



# HISTORIC MANSFIELD FAÇADE GRANT PROGRAM

## INTRODUCTION

The Historic Mansfield Façade Grant Program seeks to preserve the City's cultural heritage through the restoration, rehabilitation and/or reconstruction of historic buildings. The program offers economic incentives to owners in the City's historic core to maintain and improve their buildings.

The grant program focuses on the visual improvement of the historic downtown through the repair and restoration of commercial storefronts on North Main Street. Grants will be considered for the historic buildings on Blocks 1 and 2 of the Original Town.

The grant is a single payment reimbursement to property owners on an 80/20 matching basis up to \$100,000 from City funds. Grants are available until total funds are depleted. No grants will be awarded for work that has already been done.

## APPLICATION INSTRUCTIONS

Applicants must complete the grant application form and meet with City Staff to discuss the proposed work.

Prior to any work being initiated, a grant application must be submitted with required supporting documents to Planning Department for presentation to the Historic Landmark Commission ("Commission"). The Commission will recommend grant awards to the City Council for approval.

## ELIGIBLE PROPERTIES AND OWNERS

Applicants for the grant must meet the following criteria:

1. An applicant must be the property owner of a building on Block 1 or 2, Original Town of Mansfield, within the boundary shown on the attached map;
2. Only non-residential, commercial, retail or office buildings are eligible;
3. No application will be accepted for any project from a property owner who is in arrears in the payment of property taxes, special assessments, or other liabilities due the City;
4. Property must have an active/current business status (a business in operation) OR that will be occupied by an owner-operated business within one hundred eighty (180) days of completion of the façade improvement;

5. Property owner must have insurance equal to or greater than the appraised value of the building based upon the Tarrant County Appraisal District most recent tax assessment; and
6. Property owner must have had no reported incidence involving the authority of the Police or Fire Departments in the most recent twelve (12) months prior to application submittal.

## ELIGIBLE IMPROVEMENTS AND COSTS

1. Eligible façade improvements include all costs directly attributable to the improvements to the principal façade of a building. Examples of eligible façade improvements include:
  - Façade restoration;
  - Window, door or awning replacements;
  - Exterior painting; and
  - Other exterior storefront improvements including incidental improvements associated with achieving a completed project to include: exterior cleaning, removal of old signs, awnings and other exterior clutter.
2. Additional improvements may be determined to be eligible on a case-by-case basis for those properties that:
  - Have a rear facade which contains a primary entrance for the public;
  - Have a non-principal façade which is visible from a major street; and
  - Satisfy other determinations approved by the Commission.
3. Ineligible Improvements include, but are not necessarily limited to:
  - New construction or additions;
  - Interior improvements;
  - Improvements completed or started prior to application approval for this program;
  - Security systems, fire alarms/systems, structural upgrades, vinyl or aluminum siding;
  - Removal of physical or visually architectural features of the building; and
  - Paving, sidewalk repair or replacement.

## GRANT GUIDELINES AND REQUIREMENTS

1. Minimum Improvement Standards. Applicants receiving a grant must have façade improvements that conform to the Secretary of the Interior's Standards for Rehabilitation, the Design Guidelines for Downtown Mansfield and all applicable city ordinances.
2. Maximum Grant. The grant is a single payment reimbursement on an 80/20

matching basis (80% City funds/20% property owner funds) with a maximum grant of \$100,000 from City funds unless the match is waived by the City Council.

3. City Permit and Approval. The applicant is required to obtain all required City permits and City approvals prior to the commencement of any work.
4. No Prior Obligations. Applicants must have all property (real and personal) taxes, utilities obligations and other obligations to the City paid in full at the time of application submittal.
5. Inspection. City staff will inspect the project site for code compliance and will also inspect the work performed by the contractor, as required by State or local building codes and/or ordinances, at the completion of the project. These inspections will ensure compliance with all components of the grant program.
6. Grants per Applicant. A maximum of \$100,000 will be awarded under this program to an applicant each Fiscal Year (October 1 to September 30). Priority will be given to applicants who have not yet received a façade improvement grant.
7. Cost Evaluation. The Historic Preservation Officer (“HPO”) and/or the Commission will examine the total cost of any proposed façade improvement to ensure that a grant is warranted.
8. Façade Maintenance. Grant recipients hereby agree to properly maintain the improvements for a period of five years from completion. Grant funds must be replaced if the terms of the grant are not satisfied.
9. Code Compliance. The applicant, by submitting a grant application, represents the construction described within the application will be used in a building which is in compliance with all codes and ordinances.

## APPLICATION PRIORITY

Applications will be evaluated based on the funds available and the priority given to the following project types. Type 1 projects have highest priority, followed by Type 2 and Type 3 projects in descending order. The award of a grant is discretionary; not every application may be approved.

- Type 1. Projects that bring windows or other façade elements into compliance with the Design Guidelines for Downtown Mansfield and applicable city ordinances.
- Type 2. Projects that substantially enhance the visible appearance of the façade to pedestrians and the traveling public.
- Type 3. Projects that include new façade improvements whose owners wish to upgrade the appearance of the storefront.

## APPLICATION PROCESS

The following steps will help guide you through the façade grant process.

1. Determine Eligibility. Review the guidelines in this application packet and set up an appointment with the HPO to discuss project plans before applying for a permit or commencing the work. All applicants are required to present their grant reimbursement project to the HPO for review. No grant applications will be considered for work that has already been initiated or completed unless the work is necessary for emergency repairs. Contact the HPO at (817) 276-4226 with any questions.
  - Emergency repairs means any repair that, if not made in a timely manner, will likely result in immediate and substantial damage to a historic building or structure.
  - Emergency repairs must be approved by the Commission (or by the HPO if there is insufficient time) before the repairs begin.
  - If an applicant selects a contractor for emergency repairs, the City will evaluate the total cost of the repairs to ensure that the contractor has provided the lowest responsible estimate. If the City determines the estimate exceeds the reasonable cost of repair, the City's participation shall not exceed 80% of the work. All work above the lowest responsible estimate will be assumed by the applicant.
2. Documentation. Complete the Façade Improvement Grant Application and submit following items:
  - Scale drawing or photographs of proposed work;
  - Final color samples and materials to be used; and
  - At least three (3) contractor quotes.
3. Quotes. Quotes must meet the following requirements:
  - All quotes must be current and dated no earlier than sixty (60) days prior to the application submittal.
  - Quotes must be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, and telephone number.
  - Quotes must be itemized in a manner that will allow the City staff to determine the quote components and authenticity of the quote. Any grant awarded is limited to the amount of the City's participation (80% match) based on the lowest responsible estimator's quote.
  - If an applicant selects a contractor that is not the lowest responsible estimator, as determined in the City's sole discretion, the applicant is advised, and, by the submission of an application, hereby agrees that the City's participation shall not exceed 80% of the lowest responsible estimator's amount. All work above the lowest responsible estimator's amount will be assumed by the applicant.
  - Self-contracted work may be reimbursed for legitimate expenses, excluding labor

and the cost of previously acquired materials/equipment.

4. Application Review. Submit the grant application with all required items to the Planning Department at 1200 East Broad Street. Applications with all required items will be reviewed by the Historic Landmark Commission, which will recommend grant awards to the City Council.
5. Approval Process. The approval process includes the following steps:
  - The HPO will review the application form and submitted items, request revisions to project components and submit the application to the Commission. All grant applications must be approved, and a permit must be issued prior to the initiation of any work, including construction and/or installation of any improvement.
  - Only applications that have been properly and fully completed and that contain all information required in the application or additional information requested by City staff or the Commission will be considered.
  - No applicant has a right to receive façade grant funds, and the City hereby expressly denies the creation or existence of any perceived property right to the same unless and until an application is approved in accordance with terms of the grant program. The Commission will recommend applications to the City Council, who, utilizing their sole discretionary authority, will determine whether approval of a grant and the grant amount would be in the best interest of the grant program and the City. The review criteria may include, but shall not be limited to, compatibility with existing downtown structures, architectural design, streetscape objectives, and overall redevelopment of Historic Downtown Mansfield.
  - Notwithstanding any provision in this Applicant to the contrary, final approval for any façade grant shall be vested in the Mansfield City Council, at its sole discretion.
  - An applicant who submits an application that was denied by the Commission and/or the City Council shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was finally denied.
  - If the proposed project is deemed inappropriate or incompatible with the Design Guidelines for Downtown Mansfield or other applicable City ordinances, the HPO will advise the applicant accordingly and may recommend changes to the design. If the applicant submits a project design based upon the HPO's recommendations, the application will be reviewed a second time. If the Applicant disagrees with the HPO on any issue, the HPO shall refer the application to the Commission for resolution.
6. Funding Commitment Letter. Upon approval of the façade grant application, the City will issue a Funding Commitment Letter (If you have not received a Funding Commitment Letter from the Planning Department advising that your application has been approved, your proposed improvements are not approved for funding or have been determined to be out of compliance with the City's design standards).
7. Permit. Following the issuance of the Funding Commitment Letter, the applicant

must obtain a permit from the Building Safety Department through the City's online permit portal at <https://www.mansfieldtexas.gov/1315/Online-Permit-Application-Plan-Review>. Complete and submit the permit application to the Building Safety Department. You will receive notice at such time the permit receives approval.

8. Construction. Arrange for façade improvement construction with the selected contractor after receiving the Funding Commitment Letter and City permit. Any changes to the approved façade improvements, materials, or other considerations must be approved by the HPO in advance, in writing, or the City may withdraw the funding commitment and disqualify the applicant. Approved façade improvement grant funds are available to the applicant for six (6) months after grant approval, as indicated by the date of the Funding Commitment Letter. If no request for payment has been received following this period, the applicant forfeits any claim to the grant and may not reapply for another grant for one year.
9. Reimbursement. After the entire grant project has been completed, the applicant must notify the Planning Department that construction is complete. The applicant must submit proof of payment through a paid receipt from the contractor, including copies of cancelled checks and/or credit card receipts. This begins the process of reimbursement to the applicant. The City will inspect the property to verify that the façade improvements are consistent with the approved grant application plans and is in full compliance with the permit before issuing a single payment reimbursement.

## MISCELLANEOUS

The Historic Mansfield Façade Grant Program begins on October 1 and ends on September 30 of the year. Subject to the terms of the grant, applicants may reapply for funding for a project in a subsequent year if funds were unavailable during the current grant year.

Those who have projects funded by this grant program agree to acknowledge the support of the City of Mansfield. It is also understood that the City of Mansfield may seek public recognition for its contribution to any grants funded project.

Applications are available from:

Historic Preservation Officer  
City of Mansfield  
1200 E. Broad Street  
Mansfield, Texas 76063

Telephone: (817) 276-4226.  
Email: [art.wright@mansfieldtexas.gov](mailto:art.wright@mansfieldtexas.gov).



## ELIGIBLE PROPERTY MAP



## ELIGIBLE PROPERTIES

12/14/2017

This information is for illustrative purposes only. Not for design or development purposes. Site-specific studies may be required to obtain accurate feature locations. Every effort is made to ensure the information displayed here is accurate; however, the City of Mansfield makes no claims to its accuracy or completeness.



# HISTORIC MANSFIELD FAÇADE GRANT APPLICATION

## PART 1: BUILDING INFORMATION

Physical Address		City	State	ZIP Code
Lot/ Tract	Block	Subdivision/Survey		Property ID
Year of Construction		Number of Stories		
BUILDING TYPE (check one): <input type="checkbox"/> Commercial/Retail/Restaurant <input type="checkbox"/> Office <input type="checkbox"/> Other _____				

Building Insurance Information	9a. Insurance Agent Name:	9b. Agent Telephone Number:
	9c. Policy Number:	9d. Policy Effective Date:

## PART 2: APPLICANT INFORMATION

\_\_\_\_\_  
Property Owner Name ☐ Individual ☐ Partnership ☐ Corporation ☐ Other

Mailing Address	City	State	ZIP Code
Contact Name	Contact Phone Number		
Contact Email			

## PART 3: PROJECT DETAILS

Details of Planned Improvements: *(attach additional paper if necessary)*

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

### ATTACH THE FOLLOWING REQUIRED DOCUMENTS

- ☐ Scaled drawings/plans of proposed work/color samples/description of materials to be used.
- ☐ Contractor Quotes/Bids *(attach a minimum of three original proposals unless the work is self-contracted).*

(1) Contractor's Name _____	Cost Estimate \$ _____
(2) Contractor's Name _____	Cost Estimate \$ _____
(3) Contractor's 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 contractors name, address, and telephone number.*

**Total Cost of Proposed Façade Project:** \$ \_\_\_\_\_

**Total Grant Amount Requested:** \$ \_\_\_\_\_



#### PART 4: GRANT PROGRAM AGREEMENT FORM

I have met with the Planning Department, and I fully understand the Historic Mansfield Façade Grant procedures and details established by the City of Mansfield. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of the downtown revitalization and heritage preservation program.

**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 Grant Program Guidelines and the Design Guidelines for Downtown Mansfield and agree to be bound by and abide by these conditions.
- c) I understand that receipt of a Façade Grant Funding Commitment Letter from the City does not constitute application or approval for a building permit.
- d) I understand that construction of proposed improvements cannot begin until the Historic Landmark Commission and/or the City Council acts upon this grant program application and issues a Funding Commitment Letter.
- e) I understand that any changes made to the approved façade improvements without the approval of the HPO or the Commission will be cause for the City to withdraw its funding commitment.
- f) I understand that the owner/applicant will be obligated to maintain the building improvements, assisted through this program for a period of five (5) years from the date of project completion.
- g) The Owner hereby agrees, as the grant program applicant and property owner ("Owner"), that if a façade grant is awarded, a demand for repayment shall be made and a lien securing the interest of the City funds will be placed on the real property requiring repayment of the City funds invested unless: 1) an active and legal commercial business is occupying and operating from the project site address within six (6) months of the date of the reimbursement payment from the City to the Owner; and 2) an active legal commercial business is operating on the project site for a period of five (5) years. In the event of lapses in active commercial activity at the project site due to business failure, lease termination or similar or unforeseen causes during this period, the time period shall be tolled and the owner shall take all measures reasonably necessary including, without limitation, advertising and actively seeking new tenants, to ensure that a replacement legal commercial business commences operation on the project site as soon as possible following cessation of the same. Upon business recommencement, the time period will again begin to lapse.

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***Business/Organization Name***

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***Applicant's Signature (Building Owner's representative)***

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***Date***

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***Building Owner's Signature***

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***Date***

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***Historic Preservation Officer Approval***

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***Date***

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***Chairman, Mansfield Historic Landmark Commission Approval***

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***Date***