



Historic Downtown Wilson

Façade Grant Program for the Municipal Service District

Purpose

The purpose of the Façade Grant Program is to provide business and commercial property owners an economic incentive to renovate the exterior façades of the buildings in the Downtown Wilson's Central Business District. The program encourages good façade design projects and quality workmanship, which complement the unique historic character of the building exterior façade, while also introducing compatible new design.

Eligibility

Any owner or tenant of a building located within the Central Business District is eligible (see map below for boundaries of the Central Business District). Owners and tenants may request façade grants separately; however, only one grant may be awarded per property and per project. Any tenant applying for a grant must have the owner's written permission attached to the application.

Funds Available

The Façade Grant Program is made possible through the Wilson Downtown Development Corporation (WDDC). All participants will require a minimum investment of \$1,000. The maximum grant for any one project is \$10,000.

Funding Period

Grants will be awarded for eligible projects on a funds-available basis as directed by the WDDC Board of Directors.

Guidelines

1. Projects will be awarded to those that meet the approval of the WDDC Board of Directors.
2. Façade grant proposals must meet all code requirements of the City of Wilson and the State of North Carolina.
3. Funds are for substantial building façade improvements, and not to be used for general maintenance and/or deferred maintenance.
4. **The Secretary of the Interior's Standards for Rehabilitation** are used as the standard for the façade grant program and for proposed façade improvement projects (see attached, pgs. 5, 6, & 7). These **Standards for Rehabilitation** will be used as a guideline and for recommendations, when needed, from the Design Committee in making improvements to the exterior façade of the structure.

A complete outline of these standards, describing how to appropriately preserve historic properties in working with **masonry, wood, metals, roofs, entrances/porches, storefronts, structural systems, spaces/features, finishes, mechanical systems, site, setting, energy, new additions, accessibility, and healthy/safety**, can be found at:

<http://www.nps.gov/hps/tps/tax/rhb/stand.htm>

5. Rehabilitation of exterior façades should reflect a contemporary solution, which respects the architectural integrity of the entire building exterior, retaining and restoring those elements that enhance the building and surrounding setting.
6. **Any exterior renovation proposal is eligible to apply but top priority will be given to projects with high quality work and which will make a highly visible contribution to the commercial district. Please refer to the Secretary of the Interior's Standards for Rehabilitation for guidance on this point.**
7. The WDDC will not be party in negotiations between the applicant and contractor employed by the applicant. The applicant agrees to hold the WDDC harmless of any defects in workmanship, liability, damages, or other costs relative to this project.

Criteria

1. These grants are intended to encourage high quality, lasting building improvements to building façades, which respect and highlight the unique historic character of the building and its surrounding context in present day.
2. This is a matching grant not to exceed 50% of the approved project cost. Grants are awarded for *up to* \$10,000. No award shall exceed \$10,000. Award amounts will reflect the quality and positive impact of the project and are based on WDDC funding availability.
3. One grant is awarded per building façade improvement project.
4. The façade grant program seeks substantial exterior building improvements; therefore, a *minimum* investment of \$1,000 will be required of all participants.
5. Grants shall not be available for general maintenance items. However, if a project includes repairs and renovations that improve the entire exterior façade of the building, grants will be considered.
6. Façade improvements can consist of:
 - a. Removal of previously attached façade and obsolete fixtures and slip covers.
 - b. Improvements to restore original architectural design of building
 - c. New paint design to accentuate architectural details and visually improve look of building façade. Repainting existing paint design is a maintenance function is not eligible for a façade grant.
 - d. Brick repairs and tuck pointing to restore original architectural design of building.
 - e. Historic wood siding repairs to restore original architectural design of building.
 - f. Addition of awnings and other façade enhancements can be considered if part of an overall improvement of a building's façade.
 - g. Historic door and/or window repair or, when necessary, replacement with appropriate doors and/or windows.
 - h. Storefront repair or replacement to restore original architectural design of building.
 - i. Other façade improvements that restore the integrity of a historic building downtown.
7. An overall façade design improvement plan is strongly encouraged for greater consideration of grant awards. Grants for façade improvements that omit an overall façade design improvement plan will not be given priority consideration.
8. The WDDC Board of Directors must approve the application. Failure to comply with approved plans could result in the loss of grant funding.
9. All work must be completed in a good workmanship manner. The applicant will not be eligible for grant funds unless a competent professional does the work.
10. All work must be started within 45 days of the notification of the grant approval and completed within six months.

Application Process

- 1. No work shall begin prior to application or prior to notification of acceptance, acceptance with conditions, or rejection. Doing so will disqualify candidate from grant opportunity.**
2. Applicant is provided with an application form from the WDDC office if the project is located in the Central Business District area of downtown. Every effort will be made to work with the applicant in preparing eligible projects.
3. Applicant completes application and includes current and historic photographs of the building, design plans, design sketches, detailed written description of proposed renovations, quotes for proposed work, copies of all applicable permits (such as building and sign permits), and owner's written permission (if applicable).
4. The monthly application filing deadline is 5:00 p.m. on the 15th of each month or as directed by the Director of the WDDC. When appropriate documentation has been filed, staff will review it to determine if it is eligible for consideration by the WDDC Design Committee. Applicant may be summoned to attend the Design Committee meeting to discuss the proposed project, if deemed necessary.
5. The application is reviewed by the WCDD Design Committee and, if recommended is brought the WDDC Board of Directors for final approval. The Design Committee may recommend to the Board of Directors mandatory conditions, however, the Board of Directors is not required to follow the Design Committee's recommendations. The WDDC Board will make the final determination on the grant application.
6. A notification letter will be sent to the applicant as to whether the project has been accepted, accepted with conditions, or rejected.
7. Project must be started within 45 days of the notification of the grant approval and must be completed within six months.
8. Failure to complete the project by this date without an approved extension could result in loss of funding. The Design Committee, prior to the deadline date of completion, must approve any extensions of completion date. In no event shall any grants be extended beyond 12 months of initial approval.
9. The Design Committee must review any deviation from the approved plans before being undertaken. The Design Committee reserves the right to deny payment if completed work is inconsistent with the contents of the original application or is of insufficient quality.
10. Once the project is completed in accordance with the approved plans, paid invoices and cancelled checks are to be provided to the WDDC office.
- 11. Once the entire completed project is inspected and approved by City, County and State Agencies, if applicable, and a Certificate of Occupancy is granted, if applicable, the WDDC Design Committee will inspect the work completed and**

request that a check be issued for amount granted provided the work is accomplished in accordance with the agreement. No grant will exceed \$10,000. **This is a reimbursement grant and amount awarded will be paid upon successful completion of the project.**

The Secretary of the Interior's Standards for Rehabilitation

Introduction to the Standards

The Secretary of the Interior is responsible for establishing standards for all programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places.

The Standards for Rehabilitation (codified in 36 CFR 67 for use in the Federal Historic Preservation Tax Incentives program) address the most prevalent treatment. "Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

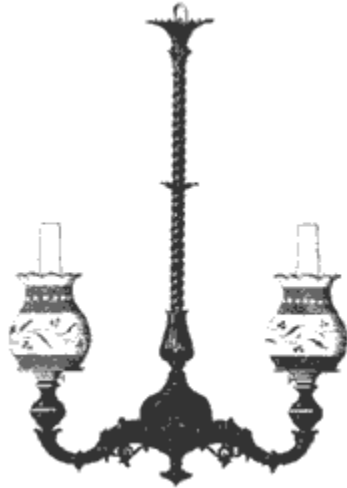


Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties within the Historic Preservation Fund grant-in-aid program, the **Standards for Rehabilitation** have been widely used over the years--particularly to determine if a rehabilitation qualifies as a Certified Rehabilitation for Federal tax purposes. In addition, the Standards have guided Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified for Federal tax purposes, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s), and where applicable, the district in which it is located.

As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments--if improperly applied--may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior

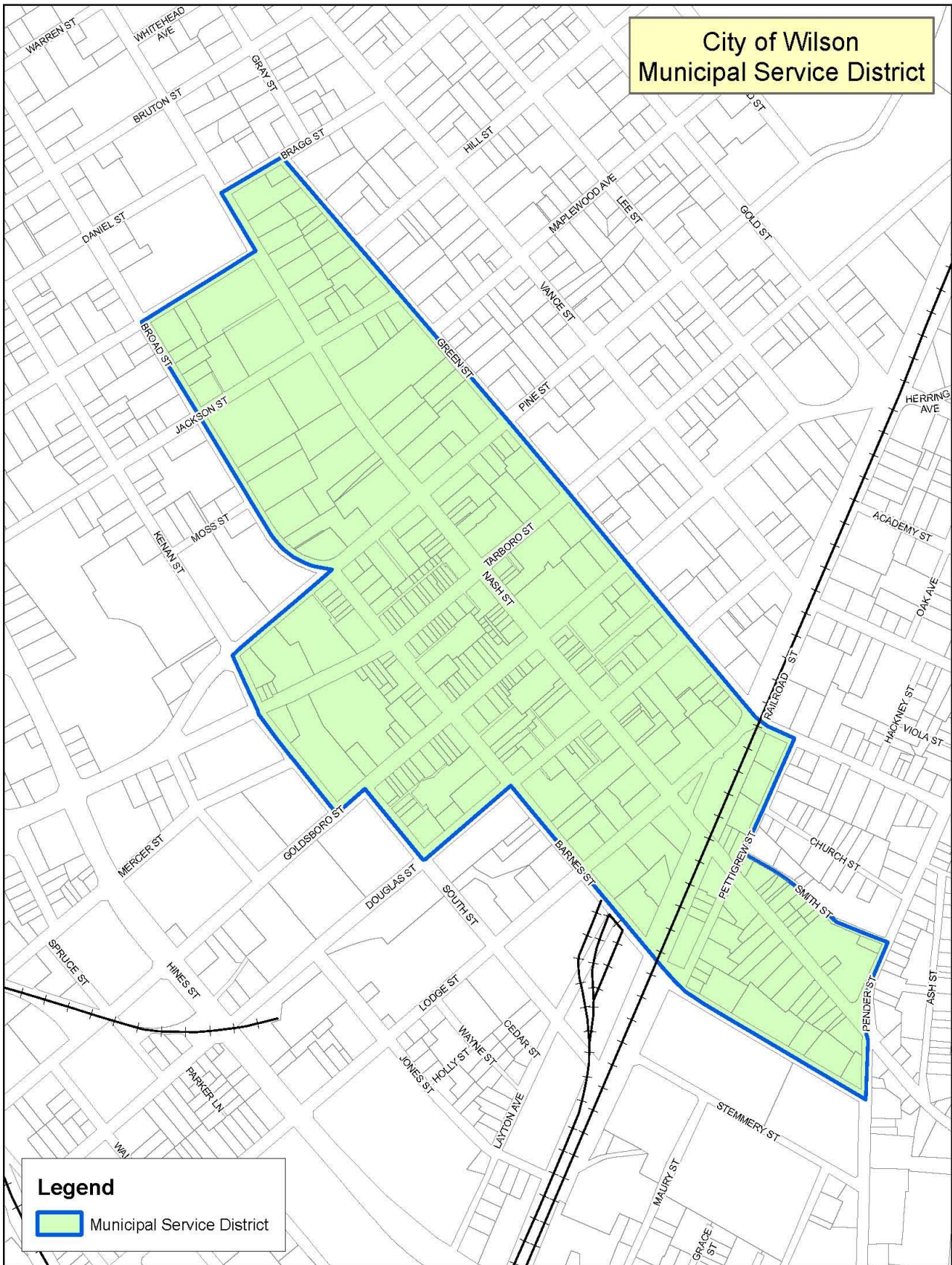
masonry cleaning techniques, or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the Standards.



The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation 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 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.**



Façade Grant Program Application

Property Address: _____

Current Use or Business Name: _____

Applicant's Information:

Name _____
Owner(s) _____ Tenant _____
Address _____
Phone(s) _____ Fax _____
Email(s) _____

Description of Project (attach additional sheet if necessary):

Total Estimated Costs \$ _____
Grant Amount Requested \$ _____ (Request may only be up to 50% of Total
Estimated Cost. Request may not exceed \$10,000)
Projected Start Date _____
Projected Date of Completion _____

I understand that no work shall begin prior to application or prior to notification of acceptance, acceptance with conditions, or rejection. Doing so will disqualify me from this grant opportunity.

- _____ Attached is a current photo of the building.
- _____ Attached is a historic photo of the building.
- _____ Attached are my design plans and sketches.
- _____ Attached are copies of all applicable permits (Building Permit, Sign Permit, etc.)
- _____ Attached are itemized contractor's estimates, which includes costs for labor and materials.
- _____ Attached is written permission from the owner to do the above-mentioned work (if applicable).

I understand that the Grant must be used for the project described in this application. I understand that failure to abide by the application may result in reduced funding or no funding. I understand that upon completion of the project, the Design Committee will inspect the work and I will submit copies of paid invoices and cancelled checks to the Wilson Downtown Development Corporation office. I understand that payment of the grant is contingent upon completing my project as my application outlined and providing proof of expenditure of funds. I understand that the WDDC will issue a check to me for amount awarded. I understand that no grant will exceed \$10,000.

Signature of Applicant _____

Date _____