



City of Rockwall  
*The New Horizon*

## CITY OF ROCKWALL & COMMUNITY BANK FAÇADE & SIGN REIMBURSEMENT

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### GRANT PROGRAM

*The success of the **Rockwall Main Street Program** relies heavily on both the public and private sectors support of the program. The overall goal is for all sectors of the community to understand and be philosophically committed to the revitalization process and to commit maximum resources possible to achieve downtown commercial district revitalization. **Community Bank** has demonstrated their commitment to the program by partnering with the City of Rockwall Main Street Program to augment façade grant funding. Community Bank has matched funds allotted by the City of Rockwall for façade grants, in turn expanding the opportunities available for downtown revitalization.*

#### **Façade & Sign Reimbursement Grant Information**

The Grant Program is a single payment reimbursement to grant recipients. **Grants are available on a 50/50 matching basis with a cap of \$1,000 per grant. In other words, the grant will match dollar for dollar what you spend in improvements to the façade of your building up to \$1,000..** Grant funds may be used for exterior work on storefronts and highly visible side and rear facades located in the Main Street District (see attached map).

**Sign grants are available on a 50/50 matching basis with a cap of \$500 per grant (\$1,000+total project cost).** Grant funds are for signs which may include signboards, projecting signs and pedestrian signage (includes window sign, hanging sign and awning/canopy sign) for commercial buildings located in the Main Street District.

Grants are available throughout the year, on a first come, first serve basis until funds are depleted. Preference may be given to projects that will further the Downtown Plan. **Grants will not be awarded for work that has already been completed or for work that is covered by insurance.** Submitted projects will be reviewed based on, but not limited by the Secretary of the Interior's *Standards for Rehabilitation* and approved by the Main Street Advisory Board before any eligible work may begin. If awarded a reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.

#### **Façade & Sign Reimbursement Application Process Instructions**

- 1) **Determine Eligibility:** **Before you begin working on your project**, call the Rockwall Main Street Mgr. and make an appointment for free assistance in selecting paint, building materials, color schemes and sign materials for the project through the Texas Main Street Center's Architectural Assistance Program. Remember, grant funds can not be awarded for projects once they are completed. The Downtown District Development Standards (DDDS) should be a reference guide when making any improvements to properties in the Downtown District. The DDDS are available from the City of Rockwall, 385 S. Goliad., Rockwall, TX 75087, and on-line at [www.rockwall.com](http://www.rockwall.com).
- 2) **Completion of Application:** Grant **applications must include a drawing** by the project architect, Texas Main Street architect or contractor of proposed work to be completed. Drawings are required for any improvements that will alter the current look of the façade.

Such things may include window replacements, removal of entryways, exposure of transom windows. If you have any questions, please call the Main Street Manager for further detail. Color samples of paint selections, fabric or sign material selections must be included with the application to be reviewed by the Dept. of Planning & Zoning and approved by the Main Street Advisory Board. Obtain and submit with application **itemized written work estimates on all project work** from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.

- 3) **Return of Application:** Return the completed application along with itemized work estimates, color samples, drawings, sign materials of proposed work to the Rockwall Main Street office at 385 S. Goliad, Rockwall, TX 75087 **by the last day of the month.** Applications will be considered at the regular Main Street Advisory Board meeting held **the third Tuesday of each month.**
- 4) **Grant Approval Process:**
  - a) Grant projects must meet current building standards and codes, as well as building permit requirements.
  - b) Notwithstanding anything stated in this application to the contrary, final approval for any grant shall be vested in the Main Street Advisory Board.
  - c) The Main Street Advisory Board **shall consider applications which have been properly and fully completed and which contain all information required in the application** or requested by the Planning & Zoning Dept. or Main Street Advisory Board.
  - d) All **estimates submitted by an applicant must be current, dated no earlier than ninety (90) days prior to the application request.** Estimates submitted shall be on contractors or project architect's letterhead and shall contain the contractor's name, address and phone number. Estimate shall be itemized in a manner that allows the Main Street Advisory Board to determine the bid components and authenticity of the bid.
  - e) Applicants awarded a grant shall commence construction described within the application within ninety (90) days of the date the grant was approved by the Main Street Advisory Board and work must be completed within one year. If the applicant is unable to begin work within ninety days or is unable to complete project within 1 year, applicant must make a written request for an extension. The Main Street Advisory Board is not obligated to grant an extension, however may do so for good cause determined solely by the MSAB. If extension is granted, it shall be for the term and for the conditions determined exclusively by the MSAB. An extension denial can not be appealed and shall be final.
  - f) As a condition of this grant application and in consideration of the opportunity to apply for a grant, the applicant consents and shall allow the Main Street Advisory Board to request city inspections to determine the grant, if awarded, shall not be used for construction to any building that is not in compliance with municipal codes and ordinances which are applicable to the construction contemplated in the application.
  - g) The Main Street Advisory Board shall award grants considering the grant amount requested, grant funds available, the grant 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 construction results considering the program.

- h) No applicant has a proprietary right to receive grant funds. The Main Street Advisory Board shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the grant program. The review criteria may include, but not be limited to, compatible architectural design, streetscape objectives, and overall redevelopment of the Main Street District.
  - i) Applicant is required to furnish photographs of the building's exterior as part of the application request and also after completion of the project as a condition of final grant reimbursement.
  - j) Applicant is required to obtain all applicable city permits and city approvals for the project if a grant is awarded.
  - k) Applicants, applicant agents, representatives or tenants may not apply to receive grant approval on the same property until **one (1) year** from the date a previous grant was awarded for that same property by the Main Street Advisory Board.
- 5) **Reimbursement Process:** When the entire grant project has been satisfactorily completed and reviewed, applicant shall present Rockwall Main Street office 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.
- 6) **Appeal Process:** Applications denied by the Main Street Advisory Board (MSAB) are entitled to review by the Rockwall City Council. The applicant shall submit a written request for review to the Assistant City Manager no later than ten (10) days from the date the application was denied by the MSAB. The request shall state the reasons why the applicant believes the application was improperly refused by the MSAB and the reasons why the applicant believes the application should be approved. The written review request shall be furnished by the Assistant City Manager to the Chairman of the MSAB. The Chairman of the MSAB shall within ten (10) days of receipt of the applicant's written request from the Assistant City Manager, furnish to the Assistant City Manager the MSAB's reasons for denying the grant application and shall state reasons why the grant application should not be approved by the Rockwall City Council. Review by the Rockwall City Council will be scheduled within the time restrains and business issues of the Rockwall City Council, but in no event later than ninety (90) days from the date the written request for review was received by the Assistant City Manager from the applicant. The City Council shall review the application and consider the action taken by the MSAB regarding the application. The Rockwall City Council shall not be required to reverse the MSAB unless the Rockwall City Council determines the MSAB did not act in substantial compliance with the application request and applicable policies relating to the Rockwall Façade & Sign Grant Program. The Rockwall City Council determination shall be deemed final action regarding the application.

*The **Rockwall Main Street Program** is a revitalization program intended to enhance the character of the downtown through historic preservation and community involvement, while at the same time promoting downtown, providing educational and technical assistance to business and property owners, and maintaining the unique beauty of downtown Rockwall. Rockwall Main Street has designed the following façade & sign reimbursement grant program as an economic incentive for reinvestment opportunities.*

