buildings

The Guidelines assist in applying the Standards to rehabilitation projects in general; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell a building owner which features of an historic building are important in defining the historic character and must be preserved or which features could be altered, if necessary, for the new use.

Careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of the historic properties. These Guidelines are also available in PDF format.

The Guidelines on Sustainability for Rehabilitating Historic Buildings stress the inherent sustainability of historic buildings and offer specific guidance on “recommended” rehabilitation treatments and “not recommended” treatments, which could negatively impact a building’s historic character.