



## **DOWNTOWN INCENTIVE REIMBURSEMENT GRANT PROGRAM**

### **Application Instructions**

**If you have any application questions, please contact  
the Main Street Brenham office at 979.337.7239.**

**If you have any building permit questions, please contact  
the Building Permits and Inspections Department at 979.337.7220.**

*The City of Brenham Main Street Program works to revitalize and enhance the unique character of Downtown Brenham 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 beauty of Brenham. As an economic incentive, the City of Brenham Main Street Program has designed the following incentive reimbursement grant program.*

### **PROGRAM GOALS:**

Funds available through this program will be used to improve the buildings and building sites located in the eligible area of Downtown. The program will benefit the City of Brenham by making Downtown more attractive, increasing the economic vitality of the buildings, and increasing sales tax and property values while preserving and enhancing Brenham's architectural and cultural history.

### **PROGRAM OBJECTIVES:**

- A. Restore and preserve the historical fabric and character of Downtown Brenham, ensuring the survival of the area's rich architectural and cultural history.
- B. Stimulate redevelopment to increase sales tax revenues and property values; and
- C. Eliminate dilapidated structures or property conditions as they exist in Downtown Brenham.

### **PROGRAM DETAILS:**

The Downtown Incentive Reimbursement Grant Program is set up as a single payment reimbursement to property owners for exterior building renovations and improvements. Reimbursement grants are available for Façade Rehabilitation, including: removing slipcovers or non-historic/added facades; re-pointing brick or replacing mortar joints; replacing or restoring architectural details; removing paint from brick; painting and replacing or restoring windows, canopies, awnings or storefronts. Signage is not included unless it is restoring historic signage. Painting historic masonry is not eligible unless it has previously been painted.



Project Limits:

1. 50/50% matching basis with a cap of \$5,000 per grant (\$10,000+ total project cost).
2. 50/50% matching bases with a cap of \$2,000 per grant (\$4,000+ total project cost) for awning or paint grants.

**GRANT GUIDELINES (please read carefully):**

1. Façade rehabilitation grant funds are available for exterior work on building facades that immediately overlook public streets location in the designated Main Street area, as defined by the attached map.
2. Grants are on a first-come, first-served basis until allocated funds are depleted, or until the program ends, whichever comes first. Funding is subject to allocation in the annual budget.
3. No grants will be awarded for work that has already been completed or for work that is covered by insurance. Incentive grant applications must be submitted before requests for building permits.
4. All grants will be awarded on a reimbursement basis once completed work has been verified by staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant.
5. All submitted work will be reviewed based on the Secretary of the Interior's *Standards for Rehabilitation* (see attached) and the Main Street Brenham's *Downtown Design Guidelines* (available from the Main Street office in City Hall). City staff will and the Main Street Design Committee will review submitted work, make a determination of eligibility, and recommend approval of the request to the Main Street Board.
6. Grant applications and awards can be made in any of the reimbursable activities listed above and may be combined for any single property or project. **However, the maximum amount available bi-annually per applicant is \$7,000.**
7. An applicant is defined as an eligible property within the Main Street designated area. A single owner of multiple properties may apply for grant funds for each property owned but may not receive more than \$7,000 per property.



8. Projects will be reviewed with the following considerations in mind:

- Project compliance with all current building standards;
- Perceived need for proposed renovations to building;
- Historical accuracy of proposed renovations;
- Design quality of the proposed renovations;
- Compatibility of design in relation to other buildings;
- Project compatibility with streetscape objectives; and
- Project compatibility in relation to downtown development goals at time of application

### **GRANT APPLICATION PROCESS**

1. ***Determine eligibility:*** Discuss project plans in a pre-application meeting with Brenham Main Street. An appointment for free assistance in selecting paint, fabrics, color schemes and materials for the building façade may be scheduled through the Texas Main Street Center's Architectural Assistance Program, or with the Main Street Design Committee. The *Downtown Design Guidelines* should be a reference guide when making any design improvements to the properties in the Main Street District. The Downtown Design Guidelines are available from the Main Street Program office at 200 W. Vulcan, Brenham, Texas 77833.
2. ***Fill out incentive reimbursement grant application agreement forms.*** All grant applications must include a drawing, with dimensions, from the project architect or contractor of all proposed grant work to be done. Color samples of all final paint selections and/or material selections must be included with the application to be reviewed and approved/rejected by the Brenham Main Street Board. Obtain **itemized** written work estimates on all project work from contractors or project architects. At least two bids shall be submitted to Main Street Brenham for review. Only supplies necessary for the property will be reimbursed for self-contracted work. This expressly excludes tools. The applicant's labor or labor from family members of the applicant is not an eligible expense.
3. ***Return the completed application form*** with a tax certificate from the Washington County Appraisal District showing all taxes are paid, all original itemized work estimates, color samples, drawings and sample materials of the proposed work to the Main Street office at 200 W. Vulcan, no later than 5 p.m. on the 15<sup>th</sup> of each month.
4. ***The approval process will include without limitation the following:***



- (a) All projects must meet current building standards and codes, as well as building permit requirements.
- (b) Applicants may be required to attend and present their grant reimbursement project to Brenham Main Street. This may involve multiple presentations.
- (c) Main Street Brenham shall only consider applications that have been properly and fully completed and which contain all information required in the application, or requested.
- (d) All construction bids submitted by an applicant must be current and must be dated no earlier than ninety (90) days prior to the application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor name, address, telephone number, and shall itemize the bid in a manner that allow Main Street Brenham to determine the bid components and authenticity of the bid.
- (e) An applicant who submits an application that was denied a grant by Main Street Brenham shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was declined by Main Street Brenham.
- (f) Applicants awarded a grant shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one 6 months from the date the official grant notification is sent. If the Applicant is unable to commence construction with ninety (90) days from the date the grant is approved or complete construction within 6 months from the date the grant is approved, the applicant may submit a written request for an extension provided the extension request is made prior to the time limit. Main Street Brenham shall not be obligated to allow extensions but may do so at their discretion. The extensions, if granted, shall be for the term and for the conditions determined exclusively by Main Street Brenham. An extension denial cannot be appealed and shall be final.
- (g) The Main Street Board shall have sole discretion in awarding grants. The grants will be awarded considering the following:
  - the amount requested;
  - grant funds available;
  - the guidelines of the grant program;
  - condition of the building;
  - economic impact;
  - Main Street Brenham's recommendation; and
  - the type and nature of the construction.



- (h) No applicant has a proprietary right to receive grant funds. Main Street Brenham shall consider any application to determine what grant amount would be in the best interest of the Grant Program. The review criteria may include, but shall not be limited to, project compliance with all current building standards, perceived need for proposed renovations to building, historical accuracy of proposed renovations, design quality of the proposed renovations, the compatibility of design in relation to other buildings, project compatibility with streetscape objectives and project compatibility in relation to downtown development goals at time of application.
  - (i) The applicant shall be required to furnish current and historical photographs (if available) of the building's exterior as part of the application request and shall provide photographs after the construction has been completed, as a condition of final grant reimbursement.
  - (j) The applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.
  - (k) No applicant, nor applicant agent, representative or tenant shall be entitled to receive grant approval on the same property – for the same grant type - if requested within three (3) years from the date a previous grant was awarded.
5. ***Reimbursement:*** When the entire grant project has been satisfactorily completed, the applicant shall present the Main Street Brenham office with copies of all paid invoices, including copies of canceled checks and/or credit card receipts, for a single payment reimbursement of the approved funding. Upon review by the Design Committee, reimbursement will be recommended to the Main Street Board.



## REHABILITATION TIPS

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- Roof, foundation and structural items should always be given priority over cosmetic improvements.
- Carefully examine old buildings for termites, wood rot and general deterioration.
- When repairing a building, do not cut expenses on the roof or foundation.
- Be aware of areas on the roof and at connecting walls where water does not readily drain. Flashing should be installed at intersections to prevent leakage.
- Carefully locate air conditioning units to avoid water condensations on the sides of buildings. Condensing units should be supported from the masonry walls and not placed directly on the roof.
- The top brick cornices that project above the roof deteriorate rapidly unless they are capped with metal, terra cotta, stone or concrete.
- When mortar is missing or in poor repair, moisture will enter the walls and eventually may cause structural damage. Deteriorated mortar should be removed to a depth of at least three-fourths of an inch and replaced with new mortar that matches the old in color, texture and striking of the joint.
- Do not sandblast. Chemicals and/or water can remove dirt and paint without damaging the surface of the building.
- Do not paint too often; many times a building only needs mild washing.
- If the building has stone or brick that has never been painted, do not create a maintenance problem by painting it.
- Existing architectural details, including old wood doors, windows, ceilings, and trim work add to the character of a building and its resale value. Repair these features rather than remove them.
- Wood windows are reasonable to repair, if a specialist in window repair can be found. If the windows are missing, custom-made windows can be ordered for replacement in old buildings.
- Pressed metal ceiling panels are still being manufactured today with some of the same patterns installed originally. Deteriorated panels, therefore, can often be replaced exactly.
- Do not use aluminum siding. It can hide water penetration into the walls and accelerate deterioration.
- Before rehabilitating a building façade, take a careful look at the structural aspects of the building. Develop a design that is compatible with neighboring buildings.



## SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION

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**Main Street Brenham will maintain 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 archaeological 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 addition 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.



## **DOWNTOWN INCENTIVE REIMBURSEMENT GRANT PROGRAM CHECKLIST**

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**Use this form as a checklist to follow all steps needed to complete the Downtown Incentive Reimbursement Grant Program application to receive approval.**

- ☐ Meet with Main Street staff to determine eligibility and to walk through Downtown Incentive Reimbursement Grant and instructions, and to possibly set up an appointment for free assistance from the Texas Main Street Center's Design Assistance Program.
- ☐ Meet with the City's Building Inspectors for any work involving a building or sign permit.
- ☐ Complete the Downtown Incentive Reimbursement Grant application form and sign agreement form. Include the following required attachments: Drawing to show all of proposed grant work to be done including renderings, color samples of all final paint selections and/or material selections, photographs of building exterior.
- ☐ Return completed application and agreement form with required attachments no later than 5 p.m. on the 15th of the month to the Main Street office.
- ☐ Upon request, attend and present Downtown Incentive Reimbursement Grant application project all required meetings.
- ☐ Do not start work until notification of grant award is received from the Main Street office.
- ☐ If approved, Downtown Incentive Reimbursement Grant project construction may commence. Work must commence within ninety (90) days of approval from Main Street Board and be completed in 6 months.
- ☐ Upon completion of Downtown Incentive Reimbursement Grant project, furnish photographs of the building's exterior; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a single payment reimbursement of the approved funding.





## DOWNTOWN INCENTIVE REIMBURSEMENT GRANT PROGRAM APPLICATION

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Please return completed with necessary attachments and signature to Main Street Brenham offices at 200. W. Vulcan. If you have any application questions, please contact the Main Street staff at 337.7239. If you have any building permit questions, please contact the City of Brenham's Building and Permits Department at 337.7220.

❖ Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

❖ Business Name: \_\_\_\_\_

❖ Mailing Address: \_\_\_\_\_

❖ Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

❖ Building Owner (*if different than applicant*) \_\_\_\_\_

❖ Historical/Current Building Name: \_\_\_\_\_

❖ Physical Building Address: \_\_\_\_\_

❖ Type of Work: (*check all that apply*)

\_\_\_ Façade Rehabilitation      \_\_\_ Façade – paint only      \_\_\_ Awnings

Details of Planned Improvements for Downtown Reimbursement Grant: (*attach additional sheets if necessary*)

\_\_\_\_\_

List Contractor/Project Architect proposals and Total amounts (*please attach copies of original proposals*)

1. \_\_\_\_\_

2. \_\_\_\_\_

Total Cost of Proposed Project: \_\_\_\_\_

Amount of Grant Requested (50% of Total Cost Above, within stated limits): \_\_\_\_\_

*Attach with all required color samples of paint, awning/canopy design, etc., as well as current and historical photographs (when available) of building's exterior façade.*

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**Applicant's Signature**

**Date**



## DOWNTOWN INCENTIVE REIMBURSEMENT GRANT AGREEMENT FORM

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I have met with the Brenham Main Street staff, and I fully understand the Downtown Incentive Reimbursement Grant Procedures and Detail established by Main Street Brenham. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of revitalization and historic preservation of Brenham's historic downtown. I have not received, nor will I receive insurance monies for this revitalization program.

I have read the Downtown Incentive Reimbursement Grant Application Procedures including the Downtown Incentive Reimbursement Grant Details.

I understand that if I am awarded a reimbursement grant for façade or awning work and the façade or awning is altered for any reason within one (1) year from construction, I may be required to reimburse the City of Brenham immediately for the full amount of the Downtown Reimbursement Grant.

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*Business/Organization Name*

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*Applicant's Signature*

*Printed Name*

*Date*

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*Building Owner's Signature (if different from applicant)*

*Printed Name*

*Date*

-----*For Office Use Only*-----

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*Design Committee Chair signature*

*Recommendation*

*Date*

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*Main Street Board Chair signature*

*Recommendation*

*Date*

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*City Manager signature*

*Action*

*Date*