



ECONOMIC DEVELOPMENT DEPARTMENT

100 S. Monroe, Eagle Pass, Texas 78852 • Phone: (830)773-1111

Façade Improvement Program

Revised Date: February 10, 2023

I. Introduction

The City of Eagle Pass has established a Façade Improvement Program to serve as a catalyst for revitalization and aid in the renovation of existing buildings and commercial sites located in the Central Business District. Improved attractiveness and effectiveness of structures and sites will also improve the economic competitiveness of businesses located in the Central Business District and thereby stimulate economic development within the City, enhancing its tax base.

II. Program Objective

The City of Eagle Pass Main Street Façade Improvement Program funds up to \$20,000 in matching funds for an eligible site and structural improvements to existing businesses and properties located in the Central Business District. The Façade Improvement Program provides a one to one (1:1) match in site and structural improvements. Matching funds are limited to a maximum of \$20,000 per commercial property. Funds can be used on the site or any exterior portion of the building, including signage.

The Eagle Pass Main Street Façade Improvement Program can fund up to a maximum of \$40,000.00. See Section III, Item D (Other Eligibilities)

III. Eligibility

A. Applicant Eligibility

- Eligible applicants are those located in the Central Business District within the limits of the City of Eagle Pass. The Central Business District located between Ford Street and Garrison Street and Converse Street and Commercial Street (Map Attached).
- Additional areas have been added to the eligible area and approved by the Main Street Advisory board on Monday, December 14, 2020. The application being submitted must be that of a historic building with historic character. New buildings may qualify if the proposed project meets historic design.
 1. the 500 block of Ceylon Street
 2. 500 Block of Monroe Street
 3. 500 Block of Madison Street
 4. 200 – 300 Block of S Monroe Street
 5. Commercial (historic) buildings located within the Fort Duncan area (see illustration).
- The application may come from the property owner or the current tenant. If the tenant chooses to fill out an application, the application must include a notarized letter from the actual property owner supporting the submittal of the application and agreeing to the conditions of the grant. In the letter it must state whether the property owner or tenant will be

responsible for the match of \$20,000 and will state who will be the person handling the project. The tenant shall also provide the lease or other documentation which demonstrates the terms of the lease.

- The applicant, owner or tenant, shall not be involved in any litigation that would affect the property for which the grant funding is intended for.
- The applicant shall be required to have current a suitable insurance for the property to be eligible for consideration in the program.
- The building structure for improvements in the commercial property, for which the application is being submitted, must be at least fifty (50) years old and in compliance with local and state building code requirements. Newly constructed buildings will not be eligible for grant funding unless the design and architecture meet the required design guidelines for new constructions in the Central Business District.
- The commercial property, for which the application is being submitted, must be current on all city of Eagle Pass property taxes and not otherwise indebted to the City for services, assessments, or fines in order to be eligible for funding.
- All applications for financial assistance are subject to availability of program funds.

B. Project Eligibility

1. Use of funds will be focused on exterior (façade) work on store fronts of commercial buildings located within the Central Business District. Improvements to buildings without significant architectural features shall be carefully designed and constructed to be in scale with the existing structure. Buildings that have significant architectural features are required to restore and maintain those features.
2. The proposed improvement project shall follow local and state building codes and ordinances.
3. The proposed improvement project shall be consistent with the traditional Main Street Preservation Design approach and shall conform to the Downtown, City of Eagle Pass Master Plan.
4. Any proposed improvement shall follow applicable Historic District Design Guidelines and code requirements, including acquisition of a Certificate of Appropriateness from the Main Street Advisory Board, when appropriate.
5. The Texas Historical Commission provides cost-free designs that will follow the historical aspect of the Central Business District area (downtown). Applicants may opt not to submit their design to the Texas Historical Commission, although any professional services received outside of the THC, will NOT be eligible for reimbursement as part of the Main Street Façade Improvement Grant Program. Applicants may consult with their preferred architect or engineer rather than utilizing the THC suggestions if they wish, but the service will NOT be reimbursed as part of the program.

C. Eligible Improvements

1. Complete façade rehabilitation
2. Repair/Replacement of windows and doors
3. Repair/Replacement of worn awnings or canopies
4. Scraping, priming, and painting of window frames, cornice and store front
5. Repair/Replacement of façade tile, brick, and woodwork
6. Removal of Handicapped Barriers (such as steps)
7. Repair/Restoration of original or historical architecture of the façade
8. Removal of materials that cover original or historical architecture of the façade
9. Rehabilitation of the upper façade and display areas of the side walls of a building may also be eligible if incidental to the overall façade appearance
10. Other minor repairs when incidental to overall façade improvements such as exterior lighting, signage improvements, removal of handicapped barriers, ADA accessibility entryway improvements
11. Roof repair with sufficient evidence of roof damage (leaky roofs) along with some exterior improvements

D. Other Eligibilities

1. Dollar for dollar reimbursement up to \$700 for TABC license if the applicant meets the following.
 - Building design must meet the façade grant guidelines.
 - Full payback is required if the business relocates or closes within 36 months.
2. An applicant(s) can qualify up to \$40,000.00 if they meet the eligibility improvements described below.
 - The improvements must exceed a total sum of \$70,000.00 and the total square footage of the building must exceed 10,000.00 square feet.
 - If the intent is to restore the building to its original design in which the building qualifies for historic designation.
 - Relocation or establishment of a business on Main Street that will create a significant economic boost to the downtown economy such as a well-established restaurant or bar, certain major retail stores, hotel chain, higher education facility.
 - Applicant(s) must prove that their business is financially sound.
3. Dollar for dollar up to \$25,000.00 if the intent is to create a multi-use building (second floor living space).
 - Building must meet façade grant guidelines.
 - The living space must meet quality standards.
 - Interior work such as plumbing & electrical maybe included
 - All work must meet the City of EP building code standards.

4. If the electrical box no longer meets building or electrical code standards, the applicant may qualify for matching grant up to \$750.00 if they meet the eligibility improvements described below.
 - The intent is to provide decorative lighting to the facade or side of the building.
 - Lighting must meet all electrical code.
5. A Residential property within the Historic Preservation District area (map “A”) will not qualify for any grant funding unless:
 - The residence is designated by the Texas Historical Commission or the United States Department of the Interior as a historic site.
 - The owner of the property is within process of registering the residence as a historic site or is willing to apply for historic designation.
 - Failure to comply, the applicant is subject to repayment of the entire dollar amount that was awarded, plus any additional costs associated with the process.
 - Historic designation process of the property must be submitted to the Texas Historical Commission within 90 days of funding.
6. Dollar for Dollar up to \$10,000.00 if the business needs a fire suppression system or affixed oven system to the establishment.
 - . The following applies:
 - Full payback is required if the business relocates or closes within 36 months.
 - Building must meet the façade grant guidelines.
7. Dollar for dollar up to \$10,000.00 for the removal of hazardous materials such as mold, lead, and asbestos. The applicant must meet the eligibility improvements listed below:
 - Hazardous materials must be removed or abated by a certified contractor.
 - Proof that the hazardous materials have been removed.
 - Building must meet all façade grant guidelines.
8. Sign only eligibility – Applicants can apply for sign only improvements under the following terms:
 - The applicant follows through with design advice set forth by the Texas Main Street design assistance program or Eagle Pass Main Street staff.

Applicant is eligible to get reimbursed up to 60 percent (60%) of the cost and not to exceed the amount of \$10,000.00. The sign must meet the following to qualify for 60 percent reimbursement.

- Must be an illuminated sign and serve as a historic or vintage accent to the city of Eagle Pass Main Street and or Central Business District.
- Must meet all building code requirements.

Any application requesting interior improvements listed in Item D (Other Eligibilities) must also contain any applicable façade improvement to be eligible for reimbursement.

E. Ineligible Improvements

1. Interior improvements
2. Roof Repair not incidental to overall façade improvement
3. Removal of original, historical, or architecturally important features
4. Any addition to part of the building
5. Second hand stores.

Note: Projects, which are underway or stated prior to an executed agreement, are NOT eligible for participation in the City of Eagle Pass Main Street Program Façade Improvement Grant Program.

Main Street Program Façade Improvement Grant Guidelines

A. General Program Guidelines

1. All applications shall be submitted to the Main Street Manager, who shall review the application for completeness.
2. The Main Street Advisory Board shall consider only applications which have been properly and fully completed and which contain all information required in the application or request by any committee or the Main Street Board.
3. The Main Street Advisory Board shall have sole discretion in awarding grants except in cases appealed to and reviewed by the City of Eagle Pass City Council. The Main Street Advisory Board shall award grants considering the grant amount requested (up to \$20,000.00 reimbursable or as noted in section III, other eligibilities), grant funds available, the criteria of the program, condition of the building in which the grant funds will be used, effectiveness of the construction, other grant requests, the type and nature of the construction, and the proposed constructions results consider the grant program.
4. The Main Street Advisory Board shall consider any application within its discretionary authority to determine what a grant amount would be in the best interest of the Main Street Program. The review criteria may include but shall not be limited to, compatible, architectural design, Main Street Program objectives, overall redevelopment of the downtown area and historical property.
5. The Main Street Advisory Board will approve all façade grants except for delegated decision to the Main Street Manager. Any proposed appeals will be determined by the City of Eagle Pass City Council.
6. All design plans, including signage which are associated with the Main Street Façade Grant Program, must be approved by the Main Street Advisory Board during the application process.
7. The applicant or the Main Street Manager on applicant's behalf, shall make a presentation to the Main Street Advisory Board as a proposal for façade improvements needed.
8. The applicant shall agree to allow the project to be used for promotion of the Façade Improvement Grant Program as a downtown revitalization project. The applicant upon applying agrees to allow the City of Eagle Pass to use photo, video, advertisements, signs, or any other marketing strategies to promote the Main Street Façade Improvement Program.
9. Building owners and business owners agree to have a sign and/or banner placed on or in the vicinity of the building during the project. The sign will be provided by the City of Eagle

Pass Main Street Program. In addition, in order to promote our façade grant program, the grantee must agree to a ribbon cutting ceremony

10. The project shall conform to the City of Eagle Pass building codes and ordinances.
11. The project shall be consistent with the traditional Main Street Preservation design approach and must be consistent with the downtown Eagle Pass Master Plan.
12. The applicant shall notify the Main Street Advisory Board in writing if the applicant makes any changes in the plans submitted to the committee with the original application. Committee reserves the right to reconsider the application based on the changes to the originally approved design plan.
13. All construction bids submitted by an Applicant must be current and must be dated no earlier than thirty (30) days prior to the application request. Bids shall be submitted on the contractor's letterhead and shall contain the contractor's name, address, telephone number, and shall itemize the bid in a manner that allows the Main Street Advisory Board to determine the bid components and authenticity of the bid.
14. An applicant who submits an application that was denied a grant by the Main Street Advisory Board shall not be eligible to re-submit a grant application for one (1) year from the date the prior application was declined by the Main Street Advisory Board or in an appeal case reviewed by the City of Eagle Pass City Council, from the date the City Council declined the application under appeal.
15. Applicants receiving approval by the Main Street Advisory Board shall commence construction described within the application within sixty (60) days from the date the grant is awarded by the Main Street Advisory Board, or in an appeal case reviewed by the City Council, from the date the grant is awarded or overturned by the City of Eagle Pass City Council. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved by the Main Street Advisory Board or in an appeal case reviewed by the City Council, from the date the grant is awarded or overturned by the City of Eagle Pass City Council. If the applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction 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 provided the extension request is made prior to the sixty (60) day or one (1) year time limit. The Main Street Advisory Board shall not be obligated to allow extensions but may do so for good cause determined solely by the Main Street Advisory Board unless delegated to the Main Street Manager. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Main Street Advisory Board or the Main Street Manager if delegated. An extension denial cannot be appealed and shall be final with the Main Street Advisory Board or the Main Street Manager if delegated.
16. If an applicant is approved for grant funds and does not meet the deadlines prescribed above, the funding can be withdrawn by the Main Street Advisory Board or if delegated, the Main Street Manager. If an applicant has the grant funds withdrawn, the applicant will serve a two (2) year suspension from all Main Street Programs.
17. As a condition of this grant application, the applicant consents and shall allow the Main Street Advisory Board to request City Inspectors and/or contracted professional services to determine if the proposed project site follows the City of Eagle Pass's Building Codes and

Ordinances which are applicable to the construction proposed in the application submitted. Awarding for the Façade grant shall be suspended or denied as determined by the Main Street Advisory Board if the project site fails to follow the City of Eagle Pass Building Code and Ordinances. No Façade Improvements will be reimbursed if done to a building that is not in compliance with the City of Eagle Pass's Building Codes and Ordinances applicable to the proposed application.

18. The applicant shall be required to furnish pictures of the building's exterior, roof, and foundation as part of the application request and after the construction is completed if the grant is awarded as a condition of final reimbursement.
19. The applicant and/or their selected contractor is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.
20. No applicant, nor applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within a three (3) year from the date a previous grant was awarded by either the Main Street Advisory Board or the City of Eagle Pass City Council.
21. An applicant must attend the Main Street Advisory Board meetings which consider the application if/when requested to do so by the Main Street Advisory Board. Failure to attend a Main Street Advisory Board meeting when required may be cause for rejection of the application.
22. Improvements may only be removed or altered without penalty if written consent is provided by the Main Street Advisory Board.
23. If grant funds are approved. A three (3) year preservation period will be in effect after the completion of the project. Owners are encouraged to maintain ownership of the project building for three (3) years immediately following the improvements. Additions may be added during this preservation period so long as they do not alter the approved façade design. During this period, alterations to the awarded project that are not approved by the Main Street Advisory Board will result in repayment to the Main Street Façade Improvement Program of the awarded funds. An alteration may be allowed only if the historic structure is declared to be unsafe by a building or code inspector (City of Eagle Pass building inspector).

***The Main Street Advisory Board reserves the right to review, accept or reject all applications submitted for the Main Street Façade Improvement Program. ***

B. Reimbursement of Funds

When the Façade Improvement project has been satisfactorily completed and reviewed, the applicant shall submit itemized copies of all paid invoices, before and after photos of the building and proof of payment, to the Main Street Manager, for a single payment reimbursement of the approved funding. Reimbursement payments will be given in a single lump sum at the completion of the project with all the proper paperwork turned in.

C. Appeal Process

Any application rejected by the Main Street Advisory Board or a delegated Main Street Manager's decision shall be entitled to review by the City of Eagle Pass City Council. The applicant shall submit a written request for review to the Economic Development Director no later than (10) days from the date the application is denied by the Main Street Advisory Board

and the Main Street Manager shall place in next City Council agenda for review. The request for review by the City of Eagle Pass City Council shall state the reasons why the applicant believes the application was improperly dismissed by the Main Street Advisory Board and the reason why the applicant believes the application should be approved. Review by the City Council will be scheduled within the time restraints and business issues of the City of Eagle Pass City Council, but in no event later than ninety (90) days from the date the written request for review is received. The City Council shall review the application and consider the action taken by the Main Street Advisory Board unless the City of Eagle Pass City Council determines the Main Street Advisory Board did not act in substantial compliance with the application request and applicable policies relating to the City of Eagle Pass Main Street Façade Improvement Program. **The City Council determination shall be deemed final action regarding the application.**

IV. Procedures

- A. The interested and potential applicant can inquire about the program and receive an application at the Main Street Manager's Office.
- B. When the application is completed; the applicant will submit the completed application along with the required documents (proof of ownership of project site and/or notarized letter from the owner in support of the project along with a copy of the deed and proof of local tax compliance with the City, County and School District, must be current with all local taxing entities, and proof that the building is adequately insured).
- C. Upon submittal of the application, the Main Street Manager will review the application to determine whether the application is complete in its entirety. The Main Street Manager will be available for any questions or concerns about the application or program. At this time the applicant will sign an affidavit, acknowledging that they have received the program guidelines and will abide by the guidelines of The City of Eagle Pass Main Street Façade Improvement Program. This includes any stipulations placed by the City of Eagle Pass that are contingent with approval of the funding for the applicant's project.
- D. The Main Street Manager will proceed after receiving the application and briefly meeting with the applicant, to take photography to submit the project idea to the Texas Historical Commission (THC) for a rendering, free of cost to the City. A response From the Texas Historical Commission (THC) may take anywhere from 30-90 days. The applicant may opt to choose their own professional for the rendering/design, as long their selected professional is registered and/or licensed to provide such a service. Note: If the applicant exercises their option to have their project designed by a firm or professional other than the Texas Historical Commission (THC), the cost of the professional service will NOT be reimbursed as a part of the Main Street Façade Improvement Program.
- E. When the rendering/design is complete, with the applicant and the Main Street Manager in agreement of rendering/design the applicant will be responsible for collecting a minimum of two quotes.
- F. Once the applicant has collected the three quotes from three pre-qualified contractors. The applicant shall submit them to the Main Street Manager. The Main Street Manager will package the quotes with the rest of the application originally submitted for preparation of the next Main

Street Advisory Board Meeting. Meetings are every 2nd Wednesday of every month at 12:00 pm, City Hall Building, 100 S. Monroe Street.

- G. The applicant is required to attend the meeting in which their application will be presented in case of any questions or concerns from the Board about the proposed project. If the applicant is unable to attend, a third person may attend the meeting representing the applicant.

- H. The Main Street Manager will contact the applicant about the approval or denial of the proposed project. If approved the applicant is referred to the Planning and Zoning Department where the applicant or the preferred pre-qualified contractor will proceed in acquiring the necessary permits for the approved project. If the application is denied, the Main Street Manager will disclose the reason why the application was denied and explain the process of appeal to the applicant. A denied applicant is placed on one (1) year deferral, after which they can remedy any concern on the application and resubmit their application.

Note: The Main Street Manager will verify all information of the application, if an application is deemed to be inaccurate; the Main Street Manager reserves the right to remove the application from consideration.

V. Contractor Qualifications

To be eligible to participate in the construction work financed under the Main Street Façade Improvement Grant Program, contractors must meet the following minimum requirements:

- A. The contractor must not be a debarred, suspended, or ineligible contractor according to U.S. General Services Administration list of Parties Excluded from Federal Procurement and Non-Procurement Programs. Verification of contractor eligibility will be obtained from the Agency prior to awarding any contract.
- B. The contractor must carry worker's compensation insurance, automobile liability insurance, and unemployment insurance as required by the State of Texas for projects that exceed a cost of \$50,000.00. Additionally, the contractor must carry general liability and property damage insurance for Façade Improvement work done within the City of Eagle Pass, in the amount of \$500,000. This insurance must be applicable to construction work done in the City of Eagle Pass and must be in effect during the contracted period. Evidence of such insurance must be presented prior to the execution of the contract.
- C. The grant awardee will be responsible for selecting the contractor of their choice for construction; A contractor that is not pre-qualified for the program, will not be allowed to perform any improvements; if the grant awardee selects a contractor that is not pre-qualified, their reimbursement may be voided for violation of the Program's guideline

Main Street Façade Improvement Program Application

Applicant Name _____ Date _____

Business Name _____

Mailing Address _____

Contact Phone Number _____ Email Address _____

Building Owner (if different from applicant) _____

Building Name _____

Building Address _____

Details of the proposed improvements to your building's Façade:

Planned use for building after improvements are made?

Attach with completed application for presentation at Main Street Advisory Board Meeting:

- Proof of Ownership/Notarized Affidavit signed by Owner in support of project (copy of deed)
- Completed W-9 Form
- Proof of the building being adequately insured
- Proof of local entity tax compliance; must be current with City taxes
- Pictures of the current state of the building
- Detailed design/rendering of proposed improvements (From THC or chosen professional)
- Two (2) quotes from two (2) qualified contractors

Façade Improvement Agreement Form

I have met with the Main Street Manager and I completely understand the procedures established by the City of Eagle Pass Main Street Façade Improvement Grant Program and the Main Street Advisory Board and intend to use this grant for the aforementioned exterior renovation project which forwards the effects of the revitalization program known as the Main Street Program.

I have read the City of Eagle Pass Main Street Façade Improvement Grant Program Application Guidelines and understand them completely.

I understand that if I am awarded funds for the Façade Improvement Grant Program by the Main Street Board Advisory Board; any deviation from this agreement may result in the withdrawal of funds awarded for the Main Street Façade Improvement Program and a proceeding suspension from applying.

I understand that the Main Street Façade Improvement Grant Program will be administered as reimbursements once the Façade Improvement Project is completed as agreed upon and receipts are shown for the work completed and proof of payment is provided.

I understand that Façade Improvement Grant Program awards will be given for up to 50% of the total project expense (not including professional services) I am applying for up to and will not exceed \$20,000 in funding for each building per property owner; I further understand that if awarded funding, I will be deemed ineligible to apply until after the three (3) year preservation period is complete for the building/property.

I understand that the Façade Improvement Grant Program will be administrated until funds are depleted. I have read and understand the procedures of the program including the appeal process and the reimbursement process. I agree and understand that any violation of the Façade Improvement Grant Program may result in withdrawal of funds and/or deferral of the application.

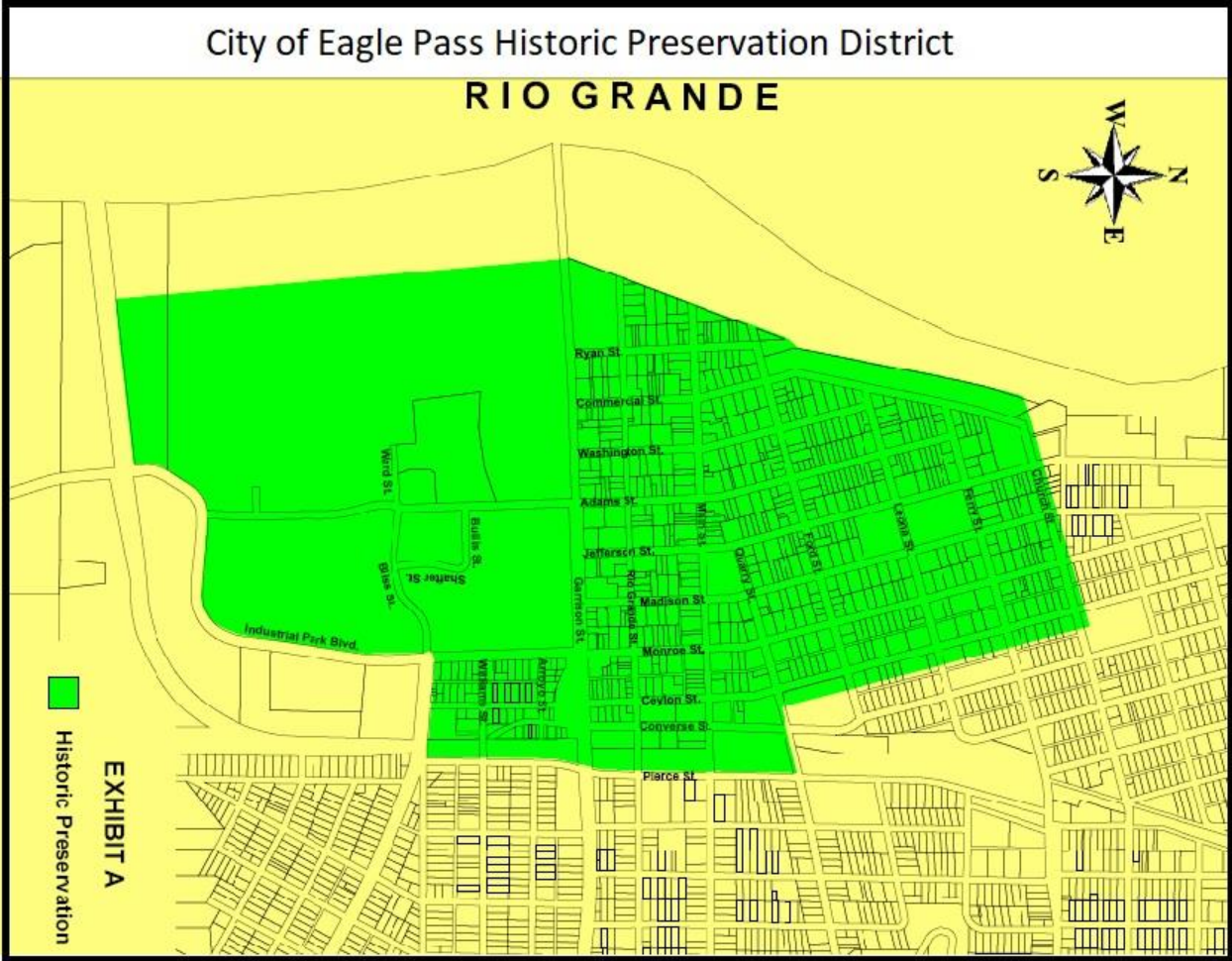
Signature of Applicant

Date

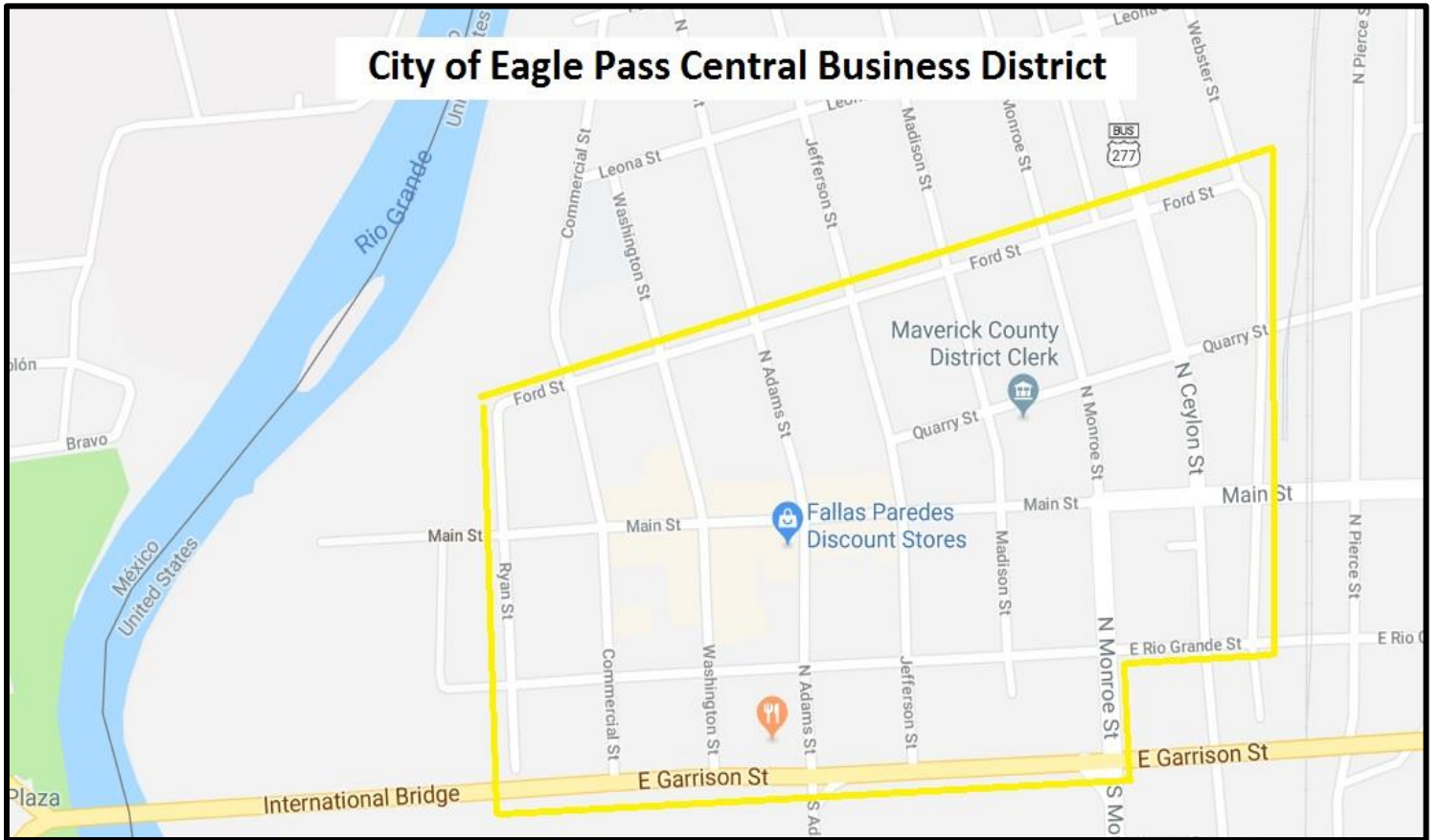
Main Street Manager

Date

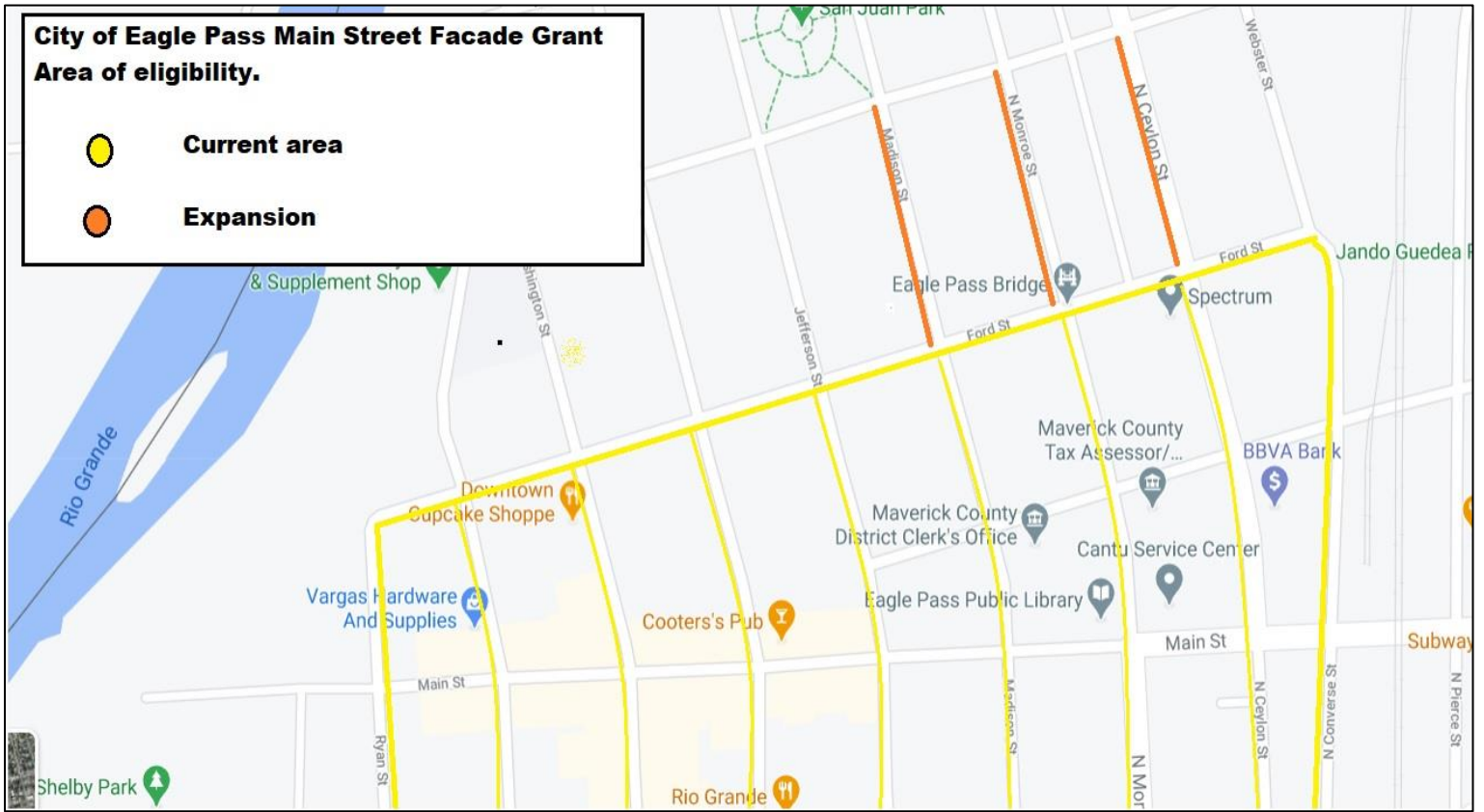
Historic Preservation District



Central Business District Map



Grant Expansion



Grant Expansion

